



AGENDA

Council Meeting

Tuesday, 17 November 2020 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.

Copyright

The Town wishes to advise that any plans or documents contained within this Agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction.

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 style="text-align: center;">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 style="text-align: center;">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 three (3) 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 at 6.30pm on Tuesday, 17 November 2020 in the Council Chamber, 135 Canning Highway, East Fremantle 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 Whadjuk Nyoongar people as the traditional custodians of the land on which this meeting is taking place and pay my respects to Elders past, present and emerging."
- 3. RECORD OF ATTENDANCE**
 - 3.1 Attendance**
 - 3.2 Apologies**
 - 3.3 Approved**
- 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**
Nil.

6.2 Deputations

7. APPLICATIONS FOR LEAVE OF ABSENCE

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Meeting of Council (20 October 2020)

8.1 OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 20 October 2020 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 (3 November 2020)

File ref	C/MTP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	17 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Staff Memo – 13 Clayton Street2. Correspondence from Applicant – 13 Clayton Street3. Town Planning Committee Minutes

Purpose

To:

- consider two development applications recommended for approval by the Committee (see attachments relating to 13 Clayton Street)
- submit the minutes and delegated decisions of the Town Planning Committee for receipt by Council.

Executive Summary

The Committee, at its meeting on 3 November 2020, exercised its delegation in five statutory matters where at least four members voted in favour of the Reporting Officer's recommendations. The following two development applications did not obtain the required number of votes to exercise delegated authority and consequently the Committee's recommendations are listed for consideration below:

- TP Agenda 11.3 Canning Highway No 83 (Lot 123) Proposed massage therapy service
- TP Agenda 11.6 Clayton Street No 13 (Lot 101) Proposed alterations and additions

Consultation

Town Planning Committee.

Statutory Environment

Nil.

Policy Implications

Nil.

Strategic Implications

Nil.

Site Inspection

Not applicable.

Comment

The two planning applications not approved under delegation are presented for consideration (see attachments relating to 13 Clayton Street) and the unconfirmed Committee minutes are submitted for receipt.

11.1.1 COMMITTEE RECOMMENDATION

That the unconfirmed Minutes of the Town Planning Committee Meeting held on 3 November 2020 be received.

TP Agenda 11.3 Canning Highway No 83 (123) Proposed massage therapy service

11.1.2 COMMITTEE RECOMMENDATION

That development approval is granted, and Council exercises its discretion in regard to the following;

(i) Signage Design Guidelines - Local Planning Policy 3.1.2– Attachment 1 – 10% of window surface area permitted for signage, 50% of window surface area provided for signage for a change of use to a massage therapy service and associated signage at No. 83 (Lot 123) Canning Highway, East Fremantle, in accordance with the plans date stamped received 17 September and 2 October 2020, subject to the following conditions:

- (1) Signage is not to exceed 50% coverage of the surface area of the windows and in accordance with the plans and information received 2 October 2020.
- (2) The business is not to exceed two full time staff on the premises at any one time with a maximum of only 4 massage beds and 2 massage chairs permissible to be utilised.
- (3) The hours of operation are only approved between the hours of 9.00am and 9.00pm seven days a week. Should the hours of operation be modified for additional operating hours, Council approval is required to be sought prior to extending the operating hours.
- (4) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
- (5) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.
- (6) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
- (7) 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.
- (8) This planning approval is 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) 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).*
- (iv) the owner/operator of the massage therapy service is to ensure that are fully compliant with all requirements established by both the Western Australian Department of Health and local government and queries should be directed to the Town's Environmental Health Officer and Building Surveyor.*

TP Agenda 11.6 Clayton Street No 13 (Lot 101) Proposed alterations and additions

11.1.3 COMMITTEE RECOMMENDATION

That development approval is granted, and Council exercises its discretion in regard to the following;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Northern Boundary – 1.5m required, 0m provided**
- (ii) Clause 5.1.6 – Residential Design Code – Roof Height – 7m required, 7.44m provided**
- (iii) Clause 3.7.8 – Residential Design Guidelines – Roof Pitch – Match existing pitch, reduced roof pitch provided**
- (iv) Clause 5.4.1 – Residential Design Codes – Privacy Setbacks – 4.5m required, 4m provided**

for alterations and additions at No. 13 (Lot 101) Clayton Street, East Fremantle, in accordance with the plans date stamped received 3 September 2020, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.**
- (2) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- (3) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.**
- (4) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.**
- (5) If requested by Council within the first two years following installation, the 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.**
- (6) 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.

- (7) 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.
- (8) This planning approval is 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.*

Memorandum

DATE: 10 November 2020

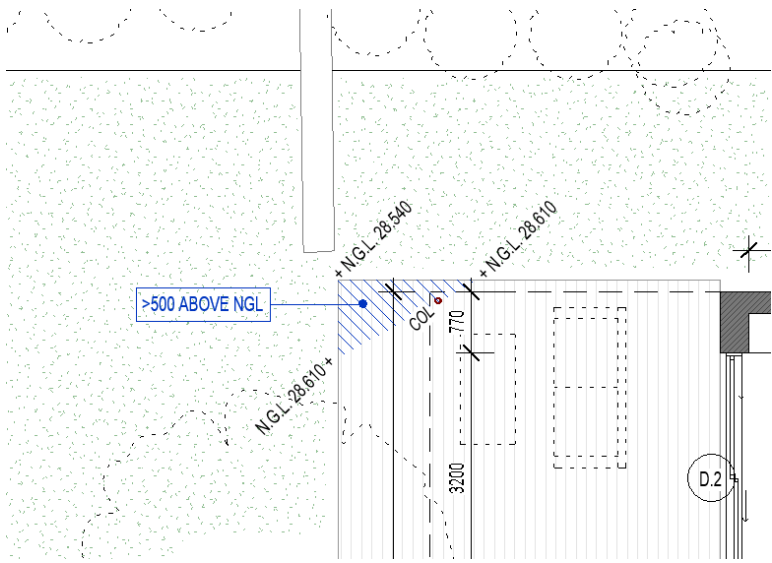
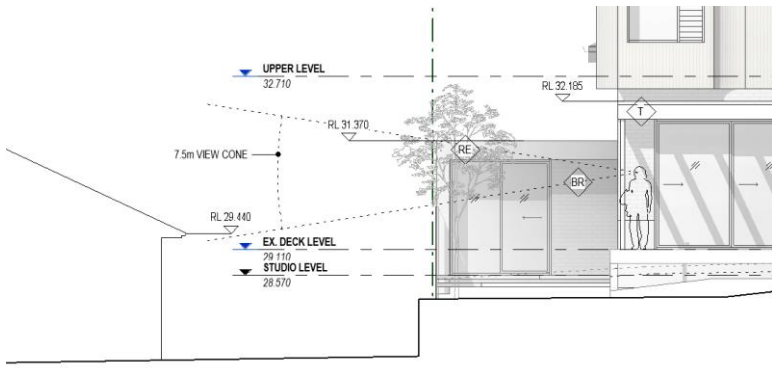
TO: Elected Members


FROM: James Bannerman Planning Officer

RE: ***Town Planning Committee Agenda Item 11.6
Development Application P092/20 – No. 13 (Lot 101) Proposed alterations
and additions***

The applicant for the proposed development at the subject address provided the following justifications for the variations in the Residential Design Codes and the Residential Design Guidelines.

LPP 3.1.1 /R-CODE CLAUSE	POLICY	APPLICANT COMMENT
LPP 3.1.1 3.7.2	Additions and Alterations to Existing Buildings	As demonstrated on the South Elevation on drawing sheet DA402, there is a portion of the rear addition that is visible from the street. Approximately 400mm of the rear addition is visible above the existing roof line of the front house. As per A1.2 ii; we believe this visibility is a minor variation and does not impact on the streetscape character of the area. The existing building remains the dominant element when viewed from the street. We have provided a streetscape photo montage and 3d view to support this; refer to DA100 – Streetscape Survey. The rear addition has also been setback from the front house to ensure a clear and distinct separation between old and new roof forms.
LPP 3.1.1 3.7.8	Roof Form and Pitch. Richmond; Roof forms of new developments should be pitched between 28° and 36°.	The proposal seeks to provide a shallow and concealed roof to the rear addition. We believe this approach does the following; 1. The form of the addition is of a contemporary nature which allows for clear visual contrast between the addition and to the contributory heritage dwelling. The upper level addition has also been setback from the front house to allow the existing roof form to sit freely from the addition. Rectification works to the existing roof will also be included in the scope, allowing the front roof to be restored to its original form – refer to note; “Portion of infill roof to match existing” on drawing DA202. 2. A shallow and concealed roof allows the overall building height to be reduced meaning the front house remains the dominant feature from the street.
R-Code Part 5.1.3	Lot boundary setback C3.2 Wall to boundary	Being an R12.5 site, there is no provision for a wall to boundary in the R-Codes. As per drawing DA102, there is an existing wall to boundary which is over 13m long. The proposal seeks to reduce that length to just under 12m. Although the proposed boundary wall is located closer to the boundary, this is making use of “dead space” and does affect the amenity of the neighbour as it is abutting a strata driveway. Being on the neighbour’s southern boundary means that there is no overshadowing to the neighbours property.
R-Code Part 5.1.6	Building height Western upper level exceeds 7m height limit; 7320h at NW point	Due to the sloping site with a fall of 3000mm from east to west, the concealed roof design exceeds the permitted height limit of 7m by 320mm at its worst case. The increase in height is a result of the sloping site and does not restrict direct sun into the adjoining neighbours, open spaces, major openings, habitable rooms or restrict any views. The site falls away from the street, meaning the bulk and scale is not perceived from the street.

<p>R-Code Part 5.4.1</p>	<p>Visual privacy Existing Deck</p>	<p>It is our understanding that although the deck is an existing feature, due to a new pergola roof, the deck is to be re-assessed. However, although a small portion of deck is greater than 500mm above deemed natural ground level (Figure 1), the actual overlooking does not impede on the neighbour's privacy;</p> <p>1. Figure 2 demonstrates that actual overlooking is not active as there is a significant level change between the properties. Figure 3 shows a view standing from the deck looking north. There are a significant number of trees which provide enclosure and even beyond, only roofs are visible.</p>  <p>Fig. 1 - Extract from DA201</p>  <p>WEST ELEVATION 1 : 100</p> <p>Fig. 2 - Extract from DA401</p>
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		 <p data-bbox="571 795 1023 824">Fig. 3 - Photo looking north from existing deck</p>
	<p data-bbox="395 857 544 913">Visual privacy Bedroom</p>	<p data-bbox="571 857 1361 999">As demonstrated on DA202, there is minor overlooking from W.10 to the northern property. The overlooking is of a minor nature (600mm) and is over a common driveway (which is fully visible from the street). We believe there is no reduced amenity to the neighbouring property.</p>

James Bannerman
Town Planner

DAVID BARR ARCHITECTS

32 CLIFF STREET, FREMANTLE, WA, 6160
0438 895 119

1/7 LONSDALE STREET, BRADDON, ACT 2612
0404 541 442


DATE: 10/11/2020
PROJECT: 13 CLAYTON
OUR REFERENCE: A20016

ATTN: Andrew Malone
RE: 13 Clayton Street, East Fremantle

Dear Andrew,

Thank you for sending through the notes of the meeting council meeting on the 3rd of November, 2020. Our client and I had intended on attending the meeting, however we were advised that it was not necessary due to no objections raised by adjoining neighbours and the support from the planning department. As part of our development approval we presented detailed written justification which I am to believe was not presented to council. For reference, the original justification has been re-appended to this document.

Based on the email that you provided on the 5th of November there are five keys areas that were raised in the meeting, leading to the deferral of our development application.

ITEM	DESCRIPTION
Accuracy of Streetscape on the streetscape	<p>We use 3D modelling software to provide the design and detailing from which the imagery has been extracted. We have included the following additional views from across the street to demonstrate this;</p>  <p>View - 1</p>



View - 2



View - 3

Accuracy of trees on the street elevation



On review, we can confirm that the trees are accurate. The following photographs demonstrate this when compared to our drawings and 3D imagery.



Photo - 1



Photo - 2

	 <p>Photo - 3</p>	 <p>Photo - 4</p>			
<p>Potential impact of the design on the existing dwelling</p>	<p>The proposed addition has minimal impact due to the setback of the addition and the addition being designed to comply with the Town's Residential Design Guidelines.</p>				
<p>Height</p>	<p>The height issue noted is only for a very small portion of the addition and has no impact to the adjoining neighbours or streetscape. This has been identified in our written justification document;</p> <table border="1" data-bbox="453 1173 1369 1388"> <tr> <td data-bbox="453 1173 549 1388"> <p><i>R-Code Part 5.1.6</i></p> </td> <td data-bbox="549 1173 719 1388"> <p><i>Building height Western upper level exceeds 7m height limit; 7320h at NW point</i></p> </td> <td data-bbox="719 1173 1369 1388"> <p><i>Due to the slopping site with a fall of 3000mm from east to west, the concealed roof design exceeds the permitted height limit of 7m by 320mm at its worst case. The increase in height is a result of the sloping site and does not restrict direct sun onto the adjoining neighbours, open spaces, major openings, habitable rooms or restrict any views. The site falls away from the street, meaning the bulk and scale is not perceived from the street.</i></p> </td> </tr> </table>		<p><i>R-Code Part 5.1.6</i></p>	<p><i>Building height Western upper level exceeds 7m height limit; 7320h at NW point</i></p>	<p><i>Due to the slopping site with a fall of 3000mm from east to west, the concealed roof design exceeds the permitted height limit of 7m by 320mm at its worst case. The increase in height is a result of the sloping site and does not restrict direct sun onto the adjoining neighbours, open spaces, major openings, habitable rooms or restrict any views. The site falls away from the street, meaning the bulk and scale is not perceived from the street.</i></p>
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Design of the addition

We are firm believers that design should be considerate of the past but reflect the current day. The Burra Charter is supportive of progressive design and notes, *New work should be readily identifiable as such, but must respect and have minimal impact on the cultural significance of the place.*

Our design is sensitive to it's location with a design that incorporates a highly articulated timber cladding reflective of craft and detail, has a softness, and shows sensitivity to the natural landscape and the surrounding neighbourhood. We also note that through discussions with the Planning Department – timber is a preferred cladding material for these very reasons.

The form of the addition is of a contemporary nature which allows for clear visual contrast between the addition and to the contributory heritage dwelling. The upper level addition has also been setback from the front house to allow the existing roof form to sit freely from the addition. Rectification works to the existing roof will also be included in the scope, allowing the front roof to be restored to its original form.

Clayton Street's sense of place is rather diverse with a mixture of housing styles, from original turn of the century dwellings from the early 20th Century, 60's grouped dwellings and 'modern day' heritage volume home builder houses from the 80's, 90' and 00's.

Below are a series of house along Clayton Street demonstrating the array of house styles.



If you have any questions or queries, please do not hesitate to contact me on 0438 895 119.

Kind regards,

David Barr

Director
DAVID BARR ARCHITECTS

13 Clayton Street, East Fremantle – Written Justification

To the best of our assessment and interpretation of LLP 3.1.1. and the R-Codes, we believe that the proposal is fully compliant with the exception of the following items, for which we propose a performance base assessment;

LPP 3.1.1 / R-CODE CLAUSE	POLICY	APPLICANT COMMENT
LPP 3.1.1 3.7.2	Additions and Alterations to Existing Buildings	As demonstrated on the South Elevation on drawing sheet DA402, there is a portion of the rear addition that is visible from the street. Approximately 400mm of the rear addition is visible above the existing roof line of the front house. As per A1.2 ii; we believe this visibility is a minor variation and does not impact on the streetscape character of the area. The existing building remains the dominant element when viewed from the street. We have provided a streetscape photo montage and 3d view to support this; refer to DA100 – Streetscape Survey. The rear addition has also been setback from the front house to ensure a clear and distinct separation between old and new roof forms.
LPP 3.1.1 3.7.8	Roof Form and Pitch. Richmond; Roof forms of new developments should be pitched between 28° and 36°.	The proposal seeks to provide a shallow and concealed roof to the rear addition. We believe this approach does the following: <ol style="list-style-type: none"> 1. The form of the addition is of a contemporary nature which allows for clear visual contrast between the addition and to the contributory heritage dwelling. The upper level addition has also been setback from the front house to allow the existing roof form to sit freely from the addition. Rectification works to the existing roof will also be included in the scope, allowing the front roof to be restored to its original form – refer to note; "Portion of infill roof to match existing" on drawing DA202. 2. A shallow and concealed roof allows the overall building height to be reduced meaning the front house remains the dominant feature from the street.
R-Code Part 5.1.3	Lot boundary setback C3.2 Wall to boundary	Being an R12.5 site, there is no provision for a wall to boundary in the R-Codes. As per drawing DA102, there is an existing wall to boundary which is over 13m long. The proposal seeks to reduce that length to just under 12m. Although the proposed boundary wall is located closer to the boundary, this is making use of "dead space" and does effect the amenity of the neighbour as it is abutting a strata driveway. Being on the neighbours southern boundary means that there is no overshadowing to the neighbours property.
R-Code Part 5.1.6	Building height Western upper level exceeds 7m height limit; 7320h at NW point	Due to the sloping site with a fall of 3000mm from east to west, the concealed roof design exceeds the permitted height limit of 7m by 320mm at its worst case. The increase in height is a result of the sloping site and does not restrict direct sun into the adjoining neighbours, open spaces, major openings, habitable rooms or restrict any views. The site falls away from the street, meaning the bulk and scale is not perceived from the street.
R-Code Part 5.4.1	Visual privacy Existing Deck	It is our understanding that although the deck is an existing feature, due to a new pergola roof, the deck is to be re-assessed. However, although a small portion of deck is greater than 500mm above deemed natural ground level (Figure 1), the actual overlooking does not impede on the neighbours privacy; <ol style="list-style-type: none"> 1. Figure 2 demonstrates that actual overlooking is not active as there is a significant level change between the properties

2. Figure 3 shows a view standing from the deck looking north. There are a significant number of trees which provide enclosure and even beyond, only roofs are visible.

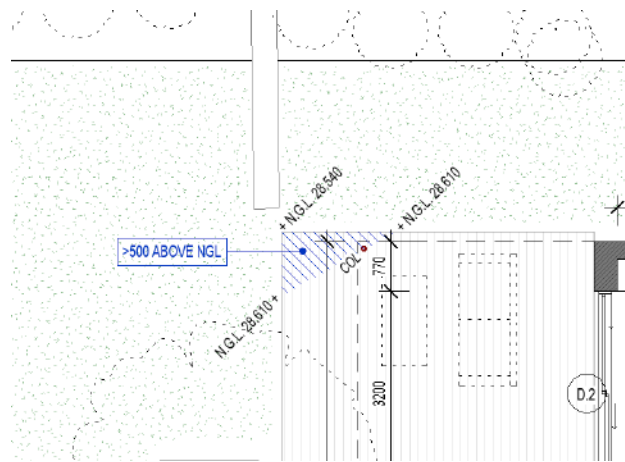


Fig 1 - Extract from DA201

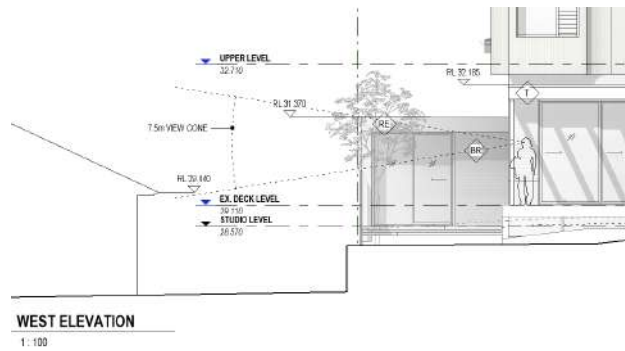


Fig 2 - Extract from DA401



Fig 3 - Photo looking north from existing deck

Visual privacy
Bedroom

As demonstrated on DA202, there is minor overlooking from W.10 to the northern property. The overlooking is of a minor nature (600m) and is over a common driveway (which is fully visible form the street). We believe there is no reduced amenity to the neighbouring property.

TOWN OF
EAST FREMANTLE



MINUTES

Town Planning Committee

Tuesday, 3 November 2020 at 6.37pm

Disclaimer

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 I) 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.

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MINUTES OF THE ORDINARY MEETING OF THE TOWN PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY, EAST FREMANTLE ON TUESDAY 3 NOVEMBER 2020.

1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

Presiding member opened the meeting at 6.37 pm and welcomed members of the gallery.

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:

Cr C Collinson	Presiding Member
Cr A Natale	
Cr J Harrington	
Cr D Nardi	
Cr A Watkins	

The following staff were in attendance:

A Malone	Executive Manager Regulatory Services
K Culkin	Minute Secretary

There were 2 members of the public in attendance

3.2 Apologies

Mayor J O’Neill

3.3 Leave of Absence

Nil

4. MEMORANDUM OF OUTSTANDING BUSINESS

Nil

5. DISCLOSURES OF INTEREST

5.1 Financial

Nil

5.2 Proximity

Nil

5.3 Impartiality

5.3.1 Cr Watkins - Item 11.1 Lot 15722 Petra Street Proposed boat storage and upper deck

6. PUBLIC QUESTION TIME

6.1 Responses to previous questions from members of the public taken on notice

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 Committee (6 October 2020)

8.1 OFFICER RECOMMENDATION

Moved Cr Natale, seconded Cr Nardi

That the minutes of the Town Planning Committee meeting held on Tuesday 6 October 2020 be confirmed as a true and correct record of proceedings.

(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 Committee

Attachments: 1. Minutes of the Community Design Advisory Committee meeting held on 5 October 2020

PURPOSE

To submit the minutes of the Community Design Advisory Committee meeting held on the 5 October 2020 for receipt by the Town Planning Committee.

EXECUTIVE SUMMARY

The Committee, at its meeting held on 5 October 2020, provided comment on planning applications listed for consideration at the November 2020 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.

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

10.1 OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr Natale

That the Minutes of the Community Design Advisory Committee meeting held on 5 October 2020 be received.

(CARRIED UNANIMOUSLY)

11. REPORTS OF OFFICERS (COMMITTEE DELEGATION)

PROCEDURAL MOTION

Moved Cr Natale, seconded Cr Nardi

That the order of business be changed to allow members of the gallery to speak to specific planning applications.

(CARRIED UNANIMOUSLY)

11.2 Fraser Street No 67 (Lot 1) Proposed first floor addition

Owner	Albert & Leanne Paull
Applicant	Nuchange Building
File ref	P090/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	3 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for a proposed first floor addition at No 67 (Lot 1) Fraser Street, East Fremantle.

Executive Summary

This development application proposes a first-floor addition to an existing dwelling at 67 Fraser Street. The property is a survey strata development. It is not heritage listed. The dwelling is one half of a survey strata development.

The applicant is seeking Council approval for the following variations to the Residential Design Codes and the Residential Design Guidelines;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 6m required, 5.185m provided
- (ii) Clause 5.1.2 – Residential Design Codes – Street Setback – 7.5m required, 6.418m provided
- (iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 25 degrees provided

It is considered that the above variations can be supported subject to conditions of planning approval being imposed.

Background

Zoning: Residential R12.5

Site area: 111m²

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

Nil

Consultation

Advertising

The applicant provided signed plans demonstrating support for the proposal from the neighbouring strata property owners as well as neighbouring property owners.

Community Design Advisory Committee (CDAC)

The application was referred to CDAC at the 5 October meeting. The following comments were made;

(3) The overall built form merits;

- The Committee commented that the first-floor addition has limited design merit based on the addition being added to an existing poorly designed building.
- The Committee note the design would result in a poor outcome for the Fraser Street streetscape, including its integrity, built form and streetscape.

(b) The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.

- The committee commented that the design should be better integrated with and contribute to the existing building and surrounding locality.
- The Committee noted the addition should improve the existing and not further detract the built form of the area.
- The Committee noted more of a reference should be made to the East Fremantle area regarding materiality and form.

l The relationship with and impact on the broader public realm and streetscape;

- The Committee commented that the proposal should enhance the area, adding the proposal should be an iconic corner design for the streetscape.

(d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;

- No further comment currently. Please see above.

l The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability;

- The Committee noted the proposal has no environmental sustainability and limited solar and climatic responses.

(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;

- At this time, no further comment.

Applicant Response

I would also like to make the following comments on the Community Design Advisory Committee's minutes, to be added to the brief with regard to my property:

- The existing building is a well maintained 1970's dwelling of brick and tile construction. It was built to a good standard and the design and construction was typical and in keeping with many properties built in this period.

- The proposed first floor addition has been designed to blend with the existing structure and will be built using quality materials and neutral colours and we feel that it will add value and amenity to the existing streetscape to not detract from it as suggested by this committee.
- The building and surrounding gardens and lawns and verges will also continue to be well maintained and in our opinion will enhance the street appeal.
- We intend to have a home that will look good from both the outside and the inside.
- I advise that the plans have been viewed by all our closest neighbours in each direction and they have commented that the plans look good to them both in design and functionality and would also add to the value of existing properties. In fact, all were happy to sign off on the plans presented to them and commented to us that they saw no detriment to their own properties, with regard to the design, or any loss of privacy or enjoyment to their own properties.

Officer Response

All comments have been noted.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

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

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.*

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town’s Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	7.5m	6.418m	D
Secondary Street Setback	2m	7.52m	A
Lot Boundary Setbacks			
Western boundary	6m	5.185m	D
Northern boundary	1.2m	3.15m	A
Open Space			N/A
Wall height	6m	5.4m	A
Roof Height	9m	6.796m	A
Setback of Garage			N/A
Car Parking			N/A
Site Works			N/A
Visual Privacy			N/A
Overshadowing			N/A
Drainage			To be conditioned

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	A
3.7.7 Building Setbacks and Orientation	D
3.7.8 Roof Form and Pitch	D
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
3.7.15.4.3.1 Fremantle Port Buffer Area	N/A
3.7.15.3.3 Garages and Carports	N/A

This development application proposes a first-floor addition to an existing dwelling at 67 Fraser Street. The property is a survey strata development. It is not heritage listed. The applicant consulted with the neighbouring property owners and received signed support from the other strata property owners to the north. Two variations are requested to the requirements of the Residential Design Codes and one variation is requested to the Residential Design Guidelines relating to lot boundary setbacks and roof pitch respectively.

Street Setback – Eastern Boundary

The front street setback is required to be 7.5m in accordance with deemed to comply clause 5.1.2 C2.1 i. In this case the proposed upper storey addition is located 6.418m from the front boundary which is further back than the ground floor. It can be supported under design principles clause 5.1.2 P2.1 for the following reasons;

- It is consistent with the established streetscape;
- There is adequate privacy and open space provided as part of the development;
- Parking landscape and utilities can be adequately provided for on-site; and
- No impact on easements for essential services.

For these reasons the reduced street setback can be supported.

Lot Boundary Setback – Western Boundary

The required rear boundary setback for this lot is 6m in accordance with deemed to comply clause 5.1.3 C3.1 I and Table 1. In this case the rear boundary setback is 5.185m. The dwelling is an existing duplex built in the late 1970s and before the creation of Local Planning Scheme No 3 which permits subdivision of corner lots with a density coding of R12.5 into 2 R20 lots. Although this lot was not subdivided in this manner it does achieve R20 density requirements but not R12.5 density requirements.

In this case the reduced boundary setback can be supported based on design principles clause 5.1.3 P3.1 for the following reasons;

- It reduces the impact of building bulk on adjoining properties;

- It provides adequate sunlight and ventilation to the building and open spaces on site and the adjoining properties; and
- There is minimal overlooking or loss of privacy on adjoining properties.

Roof Pitch

In accordance with clause 3.7.8.3 A4.1 of the Residential Design Guidelines the roof pitch should be between 28 and 36 degrees. In this case the roof pitch is 25 degrees. This achieves performance criteria clause 3.7.8.3 P4 which states “that roof forms of new buildings should complement the traditional form of surrounding development in the immediate locality”. For this reason, the proposed roof pitch can be supported.

Conclusion

Based on the preceding assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Design Codes and the Residential Development Guidelines are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

- Brett and Leanne Paull attended and spoke in support of the officer’s recommendation

11.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP011120

Moved Cr Nardi, seconded Cr Natale

That development approval is granted, and Council exercises its discretion with regard to the following;

- Clause 5.1.2 – Residential Design Codes – Street Setback – 7.5m required, 6.418m provided**
- Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 6m required, 5.185m provided**
- Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 25 degrees provided**

for first floor additions at No. 67 (Lot 1) Fraser Street, East Fremantle, in accordance with the plans date stamped received 1 September 2020, subject to the following conditions:

- 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.**
- The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- The verge trees on Fraser or Penshurst Street are to be protected during construction works to the satisfaction of the Chief Executive Officer and no pruning or removal of branches of the tree is to be undertaken during or at the completion of construction works.**
- All fencing within the street setback area is to be compliant with the front fence provisions of the Residential Design Guidelines. Any proposed new fencing or walls in the front setback area will require the submission of a development application for the consideration of the Town.**
- With regard to the plans submitted regarding 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.**
- All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.**

- (7) 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.
- (8) 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.
- (9) This planning approval is 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).*
- (iv) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*

(CARRIED UNANIMOUSLY)

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

Cr Watkins declared the following impartiality declaration, "As a consequence of my membership with the East Fremantle Yacht Club, there may be a perception that my impartiality on the matter may be affected with regard to the determination of this application. I declare that I have considered this matter entirely on its merits and with complete impartiality and objectivity"

11.1 Petra Street Lot 15722 Proposed boat storage and upper deck

Owner	Town of East Fremantle
Applicant	East Fremantle Yacht Club
File ref	R/RSC8
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	3 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

This report considers an application for proposed boat storage and upper deck to East Fremantle Yacht Club (EFYC) located at Reserve R7800 Lot 15722 Petra Street, East Fremantle. Under the Swan and Canning Rivers Management Act, the Department of Biodiversity, Conservation and Attractions (DBCA) is the determining authority for proposed developments in areas abutting the Swan River. However, since the subject site is on land reserved for 'Parks and Recreation' and the facility operates under a lease issued by the Town of East Fremantle to the yacht club, it is necessary for Council to consider its position in respect to the application and provide a response to the referral made by DBCA.

Executive Summary

The proposed development on this site includes a new enclosed boat storage area and an unenclosed sundeck above that is located on the eastern end of the existing club building. A staircase will be located on the eastern side of the deck and 2 roller doors will be positioned over the openings on the northern and eastern side of the boat storage area. There is also an opening where bar service can be provided onto the deck, as well as concertina doors that allow the existing hall area to open onto the deck.

The matters considered as part of the assessment of the proposed development at the yacht club building include;

- Location of the proposed development,
- Scale and bulk of development,
- Design,
- Parking,
- Use and maximum occupancy capacity,
- Amenity impacts on surrounding residents including noise and parking,
- Use of the deck and associated bar area,
- Future public access between Petra Street and the foreshore adjacent to the proposed development, and
- Project funding.

It is recommended that the proposed development be supported subject to conditions provided to DBCA.

Background

Zoning: Parks and Recreation
Site area: 8027m²

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

P068/14 – solar panels – building license only required – approved 24 April 2014
P101/08 – clubhouse alterations – development application – approved 15 July 2008

Consultation

Advertising

The proposal was advertised to surrounding landowners from 4 September to 23 September 2020. Letters were hand delivered to East Fremantle Lawn Tennis Club and 8 properties located near the proposed structure located in the City of Melville. No submissions were received.

The Town also had detailed discussions with the EFYC regarding the proposal and the long-term planning associated with the site. Based on these discussions minor modifications to the proposal were submitted to the Town.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC as the Town is ultimately only a referral body and due to time constraints required by the DBCA.

External Consultation

Department of Biodiversity, Conservation and Attractions

Statutory Environment

Planning and Development Act 2005
Town of East Fremantle Local Planning Scheme No. 3 (LPS No. 3)

Policy Implications

Nil

Financial Implications

The EFYC had initially indicated the possibility of a request for a financial contribution regarding this project for circa \$100000. However further discussions with EFYC has resulted in the club indicating this project will be self-funded. No Council resolution has been determined on any funding with regards the club.

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.

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be low. Whilst the building is a Town asset the EFYC has a long-term lease on the property.

Site Inspection

A site inspection was undertaken by the Officer and the Executive Manager of Regulatory Services.

Comment

Statutory Assessment

This report considers an application for proposed boat storage and upper deck to EFYC located at Reserve R7800 Lot 15722 Petra Street, East Fremantle. Under the Swan and Canning Rivers Management Act, the Department of Biodiversity, Conservation and Attractions (DBCA) is the determining authority for proposed developments in areas abutting the Swan River. However, since the subject site is on land reserved for 'Parks and Recreation' and the facility operates under a lease issued by the Town of East Fremantle to the yacht club, it is necessary for Council to consider its position in respect to the application and provide a response to the referral made by DBCA. The proposal was advertised to nearby residential properties (all located within the City of Melville as well as the East Fremantle Lawn Tennis Club). No submissions were received.

The proposed development on the subject site includes a new enclosed boat storage area and an unenclosed sundeck above. The structure is located on the eastern end of the existing club building. A staircase will be located on the eastern side of the deck and 2 roller doors will be positioned over the openings on the northern and eastern side of the boat storage area.

Sporting clubs such as the EFYC are important elements of the community and the Town does not want to prevent the club from growing and increasing membership or links to the community. However, the below matters need to be discussed as part of the Town's response to the development, which is required to be submitted to DBCA by Friday 6 November 2020.

Location of Proposed Development

The proposed structure is located in one of the few places available on site able to facilitate an addition to the existing building. The location has minimal impact to vehicular access, pedestrian movements and is positioned adjoining the existing facilities. Current parking on site is limited and at a premium. There are few other options for the development to be located elsewhere because if the club is extended at the western end of the existing club building it will hinder travel into and out of the club parking areas.

Scale and Bulk of Development

The structure is smaller than if it had full height walls and roof like the existing building to the west of the proposed development. It will provide boat storage within brick walls and a sundeck area above that is surrounded by balustrading. It is 3.428m high from ground level, 8.4m wide and 15.8m deep. However, in having an unenclosed sundeck there is increased risk of noise being produced which may become an issue for neighbouring residential properties. The scale and bulk of the structure, whilst less than the existing building does add additional structures to the foreshore and does add to the overall bulk of the existing building and as experienced along the foreshore walk and from the river. Whilst there was little articulation, planting, balustrading and umbrellas has been added to the proposal, which does minimise the visual dominance of the proposed structure and the structure has improved architectural interest through the introduction of windows, bifold windows, the use of colour and the additional planting.

Design

Architecturally, the first plans submitted to Council could be seen as a basic utilitarian structure. As discussed above, the structure lacks any significant articulation or architectural interest that minimises the additional bulk along the foreshore area. However, modifications to the plans of the planting, balustrading, umbrellas, colour scheme and window/ doors have minimised visual bulk from the proposal.

Whilst there are examples of such structures along the foreshore, like the Swan Yacht Club balcony/terrace, this terrace is setback from the foreshore area, has an active area under the terrace and is articulated. In this instance, the under-croft structure is solid and acts as a storage area, the upper sundeck is not articulated and is positioned over the storage area. To soften the design, it has been agreed that vegetation will be added to the eastern edge of the storage area, the wall will be rendered in a cream mortar finish and the edge of the top storey of the clubhouse will be painted blue to tie in with the existing building, therefore integrating the proposal with the existing building and limiting the impact of the additional built form. Clear glass balustrading on the edge of the sundeck is also supported.

Parking

No additional parking is proposed as part of this development. The proposed sun deck will be an extension of the existing bar service area and utilised for private events. If increased activities and events are proposed within the club as a result of this development, then increased parking pressures will be experienced by the Club and the surrounding street parking located on Petra Street and within the parking bays that are linked to East Fremantle Lawn Tennis Club and East Fremantle Cricket Club. Parking is already problematic in the area, to the extent that the Town has engaged the services of Cardno to undertake a parking and movement assessment for the Town, with reference to this area. The Town has also previously proposed additional parking at the Tennis Club, however this proposal was rejected by the Tennis Club. These parking pressures may potentially create problems for the Town into the future, as a result of resident complaints. The Town urges the Club to continue to investigate future parking options for those using the facility.

Parking can be a significant expense for community groups when considering redevelopment of existing buildings and parking is considered the least important issue to deal with and the least valuable element of

any design proposal. It is considered prudent that future expansion of the footprint of the club's facilities should require additional parking to be provided subject to discussions with the Town and other nearby clubs.

Use

It is recognised that Clubs are facing difficulties given that operations were seriously hampered by the Covid 19 emergency and the inability of clubs to operate or operate under increased restrictions. This has obviously had an impact on club finances and activities. By increasing facilities at the club there is the potential to increase the viability of the Club by increasing the number of people that can attend the Club.

It is intended that the sundeck would be used by members, club patrons, for functions where members and their guests can enjoy an outdoor area overlooking the river. As it is elevated it separates those drinking, with the public that walk past the area. The storage area would be used for a variety of boats that members store at the club.

Amenity Impacts on Surrounding Residents

It is noted on the plans that an additional bar is to be in the room adjacent to the deck. Members and their guests may use the deck area which will produce noise. This in turn may create issues which will have to be dealt with by the Town. Given that the deck area is not enclosed it will limit the ability of the club to contain noise produced on site. It must be noted that there are residential dwellings within 25m from the existing clubhouse and that the addition of the boat storage area and sundeck will place the building within approximately 17m of residential dwellings and other club facilities. It is noted that none of these residential dwellings lie within the Town of East Fremantle, but rather are located within the City of Melville.

Unlike such premises as the Swan Yacht Club, which is not located near residential properties, the East Fremantle Yacht Club is located adjoining residential properties. As noted above, there will be parking issues, which may impact on residential properties, noise and potential for unacceptable anti-social behaviour. It is noted that 10 properties were advertised to as part of the assessment process and no responses were received.

Signage

No signage has been included with the proposal. If there are any proposals for additional signage on the building, then this will have to be considered in a separate development application.

Future Public Access Between Petra Street and Foreshore

Any development must not impact on future plans that are being investigated by the City of Melville, the Town of East Fremantle and DBCA to improve pedestrian access between the foreshore along the base of the escarpment adjacent to the East Fremantle Yacht Club clubhouse and the area at the top of the escarpment towards the northern end of Petra Street. This connects Bicton Baths with East Fremantle and the recreation areas to the north of Preston Point Road. Proposals for a pedestrian access way to connect these 2 areas must be considered when assessing any development at the Club. The proposed development does not stop any proposed link between the foreshore and the end of Petra Street.

Project Funding

The proposed development is valued at \$300000. The Town also received an application for *new or capital upgrade to a community building* to the value of \$100000. Although this report does not deal with this matter directly, no funding has been made available in the 2020/2021 budget to support this project. Later discussions has resulted in the EFYC confirming the proposal will be self-funded.

Conclusion

It is recommended that Council supports the proposed development at the East Fremantle Yacht Club in its latest form. A response to the referral from the DBCA will include matters that have been included in this report.

11.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP021120

Moved Cr Natale, seconded Cr Nardi

That Council:

- (1) endorse this report as the basis for a submission to the Department of Biodiversity Conservation and Attractions in relation to the proposed development of boat storage and sundeck; and**
- (2) forward the endorsed Town of East Fremantle response – As referred to in (1) above, to the Department of Biodiversity Conservation and Attractions with a request for the following conditions to be included in the approval:**
 - (i) the eastern edge of the proposed development is to be planted with vegetation subject to a landscaping plan being approved by DBCA and the Town and as indicated on the plans;**
 - (ii) the walls of the building are to be rendered in a cream mortar and upper sections of the eastern edge of the existing building are to be painted in a blue colour consistent to the existing colours on the upper storey of the building;**
 - (iii) the proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council;**
 - (iv) 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;**
 - (v) all stormwater is to be disposed of on site and a drainage plan be submitted to the satisfaction of DBCA and the Town prior to the issue of a Building Permit;**
 - (vi) 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;**
 - (vii) 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;**
 - (viii) a construction and traffic management plan, including parking plan are to be submitted for approval prior to the Building Permit being submitted. The construction and traffic management plan is to be approved by DBCA in consultation with the Town. The movement of heavy vehicles during the construction period is to be restricted;**
 - (ix) where this development requires material storage and construction works, any areas required to be fenced are to be done so to enable continuous pedestrian access along the river foreshore and should not impede movement along the foreshore;**
 - (x) existing turfed areas to the east of the proposal are not to be impacted, modified or removed without the prior approved of DBCA;**

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| <p>(xi) no work is to be carried out during weekends, on public holidays or after 6pm and before 7am Monday to Friday;</p> <p>(xii) this planning approval is to remain valid for a period of 24 months from date of this approval.</p> |
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(CARRIED UNANIMOUSLY)

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

11.3 Canning Highway No 83 (Lot 123) Proposed massage therapy service

Owner	Ringthane Pty Ltd
Applicant	Nikki McDonald-King – ANMK Australia Pty Ltd
File ref	P100/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	1 December 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for proposed change of use from a shop to a massage therapy service at No 83 (Lot 123) Canning Highway, East Fremantle. An application for new signage is also being proposed in the same development application.

Executive Summary

The applicant is seeking Council approval to operate a massage therapy service (the business is called Wat Pho) within a commercial space that is currently zoned for mixed use but is not listed as a use class within the zoning table in Local Planning Scheme No 3. The development application has also included a proposal for signage on the front windows of the premises. The proposal was advertised widely to residential properties surrounding the proposed business. As the proposal for massage services is an unlisted use in the Town’s Local Planning Scheme No 3, it must be referred to Town Planning Committee for approval. Issues relating to parking and amenity need to be addressed as part of the development application.

It is considered that the proposal can be supported subject to conditions of planning approval being imposed.

Background

Zoning: Mixed use
 Site area: 554m²

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

P098/07 – mixed use development comprising 3 shops – approved 15 April 2008
 P195/10 – change of use – personal training studio and flower shop – withdrawn 15 April 2011

Consultation

Advertising

The application was advertised to surrounding landowners 29 September to 14 October 2020. The following submission was received.

Submission	Applicant Response	Officer Response
I have no objection to the concept of a massage parlour operating in close proximity to my residence; however, my concerns surround its operation are as follows: The main concerns are:	In relation to submission one. Absolutely agree and would be happy to minimise the effect of parking in the local area and to direct clients to the car parking as advised. We work on an appointment system for 90% of our	Noted. Parking will be able to be supplied from on street parking along the surrounding streets to the proposed massage parlour. The proposed massage therapy service is in a commercial unit with the same owners as the Tradewinds Hotel and they have supported the proposed change of use.

<p>Parking If parking is not provided at the rear of the building, perhaps clients should be directed to the car park close to Silas St. near 'Foodworks'. parking is often at a premium on our local streets.</p> <p>Clientele It may be beneficial for the operators to inform clients that loiterers after 9pm closing will be viewed negatively. The Tradewinds next door has a lively atmosphere and is a welcome asset to the area; any misadventure associated with the presence of the new business will reflect badly on The Tradewinds and jeopardise the neighbourhood's peace of mind. I trust these comments are received in the spirit with which they are intended; as positive and a sincere hope that my neighbourhood will continue to enjoy its ambience.</p>	<p>clients with our online based appointments so I can advise them of parking as required.</p> <p>In relation to Clientele, I absolutely agree our marketing and focus for the business would be to offer locals and future tourists of Tradewinds and Fremantle. It is an authentic therapeutic experience only, along with our plans for fit out to be open and inviting for couples and families. Unfortunately, a massage business has a stigma attached to it, but to further eliminate this issue, we would not be staying open past 9:00pm.</p> <p>In fact, our plans at this stage, would be to close around 6:00pm. We are focusing mainly on booking clients via our online website and social media marketing. Rest assured our strict standards and professionalism are of the utmost importance.</p> <p>To us, our business relies heavily with support from repeat local business and with a great reputation within the community.</p>	
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Community Design Advisory Committee (CDAC)

The application was not referred to CDAC as there are no streetscape impacts.

External Consultation

The proposal was referred to Main Roads Western Australia for their comment.

Statutory Environment

Planning and Development Act 2005

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

Policy Implications

Nil

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.

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies, including the Signage Design Guidelines.

The applicant is seeking Council approval to operate a massage therapy service. The development application also includes proposed signage for the business on the front windows of the commercial space that is proposed to be utilised. The proposal was advertised widely to 10 properties surrounding the proposed business. The shopfront is currently vacant and has been for some time. It adjoins the Tradewinds Hotel and is seen as complementary to the hotel operations. The proposal for massage services is an unlisted use in the Town's Local Planning Scheme No 3 and as such must be referred to Town Planning Committee for approval. Issues relating to parking and amenity need to be discussed as part of the development application.

Clause 4.2 of Local Planning Scheme No 3 lists the objectives of the mixed-use zone as;

1. To provide for a limited range of commercial, civic and community facilities to meet the day to day needs of the community, but which will not prejudice the amenities of the neighbourhood;

2. To ensure future development within each of the Mixed-Use Zones is sympathetic with the desired future character of each area, and that a significant residential component is retained as part of any new development;
3. To promote the coordination of development within each of the Mixed-Use zones and to facilitate the safe and convenient movement of pedestrians to and within the area;
4. To ensure the location and design of vehicular access and parking facilities do not detract from the amenities of the area or the integrity of the streetscape.

The objectives of the mixed-use zoning are achieved from the proposed use of a massage therapy service. The proposed business is small and produces negligible amenity impacts. The proposed premises are currently a vacant shop. There is no impact on the ability of pedestrians to move through the area. The proposal does not include any additional car parking and on street parking is proposed to be used as has occurred previously with businesses located in this commercial space. There is also car parking in an area to the rear of the liquor shop and proposed massage use. There is minimal impact on the amenity or integrity of the streetscape from the proposed change of use.

The proposed use is intended to occupy an existing shop in a building directly adjacent and to the east of the Tradewinds Hotel. The property fronts Canning Highway. On the eastern side of the shopfront is the 'Cellarbrations' Liquor Store. The owner of the Tradewinds Hotel has provided signed support for the proposal. The shopfront has been vacant for some time and was previously occupied by a media company.

The massage therapy service would operate 7 days per week from 9am to 9pm. Two full time staff would be employed with 4 massage beds and 2 massage chairs provided in the available space.

Parking

There is no formal parking provided onsite, although there is on street parking on both sides of Sewell Street in close proximity to the subject site and the applicants cover letter proposes use of these car bays. There is vacant land at the rear of the mixed-use shopfronts which are sometimes used for temporary parking, but these are not formally paved or marked out. The Town has typically adopted the stance that small businesses located in the Plympton precinct can utilise street parking. As the proposed business fronts onto Canning Highway there is easy access to the bus services that operate along Canning Highway, as well as a bus stop located just outside the entrance to the premises.

It is noted that on-street parking is not reserved parking and operates on a first come first served basis. Plympton Precinct was originally developed in the pre-car era and the construction of carports and garages is discouraged for residential development. On street parking is acceptable for residential uses. It is a highly walkable urban environment that has high quality footpaths that allows residents to walk between destinations. The characteristics that attract people to Plympton, including the pedestrian friendly environment with minimal parking, means that parking will be at a premium and other travel modes will have to be utilised when travelling to the precinct. Parking is nonetheless available along the surrounding streets for use by customers as street parking is not reserved for any specific address.

Amenity

The proposed business has a location that provides separation from the nearest residential dwellings and therefore is not likely to present any amenity issues. The front of the premises faces Canning Highway opposite a reserve (W H Kitson Park) that overlooks the Swan River. The business is located directly adjacent to the Tradewinds Hotel and a liquor store on the corner of Sewell Street and Canning Highway. It is thus surrounded by non-residential uses. Noise and disturbances to the surrounding residential properties are expected to be negligible.

Signage

Signage is proposed for the front windows of the proposed business. It is intended to install acrylic mesh signage that covers 4 out of 8 panels of glass that comprise the front of the premises. The signage is proposed to be approximately 2.5m high and 1.2m wide and is coloured cream, brown and gold. This signage achieves the maximum permissible signage according to the alternative performance criteria of Local Planning Policy 3.1.2 window signs which states that signs are required to occupy no more than 50% of the surface area of a window.

The signage is able to be looked through when the viewer is in close proximity to the surface, however, it also provides some privacy as it is not possible to look through the signage if you are positioned further away. Curtains will be installed in the sections of window that have no signage for privacy reasons.

Conclusion

Based on the assessment that has been completed and the explanation provided in this report, the proposed change of use and signage are considered acceptable. As such, it is recommended that the proposed development be supported subject to planning conditions.

Amendment

Moved Cr Natale, seconded Cr Harrington

That the hours of operation contained in condition 3 be modified to 9pm to 6pm daily, with all other wording to remain the same. (LOST 2:3)

The substantive motion was put.

11.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP031120

Moved Cr Watkins, seconded Cr Nardi

That development approval is granted, and Council exercises its discretion in regard to the following;

- (i) Signage Design Guidelines - Local Planning Policy 3.1.2– Attachment 1 – 10% of window surface area permitted for signage, 50% of window surface area provided for signage**

for a change of use to a massage therapy service and associated signage at No. 83 (Lot 123) Canning Highway, East Fremantle, in accordance with the plans date stamped received 17 September and 2 October 2020, subject to the following conditions:

- (1) Signage is not to exceed 50% coverage of the surface area of the windows and in accordance with the plans and information received 2 October 2020.**
- (2) The business is not to exceed two full time staff on the premises at any one time with a maximum of only 4 massage beds and 2 massage chairs permissible to be utilised.**
- (3) The hours of operation are only approved between the hours of 9.00am and 9.00pm seven days a week. Should the hours of operation be modified for additional operating hours, Council approval is required to be sought prior to extending the operating hours.**
- (4) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.**
- (5) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- (6) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.**

- (7) 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.
- (8) This planning approval is 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) *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).*
- (iv) *the owner/operator of the massage therapy service is to ensure that are fully compliant with all requirements established by both the Western Australian Department of Health and local government and queries should be directed to the Town's Environmental Health Officer and Building Surveyor.*

(CARRIED 3:2)

11.4 Alexandra Road No 31 (Lot 44) Proposed new residence

Owner	Yalena Pty Ltd
Applicant	Summit Homes
File ref	P088/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	3 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for a proposed new residence at No 31 (Lot 44) Alexandra Street, East Fremantle.

Executive Summary

This development application proposes a new dwelling on a proposed vacant strata lot at the rear of 31 Alexandra Road East Fremantle. The dwelling will front onto Staton Road.

The applicant is seeking Council approval for the following variation to the Residential Design Guidelines;

- (i) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 25 degrees 38 minutes provided

This application is being considered by Council because the value of the proposal exceeds the amount able to be determined under delegated authority. The application was also considered by the CDAC and included comments regarding the proposed design. It is considered that the above variations can be supported subject to conditions of planning approval being imposed.

Background

Zoning: Residential R12.5
Site area: 2023m²

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

Nil

Consultation

Advertising

The application was advertised to surrounding landowners from 8 to 22 September 2020. No submissions were received from advertising.

Community Design Advisory Committee (CDAC)

The application was referred to CDAC for the 5 October 2020 meeting;

(a) The overall built form merits;

- The Committee commented that the dwelling does not fit with the typology of the area's aesthetics, including the façade of the dwelling. Concerns were raised regarding the prominence of the double

storey design of the dwelling to the front façade and streetscape, increasing the visual impact to the surrounding character of the street.

- The Committee noted the dwelling has limited architectural design.
- The Committee requested a Streetscape Analysis be provided.

(b) The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.

- The Committee noted the dwelling has limited architectural design.
- The Committee commented stepping/ setting back the upper floor would create a better streetscape and design/ façade outcome.

(c) The relationship with and impact on the broader public realm and streetscape;

- The Committee note that the proposal detracts from the broader public realm and streetscape.

(d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;

- No further comment at this time. Please see above.

(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;

- The Committee note the dwelling has poor passive solar design, poor cross ventilation and poor environmental sustainability.

(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;

- The Committee note that whilst the dwelling complies with the “Crime Prevention” Through Environmental Design performance, the four rooms with view to the street are not habitable areas that are utilised constantly during the day.

Applicant Response

(a) The overall built form merits;

- *The Committee commented that the dwelling does not fit with the typology of the area’s aesthetics, including the façade of the dwelling. Concerns were raised regarding the prominence of the double storey design of the dwelling to the front façade and streetscape, increasing the visual impact to the surrounding character of the street.*
- *The Committee noted the dwelling has limited architectural design.*
- *The Committee requested a Streetscape Analysis be provided.*

The streetscape of Alexandra Road is comprised of a significant cross slope (hill) along its entire length, with the majority of its existing street front dwellings being traditional in form and construction methods, comprising of significant sub floor build-ups, (in limestone, brick & timber), significantly raised finished floor levels (in response to the topography), typically highly elevated and raised brick front walls (with traditional

high ceilings internally) and traditional high pitched roofs, all presenting façades of increased / raised dominance to the streetscape. A new two storey dwelling with its modernised construction methodology such as slab on ground, will have reduced 'additional prominence' in a streetscape with such significant cross slope and traditionally elevated dwellings, and can be considered completely suitable to this location.

The dwelling proposal is a culmination of the desires of the owner / client and their personal vision for their new proposed residence.

A streetscape can be provided as requested, (allowing for the necessary time period to produce of course), with some clarification on the direction of the development proposal from council.

(b) The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.

- The Committee noted the dwelling has limited architectural design.
- The Committee commented stepping/ setting back the upper floor would create a better streetscape and design/ façade outcome.

The dwelling proposal is a culmination of the desires of the owner / client and their personal vision of their new proposed residence.

However, the owner / client is not unsympathetic to valid critique and suggestion on how the proposed dwelling can be further refined to be in greater harmony with its public interface.

(c) The relationship with and impact on the broader public realm and streetscape;

The Committee note that the proposal detracts from the broader public realm and streetscape.

(d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;

No further comment at this time. Please see above.

Again, the dwelling proposal is a culmination of the desires of the owner / client and their personal vision of their new proposed residence. But the owner is not unsympathetic to valid critique and suggestion on how the proposed dwelling can be further refined to be in greater harmony with its public interface.

(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;

- The Committee note the dwelling has poor passive solar design, poor cross ventilation and poor environmental sustainability.

The design proposal has been orientated and formulated in response to passive solar design principles and will be constructed to all current national requirements with regards to energy efficiency.

(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;

- *The Committee note that whilst the dwelling complies with the “Crime Prevention” Through Environmental Design performance, the four rooms with view to the street are not habitable areas that are utilised constantly during the day.*

Given the general floor plan layout configurations to all the traditional existing residences in the street, with similar formal lounge / master bedroom, room configurations to the front, with very limited street surveillance opportunities through traditionally shaped window configurations, this critique is more applicable to every existing house in Alexandra Road and less applicable to the proposed dwelling, which, with its two storey street interface, creates greater implied passive surveillance to the public realm, and with its larger windows proposed from elevated positions, presents significantly further passive security opportunities than any other dwelling currently in Alexandra Road.

Officer Response

All comments have been noted.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

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

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.*

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town’s Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	7.5m	7.926m	A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Northern wall – ground floor	1.5m	2.56m	A
Eastern wall – ground floor	6m	>6m	A
Southern wall – ground floor	1.5m	6.01m	A
Northern wall – upper floor	1.5m	2.56m	A
Eastern wall – upper floor	6m	>6m	A
Southern wall – upper floor	3.9m	6.01m	A
Open Space	55%	74%	A
Wall height	6m	5.8m	A
Roof height	9m	8.25m	A
Garage	6m turning space	6m turning space	A
Car Parking	2 car bays	2 car bays	A
Site Works			N/A
Visual Privacy			

Bedroom 3	4.5m	5.445m	A
Bedroom 1	4.5m	6.01m	A
Balcony	7.5m	>7.5m	A
Overshadowing	<25%	<25%	A
Drainage			To be conditioned

Local Planning Policies Assessment

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

This development application proposes a new dwelling on a proposed vacant strata lot at the rear of 31 Alexandra Road East Fremantle. One variation is requested to the requirements of the Residential Design Guidelines relating to roof pitch. The dwelling will front onto Staton Road and will have a driveway which is existing located on the southern side of the lot that services both the new dwelling and the existing dwelling that fronts onto Alexandra Road. There is already a front fence and gate across the driveway that fronts onto Staton Road.

The comments of the CDAC are noted above, however for the purposes of assessment, the applicant is significantly compliant and therefore has been recommended for approval subject to conditions.

Roof Pitch

The Residential Design Guidelines acceptable development provision 3.7.8.3 A4.1 requires that roof pitch is between 28 and 36 degrees. In this case the roof pitch is less than 28 degrees (25 degrees 38 minutes). However, in accordance with performance criteria 3.7.8.3 P4 roof buildings should complement the traditional form of surrounding development in the immediate locality. The roof pitch is marginally less than required but does not look out of place with the surrounding development with various roof pitches.

For this reason, the proposed roof pitch can be supported.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variation that has been proposed to the Residential Development Guidelines is considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

11.4 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP041120

Moved Cr Watkins, seconded Cr Nardi

That development approval is granted, and Council exercises its discretion in regard to the following;

- (i) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 25 degrees 38 minutes provided**

for a new residence on the proposed rear strata lot at No. 31 (Lot 44) Alexandra Road, East Fremantle, in accordance with the plans date stamped received 31 August 2020, subject to the following conditions:

- (1) The crossover widths are not to exceed the width of the crossovers indicated on the plans date stamped received 31 August 2020 and to be in accordance with Council’s crossover policy and the Residential Design Guidelines.**
- (2) All fencing and gates are to be in compliance with the front fence provisions of the Residential Design Guidelines. Any proposed new fencing or walls in the front setback area will require the submission of a development application for the consideration of the Town.**
- (3) Retaining walls in excess of 0.5m above natural ground level will require the submission of a development application for the consideration of the Town.**
- (4) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council’s further approval.**
- (5) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- (6) With regards to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council’s attention.**
- (7) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.**
- (8) If requested by Council within the first two years following installation, the 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.**
- (9) 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.**
- (10) 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.

- (11) This planning approval is 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.*

(CARRIED UNANIMOUSLY)

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

11.5 Wolsely Road No 31 (Lot 20) Proposed alterations and additions

Owner	Jacob & Serena Ricciardone
Applicant	Nexus Home Improvements
File ref	P099/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	1 December 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for proposed alterations and additions at No 31 (Lot 20) Wolsely Road, East Fremantle.

Executive Summary

The applicant is seeking Council approval for the following variation to the Residential Design Codes and the Residential Design Guidelines;

- (i) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided

This application is being considered by Council because the value of the proposal exceeds the amount able to be determined under delegated authority. It is considered that the above variation can be supported subject to conditions of planning approval being imposed.

Background

Zoning: Residential R17.5

Site area: 979m²

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

Development application P116/09 – swimming pool – approved 20 September 2009

Consultation

Advertising

The application was advertised to surrounding landowners from 24 September to 9 October 2020.

Community Design Advisory Committee (CDAC)

The application was referred to 5 October 2020 CDAC. The following comments were made;

(a) The overall built form merits;

- The Committee supports the proposal.
- The Committee note the proposed additions and alterations are small and modest, with an appropriate design and suitable setbacks for the dwelling.
- The retention of the existing dwelling is also supported. It is considered good adaptive use of the dwelling.
- The Committee note the roof material integrates the old with the newer material.

(b) *The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.*

- The committee commented that enhancing the front of the property/ building is in keeping with the existing simplistic style of the dwelling.

(c) *The relationship with and impact on the broader public realm and streetscape;*

- The Committee note there is a nice rhythm to the proposal.
- The Committee request a colour palette be provided to ensure a suitable colour scheme is be utilised.

(d) *The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;*

- No further comment at this time.

(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 further comment at this time.

(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 further comment at this time.

Applicant Response

A colour and materials schedule has been provided. No further comments were received.

Officer Response

All comments have been noted.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

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

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.*

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town’s Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	6m	18.345m (Upper storey addition)	A
Secondary Street Setback			
Lot Boundary Setbacks			
Western boundary ground floor alfresco	1.5m	1.6m	A
Northern boundary ground floor alfresco	1.5m	>1.5m	A
Eastern boundary ground floor alfresco	1.5m	7.826m	A
Western boundary upper storey	3.3m	3.794m	A
Northern boundary upper storey	3.3m	>3.3m	A
Eastern boundary upper storey	3.3m	7.826m	A
Open Space	50%	73%	A
Wall/roof height (concealed roof)	7m	6.71m	A
Setback of Garage			N/A
Car Parking			N/A
Site Works			N/A
Visual Privacy		All habitable rooms compliant	A
Overshadowing		Overshadows same lot	A
Drainage			To be conditioned

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	A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	D
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
3.7.15.4.3.1 Fremantle Port Buffer Area	N/A
3.7.15.3.3 Garages and Carports	N/A

This development application proposes alterations and additions which include internal modifications to the existing dwelling as well as the addition of an alfresco area to the rear of the dwelling and an upper storey which comprises a master suite, retreat and ensuite. One variation is requested to the requirements of the Residential Design Guidelines relating to roof pitch.

The comments of the CDAC are noted above, however for the purposes of assessment, the applicant is significantly compliant and therefore has been recommended for approval subject to conditions.

Roof Pitch

In accordance with the Residential Design Guidelines acceptable development clause 3.7.8.3 A4.1 the roof pitch is supposed to be between 28 and 36 degrees. In this case the roof has a pitch less than this. The roof is concealed on the upper storey addition, but it complements the traditional form of surrounding development in the immediate locality in accordance with performance criteria clause 3.7.8.3 P4. For this reason, the roof pitch can be supported.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Development Guidelines are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

11.5 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP051120

Moved Cr Natale, seconded Cr Nardi

That development approval is granted, and Council exercises its discretion in regard to the following;

- (i) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided**

for proposed alterations and additions at No. 31 (Lot 20) Wolsely Road, East Fremantle, in accordance with the plans date stamped received 16 September 2020, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.**
- (2) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- (3) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.**
- (4) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.**
- (5) If requested by Council within the first two years following installation, the 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.**
- (6) 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.**
- (7) 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.

- (8) This planning approval is 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).***
- (vi) matters relating to dividing fences are subject to the Dividing Fences Act 1961.***

(CARRIED UNANIMOUSLY)

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

11.6 Clayton Street No 13 (Lot 101) Proposed alterations and additions

Owner	Frederik & Riet Vanrenterghem
Applicant	David Barr Architects
File ref	P092/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	3 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for proposed alterations and additions at No 13 (Lot 101) Clayton Street, East Fremantle.

Executive Summary

This development application proposes alterations and additions at 13 Clayton Street East Fremantle. The property is Category C heritage, but the proposed changes retain the front half of the dwelling which includes heritage characteristics of the building and see the demolition of later additions. Three new bedrooms, 2 bathrooms, a laundry and a new kitchen, dining and living area are being added to the dwelling.

The applicant is seeking Council approval for the following variations to the Residential Design Codes and the Residential Design Guidelines;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Northern Boundary – 1.5m required, 0m provided
- (ii) Clause 5.1.6 – Residential Design Code – Roof Height – 7m required, 7.44m provided
- (iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – Match existing pitch required; reduced roof pitch provided
- (iv) Clause 5.4.1 – Residential Design Codes – Privacy Setbacks – 4.5m required, 4m provided

It is considered that the above variations can be supported subject to conditions of planning approval being imposed.

Background

Zoning: Residential R17.5
Site area: 911m²

Previous Decisions of Council and/or History of an Issue or Site
P046/08 – swimming pool – approval granted 11 March 2008

Consultation

Advertising

The application was advertised to surrounding landowners from 8 to 22 September 2020. No submissions were received.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC as there were minimal streetscape impacts.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

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

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.*

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback			N/A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Northern boundary – ground floor	1.5m	0m	D
Western boundary – ground floor	2.2m	14.075m	A
Southern boundary – ground floor	1.5m	6.367m	A
Northern boundary – upper storey	3.5m	3.815m	A
Western boundary – upper storey	3.9m	13.425m	A
Southern boundary – upper storey	3.5m	6.3m	A
Open Space	50%	68%	A
Maximum roof height (concealed roof)	7m	7.44m	D
Setback of Garage			N/A
Car Parking			N/A
Site Works			N/A
Visual Privacy	4.5m	4m	D
Overshadowing	<25%	<25%	A
Drainage			To be conditioned

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	A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	D
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.15.4.3.1 Fremantle Port Buffer Area	N/A
3.7.15.3.3 Garages and Carports	N/A

This development application proposes alterations and additions at 13 Clayton Street East Fremantle. The property is Category C heritage, but the proposed changes retain the front half of the dwelling which includes heritage characteristics of the building and see the demolition of later additions. Three new bedrooms, 2 bathrooms, a laundry and a new kitchen, dining and living area are being added to the dwelling. Three variations are requested to the requirements of the Residential Design Codes and one variation is requested to the Residential Design Guidelines relating to lot boundary setbacks, maximum roof height, roof pitch and privacy setbacks.

Lot Boundary Setbacks

It is proposed to have a 11.2m long wall that is 2.7m high located close to the northern boundary where it is required to be setback 1.5m in accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1. In this case the wall includes the full length of the existing and new wall from the extension. The wall does achieve the design principles clause 5.1.3 P3.1 for the following reasons;

- Makes effective use of the space for enhanced privacy for the occupants;
- Reduces the impact of building bulk on adjoining properties;
- Provides adequate sunlight and ventilation to the building and the open spaces on the site and adjoining properties;
- Does not have an adverse impact on the amenity of the adjoining property;
- Ensures direct sunlight to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted; and
- Positively contributes to the prevailing and future development context and streetscape as outlined in the local planning framework.

The wall is located south of the neighbouring property and adequate windows are provided for the rooms such that privacy is maintained, and light can still enter the rooms. The wall is adjacent to the access lane for the neighbouring strata development so there is significant separation between dwellings on both sites.

For these reasons the proposed reduced lot boundary setback can be supported.

Roof Height

The proposed development has a concealed roof with a shallow pitch. Views are not considered a planning consideration, so deemed to comply clause 5.1.6 C6 and Table 3 Category B of the Residential Design Codes is referred to for the allowable heights. In this case up to 7m height is permitted. However, the maximum height of the building on site is proposed to be 7.44m. Although the building is over height it achieves the design principles clause 5.1.6 P6 because it has minimal impact on sunlight to neighbouring properties, does not impact on daylight into major openings of habitable rooms and does not impact on views of significance.

As such, the proposed increased height above 7m can be supported. It is noted that the proposed development is lower than the existing double storey at the rear of the dwelling.

Roof Pitch

In accordance with the Residential Design Guidelines acceptable development clause 3.7.8.3 A4.1 roof forms of additions and alterations should match the existing roof pitch of the existing dwelling. In this case the alterations and additions include a concealed roof with a shallow pitch which meets performance criteria clause 3.7.8.3 P1; the roof forms of additions and alterations should positively contribute to the existing dwelling. For this reason, the proposed roof pitch can be supported.

Privacy Setbacks

The upper storey bedroom has a privacy setback of 4m where it is required to achieve a privacy setback of 4.5m in accordance with the Residential design Codes deemed to comply clause 5.4.1 C1.1 i. The proposed design does not overlook the active habitable spaces and outdoor living areas of the northern neighbouring properties as the bedroom overlooks the access lane of the northern strata development. There is a separation of at least 7m from the neighbouring property from the bedroom window. There is no visual privacy amenity impacts for adjoining owners. For this reason, the reduced privacy setback can be supported.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Design Codes and the Residential Development Guidelines are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

11.6 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP061120

Moved Cr Nardi, seconded Cr Watkins

That development approval is granted, and Council exercises its discretion in regard to the following;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Northern Boundary – 1.5m required, 0m provided**
- (ii) Clause 5.1.6 – Residential Design Code – Roof Height – 7m required, 7.44m provided**
- (iii) Clause 3.7.8 – Residential Design Guidelines – Roof Pitch – Match existing pitch, reduced roof pitch provided**
- (iv) Clause 5.4.1 – Residential Design Codes – Privacy Setbacks – 4.5m required, 4m provided**

for alterations and additions at No. 13 (Lot 101) Clayton Street, East Fremantle, in accordance with the plans date stamped received 3 September 2020, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.**
- (2) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- (3) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.**

- (4) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (5) If requested by Council within the first two years following installation, the 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.
- (6) 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.
- (7) 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.
- (8) This planning approval is 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.*

(CARRIED 3:2)

11.7 George Street No 137 (Lot 802) Proposed change of use (retrospective)

Owner	Manotel Pty Ltd
Applicant	Manotel Pty Ltd
File ref	P120/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	3 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a retrospective change of use (additional use) application for the “Brush Factory” to include consulting room in addition to the previously approved office for one of the tenancies at 137 George Street, East Fremantle.

Executive Summary

The application proposes a retrospective change of use (additional use) application for the level 1 office to include consulting room. This use is considered a “D” use within a mixed-use zone. A “D” use means that *the use is not permitted unless the Council has exercised its discretion by granting planning approval.*

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

- Is the use appropriate for the zoning?
- Is there sufficient car parking for the proposed use?

It is considered that there will be minimal impact on the amenity and car parking in the area and as such the change of use (additional use) for a consulting room can be supported subject to the conditions of development approval being imposed.

Background

Zoning: Mixed Use
Site area: 95m²

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

9 December 2008	Planning Approval granted to redevelop the buildings at 36-42 Duke Street from antique furniture showrooms and workshops to 7 x 1-bedroom apartments, and 5 x 3-bedroom apartments;
15 March 2011	Planning Approval granted to redevelop the buildings at 36-42 Duke Street for a change of use, partial demolition, redevelopment and new construction to accommodate a mixed use residential/arts and entertainment venue;
12 February 2013	Planning Approval granted to amendments to a previously approved planning application, date stamped Approved on 15 March 2011 (Application (P199/10) and to extend the previous planning approval P199/10 for a further 2 years. The previously approved application was for a change of use, partial demolition, redevelopment and new construction to accommodate a mixed use residential/arts and entertainment venue;
16 July 2013	Planning Approval granted to amendments to a previously approved planning application, date stamped Approved on 15 March 2011 (Application (P199/10) for 2

1 October 2013	storeys of commercial offices above the approved Jazz Club/ Performance space. Council refused the penthouse apartment located above the 'Brush Factory'; Planning Approval for a penthouse apartment to be erected on top of the proposed performance space and existing heritage building at the 'Brush Factory (former Lauder & Howard building), 36-42 Duke Street. In addition, it considers an application which has been presented to Council with regards to a review of the opening times for the Jazz Club.
7 May 2019	Planning approval for a change of use from office in basement to yoga studio.
2 July 2019	Planning approval for change of use from storage area for tenancy 1 and performing arts/music space for tenancy 4 to office space.

Consultation

Advertising

The application was not advertised to surrounding landowners as there are no changes to the building and the proposed use complies with the general intent of the uses already permitted on George Street.

Community Design Advisory Committee (CDAC)

This application was not referred to the CDAC as this is a change of use application and there are no external changes proposed to the building.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

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

Policy Implications

Nil

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.*

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3.

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

- Is the use appropriate for the zoning?
- Is there sufficient car parking for the proposed use?

Proposed Use

It is proposed to include an additional use of consulting room to the existing approved 95m² office on level 1 of the subject building. The proposed consulting room would be for a chiropractor. This does not represent a conflict with the existing uses in the building as consulting rooms have relatively low impacts in terms of noise and other issues around amenity. Consulting rooms would be considered an appropriate commercial use in a mixed-use zone because of the minimal amenity effects. Under LPS3 consultancy rooms are a 'D' use meaning *that the use is not permitted unless the local government has exercised its discretion by granting planning approval.*

The office space has been vacant for two years. The chiropractic business occupied the building on 23 October 2020. The chiropractor operates alone for limited hours during the working week providing 15-minute consultations or 4 consultations per hour. There would be a maximum of 2 clients at the practice at any one time; one customer waiting and the other being treated.

Day	Hours
Monday	1pm-7pm
Tuesday	7.30am-1pm
Wednesday	1pm-7pm
Thursday	7.30am-7pm
Friday	7.30am-1pm

The hours of operation and the low intensity of use is not considered an issue as all consulting is undertaken inside the rooms. There would be few, if any amenity impacts on the businesses or residential premises that surround the consulting room. The increased foot traffic and business activity in proximity to the George Street would be welcome and the proposed change of use helps to activate the subject building and surrounds.

Parking Requirements

Clause 5.8.5 Car Parking and Vehicular Access of TPS3 states:

Car parking in respect of development in the Commercial Zones is to be provided in accordance with the standards set out in Schedule 11 of the Scheme and the specifications in Schedule 4 of the scheme. Where there are no standards for a particular use or development, the local government is to determine what standards are to apply. In its determination of the requirements for a particular use or development which is not listed in Schedule 11 of the Scheme, the local government is to take into consideration the likely demand for parking generated by the use or development.

Furthermore Clause 5.8.7 On-Street Parking states:

The local government may accept immediately adjacent on-street parking as satisfying part or all of the car parking requirements for development, provided such allocation does not prejudice adjacent development or adversely affect the safety or amenity of the locality.

In terms of parking Schedule 11 of LPS3 requires that consultancy rooms are required to provide 2 spaces for every consulting room and 1 space for every staff member. Information provided by the applicant stated that there would be 1 consulting rooms within the space and 1 staff member. Based on these figures there would need to be a total of 3 car bays provided.

The main Brush Factory building is currently comprised of a number of approved uses including commercial offices, residential apartments, dance studio and rehearsal space and a jazz club. A total of 30 car bays are located in publicly accessible undercroft parking on site and 28 are dedicated for commercial purposes. In this case it is stated that the lease area for the consultant rooms is 95m². A reduction in office space to 190m² is proposed which would mean that the parking previously allocated to this office space could be re-allocated to the consultant rooms. A 95m² office would be required to supply 4 car bays (1 space per 30m²) so there is in fact, 1 less car bay required for the consulting as there is for an office.

Assuming that 8 car bays are made available to the consultant rooms in the building this leaves a deficit of 7 car bays. However, there are 2 car bays on Duke Street adjacent to the Brush Factory building, as well as an additional 3 bays located in front of the residential apartments. There is also more parking located on the eastern side of Stirling Highway along Silas Street, with easy pedestrian access available via the George Street underpass. In addition, there is Council parking available on George Street which is comprised of 10 car bays.

Additionally, all the tenancies in the building have not been filled, and as previously approved there is an ability to utilise car parking made available from the reciprocal parking arrangements that have been in place between the commercial spaces in the building. Because of the previous approvals relying on reciprocal parking, car parking bays cannot be specifically allocated to uses.

The following table shows the required and available parking.

Parking at the Brush Factory

Use	Area m ²	Parking required	Parking provided- 30 bays in undercroft parking - 28 commercial bays (1 disabled) & 2 for penthouse apartment		Total Available for Each Use
Reduced area of commercial offices 1 car bay per 30m ² net lettable area	190	7 bays	Additional 3 bays available for consulting rooms	Opportunity to use other bays that are not being used from 28 commercial parking bays available within the undercroft parking due to the reciprocal parking agreement	7
Performing Arts		3 bays	3 bays		3
Dance		3 bays	3 bays		3
Yoga studio (health studio) 1 space for every 10m ² net floor area ***	103	12 bays (11 bays for yoga participants & 1 bay for instructor)	7 bays		7***
Consulting Rooms		15 bays	8 bays for all consulting rooms in building available 7 required		8
On street parking			5 bays adjacent to the building		
Total					28

***Note that the actual number of car bays that the yoga classes have provided is not consistent with the actual use. The yoga studio is only operating in the mornings and has small class numbers. The use does not create significant parking demand and as a result there are surplus car bays available for use by other tenants outside yoga class times.

Based on the total onsite parking bays available during the day there is a deficit of 7 car bays for the all the consulting rooms in the building. However, the shared parking arrangements, as well as off street parking including 5 on-street car bays directly adjacent to the subject building as well as parking in Silas Street, Duke and George Street mean that there is sufficient overall parking available to support the consulting room. It is essential that the reciprocal parking arrangements that were previously approved are maintained and that no car bays are specifically allocated for specific businesses located within the building. The yoga is an early morning use and there is little demand for parking from this group and other tenancies are currently vacant, so there are many vacant car bays during the day. Given that the jazz club is only open from 5pm Thursday and Friday afternoon and 11am Saturday and Sunday there is no demand from the jazz club during the working week for parking, and car bays can be made available to the other businesses within the building, including the consulting rooms that are the subject of this report.

Conclusion

The proposed change of use (additional use) to add consulting room with the existing approved office is considered an appropriate use for the subject property. There are few, if any amenity impacts and the use will help to activate the street and the property during the hours of operation of the proposed business.

Despite the deficit of car parking bays there is sufficient street parking available in the surrounding area for clients that will visit the site, as well as undercroft parking that is available to other uses due to the varied opening times of other tenancies.

Given the comments above and the explanation provided the proposed change of use is recommended for approval subject to conditions.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the proposed change of use (additional use) is considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

11.7 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION 071120

Moved Cr Watkins, seconded Cr Nardi

That Council grant development approval and exercise its discretion for the change of use to include an additional use of consulting rooms at 137 George Street (The Brush Factory), East Fremantle, as described on the information and date stamped received 21 October 2020 subject to the following conditions:

- 1. Maximum area of the consulting room is not to exceed 95m².**
- 2. Only one consultant/staff member is permitted to utilise the 95m² space at any one time.
Where additional consultants/ staff members are required, the approval of Council is required.**
- 3. The reciprocal car parking arrangements as previously approved are to remain in place with all car parking to be made available to all commercial uses within the building.**
- 4. All other conditions as previously endorsed by Council are to be complied with unless modified by this proposal.**
- 5. Works are to be constructed in conformity with the written information in relation to the use accompanying the application for development approval other than where varied in compliance with the conditions of this development approval or with Council's further approval.**
- 6. No signage is approved under this change of use application. A separate application is required for signage. All signage is to comply with the Town's Signage Design Guidelines Local Planning Policy 3.1.3.**
- 7. With regards to plans submitted with respect to a building permit application, changes are not to be made in respect of the plans which have received development approval, without those changes being specifically marked for Council's attention.**
- 8. The proposed use is not to be commenced until all conditions attached to this development approval have been finalised to the satisfaction of the Chief Executive Officer in consultation with relevant officers.**
- 9. Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.**
- 10. This planning approval is 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.***

(CARRIED UNANIMOUSLY)

As 4 Committee members voted in favour of the Reporting Officer’s recommendation, pursuant to Council’s decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

12 MATTERS BEHIND CLOSED DOORS

Nil

13 CLOSURE OF MEETING

There being no further business the Presiding Member declared the meeting closed at 7.54pm.

I hereby certify that the Minutes of the ordinary meeting of the Town Planning Committee of the Town of East Fremantle, held on 3 November 2020, Minute Book reference 1. to 13 were confirmed at the meeting of the Committee on:

.....

Presiding Member

11.2 Audit Committee Meeting (4 November 2020)

File ref	C/MTP1
Prepared by	Peter Kocian Executive Manager Corporate Services
Meeting Date:	17 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Audit Committee Minutes

Purpose

To submit the minutes and recommendations of the Audit Committee for receipt and adoption by Council.

Executive Summary

The Committee met on 4 November 2020 to consider four officer reports. Two recommendations arising from this meeting require endorsement by Council.

Consultation

Audit Committee.

Statutory Environment

Nil.

Policy Implications

Nil.

Strategic Implications

Nil.

Site Inspection

Not applicable.

Comment

The unconfirmed Committee minutes are presented for receipt with two Committee recommendations requiring endorsement by Council.

11.2.1 COMMITTEE RECOMMENDATION

That the unconfirmed Minutes of the Audit Committee Meeting held on 4 November 2020 be received.

Audit Agenda 10.1 Interim Audit Management Letter

11.2.2 COMMITTEE RECOMMENDATION

That Council:

- 1. receive the Audit Management Letter from the Interim Audit for the Year Ended 30 June 2020, as presented as attachment 1 to this report.**
- 2. note that the key audit findings will be incorporated into the standing Status Report and will be presented to the Audit Committee for ongoing monitoring.**

Audit Agenda 10.4 Annual Financial Report Audit – Planning Summary

11.2.3 COMMITTEE RECOMMENDATION

That Council:

- 1. receive the Annual Financial Report Audit – Planning Summary.**
- 2. note that Auditors Report is planned to be issued on the 11 December 2020, meaning that a special meeting of the Audit Committee/Council may be required in January 2021 to receive the Annual Financial Report inclusive of the Auditor’s report, and to meet with the Auditor to discuss audit findings.**

TOWN OF
EAST FREMANTLE



MINUTES

Audit Committee Meeting

Wednesday, 4 November 2020 at 6.30pm

Disclaimer

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 I) 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.

Copyright

The Town wishes to advise that any plans or documents contained within the Minutes may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. The Town wishes to advise that any plans or documents contained within this Agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction.

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**MINUTES OF THE ORDINARY MEETING OF THE AUDIT COMMITTEE HELD IN THE COUNCIL CHAMBER,
135 CANNING HIGHWAY EAST FREMANTLE ON WEDNESDAY, 4 NOVEMBER 2020.****1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS**

The Presiding Member opened the meeting at 6.37pm.

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, present and emerging."

3. RECORD OF ATTENDANCE**3.1 Attendance**

The following members were in attendance:

Cr A Natale Presiding Member
Cr A McPhail
Cr M McPhail
Cr A Watkins

The following staff were in attendance:

Mr G Tuffin Chief Executive Officer
Mr P Kocian Executive Manager Corporate Services
Ms Bron Browning Minute Secretary

3.2 Apologies

Mayor J O'Neill
Cr J Harrington

3.3 Leave of Absence

Nil.

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 Questions

Nil.

6.2 Public Question Time

Nil.

7. PRESENTATIONS/DEPUTATIONS

7.1 Presentations

Nil.

7.2 Deputations

Nil. The Auditor will be at the next meeting

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Audit Committee (29 June 2020)

8.1 OFFICER RECOMMENDATION

Moved Cr A McPhail, seconded Cr M McPhail

That the minutes of the Audit Committee meeting held on Monday 29 June 2020 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

10. REPORTS**10.1 Interim Audit Management Letter**

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	4 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Interim Audit Management Letter for Year Ended 30 June 2020

Purpose

The purpose of this report is for the Audit Committee to receive the Audit Management Letter from the 2020 interim audit.

Executive Summary

Interim Audit results for the year ended 30 June 2020 are presented to the Audit Committee in the attached management letter. The focus of the interim audit was to evaluate the Town's overall control environment and to obtain an understanding of the key business processes, risks and internal controls relevant to the audit of the annual financial report.

Background

In accordance with section 7.2 of the *Local Government Act 1995*, the accounts and annual financial report of a local government for each financial year are required to be audited by an Auditor.

Part 7 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* addresses the situation of audit. In relation to the duties of the local government with respect to audits –

- a. *the local government is to do everything in its power to –*
 - i. *assist the auditor to conduct an audit and carry out his or her other duties under the Act; and*
 - ii. *ensure that audits are conducted successfully and expeditiously;*
- b. *a local government is to meet with its auditor at least once in every year;*
- c. *a local government is to examine the report of the auditor and is to –*
 - i. *determine if any matters raised require action to be taken by the local government; and*
 - ii. *ensure that appropriate action is taken in respect of those matters;*
- d. *local government is to –*
 - i. *prepare a report on any actions taken in respect of any matters raised in the report of the auditor; and*
 - ii. *forward a copy of that report to the Minister by the end of the next financial year, or six months after the last report prepared by the auditor is received by the local government, whichever is the latest in time.*

The primary role of the Audit Committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability. The Committee should critically examine the audit and management reports provided by the external auditor and then determine if matters raised in the reports require action to be taken by the local government administration.

Consultation

Chief Executive Officer

Statutory Environment

Part 7 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* applies to audit in local government.

Policy Implications

The Department of Local Government has published Operational Guideline No. 9 Audit in Local Government that covers the appointment, functions and responsibilities of Audit Committees.

Financial Implications

The annual budget includes an allocation of \$25,000 for internal audit project work. There may be a cost associated with implementing some of the audit findings.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Key findings from the interim and annual audits are not actioned	Possible (3)	Moderate (3)	Moderate (5-9)	Compliance	Control through Audit Committee monitoring of status report

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	9
-------------	---

Does this item need to be added to the Town’s Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

Strategic Priority 5 – Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Comment

All of the key findings from the interim and annual audit will be incorporated into the standing Status Report and will be presented to the Audit Committee for ongoing monitoring.

There are 11 findings contained within the Interim Audit Management Letter – 4 findings were identified in the current audit and 7 findings carried over from prior year audits.

Three of the current audit findings have been reviewed, controls implemented, and can be marked off as complete.

Of the 7 prior year findings, 2 have been completed, and 4 of the findings are considered to be ongoing as they relate to recurrent activities and are not static items.

10.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A011120

Moved Cr A McPhail, seconded Cr Watkins

That the Audit Committee recommend Council:

- 1. receive the Audit Management Letter from the Interim Audit for the Year Ended 30 June 2020, as presented as attachment 1 to this report.**
- 2. note that the key audit findings will be incorporated into the standing Status Report and will be presented to the Audit Committee for ongoing monitoring.**

(CARRIED UNANIMOUSLY)

10.2 Recurrent Status Report – Risk Management, Internal Controls and Legislative Compliance

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	4 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Status Report

Purpose

It is recommended that the Audit Committee receive a status report on all outstanding matters raised in external audit reports, financial management reviews, performance audits, internal audit reports and any other review relevant to the Audit Committee's Terms of Reference.

Executive Summary

A status report has been prepared reporting against identified issues with respect to audit, risk management, internal controls, procurement matters and legislative compliance. The status report is not an exhaustive listing and will become a living document and updated as issues are identified. It is presented to the Audit Committee to assist in their role to report to Council and provide advice and recommendations on matters relevant to its terms of reference.

Background

The Department of Local Government has published an Operational Guideline on Audit in Local Government. Appendix 3 of this Guideline lists a number of matters that should be presented to an Audit Committee for review and monitoring:

Risk Management:

- Reviewing whether the local government has an effective risk management system;
- Reviewing whether the local government has a current and effective business continuity plan;
- Reviewing areas of potential non-compliance with legislation, regulations and standards and local governments policies;
- Reviewing the following; litigation and claims, misconduct, and significant business risks;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local governments internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied.

Internal Control Systems:

- Separation of roles and functions, processing and authorisation;
- Control of approval of documents, letters and financial records;

- Limit of direct physical access to assets and records;
- Control of computer applications and information system standards;
- Regular maintenance and review of financial control accounts and trial balances;
- Comparison and analysis of financial results with budgeted amounts;
- Report, review and approval of financial payments and reconciliations;
- Comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review managements plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Considering the internal auditors role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements.

Consultation

Chief Executive Officer
Manager Finance and Administration

Statutory Environment

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of a local governments systems and procedures in relation to risk management, internal control and legislative compliance separately or all at the one time, on the provision that each matter is reviewed at least once every three years. The CEO is also required to report the results of that review to Council.

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

There are no financial implications relevant to this item.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That key findings are not actioned within a timely manner	Possible (3)	Moderate (3)	Moderate (5-9)	Compliance	Control through oversight by the Audit Committee and ensuring adequate budget allocation for resourcing

Risk Matrix

Consequence / Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	9
Does this item need to be added to the Town’s Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

- Strategic Priority 5 – Leadership and Governance
- 5.1 Strengthen organisational accountability and transparency
- 5.3 Strive for excellence in leadership and governance

Comment

The status sheet has been updated accordingly.

The following summary of completion is provided:

Risk Category	No. Issues	Completed	Underway	Not Commenced
High	21	15	5	1
Medium	38	24	19	5
Low	11	8	2	1
	70	47	26	7

10.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A021120

Moved Cr Watkins, seconded Cr M McPhail

That the Audit Committee receives the status report on items relevant to its Terms of Reference.

(CARRIED UNANIMOUSLY)

NB: The Committee agreed that all completed items on the Status Report would be removed following the next meeting of the Audit Committee. A traffic light status will also be added to the last column of the Status Report.

10.3 Operational and Strategic Risk Registers

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	4 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Operational Risk Register 2. Strategic Risk Register

Purpose

It is recommended that the Audit Committee receive the attached Operational and Strategic Risk Register.

Executive Summary

The Town's most recent Financial Management Review identified the requirement for a comprehensive Risk Register to be developed and presented to the Audit Committee as a standing item. This project has now been completed, with an Operational Risk Register and Strategic Risk Register appended to this report.

BackgroundOperational Risk Register

A report providing background to the Town's Risk Management Governance Framework was considered by the Audit Committee at its meeting of 7 November 2019. A risk assessment tool has since been adopted by Council, and features in all Council agenda items. Any item with a risk rating over 16 is required to be included in the attached Operational Risk Register.

The 2019 General Computer Control (GCC) Audit also included a finding that *"a register to track and record the Town's information risks does not exist"*. An Information Systems risk profile has now been incorporated into the Operational Risk Register and includes all findings from the GCC Audit.

Strategic Risk Register

Local Government Insurance Services (Risk Management Team) was engaged to assist the Town to identify potential strategic risks, facilitate the assessment and development of mitigation activities for prioritised strategic risks, and to provide a documented format for the ongoing management and reporting of strategic risks.

The above project work has resulted in the development of a Strategic Risk Dashboard Report (see attached Strategic Risk Register). Five key strategic risks have been identified by the Executive Team:

- Waste Recycling
- Inadequate provision of facilities or services
- East Fremantle Oval Precinct Project
- Strategic Planning
- Stakeholder Engagement

The inherent risk (risk prior to implementation of any controls) is considered to be high or extreme for all of the aforementioned. A number of actions and timeframes have been attached to each of the Strategic Risks, the status of which will be reported to the Audit Committee on a reoccurring basis.

Consultation

Executive Team

Statutory Environment

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of a local governments systems and procedures in relation to risk management, internal control and legislative compliance separately or all at the one time, on the provision that each matter is reviewed at least once every three years. The CEO is also required to report the results of that review to Council.

Policy Implications

Council has adopted Policy 2.2.4 Risk Management.

Financial Implications

There are no financial implications relevant to this item.

Strategic Implications

Strategic Priority 5 – Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Theme Risk	Risk Action Plan (Controls or Treatment proposed)
A major function of the Audit Committee is to oversee the treatment/management of extreme risks. Failure to do so may result in adverse consequences.	Unlikely (2)	Major (4)	Moderate (5-9)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected < 1 month	Manage by actively monitoring

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	8
Does this item need to be added to the Town’s Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

The Dashboard reports from the Risk Registers identify a number of actions to be completed within the next 12-months. The Committee’s attention is drawn to these items and any queries/concerns/prioritised actions will be documented in the minutes from this meeting and reported against by staff at the next meeting.

10.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A031120

Moved Cr Watkins, seconded Cr A McPhail

That the Audit Committee receives the Operational Risk Register and Strategic Risk Register as appended to this report and note that the current actions and timeframes contained within this document will be reviewed by the Committee on a reoccurring basis.

(CARRIED UNANIMOUSLY)

NB: The Audit Committee requested that only the dashboard summary be presented for future meetings with the exception of a new risk profile. The bar graph on top of the Strategic Risk Register is also to be removed. A definition of each risk is to be added to the Operational Risk Register dashboard.

10.4 Annual Financial Report Audit – Planning Summary

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	4 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Annual Financial Report Audit – Planning Summary

Purpose

The purpose of this report is for the Audit Committee to receive the Annual Financial Report Audit – Planning Summary.

Executive Summary

Pursuant to the Local Government (Audit) Regulations 1996, the Auditors Report is to be forwarded within 30 days of completing the audit, and under section 7.9 (1) of the *Local Government Act 1995* the audit report is to be provided by the 31 December.

As per the proposed audit schedule contained on page 11 of the attached Annual Financial Report Audit – Planning Summary, the Auditors Report is intended to be issued the 11 December.

Background

Section 6.4 of the *Local Government Act 1995* requires local governments to prepare an annual financial report for the preceding financial year. The financial report is to be prepared and presented in the manner and form prescribed in the *Local Government (Financial Management) Regulations 1996*. Local Governments are required to submit the annual financial report to its auditor by the 30 September.

The following table outlines the proposed audit planning schedule for the Annual Financial Report:

Final Trial Balance	12 October
Receipt of Annual Financial Report	12 October
Final Audit	26 October – 20 November
Exit Meeting (week ending)	4 December
Receipt of Signed Financial Statements and Management Representation Letter	7 December
Issue of Auditor's Report	By 11 December

Consultation

Chief Executive Officer

Statutory Environment

Part 7 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* applies to audit in local government.

Policy Implications

The Department of Local Government has published Operational Guideline No. 9 Audit in Local Government that covers the appointment, functions and responsibilities of Audit Committees.

Financial Implications

There are no financial implications associated with this item.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the Auditor's Report is not received by the 31 December.	Possible (3)	Moderate (3)	Moderate (5-9)	Compliance	Control through Audit Committee monitoring of audit plan

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

Strategic Priority 5 – Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Comment

The final audit field work has commenced. Given that the Auditors Report is planned to be issued on the 11 December, a Special Meeting of the Audit Committee will be required in January 2021 to receive the audited Annual Financial Report for the year ended 30 June 2020. This will then enable the preparation of the 2019/20 Annual Report which will be submitted to the February 2021 Ordinary Meeting of Council.

There are also some foreshadowed changes to the *Local Government (Financial Management) Regulations 1996* which may impinge audit timelines, as they are to be applied retrospectively to the accounts as at 30 June 2020. The *Local Government (Financial Management) Amendment Regulations 2020* was going to be tabled at the Executive Council on 20 October 2020 with the aim for it be gazetted on 23 October 2020. This did not occur. Local Government Professionals has advised that the next Executive Council meeting is 3 November 2020. The Parliamentary Counsel's Office now handles publishing in the Government Gazette; therefore, it is expected publication in the Gazette to be Friday 6 November 2020 or Tuesday 10 November 2020, assuming it is approved at the Executive Council Meeting. It is our understanding that the Office of Auditor General is not signing off audits until the amendments are gazetted.

10.4 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A041120

Moved Cr A McPhail, seconded Cr Watkins

That the Audit Committee recommend that Council:

- 1. receive the Annual Financial Report Audit – Planning Summary.**
- 2. note that Auditors Report is planned to be issued on the 11 December 2020, meaning that a special meeting of the Audit Committee/Council may be required in January 2021 to receive the Annual Financial Report inclusive of the Auditor's report, and to meet with the Auditor to discuss audit findings.**

(CARRIED UNANIMOUSLY)

11. **MATTERS BEHIND CLOSED DOORS**
Nil.

12. **CLOSURE OF MEETING**
Meeting closed at 8.00pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Audit Committee** of the Town of East Fremantle, held on **4 November 2020**, Minute Book reference 1. to 12. were confirmed at the meeting of the Committee on*

.....

Presiding Member

Our Ref: 8302

Mr Gary Tuffin
Chief Executive Officer
Town of East Fremantle
PO Box 1097
FREMANTLE WA 6959

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
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Email: info@audit.wa.gov.au

Dear Mr Tuffin

**ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDED 30 JUNE 2020**

We have completed the interim audit for the year ended 30 June 2020. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate your overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management Control Issues

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the Local Government (Audit) Regulations 1996. If so, we will inform you before we finalise the report.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the Mayor. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7674 if you would like to discuss these matters further.

Yours faithfully



ARAM MADNACK
DIRECTOR
FINANCIAL AUDIT
16 October 2020

Attach

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
Findings identified in the current audit			
1. Access levels within SynergySoft	✓		
2. Purchasing approvals exceeding delegations	✓		
3. Purchasing policy contract requirements		✓	
4. Asset stocktake process not formalised		✓	
Issues from prior year audits			
5. Quotations – minimum number not obtained	✓		
6. Information security management		✓	
7. Information risk management		✓	
8. Change management		✓	
9. Management of removable media		✓	
10. Management of technical vulnerabilities		✓	
11. Network device management		✓	

KEY TO RATINGS

The ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor - Those findings that are not of primary concern but still warrant action being taken.

12. REPORTS

12.1 PLANNING

12.1.1 Riverside Road – Left Bank – Alfresco Area

File ref	P/RIV15
Prepared by	Andrew Malone Executive Manager Regulatory Services
Supervised by	Gary Tuffin Chief Executive Officer
Meeting Date:	17 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Left Bank Alfresco Area Presentation

Purpose

The purpose of this report is for Council to consider endorsing for advertising purposes a proposed alfresco area located on Council verge at the Left Bank on Riverside Road.

Executive Summary

Town staff have worked with the Left Bank to develop their proposal for an alfresco area, located on the verge to the front of the Left Bank Hotel on Riverside Road (under the Norfolk Pines). Three options were investigated, however this report only considers one option as discussed below.

Background

The Left Bank in October 2017 approached Council requesting Council consider facilitating an alfresco area to the front of the Left Bank Hotel on Riverside Road. Council's verge (under the Norfolk Pines) would be utilised for the purposes of an alfresco area.

Over the past two years, the Left Bank presented to a Council Forum and has had ongoing operational discussions with the Town to develop this concept further and has continued to demonstrate an interest in progressing the alfresco area. At the Town's most recent meeting with the Left Bank in July 2020 after Riverside Road was resurfaced (but not finished), several options were discussed. Due to the resurfacing works to Riverside Road, this project had been on hold pending completion of the works. Those works are complete and the Left Bank would like this matter formally considered by Council.

Consultation

Consultation was undertaken internally and with elected members on several occasions. External advertising has not occurred. The recommendation in this report is to advertise the proposal to the community to seek feedback on the proposal.

Statutory Environment

Clarification has been sought from the Department of Biodiversity, Conservations and Attractions regarding an approval/ assessment process for the alfresco area. The proposed alfresco area would require a Form 7 application to be submitted and approval granted by DBCA. A report and the drafting of more detailed plans on the proposal would be prepared by the applicant for DBCA to assess.

Policy Implications

Public Places and Local Government Property Local Law 2016.

Financial Implications

Whilst quotes have not been requested, a discussion with the Operations Manager revealed an estimated cost of \$20,000 for a new footpath from Andrews Road to approximately the Bicentennial Falls. Should the proposal receive wide support, funds and associated designs for such work could occur in the coming months after the midyear budget review.

All works regarding the alfresco area are to be borne by the Left Bank (ie fencing, removal of existing footpath, shade structures, seating, concrete pads etc).

Risk Implications

Risks and liabilities identified in the discussion section of this report (below).

Strategic Implications

“Town of East Fremantle Strategic Community Plan 2017-2027”

Strategic Priority 1 – Social – A socially connected, inclusive and safe community

- 1.1 *Facilitate appropriate local services for the health and wellbeing of the community*
 - 1.1.1 *Facilitate or partner to ensure a range of quality services are provided at a local level*
 - 1.1.2 *Strengthen the sense of place and belonging through inclusive community interaction and participation*
- 1.2 *Inviting open spaces, meeting places and recreational facilities*
 - 1.2.1 *Provision of adequate recreational, sporting and social facilities*
 - 1.2.2 *Activate inviting open spaces that encourage social connection*
- 1.3 *Strong community connection within a safe and vibrant lifestyle*
 - 1.3.1 *Partner and educate to build a strong sense of community safety*
 - 1.3.2 *Facilitate opportunities for people to people to develop community connections and foster local pride*

“Town of East Fremantle Public Health Plan 2018-2022”

Public Health Action Plan

1 – *Healthy People and Community*

Support the prevention of avoidable injuries: Reduce the number of dog attacks and promote responsible dog ownership.

2 – *Healthy Places and Spaces*

Conserve, maintain and enhance the Town’s open spaces: Implement the recommendations within the Town of East Fremantle Recreation and Community Facilities Strategy.

Site Inspection

Inspections and site meetings have occurred with internal staff.

Comment

The Left Bank Hotel in late 2017 approached Council administration regarding the introduction of an alfresco area to the front verge of the Left Bank Hotel on Riverside Road. This alfresco area would be “dog friendly” and is proposed in Council’s verge, where dogs are current tethered to the large Norfolk Pines. At a Council Forum in October 2018, management from the Left Bank Hotel presented their proposal for the dog alfresco area to elected members.

Over the following 24 months since that Forum, The Left Bank has indicated there has been growing demand from the community to allow dogs into The Left Bank’s beer garden. This stems from confusion in regard to regulations about whether dogs are permitted in licensed alfresco

areas. Venues throughout Perth and within the City of Fremantle, allow patrons to bring their dogs into the external seating areas, either via formal approval or informally. This has caused arguments and frustration with the Left Bank's patrons that don't understand the differentiation between requirements of venues.

In accordance with Clause 24 (3) of Standard 3.2.2 of the Food Standards Code:

"A food business may permit a dog that is not an assistance animal to be present in an outdoor dining area".

Consideration however needs to be given towards the definition of "outdoor dining area". "Outdoor dining area" means an area which:-

- (a) is used for dining, drinking or both drinking and dining; and
- (b) is not used for the preparation of food; and
- (c) is not an enclosed area; and
- (d) can be entered by the public without passing through an enclosed area.

In summary, a dog friendly area is permissible within a venue (outdoor dining area) pursuant to the health regulations, however the food business would still need to manage the associated health and safety risks of having dogs in an area. This includes dog owners still complying with the Dog Act, including having control of the dogs with them being kept on a lead at all times. Dogs must not be permitted to make contact with food service equipment and must remain on the ground at all times. Other matters such as aggressive dogs, dog excrement and patrons' anxiety to dogs must also be managed by the business.

The Left Bank in consultation with their own staff and clientele does not permit patrons to bring dogs into the venue. Dogs are leashed on the verge (under the Norfolk Pine) whilst patrons frequent the venue. Management is not in favour of permitting dogs into the existing outdoor areas because of potentially detrimental impacts to the existing business. The Left Bank is therefore proposing to create a "Dog Friendly" alfresco zone adjacent to The Left Bank, along Riverside Road, within Council's verge. It is requested by the Left Bank that Council enter into a lease agreement for the purposes of utilising this space.

The application for the alfresco area proposes:

- The creation of a fenced alfresco area on the Riverside Road, along approximately 27 metre of the front verge of the venue (approximately in between the Norfolk Pine).
- the area will be serviced with food and beverage as per the rest of the venue. Signage will be placed at each end of the alfresco area to ensure patrons are aware of the extent of the licensed area.
- The alfresco area will be operated as "dog friendly", however all patrons will be permitted in this location.
- The area is approximately 125sqm in area, with some reductions in usable area due to trees. It will abut the limestone wall at the front of the venue and extend to the road. Note the current footpath is proposed to be removed/ sealed off, but note a separate footpath is proposed to be constructed between Andrew's Road connecting through to the Bicentennial Falls – however this is dependent on usage and need.
- The area is intended for use by approximately 40-60 patrons.
- The area will be fenced in its entirety, with entry points to the alfresco area controlled by gates.

- Fixed tables will be located in the area, umbrellas will be utilised and water bowls will be provided for dogs.
- The Left Bank will be seeking an extended trading permit to allow the sale of alcohol in this area. An Extended Trading Permit from the Department of Racing Gaming & Liquor will be required.

The proposed alfresco area would require additional works to the verge comprising of:

- New footpath between Andrews Road and Bicentennial Falls located adjoining the kerb/roadside, costs to be borne by Council. The cost of the footpath for the extent of the alfresco area adjoining the Left Bank alfresco area would be requested, as this is considered to be the replacement of the existing footpath.
- Alfresco area located adjoining existing boundary wall (limestone wall) of the Left Bank.
- Existing pedestrian path from car park to Bicentennial Falls removed (adjoining Left Bank boundary). It is noted this footpath is not compliant with current access/ manoeuvrability standards as the path is too narrow.
- Fully fenced alfresco area. All landscaping, fencing, furniture costs to be borne by the Left Bank.

Potential issues relating to the alfresco area:

- Liabilities/safety relating to impeding the thoroughfare (footpath) should the existing footpath remain and the alfresco area be separated from the venue by that thoroughfare.
- Liabilities/safety relating to the location of the alfresco area and Riverside Road. Liabilities relating to alcohol consumption, animal control and Riverside Road (responsibility of the Left Bank). The proposed alfresco area will be fully fenced creating a visual and physical barrier along Riverside Road.
- Costs associated with the new footpath, approximately 130 metres length of new footpath.
- The alfresco area is not solely for use by dog owners, the area is "dog friendly" only, therefore the proposed alfresco area is an extension in service/ trade area for the venue for all customers, not just for dog owners.
- Damage to verge and trees (existing Norfolk Pines).
- Proposed Riverside Road upgrade, extent of works and proposed timeframes.
- Unknown potential future financial implications.
- Adverse impacts caused by antisocial behaviour.
- Car parking issues associated with increased popularity of the venue.

Potential Benefits:

- Further activates the river foreshore area, which already has high usage rates.
- Provides a social area of patrons and dogs close to the river in a scenic area.
- Provides a new entertainment area with river frontage.
- Improves the provision of entertainment services on Riverside Road.
- Improved infrastructure proposed including fully fenced alfresco area, seating, umbrellas etc.
- Complaint thoroughfares would be constructed on Riverside Road (subject to further assessments, profiles and investigation of the current root system of the existing Norfolk Pines).
- Works to be undertaken and paid for by The Left Bank for the extent of the frontage of the Left Bank.

It is proposed to firstly advertise the proposal widely, including notifications on the Left Bank wall and newspaper notifications seeking feedback on the proposal. It is considered important the community have an opportunity to provide input into the proposal to ensure a suitable and safe alfresco area is developed.

12.1.1 OFFICER RECOMMENDATION

That Council:

- 1. authorise the advertising of the proposed alfresco area for a period from 30 November 2020 until 29 January 2021 prior to the alfresco area being formally considered by Council;**
- 2. notes a further report will be provided at the completion of the public submission period, incorporating any submissions received for Council's consideration.**



THE LEFT BANK

Alfresco Proposal

DRAFT

June 2018

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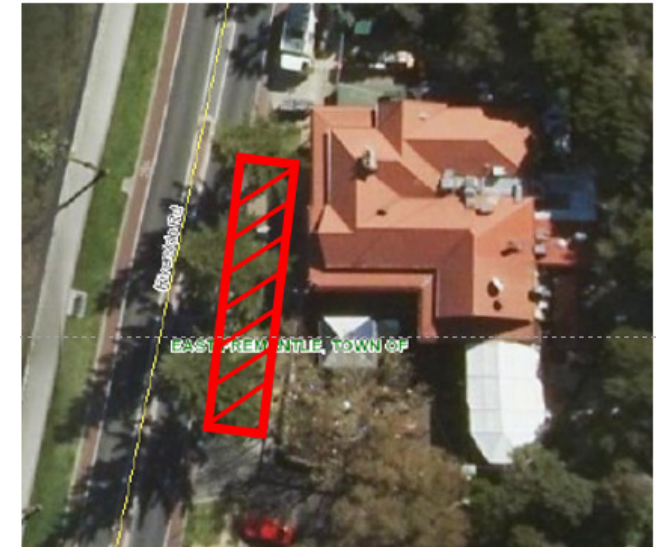
Overview and Purpose

- The Left Bank is proposing to create a fenced alfresco area on the Riverside Drive side of the venue
- It is proposed that the area be operated as “dog friendly”
- The area is approximately 125sqm, with some reductions in usable area due to trees and paths
- It is proposed that the area will be fenced in its entirety
- We will be seeking an extended trading permit to allow the sale of alcohol in this area
- The area will be serviced with food and beverage as per the rest of the venue



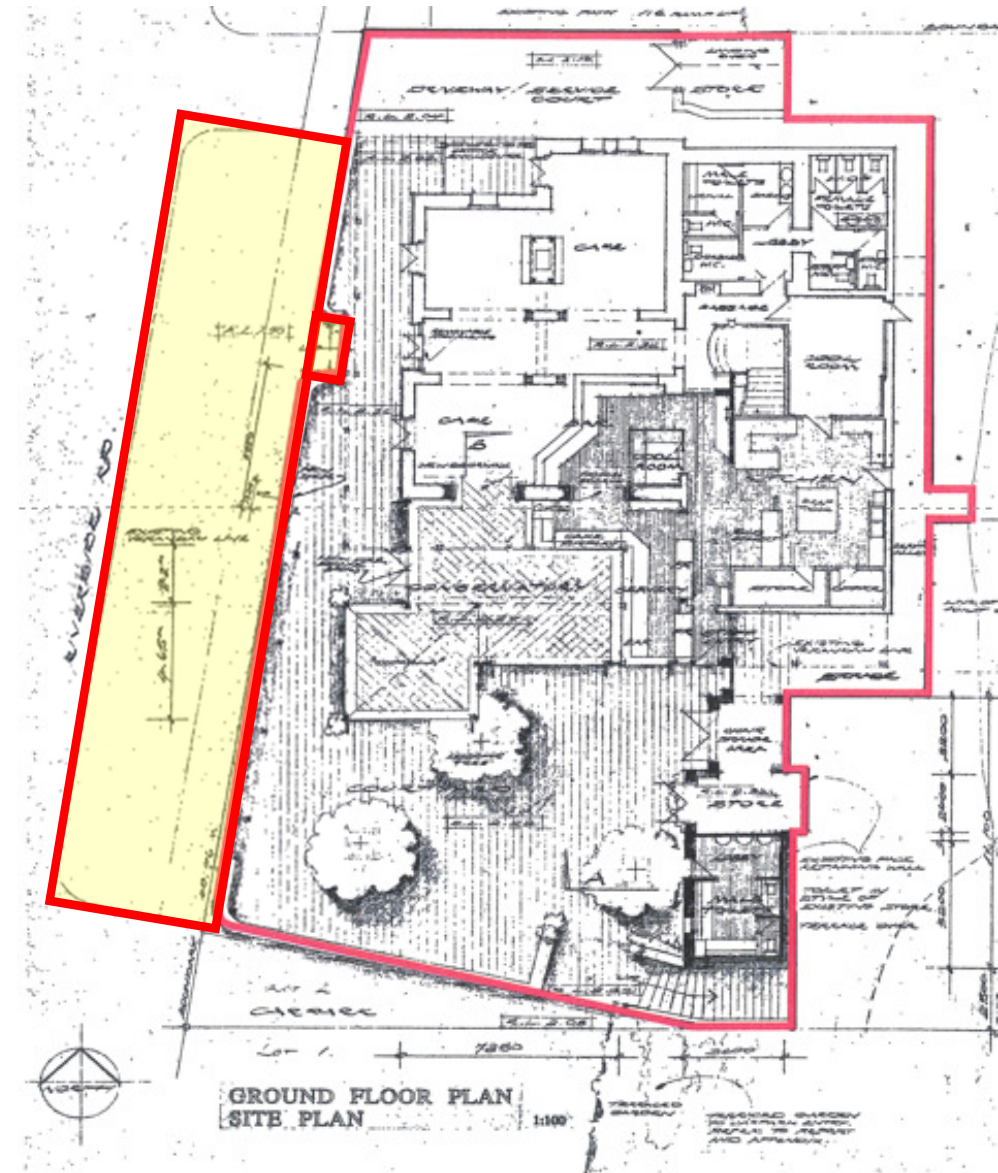
Proposed Area

- Proposed area is approximately a 5m by 25m strip of grass between the footpath and street with a total of about 125sqm
- It will abut the limestone wall at the front of the venue and extend to the road
- The footpath will not be sealed off, but note this footpath only services the Left Bank as it is not contiguous with any other footpath – the main footpath is on the other side of Riverside Rd
- Signage will be placed at each end of the footpath to ensure patrons are aware of the extent of the licensed area
- It will be patrolled by security during the hours that security are required



Proposed Area

- We will be submitting an application for a permanent Extended Trading Permit for the area
- This will extend the total licensed area of the venue by the shaded area shown
- We would seek to operate the area in a similar manner to our existing beer garden
- Typical licensed alfresco capacity allows for 1 patron per square metre of usable area
- Our application would seek to extend the Left Bank's capacity by an equivalent amount



- It is proposed that white picket fencing will be used to border:
 - the North and South ends of the area
 - side of the area that runs along the road
- The side of the area that runs along the footpaths will be left open to ensure ease of access for patrons and passers by



Seating and Setup

- A fixed type of table with integrated seating will be used so it can be left in place
- They will be positioned between the trees
- Umbrellas will be used to provide shade
- Dogs can be tied to the fixed tables and water bowls and dog treats will be available



Next Steps

- We are seeking in-principle support for an application to achieve this proposal
- Once in-principle support is granted, we will be making a formal application to the Town of East Fremantle for an alfresco dining area
- Simultaneously we will be applying for an Extended Trading Permit from the Department of Racing Gaming & Liquor
- Once approvals are granted we would look to construct the area and commence trading as soon as possible

12.1.2 243 Canning Highway – Permit Agreement

Applicant	Not Applicable
File ref	P/CAN243
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	17 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Permit Form Canning Highway

Purpose

This report recommends that Council authorise the Chief Executive Officer negotiate and progress a permit agreement from Department of Planning, Lands and Heritage (DPLH) to utilise 243 Canning Highway, East Fremantle for the purpose of Public Open Space (POS).

Executive Summary

The Town requested and has been offered the attached permit (expiring 9/12/24 under original offer) for 243 Canning Highway, East Fremantle from Department of Planning, Lands and Heritage (DPLH) to potentially use the Site for Public Open Space (POS) purposes. It is proposed delegate to the Chief Executive Officer (CEO) and Mayor authority to sign the permit and utilise the Town's seal on a permit agreement over the land. The CEO will progress the permit agreement and request modifications where appropriate and favourable to the Town.

The subject site was a former service station and motor vehicle workshop facility (OTEK Australia, 1996) (years of operation unknown, site infrastructure removed by 2003) and is classified as potentially contaminated 'possibly contaminated - investigation required' (PCIR) under the Contaminated Sites Act 2003(CS Act) due to uncertainty as to whether the Site is suitable for the proposed POS land use.

It is proposed to use of the above site as passive public open space which Department of Water and Environmental Regulation (DWER) indicated they would be happy to assist the Town in developing a management plan for the site.

Background

The Preliminary Site Investigation (PSI) undertaken by Western Environmental on 14 July 2020 has provided a valuable assessment of the historical use of the site and identifies potential sources or areas of contamination and provided DWER with significant history relating to amalgamating and integrating all previous remediation works, and investigations. The PSI also provides a review of available information, identifies data gaps and outlines recommendations for further investigation.

The PSI has confirmed that underground infrastructure and associated hydrocarbon impacted soil was remediated and validated when the site ceased to be used as a service station in 1996. There is the potential for residual impacted soil to remain beneath the site (although it is noted that significant degradation is likely to have occurred since 1996) associated with the historical remediation works and the workshop facilities which have not previously been investigated. Given the depth to groundwater and the remediation works completed, the risk to groundwater, as well as the general level of risk posed by the site, is considered to be low.

Based on the outcomes of the PSI, there are options for management and/or development of the site to enable use as passive POS which would provide a beneficial use for the site, improve its external aesthetic appearance and remains a low risk, limiting any liability to Council.

At a meeting held on 11 September 2020 between the Town and the DWER the following was discussed:

- the Town's proposal regarding POS;
- the PSI and requirements for further investigations; and
- management plans and further requirements.

DWER outlined the management options required to enable use of the above site as passive public open space which DWER indicated they would be happy to assist the Town in developing the management plan for the site.

Consultation

Discussion papers were presented to Council at forums held in February and May, and a further paper in October 2020, where discussion was held around potential public health risk associated with the use of the site and results of the investigations. DWER were satisfied with the extent of the investigations and PSI, which enabled a clear discussion regarding the use of the site as POS.

Chief Executive Officer
Executive Manager Regulatory Services
Operations Manager
Principal Environmental Health Officer
Elected Members
DWER

CEO to progress negotiations with DPLH regarding the permit agreement.

Statutory Environment

Nil

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

Variable. Dependent on available grants, costs associated with the design and establishment of the garden and proposed perimeter fencing.

Strategic Implications

Strategic Priority 4 – 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.

Risk Implications

A risk assessment has been undertaken with regard to the proposed investigations works and the permit relating to the subject site. In order to mitigate risks associated with the site and any potential contaminants onsite, a Preliminary Site Investigation (PSI) undertaken by Western Environmental and detailed discussions were held with DWER. The potential risk implications for progressing the permit agreement is low and has been mitigated.

Comment

It was indicated by DWER that the site could be used as POS (passive) subject to the following requirements:

Site Capping.

DWER advised that a capping layer should be established on the site to restrict exposure to the underlying soil. At a minimum this may involve a robust and maintained grass cover, preferably established through returfing of the site surface. Other options may include importation of clean fill e.g. for landscaping or development works, or establishment of hard cover or paved areas.

DWER further notes that capping of the site and establishing garden beds may be considered as 'remediation' of the site, and as such the site may be able to be reclassified as remediated for restricted use.

No structures are to be constructed on site. The site must remain utilised as passive only.

An alternative option would be to utilise the site as a WaterWise educational garden, planted with native vegetation, mulch and soft-landscaping to be utilised as a showcase for residents. The area will demonstrate appropriate WaterWise initiatives that can be established in their own gardens or verge treatments (in-line with the proposed WaterWise Verge Policy and the proposed adopt a verge program). The site being WaterWise will demonstrate the Town being progressive in educating and establishing a standard for correct water management. It is being investigated if a funding partnership could be established with the WaterCorp regarding a WaterWise native garden.

Site Management Plan

DWER has advised that a Site Management Plan (SMP) would be required to restrict exposure of recreational users and site workers to any residual contamination which may be present in soil. At a minimum, this is likely to require a management process for regular inspection and management of the capping layer, and for any site maintenance works involving ground disturbance, such as installation and maintenance of reticulation (although this is considered very low risk). The SMP will likely also require consideration of aspects such as site drainage and verification that any imported fill is certified to be clean/ landscaping.

DWER has indicated a willingness to assist the Town with developing a SMP. It is proposed to undertake the SMP internally by the Town.

Conclusion

Based on the risk assessment and proposed plan agreed in principle with DWER, it is recommended the CEO liaise with Department of Planning, Lands and Heritage to finalise the peppercorn permit for 5 years or more and then enter into an appropriate permit agreement.

The Town in consultation with the Water Corporation will continue to develop a simple WaterWise garden design for the subject site including planting, landscaping, furniture, fencing, access points and pathways. The design will implement waterwise initiatives and be an example garden to reflect those waterwise initiatives and education. The Town will investigate a partnership between the Town and WaterCorp to promote best practice WaterWise initiatives, verge care and water management through the utilisation of the subject site.

The Town in cooperation with DWER will develop and implement a site management plan.

The Town will Investigate grants, funding and financing options for the redevelopment of the subject lot and implement the relevant community engagement /consultation prior to the commencement of works.

12.1.2 OFFICER RECOMMENDATION

That Council authorise:

- 1. the CEO to negotiate, progress and finalise a permit agreement from Department of Planning, Lands and Heritage (DPLH) to utilise 243 Canning Highway, East Fremantle for the purpose of Public Open Space (POS).**
- 2. the Mayor and Chief Executive Officer to sign and affix the Common Seal of the Town of East Fremantle to the Permit Agreement.**



PERMIT NO: next/year

**PERMIT TO CONDUCT ACTIVITIES ON WESTERN AUSTRALIAN PLANNING
COMMISSION LAND**

Issued pursuant to the Gazetted WAPC Delegations of powers to Officers of the WAPC under the *PLANNING AND DEVELOPMENT REGULATIONS 2009*

ISSUED TO:	Town of East Fremantle	ABN:	80 052 365 032
ADDRESS:	135 Canning Highway, East Fremantle WA 6959		
TELEPHONE:	9339 9339		
DATE ISSUED:	10 December 2019	EXPIRY DATE:	09 Dec 2024

PURPOSE OF PERMIT: temporary addition to adjoining Parkland and pertaining to a request from the Town of East Fremantle dated 6 November 2019 as per letter attached (Appendix 1).

LOCATION: *Lot 800 on Deposited Plan 48094 and being the whole of the land in Certificate of Title Volume 2607 Folio 787*
(Being "The Commission Land")

CONDITIONS OF ACCESS/INDEMNITY

The Town of East Fremantle undertake all relevant due diligence and safety plans prior to entering site and ensure all personal undertaking work for the Town of East Fremantle obtain permits and licences pertaining to the work being undertaken if required.

The Town of East Fremantle acknowledges that any;

- loss or damage to The Commission Land for the period stated above or any extended period or its contractors accessing the Commission Land for the purpose outlined above;
- loss or injury to person or property suffered by The Town of East Fremantle, persons using said park, or its contractors for the period shown above or its contractors access The Commission Land for the purpose outlined above; and
- claims, demands or actions against the Commission or the Crown arising out of the negligence of the Town of East Fremantle or its contractors for the period as above or its contractors access the Commission Land for the purpose outlined above;

Will solely be the responsibility of the Town of east Fremantle.

PLEASE NOTE:

This Permit:

- Is not transferable and is intended solely for the use of the person/s shown above.

- Is issued solely for the purpose specified in the Conditions and may be revoked by the Western Australian Planning Commission by providing twenty-four (24) hours' notice to the holder.
- Is only valid for the period for which it is issued.
- Does not constitute an approval to undertake works for the purposes of satisfying any development applications pertaining to The Commission Land.
- May be cancelled for the contravention of any term or condition for which the Permit is issued, the property being required by the Western Australian Planning Commission, on receipt of a complaint or order being received by the Western Australian Planning Commission or the continued use of the property by the Permit Holder is detrimental to the property.
- Must be shown on demand to a representative of the Western Australian Planning Commission, the Local Authority in which the property is located or a member of the Western Australian Police Service

In consideration of the granting to me of this Permit, I (the undersigned) hereby agree to indemnify and hold harmless the Western Australian Planning Commission (the Commission) and all persons employed by or acting on behalf of the Commission from all actions, claims, suits and proceedings whatsoever which may be brought by any person whomsoever, including myself and my dependants, arising in any manner whatsoever out of any activity associated with the use of this permit.

Signed for and on behalf of the Town of East Fremantle by

SIGNED: WITNESS:.....

DATE:.....

Signed For and on behalf of the Commission by

SIGNED:..... WITNESS:.....

DATE:.....

12.2 FINANCE

12.2.1 Statement of Financial Activity for Period Ended 31 October 2020

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	17 November 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Statement of Financial Activity 31 October 2020 2. Capital Works Report 6 November 2020 3. Financial Health Check 31 October 2020

Purpose

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity) for the month ended 31 October 2020. The Monthly Financial Report also includes a Capital Works Report and Financial Health Check summary.

Executive Summary

A Monthly Financial Report workbook has been prepared to provide an overview of key financial activity. Two Statements of Financial Activity are provided, one by program and the other by nature and type. Both of these Statements provide a projection of the closing surplus position as at 30 June 2021.

A Capital Works Report is presented detailing committed expenditure against budgets. This report is used to assess the clearance rate of capital projects.

A Monthly Financial Health Check has also been prepared which provides key financial information against benchmarks. This document is intended to provide a concise summary of the Town's financial performance.

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.

The monthly Financial Report is appended and includes the following:

- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature and Type
- Notes to the Statement of Financial Activity including:
 - Explanation of Material Variances
 - Net Current Funding Position
 - Cash and Investments
 - Receivables
 - Cashed Back Reserves
 - Capital Disposals
 - Rating Information
 - Grants and Contributions

The attached Monthly Financial Report is 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

Management team

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.

Expenditure from the municipal fund not included in the annual budget must be authorised in advance by an absolute majority decision of Council pursuant to section 6.8 of the *Local Government Act 1995*.

Fees and charges are imposed under section 6.16 of the *Local Government Act 1995*. If fees and charges are imposed after the annual budget has been adopted, local public notice must be provided before introducing the fees or charges pursuant to section 6.19 of the *Local Government Act 1995*.

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.

As part of the adopted 2020/21 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 2020/21 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.

Strategic Implications

The monthly financial report is the key financial reporting mechanism to Council, to provide oversight of the financial management of the local government. This ties into the Strategic Community Plan as follows:

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

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Inadequate oversight of the financial position of the Town may result in adverse financial trends	Rare (1)	Major (4)	Low (1-4)	FINANCIAL IMPACT \$50,000 - \$250,000	Manage by monthly review of financial statements and key financial information

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	4
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Site Inspection

Not applicable.

Comment

This report presents the Statement of Financial Activity for the period 31 October. The following is a summary of headline numbers from the attached financial reports:

	Original Budget	YTD Budget	October Actuals
Opening Surplus	160,328	160,328	159,734
Operating Revenue	10,517,403	8,987,947	8,981,698
Operating Expenditure	(10,969,062)	(3,837,262)	(2,762,892)

Capital Expenditure	(1,026,681)	(329,200)	(281,952)
Capital Income	210,000	0	0
Financing Activities	(470,888)	(23,790)	(25,232)
Non-Cash Items	1,578,900	526,300	0
Closing Surplus	0	5,484,323	6,071,355
Unrestricted Cash			4,755,876
Restricted Cash			991,601

- Depreciation has yet to be processed due to the finalisation of the 2019/20 accounts and asset register;
- A Capital Works Report is being auto generated within the Town's financial system and emailed to Responsible Officer's on a weekly basis to monitor projects. This Report is provided as Attachment 2 and includes actual expenditure as at 6 November. Capital works have yet to substantially commence, with \$282k in total expenditure;
- Rates were levied in the month of July with rate notices issued in the first week of August. At the end of October 66.6% of rates levied (including arrears) has been receipted. The due date for payment of rates including the election of instalments was the 7 September.

Budget Variations

1. Council has approved a budget of \$17,000 for renewal of Niegerup Track. Works were completed to spread and compact crushed limestone to the track. Additional funding of \$8k is required to undertake further works to the track to ensure that it is safe. A quote has been obtained to purchase 5mm limestone fines and to spread and compact material.
2. At the July 2020 Ordinary Meeting, Council resolved on the following project priorities for funding under the Community Sports and Recreation Facilities Fund (CSRFF):

Applicant	Description of Project	Total Project Cost	Requested 1/3 contribution from the Town
East Fremantle Cricket Club	Repair cricket nets at Preston Point Reserve	\$19,065	\$6,355
East Fremantle Junior Football Club	Complete the lighting upgrade at Henry Jeffrey Oval	\$87,537	\$29,179

Part 5 of the resolution stated that "should any of the applications become successful, that a further report will be presented to Council seeking release of funding and authorisation to enter into a funding agreement".

The State Government has approved funding for the lighting upgrade project, and a Council co-contribution is now required to realise the project.

Whilst the CSRFF application was not supported from the Cricket Club, they have been successful in securing other external funding of \$7,000. They have requested a co-contribution from the Town of \$5k to match \$5k in own source funding from the East Fremantle Cricket and Junior Cricket Clubs.

The 2020/21 Budget includes an allocation of \$100,000 as a transfer to the Preston Point Facilities Reserve, for implementation of the Preston Point Master Plan. A Council resolution will be required to release these funds from Reserve for identified projects.

12.2.1 OFFICER RECOMMENDATION

That Council:

1. receives the Monthly Financial Report (Containing the Interim Statement of Financial Activity) for the month ended 31 October 2020, as presented as attachment 1 to this report.
2. notes the unrestricted municipal surplus of \$6,071,355 as at 31 October 2020.
3. receives the Capital Works Report dated 6 November 2020, as presented as attachment 2 to this report.
4. receives the Monthly Financial Health Check, as presented as attachment 3 to this report.
5. pursuant to section 6.8 of the *Local Government Act 1995*, approve the schedule of budget variations below resulting in an unfavourable movement of (\$8,000) in net current assets as at 30 June 2021, with a view of funding this amount in the mid-year budget review.

Account No.	Description	Current Budget	Amended Budget	Variance	Comment
E11633	Niegerup Track	(\$17,000)	(\$25,000)	(\$8,000)	Remedial work required. Quotes have been obtained.
E11653	East Fremantle Cricket Cont.	\$0	(\$5,000)	(\$5,000)	Matching contribution requested to fund repair of cricket nets. A funding agreement will be prepared
E11678	East Fremantle Junior Football Club Cont.	\$0	(\$29,179)	(\$29,179)	Matching contribution requested to fund lighting upgrade. A funding agreement will be prepared
2429	Transfer from Preston Point Reserve	\$30,000	\$64,179	\$34,179	Reserve funding for implementation of projects under the PP MP
Change in Net Current Assets				(\$8,000)	

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 October 2020

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 October 2020**

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 October 2020 of \$6,071,355.

Items of Significance

The material variance adopted by the Town of East Fremantle for the 2020/21 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.

	%	Amended			
	Collected /	Annual		YTD Budget	YTD Actual
	Completed	Budget			
Significant Projects					
Purchase Property, Plant and Equipment	18%	\$ 292,500	\$ 47,500	\$ 52,851	
Purchase and Construction of Infrastructure	31%	\$ 734,181	\$ 281,700	\$ 229,100	
Grants, Subsidies and Contributions					
Commonwealth Home Support Programme	50%	\$ 601,566	\$ 300,783	\$ 301,515	
Regional Road Group Grant	0%	\$ 180,000	\$ -	\$ -	
		\$ 601,566	\$ 300,783	\$ 301,515	
Rates Levied	100%	\$ 7,997,275	\$ 7,977,275	\$ 7,977,687	

% Compares current ytd actuals to annual budget

Financial Position

	Current Year
Adjusted Net Current Assets	\$ 6,071,355
Cash and Equivalent - Unrestricted	\$ 4,755,876
Cash and Equivalent - Restricted	\$ 991,601
Receivables - Rates	\$ 3,368,754
Receivables - Other	\$ 177,493
Payables	\$ 1,526,306

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

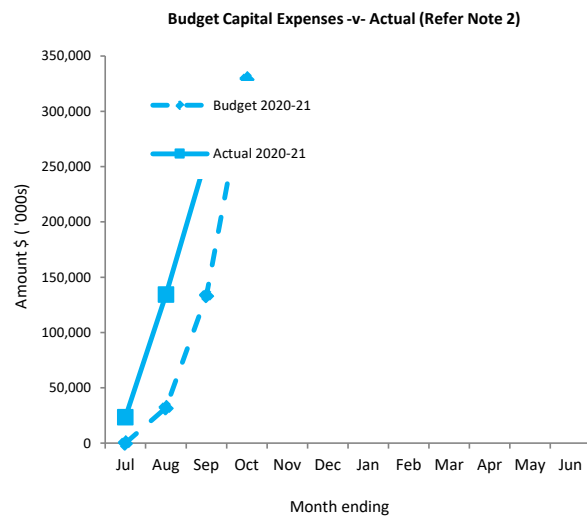
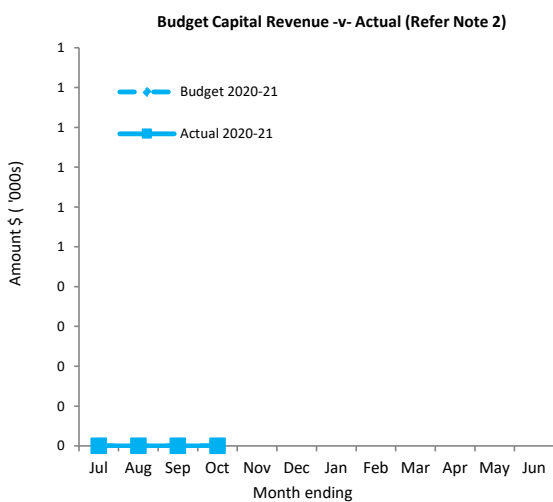
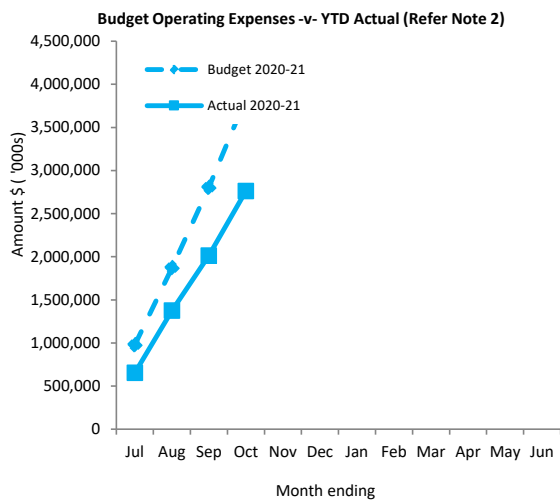
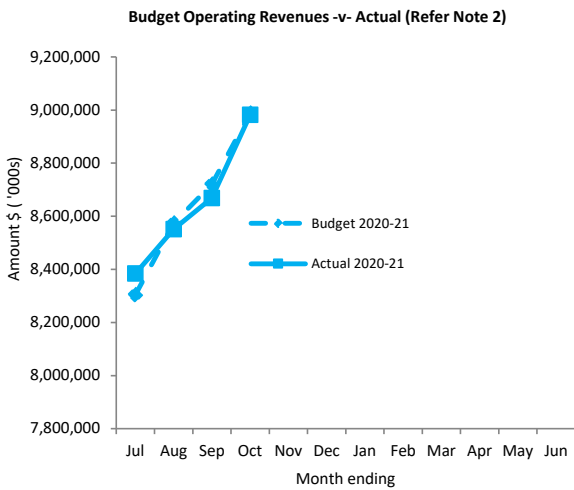
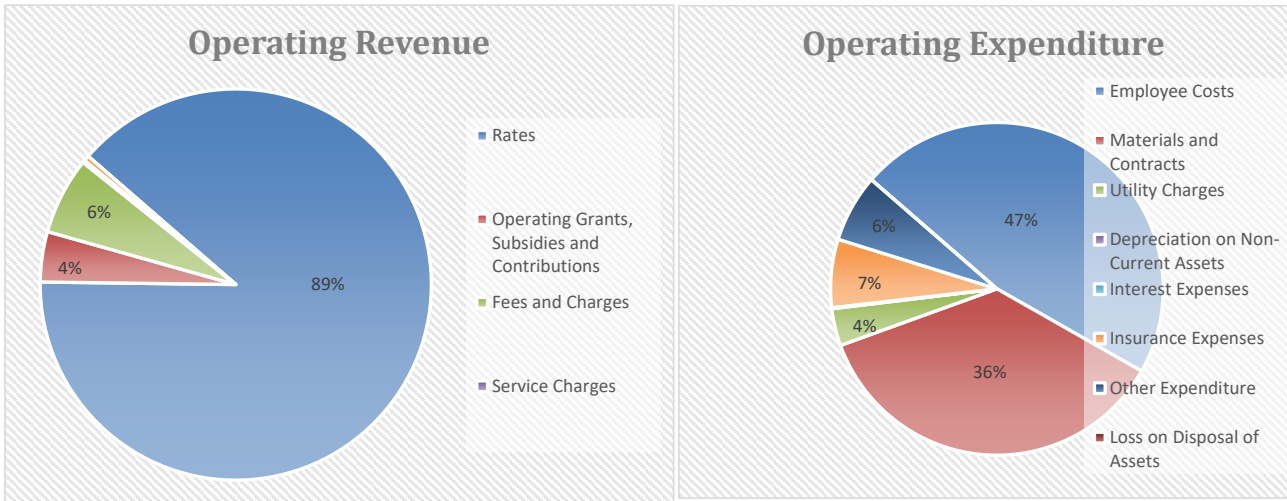
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of

Preparation

Prepared by:

Reviewed by: Peter Kocian

Date prepared:



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 October 2020

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Current Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)	3	\$ 160,328	160,328	160,328	160,328	\$ 159,734	\$ (594)	% (0%)	
Revenue from operating activities									
Governance		10,000	10,000	10,000	3,333	67	(3,266)	(98%)	
General Purpose Funding - Rates	9	7,997,275	7,997,275	7,997,275	7,977,275	7,977,687	412	0%	
General Purpose Funding - Other		328,653	328,653	328,653	100,247	101,239	993	1%	
Law, Order and Public Safety		33,200	33,200	33,200	11,067	18,959	7,892	71%	
Health		13,409	13,409	13,409	10,076	9,231	(845)	(8%)	
Education and Welfare		713,766	713,766	713,766	338,183	358,174	19,991	6%	
Housing		84,000	84,000	84,000	28,000	26,883	(1,117)	(4%)	
Community Amenities		205,000	205,000	205,000	153,000	131,085	(21,915)	(14%)	▼
Recreation and Culture		648,800	648,800	652,864	190,933	195,527	4,694	2%	
Transport		353,800	353,800	353,800	132,667	85,518	(47,149)	(36%)	▼
Economic Services		80,500	80,500	80,500	26,833	46,984	20,150	75%	▲
Other Property and Services		49,000	49,000	49,000	16,333	30,243	13,910	85%	▲
		10,517,403	10,517,403	10,521,467	8,987,947	8,981,698			
Expenditure from operating activities									
Governance		(1,198,448)	(1,198,448)	(1,198,448)	(484,149)	(411,130)	73,020	15%	▲
General Purpose Funding		(155,287)	(155,287)	(155,287)	(51,761)	(40,821)	10,940	21%	▲
Law, Order and Public Safety		(175,539)	(175,539)	(175,539)	(60,408)	(69,372)	(8,965)	(15%)	
Health		(215,419)	(215,419)	(240,419)	(64,764)	(56,295)	8,469	13%	▲
Education and Welfare		(1,116,999)	(1,116,999)	(1,116,999)	(398,766)	(285,505)	113,262	28%	▲
Housing		(45,320)	(45,320)	(45,320)	(15,987)	(4,846)	11,140	70%	▲
Community Amenities		(2,750,998)	(2,750,998)	(2,750,998)	(911,029)	(726,135)	184,894	20%	▲
Recreation and Culture		(2,334,470)	(2,334,470)	(2,384,613)	(820,429)	(482,898)	337,531	41%	▲
Transport		(2,703,195)	(2,703,195)	(2,686,195)	(895,398)	(563,299)	332,099	37%	▲
Economic Services		(115,287)	(115,287)	(115,287)	(38,429)	(40,040)	(1,611)	(4%)	
Other Property and Services		(158,100)	(158,100)	(158,100)	(96,143)	(82,552)	13,591	14%	▲
		(10,969,062)	(10,969,062)	(11,027,205)	(3,837,262)	(2,762,892)			
Operating activities excluded from budget									
Add back Depreciation		1,578,900	1,578,900	1,578,900	526,300	0	(526,300)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0	0	0		
Amount attributable to operating activities		1,578,900	1,578,900	1,578,900	526,300	0			
Investing Activities									
Non-operating Grants, Subsidies and Contributions	11	180,000	180,000	180,000	0	0	0		
Proceeds from Disposal of Assets	8	30,000	30,000	30,000	0	0	0		
Purchase Property, Plant and Equipment		(292,500)	(292,500)	(292,500)	(47,500)	(52,851)	(5,351)	(11%)	
Purchase and Construction of Infrastructure		(734,181)	(734,181)	(998,034)	(281,700)	(229,100)	52,600	19%	▲
Amount attributable to investing activities		(816,681)	(816,681)	(1,080,534)	(329,200)	(281,952)			
Financing Activities									
Transfer from Reserves	7	591,500	591,500	862,353	0	0	0		
Repayment of Debentures	10	(95,160)	(95,160)	(95,160)	(23,790)	(24,882)	(1,092)	(5%)	
(Transfer to Reserves)	7	(967,228)	(967,228)	(967,228)	0	(350)	(350)		
Amount attributable to financing activities		(470,888)	(470,888)	(200,035)	(23,790)	(25,232)	(1,442)	(6%)	
Closing Funding Surplus(Deficit)	3	0	(0)	(47,079)	5,484,323	6,071,355	587,032		

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2020

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Current Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$			\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	160,328	160,328	160,328	160,328	159,734	(594)	(0%)	
Revenue from operating activities									
Rates	9	7,997,275	7,997,275	7,997,275	7,977,275	7,977,687	412	0%	
Operating Grants, Subsidies and Contributions	11	1,175,019	1,175,019	1,179,083	422,696	372,840	(49,856)	(12%)	▼
Fees and Charges		1,187,609	1,187,609	1,187,609	535,476	572,933	37,457	7%	
Interest Earnings		120,000	120,000	120,000	40,000	19,667	(20,333)	(51%)	▼
Other Revenue		37,500	37,500	37,500	12,500	38,570	26,070	209%	▲
Profit on Disposal of Assets	8	0	0	0	0	0	0		
		10,517,403	10,517,403	10,521,467	8,987,947	8,981,698			
Expenditure from operating activities									
Employee Costs		(4,173,445)	(4,205,445)	(4,205,445)	(1,439,691)	(1,294,140)	145,551	10%	▲
Materials and Contracts		(4,279,617)	(4,000,617)	(4,101,260)	(1,398,778)	(1,001,455)	397,323	28%	▲
Utility Charges		(299,300)	(299,300)	(296,800)	(98,935)	(100,027)	(1,093)	(1%)	
Depreciation on Non-Current Assets		(1,578,900)	(1,578,900)	(1,578,900)	(526,300)	0	526,300	100%	▲
Interest Expenses		(14,960)	(14,960)	(14,960)	(3,740)	(2,616)	1,124	30%	▲
Insurance Expenses		(180,320)	(180,320)	(180,320)	(180,320)	(182,955)	(2,635)	(1%)	
Other Expenditure		(442,520)	(689,520)	(649,520)	(189,499)	(181,700)	7,799	4%	
Loss on Disposal of Assets	8	0	0	0	0	0	0		
		(10,969,062)	(10,969,062)	(11,027,205)	(3,837,262)	(2,762,892)			
Operating activities excluded from budget									
Add back Depreciation		1,578,900	1,578,900	1,578,900	526,300	0	(526,300)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0	0	0		
Amount attributable to operating activities		1,578,900	1,578,900	1,578,900	526,300	0			
Investing activities									
Non-operating Grants, Subsidies and Contributions	11	180,000	180,000	180,000	0	0	0		
Proceeds from Disposal of Assets	8	30,000	30,000	30,000	0	0	0		
Purchase Property, Plant and Equipment		(292,500)	(292,500)	(292,500)	(47,500)	(52,851)	(5,351)	(11%)	
Purchase and Construction of Infrastructure		(734,181)	(734,181)	(998,034)	(281,700)	(229,100)	52,600	19%	▲
Amount attributable to investing activities		(816,681)	(816,681)	(1,080,534)	(329,200)	(281,952)			
Financing Activities									
Transfer from Reserves	7	591,500	591,500	862,353	0	0	0		
Repayment of Debentures	10	(95,160)	(95,160)	(95,160)	(23,790)	(24,882)	(1,092)	(5%)	
(Transfer to Reserves)	7	(967,228)	(967,228)	(967,228)	0	(350)	(350)		
Amount attributable to financing activities		(470,888)	(470,888)	(200,035)	(23,790)	(25,232)			
Closing Funding Surplus (Deficit)	3	0	(0)	(47,079)	5,484,323	6,071,355	587,032	11%	▲

Note 1: 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 2020/21 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Community Amenities	(21,915)	(14%)		Timing	Unfavourable - Better Bins grant \$26k yet to be claimed Unfavourable - Main Roads Direct Grant yet to be claimed.
Transport	(47,149)	(36%)		Permanent	Parking revenue under budget.
Economic Services	20,150	75%		Timing	Favourable
Other Property and Services	13,910	85%		Timing	Favourable
Operating Expense					
Governance	73,020	15%		Timing	Favourable - Depreciation has not yet been processed in 20/21
General Purpose Funding	10,940	21%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Health	8,469	13%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Education and Welfare	113,262	28%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Housing	11,140	70%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Community Amenities	184,894	20%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Recreation and Culture	337,531	41%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Transport	332,099	37%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Other Property and Services	13,591	14%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Depreciation	(526,300)	(100%)		Timing	Depreciation has not yet been processed in 20/21
Capital Revenues					
Grants, Subsidies and Contributions	0				no reportable variances
Proceeds from Disposal of Assets	0				no reportable variances
Capital Expenses					
Purchase Property, Plant and Equipment	(5,351)	(11%)			no reportable variances
Purchase and Construction of Infrastructure	52,600	19%			Riverside road landscaping, yet to be invoiced
Nature and Type Classifications:					
Operating Grants, Subsidies and Contributions	(49,856)	(12%)		Timing	Unfavourable - Better Bins grant \$26k to be claimed, plus \$26k in MRD grants \$4.7m in Term Deposits invested as at 30 Sep. Interest Revenue will start to accrue.
Interest Earnings	(20,333)	(51%)		Timing	Worker's comp recovered
Other Revenue	26,070	209%			
Employee Costs	145,551	10%		Timing	Favourable
Materials and Contracts	397,323	28%		Timing	Favourable
Depreciation on Non Current Assets	526,300	100%		Timing	Depreciation has not yet been processed in 20/21
Interest Expenses	1,124	30%		Timing	Favourable

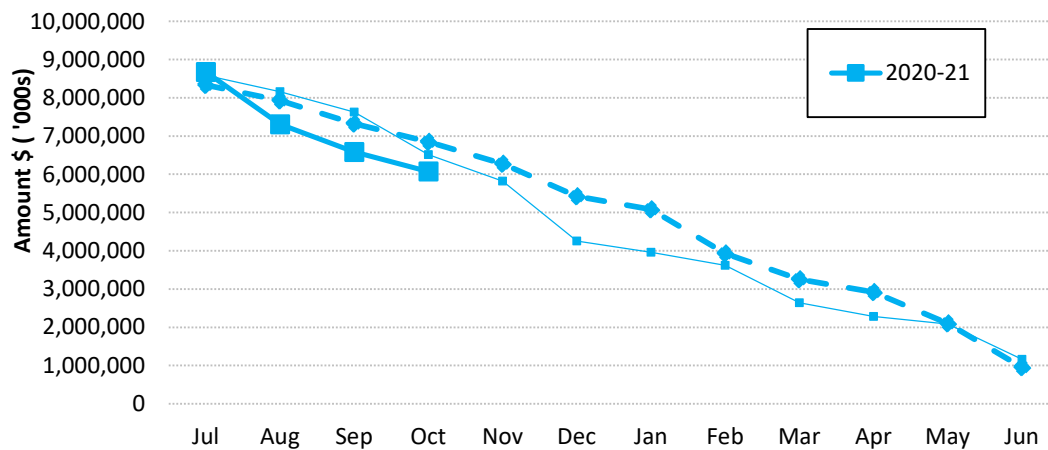
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2020

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2020	Current 31 Oct 2020
		\$	\$
Current Assets			
Cash Unrestricted	4	1,966,551	4,755,876
Cash Restricted - Reserves	4	1,290,692	991,601
Receivables - Rates	6	320,318	3,368,754
Receivables - Other	6	127,677	177,493
Interest / ATO Receivable/Trust		168,087	47,989
Inventories		0	0
		3,873,326	9,341,713
Less: Current Liabilities			
Payables		(2,030,882)	(1,526,306)
Provisions		(691,459)	(669,868)
		(2,722,341)	(2,196,173)
Less: Restricted Cash - Reserves	7	(991,251)	(991,601)
Less: Trust Interfund Transfer Account		0	(82,584)
Net Current Funding Position		159,734	6,071,355

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 October 2020

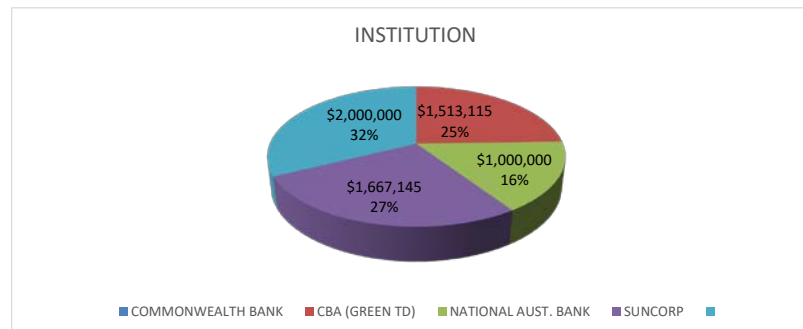
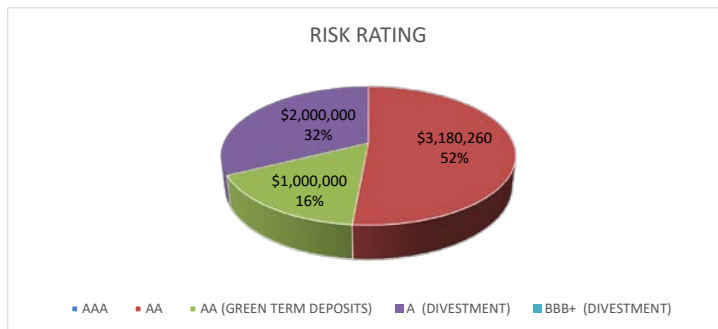
Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$				
(a) Cash Deposits								
Municipal Bank Account - On-Call	684,902			684,902	CBA	AA-	0.20%	At Call
Municipal Bank Account	187,412			187,412	CBA	AA-		At Call
Municipal Bonds & Deposits Account	131,960			131,960	CBA	AA-		At Call
Reserve Bank Account		251		251	CBA	AA-		At Call
Trust Bank Account			8,467	8,467	CBA	AA-		At Call
Cash On Hand	1,100			1,100	Petty Cash/Till Float		Nil	On Hand
(b) Term Deposits								
Municipal	500,000.00			500,000	SUNCORP	A+	0.65%	30-Nov-20
Municipal	500,123.29			500,123	CBA	AA-	0.27%	02-Nov-20
Municipal	500,000.00			500,000	SUNCORP	A+	0.60%	08-Dec-20
Municipal	500,000.00			500,000	SUNCORP	A+	0.60%	08-Dec-20
Municipal	500,000.00			500,000	SUNCORP	A+	0.60%	08-Dec-20
Municipal	500,000.00			500,000	CBA (GREEN TD)	AA-	0.44%	07-Dec-20
Municipal	500,000.00			500,000	CBA (GREEN TD)	AA-	0.27%	02-Nov-20
Municipal Bonds & Deposits	250,000			250,000	NAB	AA-	0.70%	08-Dec-20
Trust Reserves		991,350	425,795	991,350	NAB	AA-	0.50%	27-Jan-21
				991,350	NAB	AA-	0.70%	30-Nov-20
Total	4,755,497	991,601	434,262	6,181,360				
Less Cash on Hand	(1,100)			(1,100)				
	4,754,397			6,180,260				

Comments/Notes - Investments and Cash Deposits

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%		
AA	MAX 100%	\$3,180,260	51.46%
AA (GREEN TERM DEPOSITS)	MAX 100%	\$1,000,000	16.18%
A (DIVESTMENT)	MAX 80%	\$2,000,000	32.36%
BBB+ (DIVESTMENT)	MAX 80%		0.00%
		\$6,180,260	100.00%

INSTITUTION	\$	%	(LT) RISK
COMMONWEALTH BANK	\$1,513,115	24.48%	AA-
CBA (GREEN TD)	\$1,000,000	16.18%	AA-
NATIONAL AUST. BANK	\$1,667,145	26.98%	AA-
SUNCORP	\$2,000,000	32.36%	A+
	\$6,180,260	100.00%	



TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 October 2020

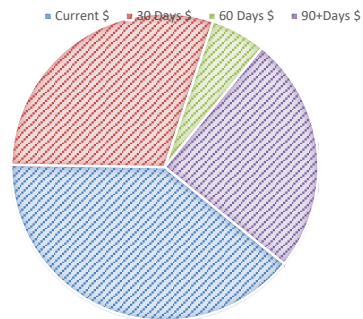
Note 4: Receivables

Receivables - Rates Receivable	31 October 2020	30 June 2020	Receivables - General	Current	30 Days	60 Days	90+Days	Credit Balances	Total
Opening Arrears Previous Years	\$ 270,487	\$ 220,065	Receivables - General	\$ 30,898	\$ 23,427	\$ 4,530	\$ 19,564	-158	78,262
Rates, ESL and Service Charges Levied this year	9,877,890	8,049,151	Receivables - Parking						72,738
Less Collections to date	6,487,887	-7,778,664	East Fremantle Lawn Tennis Club						24,000
Equals Current Outstanding (as per TB)		270,487							
Net Rates Collectable	3,390,003	270,487	Total Receivables General Outstanding						175,000
% Outstanding	33.40%								

Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	78,262
SSL - Current EFTC	114	3,000
SSL - Non-Current EFTC	1684	21,000
Parking Debtors	180	72,738
		175,000

NOTE 6 - ACCOUNTS RECEIVABLE (NON-RATES)

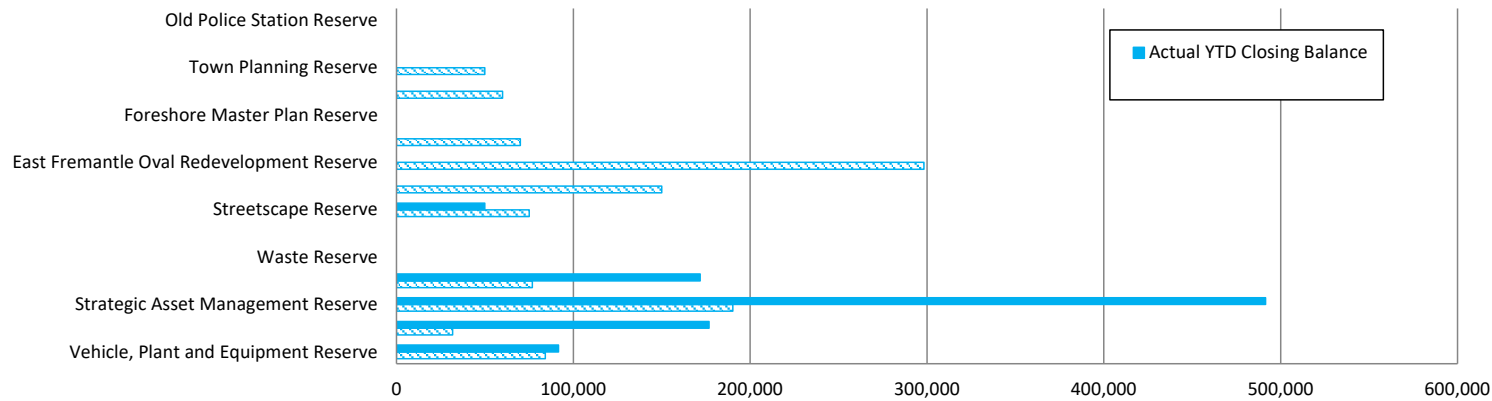


TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 October 2020

Note 5: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Non Current Leave Entitlements Reserve	10,000		0		0		10,000	10,000
Unspent Grants and Restricted Cash Reserve	0		0		0		0	0
Vehicle, Plant and Equipment Reserve	91,627		0		(7,500)		84,127	91,627
Aged Services Reserve	176,803		0		(145,000)		31,803	176,803
Strategic Asset Management Reserve	491,049		40,000	350	(340,853)		190,196	491,399
Arts and Sculpture Reserve	171,772		0		(95,000)		76,772	171,772
Waste Reserve	0		0		0		0	0
Committed Works Reserve	0		0		0		0	0
Streetscape Reserve	50,000		25,000		0		75,000	50,000
Drainage Reserve	0		150,000		0		150,000	0
East Fremantle Oval Redevelopment Reserve	0		298,228		0		298,228	0
Preston Point Facilities Reserve	0		100,000		(30,000)		70,000	0
Foreshore Master Plan Reserve	0		75,000		(75,000)		0	0
Sustainability and Environmental Reserve	0		80,000		(20,000)		60,000	0
Town Planning Reserve	0		100,000		(50,000)		50,000	0
Business Improvement Reserve	0		75,000		(75,000)		0	0
Old Police Station Reserve	0		24,000		(24,000)		0	0
	991,251	0	967,228	350	(862,353)	0	1,096,126	991,601

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 October 2020

Note 6: Disposal of Assets

Asset Number	Plant Number	Asset Description	2020/21 Budget				2020/21 Actuals			
			Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$
		Plant and Equipment								
PEMV242	P4069	Mitsubishi Rosa 1DXU938	30,000	30,000	0	0	0	0	0	0
PE263	P4055	Water Trailer 1TMB281	0	0	0	0	0	0	0	0
			30,000	30,000	0	0	0	0	0	0







Note 7: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Adopted Budget						
				Rate Revenue	Interim Rates	Non-Rateable Properties	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue		
Differential General Rate	\$		\$	\$	\$		\$			\$			
Residential GRV	0.074225	2,954	85,530,640	6,348,512	4,857		6,353,369	6,345,613	30,000			6,375,613	
Commercial GRV	0.110543	115	11,547,243	1,276,467			1,276,467	1,275,992				1,275,992	
Sub-Totals		3,069	97,077,883	7,624,979	4,857	0	7,629,836	7,621,605	30,000	0	0	7,651,605	
Minimum Payment	\$												
Residential GRV	1,106.00	331	4,263,529	366,086	3,318		369,404	368,298				368,298	
Commercial GRV	1,654.00	12	140,695	19,848	1,654		21,502	19,848				19,848	
Sub-Totals		343	4,404,224	385,934	4,972		390,906	388,146	0	0	0	388,146	
		3,412	101,482,107	8,010,913	9,829	0	8,020,742	8,009,751		0	0	8,039,751	
Amount from General Rates							8,020,742					8,039,751	
Less Concessions				(43,055)			(43,055)	(42,476)				(42,476)	
Totals				7,967,858			7,977,687	7,967,275				7,997,275	

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 October 2020

Note 8: Grants and Contributions

	Grant Provider	Purpose of Grant	Acquittal Date	Acquittal Requirement	Type	Amended Budget		YTD Budget	YTD Actual Revenue
						Operating	Capital		
						\$	\$	\$	\$
General Purpose Funding									
Grants Commission - General	WALGGC	Untied - General Purpose	NA	NA	Operating	77,726		19,432	20,778
Grants Commission - Roads	WALGGC	Untied - Road	NA	NA	Operating	33,927		8,482	8,456
Education and Welfare									
Home and Community Care Program	State/Commonwealth Dep. Health	Commonwealth Home Support Programme	31-Oct	Financial Declaration Acquittal	Operating - Tied	601,566		300,783	301,515
Community Amenities									
Recycling Grant	Dept. Regional Development	Better Bins Program			Operating - Tied	26,000		26,000	0
Recreation and Culture									
East Fremantle Oval Redevelopment	Town of East Fremantle - Trust	Business Case			Operating - Tied	234,000		0	0
Foreshore Erosion	DBCA				Operating - Tied	84,000		0	0
Transport									
Regional Road Group - Cap	Main Roads	Road Renewal	31-May	Certificate of Completion	Non-operating		180,000	0	0
Direct Grant	Main Roads	Direct Grant	July	GST Free Invoice	Operating	18,000		18,000	0
Federal Government Stimulus Payment	Department of Infrastructure	Local Roads and Community Infrastructure Program			Operating - Tied	84,000		42,000	42,091
Street Lighting Subsidy	Main Roads	Street Lighting Subsidy	September		Operating	4,800		0	0
Integrated Traffic Study	Town of East Fremantle - Trust	Traffic and Parking Management Plan - Whole of District			Operating - Tied	3,000		0	0
Stirling Bridge Verge Maintenance Agreement	Main Roads	Stirling Highway Verge Maint. Agreement	September	GST Inc. Invoice	Operating	8,000		8,000	0
TOTALS						1,175,019	180,000	422,696	372,840
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions					142,453	0		29,235
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions					1,032,566	0		343,606
Non-operating	Non-operating Grants, Subsidies and Contributions					0	180,000		0
TOTALS						1,175,019	180,000	0	372,840

LEGEND	
Income	
	Under Budget by 10% or more (YTD Actual against YTD Budget)
Expenditure	
	Greater than 10% over budget (Total Committed against Current Budget)
	Over Budget by 5% but less than 10%
	Over Budget by less than 5%
	No Budget
	FYI - Less than 20% expenditure spent (Total Committed against Current Budget)

Budget Year: 20/21
Data as at: Friday, 6 November 2020

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
04 - GOVERNANCE									
042 - ADMINISTRATION									
Capital Expenditure									
E04606		Furniture and Equipment	60,000	40,000	40,448	6,973	47,421	-20.97%	79%
Capital Expenditure Total			60,000	40,000	40,448	6,973	47,421		
08 - WELFARE									
082 - CARE OF FAMILIES & CHILDREN									
Capital Expenditure									
E08607		Plant and Equip - Replace Mitsubishi Bus HACC	175,000	0	0	0	0	-100.00%	0%
Capital Expenditure Total			175,000	0	0	0	0		
10 - COMMUNITY AMENITIES									
104 - OTHER COMMUNITY AMENITIES									
Capital Expenditure									
E10628		Sumpton Green Play Equipment	30,000	0	0	0	0	-100.00%	0%
Capital Expenditure Total			30,000	0	0	0	0		
106 - PROTECTION OF THE ENVIRONMENT									
Capital Expenditure									
E10644		Foreshore Erosion Control and Seawalls	8,353	0	0	4,028	4,028	-51.77%	48%
Capital Expenditure Total			8,353	0	0	4,028	4,028		
11 - RECREATION AND CULTURE									
111 - SWIMMING AREAS/BEACHES									
Capital Expenditure									
E11687		Inf - Swimming Areas - Foreshore Erosion Control	110,000	0	4,827	77,857	82,684	-24.83%	75%
Capital Expenditure Total			110,000	0	4,827	77,857	82,684		
112 - OTHER RECREATION & SPORT									
Capital Expenditure									
E11633		Inf - Cliff Management - Niegerup Track	17,000	0	12,890	0	12,890	-24.18%	76%
E11637		Miscellaneous Sports and Recreation Infrastructure	50,000	0	0	0	0	-100.00%	0%
E11695		Inf Chapman / Preston Point Reserve - Returfing and Irrigation	160,000	103,916	92,712	53,453	146,165	-8.65%	91%
E11713		INF - Parks/ Reserve Sign Replacement	3,500	0	0	3,487	3,487	-0.39%	100%
Capital Expenditure Total			230,500	103,916	105,602	56,939	162,541		
114 - OTHER CULTURE									
Capital Expenditure									
E11685		Inf-Acquisition of Public Art (Outdoor Sculpture) - CapEx - Other Culture	95,000	0	1,791	8,500	10,291	-89.17%	11%
Capital Expenditure Total			95,000	0	1,791	8,500	10,291		

Budget Year: 20/21
 Data as at: Friday, 6 November 2020

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
12 - TRANSPORT									
122 - MAINT STREETS ROADS & BRIDGES									
Capital Expenditure									
E12656		Footpath - Stratford Street	30,000	0	0	0	0	-100.00%	0%
E12688		Footpath-Fortescue St	75,000	0	0	0	0	-100.00%	0%
E12761		Inf - Drainage	104,181	0	7,263	0	7,263	-93.03%	7%
E12784		Inf - Roads - Road Resurfacing - Riverside Road	315,000	252,000	109,618	246,758	356,375	13.13%	113%
Capital Expenditure Total			524,181	252,000	116,880	246,758	363,638		
123 - ROAD PLANT									
Capital Expenditure									
E12702		Plant and Equip - Water Tank Trailer (Tandem 8x5 with brakes)	7,500	7,500	8,817	0	8,817	17.56%	118%
Capital Expenditure Total			7,500	7,500	8,817	0	8,817		
14 - OTHER PROPERTY AND SERVICES									
144 - UNCLASSIFIED PROPERTY									
Capital Expenditure									
E14601		Buildings - Renewals and Electrical Services	50,000	0	3,586	0	3,586	-92.83%	7%
Capital Expenditure Total			50,000	0	3,586	0	3,586		
GRAND TOTAL			1,290,534	403,416	281,952	401,055	683,007		



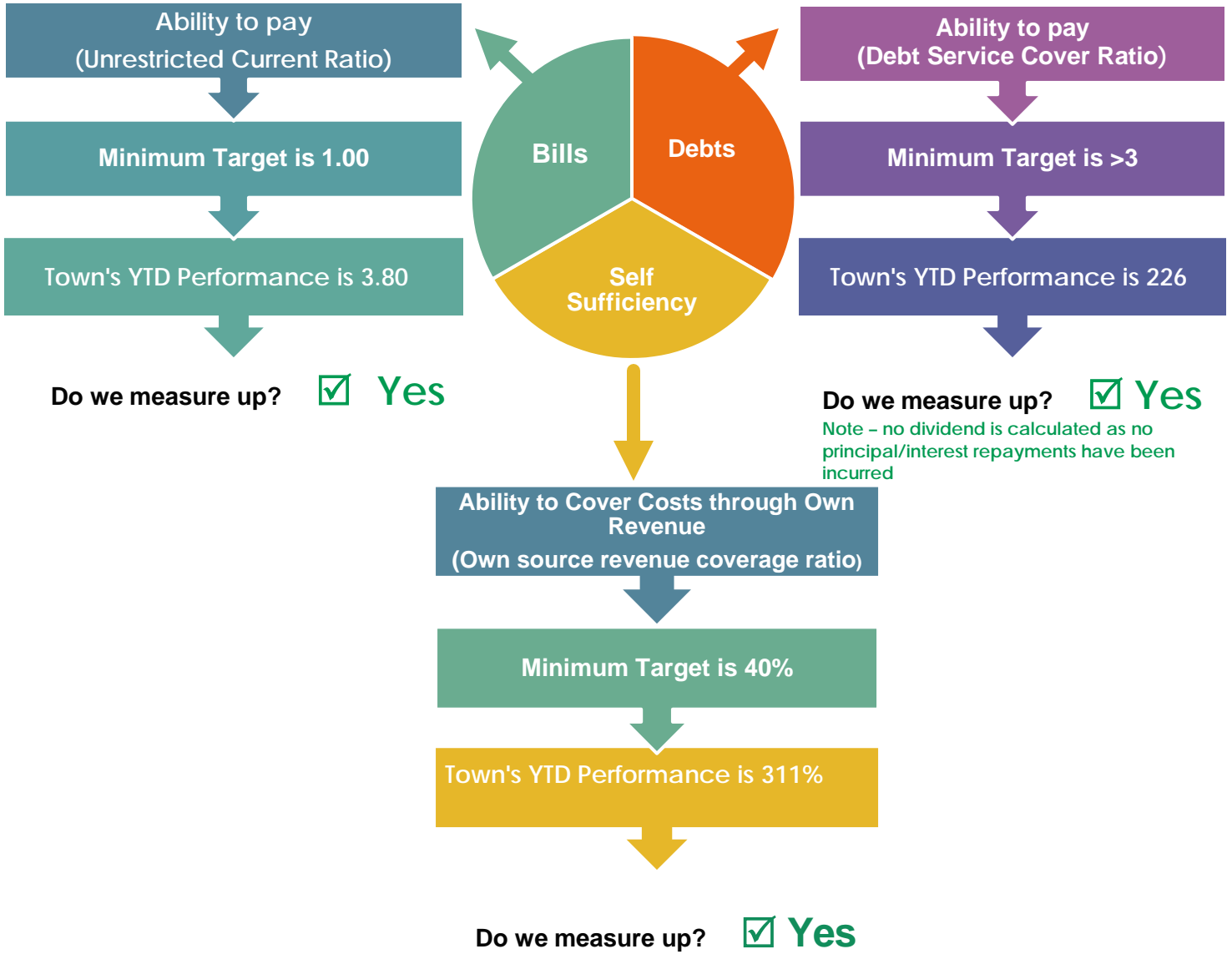
MONTHLY FINANCIAL HEALTH CHECK

As at 31 October 2020

Highlighting how the Town of East Fremantle is tracking against financial ratios



Financial Snapshot (Year to Date)	Actual (000's)
Operating Revenue	\$8,981,698
Operating Expenditure (Including Non-Cash Items)	(\$2,762,892)
Non-Cash Items	\$0
Capital Revenue	\$0
Capital Expenditure	(\$281,952)
Loan Repayments	(\$24,882)
Transfers to/from Reserves	(\$350)
Surplus Brought Forward 1 July 2020	\$159,734
Current Municipal Surplus	\$6,071,355



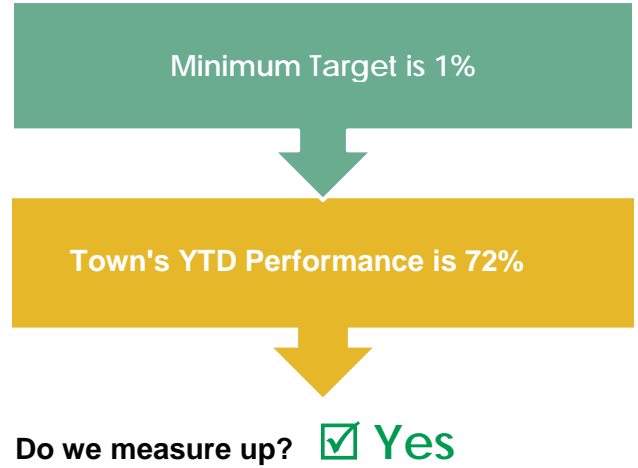
Cash in the bank



▶ How are we tracking against our budgeted targets?

Adjusted Operating Surplus

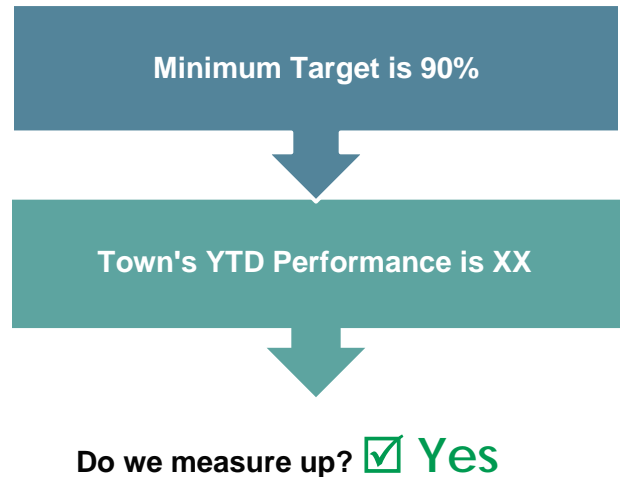
A measure of the Town's ability to cover its operational costs including depreciation and have funds left over to cover capital expenditure (including principal loan repayments) without relying on debt or reserves.



- Adjusted operating surplus and self-sufficient ratios are high in the earlier part of the year due to rates being fully invoiced in July. However, as the year progresses, operating expenditure will continue to draw on this revenue source reducing to target by 30 June 2021.

Asset Sustainability Ratio

Measures if the Town is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.



- A reduced Capital Works Program (including renewals) and an increase in depreciation expense as a result of asset revaluations has had a two-fold effect on the asset sustainability ratio resulting in a deterioration.
- No dividend is reported for this ratio as depreciation has not been processed in 20/21.

12.2.2 Accounts for Payment –October 2020

File ref	F/FNS2
Prepared by	John Mondini, Manager, Finance & Administration
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	17 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – October 2020

Purpose

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, RECEIVES the list of payments made under delegated authority for the month ended 31 October 2020 and recorded in the minutes of the Council.

Executive Summary

Council has an Executive role in receiving the list of payments pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 October to 31 October 2020, 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.

The bulk of payments are processed by electronic funds transfer (EFT) with the exception of Water Corporation accounts which are paid by cheque and the occasional reimbursements and refunds.

Consultation

Nil.

Statutory Environment

Regulation 13: *Local Government (Financial Management) Regulations 1996 (as amended)* requires Local Governments to prepare a list of payments made under delegated authority to be prepared and presented to Council on a monthly basis.

Policy Implications

Policy 2.1.3 Purchasing. All supplier payments are approved under delegated authority pursuant to the authorisation limits outlined in Council's purchasing policy.

Financial Implications

Accounts for Payment are sourced from budget allocations.

All amounts quoted in this report are inclusive of GST.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not accept the list of payments	Rare (1)	Moderate (3)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Comment

Payments for the month of October 2020 include the following significant items:

Payee	Particulars	Amount
Suez Environment Recycling	Waste Services August	33,167.42
Talis Consultants	Professional Fees – Riverside Road Project & Drainage Study	50,055.02
Statewide Turf Services	RFQ04 2020/21 Preston Point Reserve Resurfacing & Releveling	35,200.00
Aust Taxation Office	GST Payable Sept 2020	30,625.00
IT Vision	Altus Payroll Implementation, Operating Statement Account Description Updates, Report Manager & UV Code Training	31,576.44
LGISWA	Property/Liability/Workers Comp Insurance Renewal	106,286.74
SMRC	Waste Services September	50,243.42
Statewide Turf Services	RFQ04 2020/21 Preston Point Reserve – Planting Kikuyu Stolons	34,874.47
Focus Network	Depot Computer Equipment and training, various monthly licences, subscriptions	34,213.31

12.2.2 OFFICER RECOMMENDATION

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, **RECEIVES** the list of payments made under delegated authority for the month ended 31 October 2020 and recorded in the Minutes of the Council.

OCTOBER 2020		
Voucher No	Account	Amount
5311-5313	Municipal (Cheques)	\$6,461.46
EFT30261– EFT30446	Municipal (EFT)	\$832,044.58
Payroll	Municipal (EFT)	\$261,648.58
Direct Debits	Municipal (Direct Debit)	\$50,678.50
	Total Payments	\$ 1,150,833.12

TOWN OF EAST FREMANTLE

List of Accounts paid by the Chief Executive for October 2020 & submitted for the information of the Council Meeting to be held on 17 November 2020

Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
CHEQUES					
5311	02/10/2020	OFFICE OF STATE REVENUE	SENIORS REBATE REFUND	193.56	193.56
5312	16/10/2020	TOWN OF EAST FREMANTLE	ADMIN PETTY CASH RECOUP 31/09/20	261.05	261.05
5313	16/10/2020	WATER CORPORATION	WATER SUPPLY AND SERVICE CHARGES VARIOUS LOCATIONS	6,006.85	6,006.85
			CHEQUE TOTAL	\$ 6,461.46	\$ 6,461.46
EFTs					
		Supplier	Description	Inv Amount	EFT
EFT30261	29/09/2020	ARKLEN DEVELOPMENTS PTY LTD	BOND REFUND	1,500.00	1,500.00
EFT30262	29/09/2020	AUSTRALIAN OUTDOOR LIVING WA	BOND REFUND	2,000.00	2,000.00
EFT30263	29/09/2020	APPLEJACK (WA) PTY LTD TRADING AS SGF CONSTRUCTIONS	BOND REFUND	2,000.00	2,000.00
EFT30264	29/09/2020	HANNY PROPERTIES PTY LTD	BOND REFUND	2,000.00	2,000.00
EFT30265	29/09/2020	J BOSTON	BOND REFUND	2,000.00	2,000.00
EFT30266	01/10/2020	APACE AID (INC)	WEED CONTROL VISIT AT FORESHORE PLUS 60 X TUBESTOCK PLANTS	1,413.50	1,413.50
EFT30267	01/10/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS SEPTEMBER 20	216.72	216.72
EFT30268	01/10/2020	BUNNINGS BLDG SUPPLIES LTD	AEG CORDLESS DRILL AND 9AH BATTERY	468.40	
			PAINT & VARIOUS HARDWARE	253.27	721.67
EFT30269	01/10/2020	BOORAGOON TYRE SERVICE	2 X TYRE REPLACEMENTS FOR 1GKM815	594.00	594.00
EFT30270	01/10/2020	LO-GO APPOINTMENTS	FINANCE OFFICER W/E 04/07/2020	2,241.47	
			FINANCE OFFICER W/E 12/09/2020	437.36	2,678.83
EFT30271	01/10/2020	MARTINS TRAILER PARTS	GLASSON PARK - REPLACEMENT PARTS FOR PLAYGROUND EQUIPMENT	228.07	228.07
EFT30272	01/10/2020	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	FOGO, COMMERCIAL RECYCLING, PARKS & RESERVES & STREET BINS COLLECTION AUG 20	18,962.04	
			MONTHLY WASTE COLLECTION - 48-50 ALEXANDRA - AUGUST 2020	495.83	
			COMMERCIAL & DOMESTIC RECYCLING, DOMESTIC WASTE, PARKS & RESERVES & STREET BINS COLLECTION AUGUST 2020	13,709.55	33,167.42
EFT30273	01/10/2020	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY SERVICES - 24/10/20 - 23/04/21	231.53	231.53
EFT30274	01/10/2020	TELSTRA CORPORATION LIMITED	RESPIRE CENTRE PHONES AUGUST 20	199.72	
			SUMPTON GREEN PHONE & TOWN OF EAST FREMANTLE DIRECTORY LISTINGS AUG & SEPTEMBER 20	1,058.89	
			CEO MOBILE PHONE 16/08/2020 - 15/09/2020	86.00	1,344.61
EFT30275	01/10/2020	WORK CLOBBBER	OPERATIONS STAFF UNIFORMS	73.80	73.80
EFT30276	01/10/2020	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	2,811.23	2,811.23
EFT30277	01/10/2020	YOUNGS PLUMBING SERVICE P/L	GLASSON PARK UNBLOCK OUTSIDE SINK	160.40	
			GLASSON PARK INSTALL REPLACEMENT DRINKING FOUNTAIN	2,280.00	2,440.40
EFT30278	01/10/2020	MAJOR MOTORS	SERVICE FOR ISUZU 1GKM815 PLUS SEAT COVERS AND FLOOR MATS	2,142.32	
			SERVICE FOR ISUZU - 1GFU278	1,648.08	3,790.40
EFT30279	01/10/2020	FASTA COURIERS	COURIER SERVICES FOR ENVIRONMENTAL HEALTH SAMPLING - SEPTEMBER 20	140.14	140.14
EFT30280	01/10/2020	KOOL LINE ELECTRICAL & REFRIGERATION	SUPPLY AND INSTALL CONDUIT AND CABLE PUTS FROM THE LOWER OVAL TO THE UPPER OVAL AND ALONG PRESTON POINT ROAD SIDE.	12,226.50	12,226.50
EFT30281	01/10/2020	SOUTHERN METROPOLITAN REGIONAL COUNCIL	OVERCOMPACTION SURCHARGE - TO BE CREDITED BY SUEZ	1,331.44	1,331.44
EFT30282	01/10/2020	FRANK GILMOUR PEST CONTROL	GLYDE IN - TERMITE TREATMENT OF FENCE & BUILDING INSPECTION	297.00	297.00
EFT30283	01/10/2020	WOOLWORTHS SUPERMARKETS	GROCERIES FOR RESPIRE CENTRE 17/09/20	136.47	136.47
EFT30284	01/10/2020	DAVID GRAY & CO. PTY LTD	2 x CARTONS READI RAC RODENTICIDE	268.40	268.40
EFT30285	01/10/2020	HYDRO JET	GRAFFITI REMOVAL - VARIOUS LOCATIONS	858.00	858.00
EFT30286	01/10/2020	SUNNY SIGN COMPANY PTY LTD	TIMED PARKING SIGNAGE FOR JOHN TONKIN & WINDSOR ROAD	209.22	
			CARPARK #1 (LEEUWIN) SIGNAGE X6 & VARIOUS PARKING SIGNAGE	1,688.50	
			50X SIGNAGE BRACKETS	118.25	
			SIGNAGE - VIEW TERRACE NO TURN & LOADING ZONE	206.25	2,222.22
EFT30287	01/10/2020	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES AUGUST 2020	180.20	180.20
EFT30288	01/10/2020	DRAINFLOW SERVICES	DRAINAGE MAINTENANCE DUKE STREET	242.00	242.00
EFT30289	01/10/2020	POTHOLE MASTERS PTY LTD	ROAD REPAIRS - VARIOUS	2,491.50	
			ROAD REPAIRS - CRN VIEW & EASTON & OUTSIDE SWAN YACHT CLUB	3,437.50	5,929.00
EFT30290	01/10/2020	LENIP PTY LTD T/AS ASPHALT IN A BAG	1/2 PALLET - ASPHALT IN A BAG	859.38	859.38
EFT30291	01/10/2020	ENVIRO SWEEP	STREET SWEEPING - SEPTEMBER 2020	4,158.00	4,158.00
EFT30292	01/10/2020	LANDMARK ENGINEERING AND DESIGN PTY LTD T/AS EXTERIA	REPLACEMENT PICNIC TABLE SETTING - LEE PARK - INSURANCE CLAIM LESS EXCESS ON CLAIM	2,317.70	2,317.70
EFT30293	01/10/2020	THE WORKWEAR GROUP	2020 - 2021 STAFF UNIFORM	399.00	399.00
EFT30294	01/10/2020	MICHAEL VAUGHAN	REPAIR WALL DAMAGED BY STREET TREE & FOOTPATH MAINTENANCE - HILLSIDE ROAD	2,937.00	
			RECONSTRUCT FOOTPATH OUTSIDE TOWN HALL	200.00	3,137.00
EFT30295	01/10/2020	TALIS CONSULTANTS PTY LTD	PROFESSIONAL FEES - RIVERSIDE ROAD PROJECT - PROVISION OF CONSULTANCY SERVICES FOR THE PERIOD ENDING 31 DECEMBER 2019	5,577.00	
			PROFESSIONAL FEES - EAST FREMANTLE DRAINAGE STUDY - PROVISION OF CONSULTANCY SERVICES FOR PERIOD ENDING 30 JUNE 2020	7,989.04	
			PROFESSIONAL FEES - RIVERSIDE ROAD PROJECT - PROVISION OF CONSULTANCY SERVICES FOR THE PERIOD ENDING 31 MAY 2020	36,488.98	50,055.02
EFT30296	01/10/2020	STATE WIDE TURF SERVICES	RFQ-04-2020/21 PRESTON POINT RESERVE RESURFACING & RELEVELING - TO 23/09/20	35,200.00	35,200.00
EFT30297	01/10/2020	AXIS CONTRACTING PTY LTD	FOOTPATH WORKS - BOAT RAMP, GOURLEY PARK, MERV COWAN	13,775.30	
			FOOTPATH WORKS - ALLEN, DALGETY, MARMION, PETRA STREETS & RIVERSIDE ROAD	6,958.60	20,733.90
EFT30298	01/10/2020	TREE'S A CROWD TREE CARE	TREE REMOVAL AND PRUNING AT VARIOUS SITES	3,520.00	3,520.00
EFT30299	01/10/2020	SUEZ RECYCLING & RECOVERY PTY LTD	WASTE COLLECTION - RIVERSIDE ROAD LEEUWIN CARPARK - BULK BIN COLLECTION - APRIL 20	99.00	
			WASTE COLLECTION - RIVERSIDE ROAD LEEUWIN CARPARK - BULK BIN COLLECTION - JUNE 20	198.00	
			WASTE COLLECTION - RIVERSIDE ROAD LEEUWIN CARPARK - BULK BIN COLLECTION - AUGUST 20	49.50	346.50
EFT30300	01/10/2020	WINC	OFFICE STATIONERIES ORDERED ON 29.07.2020	49.24	
			OFFICE STATIONERIES ORDERED ON 26.08.2020	408.08	
			OFFICE STATIONERIES ORDERED ON 26.08.2020	55.53	
			OFFICE STATIONERIES ORDERED ON 29.07.2020	6.51	
			OFFICE STATIONERIES ORDERED ON 29.07.2020	37.62	556.98
EFT30301	01/10/2020	AMBIUS (RENTOKIL INITIAL PTY LTD)	OFFICE PLANT HIRE 27/10/2020 - 26/11/2020	273.11	273.11
EFT30302	01/10/2020	LINXIO (READY TRACK PTY LTD)	GPS VEHICLE TRACKING - SEPTEMBER 2020	193.60	193.60
EFT30303	01/10/2020	GRA PARTNERS PTY LTD	PROFESSIONAL FEES - ASSISTING THE TOWN WITH THE EAST FREMANTLE OVAL REDEVELOPMENT PROJECT	7,150.00	7,150.00
EFT30304	01/10/2020	THE FRUIT BOX GROUP	DEPOT AND TOWN HALL FRUIT BOX AUGUST 20	204.00	204.00
EFT30305	01/10/2020	TRAVELWEST PUBLICATIONS WA PTY LTD	ADVERTISING - HERITAGE TRAIL	605.00	605.00
EFT30306	01/10/2020	COOL SPARK	INSTALL WATER PUMP WITH INVERTER - TO ISUZU TRUCK 1GKM815	586.13	586.13
EFT30307	01/10/2020	WISE WORKPLACE	INVESTIGATION INTO WORKPLACE BULLYING AND HARRASSMENT - JULY 20	5,319.12	5,319.12
EFT30308	01/10/2020	SOUTHERN BINS	BULK BINS - WAUHOP ROAD - SEPTEMBER 2020	1,140.00	1,140.00
EFT30309	01/10/2020	PAUL ROSE	REMOVAL OF LEAF LITTER RACEWAY PARK - JULY 20	1,140.00	1,140.00

REPORT	DATE	CLIENT	DESCRIPTION	AMOUNT	AMOUNT
	12/02/20	T ANDERSON	REMOVAL OF LEAF LITTER RACEWAY PARK - JUNE 20	960.00	2,100.00
EFT30311	01/10/2020	J MOTT	RATES REFUND	1,054.92	1,054.92
EFT30312	02/10/2020	EAST FREMANTLE YACHT CLUB (INC)	RATES REFUND	775.75	775.75
EFT30313	02/10/2020	MAYOR JIM O'NEILL	SCP REVIEW COMMUNITY WORKSHOP 1: ROOM HIRE, JUICE/COFFEE/TEA, MIXED SAVOURY PLATTER 16/09/20	600.00	600.00
EFT30314	02/10/2020	BATTERY WORLD	SITTING FEES, ICT ALLOWANCE & MAYORAL ALLOWANCE OCTOBER 2020	4,416.68	4,416.68
EFT30315	02/10/2020	CR. JENNY HARRINGTON	TRUCK BATTERY NS70L, 24V JUMPER LEADS	649.00	649.00
EFT30316	02/10/2020	CR. CLIFF COLLINSON	SITTING FEES, ICT ALLOWANCE & DEPUTY MAYORAL ALLOWANCE OCTOBER 2020.	2,062.84	2,062.84
EFT30317	02/10/2020	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE OCTOBER 2020	1,542.00	1,542.00
EFT30318	02/10/2020	CR. MICHAEL MCPHAIL	SITTING FEES & ICT ALLOWANCE OCTOBER 2020	1,542.00	1,542.00
EFT30319	02/10/2020	CR. TONY WATKINS	SITTING FEES & ICT ALLOWANCE OCTOBER 2020	1,542.00	1,542.00
EFT30320	02/10/2020	CR. ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE OCTOBER 2020	1,542.00	1,542.00
EFT30321	02/10/2020	CR. TONY NATALE	SITTING FEES & ICT ALLOWANCE OCTOBER 2020	1,542.00	1,542.00
EFT30322	02/10/2020	BURGIO CONSTRUCTION	RETENTION PAYMENT RELEASE - RENOVATION WORK AT DEPOT	3,944.90	3,944.90
EFT30323	02/10/2020	CR KERRY DONOVAN	SITTING FEES & ICT ALLOWANCE OCTOBER 2020	1,542.00	1,542.00
EFT30324	02/10/2020	WILLIAM JOHN TURNER	RATES REFUND	3,897.74	3,897.74
EFT30325	02/10/2020	JACQUELYN DAVINIA HARRIS	PARTIAL LIFETIME DOG REGISTRATION - DOG NOW STERILISED	150.00	150.00
EFT30326	02/10/2020	NICOLE WILLIAMS	HIRE FEES REFUND - MERV COWAN RESERVE - EVENT CANCELLED	90.20	90.20
EFT30327	16/10/2020	AUSTRALIA POST	POSTAGE COSTS AUGUST 20	701.84	
EFT30328	16/10/2020	AUSTRALIAN TAXATION OFFICE	POSTAGE COSTS SEPTEMBER 20	1,314.76	2,016.60
EFT30329	16/10/2020	CHILD SUPPORT AGENCY	GST PAYABLE SEPTEMBER 20	30,625.00	30,625.00
EFT30330	16/10/2020	CONSTRUCTION TRAINING FUND	PAYROLL DEDUCTIONS OCTOBER 20	216.72	216.72
EFT30331	16/10/2020	BUNNINGS BLDG SUPPLIES LTD	CONSTRUCTION TRAINING FUND COLLECTED SEPTEMBER 20	3,214.71	3,214.71
EFT30332	16/10/2020	BOC LIMITED	ITEMS FOR RESPITE CENTRE ACTIVITIES 7/10/2020	94.36	
EFT30333	16/10/2020	CITY OF COCKBURN	GORILLA CART FOR RESPITE CENTRE 08/10/20	189.05	283.41
EFT30334	16/10/2020	EAST FREMANTLE BOWLING CLUB	CONTAINER SERVICE - SEPTEMBER 2020	47.03	47.03
EFT30335	16/10/2020	FREMANTLE HERALD	TIP FEES - SEPTEMBER 2020	1,950.00	1,950.00
EFT30336	16/10/2020	IT VISION	ROOM HIRE, BAREFOOT BOWLS AND SAUSAGE SIZZLE 09/10/20	560.00	560.00
			ADVERTISING DRAFT MEMORIALS IN PUBLIC PLACES POLICY	189.83	189.83
			ALTUS PAYROLL - IMPLEMENTATION SERVICES , PROJECT MANAGEMENT, TRAVEL TIME TO 17/09/20	3,127.30	
			ALTUS PAYROLL - IMPLEMENTATION SERVICES - MILESTONE 2 40% OF TOTAL CONTRACT VALUE	18,361.45	
			BULK UPDATE OF OPERATING STATEMENT ACCOUNT DESCRIPTIONS 25/09/20	275.00	
			ALTUS PAYROLL - CONTRACT VARIATIONS, 1. IMPLEMENTATION SERVICES - ON SITE DEMONSTRATIONS AND TRAINING, 2. 3RD PARALLEL PAYRUN	4,013.63	
			ALTUS MOBILE CUSTOMER SERVICE APPLICATION IMPLEMENTATION	2,485.31	
			REPORT MANAGER AND UV CODE TRAINING	3,313.75	31,576.44
EFT30337	16/10/2020	MCLEODS	PROFESSIONAL FEES - COMMUNITY LICENCE AGREEMENT TEMPLATE	1,949.56	
			PROFESSIONAL FEES - LEGAL ADVICE - CONTRACT CIVIL WORKS VARIATION VALUATION DISPUTE	3,064.83	
			PROFESSIONAL FEES - LEGAL ADVICE LICENCE AGREEMENT	1,297.76	
			PROFESSIONAL FEES - LEGAL ADVICE -FIREBREAK NOTICE PUBLICATION REQUIREMENTS	776.66	
EFT30338	16/10/2020	MELVILLE TOYOTA	PROFESSIONAL FEES - LEGAL ADVICE - LICENCE	1,586.65	8,675.46
			MECHANICAL SERVICE FOR TARAGO 1GCQ228	485.45	
			MECHANICAL SERVICE FOR HIACE 1GCQ227	237.83	723.28
EFT30339	16/10/2020	WORK CLOBBBER	1 X PAIR OF WORK BOOTS FOR RANGER	148.50	
			RANGER UNIFORM	61.20	
			RANGER UNIFORM	108.00	
			UNIFORM VARIOUS - OPS STAFF	264.06	581.76
EFT30340	16/10/2020	SYNERGY	POWER SUPPLY STREET LIGHTS 25/08/20 - 24/09/20	10,381.92	10,381.92
EFT30341	16/10/2020	ZIPFORM PTY LTD	PRINT AND MAIL OUT RECYCLE CENTRE LETTERS 2020-2021 + ADDITIONAL COSTS FOR DOUBLE SIDED PRINT	8,856.50	8,856.50
EFT30342	16/10/2020	LGISWA	LGIS PROPERTY INSURANCE ADJUSTMENT FOR 30/06/19 - 30/06/20	190.55	
			LGIS PROPERTY INSURANCE RENEWAL 20/21 - INSTALMENT 2	37,224.64	
			LGIS LIABILITY INSURANCE RENEWAL 20/21 - INSTALMENT 2	36,986.73	
			LGIS WORKERS COMP INSURANCE RENEWAL 20/21 - INSTALMENT 2	31,884.82	106,286.74
EFT30343	16/10/2020	FASTA COURIERS	COURIER SERVICES FOR ENVIRONMENTAL HEALTH SERVICES 2020-21 - SEPTEMBER 20	153.92	153.92
EFT30344	16/10/2020	STEANN PTY LTD	BULK GREENWASTE COLLECTION - SEPTEMBER 2020 - 66.74 TONNES OF GREENWASTE COLLECTED	13,970.00	13,970.00
EFT30345	16/10/2020	MELVILLE MITSUBISHI	VEHICLE SERVICE - 1GMR574	1,010.00	1,010.00
EFT30346	16/10/2020	J & M ASPHALT (MERGER CONTRACTNG PTY LTD)	RFT 02-2018/19 - FOOTPATH RESURFACING PROGRAM - RELEASE OF RETENTION	4,380.39	4,380.39
EFT30347	16/10/2020	METROCOUNT VEHICLE CLASSIFER SYSTEMS	TRAFFIC COUNTERS - ROAD POD VT 5900 LESS TRADE-IN OF OLD STOCK - 5600	8,754.90	8,754.90
EFT30348	16/10/2020	MCGEES NATIONAL PROPERTY CONSULTANTS	MANAGEMENT FEES, POSTAGE AND PETTIES, JETTY MOORING LICENCE, SEABED RENT 01/09/20 - 30/11/20	10,139.19	10,139.19
EFT30349	16/10/2020	SOUTHERN METROPOLITAN REGIONAL COUNCIL	MRF GATE FEES FOR SEPTEMBER 20	8,178.56	
			GENERAL WASTE DISPOSAL FOR SEPTEMBER 20 - DIVERSION TO SUEZ	13,589.40	
			GREEN WASTE GATE FEE FOR SEPTEMBER 20	90.00	
			GREEN WASTE GATE FEES FOR SEPTEMBER 20 - ANNUAL BULK/GREEN WASTE COLLECTION	5,790.36	
			RRRC OVERHEAD & WCF FIXED COSTS CONTRIBUTION FOR SEPTEMBER 2020 BASED ON FOGO AND RED BIN WASTE TONNES	22,595.10	50,243.42
EFT30350	16/10/2020	DEPT OF MINES, INDUSTRY REGULATION & SAFETY (FORMALLY BUILDING COMMISSION)	BSL COLLECTED SEPTEMBER 20	3,362.11	3,362.11
EFT30351	16/10/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	5 X STAFF ATTENDANCE @ LGPRO COMMUNICATIONS NETWORKING EVENT	294.40	294.40
			2 X STAFF ATTENDANCE @ WEAVING TAPESTIERS WORKSHOP	770.00	770.00
EFT30352	16/10/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2020/21 ESL ON COUNCIL OWNED PROPERTIES	13,699.97	13,699.97
EFT30353	16/10/2020	SATELLITE SECURITY SERVICES	TEST 15 SMOKE ALARMS AT THE TOWN HALL - TO CONFIRM TRANSMISSION TO THE CONTROL ROOM	533.50	533.50
EFT30354	16/10/2020	PETRACLEAN	SUMPTON GREEN, DEPOT , HAAC , GLASSON PARK TOILETS & TOWN HALL - CLEANING SEPTEMBER 2020	9,338.75	9,338.75
EFT30355	16/10/2020	VISIMAX SAFETY PRODUCTS	RANGER UTILITY STYLE HI-VIS FLUORO VESTS & RANGER CLOTH PATCHES	358.95	358.95
EFT30356	16/10/2020	WOOLWORTHS SUPERMARKETS	RESPITE CENTRE GROCERIES 14/9/2020	157.12	
			RESPITE CENTRE GROCERIES 24/09/20	249.21	
			RESPITE CENTRE GROCERIES 1/10/20	142.84	
			RESPITE CENTRE GROCERIES 12/10/20	131.27	680.44
EFT30357	16/10/2020	EAST FREMANTLE LAWN TENNIS CLUB	HALL HIRE 24/09/20 - STRATEGIC COMMUNITY PLAN REVUE	350.00	350.00
EFT30358	16/10/2020	CITY OF SOUTH PERTH	ANNUAL OCCUPANCY COST FOR ANIMAL CARE FACILITY	1,650.00	1,650.00
EFT30359	16/10/2020	ESAFE SERVICES PTY LTD	ANNUAL TAGGING AND TESTING SERVICES AT TOWN HALL, TRICOLOR, DEPOT, SUMPTON GREEN AND GLYDE IN	1,307.46	1,307.46
EFT30360	16/10/2020	BENERIN (2004) PTY LTD	RELOCATION OF ELECTRICAL BOX OUTSIDE ANGLING CLUB - RIVERSIDE ROAD	1,375.00	1,375.00
EFT30361	16/10/2020	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA PHOTOCOPIER CONTRACT 2020 - 2021 - RESPITE CENTRE - 01/09/20 - 30/09/20	16.31	16.31
EFT30362	16/10/2020	CARINYA OF BICTON	RESPITE CENTRE MEALS FOR SEPTEMBER 2020	3,571.92	3,571.92

REPORT	12.2.2			166.32	166.32
EFT30363	16/10/2020	SUNNY SIGN COMPANY PTY LTD	SIGNAGE - PEDESTRIAN UNDERPASS SIGNS X3 + ARTWORK CHANGES		
EFT30364	16/10/2020	MP ROGERS & ASSOCIATES P/L	JOHN TONKIN FORESHORE STABILISATION PROJECT - CONSTRUCTION PHASE TO 30/09/20	1,860.10	1,860.10
EFT30365	16/10/2020	FOODWORKS EAST FREMANTLE	WORKS, ADMIN HACC & MEETING CONSUMABLES SEPTEMBER 20	557.67	557.67
EFT30366	16/10/2020	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES 2020-2021 FINANCIAL YEAR - JULY 20	142.80	
			VEHICLE SEARCH FEES - 2020/2021 - SEPTEMBER 20	10.20	153.00
EFT30367	16/10/2020	WESTERN AUSTRALIA POLICE	NATIONAL POLICE CHECK- 1 CHSP VOLUNTEER	16.70	16.70
EFT30368	16/10/2020	FOCUS NETWORKS	MONTHLY CHARGES FOR MICROSOFT OFFICE 365, VISIO, EMAIL PROTECTION, ANTI VIRUS, MANAGED RECOVERY SERVICE AND DUO MULTI-FACTOR AUTHENTICATION LICENCE - AUGUST 20	3,779.22	
			SONIC WALL ANNUAL LICENCE 1 YEAR	1,252.06	
			CREATE A SINGLE SHAREPOINT DESIGN FOR COLLABORATION AND FILE SHARING FOR ELECTED MEMBERS - 50% DEPOSIT ON COMMENCEMENT	2,853.51	7,884.79
EFT30369	16/10/2020	ADCO SERVICES	REPAIR VANDALISED DOORS TO TENNIS CLUB	1,650.00	1,650.00
EFT30370	16/10/2020	POTHOLE MASTERS PTY LTD	CROSSOVER REPAIRS - OAKOVER & MARMION STREETS	4,537.50	
			KERB REPAIRS FLETCHER STREET	3,498.00	8,035.50
EFT30371	16/10/2020	PLANNING INSTITUTE OF AUSTRALIA LIMITED	STAFF ATTENDANCE @ PIA NETWORKING LUNCH	20.00	20.00
EFT30372	16/10/2020	CARING PHARMACY EAST FREMANTLE	VACCINE INJECTION - 1X FLU SHOT FOR STAFF	15.00	15.00
EFT30373	16/10/2020	THE WORKWEAR GROUP	2020 - 2021 OPS ADMIN STAFF UNIFORM	399.00	399.00
EFT30374	16/10/2020	PRIME CIVIL PTY LTD	BOX OUT GARDEN BEDS FOR TREE PLANTING -INC TRAFFIC MANAGEMENT - RIVERSIDE ROAD	3,905.00	3,905.00
EFT30375	16/10/2020	REBECCA JAMES	DONATION - CHARITY EVENT - RIDE FOR YOUTH	200.00	200.00
EFT30376	16/10/2020	VOCUS COMMUNICATIONS	SESSION INITIATION PROTOCOL (SIP) LINES / SERVICES CHARGES FOR VOICE OVER INTERNET PROTOCOL (VOIP) 01/10/20 - 31/10/20,	1,171.50	
			UNLIMITED INTERNET TOWN HALL 01/11/20 - 30/11/20,	1,171.50	
			ADSL INTERNET TRICOLORE CENTRE 100G 01/11/20 - 01/12/20,	50.00	2,393.00
EFT30377	16/10/2020	SNAP PRINTING	5000 x PRESS PRINT DL "REPLY PAID" ENVELOPES. PRINTED BLACK ONLY ONE SIDE ON PRESS SEAL ENVELOPES	667.55	667.55
EFT30378	16/10/2020	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES AT LEEUWIN - SEPTEMBER 20	165.00	
			PAYABLE CREDIT CARD TRANSACTIONS VIA TIL PAYMENTS FOR SEPTEMBER 20	186.10	351.10
EFT30379	16/10/2020	KEYS THE MOVING SOLUTION	FURNITURE STORAGE - HISTORIC AND CHAMBER FURNITURE - 26/07/20 - 29/08/20	325.00	325.00
EFT30380	16/10/2020	STATE WIDE TURF SERVICES	SUPPLY 25m ² TURF FOR VERGE ALEXANDRA ROAD	290.47	
			RFQ-04-2020/21 PRESTON POINT RESERVE RESURFACING & RELEVELING - PLANTING KIKUYU STOLONS	34,584.00	34,874.47
EFT30381	16/10/2020	TREE'S A CROWD TREE CARE	TREE PRUNING GLYDE STREET AND CLAYTON STREET	1,650.00	1,650.00
EFT30382	16/10/2020	SUEZ RECYCLING & RECOVERY PTY LTD	MONTHLY WASTE COLLECTION - 46 EAST STREET - SEPTEMBER 2020	780.35	
			WASTE DISPOSAL 2 X 3M BULK BINS @ LEEUWIN CAR PARK - SEPTEMBER 20	99.00	879.35
EFT30383	16/10/2020	WINC	OFFICE STATIONERIES ORDERED ON 24.09.2020	294.52	
			2 X CF410A BLACK TONER CARTRIDGE FOR RANGERS' PRINTER	447.94	742.46
EFT30384	16/10/2020	AMBIUS (RENTOKIL INITIAL PTY LTD)	OFFICE PLANT HIRE 27/06/20 - 26/07/20	273.11	
			OFFICE PLANT HIRE 27/07/20 - 26/08/20	273.11	
			OFFICE PLANT HIRE 27/08/20 - 26/09/20	273.11	819.33
EFT30385	16/10/2020	GRA PARTNERS PTY LTD	PROFESSIONAL FEES - ASSISTING THE TOWN WITH THE EF OVAL REDEVELOPMENT PROJECT - SEPTEMBER 20	7,150.00	7,150.00
EFT30386	16/10/2020	CENTURY AIR CONDITIONING	BOWLING CLUB - ANNUAL AIR CONDITIONER START-UP	180.00	180.00
EFT30387	16/10/2020	LIVING TURF	SUPPLY FINESSE MITICIDE TO TREAT COUCH MITE ON SPORTS GROUNDS	2,145.00	
			SUPPLY AND APPLY BIAGRA WATER RETAINER TO SPORTS GROUNDS	3,459.50	5,604.50
EFT30388	16/10/2020	ZIP HEATERS (AUST) PTY LTD	2 x WATER FILTERS (93702) FOR ZIP HYDROTAPS TOWN HALL	330.77	330.77
EFT30389	16/10/2020	PTC IRRIGATION	LOCATE AND REPLACE FAULTY IRRIGATION VALVES ON HENRY JEFFERY OVAL	4,956.23	4,956.23
EFT30390	16/10/2020	UDLA	PROFESSIONAL FEES - RQF16-2019/20 RIVERSIDE ROAD LANDSCAPING ENHANCEMENT - TENDER ASSISTANCE CONSULTANT FEES, VARIATION CLAIM FOR COUNCIL PRESENTATION AND TECHNICAL SERVICE	4,545.75	4,545.75
EFT30391	16/10/2020	GRACE RECORDS MANAGEMENT (AUSTRALIA)	SCAN ON DEMAND SERVICES FOR PLANNING AND BUILDING SERVICES 2020 / 2021 - JULY 20	643.69	
			SCAN ON DEMAND SERVICES FOR PLANNING AND BUILDING SERVICES 2020 / 2021 - AUGUST 20	297.61	941.30
EFT30392	16/10/2020	DRAFFIN STREET FURNITURE	RESERVE BIN SURROUNDS X 5, DRAFFIN USED AS SUPPLIER TO ENSURE CONTINUATION OF BIN STYLE FROM PREVIOUS 2019 ORDERS	10,610.33	10,610.33
EFT30393	16/10/2020	GEORGE STREET QUARTERS	CATERING FOR ALTUS PAYROLL TRAINING 3 X FULL DAYS	231.00	231.00
EFT30394	16/10/2020	KYOCCERA DOCUMENT SOLUTIONS	YEARLY PRINTING COSTS - COPY CHARGES FINANCE PRINTER TO SEPTEMBER 20	193.81	193.81
EFT30395	16/10/2020	ALYKA PTY LTD	REVIEW OF THE TOWN OF EAST FREMANTLE'S WEBSITE	4,785.00	4,785.00
EFT30396	16/10/2020	SOUTHERN BINS	BULK BINS - WAUHOP ROAD - 13/10/20,	1,140.00	
			REMOVAL OF 1 MATTRESS - WAUHOP RD	20.00	1,160.00
EFT30397	16/10/2020	PAATSCH CONSULTING PTY LTD	PROFESSIONAL FEES - EAST FTLE OVAL PRECINCT REVITALISATION PROJECT (STAGE 2) - SEPTEMBER 2020, FUNDING PROCUREMENT - 2 HOURS, BUSINESS CASE - 15 HOURS	5,834.40	
			PROFESSIONAL FEES - EAST FTLE OVAL PRECINCT REVITALISATION PROJECT (STAGE 2), COMPLETION OF UPDATED FEASIBILITY AND BUSINESS PLAN	15,125.00	20,959.40
EFT30398	16/10/2020	M2M ONE PTY LTD	TOWN HALL LIFT EMERGENCY SIM CARD FEES OCTOBER 20	13.20	13.20
EFT30399	16/10/2020	TRAVIS HAYTO PHOTOGRAPHY	SCP REVIEW VIDEOS	420.75	420.75
EFT30400	16/10/2020	C CAMPBELL	PARTIAL REFUND OF LIFETIME DOG REGISTRATION - DOG NOW STERILISED	150.00	150.00
EFT30401	16/10/2020	CLASSIC HIRE	EQUIPMENT HIRE - NIERGARUP TRACK - 500KG PLATE COMPACTOR HIRE - 11/08/20 - 14/08/20	871.20	871.20
EFT30402	16/10/2020	S MARSHALL	RATES REFUND	573.47	573.47
EFT30403	16/10/2020	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL USE SEPTEMBER 20	3,562.08	3,562.08
EFT30404	16/10/2020	SIDI CONSTRUCTIONS	BOND REFUND	3,000.00	3,000.00
EFT30405	16/10/2020	C HICKS	BOND REFUND	1,500.00	1,500.00
EFT30406	16/10/2020	R STERRETT	BOND REFUND	2,000.00	2,000.00
EFT30407	16/10/2020	GREAT AUSSIE PATIOS	BOND REFUND	2,000.00	2,000.00
EFT30408	28/10/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTION OCTOBER 20	216.72	216.72
EFT30409	28/10/2020	BUNNINGS BLDG SUPPLIES LTD	VARIOUS HARDWARE	207.75	207.75
EFT30410	28/10/2020	FREMANTLE HERALD	ADVERTISING FREMANTLE HERALD 10/10/20	258.88	258.88
EFT30411	28/10/2020	LO-GO APPOINTMENTS	CONTRACTOR COSTS FOR ACTING OPERATIONS MANAGER - LO-GO W/E 17/10/20	3,773.54	3,773.54
EFT30412	28/10/2020	MCLEODS	RATES DEBT RECOVERY COSTS 2020-2021	5,281.99	5,281.99
EFT30413	28/10/2020	SWAN YACHT CLUB	DEPOSIT - STAFF CHRISTMAS BOOKING 11/12/20	300.00	
			SCP REVIEW BUSINESS BREAKFAST: ROOM HIRE, MIXED BREAKFAST BITE PLATTER, JUICE, TEA/COFFEE	930.00	1,230.00
EFT30414	28/10/2020	TELSTRA CORPORATION LIMITED	TOEF DIRECTORY LISTINGS AND SUMPTON GREEN PHONE	534.70	534.70
EFT30415	28/10/2020	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	6,762.01	6,762.01
EFT30416	28/10/2020	ZIPFORM PTY LTD	2020/21 - RATES NOTICES AND BUDGET NEWSLETTER DISTRIBUTION, PRINTING AND ENVELOPES.	1,459.39	1,459.39
EFT30417	28/10/2020	FASTA COURIERS	COURIER COSTS - ENVIRONMENTAL HEALTH SERVICES OCTOBER 2020	53.06	53.06

12.2.3 Request for Quotation RFQ 07-2020/21 – Supply and Delivery of Community Bus

File ref	H/CHC1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	17 November 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Quotation 1 2. Quotation 2 3. Quotation 3

Purpose

This report recommends that Council approve the purchase of a 2020 Fuso Rosa Bus (25 seat) as per the specification contained within RFQ07 – 2020/21 for a fixed price of \$173,414 (ex GST), to support the provision of transport services under the Commonwealth Home Support Program (CHSP).

Executive Summary

A Request for Quotation (RFQ) was prepared for the supply and delivery of a community bus to support the provision of transport services under the Commonwealth Home Support Program. The RFQ was emailed to three (3) suppliers being dealerships for Mitsubishi and Toyota. At the close of the RFQ period, a sole submission had been received from Daimler Trucks Perth (contained in attachment 1).

Further quotes were subsequently sought to meet the requirements under the Town's Purchasing Policy and to demonstrate value for money. These quotes are appended to this report as attachments 2 and 3.

Background

Council considered the replacement of a bus for the CHSP at its meeting of October 2018, where it resolved to endorse the purchase of a new bus at an estimated cost of \$173k ex GST.

The CHSP service requires the use of 2 buses to support Centre Based Day Care services, and to meet contracted hours for the provision of group social support.

Plant Number	Description	Compliance Plate Date	Total Operating Expenses (excluding depreciation)
P4069	Mitsubishi Rosa Bus (1DXU938) – including wheelchair lift	2012	\$96,729
P4061	Mitsubishi Rosa Bus (1DTB605)	2011	\$127,627

It is recommended that plant number P4061 be replaced for the following reasons:

- It is the older of the two buses;
- The new bus will include a wheelchair lift meaning that both buses will be fitted;
- Operating expenses in the last few years have been excessive due to repeated problems with the starter and gearbox, water pump and automatic step. Two years has elapsed since

Council considered the bus replacement in October 2018, and the bus is effectively unroadworthy.

Consultation

Coordinator CHSP

Statutory Environment

The Chief Executive Officer has delegation under DA15 Tenders/Quotations to accept a quotation where the consideration is less than \$150k ex GST. As the purchase is greater than this threshold, Council approval is sought.

Policy Implications

Council's Purchasing Policy requires all purchases over \$50k to be procured under a formal Request for Quotation process. This requirement has been met.

Financial Implications

The 2020/21 Budget includes an allocation of \$175,000 against general ledger E08607 for the purchase of a replacement bus. Funding is \$145,000 from the Aged Services Reserve and \$30,000 from the trade-in (it is proposed that P4061 be sent to an Auction House to be sold). The purchase is within budget.

Strategic Implications

Town of East Fremantle Strategic Community Plan 2017-2027:

1.1 Facilitate appropriate local services for the health and wellbeing of the community.

Site Inspection

Not undertaken to date.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Inability to meet contracted hours for service provision due to unavailability of transport	Almost Certain (5)	Major (4)	Extreme (17-25)	SERVICE INTERRUPTION Indeterminate prolonged interruption of services - non-performance > 1 month	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	16+
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

Three quotes were obtained for the replacement of one of the two CHSP buses. The full quotes are appended to this report and summarised as follows:

Supplier	Make/Model	No. Seats inc Driver	Price (ex GST)
Supplier 1	Fuso-Rosa BE64DJRMBFAF Standard Automatic Transmission Bus with Hoist	19 seats and 1 x wheelchair	\$173,414.00
Supplier 2	Coaster 4.0L Diesel with rear offside entry conversion	15 seats and 1 x wheelchair	\$145,463.09
Supplier 3	Coaster 4.01 Diesel with rear entry wheelchair conversion	15 seats and 1 x wheelchair	\$134,546.00

Whilst the Fuso Rosa Bus is more expensive (in-part being due to the supplier not registered under the CUA panel arrangement for the acquisition of passenger and light commercial vehicle's), the Coordinator CHSP has recommended this bus due to the following specifications:

- The Fuso Rosa is a larger bus and therefore can accommodate more clients, and the aisle and seating sizes are more aged friendly to support mobility requirements;
- Given the larger size, the Fuso Rosa has the wheelchair hoist at the passenger side of the bus meaning that clients can be loaded/unloaded on the verge which is a much safer option compared to the rear hoist for the Toyota Coaster bus, which unloads clients directly onto the road and to the rear of the bus (traffic and visibility issues)

The CHSP Business Plan states that the Day Centre operation from Tricolore could easily increase to 5 days if sufficient funding for staffing was made available. An increase in client assistance will require additional staff resources and the retention of the 2 community buses to assist with transporting of clients to and from the centre (pg59). The Day Centre has been operating 5 days a week since resumption from the COVID shutdown.

12.2.3 OFFICER RECOMMENDATION

That Council, with respect to Request for Quotation RFQ 07-2020/21 – Supply and Delivery of Community Bus:

- 1. approve the purchase of a 2020 Fuso Rosa Bus with wheelchair hoist for the fixed price of \$173,414 ex GST.**
- 2. approve the disposal of P4061 Mitsubishi Rosa Bus (1DTB605) by method of auction.**

**QUOTATION PREPARED FOR:
THE TOWN OF EAST FREMANTLE**

**REQUEST FOR QUOTATION
RFQ 07-2020/21 AND SUPPLY & DELIVERY
OF COMMUNITY BUS**

DAIMLERTRUCKSPERTH

Operated by AHG



Mercedes-Benz



**IAN FAIRCHILD
PHONE: 08 9311 7400
MOBILE: 0427 778 019
FAX: 08 9311 7461
EMAIL: ifairchild@daimlertruckspertth.com.au**



TOWN of
EAST FREMANTLE

Request for Quotation – RFQ07- 2020/21 and Supply and Delivery of Community Bus

**Submission to be received by 4pm
Date: 18 September 2020
Late submissions will not be accepted**

Submission to be received by 4pm Date: 18 September 2020 Late submissions will not be accepted	
Delivered to:	quotes@eastfremantle.wa.gov.au
Posted to:	RFQ07 2020-21 Chief Executive Officer Town of East Fremantle Tender Box PO Box 1097 FREMANTLE WA 6959

Part 4 COMPLETE AND RETURN THIS PART

4 Respondent's Offer

4.1 Offer Form

The Chief Executive Officer
Town of East Fremantle
135 Canning Highway
EAST FREMANTLE WA 6158

We (Registered Entity Name): DAIMLER TRUCKS PERTH
(BLOCK LETTERS)

of: 4 Ulm Place, Perth Airport, 6105
(REGISTERED STREET ADDRESS)

ABN 93 731 132 492 ACN (if any) 009 062 015

Telephone No: 9311 7400 Facsimile No: 9311 7461

E-mail: IFairchild@daimlertruckspertth.com.au

In response to Request for Quotation (RFQ07 2020-21 Replacement Bus)

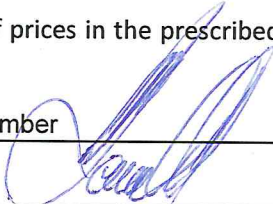
We agree that ~~xxx~~ We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this 17th day of September 20 20

Signature of authorised signatory of Respondent: 

Name of authorised signatory (BLOCK LETTERS): IAN FAIRCHILD

Position: Sales Consultant

Telephone Number: 93117400/mobile 0427778019

Authorised signatory Postal address: P.O. Box 1914, Midland DC 6936

Email Address: As above

Part 4 COMPLETE AND RETURN THIS PART

4.2 Selection Criteria

4.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	<input checked="" type="checkbox"/> Yes No

4.2.2 Qualitative Criteria

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

A. Demonstrated Understanding Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Areas you may wish to cover include:	Weighting <50%>	
<ul style="list-style-type: none"> a) <i>Minimum 21 seats for clients</i> b) <i>Wheelchair lift and hoist</i> c) <i>Warranty Period</i> d) <i>Accessibility to maintenance and parts and repairs in the Perth Metropolitan area</i> 	“Demonstrated Understanding”	Tick if attached <input checked="" type="checkbox"/>

Part 4 COMPLETE AND RETURN THIS PART

4.3 Price Information

Respondents must complete the following “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

Please note that the Town of East Fremantle is entitled to government fleet pricing under CUAPLC00617 – Motor Vehicle Acquisition (Panel Arrangement for the Acquisition of Passenger and Light Commercial Vehicle’s).

4.3.1 Price Basis

<p>Option A</p> <p>Are you prepared to offer a fixed price?</p> <p>Is pricing under CUAPLC00617 – Motor Vehicle Acquisition (Panel Arrangement for the Acquisition of Passenger and Light Commercial Vehicle’s)</p>	<p style="text-align: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: right;">Yes <input checked="" type="checkbox"/> No</p>
---	--

4.3.2 Price Schedule

Item Description	Manufacturers Name/Item Code/Model No	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
Supply and Deliver of One (1) Bus as per the Specification	Fuso- Rosa BE64DJRMBFAF	\$130756.00	\$13075.60	\$143831.60
Window Tinting to the 2 front side and rear windows	Included	-	-	-
Weighbridge and vehicle licensing inspection fees	Complies	\$300.00	\$30.00	\$330.00
Side lift wheelchair	Complies	\$41998.00	Exempt	\$41998.00

Part 4 COMPLETE AND RETURN THIS PART

and accessories as per bus builders specification (to be attached)				See above
Licensing to Council's block licensing date of 30 June 2021.	Complies	\$360.00	Exempt	\$360.00 (estimated)
Total		\$173,414.00	\$13105.60	\$186519.60

DAIMLERTRUCKSPERTH

Operated by AHG



Mercedes-Benz



Ref: 20015

16 September 2020

TOWN OF EAST FREMANTLE
135 CANNIING HIGHWAY
EAST FREMANTLE WA 6158

ATT- THE CHIEF EXECUTIVE OFFICER

Dear Sir/Madam,

RE: REQUEST FOR QUOTATION RFQ 07-2020/21 AND SUPPLY & DELIVERY OF COMMUNITY BUS

Please find, for your consideration, our quotation along with details to supply one (1) only **2020 FUSO ROSA BE64DJRMBFAF, 25 SEAT, STANDARD, AUTOMATIC TRANSMISSION BUS** to your requirements.

For any further details that may be required, please refer to the enclosed specification sheet, or contact the undersigned who will gladly assist.

Yours faithfully
DAIMLER TRUCKS PERTH

IAN FAIRCHILD
GOVERNMENT/SHIRE SALES CONSULTANT



Geraldine Nominees P/L as trustee for
Belmont Unit Trust trading as:
Daimler Trucks Perth
ACN 009 062 015 | ABN 93 731 132 492

4 Ulm Place
Perth Airport WA 6105
info@daimlertruckspertth.com.au
www.daimlertruckspertth.com.au

PO Box 1914
Midland DC WA 6936
Tel +61 08 9311 7400
Fax +61 08 9311 7461

DETAILS OF MODEL**EURO 5" ADR80/03 COMPLIANCE**

To supply one only FUSO ROSA STANDARD BUS BE64DJRMBFAF with 6 speed automatic transmission and the following standard equipment:

ENGINE:	4M50-4AT4 (ADR 80/03) 4 cylinder, OHV, inline, direct injection diesel, 4.9 Litre, 110KW @2700 RPM, turbocharged & intercooled. Exhaust DPF to ADR80-03.
TORQUE:	441Nm @ 1600 RPM
FUEL SYSTEM:	100 Litres (lockable tank), Bosch common rail system.
ELECTRICAL:	24 Volt, negative earth, 24 Volt – 80 Amp alternator. 4 x Quartz halogen, low/high 70/75W-2, high 70W-2 headlamps.
TRANSMISSION:	6 speed automatic
REAR AXLE:	Full floating, hypoid. Ratio 4.875:1.
STEERING:	Rack & pinion with integral power assistance.
BRAKES:	Dual circuit, vacuum/hydraulic with ABS (Anti-lock braking system) Auxillary exhaust. Front: 235mm nominal dia. twin calliper, ventilated disc with visual wear indicators. Rear: 320 x 110mm drum with automatic adjustment.
SUSPENSION:	Front: Independent double wishbone with coil springs, transverse leaf spring and double acting shock absorbers. Rear: long taper leaf springs (1350 x 70 x 14mm – 3 leaves) with stabiliser bar and shock absorbers.
TYRES:	205/85R16LT 117/115L, tubeless.
GVM:	6,285kg.
ATM (TOWING CAPACITY):	With or without trailer brakes 715kg.
EXTERIOR:	Rear door emergency exits with central (ignition key activated) locking plus 1 LH and 2 RH windows with emergency hammers and external steps. Internal and external locations of operational decals. Bi-fold vacuum operated / automatic access door with momentary control.
INTERIOR:	Fixed low back passenger seats with 2 point lap, ELR seat belts, up to 25 seats including the driver. Fully integrated, ducted air conditioning. 10,800 k/cal. with manual control. CD player and integrated PA system. Power window on driver's door. Fire extinguisher.
MULTI-MEDIA PACKAGE:	Satellite navigation, Colour display / 6.1 inch LCD screen, Bluetooth phone connectivity, CD / DVD player and Digital radio DAB+, USB iPod port Reversing camera, high mounted with infra red sensors

DELIVERY: Ex Victorian pool stock, (subject to prior sale), plus coach builder's build time. Estimated delivery to Council of 10-12 weeks, upon receipt of purchase order to proceed.

WARRANTY: Factory standard five (5) year, 200,000 km (whichever occurs first) on the bus – Bumper to Bumper – (not including accessories)

PRICING: To supply one (1) only 2020 FUSO ROSA BE64DJRMBFAF with accessories described above;

Price	<u>\$130,756.00</u>
- Window tinting to the two (2) front side & rear windows	Included
- Weighbridge & vehicle licensing inspection fees	\$ 300.00
Subtotal	<u>\$131,056.00</u>
Plus 10% GST	\$ 13,105.60
Sub Total	<u>\$144,161.60</u>
Plus left hand side lift wheelchair & accessories as per our coach/bus builder's quotation attached <u>Ex GST</u> \$ 41,998.00	
Sub Total	<u>\$186,159.60</u>
Licensing to Council's block licensing date of the 31 st of July	\$ 360.00 (ESTIMATED)
<u>TOTAL</u>	<u>\$ 186,519.60</u>

PAYMENT: Cash on delivery.

NOTE: Prices are based on manufacturer's prices at the **quotation** date and are subject to **CURRENT RULING PRICES** or stock available at the quoted price.

ROSA



ROSA LWB STANDARD

MANUAL or AUTO



LOW BACK PASSENGER SEATS WITH BI-FOLD PASSENGER ACCESS DOOR

People (Inc. driver)

25

Length

7.7_M

Power/Torque

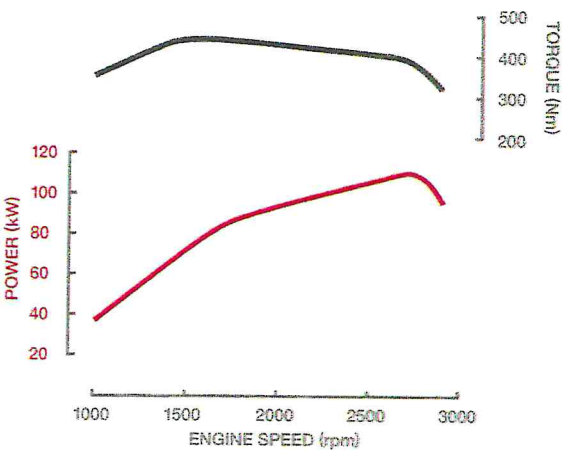
110_{KW} / 441_{NM}

- Light rigid licence required

MODEL	LENGTH	CONFIGURATION
A Standard LWB 25 Seat Manual (BE64DJRMBFAE)	7.7M	Low Back Vinyl Bench Seats with Lap Seat Belt
B Standard LWB 25 Seat Automatic (BE64DJRMBFAF)	7.7M	Low Back Vinyl Bench Seats with Lap Seat Belt

Engine	
Engine Version	FUSO 4M50-4AT4 Diesel
Configuration	4 Cyl. In-line DOHC, 4-Valve
Type	Waste-gate Turbocharged & Air to Air Intercooled
Displacement	4.9 litre (4899cc)
Bore	114mm
Stroke	120mm
Power (ECE R85-00)	110kW @ 2700 rpm
Torque (ECE R85-00)	441Nm @ 1600 rpm
Maximum Engine Speed	2900 rpm
Compression Ratio	17.5:1
Cooling System / Oil Cooler	Water cooled, 17.0L capacity/ Plate type engine oil cooler
Air Cleaner	Dry Paper Element. Forward Mounted Intake System
Emission Control	Silicon Carbide DPF & Catalytic Converter
Emission Level	ADR 80/03 - JP05

Transmission		
Version	A FUSO Manual M036S6	B Aisin Seiki Co.,Ltd. Automatic M036A6
Type/Speeds	6 Speed	
Features	A Synchronesh 1st-6th	B Torque Converter Ratio: 1.65:1. Lock-up clutch 2nd-6th. Chassis Mounted Transmission Cooler.
Ratios	A 1st: 5.175 2nd: 2.913 3rd: 1.682 4th: 1.000 5th: 0.793 6th: 0.669 Rev. 5.1759	B 1st: 3.742 2nd: 2.003 3rd: 1.343 4th: 1.000 5th: 0.773 6th: 0.643 Rev. 3.539
Park Interlock	A N/A	B Ignition Key (On) & Foot Brake Activated



Front Suspension	
Type	Independent Double Wishbone with Coil springs, Transverse Leaf Spring and Double Acting Shock Absorbers

Rear Axle	
Type	Full Floating Hypoid
Capacity*	3800kg
Ratio	4.875:1
Notes	*See MAX LOADING for vehicle capacity.

Rear Suspension	
Type	Steel Suspension
Details	Long Taper with Stabiliser Bar and Shock Absorbers

Max Loading	
Front	2570kg
Rear	3800kg
Total	6285kg

Options	

Steering	
Type	Rack & Pinion with Integral Power Assistance
Steering Column	Tilt Adjustable with Steering Lock

Brakes	
Type	Dual Circuit Vacuum/Hydraulic with ABS Front: Twin Caliper Ventilated Disc with Visual Wear Indicators Rear: Drum with Automatic Adjustment
Park Brake	Transmission

Wheels & Tyres	
Tyre Size All	Michelin Tyres XJE4 Mix Energy 205/85R16LT 117/115L
Spare Tyre Carrier	Provided

Chassis	
Type	Parallel Tapered Channel with Cross Members

Fuel	
Injection System	Bosch Common Rail Electronic Direct Injection
Tank Type	Rectangular Steel Tank with Locking Cap
Fuel Capacity *	100 Litres
Filtration	Main Filter with Water Separator Function
Speed Limiter	Speed Limited 100km/h
Notes	*Max Fill to approx 95% of Air Capacity

Cooling	
Fan Drive	Thermo modulated continuous control (Viscous)
Radiator	Corrugated Fin with Expansion Tank

Electrical	
Voltage	24V Negative Earth
Alternator Capacity	24V-80 amp
Battery Capacity	2x12V, 52Ah/5hr in Parallel
Headlamp Capacity	Low beam 2x70W High beam 2x70W

Clutch		
Clutch Model	A FUSO C5W33	B N/A
Type	A Single Dry Plate	B N/A
Operation/Specification	A Hydraulic Control with Pedal Power Booster	B N/A

MODEL	LENGTH	CONFIGURATION
A Standard LWB 25 Seat Manual (BE64DJRMBFAE)	7.7M	Low Back Vinyl Bench Seats with Lap Seat Belt
B Standard LWB 25 Seat Automatic (BE64DJRMBFAF)	7.7M	Low Back Vinyl Bench Seats with Lap Seat Belt

Instruments

Gauges	Speedometer with LCD Odometer & Dual Tripmeter Tachometer (Yellow Zone indicates safe exhaust operating zone) Fuel Level Water Temperature
Warning Lamps	ABS & Front Disc Wear. Oil Pressure. DPF Indicator.

Multi-Media Package

Satellite Navigation	Maps with heavy vehicle weight, length, height & hazardous material selectable restrictions with 3 years of Map updates
Colour Display	6.2 inch LCD with touch screen control
Phone Connectivity	Bluetooth® hands free
Audio Visual Entertainment	Bluetooth® music streaming compatible Digital radio DAB+ (also AM/FM for areas not covered by DAB+) USB & 3.5mm/AUX port
Reversing Camera Compatible	1 Reverse Camera fitted as standard Display can accept up to 4 additional cameras#
Optional Accessories (available at additional cost)	Rear Mounted Parking Sensor Kit (High or Low) USB Quick Charge Kit Qi Wireless Charging Pocket for Mobile Devices Tyre Pressure Monitoring System # Cameras available through spare parts
Notes	

Exterior

Windscreen	Laminated Tinted with Darker Upper Band
Side Windows	Fixed Type with Dark Tint
Body Colour	Rising White with Colour Code Bumpers Black Side Window Sash
Towing Hook	Front

Interior

Lighting	Access Step Light & 3 Interior Lights
Floor	Heavy Duty Vinyl Floor Covering

Safety (active)

Brakes	ABS Exhaust Brake Disc Brake Front End
Reverse Warning	Buzzer
Passenger Access Door	Accelerator Interlock & Pre-Warning Buzzer

Safety (passive)

Body Strength	Fully ADR59/00 Roll Strength Compliant
Emergency Exits	4 Exits (1 LH & 2 RH Windows with Emergency Hammers)
Emergency Operational Decals	Internal & External
Rear Swing Door - Opening Direction	Outward
Rear Door Locking	Automatic when Ignition Key in Off Position
Seat Belts - Driver & Driver Assistant	3 Point ERL Lap Sash
Fire Extinguisher	Provided

Driver Comfort & Features

Driver's Seat	Low Back Sliding with Head Rest Adjustable Height & Back Angle
Visibility Mirrors	LH & RH External Rear View Additional Front Left Clearance Internal Rear Vision Rear Mounted Reversing
General	Power Driver's Window. Cup Holder. Sun Visors (Driver and Front Passenger). Central Locking. Accessory Power Outlet / Cigar Lighter Ashtray.

Air Conditioning (Separate Unit)

Capacity	10800 kcal/hr
Distribution	Integrated Roof Ducts located throughout Cab
Intake	Switchable Fresh Air Duct on Roof at Rear of Cab

Cabin Heating / Demisting

Heaters	Forward Cabin plus Passenger Units throughout Cab
Demisters	Forward and Rear Cabin

Passenger Access & Seating

Passenger Door	Bi Fold Vacuum Automatic
Passenger Seats	Fixed Low Back
Passenger Seat Type	LH single, RH Bench
Seat Belts	ERL 3 Point Drivers Assistant Only ERL 2 Point for Other Seats
Trim	Vinyl
Grip Handles	Rear Seat (Except above Wheel Arch)
Interior	Semi-trimmed
External Trim	N/A
Other	N/A
Modesty Panel - Front Passenger Seat	Front Passenger Seat

Service Intervals

Interval*	<u>10,000km or 12 Months</u> (whichever occurs first)
Notes	* based on normal operating conditions and may be reduced when operating under severe conditions.

Warranty

Basic/Powertrain	<u>5 Years or 200,000kms</u> (whichever occurs first)
Cab Perforation/Anti Corrosion	<u>5 Years</u>

ATM (towing capacity)

Without Trailer Brakes	715kg
With Trailer Brakes	1615kg

Performance

Turning Circle (kerb to kerb) 14.4m

Mass (estimated)*

Total*	A 4125kg	B 4165kg
Note:	* Mass (est.) includes oil and water but excludes spare wheel, tools & fuel. Weights provided are subject to 3.5% variation (+/-)	

MODEL	LENGTH	CONFIGURATION
A Standard LWB 25 Seat Manual (BE64DJRMBFAE)	7.7M	Low Back Vinyl Bench Seats with Lap Seat Belt
B Standard LWB 25 Seat Automatic (BE64DJRMBFAF)	7.7M	Low Back Vinyl Bench Seats with Lap Seat Belt

Dimensions (mm)

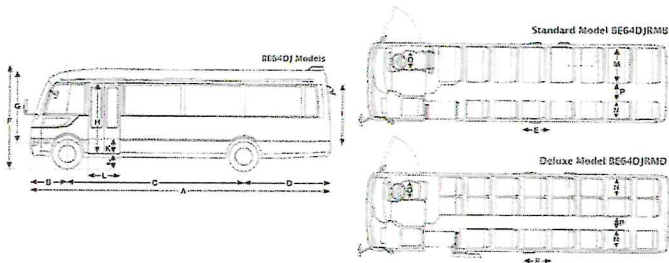
Width Overall (excluding mirrors)	2070
Width Front Track	1655
Width Rear Track	1495
A - Length Overall (B+C+D)	7730
B - Length Front Overhang	940
C - Length Wheelbase	4550
D - Length Rear Overhang	2240
E - Length Passenger Seat Pitch Approx	725
F - Height Overall	2755
G - Height Floor to Headliner	1860
H - Height Access Door	1755
I - Height Emergency Exit	1480
J - Height First Access Door Step to Ground	380
K - Height Second Access Door Step to Floor	290
L - Width Door Access	665
M - Width Passenger Seat - Right Hand Bench	900
N - Width Single	450
O - Width Driver's Seat	500
P - Height Passenger Aisle	445



Call 1800 033 557

or visit fuso.com.au

Unless specified in writing herein the accessories, applications, bodies or equipment depicted in this document are for illustration purposes only and may not be available from Daimler Truck and Bus Australia Pacific Pty Ltd. (ABN 86 618 413 282) (DTB). No representation or warranty whatsoever is given in relation to any accessories, applications, bodies or equipment or suitability of same that are shown herein that may be manufactured, supplied or fitted by a party other than DTB. DTB reserves the right without notice or obligation to discontinue or make changes to the colour, designs, materials and specifications of the products and options referred to herein at any time. For the most current information and in order to ascertain which accessories, applications, bodies and equipment are available from DTB please contact your authorised FUSO Truck and Bus dealer. Fuso is a registered trademark of Daimler Truck and Bus Australia Pacific Pty Ltd. Copyright DTB. Reproduction in whole or part prohibited without written approval. Part Number TSR76A-SSV2. Valid from 01-Oct-19.





The Rosa range has Standard and Deluxe models available with 22 – 25 seats. With up to four more seats than a Coaster, Rosa is Australia's best selling bus in its class.*

Model	Standard Warranty*	Extended Warranty (Total)*
Rosa	3 years/100,000-km or 2000 hrs	5 years/200,000-km or 4000 hrs

Source: Viacis 2004-2012

IF YOU FIND YOURSELF IN TROUBLE GIVE US A CALL AND WE'LL DO OUR BEST TO ASSIST YOU.

Available to new and existing Fuso customers.

Call 1300 429 134 or visit fuso.com.au to find out more.

*The New Vehicle Warranty applies only to trucks and buses registered and operated in normal conditions in Australia. Vehicles operated in severe service applications, mining (above and below ground), crop spraying or on-beach are warranted for 12 Months/50,000 kilometres (whichever occurs first). Fuso warranty applies to cabs chassis only and excludes any 3rd party body and equipment fitted. *Extended warranty terms and conditions are the same as standard warranty, with extended cover period, km and hours.

5 YEAR WORRY FREE WARRANTY!

WITH OUR COMPLIMENTS

- GENUINE FACTORY BUMPER TO BUMPER



THE SAME TERMS AND CONDITIONS AS A STANDARD WARRANTY*

fuso.com.au

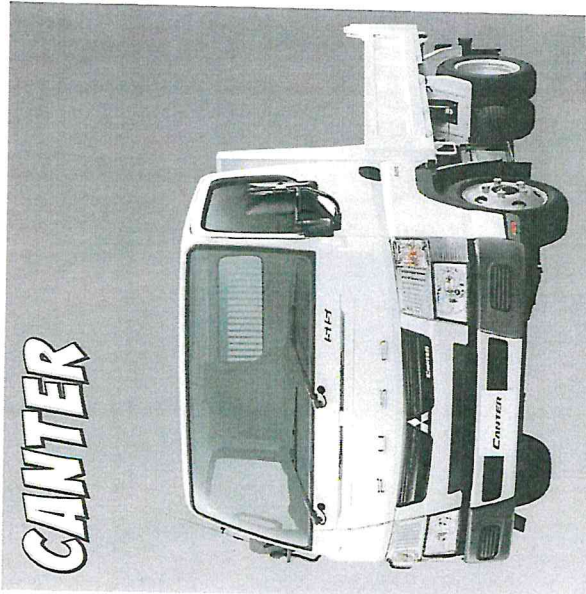


RELAX. WE'VE GOT YOU COVERED



Enjoy peace of mind with our 5 year extended warranty. As a valued customer, we've included this additional cover at no extra cost. We believe we have the best extended warranty support package available. For starters, we offer a genuine manufacturer's factory-backed warranty, not one offered by a third party. This ensures you receive genuine Fuso parts and service from authorised Fuso dealers. Secondly, our extended warranty covers the whole vehicle* and not just the powertrain. Bumper to bumper cover provides you with maximum value and peace of mind. It's just another example of how you get more with Fuso.

CANTER



Canter is Fuso's light-duty truck range. Canters can be equipped with the world's first dual clutch gearbox for a truck, an EEV emission compliant engine range and is the only light-duty Japanese truck to offer 30,000 km service intervals.

Model	Standard Warranty*	Extended Warranty (Total)*
Canter	3 years/100,000 km or 2000 hrs	5 years/200,000 km or 4000 hrs

FIGHTER



Fighter is Fuso's medium-duty truck range. The range consists of three main model variants: the FK, FM and FN, and offers customers a wide range of GVM, engine, transmission, suspension and wheelbase options, to allow them to better meet their specific business requirements.

Model	Standard Warranty*	Extended Warranty (Total)*
Fighter FK	3 years/150,000 km or 3000 hrs	5 years/300,000 km or 6000 hrs
Fighter FM Fighter FN	3 years/200,000 km or 4000 hrs	5 years/350,000 km or 7000 hrs

HEAVY



Heavy is Fuso's heavy-duty truck range. There is a choice of models to suit most intra-state, metro and regional applications while providing a level of reliability, performance and technology that will please drivers and fleet operators.

Model	Standard Warranty*	Extended Warranty (Total)*
Heavy FV14VFS	3 years/200,000 km or 4000 hrs	5 years/500,000 km or 10000 hrs

DAIMLERTRUCKSPERTH

Operated by AHG



Mercedes-Benz



Our Company Profile

Daimler Truck Perth is a major force in the Western Australian truck and bus market. Providing vital vehicle sales, service support and spare parts for Western Australia's growing road transport industry from our location in Hazelmere.

Daimler Trucks Perth's recent expansion now allows us to offer an unparalleled range from three prestigious brands: Mercedes-Benz, Freightliner and Fuso. In addition to our range of new buses and trucks, Daimler Trucks Perth also stocks a range of quality used vehicles and provides on-site finance approval.

From our location in Hazelmere our dedicated and experienced team offers servicing for light trucks to heavy prime movers and buses. Our service centre is open from 7:30am – 12:00 midnight, as well as an on-site auto electrician who is available from 8:00am to 4:30pm ensuring that all your truck and trailer repairs are carried out in a timely manner minimising downtime for your vehicle.

Daimler Trucks Perth's fully equipped mobile technicians are available for 24 hour emergency callout service.

Daimler Trucks Perth offers a wide range of parts and accessories for Mercedes-Benz, Freightliner and Fuso. We carry a comprehensive range of trailer parts and stock a large range of truck accessories to suit all makes and models.

We have access to a large range of suppliers located both in Western Australia and in the eastern states which allows us to supply parts at a very competitive and convenient price.

Mission Statement

Daimler Trucks Perth aims to retain its role as a major force in truck sales, parts and repairs, servicing clients who have come to depend on the professional, efficient and reliable service provided.

We believe that we will grow in strength as a dynamic, leading dealership that is recognised for:

- a stable workforce of dedicated employees who possess the skills necessary to ensure the future development and success of the company;
- an ability to adapt to the changing and developing requirements of the market place, in order to provide a degree of performance that exceeds our client's perceived requirements;
- representing the expanding availability of truck technology, through the resources of Mercedes-Benz Australia/Pacific Pty Ltd and Fuso Truck and Bus Australia Ltd;
- consistently demonstrating the highest possible level of integrity and professionalism in all business dealings.

Daimler Trucks Perth's philosophy and vision is the foundation of future market expansion and continued success in a competitive service industry which demands excellence.

Our Philosophy

Daimler Trucks Perth's office in Hazelmere acknowledges that ultimately, the satisfaction of our clients is the basis of our current and future success. The company recognises this belief and aims ensuring that:

- we are providing only the highest quality trucks, spare parts and service;
- client requirements and specifications are addressed and fulfilled in a professional and efficient manner, with customers being given priority, and any concerns being responded to at the earliest possible opportunity;
- the highest ethical standards are maintained in all dealings;
- all staff are trained and qualified to provide the extensive service and product knowledge required;
- every reasonable effort is taken to ensure the working environment is conducive to maintaining and improving employees' health, safety and welfare;
- employee advancement from within the company shall always be the policy of management;
- Staff abilities, needs and professionalism are respected by all levels of management.

Management and staff are committed to the development and enhancement of all facets of this philosophy relating to the structure and operation of Daimler Truck Perth. All actions and business dealings should contribute to the building of a long-term, mutually rewarding business relationship with our clients, fellow staff and suppliers.

Our Benefits

- Convenient metropolitan location
- Extensive parts holding and parts availability for trucks and trailers
- Servicing available until midnight
- Factory trained technicians supported by specialist diagnostic equipment and tooling
- 24 hour breakdown service
- On-site Auto Electrician
- Fixed price service contracts available
- Service packages to suit all business needs
- Reputation and quality assurance
- Part of the AHG Group

Part of Australia's Largest Motoring Group

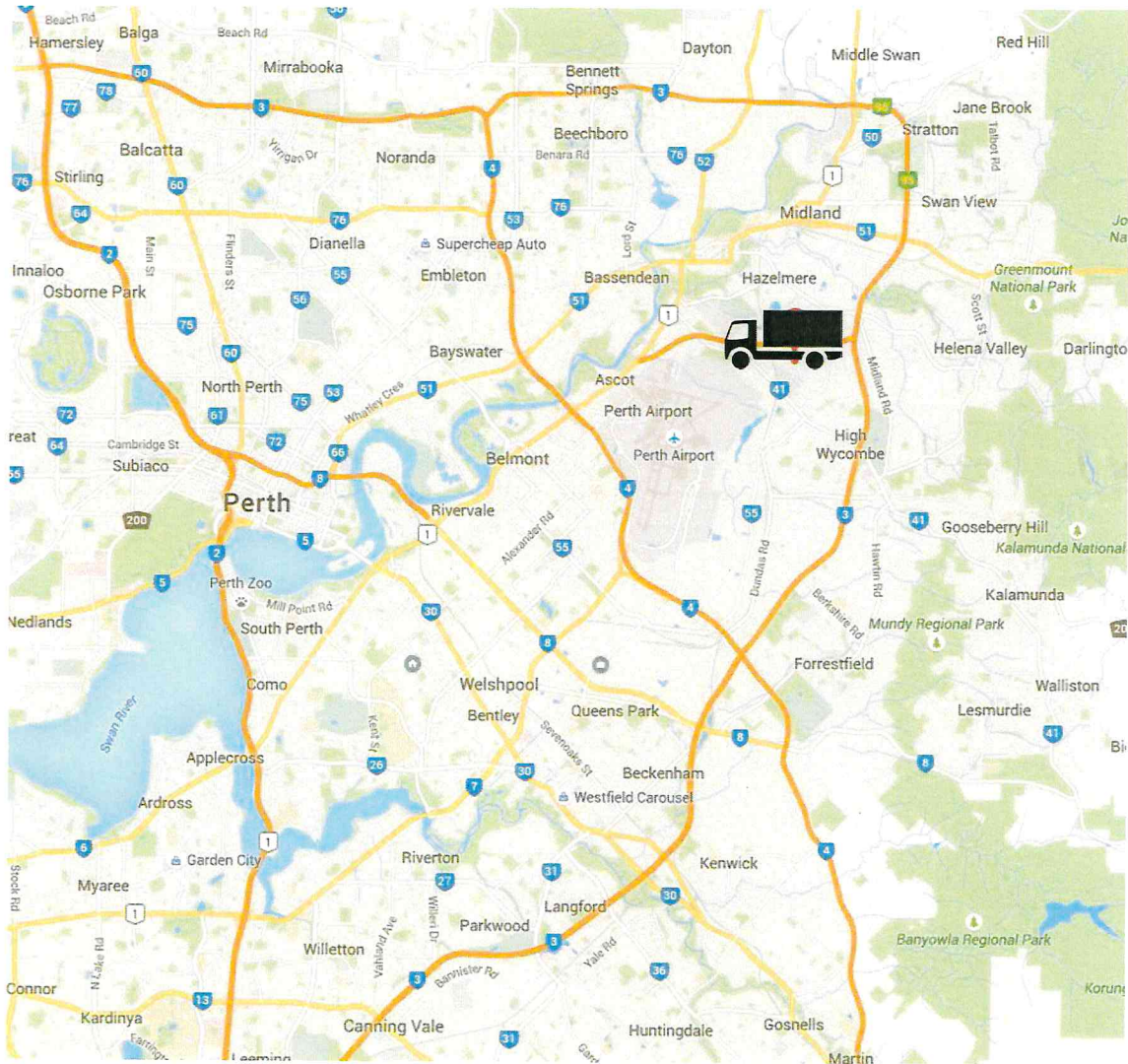


Daimler Trucks Perth

4 Ulm Place, PERTH AIRPORT WA 6105

(08) 9311 7400

www.daimlertruckspertth.com.au





ROSA SERVICE VARIABLES

DESCRIPTION

VARIABLE

DESCRIPTION

PART NUMBER

LIST PRICE

Hourly Rate 125
 Engine Oil Per Litre 7.3
 Manual Trans Oil Per Litre 8.35
 Auto Trans Oil Per Litre 8.4
 Diff Oil Per Litre 8.35
 Brake Fluid Per Litre 7.6
 Power Steering Fluid Per Litre 8.4
 Consumables incl Environmental levy Effective Date 21
 6th January,
 Retail Rate (i.e. List Price + 10% GST) 1.1

Oil Filter Element
 Air Filter Element
 Fuel Filter Element
 Coolant Inhibitor (22 Litres)

ME228898
 ME017246
 ME222135
 MTCC5

62.48
 99.68
 25.7
 172.88

ROSA Front Hub Seal

Front Hub Seal (2)

MT119305

39.28

ROSA Rear Hub Seal

Rear Outer Hub Seal (2)
 Rear Inner Hub Seal (2)

MB308933
 MB161152

43.42
 37.7

SERVICE HOURS

Service Hours (10000 km) 3
 Service Hours (20000 km) 3.5
 Service Hours (50000 km) 7
 Service Hours (60000 km) 8.5
 Service Hours (100000 km) 7.5
 Service Hours (300000 km) 12.5

MODELS

ROSA

LUBRICANT

Engine Oil
 Transmission Oil
 Automatic Trans Oil
 Differential Oil
 Power Steering Oil
 Brake Fluid

LITRES

9
 4.4
 4.5
 4.5
 2
 3



RETAIL = (List + G.S.T.) effective 6th January,
 ROSA AUTOMATIC MODELS
 MANUFACTURER'S RECOMMENDED SERVICE SCHEDULE

SERVICE INTERVALS (kms)	MANUFACTURER'S RECOMMENDED SERVICE SCHEDULE										TOTAL	
	5,000	10,000	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000		100,000
PARTS REQUIRED												
Oil Filter Element	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	
Air Filter Element				\$109.65					\$109.65			
Fuel Filter Element			\$28.27						\$28.27			
Coolant Inhibitor (22 Litres)						\$190.17					\$190.17	
Rear Hub Seal (4)						\$89.23					\$89.23	
Front Hub Seal (2)						\$43.21					\$43.21	
LUBRICANTS												
Engine Oil Volume (litres) 9												
Transmission Oil Volume (litres) 0												
Automatic Trans Oil Volume (litres) 4.5												
Differential Oil Volume (litres) 4.5												
Power Steering Fluid Volume (litres) 2												
Brake Fluid Volume (litres) 3												
SERVICE TIMES (hrs)												
LABOUR	No Charge	3.00	3.50	3.50	3.50	7.00	8.50	3.00	3.50	3.50	7.50	
TOOLS & SUPPLIES	No Charge	\$412.50	\$481.25	\$481.25	\$481.25	\$962.50	\$1,168.75	\$412.50	\$481.25	\$481.25	\$1,031.25	
TOTAL COST	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	
ACCUMULATED COST	\$223.91	\$576.60	\$673.62	\$686.68	\$824.85	\$1,360.33	\$1,534.89	\$576.60	\$824.85	\$686.68	\$1,457.35	
SERVICE COST PER KM	\$223.91	\$800.51	\$1,474.13	\$2,160.81	\$2,985.65	\$4,345.98	\$5,880.87	\$6,457.47	\$7,282.31	\$7,968.99	\$9,428.34	
	\$0.04	\$0.08	\$0.07	\$0.07	\$0.07	\$0.09	\$0.10	\$0.09	\$0.09	\$0.09	\$0.09	
SERVICE INTERVALS (kms)	110,000	120,000	130,000	140,000	150,000	160,000	170,000	180,000	190,000	200,000	TOTAL	
PARTS REQUIRED												
Oil Filter Element	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$68.73	\$1,443.29	
Air Filter Element	\$109.65					\$109.65					\$438.59	
Fuel Filter Element	\$28.27			\$28.27				\$28.27			\$282.70	
Coolant Inhibitor (22 Litres)											\$760.67	
Rear Hub Seal (4)	\$89.23							\$89.23			\$267.70	
Front Hub Seal (2)	\$43.21							\$43.21			\$129.62	
LUBRICANTS												
Engine Oil Volume (litres) 9												
Transmission Oil Volume (litres) 0												
Automatic Trans Oil Volume (litres) 4.5												
Differential Oil Volume (litres) 4.5												
Power Steering Fluid Volume (litres) 2												
Brake Fluid Volume (litres) 3												
SERVICE TIMES (hrs)												
LABOUR	3.00	8.50	3.00	3.50	7.50	3.50	3.00	8.50	3.00	7.50	97.50	
TOOLS & SUPPLIES	\$412.50	\$1,168.75	\$412.50	\$481.25	\$1,031.25	\$481.25	\$412.50	\$1,168.75	\$412.50	\$1,031.25	\$13,406.25	
TOTAL COST	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$23.10	\$485.10	
ACCUMULATED COST	\$576.60	\$1,686.12	\$576.60	\$673.62	\$1,470.41	\$824.85	\$576.60	\$1,553.37	\$576.60	\$1,608.57	\$19,549.67	
SERVICE COST PER KM	\$10,002.94	\$11,689.06	\$12,265.65	\$12,939.27	\$14,409.68	\$15,234.53	\$15,811.13	\$17,364.50	\$17,941.09	\$19,549.67	\$19,549.67	
	\$0.09	\$0.10	\$0.09	\$0.09	\$0.10	\$0.10	\$0.09	\$0.10	\$0.09	\$0.10	\$0.10	

This schedule represents the minimum service requirements to conform with the manufacturer's recommendations. Excluded are items such as tyres, clutch and brakes etc.
 The vehicle air conditioning system should be serviced and the receiver dryer replaced every two years or 60,000 kilometers.
 The above costings are estimates only and could vary depending on environment, location, driver skill, etc, and assumes 60,000 km per annum.



RECOMMENDED BODY/BUS BUILDER

(FOR YOUR INFORMATION)

David McLaurin
20 Coulson Way
Canning Vale WA 6155
Phone: (08) 9256 3211 Fax: (08) 9256 4311
email: dave@accessibletransit.com.au web: http://www.omnibusservices.com.au

Accessible Transit Specialists are pleased to present the following quotation for your consideration. Over the past five years Accessible Transit Specialists has liased with individuals, their families , community transport and health department operators to develop a range of conversions that addresses unique individual circumstances and needs. The feedback provided to us during this time has given us the opportunity to develop a number of options in regard to the design and features in this quote.

Please don't hesitate to contact me should you require additional information, I look forward to discussing this quote with you.

SPECIFICATIONS

No: 00570

CLIENT: Mr Ian Fairchild – Daimler Trucks Perth
Town of East Fremantle - Wheelchair Access Spec .
RFQ07 2020-21
25 Seat Bus Standard
Bus Specification

2 2 Passengers Plus driver or 18 Passengers Plus driver with 1 wheelchair positions – Rear Side Internal lift – Deluxe Model.

CHASSIS:

Mitsubishi ROSA
Deluxe Models



Page 2

DIMENSIONS: LENGTH: 7730
 WIDTH: 2070
 HEIGHT: 3160

ENTRANCE DOOR: As per vehicle specifications of the vehicle supply & fit new step system



FLOOR & COVERING: 17mm Hardwood Dimadek installed for rear saloon area covering isle with reinforcing to area Plus Fitted with Australian Safety flooring .

WINDOWS: Windows Standard to Vehicle, and apply tropical tint with life time guarantee.

INTERIOR UPHOLSTERY: All interior finishing standard with vehicle.

MILLENNIUM SIDE INTERNAL LIFT :

Supply and Fit Internal lift 1300 x 838 platform either as pictured or rear entry.

Note : Accessible Transit recommend off side entry doors as rear entry conversions put staff and clients in direct traffic line of on coming traffic.



Page 5

Accessible Transit Specialists Pty Ltd thank you for the opportunity to present this quote for your consideration. This quotation is current for Ninety days as of 18th September 2020.

All workmanship is carried out by our highly skilled coach building team .

Accessible Transit Specialists are a **Authorized modifier M85 WA** covering all VSB code 6 regulations of the conversion. The conversion is fully guaranteed and complies with the Australian Design Rules that apply.

Accessible Transit Specialists offer a mobile lift service to our valued customers and also recommend servicing of hoist every {Six} 6 months.

A one year guarantee on all work carried out is covered on the conversion and products used .

Please find following a Comprehensive break down of all prices .

Thank you for choosing Accessible Transit Specialists for your quotation, we look forward to working with you on your vehicle conversion.

Yours sincerely

David McLaurin
(State Sales Manager)



David McLaurin
20 Coulson Way
Canning Vale WA 6155
Phone: (08) 9256 3211 Fax: (08) 9256 4311
email: dave@accessibletransit.com.au web: http://www.omnibusservices.com.au

No: 00570/ 18/9/2020.

**Mr Ian Fairchild – Daimler Trucks Perth
Town of East Fremantle - Wheelchair Access Spec.
RFQ07 2020-21
25 Seat Bus Standard
Bus Specification**

*2 2 Passengers Plus driver or 18 Passengers Plus driver with 1 wheelchair positions –
Rear Side Internal lift – Deluxe Model .*

Supply	type	unit	Description	Total
MATERIALS				
1	S		REMOVE EXISTING FLOORING AND REPLACE WITH 17MM DIMADEK HARDWOOD TO SALOON AREA IN SAFETY FLOORING AND REINFORCED FOR ADR 68 REQUIREMENTS.	3,000.00
3	S	EAC H	RIGHT/LEFT SAFETY YELLOW HAND RAILS ON ENTRY PLUS INTERNAL RAIL TO ROOF FOR SAFE ENTRY .	510.00
1	S		REVERSING BUZZER	110.00
1	S&F	SET	WINDOW TINTING TO DRIVER LHS VISION WINDOWS.	527.00
1	S&F		MODIFY REAR QUARTER PANEL SIDE ENTRY TO MAKE DOOR ENTRY FOR WHEELCHAIR ACCESS {KEEPING EXISTING APPEARANCE }	12,500.00
2	S&F		2 x REAR FOLD UP SEAT S FOR EASY USE WHEN WHEELCHAIRS .	5,340.00
1	S		AUTHORISED MODIFIERS PLATE PLUS ENGINEERING COMPLIANCE / DPI VEHICLE INSPECTION.	550.00
1	S&F		MODIFY REAR SPRINGS	525.00
1	S		MILLENNIUM INTERNAL HOIST LARGE 1300X 838MM PLATFORM	7,800.00
1	S	EAC H	RETRACTOR 4 POINT WHEELCHAIR RESTRAINTS AND LAP RESTRAINT . EASY TO USE FOR STAFF.	1,500.00
1	S&F		FLUSH SURFACE WHEEL CHAIR TRACK FOR 1 x WHEELCHAIR POSITIONS AND REPLACE SEATING PLUS SIDE WALL TRACKING FOR RESTRAINT OF WHEELCHAIRS AT REAR SIDE WALLS FOR STORAGE OF WHEELCHAIRS AND OUT EQUIPMENT .	3,700.00
1	S&F		NEW AGE FULLY AUTOMATIC STEP THAT STOWS INSIDE WITH BROAD STEP HEIGHTS FOR AGED CARE CLIENTS.	5,500.00
2	S&F		REAR ZIMMER FRAME HOLDERS AT REAR	690.00
1	S&F		HEAVY DUTY BATTERY ISOLATOR SWITCH	600.00
OVERALL TOTAL GST FREE				\$41,998.00

(INCLUDED IN OUR QUOTATION)

Conversion Features already Quoted :



#Rear side Internal Hoist Deluxe Rosa.



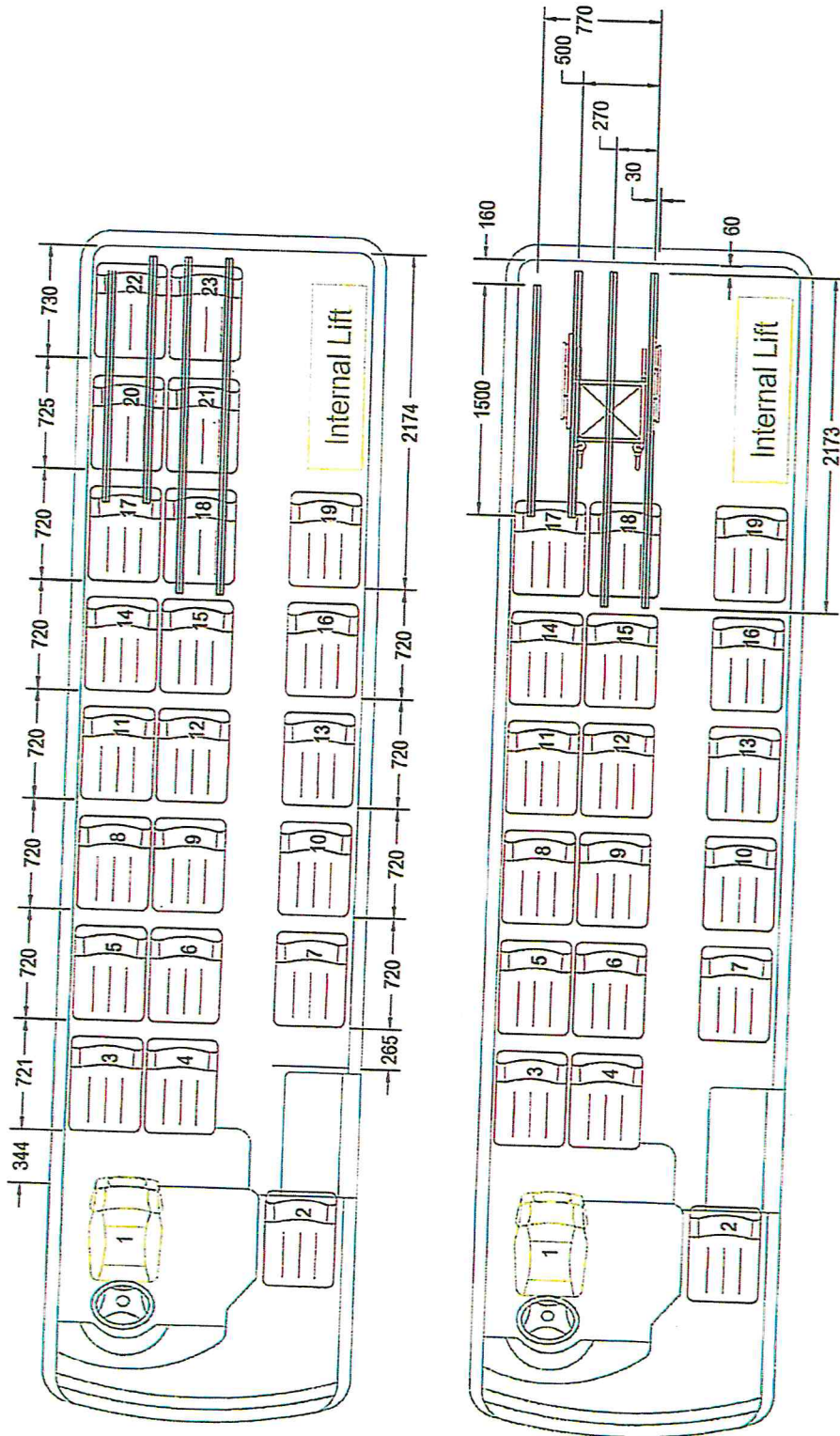
New Fully Automatic step with quarter step



Side Doors are hand crafted to be made flush with standard body shape, this allows for better resale in the future and also aerodynamics of vehicle .

DRAWN: LPH
 DATE: 02.04.2012
 DIMENSIONS IN MILLIMETRES
 THIRD ANGLE PROJECTION
 THIS DRAWING IS THE PROPERTY OF THE OMNIBUS SERVICE TRUST AND MUST NOT BE REPRODUCED, COPIED OR DISTRIBUTED WITHOUT WRITTEN PERMISSION FROM T.O.S.T.

TOWN OF EAST FREMANTLE.



TITLE: MITSUBISHI ROSA - 23 SEATS INCLUDING DRIVER - 19 SEATS + 1 WHEELCHAIR (INTERNAL LIFT - REAR SIDE ENTRY)
 ACCESSIBLE TRANSIT SPECIALISTS
 SCALE: 1:40
 A4



QUOTATION

Fleet

1 Carr Place, Melville, WA 6154
 PO Box 4097, Myaree, 6960
 T: (08) 9317 2333 F: (08) 9317 2617
 E: fleet@melvilletoyota.com.au
 W: melvilletoyota.com.au
 Servco Australia Melville PTY LTD
 ABN: 39622157706 ACN: 622157706 DL: MD27343 MVRB: MRB7949

QUOTATION FOR :	QUOTE DETAILS
Town Of East Fremantle Po Box 8083 Fremantle WA 6160 E: rgardner@eastfremantle.wa.gov.au	DATE : 03/11/2020 QUOTE : 211348 () DEPT : 112 Melville Sales - Fleet REP : Duncan McDonald STOCK No :
Phone Bus: 93399317 Mob: 0424638790	

QUOTATION DETAILS	PRICE
MOTOR VEHICLE	
Coaster Bus 4.0L DSL AT Standard + A/C 9327140 001	\$119,745.45
Factory Option (00)	
Approved Government	\$12,573.27-
ACCESSORIES / OPTIONS	
FACTORY OPTIONS	
Vehicle Colour - French Vanilla	No Charge
Vehicle Trim - Grey Vinyl	No Charge
Standard + A/C	No Charge (Factory Fitted Option)
NON-GENUINE ACCESSORIES	
Rear offside entry conversion	\$38,090.91
DEALER CHARGES	
Pre Delivery Fleet	\$200.00
TOTAL PRICE (Excl. GST)	<u>\$145,463.09</u>
ON ROAD COSTS	
12M Registration Fee	\$489.40
Pit Inspection & Weighbridge Fee	\$160.00
Total GST	\$14,546.31
TOTAL PAYABLE	<u>\$160,658.80</u>
BALANCE PAYABLE	<u>\$160,658.80</u>

*NOTE - This quotation is valid for 30 days if signed by a manager and is subject to manufactures price increases.

Duncan McDonald Fleet Account Manager

Privacy: Your privacy is important to us, please ref our web site www.melvilletoyota.com.au for our privacy statement and options

Melville Toyota



Fleet

1 Carr Place, Melville, WA 6154
 PO Box 4097, Myaree, 6960
 T: (08) 9317 2333 F: (08) 9317 2617
 E: fleet@melvilletoyota.com.au
 W: melvilletoyota.com.au
 Servco Australia Melville PTY LTD
 ABN: 39622157706 ACN: 622157706 DL: MD27343 MVRB: MRB7949

QUOTATION

QUOTATION FOR :		QUOTE DETAILS	
Town Of East Fremantle Po Box 8083 Fremantle WA 6160 E: rgardner@eastfremantle.wa.gov.au		DATE :	03/11/2020
Phone Bus: 93399317 Mob: 0424638790		QUOTE :	211349 ()
		DEPT :	112 Melville Sales - Fleet
		REP :	Duncan McDonald
		STOCK No :	
QUOTATION DETAILS		PRICE	
MOTOR VEHICLE			
Coaster Bus 4.0L DSL AT Standard + A/C 9327140 001	\$119,745.45	Factory Option (00)	
Approved Government	\$12,573.27-		
ACCESSORIES / OPTIONS			
FACTORY OPTIONS			
Vehicle Colour - French Vanilla	No Charge		
Vehicle Trim - Grey Vinyl	No Charge		
Standard + A/C	No Charge	(Factory Fitted Option)	
NON-GENUINE ACCESSORIES			
Rear entry wheel chair conversion	\$26,363.64		
DEALER CHARGES			
Pre Delivery Fleet	\$200.00		
TOTAL PRICE (Excl. GST)	\$133,735.82		
ON ROAD COSTS			
12M Registration Fee	\$489.40		
Pit Inspection & Weighbridge Fee	\$160.00		
Total GST	\$13,373.58		
TOTAL PAYABLE	\$147,758.80		
BALANCE PAYABLE	\$147,758.80		

*NOTE - This quotation is valid for 30 days if signed by a manager and is subject to manufactures price increases.

Duncan McDonald Fleet Account Manager

Privacy: Your privacy is important to us, please ref our web site www.melvilletoyota.com.au for our privacy statement and options

QUOTATION

Fleet

75 Dixon RD, Rockingham, WA 6168
 PO Box 2192, Rockingham, WA 6168
 T: (08) 9527 5755 F: (08) 9592 3133
 E: fleet@rockinghamtoyota.com.au
 W: rockinghamtoyota.com.au
 Servco Australia Melville PTY LTD

ABN: 39622157706 ACN: 622157706 DL: MD27343 MVRB: MRB7949

QUOTATION FOR :		QUOTE DETAILS	
Town Of East Fremantle Po Box 1097 Fremantle WA 6160 E: rgardner@eastfremantle.wa.gov.au Phone Home: 0438195769 Mob: 0424638790		DATE : 29/10/2020 QUOTE : 211145 () DEPT : 212 Rockingham Sales - Fleet REP : Ben Quinn STOCK No :	
QUOTATION DETAILS		PRICE	
MOTOR VEHICLE			
Coaster Bus 4.0L DSL AT Standard + A/C 9327140 001	\$119,745.45	Factory Option (00)	
State Government	\$12,573.27-		
Dealer Discount	\$1,626.18-		
ACCESSORIES / OPTIONS			
FACTORY OPTIONS			
Vehicle Colour - French Vanilla	No Charge		
Vehicle Trim - Grey Vinyl	No Charge		
Standard + A/C	No Charge	(Factory Fitted Option)	
NON-GENUINE ACCESSORIES			
Omni Bus Rear Entry Conversion	\$29,000.00		
TOTAL PRICE (Excl. GST)	\$134,546.00		
ON ROAD COSTS			
12M Registration Fee	\$489.40		
Total GST	\$13,454.60		
TOTAL PAYABLE	\$148,490.00		
BALANCE PAYABLE	\$148,490.00		

*NOTE - This quotation is valid for 30 days if signed by a manager and is subject to manufactures price increases.

Ben Quinn Fleet Sales Manager

Privacy: Your privacy is important to us, please ref our web site www.toyotaways.com.au for our privacy statement and options

12.2.4 Fremantle Biennale 2021

File ref	A/ART1
Prepared by	Karen Dore, Coordinator Community Engagement
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	17 November 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Town of East Fremantle Partnership Summary

Purpose

Council are requested to consider the recommendation of the Town's Public Art Panel to participate in the Fremantle Biennale 2021.

Executive Summary

The Fremantle Biennale Committee is facilitating a proposed collaboration between the Cities of Fremantle, Cockburn and Melville, and the Towns of Mosman Park and East Fremantle.

Central to the Committee's organisational and programming model is long-term engagement with key stakeholders within the wider Fremantle area. It is evidenced that these kind of partnerships serve to strengthen the distinctiveness, cultural profile and scope of the Biennale; create sector and career development opportunities for WA and Australian artists, reach audiences that may not traditionally have access to cultural events; invite community participation; and attract local and national visitors.

The Fremantle Biennale model contributes to diversifying and providing a vibrant cultural landscape of WA by:

- creating a platform for the development and presentation of nationally and internationally recognised and experimental site-responsive contemporary art practices;
- promoting cultural dialogues and exchange of ideas (through a program of local, national and international artists, intersecting with our audiences and visitors);
- celebrating the cultural, social and historical distinctiveness of Fremantle and Western Australia, through artistic projects that respond to place, site and local histories.

Background

The two previous Fremantle Biennale's (held in 2017 and 2019) have positioned the event as a leading Australian contemporary arts festival, contributing significantly to the cultural and artistic landscape of Fremantle and Western Australia.

The theme for Fremantle Biennale 2021 is "CROSSING", which references the river, it will comprise a series of (predominantly) free, easily accessible ephemeral installations and performances (dance, poetry, walking tours) hosted throughout November 2021.

The Public Art Panel at its meeting held on 10 August 2020 commented as follows:

"The Panel are fully supportive of this proposal, however, the understanding is that the investment (up to \$20,000) would not be allocated to the 2021-2022 Art Reserve."

Consultation

Public Art Panel

Executive Management Group
Council Concept Forum, 8 September 2020
Fremantle Biennale Committee

Statutory Environment

Nil

Policy Implications

Public Art Panel Policy (4.1.5)

Section 1 – Objectives

1.3 Social to enhance social cohesion within East Fremantle by:

- using public art to develop attractive, diverse places, that the community enjoy; and
- using public art to develop meeting places, that community members want to visit.

Financial Implications

The proposed level of support is as a “Presenting Partner” which would be an investment of \$20,000. This amount would be considered during the 2021-2022 annual budget process.

It is also expected that there will be some in-kind works undertaken in relation to readying sites for use and assisting with the promotion of Fremantle Biennale 2021.

Strategic Implications

“Town of East Fremantle Strategic Community Plan 2017-2027”

Strategic Priority 1 – Social

A socially connected, inclusive and safe community

1.2 Inviting open spaces, meeting places and recreational facilities

1.2.2 Activate inviting open spaces that encourage social connection

1.3 Strong community connection within a safe and vibrant lifestyle

1.3.2 Facilitate opportunities for people to develop community connections and foster local pride

1.3.3 Enrich identity, culture and heritage through programs, events and celebrations

Site Inspection

Various site inspections have been undertaken by the Fremantle Biennale 2021 Committee in order to identify locations suitable for inclusion in the program.

Risk Implications

No significant risk identified.

Comment

This proposal offers the Town a unique opportunity to be involved in a large-scale initiative with a greater reach than anything that could be undertaken alone. The event can be leveraged by the Town for area promotion, before, during and after the actual programmed series.

12.2.4 OFFICER RECOMMENDATION

That Council:

- 1. endorse the Town's participation in the Fremantle Biennale 2021; and**
- 2. make a provision of \$20,000 in its 2021-2022 Annual Budget.**

Karen Dore
Economic & Community Development Officer
Town of East Fremantle
Town Hall, 133 Canning Hwy, East Fremantle WA 6959

7 August 2020

RE: Partnership with Fremantle Biennale

Dear Karen,

Thank you for meeting with Harsha Quartermaine, Pete Stone and myself today regarding a partnership with the Fremantle Biennale for our 2021 program.

We would love to meet with you again in regards to Jesse Lee Johns' ambitious work to be staged as part of our 2021 program as part of connecting with East Fremantle (Scout Hall, legacy work, ...). As mentioned there are other artistic interactions we would like to explore once we know what other sites we should consider as part of our greater conversation in connection to 'Crossing'.

In the presentation of the first two Fremantle Biennale's (2017 and 2019), the organisation has positioned itself as a leading Australian contemporary arts festival, contributing significantly to the cultural and artistic landscape of Fremantle and Western Australia. The Biennale creates a program with multi-layered engagement opportunities for the general public and WA community through our largely free and accessible program. Our projects seek to involve audiences as co-contributors, participants, performers and active spectators. This is realised through specific artworks and our public programs of talks and tours. In 2019, our 4-week festival presented 29 new commissions and 63 events and performances, across 26 venues and public sites. These included site-specific artworks, installations, architectural pavilions, live performances, group exhibitions, contemporary dance and music; alongside tours, walks, public panels, a symposium and schools education program. Over 256 local, national and international artists, musicians and architects were included, and 26,817 visitors were recorded. Our free and ticketed programming exceeded expected audience visitation and the Biennale program was referenced extensively through the media. These figures are particularly significant considering this was only the second festival for the Fremantle Biennale, produced with a small core staff of five.

The Fremantle Biennale model contributes to diversifying and providing a vibrant cultural landscape of WA by:

- Creating a platform for the development and presentation of nationally and internationally recognised and experimental site-responsive contemporary art practices;
- Promoting cultural dialogues and exchange of ideas (through a program of local, national and international artists, intersecting with our audiences and visitors);
- Celebrating the cultural, social and historical distinctiveness of Fremantle and Western Australia, through artistic projects that respond to place, site and local histories.

Central to our organisational and programming model is the development and long-term engagement with key stakeholders within the wider Fremantle area. It is evidenced that these partnerships serve to strengthen the distinctiveness, cultural profile and scope of the Biennale; create sector and career development opportunities for WA and Australian artists, reach audiences that may not traditionally have access to cultural events; invite community participation; and attract local and national visitors.

BIENNALE PARTNERSHIPS

In regards to partnership please consider the following levels when you present to your Advisory Committee and Executive. Happy to chat through these in more details.

<u>Principal Partner</u>	\$80,000+
<u>Major Partner</u>	\$50,000+
<u>Presenting Partner</u>	\$20,000+
<u>Supporting Partner</u>	in-kind support

I look forward to hearing from you.



Tom Müller

Artistic Director | CEO
0468 684 119
tom@fremantlebiennale.com.au

12.2.5 Know Thy Neighbour Program

File ref	A/ART1
Prepared by	Karen Dore, Coordinator Community Engagement
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	17 November 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Know Thy Neighbour Program Overview

Disclosure of Interest

Art Panel member, Ms Soula Veyradier, made the following Declaration of Interest at the Public Art Panel Meeting on 10 August 2020:

"In relation to item 5.1 "Know Thy Neighbour Program", I am "Director Programs" of International Art Space, the program facilitator. I approached the Town on 25 May 2020 in regards to the opportunity for East Fremantle to become a collaborator in this innovative and participatory public art project. The project was progressed through formal channel. At the meeting I provided background information on request."

Purpose

Council are requested to consider the recommendation of the Town's Public Art Panel to participate in the Know Thy Neighbour Program.

Executive Summary

In partnership with selected Local Governments, the third iteration of "Know Thy Neighbour" invites artists to develop projects responding to and engaging with the sites, cultural resources, histories and communities unique to each area.

Negotiations are currently also in progress with the Cities of Vincent, Canning, Melville, Wanneroo, Armadale and Swan.

Background

Know Thy Neighbour is a series of Perth-based temporary public art projects presented by International Art Space (IAS).

Know Thy Neighbour #3 will unfold in the wake of the shared, but individually felt, global health crisis experience. Know Thy Neighbour will contribute to local community engagement through arts practice and creation.

Council's Public Art Panel at its meeting held on 10 August 2020 commented as follows:

"The Panel are fully supportive of "creating community conversations and connections" through this art program, suggesting that the outcomes (visual art including performances) could be linked to the Fremantle Biennale and / or the Town's Reconciliation Action Plan preparation process."

Consultation

Public Art Panel
Executive Management Group
Council Concept Forum, 8 September 2020

Statutory Environment

Nil

Policy Implications

Public Art Panel Policy (4.1.5)

Section 1 – Objectives

1.3 Social to enhance social cohesion within East Fremantle by:

- using public art to develop attractive, diverse places, that the community enjoy; and
- using public art to develop meeting places, that community members want to visit.

Financial Implications

The investment into this local community focussed project would be up to \$10,000. It is recommended that this amount be deducted from the \$37,000 balance of the current Public Art funding allocation for 2020-2021 (refer to page 5 of the Public Art Panel Minutes dated 10/08/20).

Strategic Implications

“Town of East Fremantle Strategic Community Plan 2017-2027”

Strategic Priority 1 – Social

A socially connected, inclusive and safe community

1.2 Inviting open spaces, meeting places and recreational facilities

1.2.2 Activate inviting open spaces that encourage social connection

1.3 Strong community connection within a safe and vibrant lifestyle

1.3.2 Facilitate opportunities for people to develop community connections and foster local pride

1.3.3 Enrich identity, culture and heritage through programs, events and celebrations

Site Inspection

Not applicable.

Risk Implications

No significant risk identified.

Comment

The COVID-19 global health crisis has resulted in a conspicuous cultural shift. The restrictions placed on socialising have focused the attention of the community onto their immediate surroundings and the resilience of communities has been tested.

Know thy Neighbour #3 unfolds in the wake of this shared experience, and this program of projects will encourage the artists in partnership with the community to challenge, explore, celebrate and expose the richness, complexities and difficulties of living local that the present moment has highlighted.

12.2.5 OFFICER RECOMMENDATION

That Council:

- 1. supports participation in the Know Thy Neighbour Program #3.**
- 2. authorises the expenditure of up to \$10,000 from the existing 2020-2021 budgeted Public Art allocation (GL: E11685) as a contribution to the Know Thy Neighbour Program #3.**

Know Thy Neighbour Program Overview

Know Thy Neighbour is a series of Perth-based temporary context-responsive art projects presented by International Art Space (IAS).

Know Thy Neighbour complements IAS's core *spaced* program and is based on the same curatorial principles, encompassing artistic practices that are context-responsive, socially-engaged and intervene in the fabric of everyday life. However, while *spaced*' focus is international in scope, taking artists to remote, regional and overseas locations for prolonged periods, Know Thy Neighbour is positioned as a short-term series of interventions, focussed not across vast distances but to a small and very localised urban microcosm.

Know Thy Neighbour #3, will invite artists to explore the form, function and community of Perth's diverse communities, with the curatorial theme currently in development.

About International Art Space

International Art Space (IAS), formerly IASKA, is an organisation founded in 1998 with the view to experimenting with new modes of interaction between contemporary artists and communities, and to promote a dialogue between regional, metropolitan and international perspectives through art.

We commission projects that:

- Engage with the fabric of everyday life and social relations;
- Straddle the boundaries between art, social activism, science, design and architecture;
- Engage audiences across diverse communities within a given location
- Engage audiences both inside and outside designated institutional sites such as galleries and museums;
- Provide artists with new contexts in which to create work;
- Reflect the diversity of Australia's society.

Our management structure relies on the curatorial input and the logistical support provided by a decentred network of partner organisations. This shared curatorial and management model stems from the idea that collaboration and participation should guide not only individual art projects but also the organisational framework within which they are developed. We also believe that experimenting with new institutional models is a means to explore new and more productive roles for art in society.

Since its inception the IAS has;

- Facilitated more than 120 residency-based projects by artists from more than 20 countries;
- Created five national touring exhibitions that have and will travel to 26 venues across five states of Australia, attracting more than 100,000 visitors;
- Organised more than 80 educational workshops with over 2,500 participants at rural and regional schools;
- Mentored more than 50 rural and metropolitan young and emerging artists and art professionals;
- Established significant international partnerships with overseas and Australian organisations including the Art Gallery of Western Australia, the Western Australian Museum, C3West, the Venice Biennale and the Jakarta Biennale;
- Established and managed a network of more than 40 partner organisations;
- In 2006, the IAS was one of ten projects selected to represent Australia at the Venice Biennale of Architecture (Micro Macro City, Australian Pavilion).

About the program:

Know Thy Neighbour is a series of Perth-based socially engaged and context-responsive temporary art projects presented by International Art Space (IAS).

Commencing in late 2015 the inaugural, Know Thy Neighbour (#1) program saw eight West Australian artists commissioned to create new projects that involved and engaged a variety of microcommunities in the suburbs surrounding the IAS office, namely Highgate, Claisebrook and East Perth. Taking the diverse social make-up of Perth as a starting point, artists employed interventionist strategies and collaborative measures to stimulate conversations around shared issues, reveal hidden communities and create new forms of social interaction. Extending beyond the inner-city suburbs of Perth, a satellite project, Brackish Rising, was also presented in Kwinana as a part of the 2017 Perth International Arts Festival.

Following on from this pilot program Know Thy Neighbour #2 extended beyond the physical parameters of inner-city Perth, inviting artists to develop and present projects in response to their own neighbourhoods, including outer-metropolitan sites in the north, south and east. In the wake of Perth's vast outer-suburban development, Know Thy Neighbour #2 explored the form, function and community of this diverse residential sprawl. Artists engaged with their own locales and neighbours in new and unexpected ways, with a view to explore, educate, empower and reorganise.

Projects tested, confronted and challenged highly planned public spaces, streetscapes and infrastructure; and initiated a dialogue between social realities that are usually separated by cultural, economic or ethnic differences.

Know Thy Neighbour #2 was positioned as a means for West Australian artists to create new works that are meaningfully connected to and engage with the specificity of home. The call to "know thy neighbour" offered a provocation to the familiarity of home, asking artists to step outside of familiar 'the local' for audiences, communities, or the artists themselves.

Know Thy Neighbour #2 saw four projects developed and presented by 8 emerging, mid-career and established artists. They included:

- Chris Williams in partnership with DADAA in collaboration with St Patrick's Community Support Centre and the City of Fremantle with "Field of the Unwanted", a project disrupting and playfully looking at the concept of belonging by creating an unconventional public garden by transforming a razed demolition site in central Fremantle, called attention to the notions we have of the unwelcome and undesirable.
- SymbioticA's Oron Catts, Ionat Zurr and Mike Bianco project brought attention to our non-human neighbours in collaboration with scientists and researchers at the University of Western Australia and Perth City Farm to construct two experimental incubators (Compostcubator and Hivecubator) holding the potential to host cellular life.
- Galup was a walking performance exploring the history and untold stories of Lake Monger in the early 1800s. Created by Ian Wilkes and Poppy van Oorde-Grainger in consultation with Doolann Leisha Eatts and Ted Wilkes, Galup took audiences on a journey around the lake to hear, watch and participate in historic re-enactments. The local governments of Vincent and Cambridge provide support to this project.
- Finally, emerging artists Matt Aitken and Mei Swan Lim looked to the altered landscapes and sweeping subdivisions of Perth's northern suburbs in "Land Sale". Partners included local community groups, a local historian, tradie, musician and a geologist I, the local Noongar community, construction workers, and the City of Wanneroo.

As has been the case across all our programming, projects take place in two distinct parts, the first period dedicated to research, the second to production. The research phase sees the further establishment of partnerships with local community groups, local government and other key stakeholders. This phase also provides artists with the time necessary to reflect and secure the conceptual and logistical means required to complete the outcomes successfully.

The new works and outcomes created through this process are presented in varied forms, including exhibitions, installations, public events, and workshops. Outcomes are developed in direct response to the research phase and in collaboration with each of the project partners, relevant community stakeholders and participants. Project outcomes are presented across various locations throughout the project timeline.

This core program is complemented by an interactive online platform, video content and a publication.

Curatorial Brief doe *Know Thy Neighbour #3*

Federal and State Government lockdown measures implemented in March 2020 to address the global health crisis of COVID-19 have produced a seismic social and cultural shift. Restrictions on movement and behavior have focused attention on our immediate surroundings, on the structure and resilience of communities and on shifting relationship with public and private spaces.

Know thy Neighbour #3 will unfold in the wake of this shared, but individually felt and negotiated experience. Whilst it is not necessary to address the circumstances and impacts of the health crisis itself, projects are encouraged to challenge, explore, celebrate and expose the richness, complexities and difficulties of living local that the present moment has highlighted.

In partnership with several Local Governments, *Know thy Neighbour #3* invites artists to develop projects responding to and engaging with the sites, cultural resources, histories and communities unique to each area. Negotiations are currently in progress with the City of Vincent, City of Canning, City of Melville, City of Wanneroo, City of Armadale and the City of Swan.

Know thy Neighbour #3 will prioritize projects that initiate a dialogue between social realities that are usually separated by cultural, economic or ethnic differences. Interdisciplinary collaborations between artists and other professionals such as architects, designers, town planners, social workers etc. are welcome. *Know thy Neighbor* encourages a robust and deep consideration of the ethics, responsibilities and protocols of socially engaged and multi-disciplinary processes, and the best-practice pursuit of consultation.

Resulting artwork(s) should consider presentation in public locations or as public events as priority, but can also produce traditional exhibition or online outcomes if relevant to the project.

IAS' role will be that of project manager and producer. IAS will assist artists to establish relationships and partnerships with the selected communities and/or sites and present the corresponding artwork and outcomes. All projects will be developed in close consultation with IAS' Artistic Director, Programs Director and *Know Thy Neighbour* Curator.

Project Timeline

Project development commences: July 2020 . Project outcomes presented: December 2020 – October 2021

Outcomes

We believe that the delivery of the following projects within the program have a number of benefits for the Australian Community, in the short to long term:

- Commissioning artists to create new work in response to local context
- Artistic exchanges across Western Australian communities (through artists and community partners)
- A mainly regional base of operations across Western Australia
- A balance of important contemporary arts practice and community engagement, of the regions, by the regions, for the regions and beyond
- Partnerships with regional WA communities
- Participating in a new process of inquiry - opening up new conversations and perceptions about community and place
- Mentoring opportunities for regional partners and artists
- Community projects with community ownership (these residencies go from being an IAS/community host project to a community owned project)

Arts practice and creation, community engagement:

Considered in the context of the contemporary visual arts sector and in relation to other, like-minded projects, *Know Thy Neighbour* makes several original contributions to the development and diversity of this field of practice.

- Of difference to many other biennial/triennial events, we only present new works commissioned by IAS and created by artists in response to specific contexts;
- While we aim to engage non-specialist audiences, we expect that artists maintain the rigour and topicality of their practice, even if this entails raising issues that may be considered complex or controversial within a community;
- Our curatorial approach offers an original critical reinterpretation of international trends focussing on participatory, dialogical, and context-responsive art;
- We facilitate the creation of works that are meaningfully related to the specificity of local contexts, but that also reach broader audiences. In order to achieve this, we invite artists to produce a network of new works and/or outcomes that are, in the first instance intended for the communities they work with; and in the second instance intended for a broader audience – i.e. festival such as PIAF. This approach entails what may be defined as a shift from the idea of 'work' (i.e the complete, absolute, unique artistic creations) to the notion of 'network (i.e a series of interrelated creative outcomes unified by a concept, but encountering their audiences at different times/places);
- Our program encourages artists, to step outside their specialist professional practice to participate in a broad dialogue with a range of other cultural and social practices.
- Our program continues to highlight the global relevance of works produced in Western Australia.

In relation to collaborations IAS' on-going partnership with the Perth International Arts Festival is a part of our commitment to fostering a continued dialogue between works produced on a local level, with national and international perspectives.

One of the founding principles of Know Thy Neighbour was to provide new opportunities for West Australian artists, specifically those early career artists pursuing socially-engaged practices.

Furthermore, all artists participating are commissioned to develop new works that involve the participation of, and dialoguing with, a variety of communities, including young people.

Area of practise:

- Community Arts & Cultural Development
- Experimental Practice
- Visual Arts
- Youth
- Aboriginal/Torres Strait Islander Artistic/Cultural Expression
- People with disability
- CALD

Activity Type:

- New work
- Professional skills development
- Collaboration
- Community Participation

Artistic Control:

IAS in collaboration with community partners

Further Information:

<http://three.spaced.org.au/know-thy-neighbour>

Contact:

Director Programs: International Art Space

E: programs@spaced.org.au

T: 9 228 24 44

M: 04 27 916 368

12.3 GOVERNANCE

12.3.1 Authority to Affix the Common Seal – Deed of Extension of Lease – Reserve 19771, 133 Canning Highway, East Fremantle

Applicant	Head Office of More Pty Ltd
Owner	Town of East Fremantle
File ref	P/CAN133
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	17 November 2020
Voting requirements:	Simple Majority
Documents tabled	Nil
Attachments	1. Deed of Extension of Lease – Reserve 19771, 133 Canning Highway, East Fremantle

Purpose and Executive Summary

The purpose of this report is to authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal of the Town in respect to the following document:

- Deed of Extension of Lease – Reserve 19771, 133 Canning Highway, East Fremantle

Background

Council resolved on the lease for the Old Police Station at its Ordinary Meeting of June 2018.

Consultation

This item is presented as a result of a request from the Lessee to exercise their option for a lease extension.

Statutory Environment

Local Government Act 1995

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

Any income derived from the Old Police Station must be reinvested into the site so this will have a positive impact on the built and natural environment in this precinct.

Strategic Implications

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

Strategic Priority 1 – Social – A socially connected, inclusive and safe community

1.1 Facilitate appropriate local services for the health and wellbeing of the community

- 1.1.2 Strengthen the sense of place and belonging through inclusive community interaction and participation

1.2 Inviting open spaces, meeting places and recreational facilities

- 1.2.1 Provision of adequate recreational, sporting and social facilities
- 1.2.2 Activate inviting open spaces that encourage social connection

1.3 Strong community connection within a safe and vibrant lifestyle

- 1.3.2 Facilitate opportunities for people to people to develop community connections and foster local pride
- 1.3.3 Enrich 1.3.2 Facilitate opportunities for people to people to develop community connections and foster identity, culture and heritage through programs, events and celebrations
- 1.3.4 Facilitate community group capacity building

Risk Implications

There are no identified risks relevant to this item.

Site Inspection

N/A

Comment

Council previously resolved on a lease for the property known as the Old Police Station (133 Canning Highway) to the Head Office of More Pty Ltd. The initial term of the lease was two years commencing on 1 January 2019 and expiring on 31 December 2020. There are three further terms of three years contained within the lease schedule, with the option to exercise at the discretion of the Lessee. The Lessee has requested to exercise the option.

A Deed of Extension has been prepared by the Town's legal representatives and is appended as an attachment to this report.

12.3.1. OFFICER RECOMMENDATION

That Council authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal in relation to the Deed of Extension of Lease – Reserve 19771, 133 Canning Highway, East Fremantle.

Deed of Extension of Lease – Reserve 19771, 133 Canning Highway, East Fremantle

Town of East Fremantle

The Head Office of More Pty Ltd (ACN 629 352
003)



McLeods

Barristers & Solicitors

Stirling Law Chambers | 220 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: mcleods@mcleods.com.au

Ref: DFN:EAST-43505

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Details

Parties

Town of East Fremantle

of PO Box 1097, East Fremantle, Western Australia 6959

(Lessor)

The Head Office of More Pty Ltd (ACN 629 352 003)

of 136 Canning Highway, East Fremantle, Western Australia 6158

(Lessee)

Background

- A By the lease described in **Item 1** of the Schedule (**Lease**) the Lessor leased to the Lessee the premises described in **Item 2** of the Schedule (**Premises**) for the term specified in the Lease.
- B The Lessor has agreed to extend the Term of the Lease for the First Further Term on the terms and conditions contained in this Deed.

Agreed terms

1. Definitions and interpretation

- (1) Unless otherwise required by the context or subject matter the following words have these meanings in this Deed:

First Further Term means the term specified in **Item 3** of the Schedule;

Lease means the lease specified in **Item 1** of the Schedule as amended, assigned or extended by any other document specified in **Item 1**;

Party means the Lessor or the Lessee according to the context;

Premises means the premises described in **Item 2** of the Schedule;

Schedule means the Schedule to this Deed; and

Term means the term of the Lease.

- (2) Unless the contrary intention appears words defined in the Lease have the same meaning when used in this Deed.

- (3) In this Deed unless the contrary intention appears:

- (a) reference to a person includes a reference to that person's personal representatives, successors and assigns;
- (b) reference to a person includes a natural person, partnership, trust, association and company;
- (c) the singular includes the plural and vice versa;
- (d) a word importing a gender includes each other gender;
- (e) reference to a company includes any incorporated body of any description;
- (f) an obligation or representation on the part of two or more persons binds them jointly and severally;
- (g) an obligation or representation in favour of two or more persons is for the benefit of them jointly and severally;
- (h) if a period of time is specified and is from a given day or the day of an act or event, it is to be calculated exclusive of that day;
- (i) reference to a recital, clause or schedule is a reference to a recital, clause or schedule in this Deed and a reference to this Deed includes recitals and schedules;
- (j) reference to any statute in this Deed includes a reference to that statute as amended, modified or replaced and includes orders, ordinances, regulations, rules and local laws made under or pursuant to that statute;

- (k) reference to the provisions of a document or part of a document includes a reference to all the terms, covenants, conditions, stipulations and reservations contained or implied in that document or in that part of a document; and
 - (l) unless repugnant to the sense or context a reference to a party includes that party's executors, administrators, personal representatives, successors and assigns and if a party comprises two or more persons the executors, administrators, personal representatives, successors and assigns of each of those persons.
- (4) Headings are inserted for convenience only and do not affect the interpretation of this Deed.

2. Extension of Lease

The Lessor extends the Lease for the First Further Term on the terms of this Deed and the Lessee accepts the extension.

3. Terms of Extension

All the provisions of the Lease apply during the First Further Term except to the extent that the terms of the Lease are inconsistent with or varied by this Deed.

4. Lessee' Obligations

The Lessee shall during the First Further Term comply with observe and perform the Lessee's Obligations under the Lease.

5. Severance

If any part of this Deed is or becomes void or unenforceable that part is or will be severed from this Deed so that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by the severance.

6. Costs

The Lessee shall pay to the Lessor or as directed by the Lessor on demand the Lessor's costs in relation to this Deed including all legal costs and expenses of and incidental to the preparation and execution of this Deed.

Schedule

Item 1 Lease

A lease between the Town of East Fremantle as the Lessor and The Head Office of More Pty Ltd (ACN 629 352 003) as Lessee commencing on 1 January 2019 for a term of 2 years and expiring on 31 December 2020 with a First Further Term of 3 years commencing on 1 January 2021 and expiring on 31 December 2023, a Second Further Term of 3 years commencing on 1 January 2024 and expiring on 31 December 2026 and a Third Further Term of 3 years commencing on 1 January 2027 and expiring on 31 December 2029

Item 2 Premises

Land

Lot 3219 on Deposited Plan 187352 being the whole of the land comprised in Qualified Certificate of Crown Land Title Volume LR3044 Folio 542

Premises

That 88m² portion of the building and hardstand situated on the Land as shown delineated on the plan annexed hereto as **Annexure 1**

Item 3 First Further Term

Three (3) years commencing on 1 January 2021 and expiring on 31 December 2023

Signing Page

EXECUTED by the parties as a Deed on the _____ day of _____ 2020

The Common Seal of the **Town of East Fremantle** was hereunto affixed in the presence of:

Signature of Mayor

Full name of Mayor


Signature of Chief Executive Officer

Full name of Chief Executive Officer

Executed by The Head Office of More Pty Ltd (ACN 629 352 003) pursuant to Section 127(1) of the Corporations Act

Mirek Kanik

Name of Director



Signature of Director

Orietta Simons

Name of Director/Secretary*



Signature of Director/Secretary*

(*Delete whichever designation is incorrect)

12.3.2 Memorials in Public Places Policy

File ref	C/POL1
Prepared by	Andrew Malone Executive Manager Regulatory Services
Supervised by	Gary Tuffin Chief Executive Officer
Meeting Date:	17 November 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Memorials in Public Places Policy2. Submission sketch plan and information received

Purpose

The purpose of this report is to present Council with the proposed Memorials in Public Places Policy for Council's consideration and adoption.

Executive Summary

Town staff have developed the Memorials in Public Places Policy because of the number of requests received for memorials within public spaces and to ensure Council has an appropriate policy to govern the assessment of such requests.

One submission was received, and this is summarised and discussed below.

The Memorial in Public Places Policy will assist in guiding the assessment, approval and operational requirements of memorials throughout the Town.

Background

Following on from the October 2019 Council Forum, officers drafted a policy regarding the erection and installation of memorial plaques within the Town. The draft policy has not been advertised because of the detailed planning, operational requirements and criteria required for the use of Merv Cowan Park as a memorial space. It was considered Merv Cowan Park was not an appropriate area for the concentration of memorials.

The Town requires a policy to provide best practice in local governance and to give the Town the authority to assess and manage these installations so that they are done tastefully, with restraint, for the benefit of the local community and importantly for the protection of the character of any public open space, but specifically the river foreshore area, which is where the Town receives most requests for.

Due to changing circumstances, public open space upgrades and a reassessment of the previously proposed policy, officers redrafted the proposed policy and presented it to Council in September 2020 for endorsement to advertise. One submission was received.

Consultation

Consultation was undertaken internally and with elected members on several occasions.

This Policy was advertised for 28 days to allow for community input. One submission was received.

Submission	Officer's Response
<p>The POS at the corner of View Terrace and Penshurst St with its expansive views up Blackwall Reach is the perfect location for a memorial wall and other memorial objects such as seats and water fountain etc.. At present the site is in need of a major upgrade. This site has the potential to equal the limestone Memorial Wall overlooking Freshwater Bay in Mosman Park.</p> <p>The site I have in mind is the land between 48 and 50 View Terrace bounded in the east by a rough ramp and steps linking upper and lower View Terrace.</p> <p>I referred to this area in my June submission regarding the traffic issues in lower View Terrace. The two bus stops in this section of View Tce are busy before and after school, when the 148 and 159 buses going to and from Fremantle seem to pass at this point. The road is narrow and so are the footpaths. The old style wooden bus shelter was demolished approximately 5 years ago or more so there is no shelter on either side of View Tce and only one small wooden seat outside 49 View Tce on the south side of View Tce. I have many times seen students standing on the bitumen because there is not enough room for all of them to stand on the narrow footpath when catching the morning bus to school.</p> <p>I have taken photographs of this area of View Tce and of Millers' Pool on the foreshore of South Perth near the Old Mill at the Narrows, the Tuckfield Oval Parklands near the old Fremantle traffic bridge and the floating observation lookout over the Swan River at Heathcote Park in Applecross. I have taken note of features of these parks and gained ideas to draw a rough sketch of what could be done at View Tce.</p> <p>If families who wish to remember members of their family who have lived in the Tof EF for 40 years or more and are paying \$500 to do so, then this fee will go a long way to paying for the memorial wall et al . Also, there are already significant limestone retaining walls on this sloping site which could be utilized for foundations for the bus shelter and props for the lookout area. Rather than writing pages of description, I will deliver my sketch, photos and notes to the Council office by close of business today for your consideration and comment.</p>	<p>The submission is noted and acknowledged.</p> <p>Whilst there are many good ideas proposed, the location is considered inappropriate and the submitter raises some of these areas also. The area is inappropriate for such a memorial location due to the following reasons:</p> <ul style="list-style-type: none"> • Busy trafficked area limiting peace and quite contemplation. • Busy trafficked areas also increase the potential for safety issue, especially where such a location is at an intersection and considering the land area only has a depth of approximately 7 metres at its deepest from the road. • Sufficient area is not provided for the safe creation of such a space, considering the intersection, speed of traffic, location of a bend, narrow nature of the road and proximity of infrastructure eg steps and bus stop. • Busy pedestrian area. This area is a thoroughfare, bus stop and again is not suitable for a memorial due to possible impacts. • Slope of the area, nature of established vegetation and size of the area limits the potential to create a useful space. • Proximity to adjacent and adjoining dwellings would be unsuitable for such a prominent display of memorials. <p>In this instance, the submitter is thanked for their suggestions, however it is recommended Council adopt the policy as advertised.</p>

Statutory Environment

Local Government (Uniform Local Provisions) Regulations 1996.

Policy Implications

This policy applies to the governance of all private memorials in public places within the Town of East Fremantle.

For the purposes of this policy, 'Memorials in Public Places' refers to memorials installed in Crown Land vested in the management of the Town or land owned freehold by the Town which is reserved for the purposes of recreation, public open space or a road reserve.

Financial Implications

The costs associated with the plaque including the approved inscription, installation costs and any costs associated with the purchase of street furniture/artwork/or similar will be borne by the applicant. An additional cost of five hundred (\$500) dollars will also be paid by the applicant once the memorial has been approved by Council. This additional payment will be utilised for the purposes of purchasing trees for the Town's use in public spaces.

Risk Implications

No significant risk identified.

Strategic Implications

Strategic Priority 1: Social

- 1.2 Inviting open spaces, meeting places and recreational facilities.
- 1.3 Strong community connection within a safe and vibrant lifestyle.

Strategic Priority 4: Natural Environment

- 4.1 Conserve, maintain and enhance the Town's open spaces.
 - 4.1.2 Plan for improved streetscapes parks and reserves

Site Inspection

Nil

Comment

The Town receives many requests from local residents (and from non-residents who have or whose family have a connection to East Fremantle) for some kind of memorial to mark the passing of a loved one or the commemoration of a significant event. Indeed, the Town also receives many requests from people whom have no connection with the area but, for instance, may have enjoyed time in the area along the river foreshore. The Town currently allows memorials to be placed on park benches within the Town, on a per application basis, however this is not guided by a policy or managed according to a procedure, and issues regarding use of public open space, maintenance, damage and replacement of such infrastructure are not currently catered for.

The draft policy will guide the assessment for such memorials. Subject to the provisions within this policy, the Town will not support the community to memorialise family, friends and community members unless at the discretion and approval of Council. Approval will only be granted if Council so determines the memorial is appropriate, practical and that the individual being memorialised has been a long-standing resident or worker (40 + continuous years) in the Town and has contributed in a positive way to the Town.

The submission and illustrations/plan received by Council is acknowledged and has been reviewed. Whilst it does suggest many different elements which could be included in a memorial area, administration consider the area would be inappropriate for such a memorial space due to its proximity to a busy road negating the possibility of peaceful reflection, no possibility of car parking, significant costs, proximity of adjoining residential properties and potential safety issues.

Risk

Whilst the idea of permitting such memorials in an ad hoc manner is well-intentioned (as is currently the case), there is a risk that a preponderance of public spaces is given over to such purposes, specifically the river foreshore area, which is enjoyed by many.

There has been some public criticism too that making so much public space available for these purposes is inappropriate. Given that the look and unique style of the Town is one of its main features, the protection of the character of the Town's public open spaces and river foreshore is an important consideration. It is considered this policy will guide the assessment of such memorials and will provide the specifications and requirements for their installation. The Policy will enable the Council to consider applications which adhere to the criteria.

Rationale

The Policy will give Council clarity in how to assess a memorial when such requests are made. The provisions of the policy set specific criteria for Council to assess each application, the most important of which is a person to be memorialised has been a long standing resident of or worker (40 + continuous years) in the Town and has contributed in a positive way to the Town.

To assist the Town managing resources, costs, maintenance, and the Town's public spaces and infrastructure, it is proposed that Council would not permit memorials, unless assessed and approved by Council and only for a person who has lived/worked in the area and made a significant contribution to the Town. This will set clear guidelines for the assessment of each memorials.

Generally, plaques and memorials are requested in scenic areas, specifically the largest number being requested for Riverside Road.

In light of the above it was important to set the criteria for memorials such that it is an honour to be approved a memorial and a memorial is reserved for those that have contributed to the Town. Administration has drafted the proposed policy to ensure better governance and assessment criteria for the policy and to ensure the overall protection of open public spaces within the Town.

It is recommended Council approve the Memorials in Public Places Policy as advertised without any modifications.

12.3.2 OFFICER RECOMMENDATION

That Council adopt the Memorials in Public Places Policy as advertised.



4.1.5 Memorials in Public Places

Type:	Operations – Public Infrastructure
Legislation:	Local Government (Uniform Local Provisions) Regulations 1996
Delegation:	
Other Related Document:	Nil

Objective

The policy seeks to establish the processes and procedures by which Council govern and assess members of the community and residents' requests to memorialise family, friends and members of the Town of East Fremantle community within public places.

Context

The Town recognises that memorials support people grieving the loss of a loved one or close friend and commemorate the contributions made by persons to the local community.

The Town also recognises that there is a practical need to manage the installation of private memorials in public places for various reasons, including cluttering of public spaces, maintenance, installation costs, damage and controlling the style of memorial.

For the purposes of this policy, 'Memorials in Public Places' refers to memorials installed in Crown Land vested in the management of the Town or land owned freehold by the Town which is reserved for the purposes of recreation, public open space or a road reserve.

Policy Scope

This policy relates to the governance of all private memorials in public places within the Town of East Fremantle.

Statement

Subject to the provisions within this policy, **the Town will not support the community to memorialise family, friends and community members** unless at the discretion and approval of Council and if Council so determines the memorial is appropriate, practical and that the individual being memorialised has been a long standing resident (40 + continuous years) of the Town or has worked in the Town (40 + continuous years) and has contributed in a positive way to the Town.

The Council will consider and may approve all eligible applications for memorials in accordance with this Policy.

Memorials in Public Places Requirements:

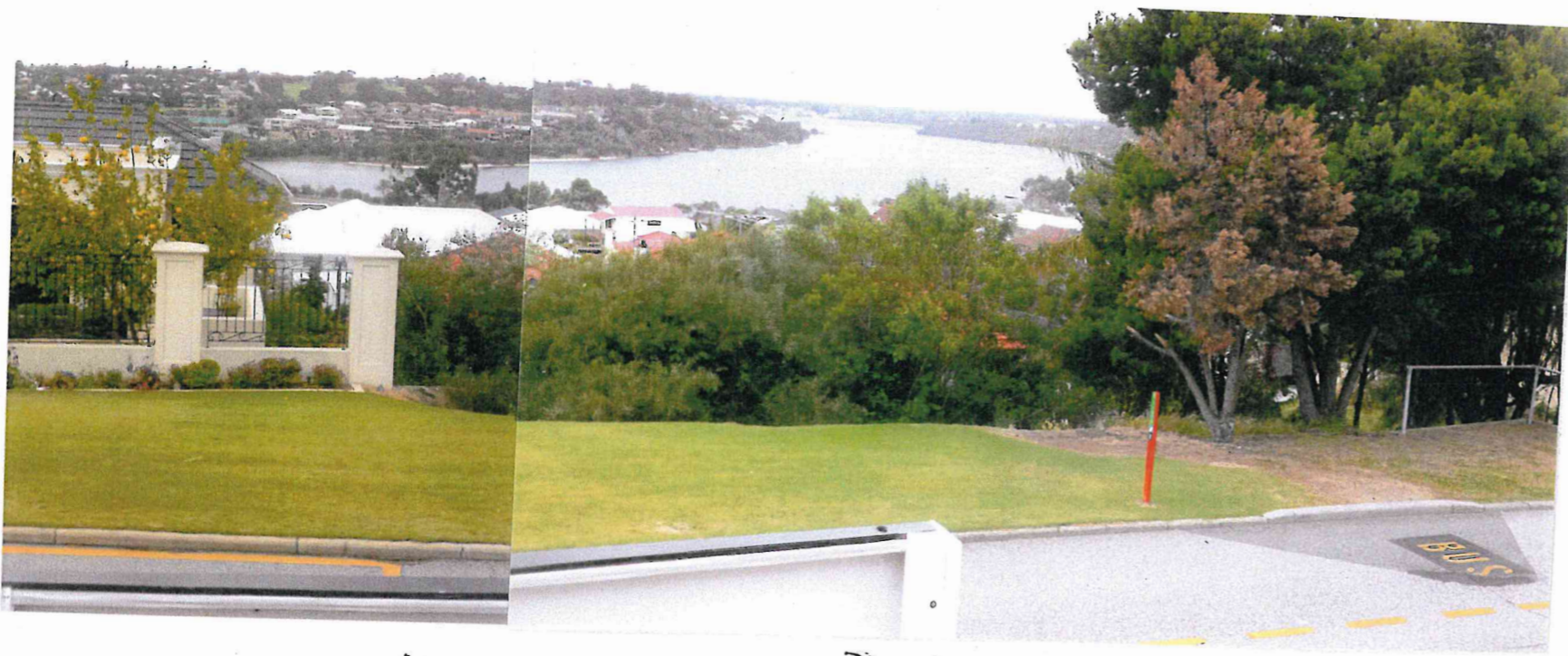
1. Community members may apply to the Town to memorialise a family member, close friend or community member who has been a long standing resident of the Town or a worker within the Town (both 40+ continuous years) and has made a positive contribution to the Town or has a long standing relationship within the Town through a request to Council for the installation of a memorial plaque in a location deemed suitable and appropriate by Council.
2. Memorials shall only be installed at locations deemed appropriate by Council and under the requirements detailed below.

3. A formal written application shall be submitted to the Chief Executive Officer requesting the installation of the memorial plaque.
4. Council will consider any eligible formal request and determine the request considering the merits of the request.
5. All applications for permanent memorials will only be considered where the person to be commemorated has been deceased for a minimum of 12 months.
6. All applications for permanent memorials made by community members must be supported by a family member of the deceased person and shall include the signature of the spouse or children of the deceased.
7. Only one memorial per person shall be approved.
8. Statues, street furniture, artwork, plaques and other artefacts may be considered or accepted by Council as a suitable interpretation as a memorial plaque for installation, subject to approval by Council.
9. Should for any reason, the applicant or family of the deceased seek the removal of an installed memorial, an application from the family must be submitted to the Town for officers to remove the memorial and return it to the family.
10. Decisions around the location, type, size and the construction of the memorial and the subsequent positioning of the memorial plaques will be at the sole discretion of Council and in accordance with items 11 - 13 below.
11. The inscription on the plaque is to be approved by the Council and shall include as a minimum the person’s name including first name and surname. The wording of the memorial plaque shall be included in the application to be approved by the Council.
12. The costs associated with the plaque with the approved inscription, installation costs and any costs associated with the purchase of street furniture/ artwork/ or similar will be borne by the applicant. An additional cost of five Hundred (\$500) dollars will also be paid by the applicant once the memorial has been approved by Council. This additional payment will be utilised for the purposes of purchasing trees for the Town’s use in public spaces.
13. The plaque is to meet the following specifications;
 - a. Maximum size 150mm x 150mm.
 - b. Minimum size 100mm x 100mm.
 - c. Constructed from corrosion resistant metal.
 - d. A minimum of 2 holes at the extremities of the plaque for attaching to the memorial.
14. If it is necessary for the Town to remove the plaques because of vandalism, deterioration or for other operational reasons then the Town gives no undertaking that it will be replaced.

Responsible Directorate:	Operations
Reviewing Officer:	Operations Manager
Decision making Authority:	Council
Policy Adopted:	
Policy Amended/Reviewed:	
Former Policy No:	

A Site for Memorials in Public Places in the Town of East Fremantle

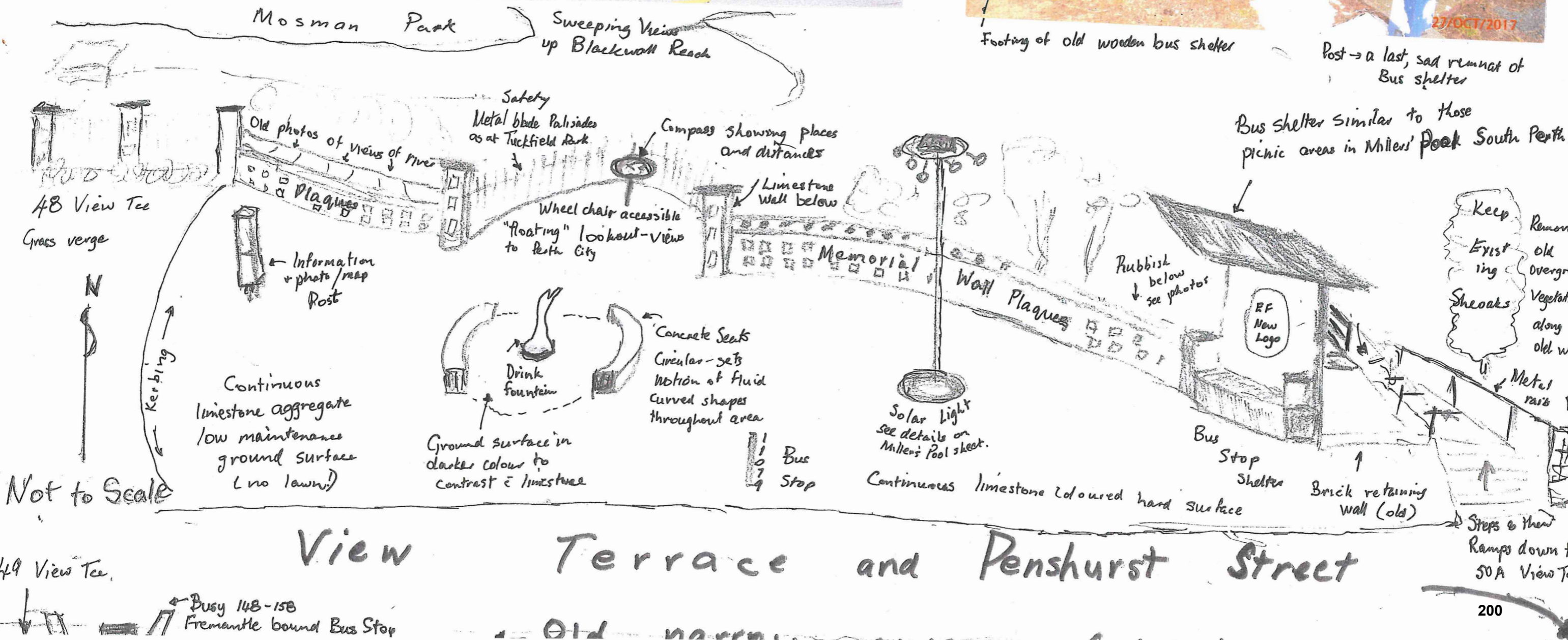
Submitted by **1**
Cynthia Gregory
View Tee
East Fremantle 6158
23 Oct 2020



Footing of old wooden bus shelter

Post -> a last, sad remnant of Bus shelter

27/OCT/2017



Not to Scale

49 View Tee

Busy 148-158 Fremantle bound Bus Stop

View Terrace and Penshurst Street

Bus Stops near Junction of View Tee & Penshurst St.



27/OCT/2017

This area needs redeveloping with hard, easy care surfaces as at Millers Pool in the City of South Perth. It would be very difficult to keep any plants growing here



27/OCT/2017

Site of old wooden bus shelter demolished about 5 yrs ago. Nothing has been done to tidy up this area apart from laying a rough load of blue metal last year where the bus shed stood. Weathered blue post a stark reminder of how neglected this part of View Tee is!



Makeshift fencing at site of old wooden bus stop View Tee

27/OCT/2017

The end of the limestone wall near blue Street Post needs a reflective end point - hard to see in winter & night time



29/OCT/20

This bus stop outside 51 View Tee is very busy with many school students in the mornings and afternoons. The seat is small, battered and has no protection from the elements. The foot path is narrow and the alcove for the seat is only 1.5 limestone blocks deep. Here is an accident waiting to happen! I've seen students step backwards onto the bitumen. The 148 & 158 buses often pass each other at this section of View Tee.

Ramp & Stairs Linking Upper & Lower View Tee near Penshurst Street



Looking down narrow ramp with 18 rumble strips
Shows solid W→E limestone wall on boundary of 50A View Tee Est. Sheoak trees should be kept - to East of sheoak a new wooden slatted seat has been put in limestone alcove I've seen a gentleman watering small native plants around seat in recent weeks



Going up ramp. Dilapidated, splintered post and rail fence seems to be E boundary of 50A View Tee



Solid retaining wall dividing 50A View Tee & top verge. Above this can be seen the brick foundations on which the old wooden bus shelter near Bus Stop 11079 on Upper View Tee



This area is littered with rubbish and dead branches

12 steps from ramp up to Upper View Tee



← Stairs from Tuckfield Oval Parkland, Fremantle leading down to Canning Hwy near Old Traffic Bridge with all the safety features
NB The high, metal, blade, palisade fences for safety so kids (and adults!) can't climb over them. Similar palisades could be used around a future viewing platform in View Terrace.

Millers' Pool ~ South Perth Foreshore

rs Pool SouthPerth near Narrows Bridge -
mation post with historic photos and maps



Information posts

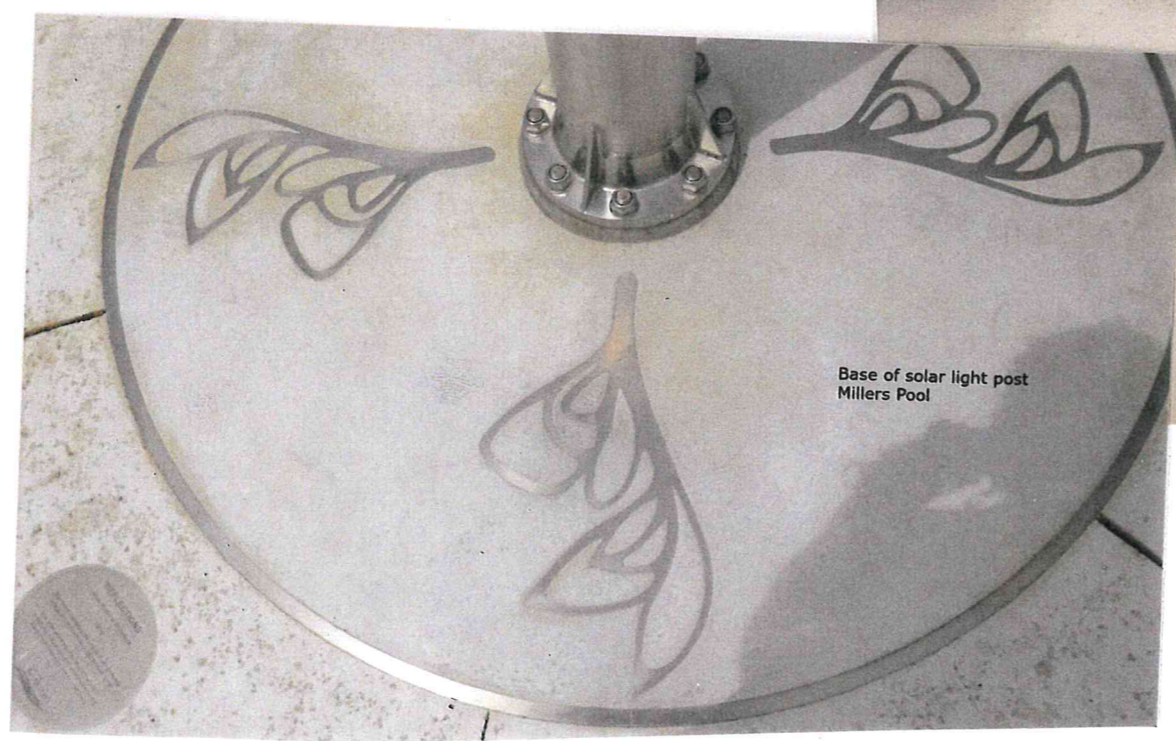


↑ Solar light & low maintenance seating
Memorial plaques could be placed on
curved seats. The different colours
of the ground surfaces reinforce
the curved, fluid shapes of the
seats and paths

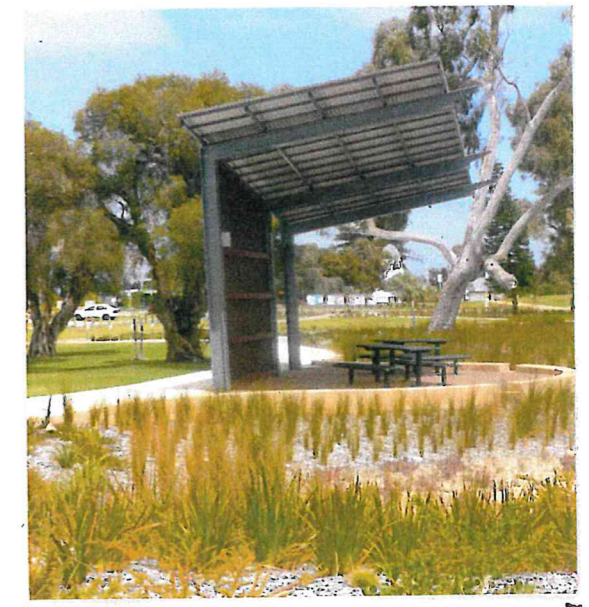
Curved concrete seating near Narrows Bridge



Stylish drink fountain at Tuckfield Oval Parkland



Base of solar light post
Millers Pool



Bus shelter similar to this



To E.F new logo
could be displayed
on see through grill
of new bus shelter
needed in View Tee near
Penshurst St.

- 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**
- 18. CLOSURE**