



AGENDA

Council Meeting

Tuesday, 18 September 2018 at 6.30pm

Disclaimer

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Town of East Fremantle expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

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Procedure for Deputations, Presentations and Public Question Time at Council Meetings

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

<p style="text-align: center;">Deputations</p> <p>A formal process where members of the community request permission to address Council or Committee on an issue.</p>	<p style="text-align: center;">Presentations</p> <p>An occasion where awards or gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government.</p>
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Procedures for Deputations

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business.

Notice of deputations need to be received by **5pm on the day before the meeting** and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email admin@eastfremantle.wa.gov.au to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

- (a) is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
- (b) is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
- (c) additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

Procedure for Presentations

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by **5pm on the day before the meeting** and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email admin@eastfremantle.wa.gov.au to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received/awarded by the Mayor or an appropriate Councillor.

Procedure for Public Question Time

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the *Local Government Act 1995*) sets aside a period of 'Public Question Time' to enable a member of the public to put up to two (2) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Mayor may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the *Town of East Fremantle Local Government (Council Meetings) Local Law 2016*:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to three (3) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by **5pm on the day before the meeting and be signed by the author**. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.

Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.

Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.

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NOTICE OF MEETING

Elected Members

An Ordinary Meeting of the Council will be held on Tuesday, 18 September 2018 in the Council Chamber, 135 Canning Highway East Fremantle commencing at 6.30pm and your attendance is requested.



GARY TUFFIN
Chief Executive Officer

AGENDA

1. OFFICIAL OPENING

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

3.2 Apologies

3.3 Approved

Cr C Collinson

4. DISCLOSURES OF INTEREST

4.1 Financial

4.2 Proximity

4.3 Impartiality

5. PUBLIC QUESTION TIME

5.1 Responses to previous questions from members of the public taken on notice
Nil.

5.2 Public Question Time

6. PRESENTATIONS/DEPUTATIONS

6.1 Presentations

6.2 Deputations

7. APPLICATIONS FOR LEAVE OF ABSENCE

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Meeting of Council (21 August 2018)

8.1 OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 21 August 2018 be confirmed as a true and correct record of proceedings.

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil.

11. REPORTS AND RECOMMENDATIONS OF COMMITTEES

11.1 Town Planning Committee Meeting (4 September 2018)

File ref	C/MTP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	18 September 2018
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Town Planning Committee Minutes

Purpose

To submit the minutes and delegated decisions of the Town Planning Committee for receipt by Council.

Executive Summary

The Committee, at its meeting on 4 September 2018, exercised its delegation in all three statutory matters before it.

There is no further action other than to receive the minutes, including delegated decisions, of that meeting.

Consultation

Town Planning Committee.

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Site Inspection

Not applicable.

Comment

The unconfirmed minutes of the Town Planning Committee meeting are now presented to Council to be received.

11.1 COMMITTEE RECOMMENDATION

That the unconfirmed Minutes of the Town Planning Committee Meeting held on 4 September 2018 be received.

TOWN OF
EAST FREMANTLE



MINUTES

Town Planning Committee

Tuesday, 4 September 2018 at 6.30pm

Disclaimer

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MINUTES OF THE ORDINARY MEETING OF THE TOWN PLANNING COMMITTEE HELD AT THE EAST FREMANTLE TOWN HALL, 135 CANNING HIGHWAY, EAST FREMANTLE ON TUESDAY 4 SEPTEMBER 2018.**1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS**

Executive Manager Regulatory Services opened the meeting at 6.31pm and welcomed members of the gallery.

In the absence of the Presiding Member Mayor O'Neill was nominated to assume the chair.

Cr Nardi moved, seconded Cr White

That Mayor O'Neill be nominated to chair the Town Planning Committee meeting.

(CARRIED UNANIMOUSLY)

2. ACKNOWLEDGEMENT OF COUNTRY

"On behalf of the Council I would like to acknowledge the Whadjuk Nyoongar people as the traditional custodians of the land on which this meeting is taking place and pay my respects to Elders past and present."

3. RECORD OF ATTENDANCE**3.1 Attendance**

The following members were in attendance:

Mayor O'Neill Presiding Member

Cr D Nardi

Cr T Natale

Cr A White

The following staff were in attendance:

Mr A Malone Executive Manager Regulatory Services

Ms G Cooper Minute Secretary

3.2 Apologies

Cr M McPhail

Cr J Harrington

3.3 Leave of Absence

Cr C Collinson

4. MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

5. DISCLOSURES OF INTEREST**5.1 Financial**

Nil.

5.2 Proximity

Nil.

5.3 Impartiality

Nil.

6. PUBLIC QUESTION TIME**6.1 Responses to previous questions from members of the public taken on notice**

Nil.

6.2 Public Question Time

Nil.

7. PRESENTATIONS/DEPUTATIONS**7.1 Presentations**

Nil.

7.2 Deputations

Nil.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**8.1 Town Planning and Building Committee (7 August 2018)****8.1 OFFICER RECOMMENDATION**

Cr Nardi moved, seconded Cr White

That the minutes of the Town Planning and Building Committee meeting held on Tuesday 7 August 2018 be confirmed with the following error being noted for correction:

Minute No. 11.6 Preston Point Road No 65C (Resolution 050818)

The notation following the Committee resolution be amended to read as follows:

Note:

As 4 Committee members voted in favour of the procedural motion, pursuant to Council's decision regarding delegated decision making made on 17 June 2018 this application is deemed deferred, on behalf of Council, under delegated authority.

(CARRIED UNANIMOUSLY)

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

10. REPORTS OF COMMITTEES**10.1 Community Design Advisory Committee****Prepared by:** Andrew Malone Executive Manager Regulatory Services**Supervised by:** Gary Tuffin, Chief Executive Officer**Authority/Discretion:** Town Planning & Building Committee**Attachments to be tabled:** 1. Minutes of the Community Design Advisory Committee meeting held on 27 August 2018.**PURPOSE**

To submit the minutes of the Community Design Advisory Committee meeting held in August for receipt by the Town Planning Committee.

EXECUTIVE SUMMARY

The Committee, at its meeting held on 27 August 2018, provided comment on planning applications listed for consideration at the September Town Planning Committee meeting and other applications to be considered in the future. Comments relating to applications have been replicated and addressed in the individual reports.

Due to the date of the CDAC meeting the minutes will be tabled at the Town Planning Committee meeting.

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

10.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP010918

Cr White moved, seconded Cr Natale

That the Minutes of the Community Design Advisory Committee meeting held on 27 August 2018 be received.

(CARRIED UNANIMOUSLY)

11. REPORTS OF OFFICERS (COMMITTEE DELEGATION)**11.1 Preston Point Road, No. 65C (Lot 9) – Construction of Three Level Dwelling on Vacant Lot**

Applicant	Arktek Design
Landowner	K Keyhan
File ref	P/PPT65C; P012/18
Prepared by	Christine Catchpole, Senior Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Voting requirements	Simple Majority
Meeting date	7 August 2018
Documents tabled	Nil
Attachments	Nil

Purpose

This report considers an application for development approval for the construction of a three level dwelling at No. 65C (Lot 9) Preston Point Road, East Fremantle.

Executive Summary

The application involves the construction of a three level dwelling on vacant land. The site is a rear battle-axe lot which is one of four lots subdivided at a density of R30. This lot is located in the north western corner of the parent lot and is 292m².

Access to a double garage is at the end of the battle-axe driveway. The first two levels of the dwelling will comprise fully self-contained living quarters on each level. The third level comprises a rooftop loft (single room) and open air rooftop terrace.

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

- Lot boundary Setbacks: reduced setbacks proposed to all boundaries with the exception of the western boundary;
- Visual Privacy: reduced visual privacy setbacks;
- Site works: fill exceeds 500mm;
- Building Height, Form, Scale and Bulk: exceeds building height limits;
- Views; and
- Vehicular access – driveways shall be no closer than 0.5 metres from a side lot boundary.

It is considered the non-compliance with the visual privacy setbacks cannot be supported and conditions requiring compliance with these setbacks is considered necessary to address the concerns of adjoining land owners. Other variations are considered supportable subject to conditions of development approval in regard to building height, sight lines, external fixtures, parapet walls and other general amenity issues.

The Town Planning Committee determined to defer the application at its meeting of 7 August 2018 to require the applicant to demonstrate that compliance with the three visual privacy conditions (relating to each level of the dwelling) could be achieved at planning approval stage rather than at building permit stage. The applicant has submitted amended plans which demonstrate compliance, however, full drawings and elevations have not been provided. The plans indicating the visual privacy setbacks of the dwelling were subsequently forwarded to the impacted adjoining owner to the rear. The land owner has replied indicating he has viewed the plans and acknowledged the visual privacy setbacks

shown on the amended plans comply with the R-Codes. In all other respects the contents of this report are the same as that previously presented to the Committee.

The plans are therefore considered to satisfy the Town Planning Committee's resolution and the application is recommended for approval subject to modified conditions relating to visual privacy. The modified conditions are to ensure that the required setbacks are indicated on the building permit application plans.

Background

Zoning: Residential 30

Land area: 292m²

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

December 2015 – Council granted planning approval for a new two storey dwelling at 65D Preston Point Road. This lot is immediately adjacent to the subject site and has planning and building approval for a three level dwelling which includes a roof terrace. Development of the two remaining vacant lots in this subdivision has not commenced, however, planning approval has been granted.

Consultation

Advertising

The application was initially advertised to surrounding land owners from 22 February to 9 March 2018. Eight (8) submissions were received all objecting to the proposal mainly on the basis of the dwelling exceeding the building height limit (impact of scale and bulk on surrounding properties and obstructing views). Privacy and overlooking were also noted as areas of concern.

Following discussion of the issues raised in the submissions with the applicant and owner amended plans were submitted and a second round of advertising was undertaken from 11 to 25 June 2018. Four (4) submissions were received and are noted below. The response from the applicant is noted in italics following each submission.

Submission 1

It has been noted the building height has been lowered to the regulated 8.1 metres height limit and also note that a portion of the roof apex remains above this limit.

With a sloping site it is difficult to have the entire roof under the height limit. The point of the height limit is to reduce possibility of views being blocked by new development. It is our opinion that no views will be blocked by the small percentage of roof that is currently over height.

We still have reservations as to the social impact of the roof terrace and the possibility of the installation of temporary/permanent structures.

There cannot be any installation of structures on the terrace without planning approval. The proposed design is for a couple with one child and their elderly parents. There are a lot of properties in the local area with elevated outdoor terraces large enough to host large numbers of people, with these spaces i.e. terraces at 36 Riverside Road and a new development at 33 Riverside Road - all have potential to host parties, but this does not mean this will happen, complaining about the social impact of a new outdoor area is speculation.

Submission 2

We strongly object to the plans as proposed. It is an over development of the site that fails to meet principles of proper planning and the LPS.

Prior to this proposal going to CDAC etc. we consider it is critical that we are informed by a detailed report setting out the variations being sought – we will take planning/legal advice and revert in a format that can become part of the process.

The design is seeking variations on setbacks, height, overlooking and overshadowing, possibly site coverage.

A significant imposition on our amenity. The use of our swimming pool and deck will be compromised by having 3 levels of direct overlooking.

- (1) We are a little confused by the plans, it seems a 3 bedroom house on the ground floor and a 3 bedroom house on the upper floor. –

The design is a single 5-bedroom home with a study for the client and his elderly parents whom he is the primary carer. While the complainant may have other views depending on their interpretation of the plans, it would be crucial for the planning committee to consider the needs of the family that owns the block as well.

- (2) 2 houses on 1 lot – does this concept comply with the zoning of the site. –

It is not 2 houses please refer to above point 1.

- (3) The west facing elevation is all glass with very little articulation, far too bulky. –

The complainant is complaining about elements for the built structure that he will not be able to view from his property.

- (4) When the living and dining room sliding doors are open (on either level) the space will be like a covered terrace – requiring a 7.5m setback.

Opening doors to an internal space does not change the use of the space. There is also no possibility of overlooking from these spaces due to the topography of the land. With a screen over the wall on the boundary which is already 2.1m high and the property at Riverside Road being 5m lower than 65C and D Preston Point Road, it is physically impossible for a person to look down into the pool and deck at Riverside Road. The point of the setbacks in the R-Codes is to prevent overlooking into another property's outdoor living areas and other habitable spaces. Where this is not physically possible there is no need to enforce minimum setbacks if there is no adverse impact on adjoining properties.

- (5) The roof terrace seeks variations for overlooking on all sides – a very large space, we do not support the variations.

There are no overlooking issues, the terrace has been setback where necessary to avoid overlooking at 36 and 37 Riverside Road. This setback obscures any possible visual lines to both properties.

Submission 3

- (1) The overall building presentation and visual appearance is inconsistent with the area and other properties adjacent and will lower the appeal and value of the locality.

This is a matter of opinion. There will be three buildings on the site at 65 Preston Point Road and all will be different in their own right. Apart from 63 Preston Point Road all developments in the immediate locality are different in their visual appearance. How is the appeal of an area valued?

- (2) From the plans it appears that the loft will exceed the height of roof apex of the adjacent 65D by 3 metres, the central pergola by some 2 metres and the solid wall by 1.6 metres. It should be clearly noted that the roof apex of 65D is already significantly in excess of maximum building heights.

While the roof of the loft is higher than 65D Preston Point Road the roof terrace is at the same height. The 1.6 high solid wall is acting as a privacy screen between the two houses and is the same height as the proposed privacy screen at 65D. Based on the floor level of the neighbouring properties the increased height of 65C will not impact any views from the neighbouring properties.

- (3) These over height structures will severely negatively affect the views and viewing channels of our and several other dwellings in the 63 Preston Point Road strata development.

Properties at 63 Preston Point will not be impacted by the development at 65C as they do not have viewing channels to the river over 65C. They views to the river are directly over the sewer easement at 65D also over 34, 35 and 36 Riverside Road.

- (4) Multiple views from the eastern side of Preston Point Road and Fraser Street will also be negatively impacted as their viewing channels are blocked.

65C Preston Point Road has a finished floor level of 13.786 while 65A is at 16.680 which is 2.894m higher than 65C. 65A will still enjoy views over 65C and between 65 and 67 Preston Point. All properties on Fraser Street are also higher than 65 with view channels over Gourley Park for properties north of Fraser Street and between 63 Preston Point Road and 65D Preston Point Road for properties south of Fraser Street.

- (5) The use of shade structures, trees and outdoor furniture and appliances will further increase the height of the eastern section of the dwelling and all deployment or use of such items should be forbidden.

It is our understanding that the use of such structures in an area with height sensitivities would require prior planning approval, as this is not the case at this point we cannot comment on what the complainant views as possibilities of future non-compliance with planning policy. We believe the Town has the right to request any such items be removed if installed without approval.

- (6) The use of lighting on the rooftop terrace will shine directly into our main bedroom at night from above the level of 65D and our property will be directly impacted by any noise from the residents using the roof top terrace.

The roof terrace at 65C does not exceed the roof level at 65D. The orientation of the two properties will make it hard for lights to affect the living spaces at number 65D. Noise can come from any property along the road. The roof terrace does not increase the possibility of noise from social gatherings.

We would request that the East Fremantle Town Planning Committee reject this planning application and that a requirement be placed such that no structure or temporary item should have a height greater than the current over height apex of the roof of the dwelling approved for 65D.

This would be an assumption that the owners of 65D are the only owners in East Fremantle that have the right and privilege of being able to develop their property as they wish and they can enforce their property as the benchmark for all developments. The Planning Committee has a responsibility to all residents including the owners of 65C Preston Point Road.

Also that restrictions on noise and light be placed on any rooftop terrace approved.

Noise and light restrictions would be fundamental to quiet enjoyment of neighbouring properties. This should be imposed on both 65B, C and D. If not already imposed on the other 2 properties we request the Planners revisit the approval to those properties and exercise their right to amend the approval.

As can be seen from the photo (not included) the tree and its planter box has increased significantly the height and visual impact of this three level dwelling (estimate - 4 metres). This has had significant impact on adjacent neighbours. Furthermore, during a storm the tree toppled over and came very close to falling over the edge onto the neighbour's drive and cars. This is a potential safety issue. As adjacent neighbours we would strongly request that the East Fremantle Council take steps to ensure this cannot happen at 65C Preston Point Road.

We note that the photo is not of a property in East Fremantle. Planning approval would be required and the Town would have the power to request the tree be removed if not approved.

Submission 4 - (repeat of Submission 3 above)

Officer Response

The Officer's response to the submissions is addressed in detail in the 'Comment' section of the report. In summary the height of the dwelling as proposed is supported, however, the applicant had been advised that the visual privacy issues must be addressed through amendments to the plans indicating compliance with the R-Codes.

Following discussions with the Town in respect to compliance the applicant submitted amended plans. The amended plans whilst addressing the visual privacy setbacks are still not in full compliance so conditions of planning approval are recommended to be imposed to ensure that the setbacks are compliant at Building Permit application stage.

Community Design Advisory Committee (CDAC)

This application was not referred to the CDAC. The site is a battle-axe lot which is ~40 metres from the street.

Statutory Environment

Planning and Development Act 2005

Town of East Fremantle Local Planning Scheme No. 3 (LPS 3)

Policy Implications

Residential Design Guidelines 2016

Fremantle Port Buffer Zone – Area 3

Financial Implications

Nil

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

MINUTES OF TOWN PLANNING MEETING
TUESDAY 4 SEPTEMBER 2018

3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.

3.3.1 Continue to improve asset management practices.

3.3.2 Optimal management of assets within resource capabilities.

3.3.3 Plan and advocate for improved access and connectivity.

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 Conserve, maintain and enhance the Town's open spaces.

4.1.1 Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.

4.1.2 Plan for improved streetscapes parks and reserves.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices.

4.3 Acknowledge the change in our climate and understand the impact of those changes.

4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts.

Site Inspection

July 2018

Statutory Assessment

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

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	4.0m	N/A	N/A
Lot Boundary Setback	South: 1.5 (GF) 3.0m (UF) North: 1.5m (GF) 6.1m (UF) West: 1.8m (GF) 3.0m (UF) East: 1.5m (GF) 3.0m (UF)	South: nil – 1.2m (GF & UF) North: 1.1 – 2.0m (GF & UF) West: 5.995m – 6.7m (GF & UF) East: 1.25m (GF & UF)	D D A D
Open Space	45%	≥45%	A
Outdoor Living	30m ²	44m ²	A
Car Parking	2	2	A
Site Works	Less than 500mm	~up to 1,028mm - fill	D
Retaining Walls	Greater than 500mm and closer than 1m from lot boundary	Not indicated on plans	N/A
Overshadowing	35%	≤35%	A
Drainage	On-site	On-site	A
Visual Privacy	Roof top deck: 7.5m Balcony (north): 7.5m Dining/living: 6.0m Study/Gym: 4.5m	Roof top deck: 7.2m – 8.5m Balcony (north): 1.1m Dining/living: 5.917m – 6.45m Study/Gym: 2.0m	D D D D

	Master bed: 4.5m	Master bed: 1.1m	D
	Bedroom 5: 4.5m	Bedroom 5: 1.1m	D

Local Planning Policy 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	D
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	D
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	A
3.7.14 Footpaths and Crossovers	N/A
3.7.18.3 Garages, Carports and Outbuildings	A
3.7.15-20 Precinct Requirements	D

Building Height Requirement	Required	Proposed	Status
Building Height (wall) (RDG)	5.6m	West: 6.6m	D
		North: 6.4m	
	South: 7.1m		
	East: 6.0m		
Building Height (top of external wall) (RDG)	6.5m	North: 6.4m	D
		South: 7.1m	
Building Height (roof) (RDG)	8.1m	West: 6.8m	A
		North: 9.0m	D
		South: 8.5m	D
		East: 8.1m	A

Lot boundary setbacks

The lot boundary setbacks of the dwelling do not comply in respect to all lot boundaries with the exception of the western boundary. It is not unexpected that on a lot ~10 metres wide and 292m² in area that non-compliant setbacks will be proposed. Redevelopment of small narrow lots with large houses designed to maximise views results in walls which require greater setbacks from the side boundaries even where there are no major openings. This is the case with this application. The lot area makes it difficult to minimise bulk through lot boundary setbacks. Most major openings face north or west along the boundary where the building has a minimal setback. The details of the variations and conditions imposed are discussed below.

Eastern boundary

The non-compliance with the setback to the access driveway as outlined in the table above can be supported as there is minimal impact on the amenity of the surrounding sites. Adjoining land owners have not objected to the reduced setback with respect to the dwelling itself. A reversing area is indicated behind the garage so cars are able to exist onto Preston Point Road in a forward direction. This setback has been designed to align with the other dwelling on the remaining rear lot in this subdivision.

Southern boundary

The setback from the southern boundary does not meet the R-Code requirements. Essentially a nil setback is proposed for the full length of the wall. The adjoining owner has been consulted in relation to the reduced side setback and has not objected. The southern elevation will be constructed up to the lot boundary. This has minimal impact on the dwelling to be constructed to the south (at 65D) as the northern elevation of that dwelling is also constructed up to the boundary, with only small service courtyards adjacent to each other. A condition is recommended to ensure vehicles exit the site in a forward direction.

Northern boundary

There is a slight setback from this boundary, however, it is still non-compliant. The adjoining owners have not objected to the setback. If the ~6 metre wide access driveway on the adjoining lot is included in the distance between the two dwellings then the setback distance required under the R-Codes is satisfied, so the reduced setback is supported. It is considered adequate separation is provided between the dwellings.

Notwithstanding the non-compliance with the setback distances, in this circumstance the reduced setbacks of the R30 coded site are supported. The scale of the dwelling in proportion to the lot size is similar to the other lots developed at R30 in the area and the dwellings constructed on the two rear lots will be over 40 metres from the road and behind another two dwellings, so the impact and visual dominance of these dwellings on Preston Point Road is minimised because of their limited visibility.

With regard to the overall setback variations the 'Design Principles' of the R-Codes are considered satisfied in that the building does not unnecessarily contribute to building bulk on the adjoining lot (given the adjoining development to the south is built to the lot boundary and the development to the north is separated by a ~6 metre wide access driveway. Adequate sun and ventilation to open spaces is available and overshadowing is not over open space or outdoor living areas because the deck and roof terrace areas are at the very western end of the lot. As there are a number of variations to the R-Codes it is considered that this development can only be supported on the basis that development of the lot does not impact the streetscape and that other non-complying aspects of the development that impact adjoining owner amenity are required to comply with the R-Codes.

Site works

The proposed fill (up to ~1.028m) is outside the parameters of the R-Codes. The applicant is filling a portion of the site to varying degrees to level the site as it slopes approximately 2 metres from east to west. This allows for the rear of the site to be raised which improves views and the outlook from the property. Whilst this can be supported as it does not have too great an impact on building height from the eastern perspective, it does contribute to overlooking of the property to the west, particularly as the visual privacy setbacks cannot be met. This is discussed further in the "Visual privacy" section of the report.

Boundary walls are already in place and retaining walls are not indicated on the plan. Fill of the site does add to the height of the building but at the point of the site where the building is over height the fill is less than the 500mm maximum specified in the R-Codes. The 'Design principles' are considered satisfied in that the fill proposed does not result in the ground levels at the lot boundary to the south or north being markedly different. The lot to the west is already at a much lower level due to the steeper slope of the land to the river and the previous development of that lot at a much lower level.

Building height

The R-Code provisions in respect to building height are substituted by the height control under the Residential Design Guidelines. Clause 3.7.18.4.1.3 states that:

Where views are an important part of the amenity of the area and neighbours' existing views are to be affected the maximum building heights are as follows:

- 8.1 metres to the top of a pitched roof;
 - 6.5 metres to the top of an external wall (concealed roof); and
 - 5.6 metres to the top of an external wall and where the following apply.
- (i) *the proposal demonstrates design, bulk and scale that responds to adjacent development and established character of the area or other site specific circumstances;*
 - (ii) *the provision of a landscaping plan demonstrating a minimum of 50% of the effective lot area being landscaped; and*
 - (iii) *subject to the 'Acceptable Development' standards of the R-Codes – Element 9 – Design for Climate and Element 8 – Privacy being met.*

Non-compliance with the external wall height limits and the concealed and pitched roof heights must therefore be assessed in respect to the 'Performance Criteria' of the Residential Design Guidelines.

Views

Clause 3.7.18.4.1.3 states that *where views are an important part of the amenity of the area and neighbours' existing views are to be affected, amongst other things, the following matters are to be considered:*

- (i) *the proposal demonstrates design, bulk and scale that responds to adjacent development and established character of the area or other site specific circumstances;*
- (ii) *the provision of a landscaping plan demonstrating a minimum of 50% of the effective lot area being landscaped and ;*
- (iii) *subject to the 'Acceptable Development' standards of the R-Codes – Element 9 – Design for Climate and Element 8 – Privacy being met.*

The proposed dwelling for the site has been designed to achieve river views and to maximise these views with the addition of a rooftop terrace, as with the two other dwellings approved in this subdivision. This also provides some outdoor living areas on the site because it cannot be achieved at ground level, with the exception of a small deck area.

Due to the slope of the land downhill toward the river and the resultant filling of the lot to level the building pad, the dwelling will exceed the permitted height limit in part (not from the eastern perspective) for a pitched roof (permitted 8.1m; proposed 8.1m – 8.5m) and for a flat roof (permitted 6.5m; proposed 6.2 – 7.2m). The balustrades on the roof top terrace will also add to the height of the dwelling. However, this does not impact sites to the east. Although the roof pitch of the rooftop loft (height compliant from the eastern perspective) is higher than the balustrading and the rooftop terraces are to be constructed to the same height. From a southern perspective the balustrade will be lower than the building to be constructed to the south. Residents who are further south have commented on views being impeded, however, views from this direction have already been impeded by approval of the three level dwelling on the lot to the south of the subject site (No. 65D), so there is no further impact on views. The only views available are westwards through setback areas/easements and over the dwellings on Riverside Road. From the northern perspective the dwelling at the street front of No. 67 Preston Point Road is oriented to gain views over Gurley Park and the rear house has views to the south west, west and north west. Surrounding properties on higher ground on the other side of Preston Point Road should still maintain views over the dwelling when constructed.

The non-compliance with the building height limit can therefore be supported as the bulk and scale corresponds to other dwellings approved for the immediate area and the open space required under the R-Codes for the site has been achieved. The dwellings still to be constructed in this subdivision are all of a similar bulk, scale and height. The remaining lots to be developed are a considerable distance from Preston Point Road and therefore have limited impact on the streetscape.

Visual Privacy Setbacks

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 metres above natural ground level, and positioned so as to overlook any part of any other residential property behind its 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 proposed development does not comply with the 'Deemed to Comply' provisions of the R-Codes, however, the 'Design Provisions' of 5.4.1 allows for:

P1.1 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.

P1.2 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 non-compliance with the visual privacy setbacks is primarily of concern for the residential property immediately to the west on Riverside Road. The property has a swimming pool and outdoor living area adjacent to the western boundary of the subject lot. The subject lot is on higher ground so the rooftop terrace and the first level living and dining area overlook the property to the west. Stackable/fully opening doors are proposed to open across the full width of this level. Therefore the applicant's suggestion that the windows be obscured with the application of visually impermeable film or fitted with obscure glazing to a height of 1.6 metres was not considered satisfactory in that the doors are not permanently fixed in place and so can be opened thereby causing overlooking of the property to the west. In the amended set of plans the applicant has attempted to set back the dwelling to meet the visual privacy setbacks for the first level but has not done so for the full length of the façade. It is therefore considered necessary to impose a condition which requires the dwelling be setback the required minimum distance as per the R-Codes. This minimum distance of 6.0 metres is to be indicated on the Building Permit application plans.

Similarly, the amended plans do not indicate the rooftop terrace is set back the required distance from the western lot boundary that is 7.5 metres. For the same reasons as discussed above a condition requiring the visual privacy setback distance be met, as required under the R-Codes, is considered necessary for the rooftop terrace. If not, then the terrace balustrade will need to be raised to a height of 1.6m from the floor level, be constructed in a visually impermeable material and permanently fixed in

place. Likewise if the dwelling is not setback the required distance for the living/dining room area (Upper Floor plan) then the major openings along the western elevation will be required to be permanently fixed in place and screened with visually impermeable screening or glazing to a height of 1.6 metres from the finished floor level. Stackable and fully opening doors or windows will not be permitted at the proposed setback distance. Without these measure being implemented neither the 'Deemed to comply' nor the 'Design principles' of the R-Codes are considered satisfied.

One of the comments made in the submissions was that further rooftop structures or vegetation to provide weather protection will be required once the space is in use. This is a potential concern because if this was to occur there would be further breaches of the building height limits and additional bulk added to the dwelling. A condition is therefore recommended that requires a development approval application to be submitted if any additional structures are proposed to be constructed or installed on the roof terrace or roof of the third level of the dwelling. This condition applies to rooftop shade or weather protection structures or appliances, lighting poles/structures, external fixtures, fittings, masts, satellite dishes, telecommunication devices, appliances or large potted plants.

Driveway access and crossover

The R-Codes specify that driveways shall be no closer than 0.5 metres from a side lot boundary. This is a 'Deemed to comply' provision in order that the impact of access ways on the streetscape is reduced and safety standards are maintained. In this situation landscaping of the driveway will be of little benefit to the streetscape. The driveway is close to 40 metres in length and only 4 metres wide. It provides the only pedestrian access to the rear lots. In this situation it is considered important that vehicles and pedestrians have as much separation as possible. If landscaping was installed it would reduce the width of the driveway and also impact sight lines at the entry to Preston Point Road. As the driveway is very long and narrow with a high brick wall running the length of the driveway on the northern lot boundary it is not considered appropriate or necessary to require it to be landscaped for this length. Non-compliance with this provision is therefore considered acceptable.

Single dwelling approval

It is noted this dwelling could potentially function as two separate living quarters/apartments under the one roof, with separate and secure access via the main entry to the second level and direct access from the garage to the first level. This approval is for a single dwelling only as multiple dwellings or apartments are not permitted in a R30 zone. If it is contemplated that the property be used for short term or bed and breakfast accommodation then a separate application to Council for its consideration will be required. However, a separate street number (i.e. address) for the property will not be issued by the Town as the development approval is for a single dwelling only. A footnote in this regard is recommended as the dwelling will not be recommended for approval for more than one dwelling as this is not permitted under LPS No. 3.

Rooftop terrace

The submissions have noted that noise disturbance and light spill could occur from social activities on the rooftop terrace. As with any other outdoor living space matters relating to noise are regulated by the *Environmental Protection (Noise) Regulations 1997 (as amended)* and matters relating to lighting are assessed under a development application if lighting involves the installation of poles or other structures and the impact of light spill can be assessed by the Town's Environmental Health Officer.

Conclusion

The proposed development is surrounded by R30 density development and has been designed to be similar in design, scale and bulk to the surrounding development in the immediate area. The overall height of the dwelling is of a very similar height to the dwelling to be constructed on the site immediately to the south. The non-compliance with elements of the R-Codes and the Residential Design Guidelines can be supported in part, however, the non-compliance with the visual privacy

setbacks cannot be supported. It is recommended that a condition be imposed which requires the required setback (for the rooftop terrace and the living/dining room area) to be indicated on the plans submitted for a building permit application. There are a number of other planning conditions which are recommended to ensure compliance with the height indicated on the plans and requiring further planning approval for any use of the property other than for single residential purposes, as well as other conditions relating to residential amenity. The recommended conditions of development approval are considered to address the submissions made in respect to visual privacy and other matters considered to be relevant planning considerations.

Resolution of Town Planning and Building Committee Meeting 7 August 2018 - Deferral

The Town Planning Committee at its meeting of 7 August 2018 considered the Officer's Recommendation outlined in the report dated 7 August 2018 and repeated below, however, the Committee made the following resolution:

The Committee resolved to move a procedural motion in regards to the following:

"That the item be deferred to allow the applicant to amend their design to comply with conditions (1), (2) and (3) at the Development Approval Stage rather than Building Permit Stage:

- (1) The Building Permit application plans to demonstrate full compliance with the visual privacy setbacks for the western boundary as required under clause 5.4.1 C1.1 of the R-Codes to the satisfaction of the Chief Executive Officer. If full compliance is not indicated then the western facing openings of the 'Upper Floor' must be designed to meet the requirements of clause 5.4.1 C1.1 of the R-Codes to the satisfaction of the Chief Executive Officer at Building Permit application stage.*
- (2) The balustrade of the roof deck to be setback a minimum of 7.5 metres from the western lot boundary for the full length of the balustrade along the western edge of the rooftop terrace. If the minimum setback distance of 7.5 metres is not achieved then the balustrade must be a permanently installed structure that is visually impermeable and 1.6 metres in height from floor level. The details to be indicated to the satisfaction of the Chief Executive Officer at Building Permit application stage.*
- (3) Permanent installation of a visually impermeable privacy screen on top of the existing dividing wall/fence on the western boundary, to the satisfaction of the Chief Executive Officer. Details of the screening device to be to the satisfaction of the Chief Executive Officer and to be indicated on the Building Permit application plans."*

The Town Planning Committee determined to defer the application at its meeting of 7 August 2018 to require the applicant to demonstrate that compliance with the above visual privacy conditions could be achieved at planning approval stage rather than at building permit stage. The applicant has submitted amended plans which demonstrate compliance, however, a full set of drawings and elevations have not been prepared. The plans indicating the visual privacy setbacks of the dwelling were subsequently forwarded to the impacted adjoining owner to the rear. The land owner has replied indicating he has viewed the plans and acknowledged the visual privacy setbacks shown on the amended plans comply with the R-Codes.

The plans are therefore considered to satisfy the Town Planning Committee's resolution and the application is recommended for approval subject to modified conditions relating to visual privacy. The modified conditions are to ensure that the required setbacks are indicated on the building permit application plans.

It is considered the variations to the R-Codes and the Residential Design Guidelines as proposed will not have a significant impact on the amenity of the subject lot or adjoining sites and the application can therefore be supported subject to conditions relating to roof reflectivity, parapet walls, enclosure of the carport and use of the ancillary dwelling.

11.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP020918

Cr White moved, seconded Cr Nardi

That Council grant development approval and exercise discretion in regard to the following:

- (i) Clause 5.1.3 – Lot Boundary Setback of the Residential Design Codes of WA to permit lot boundary setbacks of less than:
 - (a) 1.5m southern boundary (ground floor)
 - (b) 3.0m southern boundary (upper floor);
 - (c) 1.5m northern boundary (ground floor);
 - (d) 6.1m northern boundary (upper floor);
 - (e) 1.5m eastern boundary (ground floor); and
 - (f) 3.0m eastern boundary (upper floor);
- (ii) Clause 5.3.5 – Vehicular Access of the Residential Design Codes of WA to allow a setback of less than 0.5 metres from a side lot boundary;
- (iii) Clause 5.3.7 – Site Works of the Residential Design Codes of WA to allow fill greater than 0.5 metres behind a street setback line and within 1.0 metre of a lot boundary and where development not in compliance with building height limits and building setback requirements;
- (iv) Clause 5.4.1 – Visual Privacy of the Residential Design Guidelines to allow a visual privacy setback of less than 7.5 metres for the balcony (north and east), 4.5 metres for the study/gym, the master bedroom and bedroom 5; and
- (v) Clause 3.7.18.4.1.3 – Building Height, Form, Scale and Bulk of the Residential Design Guidelines 2016 to permit the building wall height to exceed 5.6 metres to the top of an external wall, 6.5 metres to the top of an external wall (concealed roof) and the overall height to exceed 8.1 metres to the top of a pitched roof,

for the construction of a three level dwelling at No. 65C (Lot 9) Preston Point Road, East Fremantle, in accordance with the plans and supporting information date stamped received on 30 July and 8 and 23 August 2018, subject to the following conditions:

- (1) The Building Permit application plans to demonstrate full compliance with the visual privacy setbacks from the western boundary for all levels of the dwelling as required under clause 5.4.1 C1.1 and/or C.2 of the R-Codes to the satisfaction of the Chief Executive Officer as indicated on the amended plans dated 8 August 2018.
- (2) Permanent installation of a visually impermeable privacy screen on top of the existing dividing wall/fence on the western boundary, to the satisfaction of the Chief Executive Officer. Details of the screening device to be to the satisfaction of the Chief Executive Officer and to be indicated on the Building Permit application plans as shown in supporting information dated 23 August 2018.
- (3) The Building Permit application plans to indicate the same finished floor levels as indicated on plans date stamped received 30 July 2018.
- (4) No rooftop shade or weather protection structures or appliances, lighting poles/structures, external fixtures, fittings, masts, satellite dishes, telecommunication devices, appliances or large potted plants to be installed on the roof or on the floor of the roof terrace of the

- dwelling without further Council approval.
- (5) The space for solar collectors indicated on the northern plane of the pitched roof (plans date stamped received 30 July 2018) are not to be installed on a raised frame/platform without further Council approval. Direct attachment to the roofing material is all that is permitted under the current development approval.
 - (6) The development approval is for a single dwelling only and the dwelling is not to be used for the purposes of an ancillary dwelling, short term or bed and breakfast accommodation or a home occupation.
 - (7) All vehicles must exit the garage and crossover on Preston Point Road in a forward direction. This is to be demonstrated on the plans submitted with the Building Permit application to the satisfaction of the Chief Executive Officer.
 - (8) The crossover on Preston Point Road is to be no greater than 3 metres in width (including splays/wings) and is to be in compliance with Council's Residential Design Guidelines in respect to crossovers.
 - (9) In cases where there is an existing crossover this is to be removed and the kerb, verge and footpath are to be reinstated at the applicant's expense to the satisfaction of Council, unless on application, Council approval for the crossover to remain is obtained.
 - (10) Sight lines at the intersection of the access way leg with Preston Point Road on the southern lot boundary to meet Australian Standards. This is to be demonstrated on the plans submitted with the Building Permit application to the satisfaction of the Chief Executive Officer.
 - (11) All parapet walls/building structures to adjacent property faces are to be finished by way of agreement between the property owners and at the applicant's expense.
 - (12) The metal roofing colour to be selected to reduce reflectivity to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
 - (13) The proposed works are not to be commenced until approval from the Water Corporation has been obtained and the building permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.
 - (14) No building construction is permitted to encroach into or over the easement indicated on the Certificate of Title in the south eastern corner of the lot.
 - (15) 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.
 - (16) 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.
 - (17) 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.
 - (18) 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.
 - (19) 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.

(20) 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 UNANIMOUSLY)

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 17 June 2018 this application deemed determined, on behalf of Council, under delegated authority.

11.2 George Street, No. 146 (Lot 609) – Additions and Alterations to Heritage Listed Dwelling, Including a Patio

Applicant	Bernard Seeber P/L
Owner	D Gwynne
File ref	P016/2018; P/GEO146
Prepared by	Christine Catchpole, Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	4 September 2018
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

This report considers a planning application for additions and alterations to the heritage listed dwelling, including a patio at No. 146 George Street, East Fremantle.

Executive Summary

The additions and alterations the subject of this application are primarily for the purpose of seeking approval for what was previously a separate two storey 'studio' building to the rear. The 'studio' is now proposed to be linked to the main dwelling via a small walkway. The previously approved freestanding patio in the rear garden is also proposed to be redesigned. This application is required to obtain approval for these additional alterations and additions to those that were approved by Council in June 2018.

At the time of approval for the main alterations and additions the 'studio' component was not supported by Council and deleted from the development approval pending further discussions by the applicant with Council Officers to determine a better planning and design outcome.

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

- Lot boundary setback (west)
- Visual privacy (bedroom 3 window); and
- Heritage considerations.

The proposal comprises an addition to the rear of the cottage to link the previously proposed 'studio' to the rear of the dwelling. The 'studio' comprises a two storey structure which has an area that accommodates an activity room, a sink and bench and a bathroom on the ground floor and a bedroom (3) on the upper floor. There are variations to the R-Codes in respect to the western lot boundary setback and the visual privacy setbacks of Bedroom 3. Screening devices have been indicated but the required detail in respect to the material used for screening has not been indicated on the plan and as such it is not possible to determine if the devices will fully comply with the R-Codes. This can be addressed with a condition of planning approval which will require the screening devices to include plan annotations as to the type of screening materials to be used.

It is considered the lot boundary setback and the visual privacy variation can be supported subject to conditions regarding the details in regard to the indicated screening devices, building materials, a street tree and use of the alterations and additions the subject of this application.

Background

Zoning: Residential R20

Site area: 620m²Previous Decisions of Council and/or History of an Issue or Site

Council granted conditional development approval for alterations and additions to the dwelling, including a carport, front fencing, patio and landscaping works in June 2018.

ConsultationAdvertising

The application was advertised to the surrounding land owners from 5 to 23 July 2018. One (1) submission was received. The submission noted the following comments and the applicant and officer responses are provided below:

- (1) *"It is noted that the position of the studio (now called an addition by way of an attachment to the house) has been changed via its orientation (north/south as opposed to east/west on the original application which was refused).*
- (2) *A two story studio regardless of its position on the site will still have an impact on the streetscape of May Street and will change the way the site and its structures interact with the surroundings.*
- (3) *A note on the plans refers to boundary fences. Both the northern and western boundaries are subject to two different controls:*
 - i. *The Dividing (not Diving) Fences Act 1961*
 - ii. *The Town of East Fremantle's Local Laws Relating to Fencing.*

In conclusion I offer the following comment: The cottage is an important part of the Town's built heritage. The proposed studio/addition will change this, not necessarily for the better."

Applicant's response

"The submitter's points 1 – 3 are noted. The works proposed to the existing cottage set out to reinstate and maintain the original architecture typical for the Plympton area of East Fremantle. The scheme contributes to the continuity of the streetscape with the proposed architecture responding to traditional forms and is compatible with the immediate locality."

Officer response

In the main the proposal is compliant with the R-Codes and the Residential Design Guidelines. The matters raised in regard to dividing fences will be dealt with under the *Dividing Fences Act* if the owners cannot reach agreement. The Council's Community Design Advisory Committee did not express concern with regard to the design of the 'studio' component of the addition or the impact on the streetscape. No further changes to the plans are required.

Community Design Advisory Committee (CDAC)

This application was considered at the CDAC meeting of 30 July 2018 and the Committee made the following comments. The applicant's response is provided in italics below the Committee's comments.

- (a) *The overall built form merits;*
 - Supportive of the proposal.
 - Committee questioned the cladding of the dwelling (bedroom 2). The cladding to Bedroom 2 should be timber cladding.

- (b) *The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development;*
- No comments.
- (c) *The relationship with and impact on the broader public realm and streetscape;*
- No comment.
- (d) *The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;*
- No comment.
- (e) *The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability;*
- No comments.
- (f) *The demonstration of other qualities of best practice urban design including "Crime Prevention" Through Environmental Design performance, protection of important view corridors and lively civic places.*
- No comments.

Applicant response

"The proposed materials comply with the Town of East Fremantle policies and make the distinction as set out in the policies between conservation works to existing heritage buildings and additions works to places of heritage.

The proposal includes extensive works to the Federation Bungalow Cottage c1898 where materials and technologies include restoration and maintenance strictly in keeping with the Burra Charter guides towards the conservation of the place.

The proposal includes additions that do not mimic nor confuse the existing Federation Bungalow Cottage C 1898 architecture, rather presents the Cottage at its true scale for the first time since 1980's building works.

External cladding to existing Bedroom 2 is shown as horizontal timber weatherboard. This is retained with restoration works to the Cottage. External cladding materials proposed to the Sitting area within Addition 01 are clearly distinguishable from the Federation Bungalow Cottage to maintain the integrity of the original building.

Materials proposed to the Federation Bungalow Cottage will be as per Town of East Fremantle Local Planning Policy Residential Guidelines:

"For existing contributory buildings, retain original materials where possible. Where materials require replacement, the policy of replacing 'like for like' should be applied".

Materials proposed to Addition 01 and Addition 02 are "compatible" but "distinguishable" from the existing Federation Bungalow Cottage c1898."

Officer's response

The CDAC comment relating to timber cladding materials of Bedroom 2 will be included as an advice note to the applicant in the Footnote section of the Officer's Recommendation.

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

Town of East Fremantle Local Planning Scheme No. 3 (LPS No. 3)

LPS No. 3 Heritage List

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Municipal Heritage Inventory - 'A' Category – Federation Bungalow c1898

Fremantle Port Buffer Zone - Area 2

Financial Implications

Nil

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.

3.3.1 Continue to improve asset management practices.

3.3.2 Optimal management of assets within resource capabilities.

3.3.3 Plan and advocate for improved access and connectivity.

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 Conserve, maintain and enhance the Town's open spaces.

4.1.1 Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.

4.1.2 Plan for improved streetscapes parks and reserves.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices.

4.3 Acknowledge the change in our climate and understand the impact of those changes.

4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts.

MINUTES OF TOWN PLANNING MEETING
TUESDAY 4 SEPTEMBER 2018

Site Inspection

August 2018

Comment

Statutory Assessment

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

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	6.0m	As existing	A
Secondary Street Setback	1.5m	12.2m (studio)	A
Lot boundary setbacks			
<u>Patio:</u>	1.5m (secondary street)	1.5m	A
Northern	1.0m	16m	A
<u>Studio:</u>			
West	1.8m - 2.0m	1.72m – 1.8m	D
North	1.1m	1.5m	A
Open Space	50%	~≥60% (as per previous proposal)	A
Outdoor Living	30m ²	91m ²	A
Car Parking	1	2	A
Site Works	Less than 500mm	Less than 500mm	A
Visual privacy setback			
North	4.5m	1.72 – 1.74m	D
West	4.5m	1.5m	D
Overshadowing	≤25%	≤25%	A
Drainage	On-site	To be conditioned	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	N/A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings (studio and patio)	A
3.7.7 Building Setbacks and Orientation	D
3.7.8 Roof Form and Pitch	A
3.7.9 Materials and Colours	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 and Carports	N/A
3.7.15-20 Precinct Requirements	A

Building Height (R-Codes)	Required	Proposed	Status
Wall height (R-Code)	6.0m	4.8m	A
Ridge height (R-Code)	9.0m	6.0m	A

The proposal comprises an addition to the rear of the cottage to link the previous 'studio' to the main part of the dwelling. The 'studio' comprises a two storey structure which has an area that accommodates an activity room, a sink and bench and a bathroom on the ground floor and a bedroom (3) on the upper floor.

Lot boundary setback

The non-compliance with the lot boundary setback to the west is a technicality in that the original part of the dwelling meets the required setback distance under the R-Codes, as does the new part of the dwelling, if the old and new sections are assessed separately. The full length of the wall is considered measurable for the purposes of assessment under the R-Codes because the two sections are linked by a small walkway. The setback for the entire length of the wall (old and new sections combined) along the western boundary is 2.0 metres. The setbacks existing and proposed for this elevation range from 1.8 metres through to 1.72 metres. The new section would be required to be setback 1.1 metres if assessed as a separate section of wall. The non-compliance is considered minor in respect to the shortfall of 280mm and is therefore supported.

Visual Privacy

There are variations to the R-Codes in respect to the visual privacy setbacks of Bedroom 3. Screening devices have been indicated but the details of the screening material have not been indicated on the plan and as such it is not possible to determine if the devices will fully comply with the R-Codes. This can be addressed with a condition of planning approval. Once this condition is satisfied the proposed alterations and additions will be compliant in respect to the R-Codes and the Residential Design Guidelines with the exception of a lot boundary setback.

Heritage

The dwelling is categorised as Category 'A' on the Heritage List of the Planning Scheme. Overall the proposal is considered to acknowledge the significant heritage value of the property and in the main the variation to the visual privacy from the R-Codes is a matter that can be made compliant at Building Permit application stage. The dwelling still maintains the same presence and appearance as far as the streetscape is concerned and the additions which will be visible behind the original house and from the secondary street are not considered intrusive as far as the streetscape is concerned. The redesign of the 'studio' section has resulted in the structure being less visually dominant from May Street and reduced in scale and height. Upper floor windows and other openings are now proposed to face May Street which not only lessens the visual impact and bulk of a two storey structure but also improves surveillance of the street. The CDAC have supported the application.

Details of materials and finishes will be requested at Building Permit stage to ensure the Town is satisfied with the materials to be used. Also, a number of conditions of approval are recommended in regard to use of the additions, screening devices, building materials and protection of a street tree to ensure compliance with the R-Codes in respect to visual privacy and the Residential Design Guidelines in respect to heritage and streetscape.

Street tree

The proposed widening of the crossover on May Street is within the 5 metre width permissible under the Residential Design Guidelines. However, widening will result in the crossover being closer to the street tree. Although the crossover is indicated as 4 metres wide in the current set of plans, which is less than that permitted. It was recommended that a condition of approval be applied which is aimed at protecting the street tree during and after construction and preventing pruning of the tree with use of the widened crossover. Access required for the construction of the additions and patio will be via the

rear of the site and has the potential impact on the street tree so a condition on this development approval requiring its protection is considered warranted.

Conclusion

The application is supported as the proposed works are not considered to have a detrimental impact on the amenity of the heritage place or the surrounding properties. The alterations and additions proposed are of a scale that is respectful of the heritage dwelling, the existing streetscape and the Plympton Precinct. The application for the additions and alterations to the dwelling including the patio is therefore recommended for approval subject to standard planning conditions and conditions related to use of the additions, screening devices, building materials and the street tree. The comments made by the submitter are considered addressed through the conditions of planning approval.

11.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP030918

Cr Nardi moved, seconded Cr White

That Council grant development approval and exercise discretion in regard to the following:

- (i) Clause 5.1.3 – Lot Boundary Setback of the Residential Design Codes of WA to permit a setback of less than 2.0 metres from the western boundary; and
- (ii) Clause 5.4.1 – Visual Privacy of the Residential Design Codes of WA to permit a visual privacy setback of less than 4.5 metres for the Bedroom 3 windows facing the northern and western boundaries,

for additions and alterations to the existing dwelling, including a patio at No. 146 (Lot 609) George Street, East Fremantle, in accordance with the plans date stamped received 3 July 2018, subject to the following conditions:

- (1) The Building Permit application plans to demonstrate full compliance with clause 5.4.1 C1.2 of the R-Codes to the satisfaction of the Chief Executive Officer in regard to the materials to be used for the screening devices indicated on the upper floor Bedroom 3 windows on the plans date stamped received 3 July 2018.
- (2) The alterations and additions the subject of this development approval application are not to be used for the purpose of an ancillary dwelling, short term or bed and breakfast accommodation without further Council approval.
- (3) The protection of the street tree on May Street during construction works to the satisfaction of the Chief Executive Officer and no pruning or removal of branches of the street tree during or at the completion of construction works.
- (4) The details of construction materials, colours and finishes to be used for the alterations and additions the subject of this application to the satisfaction of the Chief Executive Officer and to be submitted at Building Permit application stage.
- (5) The crossover is not to exceed a width of 5 metres (including splays/wings) as required under Council's Residential Design Guidelines 2016.
- (6) If requested by Council within the first two years following installation, the metal 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.
- (7) The proposed alterations and additions are not to be occupied until all conditions attached to this planning approval have been finalised to the satisfaction of the Chief Executive Officer in consultation with relevant officers.
- (8) 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.
- (9) 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.

- (10) 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.
- (11) 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.
- (12) 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.
- (13) 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.
- (14) 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) *The Community Design Advisory Committee requested that the cladding of Bedroom 2 be timber.*
- (ii) *In regard to condition 3 the applicant is advised that any damage to the street tree during construction, or at the completion of construction works, through pruning or removal of branches will require the applicant to replace the street tree to the satisfaction of the Town's Operations Manager at the applicant's cost.*
- (iii) *This decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (iv) *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.*
- (v) *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.*
- (vi) *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).*
- (vii) *Matters relating to dividing fences are subject to the Dividing Fences Act 1961.*
- (viii) *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 UNANIMOUSLY)

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 17 June 2018 this application deemed determined, on behalf of Council, under delegated authority.

11.3 Canning Highway, No. 180 (Lot 100) - Application for Proposed Signage Upgrades

Applicant	Planning Solutions
Owner	Caltex Petroleum Pty Ltd
File ref	P/CAN180; P065/18
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Supervised by	Gary Tuffin, Chief Executive Officer
Voting requirements	Simple Majority
Meeting date	4 September 2018
Documents tabled	Nil
Attachments	Nil

Purpose

This report considers an application for proposed signage upgrades to the existing service station including replacement of existing retail building wall/fascia signs, at 180 Canning Highway, East Fremantle. A total of two (2) new signs are proposed.

Approval was granted under delegated authority for replacement of existing conforming signage/rebranding, internal modifications and the inclusion of "Boost Juice" to the internal uses.

The current application seeks minor variations to the Town's Signage Policy and is recommended that approval be granted for the proposal subject to conditions as outlined in the Officer's Recommendation.

Planning Solutions as part of the delegated approval accepted conditions of delegated planning approval which modifies the proposal to achieve compliance with the Town's Local Planning Policy 12 – Sign Applications (involving removal of the 'Boost Juice' fascia sign at the primary façade and 'The Foodary' wall sign fronting Canning Highway). Planning Solutions on behalf of Caltex Petroleum has now submitted a planning application for these two (2) new signs.

The application seeks minor variations to the Town's Signage Policy and it is recommended that approval be granted for the proposal subject to conditions as outlined in the Officer's Recommendation.

Background***Description of site***

The subject site is:

- a 2542m² block;
- zoned Residential (additional use A1);
- Existing Use: Service Station and Convenience Store; and
- located in the Richmond Hill Precinct.

Caltex Australia is embarking on a nationwide reimagining exercise of its corporate branding, colours and imagery to implement a contemporary and sympathetic design for its service stations. The new branding and imagery is in the process of being implemented throughout WA. The sites proposed for reimagining (including East Fremantle) have been deliberately selected, as the facilities have existed for some time and would benefit from a refurbishment. Additionally, Caltex East Fremantle is a renowned facility which is located at a prominent Canning Highway site with high exposure, therefore the building upgrade is seen as a positive for the Canning Highway area.

Consultation**Advertising**

The application was advertised to surrounding land owners, no submissions were received from adjoining residents.

Main Roads Western Australia was notified of the proposal and the following comments were made:

“Main Road has completed its assessment of this proposed signage and advises that it has no objection subject to the following conditions being imposed:

- (1) The type of sign, size, content and location must comply with all relevant by-laws and planning schemes made by Council.*
- (2) The sign and sign structure is to be placed on private property and shall no overhang or encroach upon the road reserve.*
- (3) As the signage is illuminated, it must be of a low-level not exceeding 300cd/m², not flash, pulsate or chase.*
- (4) The device shall not contact fluorescent, reflective or retro reflective colours of materials.*
- (5) No other unauthorised signing is to be displayed.*
- (6) Main Roads agreement is to be obtained prior to any future modifications.*

Should the Town of East Fremantle (Council) disagree with or resolve not to include as part of its conditional approval any of the above conditions or advice, Main Roads requests an opportunity to meet and discuss this application collaboratively with Council prior to making a final determination.”

Statutory Environment

Planning and Development Act 2005

Town of East Fremantle Local Planning Scheme No. 3 (LPS 3)

Policy Implications

Town of East Fremantle Signage Policy

Fremantle Port Buffer Zone - Area 2

Financial Implications

Nil

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

Built Environment

Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces.

3.1 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.2 Maintaining and enhancing the Town’s character.

3.2.1 Ensure appropriate planning policies to protect the Town’s existing built form.

3.3 Plan and maintain the Town’s assets to ensure they are accessible, inviting and well connected.

3.3.1 Continue to improve asset management practices.

3.3.2 Optimal management of assets within resource capabilities.

3.3.3 Plan and advocate for improved access and connectivity.

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 Conserve, maintain and enhance the Town's open spaces.

4.1.1 Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.

4.1.2 Plan for improved streetscapes parks and reserves.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices.

4.3 Acknowledge the change in our climate and understand the impact of those changes.

4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts.

Site Inspection

July 2018

Comment

The proposed works include:

- 'Boost' fascia sign: 1m high x 2.62m wide;
- One promotional wall graphic panels at the building's south elevation, facing Canning Highway. The sign identify the site as 'The Foodary', advertise the opening hours of the business and the availability of coffee and associated products. The proposed wall sign has the following dimensions:
 - 'The Foodary' wall sign 2: 2.45m high x 3.633mwide.

Statutory Assessment

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

Requirement	Comment	Compliance
Wall Sign		
(a) Multiple wall signs or wall signs exceeding the acceptable solution provisions (A single sign per building, maximum height 1m. Maximum length 3m) shall only be considered as part of an approved signs regime.	N/A – Two signs exist, two signs are proposed.	N/A
(b) Signs must face a primary space.	The proposed wall sign ('The Foodary') faces Canning Highway, a primary space.	Complies
(c) Maximum height equivalent to 10% of height of building wall or 2m, whichever is greater.	Largest of the proposed wall signs has a maximum height of 2450m.	Variation
(d) Maximum length 5m.	Largest of the proposed wall signs is a maximum of 3633mm in length.	Complies

The applicant provided the following justification:

- The proposed 'The Foodary' and 'Always Open' signs are entirely consistent with 'The Foodary' corporate colours and imagery.

- The 'The Foodary' colour scheme is comprised of natural and earthy colours, which are unobtrusive and subtle. The proposed signs are consistent with the prevailing colours, finishes and treatments of the improved facility.
- The 'The Foodary' sign is simply lettering and a small symbol integrated on the wall. The 'Always Open' sign comprises an area of 8.9m², which equates to only 35% of total wall area. Given the signs are integrated into the retail building with consistent colours and imagery, there is unlikely to be any visual impact associated with the variation.
- The scale of the wall signs is simply the result of the size of the blank surface area. The proposed wall signs are appropriately sized and to minimize opportunities for graffiti, which has been an issue for this particular façade.
- The larger wall graphic contains important information relating to the 24hr operation and the sale of coffee onsite. This conveys important information to tired motorists that may be travelling along Canning Highway late at night, which improves traffic safety.

Requirement	Comment	Compliance
Awning Fascia Sign		
(a) Shall not project beyond the fascia line of an approved or existing awning.	The fascia sign ('Boost') fronts the forecourt of the service station. It is located adjoining 'The Foodary' fascia sign over the entrance. Both signs are visible from Canning Highway (west of the service station). The proposed fascia sign does not project beyond the fascia.	Complies
(b) Maximum height of 500mm.	The proposed 'Boost' fascia sign is 1m high, however is consistent with 'The Foodary' sign approved under delegated authority.	Variation

The applicant provided the following justification:

A variation is sought to the height of the proposed fascia sign at the primary building façade. The variation warrants approval for the following reasons:

- *The sign is deliberately designed to be integrated into the fascia. The sign is entirely consistent with the prevailing colour scheme and design of the retail building.*
- *The proposed sign is smaller and significantly more simplistic than the previous Star Mart fascia signage, only occupying a small proportion of the total fascia. The proposed sign will therefore rationalize the extent of signage onsite and improve the streetscape.*

The proposal seeks to finalise the upgrade to the existing Caltex service station on the subject site through a rebranding from 'Star Mart' to 'The Foodary', including various cosmetic upgrades and refurbishments (previously approved under delegated authority). The combined rationalisation of the signage, minimises the previous 'Star Mart' signage. The overall design and rebranding simplifies the signage, whilst the overall impact does not significantly increase the signage area on the building. The rebranding and store upgrade will result in the extent of signage onsite being rationalised and the external appearance of the facility being substantially improved as presented to Staton Road and Canning Highway.

Planning Solutions as part of the delegated approval accepted conditions of planning approval which modified the previous proposal to achieve compliance with the Town's Local Planning Policy 12 – Sign Applications (involving removal of the 'Boost Juice' fascia sign at the primary façade and 'The Foodary' wall sign fronting Canning Highway). Planning Solutions on behalf of Caltex Petroleum has now submitted a planning application for these two (2) new signs.

The abovementioned upgrades are proposed to improve the design and appearance of the existing facility, minimises the impact of the signage from that previously existing and rationalises the signage. The proposed works (partially complete) improve the overall appearance of the building which was in need of refurbishment. The upgraded service station will present as contemporary and attractively designed facility and will improve the amenity to the locality. The proposal is recommended for approval subject to conditions.

11.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP040918

Cr White moved, seconded Cr Natale

That approval be granted for two (2) external signs (one fascia sign and one wall sign) at 180 (lot 100) Canning Highway, East Fremantle (Caltex Service Station), in accordance with the plans date stamped received on 18 July 2018, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information in relation to use 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 commercial building and signage kept clean and free of graffiti and vandalism at all times and any such graffiti or vandalism to be remedied within 24 hours to the satisfaction of the Chief Executive Officer.
- (3) No additional signage other than that notated on the plans or as conditioned is approved under this change of use application.
- (4) With regard to the plans submitted 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.
- (5) The sign and sign structure is to be placed on private property and shall not overhang or encroach upon the road reserve.
- (6) As the signage is illuminated, it must be of a low-level not exceeding 300cd/m², not flash, pulsate or chase as per Main Roads WA requirements.
- (7) The signage shall not contact fluorescent, reflective or retro reflective colours of materials as per Main Roads WA requirements.
- (8) No other unauthorised signing is to be displayed.
- (9) Main Roads agreement is to be obtained prior to any future modifications
- (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 licence is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *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).*

(CARRIED UNANIMOUSLY)

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 17 June 2018 this application deemed determined, on behalf of Council, under delegated authority.

12. REPORTS OF OFFICERS (COUNCIL DECISION)

Nil.

13. MATTERS BEHIND CLOSED DOORS

Nil.

14. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 6.44pm.

I hereby certify that the Minutes of the ordinary meeting of the Town Planning Committee of the Town of East Fremantle, held on 4 September 2018, Minute Book reference 1. to 14 were confirmed at the meeting of the Committee on:

.....

Presiding Member

UNCONFIRMED

12. REPORTS

12.1 PLANNING REPORTS

12.1.1 Draft Town of East Fremantle Local Planning Scheme No. 3 - Report of Review

File ref	B/TPR3
Prepared by	Stacey Towne, Urban Project Planner
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	18 September 2018
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Draft Town of East Fremantle Local Planning Scheme No. 3 – Report of Review

Purpose

The purpose of this report is for Council to adopt the draft Town of East Fremantle Local Planning Scheme No. 3 – Report of Review to forward to the Western Australian Planning Commission, in order to satisfy the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Executive Summary

This Scheme Report of Review has been prepared pursuant to Part 6 - Review and consolidation of local planning schemes requirements of the Regulations. The Regulations require a five year interim review of all Western Australian local planning schemes, aiming to create more consistent and uniform schemes across the diverse local government areas and to enable future scheme reviews to be timely and more cost effective.

The Report of Review provides information relating to:

- the date the scheme and any amendments thereto were gazetted;
- the date the scheme was last consolidated;
- an overview of subdivision activity and population changes;
- an overview of the extent to which the scheme has been amended to comply with relevant legislation, region planning scheme or State policy;
- recommendations as to whether the scheme is satisfactory in its existing form, or should be amended, or should be repealed and another scheme prepared in its place; and
- recommendations as to whether the local planning strategy is satisfactory in its existing form, or should be reviewed, or should be repealed and another strategy prepared in its place.

This draft Report of Review concludes that the Town of East Fremantle Local Planning Strategy (the Strategy) is not satisfactory in its present form and should be repealed and another strategy prepared in its place (a review has been underway for some time and is substantially progressed).

As a consequence, it is further recommended that Local Planning Scheme No. 3 (LPS3) be reviewed to implement and facilitate future development envisioned by the new local planning strategy once it has been finalised and to more-closely align provisions with the model scheme provisions for local planning schemes (Schedule 1 of the Regulations).

In the interim, LPS3 could be consolidated to include the Deemed Provisions of the Regulations. These are already automatically incorporated into all local planning schemes and override a number of LPS3 provisions. Including the Deemed Provisions within the body of the text of LPS3 would provide greater clarity and can be relatively easily accommodated within the existing text. This would be considered to be a minor amendment to the scheme and would not require public advertising.

Background

Planning and Development (Local Planning Schemes) Regulations 2015

Clause 65 of the Regulations requires Local Governments to carry out a review of their local planning schemes within five years of its last review, or as in the case of LPS3, within three years of the date the Regulations came into effect. Instruction from the Department of Planning, Lands and Heritage (DPLH) is that the date from which the review period is to apply is 25 August 2018. The Town is just outside that deadline and the DPLH has been advised of the late report.

Clause 66 of the Regulations sets out the information required to be included within a Report of Review and a draft has been developed for LPS3 accordingly and is attached to the Agenda.

According to the Regulations, a local planning scheme comprises of a scheme map; scheme text; provisions set out in Schedule 2 of the Regulations (Deemed provisions for local planning schemes); and any other supporting plans, maps, diagrams, illustrations and other material. In addition, the Regulations require preparation of a local planning strategy for each local planning scheme that is approved within a local government area.

Town of East Fremantle Local Planning Scheme No. 3

LPS3 was gazetted on 3 December 2004 in accordance with section 87(3) of the *Planning and Development Act 2005* and comprises of the scheme text and the scheme maps. Following its gazettal, LPS3 has maintained its effectiveness through the statutory amendment process as and when required. As of July 2018, thirteen (13) separate amendments have been finalised since gazettal of LPS3 and three amendments are currently being assessed.

There are two complex amendments to LPS3 currently in progress (with the WAPC/Minster for Planning for final approval):

- Amendment No. 14 – Introduction of Special Control Area 1 – No. 91-93 (Lots 418 and 419) Canning Highway, Lot 81 St Peters Road and Lot 423 King Street, East Fremantle; and
- Amendment No. 15 – To Supplement Special Zone – Royal George Hotel Provisions – No. 34 (Lot 303) Duke Street, East Fremantle.

Several stand-alone amendments have been undertaken to ensure LPS3 has remained up to date, current and effective. One large omnibus amendment (Amendment No. 10) was formally initiated in September 2014 however, this was not gazetted for final approval until October 2016 in a substantially modified format.

Furthermore, Schedule 2 of the Regulations (Deemed provisions for local planning schemes) automatically made the following changes to LPS3:

- Superseded provisions contained within Part 2: Local Planning Framework; Part 7: Heritage Protection; Part 9: Applications for Development Approval; Part 10: Procedure for Dealing with Applications; Part 11: Administration and Enforcement; and
- Included additional provisions relating to Terms used; Structure Plans; Activity Centre Plans; Local Development Plans; and Bushfire Risk Management.

LPS3 was based on the Model Scheme Text associated with the former Town Planning Regulations 1967 which have been superseded by the new Regulations. As such, the scheme provisions (other than the Schedule 2 - Deemed provisions for local planning schemes) do not exactly align with the Schedule 1 - Model Provisions for local planning schemes. However, the basic intent is similar.

Local Planning Strategy

The local planning strategy component which outlines the key strategic directions for future land use, growth and development of the Town of East Fremantle was adopted in 2003 and is no longer considered to be current. As a result, the 2003 strategy has been the subject of review since 2012.

The development of a relevant local planning strategy has been somewhat stymied by delays that have occurred during the statutory planning process, complicated further by the State Government's now defunct proposals for Local Government reform (including amalgamation), changes to the State government planning framework and guidelines, as well as further studies being undertaken by the Town of East Fremantle and others over that period of time.

The Town of East Fremantle had also proposed a number of changes to LPS3 (through omnibus Amendment No. 10) to support the initial drafts of the local planning strategy, however, these were partially rejected by the then Minister for Planning indicating a need to make further adjustments.

A number of years have passed since the inception of the initial draft local planning strategy, and although modifications have been made over that time, a draft strategy advertised in April/May 2016 is not considered to fully represent best planning practice and desired strategic community outcomes. Subsequently, a number of elements within the previous draft strategy require modification and review of the local planning strategy is currently being undertaken.

A local planning strategy is not a statutory document and its implementation takes place through various mechanisms and planning tools, mainly the local planning scheme (through zoning and development provisions) and local planning policies. It therefore stands to reason that a number of amendments to LPS3 will be required in order to support and implement the new local planning strategy once it is finalised.

Population and Subdivision changes since LPS3 gazetta

Assuming consistent growth between the 2001 and 2006 Census, it is estimated that the population of the Town of East Fremantle in December 2004 was approximately 6,580 residents. The Australian Bureau of Statistics Estimated Resident population for the Town of East Fremantle in 2017 is 7,864, which is similar to the 2018 population estimated by .id forecasts of 7,860 persons. Based on this information, it is estimated that the Town of East Fremantle has experienced a population growth of approximately 1,300 persons from the gazetta of LPS3 in December 2004 to present day.

According to the State Lot Activity data available on the Department of Planning, Lands and Heritage website, a total of 161 residential lots have been created (received final approval) since the gazetta of LPS3 in December 2004. In the March quarter of 2018, there were a further 7 residential lots proposed (recently lodged and/or under assessment) and a stock of 23 proposed lots with conditional approval. Should these proposed lots receive final approval in the near future, just less than 200 residential lots would have been created over the past fourteen and a half years or so. Over the same time period, 7 non-residential lots received final approval and there is no current stock of proposed lots being assessed or with conditional approval. This demonstrates a low level of subdivision activity (approximately 13 residential lots per year and one non-residential lot every two years).

The total number of dwellings in the Town of East Fremantle increased by 192 between 2011 and 2016 to 3,283 (average household size of 2.45). Although separate houses dominated dwellings structure (approximately 62% of all dwellings), the Town of East Fremantle has a significantly higher proportion of medium and high density housing (approximately 38%) compared to Greater Perth (25%).

Extent to which LPS3 has been updated to conform to State policy

State overarching planning framework has changed significantly since 2004 with the introduction of the Planning and Development Act 2005 (gazetted April 2006) and commencement of a two-phase planning reform process in 2009.

Key components that have an impact of the local planning framework relevant to the Town of East Fremantle include:

- Directions 2031 and Beyond (2010) which identifies long term land use planning objectives for the Perth and Peel Region, including the Central sub-regional Planning Framework;
- State Planning Policy 4.2 – Activity Centres for Perth and Peel (2010) – portion of the Petra Street District Centre;
- Perth and Peel @ 3.5 million suite of planning documents (draft 2015 and final 2018), including the Central Sub-regional Planning Framework. Additional dwelling target of 890 required by the year 2050. The Spatial Plan for the Central Sub-regional Planning Framework (2018) shows no station precincts or industrial centres within the Town of East Fremantle, however, it does include part of a District level activity centre (on Petra Street, with part within the City of Melville) and urban corridors along Canning Highway and Marmion Street (with part within the City of Fremantle) which may provide for urban consolidation; and
- *Planning and Development (Local Planning Schemes) Regulations 2015.*

Amendments were undertaken to bring LPS3 scheme text into line with terminology relating to the *Planning and Development Act* and other referenced legislation through Amendment No 10.

Amendment No. 10 as initiated by Council also included proposals to address State planning policy requirements by redefining the extent of the Town Centre, Mixed Use and Special Business zones and increasing residential density within those areas; identifying future development sites by way of Special Control Areas with requirements for structure plans to guide development (including Leeuwin Barracks, former Woodside Hospital site, former Kaleeya Hospital site, Town Centre redevelopment area and the Royal George Hotel site); and increasing R code densities in certain residential areas, including the introduction of dual R codes to balance the provisions of additional dwellings whilst maintaining heritage values.

Amendment No. 10 as initiated by Council was not fully supported by the then Minister for Planning who directed the Town of East Fremantle to make modifications to exclude any changes that were supported by the draft Local Planning Strategy (2013).

Generally, this resulted in:

- Dual coding provisions which would allow for the infill development of certain lots and subdivision bonuses for heritage retention were not approved, thus inhibiting the Town's ability to meet its residential infill targets and reduced the inducements for owners to retain heritage properties.
- No Special Control Area provisions for the Town Centre being approved so that the Town must continue to rely on the Town Centre Design Guidelines Policy to encourage redevelopment, which is not adequately supported by current statutory scheme provisions.

- No Special Control Area provisions being approved for the strategic sites of Leeuwin Barracks, the former Woodside Hospital site, or the former Kaleeya Hospital site so that specific rezoning proposals would then need to be considered for each site, rather than facilitating a more flexible and integrated approach (which could have been achieved using adopted structure planning to set the development standards for each site). These Structure Plans were also considered important for the establishment of Developer Contribution Plans for each of the sites if required.

Amendment No. 10 was modified and granted final approval accordingly (gazetted October 2016).

The Town of East Fremantle has been constantly pro-active in attempting to update LPS3 to conform to State planning policy, particularly in relation to accommodating additional dwelling targets, however, its attempts have had varying degrees of success.

Following the failure of Amendment No. 10 to fully embrace Council's intentions for increased residential density, Amendment No. 11 was initiated and approved (gazetted June 2017) to increase the density from R12.5 to R17.5 for a portion of the Richmond Precinct and the Richmond Hill Precinct. This has allowed for a slight increase in residential dwelling numbers

As previously mentioned, gazettal of the Regulations automatically included the Schedule 2 Deemed provisions for local planning schemes. LPS3 was based on the Model Scheme Text associated with the former Town Planning Regulations 1967 which have been superseded by the new Regulations. As such, the scheme provisions (other than the Schedule 2 - Deemed provisions for local planning schemes) do not exactly match up with the Schedule 1 - Model Provisions for local planning schemes. However, the basic intent is similar.

Consultation

Nil.

Statutory Environment

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Policy Implications

As a result of forthcoming review of the local planning strategy and LPS3, amendments and/or new local planning policy is likely to be required to address a number of matters in the future.

Financial Implications

Allowances have been made in the 2018/19 budget for review of the local planning strategy and Local Planning Scheme No. 3.

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

- 3.1.2 *Plan for a mix of inclusive diversified housing options.*
- 3.2 *Maintaining and enhancing the Town's character.*
 - 3.2.1 *Ensure appropriate planning policies to protect the Town's existing built form.*
- 3.3 *Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.*
 - 3.3.1 *Continue to improve asset management practices.*
 - 3.3.2 *Optimal management of assets within resource capabilities.*
 - 3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

- 4.1 *Conserve, maintain and enhance the Town's open spaces.*
 - 4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.*
 - 4.1.2 *Plan for improved streetscapes parks and reserves.*
- 4.2 *Enhance environmental values and sustainable natural resource use.*
 - 4.2.1 *Reduce waste through sustainable waste management practices.*
- 4.3 *Acknowledge the change in our climate and understand the impact of those changes.*
 - 4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts.*

Site Inspection

Not applicable

Comment

The Town East Fremantle local planning strategy is not current, however, LPS3 is largely consistent with State and regional planning frameworks. A review process has already commenced for the strategy and is significantly progressed. The new strategy will foreshadow the further updates required to LPS3 and related planning policy instruments.

In order to more closely reflect Schedule 1 - Model provisions for local planning schemes (of the regulations), to include Schedule 2 – Deemed provisions for local planning schemes (of the regulations) and to implement actions recommended in the new local planning strategy, a full review of LPS3 is anticipated. In the interim, the scheme text may be amended subject to Council resources to include the deemed provisions of the Regulations for simplification and clarity.

12.1.1 OFFICER RECOMMENDATION

That Council:

- 1. adopts the Town of East Fremantle Local Planning Scheme No. 3 – Report of Review as attached to the Agenda; and**
- 2. forwards the adopted Town of East Fremantle Local Planning Scheme No. 3 – Report of Review to the Western Australian Planning Commission with the following recommendations pursuant to Regulation 66 (3) of the Planning and Development (Local Planning Schemes) Regulations 2015:**
 - (a) The Town of East Fremantle *Local Planning Scheme No. 3* requires review, a new Local Planning Scheme No. 4 should be prepared, and *Local Planning Scheme No. 3* be repealed upon gazettal of the new local planning scheme; and**
 - (b) The Town of East Fremantle Local Planning Strategy (2003) is not satisfactory in its present form and is currently in the process of review, it should be repealed and a new strategy prepared in its place.**



TOWN *of*
EAST FREMANTLE

(Draft)

**Local Planning Scheme No. 3
Report of Review**

September 2018

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1. Introduction

Part 5, Division 5 of the *Planning and Development Act 2005* (PD Act) requires the regular consolidation of local planning schemes incorporating all amendments that have been previously made. A local government is not required to prepare a consolidated scheme if it instead resolves to prepare a new scheme in substitution.

This report of review for *Local Planning Scheme No.3* (LPS3) has been prepared in accordance with Part 6 - Review and consolidation of local planning schemes requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

The Regulations require a five year interim review of all Western Australian local planning schemes, aiming to create more consistent and uniform schemes across the diverse local government areas and to enable future scheme reviews to be timely and more cost effective.

According to the Regulations, a local planning scheme comprises of a scheme map; scheme text; provisions set out in Schedule 2 of the Regulations (Deemed provisions for local planning schemes); and any other supporting plans, maps, diagrams, illustrations and other material. In addition, the Regulations require preparation of a local planning strategy for each local planning scheme that is approved within a local government area.

The local planning strategy component which outlines the key strategic directions for future land use, growth and development of the Town of East Fremantle was adopted in 2003 and LPS3 was gazetted on 3 December 2004. Notwithstanding this, the Town of East Fremantle does not have a current local planning strategy. The 2003 strategy has been the subject of review since 2012.

The development of a relevant local planning strategy has been somewhat stymied by delays that have occurred during the statutory planning process, complicated further by the State Government's now defunct proposals for Local Government reform (including amalgamation), changes to the State government planning framework and guidelines, as well as further studies being undertaken by the Town of East Fremantle and others over that timeframe.

The Town of East Fremantle had also proposed a number of changes to LPS3 (through omnibus Amendment No. 10) to support the initial drafts of the local planning strategy, however, these were significantly rejected by the then Minister for Planning indicating a need to make further adjustments.

A number of years have passed since the inception of the initial draft local planning strategy, and although modifications have been made over that time, full confidence is not forthcoming with regard to the draft strategy which was advertised in April/May 2016 in terms of it representing best planning practice and desired strategic community outcomes. Subsequently, a number of elements within the previous draft strategy require modification and review of the local planning strategy is currently being undertaken.

2. Background

The Town of East Fremantle is a compact municipality measuring 3.2 square kilometres in area and is bound by the Swan River East Street, Marmion Street and Petra Street.

The Town of East Fremantle is located approximately 12 kilometres south west of the Perth CBD. It is recognised as part of, and contributing to that portion of the south- west metropolitan region which has the Fremantle Strategic Centre as its main service centre.

The Town was established in 1897 and is one of the region's historic suburbs developed around early mansions and inner harbour workers' cottages. The locality is significant as a remnant of the early development of the Perth Metropolitan Region and this is reflected in the recognition given to the area in both local and State heritage registers. Fortunately, much of the original urban fabric has been preserved and there is now widespread recognition of the need to protect the area from the indiscriminate redevelopment often associated with the pressures for urban consolidation.

The major regional commercial and industrial facilities to which the community has access include the Fremantle City Centre, the Fremantle Port, Booragoon Activity Centre and a number of industrial estates located in adjacent local government areas.

At the time of the 2016 Census there were 7,376 residents within the local government area of the Town of East Fremantle. The median age was 43 years, which is high compared to the median age of Greater Perth of 36 years. Analysis of the service age groups in 2016 compared to Greater Perth reveals a lower proportion of people in the younger age groups of 0 to 17 years (21.9% versus 22.7%) and a higher proportion of people in the older age groups of 60+ years (23.1% versus 19.0%).

Regional recreational facilities include the East Fremantle Oval, the Swan River and associated foreshore reserves. The river not only provides for a wide range of recreational activities, but is also the venue of an important transport hub in the form of the Fremantle Port.

The Town of East Fremantle in its local and regional context has close proximity to the Strategic Centre of Fremantle and a range of other regional employment, educational and recreational facilities in surrounding areas. A relationship with these facilities is significant in the planning of the Town, which is not able to support the full range of services available in larger municipalities.

The Town is traversed by two primary regional roads, being the Canning and Stirling Highways which provide road access to other parts of the region on which the area relies for many of its services.

3. Gazettal of Local Planning Scheme No.3

The Town of East Fremantle Local Planning Scheme No.3 (LPS3) was gazetted on 3 December 2004 in accordance with section 87(3) of the PD Act and comprises of the scheme text and the scheme maps.

Schedule 2 of the Regulations (Deemed provisions for local planning schemes) automatically made the following changes to LPS3:

- Supersedes provisions contained within Part 2: Local Planning Framework; Part 7: Heritage Protection; Part 9: Applications for Development Approval; Part 10: Procedure for Dealing with Applications; Part 11: Administration and Enforcement; and
- Includes additional provisions relating to Terms used; Structure Plans; Activity Centre Plans; Local Development Plans; and Bushfire Risk Management.

LPS3 divides the Town into various local zones and reserves as follows:

- Zones – Residential, Mixed Use, Special Business, Special Zone-Royal George Hotel and Town Centre.
- Local Reserves – Local road, Open space and Public purposes.

In addition, Metropolitan Region Scheme (MRS) Reserves are depicted as follows:

- MRS Reserves – Primary regional roads, Other regional roads, Waterways, Public Purposes and Parks and recreation.

The Town of East Fremantle local planning framework also includes a number of local planning policies made under the provisions of LPS3.

4. Amendments to Local Planning Scheme No.3

Following its gazettal, LPS3 has maintained its effectiveness through the statutory amendment process as and when required. As of July 2018, thirteen (13) separate amendments have been finalised since gazettal of LPS3 and three amendments which are currently being assessed by the Department of Planning.

Several stand-alone amendments have been undertaken to ensure LPS3 has remained up to date, current and effective. One large omnibus amendment (Amendment No. 10) was formally initiated in September 2014 however, this was not gazetted for final approval until October 2016.

All Amendments were published in the Government Gazette in accordance with section 87(3) of the PD Act as listed below:

Amendments Incorporated into Consolidation of Local Planning Scheme No. 3

Amendment No	Gazettal Date	Details
	15/12/06	Schedule 2 - additional use area "15. Lot 5 (No. 238) Canning Highway, East Fremantle" together with additional uses and special conditions.
4	9/2/07	Schedule 2 - adding Additional Use site "15. Lot 630 (No 169 Canning Highway, East Fremantle". <i>Note: An additional use area 15.is already in existence.</i>
9	31/8/12	Replaced 'and' with 'or' after 'only the interior of a building' of clause 8.2(a). Inserted subclause (v) into clause 8.2(c). Deleted subclause (f) from clause 8.2. Deleted schedule 5 and renumbered schedules 6-13 accordingly. Inserted subclauses (f) – (j) into clause 8.2.
10	11/10/16	Amend the Scheme Maps by excluding 34 George Street from the Mixed Use zone and including into a new zone "Special Zone – Royal George Hotel". Amend the Scheme Maps by including a new zone in the legend "Special Zone – Royal George Hotel". Inserted in Clause 4.2 Objectives of Zones: <u>Special Zone – Royal George Hotel</u> Amended the Zoning Table Inserted New Note 1 to the Zoning table Insert New clause 5.9 Special Zone – Royal George Hotel. Amended definitions for "hotel", "natural ground level" and "tavern" in Schedule 1 Amended the Dictionary of Defined Words and Expressions. Replaced sub-clause 1.5(g). Deleted the words "Town Planning Act" in Clause 1.7.1(a) and replaced with " <i>Planning and Development Act</i> ". Deleted the words " <i>Metropolitan Region Town Planning Scheme Act 1959/WA Planning Commission Act 1985</i> " and replaced with " <i>Planning and Development Act</i> " in Clause 3.2.1. Clause 4.11 modified by deleting "Section 13 of the Town Planning Act" in the footnote and replacing with "Sections 190 and 191 of the <i>Planning and Development Act</i> ". Modified Clause 5.5.2 by deleting "Schedule 11" and "Schedule 12" and replacing with "Schedule 10" and "Schedule 11". Modified Clause 5.5.2 by deleting "Car Parking Standards" and replacing with "Required car parking in respect of any non-residential development in the Residential Zone". Modified Clause 5.7.1 by deleting "Schedule 10" and replacing with "Schedule 9". Modified Clause 5.8.5 by deleting "Schedule 11" and replacing with "Schedule 10" and by replacing Schedule 4 with Schedule 11. Clause 5.9 to 5.9.3 deleted. The Note following Clause 8.2 (j) modified by deleting the words "20D of the Town Planning Act" and replacing with "section 157 of the <i>Planning and Development Act</i> ".

		<p>Inserted new clause 8.4.3: Clause 9.1.1 (h) modified by deleting "5.5" and replacing with "5.6". Clause 9.1.1 modified by deleting "Schedule 6" and replacing with "Schedule 5". Clause 9.1.2 modified by deleting "Schedule 7" and replacing with "Schedule 6". Modified note 2 following sub-clause 9.1.2 by replacing "management area" with "development control area", and <i>Swan River Trust Act 1988</i> with <i>Swan and Canning Rivers Management Act 2006</i>. Replaced note 3(b) following sub-clause 9.1.2 Clause 9.4.2 deleted and replaced. Clause 9.4.4 modified by deleting "Schedule 8" and replacing with "Schedule 7." Clause 10.4.1 modified by deleting "Schedule 9" and replacing with "Schedule 8". The heading to Clause 10.10 modified by deleting "APPEALS" and replacing with "REVIEWS". Clause 10.10 modified . Modified Part 11. Modified Clause 11.2.4 . Modified Clause 11.4(b) . Deleted Clauses 11.5, 11.6 and 11.7. Amend Schedule 1 General Definitions. Modified Schedule 10 by replacing "clause 5.8" with "clause 5.6" and by replacing "5.4.2 and 5.7.5" with "clauses 5.5.2 and 5.8.2" respectively. Modified Schedule 11 by replacing "clause 5.4.2" with "clause 5.5.2" and by replacing "clause 5.5.5" with "clause 5.5.3" wherever they appear. Modified Schedule 11 by replacing "Clause 5.8" with "Clause 5.6".</p>
12	08/11/16	<p>Rezone Lot 250 (no. 18) Dalgety Street, East Fremantle from 'Public Purposes - Hospital' to 'Residential' with a corresponding density coding of 'R15'. Amend Scheme Maps accordingly.</p>
13	08/11/16	Deleted entry numbers 1 and 2 in Schedule 4: Special Use Zones.
11	13/06/17	<p>Amending the density code for a portion of Richmond Precinct and Richmond Hill Precinct from R12.5 to R17.5. Amending the Scheme Maps to change zoning from R12.5 to R17.5 where marked on the attached Scheme Map.</p>

There are two complex amendments to LPS3 currently in progress (with the WAPC/Minster for Planning for final approval):

- Amendment No. 14 – Introduction of Special Control Area 1 – No. 91-93 (Lots 418 and 419) Canning Highway, Lot 81 St Peters Road and Lot 423 King Street, East Fremantle; and
- Amendment No. 15 – To Supplement Special Zone – Royal George Hotel Provisions – No. 34 (Lot 303) Duke Street, East Fremantle.

5. When Local Planning Scheme No. 3 was last consolidated

The Town has made an updated and current version of LPS3 available to the public at all times since gazettal. All previous amendments have been consolidated into an accurate single set of Scheme Maps and a Scheme Text, together with a full suite of current policies. LPS3 has therefore effectively been kept under constant review and consolidation since gazettal in 2004.

LPS3 was last consolidated by Amendment No. 10, which was gazetted in October 2016. There is a considerable amount of background and commentary to this amendment, which was substantially modified between its initiation and final approval (further details discussed in later section of this report).

5.1 Relationship between draft Local Planning Strategy (2013/2016) and Amendment No. 10

In early 2012, the Town of East Fremantle engaged a planning consultant to undertake a projected population analysis and survey of the existing housing density and development pattern throughout the Town to inform revisions of the 2003 local planning strategy and LPS3.

Based on this analysis and in response to relevant State planning strategies at that time, potential infill development locations were proposed to be zoned as dual R-coded areas, whereby subdivision and development could be considered at a higher density provided subject to certain performance criteria being met. This approach was to encourage housing diversity since not all lots in the area would be able to satisfy the criteria necessary for redevelopment and heritage and streetscape values would be protected.

The findings and analysis resulted in the development of a draft local planning strategy (2013) which was endorsed by Council's Town Planning Committee as the basis for the review of LPS3.

At its Ordinary meeting held on 21 May 2013, Council resolved to:

1. Forward the 2013 local planning strategy to the Western Australian Planning Commission (WAPC) seeking approval to advertise.
2. Endorse the proposed Amendment No. 10 to LPS3 for the purposes of public notification and:
 - a) Agrees that the amendment should be advertised concurrently with the 2013 local planning strategy once the WAPC has granted approval to the advertising of the Local Planning Strategy.
 - b) Forward a copy of the draft amendment to the WAPC in support of the 2013 Strategy.
 - c) Develop a Community Engagement Program to explain the local planning strategy and proposed Amendment No. 10 prior to the statutory public advertising of the documents.

Following analysis of issues identified during the community engagement program, changes to draft Amendment No. 10 were made (in consultation with officers from the then Department of Planning) and considered by Council at its meeting held on 16 September 2014 where it was resolved to:

1. Initiate proposed Amendment No. 10.
2. Refer the proposed scheme amendment to the Environmental Protection Authority (EPA) and other relevant agencies as required.
3. Subsequently advertise the proposed amendment for public comment.

In September 2014, the EPA advised that it did not require Amendment No. 10 to be formally assessed and public advertising commenced in November 2014. Four submissions were received and in March 2015, and as a consequence Council resolved to:

- Endorse modification of Amendment No. 10 by deletion of the proposed R-Code density change of R12.5 to R20 in respect of the Richmond and Richmond Hill Precincts.
- Adopt modified Amendment No. 10 and submit it to the Minister for Planning for final approval.
- Endorse the public notification of Amendment No. 11 to change the R-Code density zone for the Richmond and Richmond Hill Precincts from 12.5 to R17.5 (A fresh amendment, Amendment No. 11, was considered a better option than progressing the same outcome through a modification to Amendment No. 10 in the interests of expediency and simplicity).

In March 2016, the WAPC advised of a number of further modifications required to Amendment No.10 prior to final approval. These were carried out and forwarded to the WAPC in April 2016. Final approval was granted by the Minister for Planning which was gazetted on 11 October 2016. Amendment No. 11 was gazetted on 13 June 2017.

Amendment No. 10 was initiated by the Town of East Fremantle based on its draft Local Planning Strategy (2013). This draft strategy provided the background and rationale to Amendment No. 10 as initially proposed by the Town and both documents were envisaged to be read and considered together.

The draft local planning strategy was forwarded to the WAPC in May 2013 for consent to advertise, however, the Town was not advised until October 2015 that modifications were required prior to consent to advertise being granted. Modifications were made accordingly and the revised strategy (2016) was forwarded to the WAPC in January 2016. Consent to advertise was granted in March 2016 (almost three years from its initial submission to the WAPC).

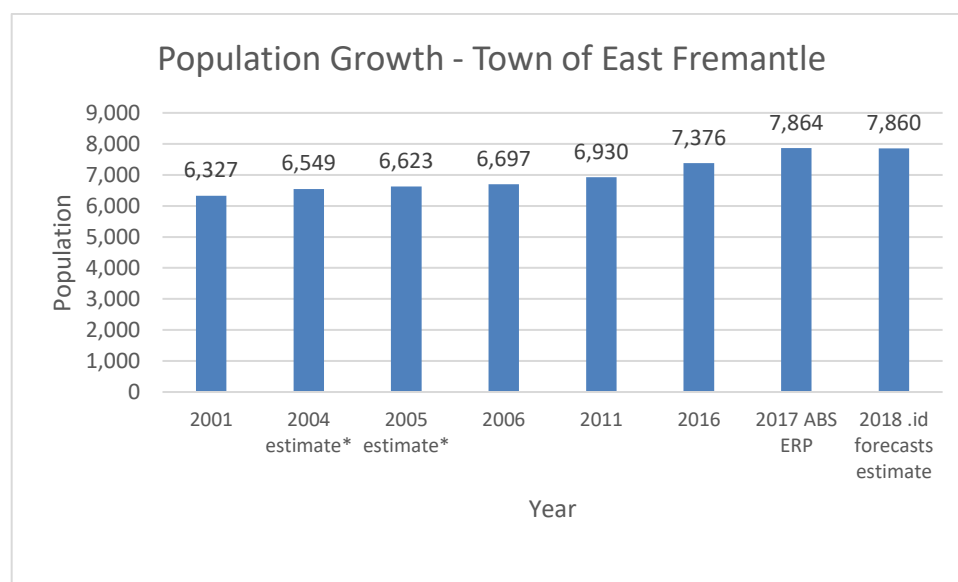
The revised draft strategy (2016) was advertised for public comment, however, this has not been considered for adoption by the Town. The Town of East Fremantle has instead commenced a fresh review of the Local Planning Strategy.

The new strategy will foreshadow the further updates required to LPS3 and related planning policy instruments. It will propose to undertake further amendments to ensure that LPS3 continues to meet the strategic objectives of the community and accurately reflect State and regional strategies and policies.

6. Overview of the population and subdivision changes in the scheme area since LPS3 was gazetted

6.1 Population

Assuming a consistent growth between the 2001 and 2006 Census, it is estimated that the population of the Town of East Fremantle in December 2004 was approximately 6,580 residents. The Australian Bureau of Statistics Estimated Resident population for the Town of East Fremantle in 2017 is 7,864, which is similar to the 2018 population estimated by .id forecasts of 7,860 persons.



(*Estimate based on consistent population growth of 74 persons per year between 2001 and 2006 Census)

Based on this information, it is estimated that the Town of East Fremantle has experienced a population growth of approximately 1,300 persons from the gazettal of LPS3 in December 2004 to present day.

6.2 Subdivision and Development activity

According to the State Lot Activity data available on the Department of Planning, Lands and Heritage website, a total of 161 residential lots have been created (received final approval) since the gazettal of LPS3 in December 2004.

In the March quarter of 2018, there were a further 7 residential lots proposed (recently lodged and/or under assessment) and a stock of 23 proposed lots with conditional approval. Should these proposed lots receive final approval in the near future, just less than 200 residential lots would have been created over the past fourteen and a half years or so.

Over the same time period, 7 non-residential lots received final approval and there is no current stock of proposed lots being assessed or with conditional approval.

This demonstrates a low level of subdivision activity (approximately 13 residential lots per year and 1 non-residential lot every two years).

The total number of dwellings in the Town of East Fremantle increased by 192 between 2011 and 2016 to 3,283 (average household size of 2.45). Although separate houses dominated dwellings structure (approximately 62% of all dwellings), the Town of East Fremantle has a significantly higher proportion of medium and high density housing (approximately 38%) compared to Greater Perth (25%).

7. Extent to which LPS3 has been updated to conform to any relevant legislation, region planning scheme or State planning policy

The State overarching planning framework has changed significantly since 2004 mainly with respect the following:

- Introduction of the *Planning and Development Act 2005* (gazetted April 2006); and
- Commencement of a two-phase planning reform process in 2009.

Key components of the most-recent planning reform that have an impact of the local planning framework relevant to the Town of East Fremantle include:

- Directions 2031 and Beyond (2010) which identifies long term land use planning objectives for the Perth and Peel Region, including the Central sub-regional Planning Framework;
- State Planning Policy 4.2 – Activity Centres for Perth and Peel (2010) – portion of the Petra Street District Centre;
- Perth and Peel @ 3.5 million suite of planning documents (draft 2015 and final 2018), including the Central Sub-regional Planning Framework. Additional dwelling target of 890 required by the year 2050. The Spatial Plan for the Central Sub-regional Planning Framework (2018) shows no station precincts or industrial centres within the Town of East Fremantle, however, it does include part of a District level activity centre (on Petra Street, with part within the City of Melville) and urban corridors along Canning Highway and Marmion Street (with part within the City of Fremantle) which may provide for urban consolidation; and
- *Planning and Development (Local Planning Schemes) Regulations 2015*.

Planning and Development Act 2005

Amendments were undertaken to bring LPS3 scheme text into line with terminology relating to the *Planning and Development Act* and other referenced legislation through Amendment No 10.

Directions 2031 and Beyond and Perth and Peel @ 3.5 million

Amongst other things, Amendment No. 10 as initiated by Council also included proposals to address State planning policy requirements by redefining the extent of the Town Centre, Mixed Use and Special Business zones and increasing residential density within those areas; identifying future development sites by way of Special Control Areas with requirements for structure plans to guide development (including Leeuwin Barracks, former Woodside Hospital site, former Kaleeya Hospital site, Town Centre redevelopment area and the Royal George Hotel site); and increasing R code densities in certain residential areas, including the introduction of dual R codes to balance the provisions of additional dwellings whilst maintaining heritage values.

Amendment No. 10 as initiated by Council, however, was not fully supported by the then Minister for Planning who directed the Town of East Fremantle to make modifications to exclude any changes that were supported by the draft Local Planning Strategy (2013).

Generally, this resulted in:

- Dual coding provisions which would allow for the infill development of certain lots and subdivision bonuses for heritage retention were not approved, thus inhibiting the Town's ability to meet its residential infill targets and reduced the inducements for owners to retain heritage properties.
- No Special Control Area provisions for the Town Centre being approved so that the Town must continue to rely on the Town Centre Design Guidelines Policy to encourage redevelopment, which is not adequately supported by current statutory scheme provisions.
- No Special Control Area provisions being approved for the strategic sites of Leeuwin Barracks, the former Woodside Hospital site, or the former Kaleeya Hospital site so that specific rezoning proposals would then need to be considered for each site, rather than facilitating a more flexible and integrated approach (which could have been achieved using adopted structure planning to set the development standards for each site). These Structure Plans were also considered important for the establishment of Developer Contribution Plans for each of the sites if required.

Amendment No. 10 was significantly modified and granted final approval accordingly (gazetted October 2016).

The Minister's determination was somewhat disheartening given the extensive research and consultation that supported the preparation of the draft Local Planning Strategy (2013) and Amendment No. 10 and further given the delay (approaching 3 years) by the WAPC in granting its conditional consent to advertise the draft strategy. Due to the confidential nature of reporting to the WAPC, details of the reasoning behind the direction to modify Amendment No. 10 are unknown. It is understood, however, that officers within the then Department of Planning were reticent to progress Amendment No. 10 in advance of the formal advertising and final approval of the draft strategy (2013).

This commentary demonstrates that the Town of East Fremantle has been constantly pro-active in attempting to update LPS3 to conform to State planning policy, particularly in relation to accommodating additional dwelling targets, however, its attempts have had varying degrees of success.

Following the failure of Amendment No. 10 to fully embrace Council's intentions for increased residential density, Amendment No. 11 was initiated and approved (gazetted June 2017) to increase the density from R12.5 to R17.5 for a portion of the Richmond Precinct and the Richmond Hill Precinct. This has allowed for some increase in residential dwelling numbers.

Planning and Development (Local Planning Schemes) Regulations 2015

Upon gazettal, Schedule 2 of the Regulations (Deemed provisions for local planning schemes) automatically made the following changes to LPS3:

- Superseded provisions contained within Part 2: Local Planning Framework; Part 7: Heritage Protection; Part 9: Applications for Development Approval; Part 10: Procedure for Dealing with Applications; Part 11: Administration and Enforcement; and
- Included additional provisions relating to Terms used; Structure Plans; Activity Centre Plans; Local Development Plans; and Bushfire Risk Management.

LPS3 was based on the Model Scheme Text associated with the former Town Planning Regulations 1967 which have been superseded by the new Regulations. As such, the scheme provisions (other than the Schedule 2 - Deemed provisions for local planning schemes) do not exactly match up with the Schedule 1 - Model Provisions for local planning schemes. However, the basic intent is similar.

8. Comment and Recommendations

Although the Town East Fremantle local planning strategy is not current, LPS3 is largely consistent with State and regional planning.

In the absence of an updated local planning strategy that has the confidence of the Town of East Fremantle and the WAPC, a review process has already commenced and is significantly progressed in draft. The new strategy will foreshadow the further updates required to LPS3 and related planning policy instruments.

In order to more closely reflect the Schedule 1 - Model provisions for local planning schemes (of the regulations), to include Schedule 2 – Deemed provisions for local planning schemes (of the regulations) and to implement actions recommended in the new local planning strategy a full review of LPS3 is anticipated.

8.1 Recommendations

It is therefore recommended to advise the WAPC that Pursuant to Regulation 66 (3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, that:

1. The Town of East Fremantle *Local Planning Scheme No. 3* requires review, a new Local Planning Scheme No. 4 should be prepared, and *Local Planning Scheme No. 3* be repealed upon gazettal of the new local planning scheme; and
2. The Town of East Fremantle Local Planning Strategy (2003) is not satisfactory in its present form and is currently in the process of review, it should be repealed and a new strategy prepared in its place.

12.2 FINANCE REPORTS

12.2.1 Monthly Financial Report (Containing the Statement of Financial Activity) – July and August 2018

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	18 September 2018
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly Financial Report for the Period Ended July and August 2018

Purpose

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity) for the months ended July and August 2018.

Executive Summary

To provide timely financial information to Elected Members including regular review of the current forecast. This statement compares actual performance against budget estimates, and summarises operating and capital results in accordance with statutory requirements.

Background

The Town of East Fremantle financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.

As part of the adopted 2018/19 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2018/19 for reporting material variances shall be:

- (a) 10% of the amended budget; or*
- (b) \$10,000 of the amended budget.*

whichever is greater. In addition, that the material variance limit be applied to total revenue and expenditure for each Nature and Type classification and capital income and expenditure in the Statement of Financial Activity.

The monthly Financial Reports for the periods ended July and August 2018 is appended and includes the following:

- Statement of Financial Activity
- Notes to the Statement of Financial Activity including:
 - Statement of capital acquisitions and capital funding
 - Significant Accounting Policies
 - Explanation of Material Variances
 - Net Current Funding Position
 - Cash and Investments
 - Budget amendments

- Receivables
- Cashed Back Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants and Contributions

The attached Monthly Financial Reports are prepared in accordance with the amended *Local Government (Financial Management) Regulations 1996*; together with supporting material to provide Council with easy to understand financial information covering activities undertaken during the financial year.

Consultation

Nil.

Statutory Environment

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare its Statement of Financial Activity.

Policy Implications

Significant Accounting Policies are adopted by Council on an annual basis. These policies are used in the preparation of the statutory reports submitted to Council.

Financial Implications

Material variances are disclosed in the Statement of Financial Activity.

There are no proposed changes to the current budget forecast.

The statement of financial activity is to be supported by such information as is considered relevant by the local government containing:

- an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
- an explanation of each of the material variances; and
- supporting information as is considered relevant by the local government.

Strategic Implications

The matter being put to the Council is not likely to have a direct impact on the strategies of the Council.

4.9 A financially sustainable Town – Provide financial management services to enable the Town to sustainably provide services to the community.

Site Inspection

Not applicable.

Comment

The following is a summary of headline numbers from the attached financial reports:

	Budget	July Actuals	August Actuals
Opening Surplus	782,857	782,889	785,889
Operating Income	10,430,366	8,157,092	8,402,025
Operating Expenditure	(12,130,190)	(578,860)	(1,683,137)
Capital Expenditure	(2,980,169)	(26,970)	7,798
Capital Income	307,479	0	0
Net Transfers from Reserves	867,277	0	(5,467)
Non-Cash Items	2,722,380	0	417,095
Closing Surplus	0	8,334,119	7,924,203
Unrestricted Cash		1,251,455	4,821,619
Rates Receivables		7,821,267	3,587,692
Restricted Cash		2,082,634	2,088,101

- Rates were levied in the month of July and therefore are reported in the actuals for the month;
- Other activity is only minor as it is only two months into the financial year;
- There are no material variances to report;
- 51% of rates outstanding was collected by the end of August, meaning that the Town has a significant unrestricted cash position, with majority of these funds placed in short term deposits.

12.2.1 OFFICER RECOMMENDATION

That Council receives the Monthly Financial Report (Containing the Statement of Financial Activity) for the months ended July and August 2018.

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2018

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**Town of East Fremantle
Information Summary
For the Period Ended 31 July 2018**

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 July 2018 of \$8,334,151.

Items of Significance

The material variance adopted by the Town of East Fremantle for the 2018/19 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Capital Expenditure

Infrastructure Assets - POS	‡	\$	-	0
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Capital Revenue

Grants, Subsidies and Contributions	‡			\$0 0
Proceeds from Disposal of Assets	‡			\$0 0

	%			
	Collected / Completed	Annual Budget	YTD Budget	YTD Actual

Significant Projects

Grants, Subsidies and Contributions

		\$	-	\$	-	\$	-
Rates Levied	100%	\$ 7,819,800	\$	7,819,800	\$	7,797,624	

% Compares current ytd actuals to annual budget

Financial Position

	Current Year
Adjusted Net Current Assets	\$ 8,334,151
Cash and Equivalent - Unrestricted	\$ 1,249,116
Cash and Equivalent - Restricted	\$ 2,082,634
Receivables - Rates	\$ 7,821,267
Receivables - Other	\$ 117,857
Payables	\$ 194,462

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of

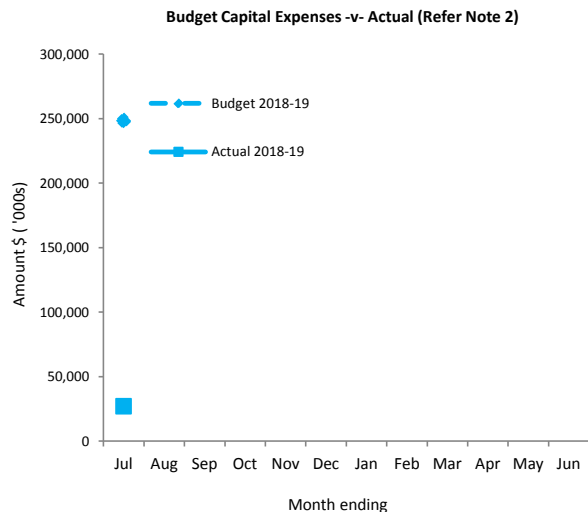
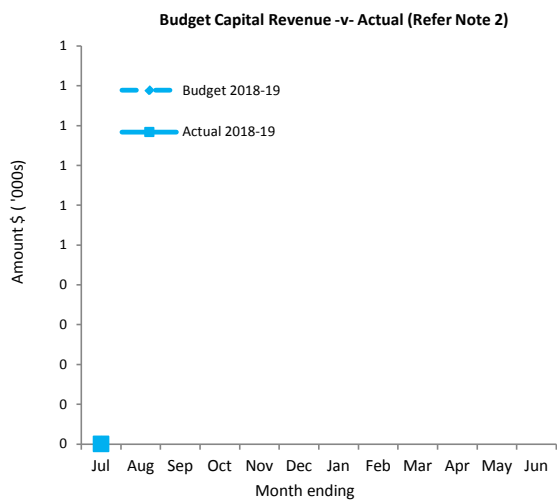
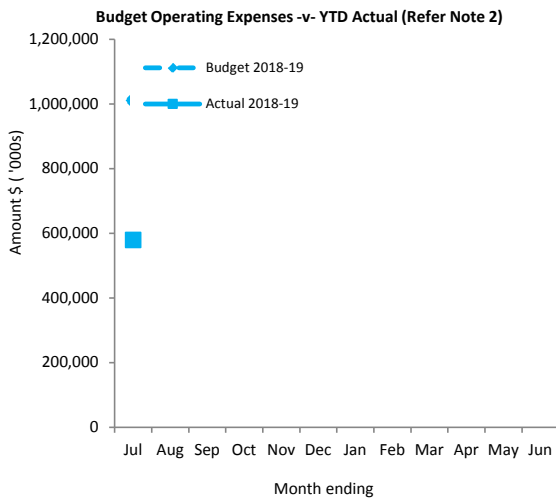
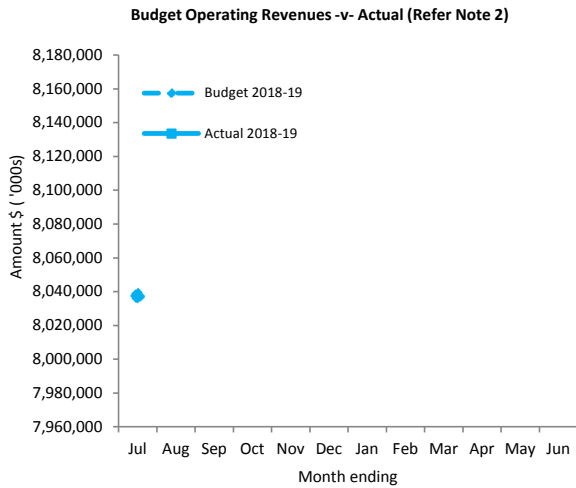
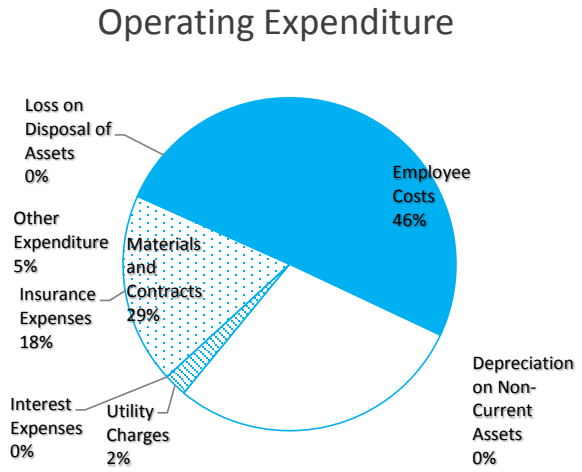
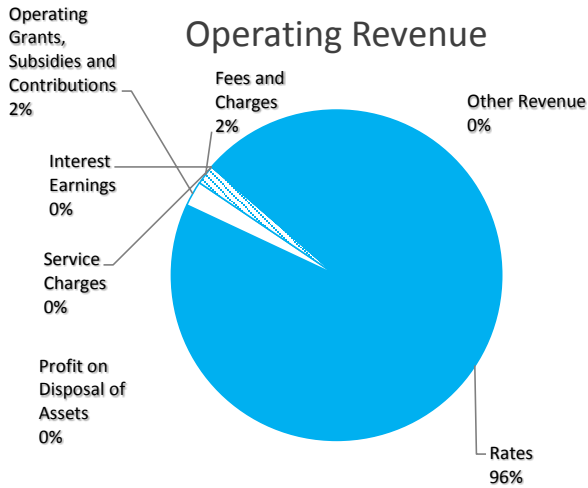
Preparation

Prepared by:

Reviewed by:

Date prepared:

Town of East Fremantle
Information Summary
For the Period Ended 31 July 2018



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)/(a)	Var.
Opening Funding Surplus(Deficit)	3	\$ 782,857	\$ 782,857	\$ 782,889	\$ 32	0%	
Revenue from operating activities							
Governance		20,500	1,708	(0)	(1,708)	(100%)	
General Purpose Funding - Rates	9	7,819,800	7,819,800	7,797,624	(22,176)	(0%)	
General Purpose Funding - Other		371,766	30,981	4,801	(26,180)	(85%)	▼
Law, Order and Public Safety		29,180	2,432	1,329	(1,103)	(45%)	
Health		14,577	1,215	8,508	7,293	600%	
Education and Welfare		912,422	76,035	207,002	130,966	172%	▲
Housing		80,080	6,673	7,815	1,141	17%	
Community Amenities		210,000	17,500	98,425	80,925	462%	▲
Recreation and Culture		389,324	32,444	3,648	(28,796)	(89%)	▼
Transport		444,000	37,000	21,913	(15,087)	(41%)	▼
Economic Services		107,200	8,933	4,466	(4,468)	(50%)	
Other Property and Services		31,517	2,626	1,562	(1,065)	(41%)	
		10,430,366	8,037,347	8,157,092			
Expenditure from operating activities							
Governance		(1,146,547)	(95,546)	(197,224)	(101,679)	(106%)	▼
General Purpose Funding		(97,763)	(8,147)	(83)	8,064	99%	▲
Law, Order and Public Safety		(152,317)	(12,693)	(4,784)	7,909	62%	▲
Health		(196,864)	(16,405)	(10,875)	5,530	34%	▲
Education and Welfare		(1,063,610)	(88,634)	(91,476)	(2,842)	(3%)	
Housing		(55,630)	(4,636)	(2,777)	1,859	40%	▲
Community Amenities		(2,867,715)	(238,976)	(111,064)	127,913	54%	▲
Recreation and Culture		(2,952,245)	(246,020)	(70,219)	175,802	71%	▲
Transport		(3,297,251)	(274,771)	(92,482)	182,289	66%	▲
Economic Services		(127,963)	(10,664)	0	10,664	100%	▲
Other Property and Services		(172,283)	(14,357)	2,123	16,479	115%	▲
		(12,130,188)	(1,010,849)	(578,860)			
Operating activities excluded from budget							
Add back Depreciation		2,695,133	224,594	0	(224,594)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	27,247	2,271	0	(2,271)	(100%)	
Amount attributable to operating activities		1,022,558	7,253,363	7,578,232			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	147,726	0	0	0		
Proceeds from Disposal of Assets	8	159,753	0	0	0		
Land and Buildings		(328,885)	(27,407)	(5,470)	21,937	80%	▲
Infrastructure Assets - Roads		(538,500)	(44,875)	0	44,875	100%	▲
Infrastructure Assets - Public Open Space		(213,000)	(17,750)	(21,500)	(3,750)	(21%)	
Infrastructure Assets - Footpaths		(348,000)	(29,000)	0	29,000	100%	▲
Infrastructure Assets - Drainage		(50,000)	(4,167)	0	4,167	100%	▲
Infrastructure Assets - Other		(105,000)	(8,750)	0	8,750	100%	▲
Infrastructure Assets - Carparks		(705,000)	(58,750)	0			
Plant and Equipment		(671,784)	(55,982)	0	55,982	100%	▲
Furniture and Equipment		(20,000)	(1,667)	0	1,667	100%	▲
Amount attributable to investing activities		(2,672,690)	(248,347)	(26,970)			
Financing Activities							
Transfer from Reserves	7	1,020,289	0	0	0		
(Transfer to Reserves)	7	(153,012)	0	0	0		
Amount attributable to financing activities		867,277	0	0			
Closing Funding Surplus(Deficit)	3	2	7,787,873	8,334,151			
Check against Net Current Assets				8,334,151	0		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 July 2018

	Note	Amended Annual Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus (Deficit)	3	\$ 782,857	\$ 782,857	\$ 782,889	\$ 32	% 0%	
Revenue from operating activities							
Rates	9	7,819,800	7,819,800	7,797,624	(22,176)	(0%)	
Operating Grants, Subsidies and Contributions	11	1,216,936	1,011,411	200,064	98,653	97%	▲
Fees and Charges		1,124,630	93,719	157,967	64,248	69%	▲
Interest Earnings		192,000	16,000	777	(15,223)	(95%)	▼
Other Revenue		77,000	6,417	659	(5,757)	(90%)	
Profit on Disposal of Assets	8	0	0	0			
		10,430,366	8,037,347	8,157,092			
Expenditure from operating activities							
Employee Costs		(3,579,036)	(298,253)	(263,945)	34,308	12%	▲
Materials and Contracts		(4,569,363)	(380,780)	(167,630)	213,150	56%	▲
Utility Charges		(310,950)	(25,913)	(12,944)	12,969	50%	▲
Depreciation on Non-Current Assets		(2,695,133)	(224,594)	0	224,594	100%	▲
Insurance Expenses		(251,449)	(20,954)	(107,115)	(86,161)	(411%)	▼
Other Expenditure		(697,010)	(58,084)	(27,226)	30,858	53%	▲
Loss on Disposal of Assets	8	(27,247)	(2,271)	0			
		(12,130,188)	(1,010,849)	(578,860)			
Operating activities excluded from budget							
Add back Depreciation		2,695,133	224,594	0	(224,594)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	27,247	2,271	0	(2,271)	(100%)	
Amount attributable to operating activities		1,022,558	7,253,363	7,578,232			
Investing activities							
Grants, Subsidies and Contributions	11	147,726	0	0	0		
Proceeds from Disposal of Assets	8	159,753	0	0	0		
Land and Buildings		(328,885)	(27,407)	(5,470)	21,937	80%	▲
Infrastructure Assets - Roads		(538,500)	(44,875)	0	44,875	100%	▲
Infrastructure Assets - POS		(213,000)	(17,750)	(21,500)	(3,750)	(21%)	
Infrastructure Assets - Footpaths		(348,000)	(29,000)	0	29,000	100%	▲
Infrastructure Assets - Drainage		(50,000)	(4,167)	0	4,167	100%	▲
Infrastructure Assets - Other		(105,000)	(8,750)	0	8,750	100%	▲
Infrastructure Assets - Carparks		(705,000)	(58,750)	0			
Plant and Equipment		(671,784)	(55,982)	0	55,982	100%	▲
Furniture and Equipment		(20,000)	(1,667)	0	1,667	100%	▲
Amount attributable to investing activities		(2,672,690)	(248,347)	(26,970)			
Financing Activities							
Transfer from Reserves	7	1,020,289	0	0	0		
(Transfer to Reserves)	7	(153,012)	0	0	0		
Amount attributable to financing activities		867,277	0	0			
Closing Funding Surplus (Deficit)	3	2	7,787,873	8,334,151	546,278	7%	

Check against Statement by Program	8,334,151
	0

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF EAST FREMANTLE
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 July 2018

Capital Acquisitions

	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
	\$	\$	\$	\$	\$	\$
Land and Buildings	5,470	0	27,407	328,885	5,470	(21,937)
Infrastructure Assets - Roads	0	0	44,875	538,500	0	(44,875)
Infrastructure Assets - POS	21,500	0	17,750	213,000	21,500	3,750
Infrastructure Assets - Footpaths	0	0	29,000	348,000	0	(29,000)
Infrastructure Assets - Drainage	0	0	4,167	50,000	0	(4,167)
Infrastructure Assets - Other	0	0	8,750	105,000	0	(8,750)
Infrastructure Assets - Carparks	0	0	58,750	705,000	0	(58,750)
Plant and Equipment	0	0	55,982	671,784	0	(55,982)
Furniture and Equipment	0	0	1,667	20,000	0	(1,667)
Capital Expenditure Totals	26,970	0	248,347	2,980,169	26,970	(221,377)
Capital acquisitions funded by:						
Capital Grants and Contributions					198,726	
Borrowings					0	
Other (Disposals & C/Fwd)					116,253	
Council contribution - Cash Backed Reserves:						
Vehicle, Plant and Equipment Reserve					135,531	
Office Equipment Reserve					9,383	
Arts and Sculpture Reserve					45,000	
Waste Reserve					200,000	
Commerical Precinct Development Reserve						
Council contribution - operations					2,275,276	
Capital Funding Total			0	0	2,980,169	

Note 1: Significant Accounting Policies**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Note 1: Significant Accounting Policies**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

Note 1: Significant Accounting Policies**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

City/Town/Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

Note 1: Significant Accounting Policies**KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS**

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Town's Community Vision, and for each of its broad activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administrative support available assisting elected members and ratepayers on matters which do not concern specific council services but are strategic in nature.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the allocation to services.	Rating, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to ensure bushfire prevention, animal control and community safety.	Supervision and enforcement of various local laws and acts relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, food quality testing, pest control, noise control, waste disposal compliance and child health services.
EDUCATION AND WELFARE	To provide assistance to senior citizens welfare and home and community care.	Provision and maintenance of home and community care programs including meals on wheels, in home care, home maintenance, senior outings, respite and school holiday programs.
HOUSING	To assist with housing for staff and the community.	Provision and maintenance of residential rental properties.
COMMUNITY AMENITIES	To provide community amenities and other infrastructure as required by the community.	Rubbish collection, recycling and disposal, joint maintenance of SMRC waste management facility, administration of Town Planning Schemes, heritage protection and townscapes, maintenance of urban stormwater drainage and protection of the environment.
RECREATION AND CULTURE	To plan, establish and efficiently manage sport and recreation infrastructure and resources which will help the social well being and health and community.	The provision and maintenance of various community infrastructure including public halls, recreation grounds, sports pavillions, playgrounds, parks, gardens, beaches and the joint operation of the City of Fremantle Library.
TRANSPORT	To provide safe, effective and efficient transport infrastructure to the community.	Construction and maintenance of streets, roads, footpaths, depots, cycleways, street trees, parking facilities, traffic control, cleaning and lighting of streets.
ECONOMIC SERVICES	To help promote the Town and improve its economic wellbeing.	The regulation and provision of tourism, area promotion activities and building control.
OTHER PROPERTY AND SERVICES	To monitor and control plant and depot operations, and to provide other property services not included elsewhere.	Private works operation, plant operating costs, depot operations and unclassified property functions.

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance					
Housing					
Community Amenities					
Recreation and Culture					
Transport					
Economic Services					
Other Property and Services					
Operating Expense					
General Purpose Funding					
Law, Order and Public Safety					
Health					
Housing					
Community Amenities					
Recreation and Culture					
Transport					
Economic Services					
Other Property and Services					
Capital Revenues					
Grants, Subsidies and Contributions					
Proceeds from Disposal of Assets					
Capital Expenses					
Land and Buildings					
Infrastructure Assets - Roads					
Infrastructure Assets - POS					
Infrastructure Assets - Footpaths					
Infrastructure Assets - Drainage					
Infrastructure Assets - Other					
Infrastructure Assets - Carparks					
Plant and Equipment					
Furniture and Equipment					

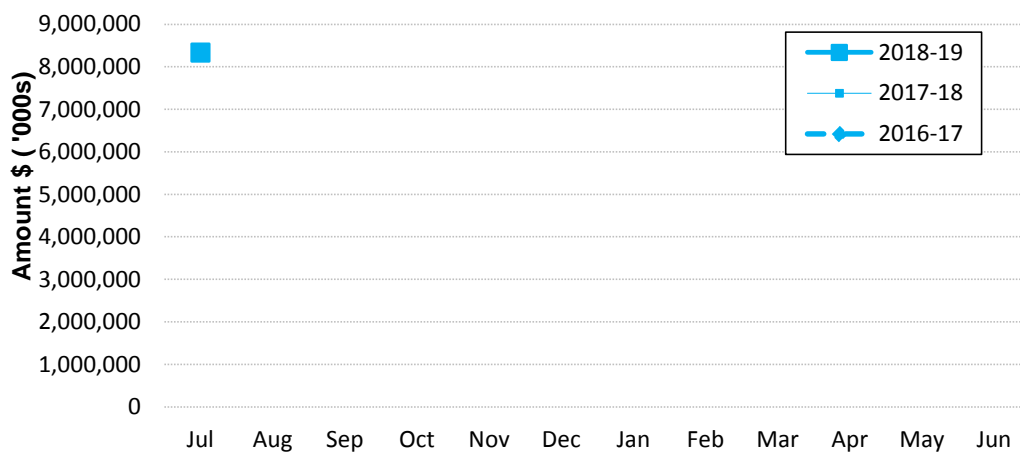
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2017	31 Jul 2018
		\$	\$
Current Assets			
Cash Unrestricted	4	1,396,010	1,251,455
Cash Restricted - Reserves	4	2,082,634	2,082,634
Receivables - Rates	6	201,250	7,821,267
Receivables - Other	6	147,588	117,857
Interest / ATO Receivable/Trust		(0)	(59,323)
Inventories		0	0
		3,827,482	11,213,891
Less: Current Liabilities			
Payables		(358,650)	(194,462)
Provisions		(603,309)	(602,644)
		(961,959)	(797,106)
Less: Cash Reserves	7	(2,082,634)	(2,082,634)
Net Current Funding Position		782,889	8,334,151

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 July 2018

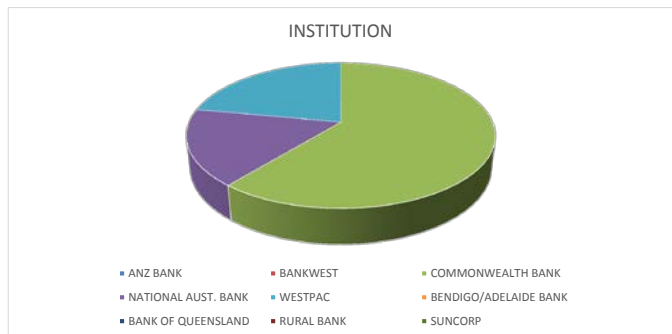
Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$				
(a) Cash Deposits								
Municipal Bank Account	546,762			546,762	CBA	AA-	1.45%	At Call
Reserve Bank Account		105		105	CBA	AA-		At Call
Trust Bank Account			25,713	25,713	CBA	AA-		At Call
Cash On Hand	1,100			1,100	Petty Cash/Till Float		Nil	On Hand
(b) Term Deposits								
Municipal	701,254			701,254	NAB	AA-	2.17%	10-Aug-18
Trust			776,477	776,477	CBA	AA-	2.20%	20-Aug-18
Reserves		911,756		911,756	WESTPAC	AA-	2.75%	06-Sep-18
Reserves		1,170,773		1,170,773	CBA	AA-	2.45%	07-Aug-18
Total	1,249,116	2,082,634	802,190	4,133,940				
Less Cash on Hand	(1,100)			(1,100)				
	1,248,016			4,132,840				

Comments/Notes - Investments and Cash Deposits

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%		
AA	MAX 100%	\$4,132,840	100.00%
A (DIVESTMENT)	MAX 80%		
		\$4,132,840	100.00%

INSTITUTION	\$	%	(LT) RISK
ANZ BANK			AA-
BANKWEST			AA-
COMMONWEALTH BANK	\$2,519,830	60.97%	AA-
NATIONAL AUST. BANK	\$701,254	16.97%	AA-
WESTPAC	\$911,756	22.06%	AA-
BENDIGO/ADELAIDE BANK			BBB+
BANK OF QUEENSLAND			BBB+
RURAL BANK			BBB+
SUNCORP			A+
	\$4,132,840	100.00%	



TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 5: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				\$
	Permanent Changes						
	Opening surplus adjustment				782,857		782,857
				0	782,857	0	

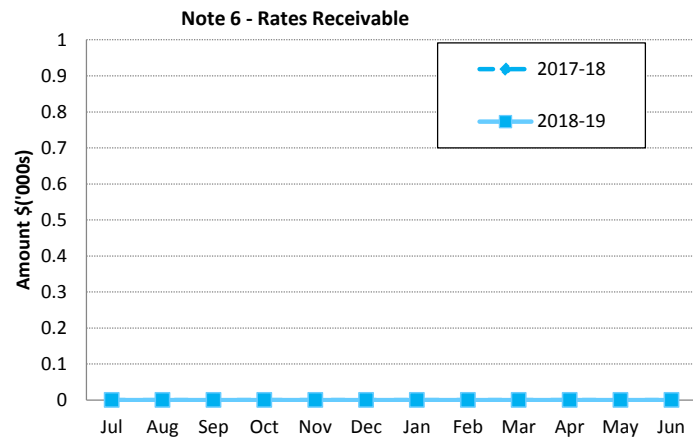
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 6: Receivables

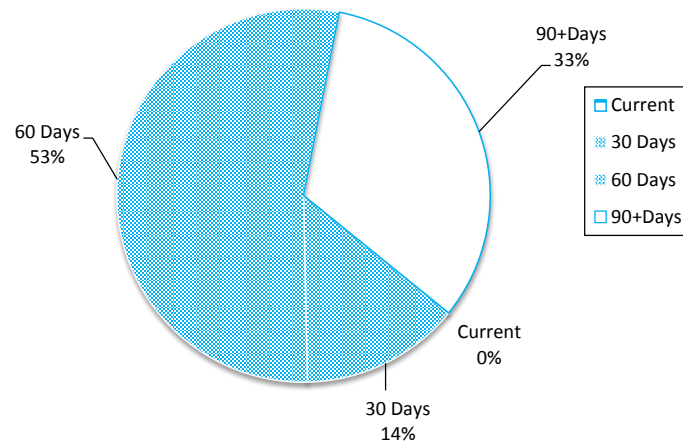
Receivables - Rates Receivable	31 Jul 2018	30 June 2018
	\$	\$
Opening Arrears Previous Years	220,065	150,429
Rates, ESL and Service Charges Levied this year	9,329,832	8,861,717
Less Collections to date	(353,577)	(8,641,652)
Equals Current Outstanding	9,196,320	220,065
Net Rates Collectable	9,196,320	220,065
% Collected	3.70%	95.89%

Receivables - General	Current	30 Days	60 Days	90+Days	Total
	\$	\$	\$	\$	
Receivables - General	2,731	1,329	32,472	20,038	56,570
Total Receivables General Outstanding				0	56,570

Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)



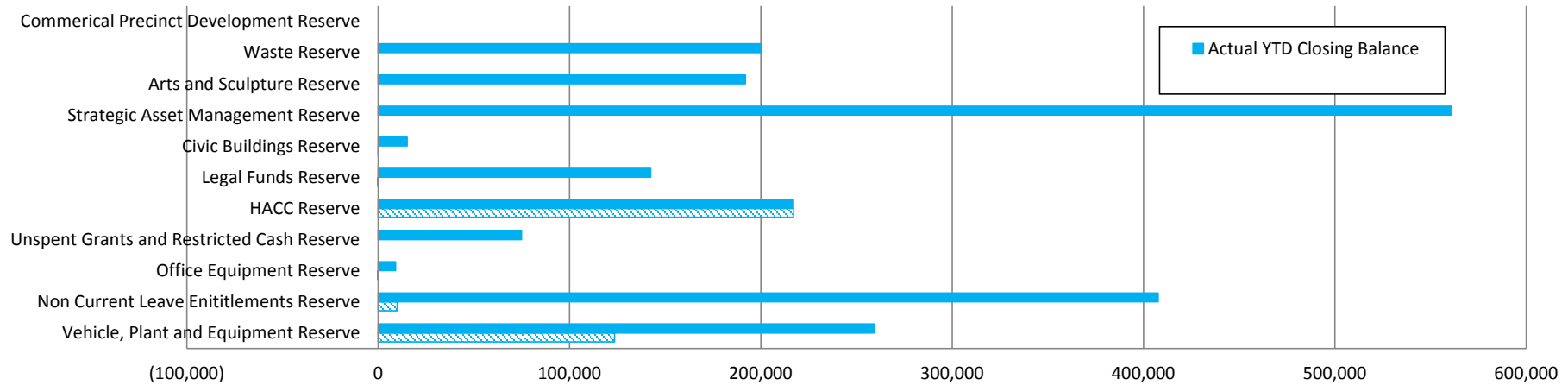
Comments/Notes - Receivables Rates

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Vehicle, Plant and Equipment Reserve	259,150					(135,531)	0	123,619	259,150
Non Current Leave Enitlements Reserve	407,665					(397,665)	0	10,000	407,665
Office Equipment Reserve	9,121					(9,121)	0	(0)	9,121
Unspent Grants and Restricted Cash Reserve	75,000					(75,000)	0	0	75,000
HACC Reserve	217,037							217,037	217,037
Legal Funds Reserve	142,480					(142,480)	0	(0)	142,480
Civic Buildings Reserve	15,183					(15,183)	0	0	15,183
Strategic Asset Management Reserve	564,668	58,012	(3,784)	58,012	0				560,884
Arts and Sculpture Reserve	192,022			45,000	0	(45,000)	0		192,022
Waste Reserve	200,308					(200,309)	0		200,308
Commerical Precinct Development Reserve	0			50,000	0				0
	2,082,634	58,012	(3,784)	153,012	0	(1,020,289)	0	350,656	2,078,850

Note 7 - Year To Date Reserve Balance to End of Year Estimate



TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
PEMV259	CEO Vehicle					26,000	20,000		(6,000)
PEMV260	EMRS Vehicle					15,000	15,000		0
PEMV256	Parks Vehicle					15,000	15,000		0
PEMV252	Ranger Vehicle					14,000	14,000		0
PEMV242	Mitsubishi Rosa Bus					44,000	44,000		0
PE271	Verge Mower					13,000	11,753		(1,247)
PE269	Loader					60,000	40,000		(20,000)
		0	0	0	0	187,000	159,753	0	(27,247)

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 9: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Residential GRV	0.068310	3,002	90,581,990	6,200,606			6,200,606	6,187,656	40,000		6,227,656
Commercial GRV	0.103738	121	12,433,188	1,295,748			1,295,748	1,289,794			1,289,794
Sub-Totals		3,123	103,015,178	7,496,354	0	0	7,496,354	7,477,450	40,000	0	7,517,450
Minimum Payment	Minimum \$										
Residential GRV	1,080.00	265	3,563,980	285,120			285,120	286,200			286,200
Commercial GRV	1,615.00	10	135,755	16,150			16,150	16,150			16,150
Sub-Totals		275	3,699,735	301,270	0	0	301,270	302,350	0	0	302,350
		3,398	106,714,913	7,797,624	0	0	7,797,624	7,779,800	40,000	0	7,819,800
Amount from General Rates							7,797,624				7,819,800
Totals							7,797,624				7,819,800

Comments - Rating Information

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2018	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
Governance			\$	\$	\$	\$	\$	\$
Housing								
Recreation and Culture								
	0	0	0	0	0	0	0	0

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 11: Grants and Contributions

	Grant Provider	Type	Amended Budget		YTD Budget	Annual Budget (d)	Expected (d)+(e)	YTD Actual Revenue
			Operating	Capital				
			\$	\$	\$			\$
General Purpose Funding								
Grants Commission - General	WALGGC	Operating	79,220	0	6,602	79,220	79,220	0
Grants Commission - Roads	WALGGC	Operating	40,546	0	3,379	40,546	40,546	0
Education and Welfare								
Home and Community Care Program	State/Commonwealth Dep. Health	Operating	828,170	0	69,014	828,170	828,170	200,064
Community Amenities								
Recycling Grant	Dept. Regional Development	Operating	51,000	0	4,250	51,000	51,000	0
Recreation and Culture								
Club Development Grant	Department Sport and Rec	Operating	40,000	0	3,333	40,000	40,000	0
Minor Grants - Rec and Culture	Various	Operating	40,000	0	3,333	40,000	40,000	0
Transport								
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	147,726	12,311	147,726	147,726	0
Direct Grant	Main Roads	Operating	6,000	0	500	6,000	6,000	0
Street Lighting Subsidy	Main Roads	Operating	4,800	0	400	4,800	4,800	0
Stirling Bridge Verge Maintenance Agreement	Main Roads	Operating	7,200	0	600	7,200	7,200	0
Developer Contribution Carparking	Transfer from Trust	Operating	120,000	0	10,000	120,000	120,000	0
TOTALS			1,216,936	147,726	113,722	1,364,662	1,364,662	200,064
SUMMARY								
Operating	Operating Grants, Subsidies and Contributions		1,216,936	0	101,411	1,216,936	1,216,936	200,064
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	147,726	12,311	147,726	147,726	0
TOTALS			1,216,936	147,726	113,722	1,364,662	1,364,662	200,064

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2018

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**Town of East Fremantle
Information Summary
For the Period Ended 31 August 2018**

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 August 2018 of \$7,924,203.

Items of Significance

The material variance adopted by the Town of East Fremantle for the 2018/19 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Capital Expenditure

Infrastructure Assets - POS	‡	\$	-	0
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Capital Revenue

Grants, Subsidies and Contributions	‡			\$0 0
Proceeds from Disposal of Assets	‡			\$0 0

	%			
	Collected / Completed	Annual Budget	YTD Budget	YTD Actual

Significant Projects

Grants, Subsidies and Contributions

		#DIV/0!	\$	-	\$	-	\$	-
Rates Levied	100%		\$ 7,819,800		\$ 7,819,800		\$ 7,797,624	

% Compares current ytd actuals to annual budget

Financial Position

	Current Year
Adjusted Net Current Assets	\$ 7,924,203
Cash and Equivalent - Unrestricted	\$ 4,821,619
Cash and Equivalent - Restricted	\$ 2,088,101
Receivables - Rates	\$ 3,587,692
Receivables - Other	\$ 225,243
Payables	\$ 48,935

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of

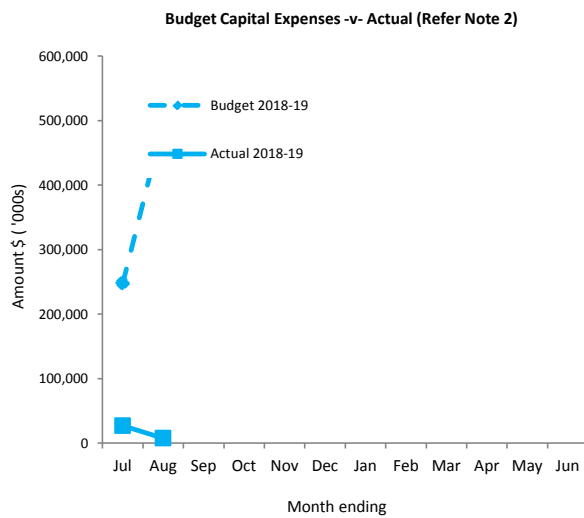
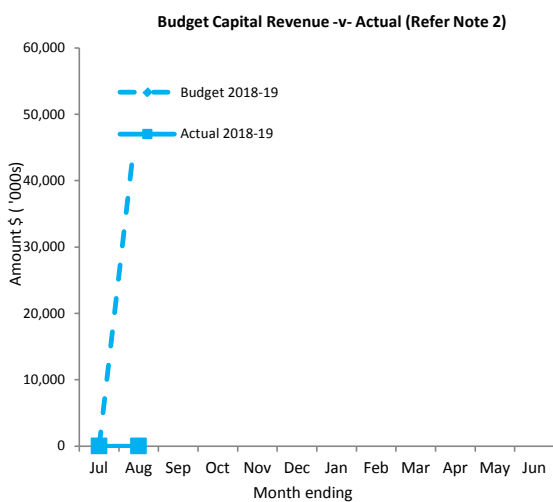
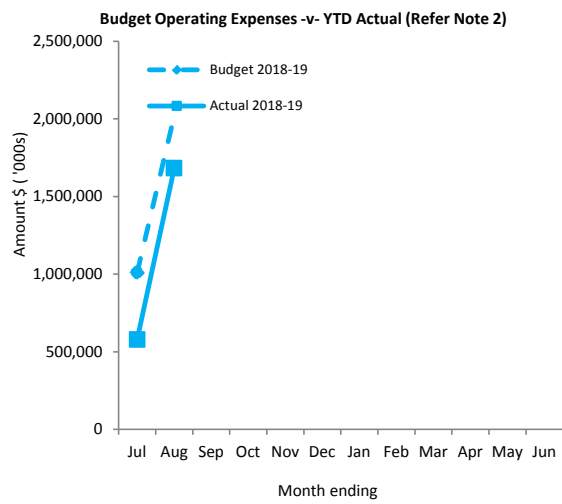
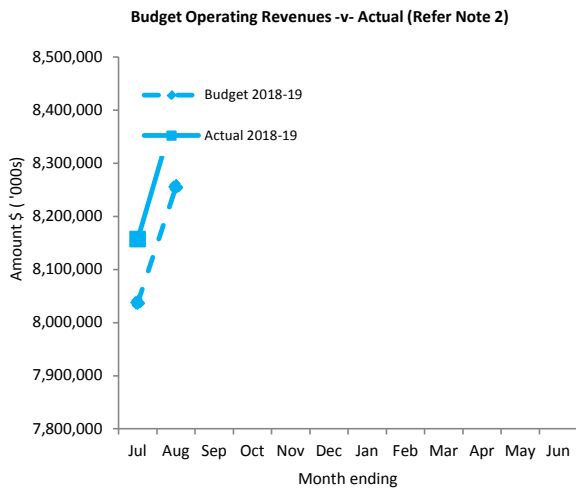
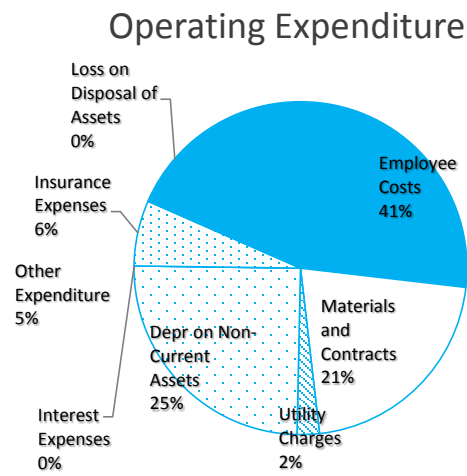
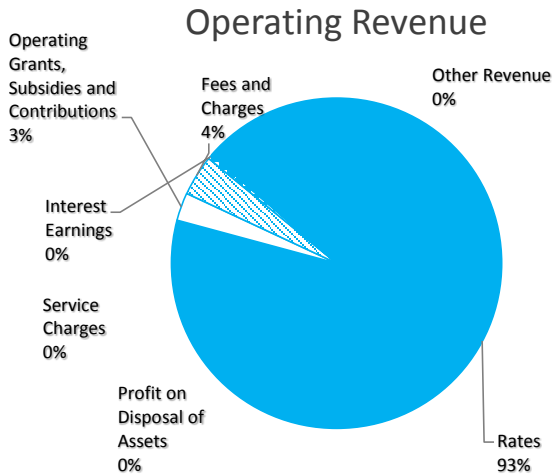
Preparation

Prepared by:

Reviewed by:

Date prepared:

Town of East Fremantle
Information Summary
For the Period Ended 31 August 2018



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2018

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)/(a)	Var.
Opening Funding Surplus(Deficit)	3	\$ 782,857	\$ 782,857	\$ 785,889	\$ 3,032	0%	
Revenue from operating activities							
Governance		20,500	3,417	7	(3,410)	(100%)	
General Purpose Funding - Rates	9	7,819,800	7,819,800	7,797,624	(22,176)	(0%)	
General Purpose Funding - Other		371,766	61,961	99,705	37,744	61%	▲
Law, Order and Public Safety		29,180	4,863	2,901	(1,962)	(40%)	
Health		14,577	2,430	8,508	6,079	250%	
Education and Welfare		912,422	152,070	213,997	61,926	41%	▲
Housing		80,080	13,347	14,745	1,398	10%	
Community Amenities		210,000	35,000	103,556	68,556	196%	▲
Recreation and Culture		389,324	64,887	103,095	38,208	59%	▲
Transport		444,000	74,000	47,393	(26,607)	(36%)	▼
Economic Services		107,200	17,867	8,932	(8,935)	(50%)	
Other Property and Services		31,517	5,253	1,562	(3,691)	(70%)	
		10,430,366	8,254,894	8,402,025			
Expenditure from operating activities							
Governance		(1,146,547)	(191,091)	(201,547)	(10,456)	(5%)	
General Purpose Funding		(97,763)	(16,294)	(20,718)	(4,424)	(27%)	
Law, Order and Public Safety		(152,317)	(25,386)	(29,230)	(3,844)	(15%)	
Health		(196,864)	(32,811)	(36,496)	(3,686)	(11%)	
Education and Welfare		(1,063,610)	(177,268)	(254,269)	(77,001)	(43%)	▼
Housing		(55,630)	(9,272)	(5,449)	3,823	41%	▲
Community Amenities		(2,867,715)	(477,953)	(262,980)	214,972	45%	▲
Recreation and Culture		(2,952,245)	(492,041)	(538,823)	(46,782)	(10%)	
Transport		(3,297,251)	(549,542)	(389,473)	160,069	29%	▲
Economic Services		(127,963)	(21,327)	(11,207)	10,121	47%	▲
Other Property and Services		(172,283)	(28,714)	67,056	95,770	334%	▲
		(12,130,188)	(2,021,698)	(1,683,137)			
Operating activities excluded from budget							
Add back Depreciation		2,695,133	449,189	418,778	(30,411)	(7%)	
Adjust (Profit)/Loss on Asset Disposal	8	27,247	4,541	(1,683)	(6,224)	(137%)	
Amount attributable to operating activities		1,022,558	6,686,926	7,135,983			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	147,726	24,621	0	(24,621)	(100%)	▼
Proceeds from Disposal of Assets	8	159,753	26,626	0	(26,626)	(100%)	▼
Land and Buildings		(328,885)	(54,814)	1,000	55,814	102%	▲
Infrastructure Assets - Roads		(538,500)	(89,750)	0	89,750	100%	▲
Infrastructure Assets - Public Open Space		(213,000)	(35,500)	10,000	45,500	128%	▲
Infrastructure Assets - Footpaths		(348,000)	(58,000)	0	58,000	100%	▲
Infrastructure Assets - Drainage		(50,000)	(8,333)	0	8,333	100%	▲
Infrastructure Assets - Other		(105,000)	(17,500)	(203)	17,297	99%	▲
Infrastructure Assets - Carparks		(705,000)	(117,500)	0			
Plant and Equipment		(671,784)	(111,964)	0	111,964	100%	▲
Furniture and Equipment		(20,000)	(3,333)	(2,999)	334	10%	▲
Amount attributable to investing activities		(2,672,690)	(445,448)	7,798			
Financing Activities							
Transfer from Reserves	7	1,020,289	170,048	0	(170,048)	(100%)	▼
(Transfer to Reserves)	7	(153,012)	(25,502)	(5,467)	20,035	79%	▲
Amount attributable to financing activities		867,277	144,546	(5,467)			
Closing Funding Surplus(Deficit)	3	2	7,168,881	7,924,203			
Check against Net Current Assets				7,924,203	0		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2018

	Note	Amended Annual Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	782,857	782,857	785,889	3,032	0%	
Revenue from operating activities							
Rates	9	7,819,800	7,819,800	7,797,624	(22,176)	(0%)	
Operating Grants, Subsidies and Contributions	11	1,216,936	202,823	230,126	27,303	13%	▲
Fees and Charges		1,124,630	187,438	334,833	147,395	79%	▲
Interest Earnings		192,000	32,000	37,096	5,096	16%	
Other Revenue		77,000	12,833	662	(12,171)	(95%)	▼
Profit on Disposal of Assets	8	0	0	1,683			
		10,430,366	8,254,894	8,402,025			
Expenditure from operating activities							
Employee Costs		(3,579,036)	(596,506)	(680,981)	(84,475)	(14%)	▼
Materials and Contracts		(4,569,363)	(761,561)	(358,916)	402,645	53%	▲
Utility Charges		(310,950)	(51,825)	(36,388)	15,437	30%	▲
Depreciation on Non-Current Assets		(2,695,133)	(449,189)	(418,778)	30,411	7%	
Insurance Expenses		(251,449)	(41,908)	(107,115)	(65,207)	(156%)	▼
Other Expenditure		(697,010)	(116,168)	(80,958)	35,210	30%	▲
Loss on Disposal of Assets	8	(27,247)	(4,541)	0			
		(12,130,188)	(2,021,698)	(1,683,137)			
Operating activities excluded from budget							
Add back Depreciation		2,695,133	449,189	418,778	(30,411)	(7%)	
Adjust (Profit)/Loss on Asset Disposal	8	27,247	4,541	(1,683)	(6,224)	(137%)	
Amount attributable to operating activities		1,022,558	6,686,926	7,135,983			
Investing activities							
Grants, Subsidies and Contributions	11	147,726	24,621	0	(24,621)	(100%)	▼
Proceeds from Disposal of Assets	8	159,753	26,626	0	(26,626)	(100%)	▼
Land and Buildings		(328,885)	(54,814)	1,000	55,814	102%	▲
Infrastructure Assets - Roads		(538,500)	(89,750)	0	89,750	100%	▲
Infrastructure Assets - POS		(213,000)	(35,500)	10,000	45,500	128%	▲
Infrastructure Assets - Footpaths		(348,000)	(58,000)	0	58,000	100%	▲
Infrastructure Assets - Drainage		(50,000)	(8,333)	0	8,333	100%	▲
Infrastructure Assets - Other		(105,000)	(17,500)	(203)	17,297	99%	▲
Infrastructure Assets - Carparks		(705,000)	(117,500)	0			
Plant and Equipment		(671,784)	(111,964)	0	111,964	100%	▲
Furniture and Equipment		(20,000)	(3,333)	(2,999)	334	10%	▲
Amount attributable to investing activities		(2,672,690)	(445,448)	7,798			
Financing Activities							
Transfer from Reserves	7	1,020,289	170,048	0	(170,048)	(100%)	▼
(Transfer to Reserves)	7	(153,012)	(25,502)	(5,467)	20,035	79%	▲
Amount attributable to financing activities		867,277	144,546	(5,467)			
Closing Funding Surplus (Deficit)	3	2	7,168,881	7,924,203	755,322	11%	▲

Check against Statement by Program	7,924,203
	0

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF EAST FREMANTLE
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 2018

Capital Acquisitions

	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
	\$	\$	\$	\$	\$	\$
Land and Buildings	(1,000)	0	27,407	328,885	(1,000)	(28,407)
Infrastructure Assets - Roads	0	0	44,875	538,500	0	(44,875)
Infrastructure Assets - POS	(10,000)	0	17,750	213,000	(10,000)	(27,750)
Infrastructure Assets - Footpaths	0	0	29,000	348,000	0	(29,000)
Infrastructure Assets - Drainage	0	0	4,167	50,000	0	(4,167)
Infrastructure Assets - Other	203	0	8,750	105,000	203	(8,547)
Infrastructure Assets - Carparks	0	0	58,750	705,000	0	(58,750)
Plant and Equipment	0	0	55,982	671,784	0	(55,982)
Furniture and Equipment	2,999	0	1,667	20,000	2,999	1,332
Capital Expenditure Totals	(7,798)	0	248,347	2,980,169	(7,798)	(256,145)
Capital acquisitions funded by:						
Capital Grants and Contributions					198,726	
Borrowings					0	
Other (Disposals & C/Fwd)					116,253	
Council contribution - Cash Backed Reserves:						
Vehicle, Plant and Equipment Reserve					135,531	
Office Equipment Reserve					9,383	
Arts and Sculpture Reserve					45,000	
Waste Reserve					200,000	
Commerical Precinct Development Reserve						
Council contribution - operations					2,275,276	
Capital Funding Total			0	0	2,980,169	

Note 1: Significant Accounting Policies**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Note 1: Significant Accounting Policies**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

Note 1: Significant Accounting Policies**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

City/Town/Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Town's Community Vision, and for each of its broad activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administrative support available assisting elected members and ratepayers on matters which do not concern specific council services but are strategic in nature.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the allocation to services.	Rating, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to ensure bushfire prevention, animal control and community safety.	Supervision and enforcement of various local laws and acts relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, food quality testing, pest control, noise control, waste disposal compliance and child health services.
EDUCATION AND WELFARE	To provide assistance to senior citizens welfare and home and community care.	Provision and maintenance of home and community care programs including meals on wheels, in home care, home maintenance, senior outings, respite and school holiday programs.
HOUSING	To assist with housing for staff and the community.	Provision and maintenance of residential rental properties.
COMMUNITY AMENITIES	To provide community amenities and other infrastructure as required by the community.	Rubbish collection, recycling and disposal, joint maintenance of SMRC waste management facility, administration of Town Planning Schemes, heritage protection and townscapes, maintenance of urban stormwater drainage and protection of the environment.
RECREATION AND CULTURE	To plan, establish and efficiently manage sport and recreation infrastructure and resources which will help the social well being and health and community.	The provision and maintenance of various community infrastructure including public halls, recreation grounds, sports pavillions, playgrounds, parks, gardens, beaches and the joint operation of the City of Fremantle Library.
TRANSPORT	To provide safe, effective and efficient transport infrastructure to the community.	Construction and maintenance of streets, roads, footpaths, depots, cycleways, street trees, parking facilities, traffic control, cleaning and lighting of streets.
ECONOMIC SERVICES	To help promote the Town and improve its economic wellbeing.	The regulation and provision of tourism, area promotion activities and building control.
OTHER PROPERTY AND SERVICES	To monitor and control plant and depot operations, and to provide other property services not included elsewhere.	Private works operation, plant operating costs, depot operations and unclassified property functions.

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance					
Housing					
Community Amenities					
Recreation and Culture					
Transport					
Economic Services					
Other Property and Services					
Operating Expense					
General Purpose Funding					
Law, Order and Public Safety					
Health					
Housing					
Community Amenities					
Recreation and Culture					
Transport					
Economic Services					
Other Property and Services					
Capital Revenues					
Grants, Subsidies and Contributions					
Proceeds from Disposal of Assets					
Capital Expenses					
Land and Buildings					
Infrastructure Assets - Roads					
Infrastructure Assets - POS					
Infrastructure Assets - Footpaths					
Infrastructure Assets - Drainage					
Infrastructure Assets - Other					
Infrastructure Assets - Carparks					
Plant and Equipment					
Furniture and Equipment					

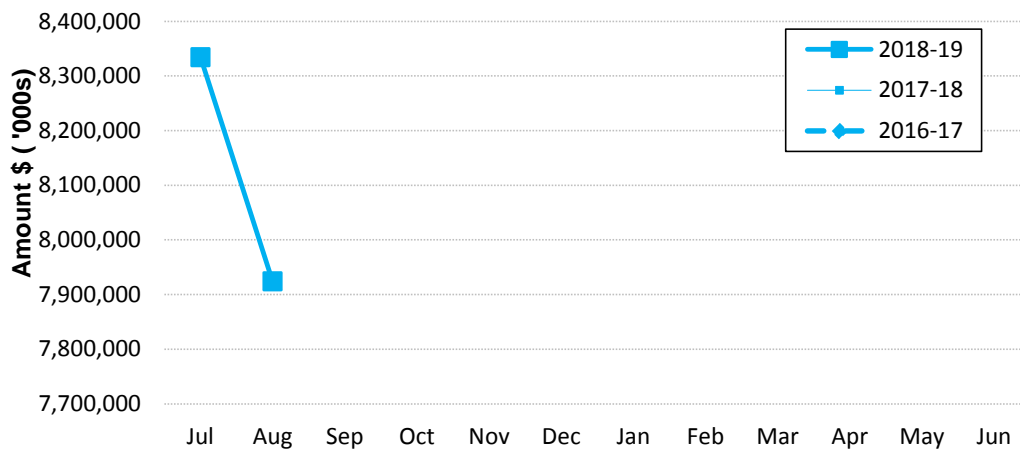
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing	Current
		30 June 2017	31 Aug 2018
		\$	\$
Current Assets			
Cash Unrestricted	4	1,396,010	4,821,619
Cash Restricted - Reserves	4	2,082,634	2,088,101
Receivables - Rates	6	201,250	3,587,692
Receivables - Other	6	150,588	225,243
Interest / ATO Receivable/Trust		(0)	(56,774)
Inventories		0	0
		3,830,482	10,665,880
Less: Current Liabilities			
Payables		(358,650)	(48,935)
Provisions		(603,309)	(604,641)
		(961,959)	(653,576)
Less: Cash Reserves	7	(2,082,634)	(2,088,101)
Net Current Funding Position		785,889	7,924,203

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 August 2018

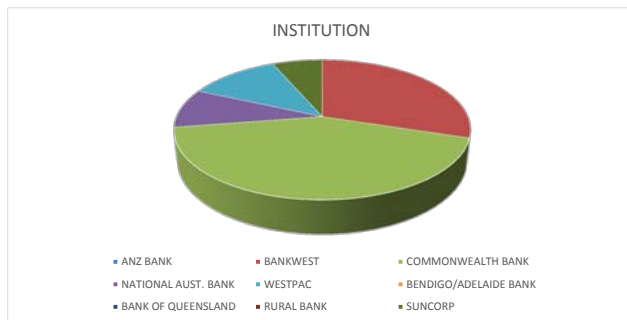
Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$				
(a) Cash Deposits								
Municipal Bank Account	1,318,055			1,318,055	CBA	AA-	1.45%	At Call
Reserve Bank Account		105		105	CBA	AA-		At Call
Trust Bank Account			19,535	19,535	CBA	AA-		At Call
Cash On Hand	1,100			1,100	Petty Cash/Till Float		Nil	On Hand
(b) Term Deposits								
Municipal	702,463			702,463	NAB	AA-	2.33%	09-Oct-18
	450,000			450,000	BANKWEST	AA-	2.20%	06-Sep-18
	450,000			450,000	BANKWEST	AA-	2.20%	17-Sep-18
	300,000			300,000	BANKWEST	AA-	2.55%	23-Oct-18
	350,000			350,000	BANKWEST	AA-	2.58%	06-Nov-18
	450,000			450,000	BANKWEST	AA-	2.61%	26-Nov-18
	300,000			300,000	BANKWEST	AA-	2.55%	14-Nov-18
	500,000			500,000	SUNCORP	A+	2.65%	04-Dec-18
Trust			777,928	777,928	CBA	AA-	2.20%	19-Sep-18
Reserves		911,756		911,756	WESTPAC	AA-	2.75%	06-Sep-18
Reserves		1,176,240		1,176,240	CBA	AA-	2.75%	07-Feb-18
Total	4,821,619	2,088,101	797,462	7,707,182				
Less Cash on Hand	(1,100)			(1,100)				
	4,820,519			7,706,082				

Comments/Notes - Investments and Cash Deposits

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%		
AA	MAX 100%	\$7,206,082	93.51%
A (DIVESTMENT)	MAX 80%	\$500,000	6.49%
		\$7,706,082	#NAME?

INSTITUTION	\$	%	(LT) RISK
ANZ BANK			AA-
BANKWEST	\$2,300,000		AA-
COMMONWEALTH BANK	\$3,291,862	42.72%	AA-
NATIONAL AUST. BANK	\$702,463	9.12%	AA-
WESTPAC	\$911,756	11.83%	AA-
BENDIGO/ADELAIDE BANK			BBB+
BANK OF QUEENSLAND			BBB+
RURAL BANK			BBB+
SUNCORP	\$500,000	6.49%	A+
	\$7,706,082	70.15%	



TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 5: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				\$
	Permanent Changes						
	Opening surplus adjustment				782,857		782,857
				0	782,857	0	

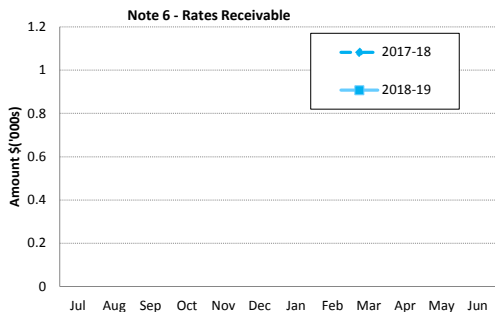
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 6: Receivables

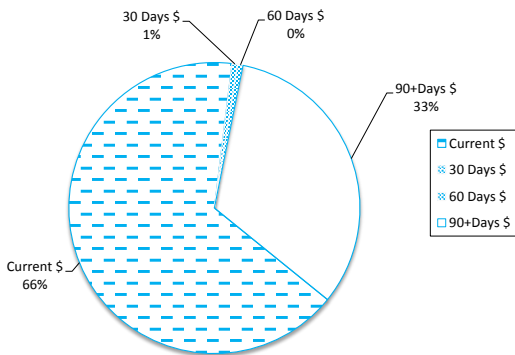
Receivables - Rates Receivable	31 Jul 2018	30 June 2018
	\$	\$
Opening Arrears Previous Years	191,475	150,429
Opening Balance Deferred Rates	28,590	
Rates, ESL and Service Charges Levied this year	9,267,890	8,861,717
Interim Rates Billing 2018/19 (GL I030510)	0	
Interim Rubbish Billing 2018/19 (GL I100810)	1,000	
Less Collections to date	(4,534,660)	(8,670,242)
Equals Current Outstanding (as per TB)	4,733,230	191,475
Net Rates Collectable	4,733,230	191,475
% Collected	47.79%	96.21%

Receivables - General	Current	30 Days	60 Days	90+Days	Total
	\$	\$	\$	\$	
Receivables - General	106,247	1,002	982	52,510	160,741
Receivables - Parking					88,288
Total Receivables General Outstanding				0	249,029

Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)



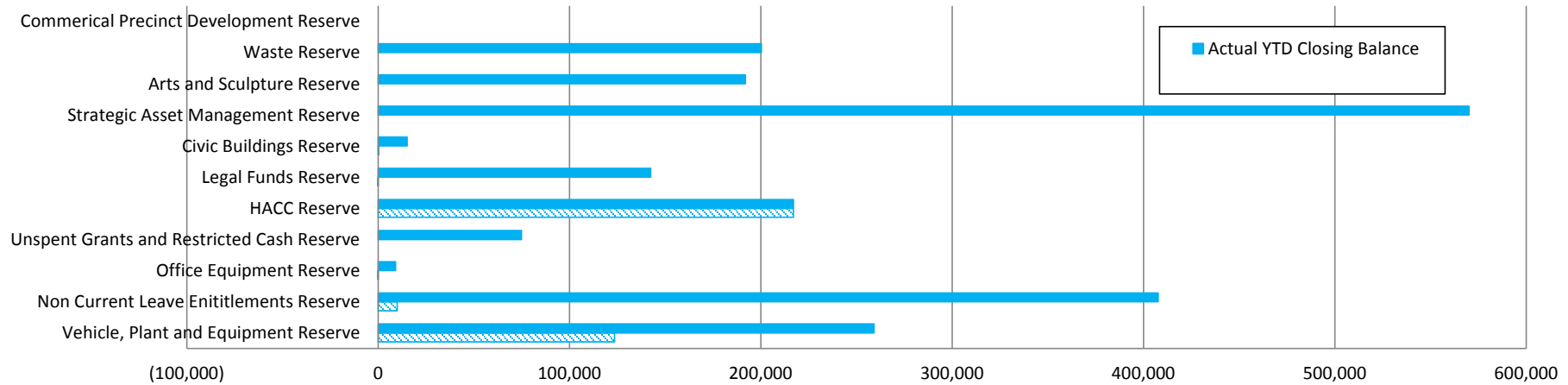
Comments/Notes - Receivables Rates

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Vehicle, Plant and Equipment Reserve	259,150					(135,531)	0	123,619	259,150
Non Current Leave Enititlements Reserve	407,665					(397,665)	0	10,000	407,665
Office Equipment Reserve	9,121					(9,121)	0	(0)	9,121
Unspent Grants and Restricted Cash Reserve	75,000					(75,000)	0	0	75,000
HACC Reserve	217,037							217,037	217,037
Legal Funds Reserve	142,480					(142,480)	0	(0)	142,480
Civic Buildings Reserve	15,183					(15,183)	0	0	15,183
Strategic Asset Management Reserve	564,668	58,012	1,682	58,012	5,467				570,135
Arts and Sculpture Reserve	192,022			45,000	0	(45,000)	0		192,022
Waste Reserve	200,308					(200,309)	0		200,308
Commerical Precinct Development Reserve	0			50,000	0				0
	2,082,634	58,012	1,682	153,012	5,467	(1,020,289)	0	350,656	2,088,101

Note 7 - Year To Date Reserve Balance to End of Year Estimate



TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
PEMV259	CEO Vehicle					26,000	20,000		(6,000)
PEMV260	EMRS Vehicle					15,000	15,000		0
PEMV256	Parks Vehicle					15,000	15,000		0
PEMV252	Ranger Vehicle					14,000	14,000		0
PEMV242	Mitsubishi Rosa Bus					44,000	44,000		0
PE271	Verge Mower	13,317	15,000	1,683		13,000	11,753		(1,247)
PE269	Loader					60,000	40,000		(20,000)
		13,317	15,000	1,683	0	187,000	159,753	0	(27,247)

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 9: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Residential GRV	0.068310	3,002	90,581,990	6,200,606			6,200,606	6,187,656	40,000		6,227,656
Commercial GRV	0.103738	121	12,433,188	1,295,748			1,295,748	1,289,794			1,289,794
Sub-Totals		3,123	103,015,178	7,496,354	0	0	7,496,354	7,477,450	40,000	0	7,517,450
Minimum Payment	Minimum \$										
Residential GRV	1,080.00	265	3,563,980	285,120			285,120	286,200			286,200
Commercial GRV	1,615.00	10	135,755	16,150			16,150	16,150			16,150
Sub-Totals		275	3,699,735	301,270	0	0	301,270	302,350	0	0	302,350
		3,398	106,714,913	7,797,624	0	0	7,797,624	7,779,800	40,000	0	7,819,800
Amount from General Rates							7,797,624				7,819,800
Totals							7,797,624				7,819,800

Comments - Rating Information

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2018	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
Governance			\$	\$	\$	\$	\$	\$
Housing								
Recreation and Culture								
	0	0	0	0	0	0	0	0

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2018

Note 11: Grants and Contributions

	Grant Provider	Type	Amended Budget		YTD Budget	Annual Budget (d)	Expected (d)+(e)	YTD Actual Revenue
			Operating	Capital				
			\$	\$	\$			\$
General Purpose Funding								
Grants Commission - General	WALGGC	Operating	79,220	0	6,602	79,220	79,220	20,914
Grants Commission - Roads	WALGGC	Operating	40,546	0	3,379	40,546	40,546	8,565
Education and Welfare								
Home and Community Care Program	State/Commonwealth Dep. Health	Operating	828,170	0	69,014	828,170	828,170	200,064
Community Amenities								
Recycling Grant	Dept. Regional Development	Operating	51,000	0	4,250	51,000	51,000	0
Recreation and Culture								
Club Development Grant	Department Sport and Rec	Operating	40,000	0	3,333	40,000	40,000	0
Minor Grants - Rec and Culture	Various	Operating	40,000	0	3,333	40,000	40,000	583
Transport								
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	147,726	12,311	147,726	147,726	0
Direct Grant	Main Roads	Operating	6,000	0	500	6,000	6,000	0
Street Lighting Subsidy	Main Roads	Operating	4,800	0	400	4,800	4,800	0
Stirling Bridge Verge Maintenance Agreement	Main Roads	Operating	7,200	0	600	7,200	7,200	0
Developer Contribution Carparking	Transfer from Trust	Operating	120,000	0	10,000	120,000	120,000	0
TOTALS			1,216,936	147,726	113,722	1,364,662	1,364,662	230,126
SUMMARY								
Operating	Operating Grants, Subsidies and Contributions		1,216,936	0	101,411	1,216,936	1,216,936	230,126
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	147,726	12,311	147,726	147,726	0
TOTALS			1,216,936	147,726	113,722	1,364,662	1,364,662	230,126

12.2.2 Accounts for Payment – August 2018

File ref	F/FNS2
Prepared by	Terry Paparone, Manager Finance & Administration
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date	18 September 2018
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – August 2018

Purpose

For Council to receive the monthly list of accounts paid.

Executive Summary

To endorse the list of payments made under delegated authority for the month of August 2018.

It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 August to 31 August 2018, as per the summary table.

Background

The Chief Executive Officer has delegated authority to make payments from the Municipal and Trust Accounts in accordance with budget allocations.

The Town provides payments to suppliers by electronic funds transfer, cheque or credit card. Attached is an itemised list of all payments made under delegated authority during the said period.

Consultation

Nil.

Statutory Environment

Regulation 13: *Local Government (Financial Management) Regulations 1996 (as amended)*

Policy Implications

Policy 4.2.4 Purchasing Policy

Financial Implications

Accounts for Payment are sourced from budget allocations.

All amounts quoted in this report are inclusive of GST.

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

STRATEGIC PRIORITY 5: Leadership and Governance

A proactive, approachable Council which values community consultation, transparency and accountability.

Site Inspection

Not applicable.

Comment

The attached itemised list of payments is prepared in accordance with Regulation 13 of the amended *Local Government (Financial Management) Regulations 1996*.

12.2.2 OFFICER RECOMMENDATION

That the list of accounts paid for the period 1 August to 31 August 2018 be received, as per the following summary table:

AUGUST 2018		
Voucher No	Account	Amount
5175 – 5179	Municipal (Cheques)	10,803.18
EFT26292 – EFT26412	Electronic Transfer Funds	\$474,070.38
Payroll	Electronic Transfer Funds	\$365,045.90
Superannuation	Electronic Transfer Funds	\$59,980.74
Credit Card	Corporate Credit Card	\$1,888.22
	Total Payments	\$911,788.42

TOWN OF EAST FREMANTLE					
List of Accounts paid by the Chief Executive for August 2018 & submitted for the information of the Council Meeting to be held on 18 September 2018.					
Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
CHEQUES				\$	\$
5175	09/08/2018	DEPARTMENT OF TRANSPORT	6 MONTHS REGISTRATION RENEWAL 1GCP322	198.00	198.00
5176	09/08/2018	TOEF	ADMIN PETTY CASH RECOUP 31/07/18	158.00	158.00
5177	09/08/2018	TOEF	RESPITE CENTRE PETTY CASH RECOUP 07/08/18	492.10	492.10
5178	22/08/2018	WATER CORPORATION	WATER USE AND SERVICE CHARGES VARIOUS LOCATIONS	6,469.08	6,469.08
5179	24/08/2018	SUE LIMBERT	GRATUITY	3,486.00	3,486.00
			CHEQUE TOTAL	\$ 10,803.18	\$ 10,803.18
EFTs		Supplier	Description	Inv Amount	EFT
EFT26292	02/08/2018	MAYOR JIM O'NEILL	MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR AUGUST 2018	4,416.68	4,416.68
EFT26293	02/08/2018	CR. JENNY HARRINGTON	SITTING FEES & ICT ALLOWANCE FOR AUGUST 2018	1,542.00	1,542.00
EFT26294	02/08/2018	CR. CLIFF COLLINSON	SITTING FEES FOR AUGUST 2018	1,292.00	1,292.00
EFT26295	02/08/2018	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE FOR AUGUST 2018	1,542.00	1,542.00
EFT26296	02/08/2018	CR. MICHAEL MCPHAIL	DEPUTY MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR AUGUST 2018	2,062.84	2,062.84
EFT26297	02/08/2018	CR. TONY WATKINS	SITTING FEES & ICT ALLOWANCE FOR AUGUST 2018	1,542.00	1,542.00
EFT26298	02/08/2018	CR. ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE FOR AUGUST 2018	1,542.00	1,542.00
EFT26299	02/08/2018	CR. ANDREW WHITE	SITTING FEES & ICT ALLOWANCE FOR AUGUST 2018	1,542.00	1,542.00
EFT26300	02/08/2018	CR. TONY NATALE	SITTING FEES & ICT ALLOWANCE FOR AUGUST 2018	1,542.00	1,542.00
EFT26301	09/08/2018	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND COLLECTED JULY 18	1,013.80	1,013.80
EFT26302	09/08/2018	BUNNINGS	HARDWARE SUPPLIES	16.11	
			HARDWARE SUPPLIES	26.79	42.90
EFT26303	09/08/2018	DOGS REFUGE HOME	ANNUAL CANINE IMPOUND FEE FOR SHENTON PARK DOG REFUGE FOR 18/19	4,000.00	4,000.00
EFT26304	09/08/2018	IMPRINT PLASTIC	STAFF NAME BADGES X 2	26.40	26.40
EFT26305	09/08/2018	MARTINS TRAILER PARTS	TRAILER PARTS	194.37	194.37
EFT26306	09/08/2018	SHERIDANS FOR BADGES	ENGRAVED METAL CREST FOR PLACEMENT ON LECTURN	414.15	414.15
EFT26307	09/08/2018	TELSTRA	RESPITE CENTRE PHONE	118.42	
			CEO MOBILE PHONE 16/06/18 - 15/07/18	66.83	185.25
EFT26308	09/08/2018	SYNERGY	POWER SUPPLY - VARIOUS LOACTIONS	603.15	603.15
EFT26309	09/08/2018	ZIPFORM PTY LTD	2018/2019 RATE NOTICES TOTAL COST INCLUDING DESIGN, POSTAGE, MANAGEMENT FEES	10,753.74	10,753.74
EFT26310	09/08/2018	GHD PTY LTD	REVITALISATION OF EAST FREMANTLE OVAL PRECINCT - CLAIM 1	18,298.72	18,298.72
EFT26311	09/08/2018	SWAN LOCK SERVICES	CHANGE OF LOCK SUMPTON GREEN	794.60	
			SUPPLY NEW DOOR LEVER SET	239.00	1,033.60
EFT26312	09/08/2018	KOOL LINE ELECTRICAL & REFRIGERATION	REPAIR LIGHT IN GLASSON PARK	365.00	
			REPAIR LIGHT LEEUWIN BOAT RAMP	652.50	1,017.50
EFT26313	09/08/2018	SOUTHERN METROPOLITAN REGIONAL COUNCIL	MSW GATE FEES FOR JULY 2018 - 01/07/18 - 15/07/18	23,134.39	23,134.39
EFT26314	09/08/2018	BUILDING COMMISSION	BUILDING SERVICES LEVY COLLECTED JULY 18	1,629.56	1,629.56
EFT26315	09/08/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	COMMUNITY DEVELOPMENT NETWORK CONFERENCE 2018	955.00	
			LOCAL GOVERNMENT PROFESSIONALS - COMMUNITY DEVELOPMENT NETWORK, MEMBERSHIP 2018-2019	92.00	1,047.00
EFT26316	09/08/2018	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION	TRAINING COURSE - DEALING WITH DIFFICULT CUSTOMERS	567.00	567.00
EFT26317	09/08/2018	PETRA CLEAN	CLEANING OF VARIOUS LOCATIONS JULY 2018	7,107.01	7,107.01
EFT26318	09/08/2018	WOOLWORTHS	FLOWERS FOR STAFF FAREWELL - RESPITE CENTRE	25.00	
			RESPITE CENTRE GROCERIES- 23/7/18	113.73	
			RESPITE CENTRE GROCERIES - 30/7/18	161.74	
			RESPITE CENTRE GROCERIES - 6/8/18	141.00	441.47
EFT26319	09/08/2018	DAVID GRAY & CO. PTY LTD	SUPPLY 20 X GREEN 240 LITRE BINS AND 20 X RECYCLING 240 LITRE BINS	1,847.56	1,847.56
EFT26320	09/08/2018	WEST COAST SHADE PTY LTD	REMOVAL OF SHADE SAIL FOR WINTER	2,167.00	2,167.00
EFT26321	09/08/2018	ASSA ABLOY ENTRANCE SYSTEMS AUSTRALIA	REPAIRS TO AUTOMATIC DOOR AT FRONT ENTRANCE OF TOWN HALL	1,043.90	1,043.90
EFT26322	09/08/2018	SUNNY SIGN COMPANY	SALVADO AVENUE SIGNS AS PER QUOTE 336194	118.80	118.80
EFT26323	09/08/2018	D.J. PALMER (WA) PTY LTD	FENCING MATERIAL AS REQUIRED	83.71	83.71
EFT26324	09/08/2018	FOODWORKS EAST FREMANTLE	WORKS AND ADMIN CONSUMABLES JULY 18	277.80	277.80
EFT26325	09/08/2018	OFFICWORKS SUPERSTORES PTY LTD	OFFICE STATIONERIES AND COPYING JULY 18	257.91	257.91
EFT26326	09/08/2018	FOCUS NETWORKS	SCHEDULED SUPPORT + HELPDESK AND MONTHLY SERVER UPDATES - JUNE 18	3,729.00	
			2018-2019 FOCUS NETWORKS EMAIL PROTECTION SERVICE MAILBOXES, MANAGED RECOVERY SERVICE MONTHLY, HOSTED ANTI-VIRUS CORPORATE - MONTHLY, 0-50 NODES AUGUST 18	3,180.65	
			SCHEDULED SUPPORT + HELPDESK AND MONTHLY SERVER UPDATES - ADDITIONAL CHARGES JULY 18	1,272.70	8,182.35
EFT26327	09/08/2018	THE TURBAN INDIAN RESTURANT	CATERING FOR MEETING 30 JULY 2018	164.20	164.20
EFT26328	09/08/2018	CASCADA	DRAINAGE STRUCTURES FOR CHAPMAN RESERVE	816.20	816.20
EFT26329	09/08/2018	ECO RESOURCES PTY LTD	DISPOSAL OF GREEN WASTE FROM VERGES	4,227.30	4,227.30
EFT26330	09/08/2018	WORLD DIESEL	MECHANICAL SERVICE FOR BUS 1DTB605	691.55	691.55

EFT26331	09/08/2018	HORIZON WEST LANDSCAPE & IRRIGATION PL	REINSTATEMENT OF IRRIGATION AT CHAPMAN PARK	2,204.97	
EFT26332	09/08/2018	VOCUS COMMUNICATIONS	CARRY OUT RETIC REPAIRS AT HENRY JEFFREY OVAL INTERNET SERVICES 135 CANNING HWY, AND 59 ALLEN STREET DEPOT.01/08/18 - 31/08/18 AND 01/09/18 - 30/09/18	1,036.35 3,729.00	3,241.32
EFT26333	09/08/2018	REPCO	ADSL INTERNET TRICOLORE CENTRE 100G 01/07/18 - 01/09/18, WIPER BLADES	100.00 35.14	3,829.00
EFT26334	09/08/2018	PAGE PERSONNEL	PLACEMENT FEE - EXECUTIVE MANAGER CORPORATE SERVICES LABOUR HIRE - ACTING EXECUTIVE MANAGER CORPORATE SERVICES	15,400.00 2,615.23	35.14 18,015.23
EFT26335	09/08/2018	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	REPAIR OF NUMBER 2 TICKET MACHINE AT LEEUWIN CAR PARK (DAMAGED BY VANDALISM)	6,304.30	
EFT26336	09/08/2018	STATE WIDE TURF SERVICES	6 x PARKING TICKET ROLLS FOR NUMBER 1 CAR PARK SUPPLY AND LAY 300 SQUARE METRES OF JUMBO ROLL TURF AT HENRY JEFFREY OVAL	451.00 9,281.25	6,755.30 9,281.25
EFT26337	09/08/2018	PAUL THE MELVILLE GARDENER	LEAF LITTER COLLECTION AT LEE PARK	600.00	600.00
EFT26338	09/08/2018	ISUZU AUSTRALIA	SERVICE AGREEMENT FOR ISUZU TIPPER REGO 1GFU278	2,145.00	2,145.00
EFT26339	09/08/2018	EYRES ROCKET	GEORGE STREET FESTIVAL 2018, PROVISION OF EVENT SERVICES PACKAGE AS PER BOOKING FORM DATED 14/06/18 - PART PAYMENT	3,993.00	3,993.00
EFT26340	09/08/2018	MAD HAT MEDIA PTY LTD	EAST FREMANTLE FESTIVAL - CONCEPT, DESIGN AND ARTWORK FOR 2018 TO 2020.	2,480.50	2,480.50
EFT26341	09/08/2018	SUEZ RECYCLING & RECOVERY PTY LTD	MONTHLY WASTE COLLECTION AT 46 EAST ST FOR JULY 2018	217.33	217.33
EFT26342	09/08/2018	AMBIUS (RENTOKIL INITIAL PTY LTD)	PLANT HIRE FOR TOWN HALL 18/19 - 27/08/18 - 26/09/18	263.12	263.12
EFT26343	09/08/2018	NEOPOST AUSTRALIA	BINDING STRIPS FOR FASTBACK 20 BINDER	620.40	620.40
EFT26344	09/08/2018	READY TRACK PTY LTD	MONTHLY TRACKING SERVICE FOR OPERATIONS VEHICLES	145.20	145.20
EFT26345	09/08/2018	ARTEK FURNITURE	PRODUCTION OF NEW LECTURN FOR COUNCIL CHAMBER	2,884.81	2,884.81
EFT26346	09/08/2018	TWO FEET & A HEART BEAT	HERITAGE TRAIL REDEVELOPMENT, COMPRISING COMMUNITY CONSULTATION / WALKING TOUR / HISTORY PACKAGE - PART PAYMENT	5,670.00	5,670.00
EFT26347	09/08/2018	ARTISTS FOUNDATION OF WA - ARTSOURCE	ARTSOURCE ASSOCIATE SUBSCRIPTION - 2018-2019	250.00	250.00
EFT26348	09/08/2018	BUGGYBUDDIES	EAST FREMANTLE'S GEORGE STREET FESTIVAL 2018, PROVISION OF PRE-EVENT ADVERTISING AS PER QUOTE QU-3785	412.50	412.50
EFT26349	09/08/2018	BUBBLE VENTURES	GEORGE STREET FESTIVAL 2018, PROVISION OF 2 HOURS OF BUBBLY CLOUDS AND 1 X 45 MINUTE SET OF MONSTER BUBBLES - DEPOSIT REQUIRED BEFORE BOOKING CONFIRMED	599.50	599.50
EFT26350	09/08/2018	JAMIE POOLE	REFUND OF MOORING PEN FEES PAID - LEASE CANCELLED 21/06/18	91.47	91.47
EFT26351	09/08/2018	CALTEX AUSTRALIA	FUEL USE JULY 18	4,442.39	4,442.39
EFT26352	14/08/2018	CAROLINE KINDT & MICHAEL WILLIAMS	BOND REFUND	1,500.00	1,500.00
EFT26353	14/08/2018	KATHERINE PECOTICH	BOND REFUND	1,500.00	1,500.00
EFT26354	14/08/2018	GLENN FOXTON	BOND REFUND	1,500.00	1,500.00
EFT26355	14/08/2018	AMY MEACOCK	BOND REFUND	304.00	304.00
EFT26356	14/08/2018	SIMON HILLIARD	BOND REFUND	1,500.00	1,500.00
EFT26357	14/08/2018	TIM DAVIES LANDSCAPING	BOND REFUND	1,500.00	1,500.00
EFT26358	14/08/2018	PETER NETHERWAY	BOND REFUND	1,840.00	1,840.00
EFT26359	14/08/2018	JAMIE POOLE	BOND REFUND	1,960.00	1,960.00
EFT26360	14/08/2018	NICOLE CABOT	BOND REFUND	304.00	304.00
EFT26361	14/08/2018	VIRGILIO D FERREIRA	BOND REFUND	1,500.00	1,500.00
EFT26362	15/08/2018	ATO	GST PAYABLE JULY 18	59,322.00	59,322.00
EFT26363	22/08/2018	AUSTRALIA POST	POSTAGE COSTS JULY 2018	956.67	956.67
EFT26364	22/08/2018	BUNNINGS	HARDWARE AND CLEANING EQUIPMENT FOR HACC	68.45	68.45
EFT26365	22/08/2018	OFFICEMAX AUSTRALIA LTD	PUBLIC ART PANEL STATIONERIES ORDER ON 19.07.2018, ADMIN STATIONERIES ORDER ON 19.07.2018	108.04	
			ADMIN STATIONERY - ORDERED ON 18.07.18	374.60	482.64
EFT26366	22/08/2018	CITY OF COCKBURN	TIP FEES JUNE 18 - 34 PASSES	2,210.00	2,210.00
EFT26367	22/08/2018	PEEL ENGRAVING & IM-PRESS	DATE STAMP INKPAD COLOP 260	9.90	9.90
EFT26368	22/08/2018	IT VISION	SYNERGY SOFT ANNUAL LICENSE ANNUAL FEE 2018-19. 13 LICENSES.	39,578.53	
			SYNERGY SOFT ANNUAL LICENSE 2018-19	10,890.88	50,469.41
EFT26369	22/08/2018	LOCAL HEALTH AUTHORITIES ANALYTICAL COMM	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE ANNUAL FEE FOR SAMPLING PROGRAMS 2018/19	1,978.65	1,978.65
EFT26370	22/08/2018	MCLEODS	DRAFTING OF LICENSE AGREEMENT AS PER INSTRUCTIONS	1,877.59	1,877.59
EFT26371	22/08/2018	SOUTH WEST GROUPS	18/19 MEMBER COUNCIL CONTRIBUTIONS IN REPOSECT OF SWG ADMINISTRATION AND PROJECTS - FIRST INSTALMENTS AUGUST 18	21,217.35	21,217.35
EFT26372	22/08/2018	TELSTRA	TOWN HALL PHONE LINES CEO MOBILE PHONE 16/07/18 - 15/08/18,	115.74 60.43	
			TOWN HALL PHONE AND DATA LINES	57.89	234.06
EFT26373	22/08/2018	TITAN FORD	30000 KM SERVICE ON 1GDV 303	1,873.40	1,873.40
EFT26374	22/08/2018	WORK CLOBBER	RANGER UNIFORM	91.80	91.80
EFT26375	22/08/2018	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	10,803.85	10,803.85
EFT26376	22/08/2018	YOUNGS PLUMBING SERVICE	SUPPLY AND FIT CAROMA UNISET CISTERN - GLYDE IN	314.60	314.60
EFT26377	22/08/2018	FASTA COURIERS	COURIER COSTS 15/07/18 - 31/07/18 COURIER COSTS 01/07/18 - 15/07/18	30.51 30.51	61.02
EFT26378	22/08/2018	TOTAL PACKAGING (WA) PTY LTD	15 x CARTONS (60 BOXES) OF CANINE EXCRETA DISPOSAL BAGS - 32 BOXES ONLY	2,013.44	
			15 x CARTONS (60 BOXES) OF CANINE EXCRETA DISPOSAL BAGS - 28 BOXES BACKORDER	880.88	
			15 x CARTONS (60 BOXES) OF CANINE EXCRETA DISPOSAL BAGS	3,775.20	
			15 X CARTONS (60 BOXES) OF DOG EXCRETA DISPOSAL BAGS - 28 BOXES ONLY	1,761.76	
			15 X CARTONS (60 BOXES) OF DOG EXCRETA DISPOSAL BAGS - 32 BOXES ONLY	2,013.44	10,444.72
EFT26379	22/08/2018	HARVEY NORMAN AV/IT SUPERSTORE	PURCHASE OFFICE EQUIPMENT - 2 x COFFEE MACHINES, 1 x KETTLE	203.00	203.00
EFT26380	22/08/2018	SOUTHERN METROPOLITAN REGIONAL COUNCIL	ANNUAL SMRC CONTRIBUTIONS 18/19 - GOVERNANCE, R & D, COMMUNICATION EDUCATION, RRC EDUCATION	28,102.80	

			MRF GATE FEES FOR JULY 2018 - MIXED RECYCLABLES 01/07/18 -- 31/07/18	7,571.80	
			MSW GATE FEES FOR JULY 2018 - 16/07/18 - 31/07/18	27,469.00	
			GREEN WASTE GATE FEES FOR JULY 2108 - 1 X TRAILER PASS - 01/07/18 - 31/07/18	30.00	63,173.60
EFT26381	22/08/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG CORPORATE COUNCIL MEMBERSHIP 2018 - 2019,	2,343.00	
			18/19 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA MEMBERSHIP - CEO	531.00	2,874.00
EFT26382	22/08/2018	HAVILAH LEGAL	DEBT RECOVERY OUTSTANDING RATES	22.00	
			DEBT RECOVERY OUTSTANDING RATES	330.00	352.00
EFT26383	22/08/2018	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION	REGISTRATION WALGA CONVENTION (CR COLLINSON FULL REG)	1,563.00	
			REGISTRATION WALGA CONVENTION (CR NATALE 3/8/18)	720.00	
			WALGA SUBSCRIPTIONS 1 JULY 18 - 30 JUNE 19 - PROCUREMENT SERVICES, ASSOCIATION MEMBERSHIP, COUNCILS CONNECT, TAX SERVICES, GOVERNANCE SERVICES, EMPLOYEE RELATIONS, LOCAL LAWS SERVICES	28,743.83	
			SUSTAINABLE TRANSPORT FORUM 1/8/18 Cr COLLINSON	95.00	31,121.83
EFT26384	22/08/2018	M2 TECHNOLOGY PTY LTD	M2 MUSIC ON HOLD ANNUAL LICENSE FEE - 27/05/18 - 27/05/19	165.00	165.00
EFT26385	22/08/2018	STRATA GREEN	6X TERRAMAX WINDBREAK GREEN WB1050G, 4X CHAINLOCK RUBBER TREE TIE CL5, 1 X 30MM FLAT TREE TIE FT10030	766.85	766.85
EFT26386	22/08/2018	WOOLWORTHS	RESPITE CENTRE GROCERIES - 13/08/18	156.96	156.96
EFT26387	22/08/2018	THE PAPER COMPANY OF AUSTRALIA	A4 & A3 COPY PAPER	240.63	240.63
EFT26388	22/08/2018	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA BIZHUB C658 ADMIN AREA PHOTOCOPY CHARGES 2018 / 2019 YEAR 13/07/18 - 12/08/18,	508.35	
			KONICA MINOLTA PHOTOCOPIER CONTRACT (4374610) 2018 - 2019 - 01/07/18 - 31/07/18,	13.56	521.91
EFT26389	22/08/2018	SUNNY SIGN COMPANY	3 X SIGNS FOR CLOSING OF CAR PARK AS PER QUOTE	115.50	115.50
EFT26390	22/08/2018	OFFICEWORKS SUPERSTORES PTY LTD	OFFICE SUPPLIES FOR HACC 13/08/18	105.23	105.23
EFT26391	22/08/2018	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES JULY 18	185.10	
			VEHICLE SEARCH FEES JUNE 18	393.20	578.30
EFT26392	22/08/2018	FOCUS NETWORKS	PLANTRONICS CS540 BUNDLE DIGIUM DX COMPAT CABLE	280.50	280.50
EFT26393	22/08/2018	DVG MELVILLE VOLKSWAGEN	30,000KM VEHICLE SERVICE FOR EXECUTIVE MANAGER REGULATORY SERVICES	566.97	566.97
EFT26394	22/08/2018	INCLUSIVE BUILDING CONSULTANTS	PROVISION OF BUILDING SURVEYOR SERVICES JAN 18 - JULY 18	5,808.00	5,808.00
EFT26395	22/08/2018	ROSIE FAZIO	REIMBURSEMENT OF COSTS OF OBTAINING POLICE CLEARANCE	54.30	54.30
EFT26396	22/08/2018	FUJI XEROX	FUJI XEROX DC5C6675T - FINANCE PRINTER COPY CHARGES - 2018/2019 - 01/07/18 - 31/07/18	124.49	124.49
EFT26397	22/08/2018	MICHAEL VAUGHAN	PAVING REPAIRS ON GEORGE ST AND CANNING HWY AS DIRECTED	400.00	400.00
EFT26398	22/08/2018	ANDERSON MUNRO & WYLIE	PROFESSIONAL FEES - FINAL AUDIT VISIT FOR YEAR ENDING 30 JUNE 2018	4,855.73	4,855.73
EFT26399	22/08/2018	TALIS CONSULTANTS PTY LTD	RFQ 03/17-18 PROVISION OF INFRASTRUCTURE VALUATION SERVICES DESKTOP VALUATION	6,600.00	6,600.00
EFT26400	22/08/2018	VOCUS COMMUNICATIONS	SESSION INITIATION PROTOCOL (SIP) LINES/ SERVICES CHARGES FOR VOICE OVER INTERNET PROTOCOL (VOIP) 2018-2019 - 01/08/18 - 01/09/18	489.40	489.40
EFT26401	22/08/2018	CORPORATE LIVING	L47 STANDARD BLACK FABRIC CHAIR - ERGONOMIC ASSESSMENT	412.50	412.50
EFT26402	22/08/2018	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS - JULY 18	165.00	165.00
EFT26403	22/08/2018	ZIRCODATA	OFFSITE STORAGE, BARCODES, LODGEMENT AND TRANSPORTATION 2018 / 2019 YEAR - 26/06/18 - 25/07/18	42.14	42.14
EFT26404	22/08/2018	SPECIALISED SECURITY SHREDDING	3 x 240 LITRE DESTRUCTION BIN SERVICE - 14/06/18	20.24	20.24
EFT26405	22/08/2018	SIMPLEPAY SOLUTIONS PTY LIMITED	SIMPLE PAY CREDIT CARD TRANSACTIONS FOR LEEUWIN BOAT RAMP FROM JULY 2018 TO JUNE 2019 - JULY 18	108.90	108.90
EFT26406	22/08/2018	APPARATUS GROUP	ART CONSULTANCY SERVICES - TOWN HALL ART - STAGE 1 COMMENCEMENT	1,056.00	1,056.00
EFT26407	22/08/2018	IRON MOUNTAIN	STORAGE RETENTION FOR VAULT STORAGE OF RATEBOOKS 2018 / 2019 - 01/08/18 - 31/08/18	9.50	9.50
EFT26408	22/08/2018	ST PATRICKS COMMUNITY SUPPORT CENTRE	TOWN OF EAST FREMANTLE STAFF CHARITABLE DONATION	450.00	450.00
EFT26409	22/08/2018	SOUTH WEST CORRIDOR DEVELOPMENT FOUNDATION INCORPORATED	CONTRIBUTION TO THE 2018/19 CVA/SWECDEF PROJECT 2018/19.	825.00	825.00
EFT26410	22/08/2018	ROYAL MALAYSIAN CUISINE	CATERING - 15/8/18	245.40	245.40
EFT26411	22/08/2018	AMBIUS (RENTOKIL INITIAL PTY LTD)	PLANT HIRE FOR TOWN HALL 18/19 - 27/09/18-26/10/18	263.12	263.12
EFT26412	22/08/2018	EVENT & CONFERENCE CO.	ATTENDANCE AT WASTE AND RECYCLE CONFERENCE 2018	710.00	710.00
			EFT TOTAL	\$ 474,070.38	\$ 474,070.38
	Direct Debit	Supplier	Description	Inv Amount	EFT
	DD11347.1	FER	FER LODGEMENT FEES	\$1,397.00	\$1,397.00
	DD11353.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$19,365.08	\$19,365.08
	DD11354.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$19,178.39	\$19,178.39
	DD11355.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$19,877.77	\$19,877.77
	DD11358.1	EXETEL	EXETEL FEES	\$99.00	\$99.00
	DD11358.1	FER	FER FEES	\$63.50	\$63.50
			DIRECT DEBIT TOTAL	\$59,980.74	\$59,980.74

	Date	Credit Card	Supplier	AMOUNT	
	28-Aug	GARY TUFFIN	TAXI EPAY AUSTRALIA	\$ 78.02	\$ 78.02
			SAILS BEACH CAFÉ	\$ 70.00	\$ 70.00
			PEPPERS NOOSA	\$ 25.00	\$ 25.00
			SONIC HEALTHPLUS	\$ 231.00	\$ 231.00
			EAST VILLAGE WA	\$ 10.50	\$ 10.50
			CITY OF PERTH PARKING	\$ 18.17	\$ 18.17
			WILSONS PARKING	\$ 35.00	\$ 35.00
			STRATCO CANNINGVALE	\$ 943.70	\$ 943.70
			SEEK	\$ 412.50	\$ 412.50
			ASIC	\$ 51.00	\$ 51.00
			CITY OF PERTH PARKING	\$ 6.16	\$ 6.16
			CITY OF PERTH PARKING	\$ 7.17	\$ 7.17
			CREDIT CARD TOTAL	\$ 1,888.22	\$ 1,888.22
			Description	Inv Amount	EFT
			PAYROLL P/E 31/07/18	\$ 119,052.01	\$ 119,052.01
			PAYROLL P/E 14/08/18	\$ 118,765.90	\$ 118,765.90
			PAYROLL P/E 28/08/18	\$ 127,227.99	\$ 127,227.99
			PAYROLL TOTALS	\$ 365,045.90	\$ 365,045.90
			GRAND TOTAL	\$ 911,788.42	\$ 911,788.42

12.2.3 Adoption of Policies – Debt Collection and Infringement Debt Management

File ref:	F/RAT1 & C/POL1
Prepared by:	Jessica Melia, Rates Officer
Supervised by:	Peter Kocian, Executive Manager Corporate Services
Meeting Date:	18 September 2018
Voting requirements:	Simple Majority
Attachments:	1. Policy 4.2.11 Debt Collection 2. Policy 4.2.12 Infringement Debt Management

Purpose

The purpose of this report is for Council to consider adopting two (2) new policies to assist with the management of overdue rates and service charges, sundry debtors and outstanding infringement notices.

Executive Summary

Financial stewardship is one of four Key Result Areas for the Chief Executive Officer, as well as being a statutory responsibility. The adoption of the two presented Policies will ensure that the Town is achieving best practice with regards to debt management.

Background

The Town's informal debt management procedures has been formalised with the attached Policies. The 2017/18 audit highlighted some debts are aged and more than likely unrecoverable. A formal procedure will ensure that potential bad debts are identified early, with an appropriate provision for doubtful debts accounted on the balance sheet.

Statutory Environment

Regulation 5 of the *Local Government (Financial Management) Regulations 1996* outlines the CEO's duties as to financial management of the local government which includes:

- That efficient systems and procedures are to be established for the proper collection of all money owing to the local government.

Policy Implications

Policies 4.2.11 Debt Collection and 4.2.12 Infringement Debt Management are proposed.

Financial Implications

A report will be presented to Council in October recommending the write off of bad debts pursuant to the attached Policies.

Strategic Implications

Town of East Fremantle Strategic Community Plan 2017-2027:

Strategic Priority 5: Leadership and Governance

"A proactive, approachable Council which values community consultation, transparency and accountability."

5.3 Strive for excellence in leadership and governance

5.3.1 Deliver community outcomes through sustainable finance and human resource management.

Comment

The Policies have been developed to provide clarity with regard to how the Town of East Fremantle will carry out debt recovery in a fair and equitable manner, ensuring the processes of the recovery of outstanding debt are simple to administer, cost effective and compliant with all regulatory requirements under the *Local Government Act 1995*. The Policies will also ensure all reasonable efforts have been made to recover aged debts, some of which, for practical purposes, will have to be written off.

It is recommended Council adopts Policy No 4.2.11 Debt Collection and Policy 4.2.12 Infringement Debt Management as proposed.

12.2.3 OFFICER RECOMMENDATION

That Council adopts the two Policies as presented:

- (i) Policy 4.2.11 Debt Collection**
- (ii) Policy 4.2.12 Infringement Debt Management.**

DEBT COLLECTION

Policy Number:	4.4.2
Type:	Governance & Leadership - Financial Management
Legislation:	Refer to References
Delegation:	DA76
Other Related Document:	

Objective

The purpose of this policy is to outline the Town of East Fremantle process for efficient and effective collection of outstanding debtor amounts including rates and service charges.

Policy Scope

The Town of East Fremantle will exercise its debt recovery powers, as outlined in Part 6 of the *Local Government Act 1995*, in order to reduce the overall debt burden on ratepayers. It will be guided by the principles of:

- ensuring that debt collection procedures are carried out in a fair and equitable manner;
- making the processes used to recover outstanding debt clear, simple to administer and cost effective;
- transparency by making clear the obligations of its ratepayers and sundry debtors to the processes used by Council in ensuring that they meet their financial obligations;
- equity by having regard to providing the same treatment for ratepayers and sundry debtors with similar circumstances;
- flexibility by responding where necessary to changes in the local economy;
- ensuring the Town of East Fremantle is compliant with all regulatory obligations;
- promoting effective governance and definition of roles and responsibilities;
- upholding recognition from the public and industry for the Town of East Fremantle practices that withstand probity.

Definitions

Debtor an individual, organisation or other party that transacts with the Town where goods or services are provided, use of facilities are made available, fines and license fees are levied and any other transaction that results in an expected future payment to the Town.

General Procedure Claim (GPC)” means the claim lodged with the Magistrates Court where the value of the claim or the relief claimed does not exceed \$75,000.

Property Seizure and Sale Order (PSSO) is a court order that authorises a bailiff to seize and sell as much of the judgment debtor’s real or personal property as necessary to satisfy the judgment debt wholly or partially.

Policy

1. Recovery of Sundry Debtor Accounts

The recovery of outstanding sundry debtors will be collected in a fair and timely manner. Sundry debts are due for payments 30 days from date of issue. The process for sundry debt collection is as follows:

- a) Sundry debtors will be issued an invoice as soon as possible after the amount is known, providing 30 payment terms.
- b) A statement will be issued at the end of the subsequent month following the initial 30 day payment term, requesting payment, with a reminder sticker/stamp to be affixed to the Statement requesting payment within 14 days.
- c) At the end of 14 days, a Final Notice letter will be issued advising that legal action may be taken without further warning should the debt remain outstanding beyond 7 days.

Where the customer fails to pay in full by the expiry of the period defined above, credit may be suspended or services limited and legal action may be commenced.

Legal action – debts will be assessed to ascertain the ability to recover. If the cost of legal action exceeds the amount of the debt, the amount may be considered for write off, subject to Council delegation, once all non-legal recovery actions have been exhausted.

2. Recovery of Rate and Service Charges

The recovery of outstanding rates will be collected in a fair and timely manner. Rate notices are due for payment 35 days from date of issue in accordance with the *Local Government Act 1995*.

Amounts that remain outstanding past the prescribed due date will have interest applied.

Interest is calculated on the number of days from the due date of payment until the day the payment is received by the Town of East Fremantle. This includes overdue amounts where the rate payer has elected to pay by an instalment option.

Accounts unpaid by the due date shown on the Rate Notice

Where accounts remain outstanding after the prescribed due date, a Final Notice shall be issued requesting full payment within fourteen (14) days unless the rate payer has entered into a payment arrangement which has been agreed upon by both parties.

Final Notices are not to be issued to eligible persons registered to receive a pensioner or senior rebate under *the Rates and Charges (Rebates and Deferrals) Act 1992*, as such persons have until 30 June of the current financial year to make payment, without incurring any penalty interest. Final notices will, however, be issued to registered pensioners or seniors where there are unpaid charges which are not subject to a rebate or deferral eg: rubbish collection charges.

Accounts unpaid after the expiry date shown on the Final Notice

Where amounts remain outstanding after the expiry date shown on the Final Notice, recovery action will commence based upon a risk management approach as determined by the value and type of debt and may include such action as referral to Council's debt collection agency. As a minimum, a letter of demand on Solicitor letterhead will be sent to all overdue rate accounts where a final notice has not been paid, and the amount of rates outstanding is more than \$500.

Seizure of Rent for Non Payment of Rates

Where the property owner of a leased or rented property on which Rates and Service Charges are outstanding cannot be located or refuses to settle Rates and Service Charges owed, a Notice may be served on the lessee or tenant under the provisions of Section 6.60 of the *Local Government Act 1995* requiring the lessee or tenant to pay to the Town the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid.

Options to recover rates debt where rates are in arrears for in excess of (3) years

Under the guidance of the Towns debt collection service provider, legal action may be undertaken to recover outstanding rates and charges. This action may include General Procedure Claims and Property Seizure and Sale Orders (Goods). Any costs incurred in undertaking legal action in a Court of competent jurisdiction are recoverable from ratepayers under section 6.56 of the *Local Government Act 1995*.

Alternative payment arrangement

Where ratepayers are unable to make payment of their rates by one of the prescribed instalment options, they may apply for a special payment arrangement in order to avoid legal action for recovery. Special payments arrangements are to involve regular weekly, fortnightly or monthly repayments of a fixed amount, and are to achieve full payment of outstanding rates by the end of the financial year. A minimum payment of an equivalent of \$50 per week is to apply. Special payment arrangements will incur a one-off Administration Fee in accordance with Council's adopted Fees and Charges. Interest on overdue amounts accrues at the prevailing interest rate as set out in the adopted Fees & Charges.

Each Alternative Payment Arrangement requires the approval of the Executive Manager Corporate Service in accordance with Delegation DA14 – Rates and Services Charges.

Options to recover rates debt where rates are in arrears for in excess of three (3) years.

(i) Lodging a Caveat on the Title for Land

If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years a caveat may be registered on the title for the land, under the provisions of *Section 6.64 (3) of the Local Government Act 1995*. The approval of Council is required before this course of action is undertaken.

(ii) Sale of Property

If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least five (5) years, Council may take possession of the land under the provisions of *Section 6.64 of the Local Government Act 1995*. The approval of Council is required to be obtained before this course of action is undertaken.

3. Write off Debts

The Chief Executive Officer and the Executive Manager Corporate have the authority to write-off individual debts up to \$500.00 in accordance with Delegation DA76 – Write off Debt.

Financial Hardship is not a ground to write off debt. Where a person is experiencing financial hardship and is unable to pay their outstanding debt, the Town may assist the applicant, where applicable, to negotiate an Alternative Payment Arrangement.

All write-offs above \$500.00 will be reported to Council on a bi-annual basis and will include:

- Name of Debtor / Rate Payer
- Amount to be written off
- Description of invoice / Assessment Number

- Reason for write-off.

For a debt to be written off one of the following conditions must be satisfied:

- The debtor cannot be located
- Uneconomical to pursue the debt
- The hardship circumstances of the debtor do not warrant the taking or continuation of recovery action
- Legal proceedings through the courts have proved, or on legal advice would prove, unsuccessful.

4. Management Reporting

Rates Debtors:

The Town has adopted a benchmark target of 5% for its outstanding rates ratio. The monthly financial report to Council is to include a receivables note detailing the total amount of rates outstanding, and a breakdown of rates outstanding between one and two years, two and three years, and more than three years. Management are required to maintain a status report of recovery action against all rates in arrears of more than one year.

Sundry Debtors:

The Town has adopted a benchmark of less than 10% of sundry debtors exceeding 90 days outstanding. The monthly financial report to Council is to include an aged receivables note detailing the total amount outstanding against current, 30 days, 60 days and 90+ days. Management are required to maintain a status report of recovery action against all sundry debts in arrears of more than 90 days.

Roles and Responsibilities

- The Chief Executive Officer shall be responsible for the application of delegations of authority in regards to the Policy.
- The Executive Manager Corporate Services shall be responsible for referring matters to Council in regards to this Policy and the collection of outstanding debts.
- The Manager Administration and Finance shall be responsible for the review and monitoring of the operations of the Policy.
- The Corporate Service Team shall be responsible for the day to day operations of the Policy.

Legislation

- Local Government Act 1995: Part 6, Division 4, Clause 6.13 - Interest on money owing to local governments
- Local Government Act 1995: Part 6, Division 6, Subdivision 4, Clause 6.45 – Options for payment of rates and service charges
- Local Government Act 1995: Part 6, Division 6, Subdivision 4, Clause 6.51 - Accrual of interest on overdue rates or service charges
- Local Government Act 1995: Part 6, Division 6, Subdivision 5, Clause 6.56 - Rates or service charges recoverable in court
- Local Government Act 1995: Part 6, Division 6, Subdivision 5, Clause 6.60 - Local government may require lessee to pay rent
- Local Government Act 1995: Part 6, Division 6, Subdivision 6, Clause 6.64 - Actions to be taken
- Local Government (Financial Management) Regulations 1996
- Rates and Charges (Rebates and Deferments) Act 1992

Responsible Directorate	Corporate Services
Reviewing Officer	Manager Administration and Finance
Decision Making Authority	Council
Policy Adopted	
Policy Amended	
Next Review Date	September 2019

DRAFT

INFRINGEMENT DEBT MANAGEMENT

Policy Number:	4.4.3
Type:	Governance & Leadership
Legislation:	Local Government Act 1995
Delegation:	
Other Related Document:	Policy 4.2.7 Parking Infringement Appeals

Objective

To outline the process for collection of infringements, referral to the Fines Enforcement Registry and the process to write off the debt for overdue infringements.

Policy Scope

This Policy applies to all infringements issued by the Town of East Fremantle under delegated State Government legislation and the Town's Local Laws. Council is committed to ensure that enforcement is carried out in the public interest and is transparent, fair, efficient and consistent.

Policy

Parking Infringement Notices Process:

Infringement notice is issued - 28 days to pay.

Issue of a Final Demand letter - 14 days to pay.

Unpaid Infringement Notices will be forwarded to the Fines Enforcement Registry to recover the outstanding infringement following the non-payment of a Final Notice.

Unpaid Infringements Notices, Recover and Write-Off Principles:

Infringement Notices may be withdrawn at the discretion of the Executive Manager Corporate Services only in the following circumstances

Table 1. Circumstances under which an infringement will be withdrawn

Circumstance	Evidence required
Vehicle breakdown due to mechanical fault	<ul style="list-style-type: none"> • Statutory declaration outlining the nature of the breakdown, why the vehicle couldn't be moved and how the vehicle was moved; or • Receipts from a vehicle tow company; or • Receipts from a reputable mechanic
Medical emergency	<ul style="list-style-type: none"> • Doctors certificate; or • Correspondence from St John Ambulance/ a hospital/surgery/doctor; or • Statutory declaration

Infringement issued in error or to the wrong person	<ul style="list-style-type: none"> • Evidence demonstrating the error such as a valid ticket (and appropriately displayed) or photograph of correctly parked vehicle; or • Proof that the vehicle did not belong to nominated driver/owner at the time the infringement was issued; • Registration papers; or • Statutory declaration
Town of East Fremantle ticket machine, pay by phone software (if available) or equipment fault	<ul style="list-style-type: none"> • Evidence demonstrating the Town of East Fremantle ticket machine, pay by phone software or equipment was faulty; eg. photograph or screenshot
Person is not the driver at the time of the offence	<ul style="list-style-type: none"> • Correctly filled out nomination form submitted within 28 days of the infringement date
Directed by a Town Officer or Law Enforcement Officer to park contrary to signs	<ul style="list-style-type: none"> • Statutory declaration outlining the nature of the direction, why the vehicle couldn't be moved; and • Evidence from the Law Enforcement Officer indicating the nature of the direction.

Table 2. Circumstances under which an infringement may be withdrawn

Circumstance	Evidence required
A valid ticket was purchased	<ul style="list-style-type: none"> • A copy of the valid ticket that relates to the parking infringement notice under appeal, including correct vehicle registration details.
Compassionate grounds; including but not limited to family bereavement, genuine financial hardship and diagnosed mental illness	<ul style="list-style-type: none"> • Evidence specific to the matter at hand which may include, but not be limited to, a Statutory declaration, Centrelink documentation, Health care card, Doctors certificate, letter from a hospital/surgery/doctor
The signage in the area was missing, obscured or damaged to the point where it could not be read	<ul style="list-style-type: none"> • Photographic evidence of missing, obscured or damaged sign at the time of the offence
Infringement issued to a person parked in a designated ACROD bay but did not display a valid ACROD permit.	<ul style="list-style-type: none"> • Proof of valid ACROD permit.

Table 3. Circumstances under which an infringement will not be withdrawn

Circumstance
Exceeding a time limit
Forgot to purchase and display a valid parking ticket
Lack of available parking bays
Arranging payment or getting change
Appointment or a meeting ran over time
Transport services were late
Had to make or take an important phone call
Did not see or did not understand the parking restrictions

Did not see or did not understand how to use a ticket

Where a vehicle is parked in a dangerous or obstructive location that has the potential to cause nuisance, injury or damage

Where an unauthorised vehicle is parked in a designated ACROD parking bay.

Fines Enforcement Registry

Amounts that remain outstanding past the prescribed due date of the Final Demand letter (42 days after the date of the infringement notice) will be referred to the Fines Enforcement Registry and will result in additional fees and charges. The debt will remain active with Fines Enforcement for a period of three (3) years, after which it will no longer be enforced, and referred back to the local government for recovery action.

Options to recover outstanding Infringement monies in excess of three (3) years.

Under the Policy, Council provides delegated authority to the Chief Executive Officer to write off all infringements that exceed three years, once they have been referred back to the local government from the Fines Enforcement Registry.

Financial Hardship:

1. Financial hardship is not a ground for review.
2. Where a person is experiencing financial hardship and is unable to pay their outstanding infringement, the Town may assist the applicant, where applicable, to negotiate a payment plan.
3. To be eligible for a payment plan, the applicant must not have been referred to fines enforcement previously.
4. If the payment plan is requested after the fine has been registered with FER, the applicant will be responsible for additional payment of the registration fee for the withdrawal.
5. The payment plan must not include more than 3 payments and must result in the outstanding amount being paid in full within 90 days of the date of Final Notice.

Each payment arrangement requires the approval of the Executive Manager Corporate Service in accordance with Delegation DA14 – Rates and Services Charges Agreements.

Roles and Responsibilities

- Ranger Services shall be responsible for the issuance of Infringement Notices under Delegation Authority DA21.
- The Rates Officer shall be responsible for the issuance of the Final Demand Letter.
- The Executive Manager Corporate Services shall be responsible for referring matters to Council in regards to this Policy and the collection of outstanding Infringements.
- The Manager Administration and Finance shall be responsible for the review and monitoring of the operations of this Policy.
- The Corporate Service Team shall be responsible for the day to day operations of the policy.

Responsible Directorate:	Corporate Services
Reviewing Officer:	Manager Administration and Finance
Decision making Authority:	Council
Policy Adopted:	18/09/18
Policy Amended:	
Next Review Date:	September 2019

12.2.4 Implementation of the 3 Bin FOGO Waste Service

File ref	H/HRB6
Prepared by	Steve Gallagher, Operations Manager
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	18 September 2018
Voting requirements	Simple Majority
Documents tabled	Nil.
Attachments	Nil.

The purpose of this report is to seek Council approval to commence the implementation of a domestic three bin Food Organic Garden Organic (FOGO) waste system. The proposed change in the Town's waste service would be provided to approximately 3,397 residential households. Subject to approval, FOGO would be programmed to be implemented early in the 2019/2020 financial year.

Executive Summary

- (1) That Council approve:
 - (a) implementation of a Food Organic Garden Organic (FOGO) waste service to 3,397 residential households (including 771 residential multiple unit dwellings) in the 2019/2020 financial year.
 - (b) the joint procurement process with the City of Melville & Fremantle for new bins for the implementation of a Food Organic Garden Organic waste service for 3,176 residential households (including 550 residential multiple unit dwellings) in the 2018/2019 financial year.
- (2) That a further report be provided to Council with the results of the procurement process seeking authorisation to enter into a contract for the supply of the required items.

This report does not consider the issue of FOGO processing, this will be addressed in a future report to Council.

Background

The Town presently provides a two bin residential waste service. This is comprised of Municipal Solid Waste (MSW) and co-mingled recyclable waste both collected weekly. The MSW is made up of general waste including food and garden waste. This is processed through the Southern Metropolitan Regional Council's (SMRC's) waste digesters at Canning Vale and achieves a 50% diversion rate from landfill by producing low grade compost with restricted use. The co-mingled recyclable waste is processed through the SMRC's Material Recovery Facility at Canning Vale which is currently achieving 80% diversion from landfill.

In 2016 the SMRC produced their Strategic Waste Management Plan which incorporated a recommendation for member councils to implement a FOGO waste service. FOGO will improve waste diversion from landfill while providing high grade compost for reuse.

On 13 December 2016 Council resolved to provide in principle support for the SMRC to carry out the trial of a food organics and garden organics collection system in support of the adopted SMRC regional strategic waste management plan, in the City of Melville.

The trial period operated from 27 October 2017 to 16 July 2018. The trial area was established to represent a variety of different household types and for logistical efficiency, was located within the City of Melville.

It has been reported by the SMRC that:

In the first six months of the trial project, 66.5% of all household waste generated from the trial areas was recovered as compost or recycled into new products, above the State Government target of 65% of all household waste diverted from landfill by 2020.

The findings showed strong support towards the new system with:

- *79% of respondents wanting the 3-bin FOGO system to continue*
- *94% of respondents rating weekly FOGO collections positively*
- *87% of respondents rating fortnightly recycling collections positively*
- *69% of respondents rating fortnightly general waste collections positively*
- *80% of respondents satisfied that they received the right amount of information about the new system*

On behalf of the State Government, the Waste Authority has released several position statements on their waste strategy's objectives and targets, including MSW. Waste separation at source rather than relying on processing and technology to separate and recycle waste is a key objective. To support local governments separate at source they have introduced the Better Bins funding program.

Under the Better Bins grant program the proposed FOGO system attracts a \$30 per household for bin purchases, if the project is implemented by 30 June 2020. The Town submitted a grant application based on a three bin FOGO system for 3,397 households in March 2018 and was successful in receiving approval for \$101,910. However, as some multiple unit dwellings have been evaluated to be better suited to receive a 240L red lid MSW bin the funding for those services will be lowered to \$24 per household. Therefore the adjusted total for the Better Bins grant now sits at \$100,584.

Statutory Environment

Section 3.57 of the *Local Government Act 1995 – Tenders for providing goods or services*

Regulation 11 of the *Local Government (Functions & General) Regulations 1996* states;

11. When tenders have to be publicly invited

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.

(2) Tenders do not have to be publicly invited according to the requirements of this Division if

- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
- (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*

Policy Implications

Town of East Fremantle's Purchasing Policy No 4.2.4

The CEO has delegated authority to accept tenders/quotations up to \$149,999, therefore, it will be necessary for a further report to be presented to Council for authorisation to enter into a contract for the supply of the required items.

Consultation

If the implementation of a FOGO system is approved by Council, the Town and the SMRC will undertake a high profile education program as part of the project. The education program will fully inform residents about the new waste service with the aim to improve separation at source; this is a key component of FOGO as its success is dependent on community understanding and commitment and relies on residents correctly separating their waste.

Financial Implications

The estimated capital project cost of introducing a three-bin system to 3397 residential households in the Town of East Fremantle is estimated at \$388,885 (Option 1). The breakdown, including Better Bins grant funding, is detailed below. At the current time Option 1 is the preferred option.

The figures used below in Tables 1 & 2 have been based on the actual costs incurred in the Melville trial (excluding Overheads & 50% maintenance budget reduction)

(Table 1 – Option 1)

Purchase of new 240L Lime Lid FOGO Bin (3,248)	\$120,176
Purchase of new 140L Red Lid MSW Bin (3,176)	\$106,396
Purchase of new 360L Yellow Lid Recycling Bin (20%)	\$38,050
Purchase of 240L Red Lid for MUD's (118)	\$1,298
Purchase of Kitchen Caddy (3397)	\$17,665
Purchase of Kitchen Caddy Liners (3397)	\$25,990
Hot Stamp of all new Bins (6,424)	\$3,212
Delivery to households (3248xFR + 72HR)	\$38,902
Retrieve and return old MSW bin (3248)	\$6,496
Recycling of old bins (3100)	-\$9,300
Savings of 50% of annual bin maintenance budget	-\$20,000
Estimated program overhead costs (comms, management, education)	\$60,000
Total estimated Capital cost	\$388,885
Better Bin program funding	\$100,584
Municipal Capital funding requirement	\$288,301

As discussed at the Council Forum 11 September 2018, Officers have considered a second option of a lid swap in-lieu of purchasing the new 240L FOGO bin. However due to the previously experienced drop in resident "buy-in" to the FOGO program when previously done at other councils, the risk of higher contamination and additional resident consultation and education by Council employees, it was evaluated as being the lower value option both financially and environmentally. However, a lid swap will be done on all public waste bins and existing MSW bins for larger MUD's that have communal bin storage. As "ownership" of the bin is at a lower level in these cases a lid swap was considered the better option.

The associated costs for the full lid swap (Option 2) have been estimated as follows:

(Table 2 – Option 2)

Purchase of new 140L Red Lid MSW Bin (3,176)	\$106,396
Purchase of new 240L Lime Lid FOGO Bin (325)	\$12,025
Purchase of new 360L Yellow Lid Recycling Bin (20%)	\$38,050
Purchase of 240L Red Lid for MUD's (266)	\$2,926
Purchase of Kitchen Caddy (3397)	\$17,665
Purchase of Kitchen Caddy Liners (3397)	\$25,990
Hot Stamp of all new Bins (3,338)	\$1,669
Delivery to households (2911)	\$25,408
Supply and swap MSW Green lid to Lime Lid for FOGO (3248)	\$48,720
Estimated program overhead costs (comms, management, education)	\$90,000
Total estimated Capital cost	\$368,849
Better Bin program funding	\$100,584
Municipal Capital funding requirement	\$268,265

As you can see the price evaluation for each option shows a difference of only \$20,036. The main thing to consider is the additional \$30,000 allowance for estimated program overheads (Option 2). This includes additional management required for the lid swap option and the additional education officer that is estimated to be required for the first few months to manage the expected lower level of acceptance by residents for the program and assist with the issues that could be raised with all the additional variables being added by a lid swap. These include but aren't limited to:

- "My lid doesn't fit as well as it used to?"
- "Why did Melville and Fremantle get new bins and we didn't?"

This budget does not include the additional processing fees that may be incurred with the estimated higher contamination rates under Option 2. As previously mentioned the level of contamination was one of the main concerns when lid changes have been previously utilised as an option in other local governments across Australia. An increase in the level of contamination could produce additional processing fees of up to \$5,000/month if the contamination goes over the 10% level, which annually could potentially equate to an additional \$40,000 per year to the Town's waste disposal costs. A discount has been applied to this amount based on the assumption the contamination rates should reduce over the first 12 months (full cost \$60,000 pa).

It is recommended that the purchasing of the necessary bins and associated materials for the introduction of the FOGO service be undertaken jointly with the City of Fremantle & the City of Melville (SMRC partners).

Should the purchasing of materials attract lower rates than the ones used above from the Melville trial, the difference between options will be less and there will be more funding available for education and consultation to ensure the project runs more efficiently. As it currently stands the recommended option at \$388,885 is within our current (2018/19) budget allowance of \$400,000.

The estimated annual operational cost increase of operating a three bin system for the proposed 3,397 households within the Town of East Fremantle is \$10,000 per annum for bin maintenance. This does not include changes to processing costs.

The overall financial impact of the introduction of the FOGO system is expected to result in a reduction in waste costs due to the expected lower processing costs associated with a FOGO system.

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

STRATEGIC PRIORITY 4: *Natural Environment* –

4.2 Enhance environmental values and sustainable natural resource use

4.2.1 Reduce waste through sustainable waste management practices

Site Inspection

Not applicable

Comment

System

The proposed FOGO waste system will include:

- Weekly collection of FOGO waste in a new 240L (lime green lid) bin
- Fortnightly collection of comingled recycling waste in the existing 240L (yellow lid) bin
- Fortnightly collection of general waste in a new 140L (red lid) bin.
- Fortnightly collection of general waste in existing 240L (with new red lid) bin for larger MUD complexes.

The new system and collection frequency will mean that the Town will not be required to adjust it's current waste kerbside collection contract as it remains at two lifts per household per week.

Scope of Implementation

Officers have now reviewed and assessed the implementation of a FOGO three bin system within the Town and have determined that 3397 residential households (including 771 residential multiple unit dwellings) should be included in the initial project implementation.

The project will initially **not** include commercial properties.

Ongoing service review and assessment will be undertaken regarding the three bin system. This will include investigating options to continually improve service to the larger MUD's within the Town. This process will be done in conjunction with the other member councils of the SMRC.

Time Frames

Subject to Council approval to progress with the implementation of the FOGO system, it is anticipated that officers will progress with the procurement of the additional (new) bins during the 2018/19 financial year and progress with the implementation of the FOGO system in the early part of the 2019/2020 financial year.

The rollout is scheduled to occur over one week. This will enable all the changeovers to be done at the same time making the transition easier to manage and facilitate.

The anticipated milestone dates for the FOGO system project are currently:

Project commitment/funding agreement	September 2018
Finalise operational mode for service delivery	October/November 2018
Begin communications campaign (<i>Phase 1</i>)	November 2018
Escalate communications campaign (<i>Phase 2</i>)	February 2019
Purchase new bins	April 2019
Approve operational contracts for service delivery	April/May 2019
Red Lid swap for existing 240L Public MSW Bins and larger MUD's	June 2019
FOGO implementation/rollout	July 2019

The SMRC have reported that their MSW processing plant (digesters) are now approaching end of life and will soon require significant funding for refurbishment or replacement. The SMRC have indicated they expect to decommission the MSW waste processing plant, rather than refurbish or replace it, when it reaches the end of its service life. Upon decommissioning, the drop off area for MSW will be refurbished to include a new FOGO facility.

The decommissioning work and installation of a FOGO facility will be a significant project for the SMRC and is currently estimated to occur in June/July 2019. Where the Town (or another member council) has not implemented FOGO by the time the MSW waste processing plant is decommissioned, the Town's MSW may need to be temporarily diverted to landfill.

12.2.4 OFFICER RECOMMENDATION

(1) That Council approve:

- (a) implementation of a Food Organic Garden Organic (FOGO) waste service to 3,397 residential households (including 771 residential multiple unit dwellings) in the 2019/2020 financial year.**
- (b) the joint procurement process with the City of Melville & Fremantle for new bins for the implementation of a Food Organic Garden Organic waste service for 3176 residential households (including 550 residential multiple unit dwellings) in the 2018/2019 financial year.**

(2) That a further report be provided to Council with the results of the procurement process seeking authorisation to enter into a contract for the supply of the required items.

12.3 GOVERNANCE REPORTS

12.3.1 Adoption of Policies – Staff Education and Study Leave Policy

File ref	C/POL1
Prepared by	Linda McNab, HR Coordinator
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	18 September 2018
Voting requirements	Simple Majority
Documents tabled	Nil.
Attachments	1. Staff Education and Study Leave Policy

Purpose

The purpose of this report is for Council to consider adopting a policy in relation to Staff Education and Study Leave.

Executive Summary

This policy provides guidance in administering an employee's request for further education and specifies what the Town will reimburse employees for expenses incurred as well as leave allocation while undertaking approved courses of study, as part of their career planning.

Background

Recently the Manager Operations received a request for one of his staff members to be considered for Study Leave and financial assistance to undertake a Certificate IV in Horticulture at South Metropolitan TAFE. Council does not currently have a training and professional development policy to cover this type of training request.

Providing an opportunity to support those staff that wish to undertake further professional development outside normal operational training (short courses) is seen as highly desirable and beneficial to the Town (skilled labour).

Statutory Environment

Not applicable.

Policy Implications

Council does not currently have a policy covering this matter.

Financial Implications

The Policy if adopted provides that:

All costs, incurred under this Policy will be costed against the Town's training and conference budget and the administration of this Policy and the guidelines that apply to it will be the responsibility of the Executive Management Team, which will ensure that any arrangements entered into, are properly documented recorded and processed.

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

STRATEGIC PRIORITY 5: Leadership & Governance

5.3 Strive for Excellence in Leadership and Governance.

Workforce Plan 2017 – 2018 Priorities and Strategies

Improving skills and providing training that is relevant for the Town and enhances recruitment and retention strategies.

Site Inspection

Not applicable

Comment

A summary of the proposed Policy is provided below:

Staff Education and Study Leave Policy

The Town of East Fremantle (The Town) is committed to their employee's academic and personal development in order to maintain knowledgeable, efficient workforce as well as assisting with staff retention.

All employees have equal access to training and development opportunities promoted by the Town and/or identified in the staff performance review process.

This policy only applies to Full time and Part time employment. An Employee who is a trainee, apprentice, casual and employees on a temporary contract of 12 months or less will not be eligible to apply.

Employees who receive this assistance from the Town will be required to pay back 100% of the Town's contribution should they leave the Town's employment within 12 months service following the completion of each unit of study.

Council is requested to give consideration to adopting the policy new "Staff Education and Study Leave".

12.3.1 OFFICER RECOMMENDATION

That Council adopt the Town of East Fremantle Staff Education and Study Leave Policy.

STAFF EDUCATION AND STUDY LEAVE

Policy Number:	4.2.10
Type:	Governance and Leadership – Financial Management
Legislation:	
Delegation:	N/A
Other Related Document:	

Objective

The Town of East Fremantle (The Town) is committed to their employee's academic and personal development in order to maintain knowledgeable, efficient workforce as well as assisting with staff retention.

This policy provides guidance in administering an employee's request for further education and specifies what the Town will reimburse employees for expenses incurred as well as leave allocation while undertaking approved courses of study, as part of their career planning.

Policy

Study assistance relates to any qualification gained through University/TAFE/College which has a national recognisable attainment. Any approved course of study offered by a recognised institution or organisation, eg Australian Institute of Management (AIM), and Western Australian Local Government Association (WALGA).

Permanent employees who have completed their probationary period may be eligible for study assistance subject to the conditions of this Policy.

Approval may be granted only where there is clear relevance between current or prospective duties and the studies to be undertaken, subject to CEO approval.

The Chief Executive Officer is authorised to approve Study Assistance based on advice from the relevant Manager/Executive Manager.

Applications from the CEO for recognised study programmes will be authorised by the Mayor & Deputy Mayor.

All requests for assistance from the Town should be made and approved within a financial year and not be carried into a second financial year.

Authorisation prior to commencement of the program is required, in order that the contents of the program can be assessed to ascertain the relevance to current (or prospective) work duties and responsibilities.

The Town will allocate in the Annual Budget a sum to assist with the costs associated with employee study assistance.

Financial Assistance

The Town will consider reimbursement in any year for education through a recognised provider (i.e. TAFE or University), upon payment receipt and statement of results confirming the course/unit has been successfully completed to the satisfaction of the Chief Executive Officer.

When it is financially advantageous to do so, or at the discretion of the CEO, the Town will consider paying the fees incurred upfront providing a Deed of Agreement is entered into with the employee. The Deed of Agreement will include the following items:

- (a) The Town may pay in advance for an employee who wishes to pay their fees up front in order to receive the discount offered by their respective Educational Institution.
- (b) Employees who receive this assistance from the Town will be required to pay back 100% of the Town's contribution should they leave the Town's employment within 12 months service following the completion of each unit of study.
- (c) Should an employee leave the Town part way through completion of a unit(s) of study, the employee will be required to pay back the entirety of the Town's contribution made available to the employee for that unit of study.
- (d) If necessary the Town will deduct 100% of the contribution from an employee's termination pay, if they leave prior to 12 months service following the completion of each unit of study, and 100% for any incomplete unit of study. Any payments made by the Town for incomplete units of study will be recovered in full from the employee.
- (e) If the course/unit is not completed, or not successfully passed, a determination will be made by the Chief Executive Officer as to whether the funds will need to be refunded to the Town.

The Town will not make any contribution towards the books, parking, campus fines, memberships, guild fees, travel costs or other costs associated with the course of study undertaken (ie no mileage will be paid).

The need for an employee to repeat a unit/course shall be deemed to be unsatisfactory performance and the employee will not receive further assistance from the Town in relation to that particular unit/course.

Time off for Study

The Town will consider up to five (5) hours per week, subject to operational needs, paid time off for employees who wish to gain higher education through a recognised provider (ie University or TAFE). For part-time employees the time off will be on a pro-rata basis.

- For time off to study to be approved, employees must satisfy the Town that all endeavours have been made to study outside working hours, eg evening classes, correspondence, etc, and that rostered days off are being utilised (this may include a change to the rostered day off in order to accommodate study hours).
- The five (5) hours per week shall include travel time to and from the place of study.
- Reasonable time for examinations will be considered.
- A study assistance application form must be completed and approved prior to time off for study being commenced.

Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Responsible Directorate:	Office of the Chief Executive Officer
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	
Policy Amended:	
Next Review Date:	

12.3.2 Adoption of Policy – Requests for New or Capital Upgrades to Existing Community Buildings

File ref	C/POL1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	18 September 2018
Voting requirements	Simple Majority
Documents tabled	Nil.
Attachments	1. Draft Requests for New or Capital Upgrades to Existing Community Buildings Policy

Purpose

The purpose of this report is for Council to consider adopting the proposed Policy 'Requests for New or Capital Upgrades to Existing Community Buildings'.

Executive Summary

Council currently does not have any Policy guidelines to assess applications for funding from community groups or sporting clubs for the capital upgrade of leased facilities. A new Policy is proposed to provide a coordinated approach to the assessment and approval of requests for new or capital upgrades to existing community buildings.

Background

Council has adopted the Recreation and Community Facilities Strategy (December 2016). This document aims to establish a strategic framework to guide future investment and management of recreation and community assets.

The following key findings have been extrapolated from the Strategy:

- Sport facilities available within the Town cater for AFL, soccer, lacrosse, cricket, lawn bowls, croquet, tennis and marine clubs (yachting/rowing/paddling).
- It was widely viewed that a number of facilities were aging and would soon need refurbishment or redevelopment. Substantial funds will be required to upgrade infrastructure.
- A series of principles are recommended to guide future development of recreation and community facilities:
 1. Priority to be given to infrastructure which meets the needs of the broader East Fremantle community and has higher levels of use and community access.
 2. Priority to be given to developing recreation and community hubs which cater for multiple activities and user groups.
 3. Priority to be given to infrastructure projects which are supported by a master plan, feasibility study and / or business plan.
 4. Priority to be given to the development of flexible, multipurpose, multiuse infrastructure.
 5. Priority to be given to infrastructure which demonstrates financial, environmental and social sustainability.
 6. Priority to be given to upgrading existing infrastructure to ensure it is fit for purpose, rather than developing new facilities, except when infrastructure has reached the end of its useful life.

Statutory Environment

Council is required to determine the local government's Policies pursuant to section 2.7 of the *Local Government Act 1995*.

Policy Implications

The role of Council is defined under section 2.7 of the *Local Government Act 1995*. Council is to govern the local government's affairs and one of the ways Council does this is by establishing Policies.

Financial Implications

There are no financial implications that are directly linked to this report.

Strategic Implications

Strategic Priority 5 – Leadership and Governance

A proactive, approachable Council which values community consultation, transparency and accountability.

5.1 Strengthen organisational accountability and transparency

5.1.3 Improve the efficiency and effectiveness of services

5.3 Strive for excellence in leadership and governance

5.3.2 Improve organisational systems with a focus on innovation

5.3.3 Increased focus on strengthening and fostering a positive customer service experience

Site Inspection

Not applicable

Comment

The Town is aware of a number of proposed upgrades of Council facilities including but not limited to the following:

- East Fremantle Lawn Tennis Club
- Henry Jeffery Oval Clubrooms
- Tricolore Community Centre
- Leeuwin Scout Hall

Effectively, all proposals to upgrade facilities will require external funding or Council support. This will create a competitive environment for funding, which will be exacerbated due to a reduction in State/Federal Government funding programs and/or funding allocations. Council needs to consider a Policy framework that will assist in the prioritisation of these funding efforts, including the allocation of own-source funds.

The Town is currently undertaking the East Fremantle Oval Precinct Revitalisation Project (as recommended in the Recreation and Community Facilities Strategy) to develop a shared vision to maximise community access to the site; and has also recently applied for funding to prepare a Master Plan for the Preston Point Road North Recreation Precinct. This document (the master plan) will further aid the guidance of investment in to the built facilities within this precinct. As such, it is recommended that Council resolve to advise all clubs/groups within this precinct, that the Town will not formally consider funding/project proposals until such time as this Master Plan has been completed, and endorsed by Council.

12.3.2 OFFICER RECOMMENDATION

That Council:

- 1. adopt the Policy 'Requests for New or Capital Upgrades to Existing Community Buildings' as presented;**
- 2. request that the Chief Executive Officer write to all community groups and sporting clubs that occupy Town owned or controlled facilities:**
 - (a) providing a copy of the adopted Policy;**
 - (b) advising that the Town will not formally consider or support funding/project proposals within the North Recreation Precinct until such time as the Preston Point Road North Recreation Facilities Master Plan has been completed, with the exception of projects that:**
 - (i) are fully funded by the club; or**
 - (ii) the Town's requested contribution has been included in the adopted Budget, or alternatively can be readily funded by the Town's cashed back Reserves (requiring a resolution of Council).**

REQUESTS FOR NEW OR CAPITAL UPGRADES TO EXISTING COMMUNITY BUILDINGS

Policy Number:	2.2.2
Type:	Infrastructure and Waste Services
Legislation:	
Delegation:	
Other Related Document:	

Objective

To provide a coordinated approach to the assessment and approval of requests for new or capital upgrades to existing community buildings.

Policy Scope

This Policy applies to all Town owned or managed sport and recreation facilities, clubrooms, community centres and community halls.

Policy

1. Definitions:

“**capital upgrades**” means extensions or upgrades to existing assets to cater for growth or increased levels of service.

“**community buildings**” means any Town owned or managed sport and recreation facilities, clubrooms, community centres and community halls.

2. Statement:

In alignment with current asset management practices, it is the Town’s position that the development and upgrade of community buildings should seek to achieve the following:

- value for money;
- sustainable utilisation levels;
- provide “fit-for-purpose” use;
- meet current building standards;
- promote the strategic planning principles endorsed by Council; and
- minimise impacts from activities held in the buildings that may adversely affect local residents

3. Proposal Categories:

Proposals for the construction of new community buildings or capital upgrades to existing facilities buildings generally fall into one of four categories:

- (i) Proposals for facilities works where the Town provides all funding.
- (ii) Proposals for works where community-based organisations seek external funding (eg grants) which require Council support and/or contributions.
- (iii) Proposals for works where community-based organisations self-fund a portion of the works and seek Council contributions for the remaining cost of the project.
- (iv) Proposals for works where community-based groups or lessees self-fund the whole development.

3.1 Categories (i), (ii) & (iii) — Application Requirements:

Community organisations seeking external funding or Council support and/or contributions for new community buildings or capital upgrades to existing community buildings are required to:

- meet eligibility criteria set by the Town and/or funding agencies; and
- submit an application form which includes a project plan, project budget (i.e. QS Report) and concept drawings.

All proposals will be assessed on the criteria outlined below and must be completed to the satisfaction of the Chief Executive Officer.

Supported applications must be approved by Council. A decision to list such an application as a priority will not be reconsidered during the financial year in which the application was made.

Needs Assessment

Any building proposals within the Town, whether they are for new buildings or for capital upgrades, must demonstrate an alignment with the Town's strategic objectives and planning priorities if they are to be supported.

A formal assessment matrix will be used to identify the need for the proposal at the direction of the Chief Executive Officer. The matrix will address, but will not be limited to:

- real and projected needs for the proposal;
- community benefits and impacts;
- alignment with planning documents and strategic planning principles;
- financial impacts to the club/group and to Council;;
- sustainability issues; and
- possible alternatives.

Minimum standards will be set for Town managed facilities with regard to site design and finishes in accordance with the Town's Asset Management Plans. Any requirements over and above these standards are the responsibility of the organisation/group leasing the facility to provide.

Support for External Funding Applications

Where the Town has supported external applications for funding and has committed to providing a portion of the funds, but the application is unsuccessful, the proposal may proceed if the applying body contributes all the remaining funds.

3.2 Category (iv) – Self Funded Upgrades

Local community organisations may make applications to the Town to self-fund an upgrade to a Town facility. The application to the Town must include the following:

- Application form
- Project budget
- Compliance with all legislative requirements.
- Plans for the works.
- Demonstrated capacity to complete works.

The Town will not guarantee that approval will be granted to requests for community organisations self-funded upgrades. In considering the application the Town will consider the following issues:

- Impact of facilities and associated user groups.
- The proposed works and long-term impact on the life of the property.
- Impact on local community.
- Ability of community organisations to complete the works.
- Ongoing maintenance of proposed upgrade.

4. Alterations to Leased Premises

Where alterations are proposed to any facility owned by the Town that is leased externally, the request will be dealt with in accordance with individual lease agreements and relevant approval processes.

5. Loans and Guarantees

In recognition of the risks associated with the provision of self-supporting loans or guarantees, the Town will generally not enter into any such agreements with any clubs, community organisations or external organisations.

Responsible Directorate:	Corporate Services
Reviewing Officer:	Executive Manager Corporate Services
Decision making Authority:	Council
Policy Adopted:	
Policy Amended:	
Next Review Date:	

- 13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
- 14. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING
- 15. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
- 16. NEW BUSINESS OF AN URGENT NATURE
- 17. MATTERS BEHIND CLOSED DOORS

17. PROCEDURAL MOTION

That Council resolve the meeting be closed to the public to discuss item 17.1 under the terms of the *Local Government Act 1995, Section 5.23(2)(a)*.

- 17.1 CEO Performance Review
(Confidential Attachment)
- 18. CLOSURE