



AGENDA

Works Committee Agenda Tuesday, 26 November 2024 6:30 PM

Disclaimer

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

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting. Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

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

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

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

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

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

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

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

A Deputation invited to attend a Council meeting:

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

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

Procedure for Presentations

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

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

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

Procedure for Public Question Time

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

Council (as required by the **Local Government Act 1995**) sets aside a period of 'Public Question Time' to enable a member of the public to put up to 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 Works Committee will be held on 26/11/2024 6:30:00 PM in the Council Chamber, 135 Canning Highway, East Fremantle and your attendance is requested.



Jonathan Throssell
Chief Executive Officer

AGENDA

1 DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

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

4 MEMORANDUM OF OUTSTANDING BUSINESS

5 DISCLOSURES OF INTEREST

6 PUBLIC QUESTION TIME

7 PRESENTATIONS/DEPUTATIONS

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 WORKS COMMITTEE TUESDAY, 23 JULY 2024

OFFICER RECOMMENDATION

That the minutes of the Works Committee meeting held on Tuesday, 23 July 2024 be confirmed as a true and correct record of proceedings.

9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

10 REPORTS

Reports start on the next page

10.1 BUILDING MAINTENANCE & IMPROVEMENT PROGRAM

Report Reference Number	WCR-232
Prepared by	Nicholas King, Executive Manager Technical Services
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 26 November 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

The Works and Services Committee is requested to receive this report regarding the Town's Building Maintenance & Improvement Program.

EXECUTIVE SUMMARY

The Town has approximately \$37 million in building asset portfolio and 44 individual asset items relating to buildings. Considering this number the Town has allocated approximately \$925,000 to the 2024/25 financial year for maintenance and upgrades.

BACKGROUND

The Town's last building condition assessments were undertaken in 2023, with most of the Town's assets in good condition, and only needing minor maintenance. Since then, the allocation to maintenance of buildings annually has been below what was recommended within the asset management plan.

In addition to the maintenance program the Town is undertaking the upgrade of the Fremantle City Women's soccer club building upgrade with a carry forward budget of \$690,000 from the financial year 2023/24.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995
Building Code of Australia 2005
Environment Protection Act 1994
Heritage Act 2004
and Regulations
Crown Lands Act 1989

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

The approved budget items for building upgrades for 2024/25 are as below:

Description	Budget	Comments
Tricolore Soccer Club Upgrades - carryover	\$ 690,000.00	Completed as of Nov 2024
Floorboard Sealing - enhancing thermal comfort	\$ 13,000.00	On hold
East Fremantle Community Park - Miscellaneous Works	\$ 140,529.00	Ongoing works
Upgrade door locks in all Town owned buildings	\$ 35,000.00	Quote locked in, works commence Nov 2024
Downpipes - EH Gray	\$ 1,000.00	Works completed as of Nov 2024
Eaves Lining - EH Gray	\$ 1,000.00	
Verandah Columns - EH Gray	\$ 4,500.00	
Aluminium / wood doors - EH Gray	\$ 4,000.00	
Aluminium / wood windows - EH Gray	\$ 4,500.00	
Painting - EH Gray	\$ 7,500.00	
Eaves Lining - Camp Waller	\$ 4,500.00	Seeking quotes
Upgrade RCD's switchboards - Various buildings	\$ 10,000.00	Seeking quotes
Lighting - Hurricanes	\$ 9,000.00	Seeking quotes
	\$ 924,529.00	

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states:

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

1.2 Inviting open spaces, meeting places and recreational facilities

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with

the Town's unique heritage and open spaces

3.2 Maintaining and enhancing the Town's character

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

RISK IMPLICATIONS

RISKS

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)
If buildings are not maintained they deteriorate and costs become more long term	Possible (3)	Minor (2)	Moderate (5-9)	SERVICE INTERRUPTION Medium term temporary interruption - backlog cleared by additional resources <1 week	Manage by updating asset management plans and maintenance budgets to avoid long term issues

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

Risk Rating	6
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Nil

COMMENT

With the condition assessments for the buildings completed in March 2023, this has informed the 10 year capital works program for buildings, including the sub-component upgrades required.

Fremantle City Women's soccer club building upgrade commenced in March 2024, with the demolition of the existing changing room completed. The works as of early November 2024 were completed and signed off for building occupancy. The club are happy with the outcome of the works.

CONCLUSION

The Fremantle Women's Football Club building upgrade project is the biggest capital building upgrade for this financial year, which the completion of this means the facility is now suitable for women's sport. The minor building upgrade projects commenced in August 2024, with the majority of these works planned to be completed before December 2024.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution Choose an item. Click or tap to enter a date.

OFFICER RECOMMENDATION:

That the Works Committee receive and note the building maintenance and improvement report.

REPORT ATTACHMENTS

Nil

END OF REPORT – Do not delete anything on or below this line

10.2 CAPITAL WORKS PROGRESS REPORT

Report Reference Number	WCR-230
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 26 November 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	

PURPOSE

The Works and Services Committee is requested to receive this report regarding the Town's Capital works program progress until November 2024.

EXECUTIVE SUMMARY

The Council's adopted 2024/25 budget consists of over \$3.6 million of capital renewal and upgrade projects. Consisting of four categories; Plant and Equipment, Furniture and Equipment, Buildings, and Infrastructure. With the early adoption of the budget, the procurement process has commenced for many of the items within the budget, to make sure projects are delivered on time and on budget.

BACKGROUND

Following the adoption of the budget, Officers have planned out the 2024/25 capital works program for the financial year ahead. All other major capital projects are planned to be completed by December 2024. Projects such as the Fremantle City women's soccer club are planned to be completed by November 2024, which is a large carry over project from 2023/24.

CONSULTATION

Internal consultation with impacted Officers, including the Executive Management Team.

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations 1996 – (11)

Require that tenders be publicly invited for such contracts where the estimated cost of providing the total service is expected to be, more or worth more, than \$250,000.

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

As per the attached Capital works report, the Capital works renewal and upgrade program is worth over \$3.7 million.

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states:

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces

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

RISK IMPLICATIONS

RISKS

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)
Individual quotes will need to be sought for minor works, delaying works and compromising capital works completion within financial year.	Unlikely (2)	Minor (2)	Low (1-4)	FINANCIAL IMPACT \$250,001 - \$1,000,000	Manage by undertaking procurement early in the financial year to ensure works can be completed.

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

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

Nil

COMMENT

Capital works projects updates and comments is in the below table, noting that to November 2024 the Town has a actual & commitments of \$1.8 million, compared to the \$4.1 million budget.

Most of the larger capital projects are to be completed before December 2024, these include the Fremantle Women's soccer club upgrade, Riverside Road upgrade, and the footpath upgrade projects, which account for more than a third of the total budget. Items such as plant and equipment within the budget will be researched and ordered as soon as practicable, however delays in these items are sometimes out of Officers control.

Account Description	Current Budget	Total (Actuals & Commitments)	Comments
Upgrade of EV charger power connection adjacent to Town hall car park	\$ 20,000.00	\$ 395.00	Works planned to commence Dec 2024
Kobota F3690	\$ 55,000.00	\$ 59,392.86	Delivered
Two EV Charges for East Fremantle Community Park	\$ 44,000.00	\$ -	
Isuzu MKR190 truck	\$ 90,000.00	\$ -	Truck prices being sought
Kobelco SK17SR-5	\$ 40,000.00	\$ -	Prices being sought
Upgrade street lights to LED, including smart lighting for major roads	\$ 310,000.00	\$ -	Liaising with WP
Isuzu 4.5T Tipper	\$ -	\$ 71,820.00	Truck prices being sought
ERP Replacement - New Electronic Document Records Management System	\$ 70,000.00	\$ -	On hold
AV Council Chambers (Recording Equipment + Replace end of life equipment)	\$ 60,000.00	\$ 50,345.35	Completed
Public art work including the East Fremantle Community Park	\$ 91,000.00	\$ -	
Floorboard Sealing - enhancing thermal comfort	\$ 13,000.00	\$ -	On hold
EH Gray various upgrades	\$ 22,500.00	\$ 20,596.00	Works commenced Nov 2024
Building upgrade - Hurricanes - Lighting	\$ 9,000.00	\$ -	Works planned to commence Feb 2025
Building upgrade - Camp Waller - Eaves lining	\$ 4,500.00	\$ -	Works planned to commence Feb 2025
East Fremantle Community Park - Miscellaneous Works	\$ 410,277.00	\$ 146,476.08	Works ongoing
East Fremantle Community Park - Dog Park	\$ -	\$ 1,795.00	Completed
Solar and Battery Installation East Fremantle Community Park. Solar installation Town Hall, Depot and Dovenby House	\$ 707,500.00	\$ -	Prices being sought
East Fremantle Community Park - Scoreboard	\$ 50,000.00	\$ -	
Tricolore Soccer Club Upgrades	\$ 716,322.00	\$ 710,614.30	Works completed Nov 2024

Buildings upgrade RCD's switchboards - Various	\$ 10,000.00	\$ -	Works planned to commence Feb 2025
Buildings upgrade door locks - Various	\$ 35,000.00	\$ 31,818.18	Works planned to commence Feb 2025
Riverside Road (adjacent to Leeuwin Boat Ramp)	\$ 483,733.00	\$ 463,782.37	Works commenced Nov 2024, to be completed by Dec 2024
Preston Point Road - Above carpark near Tennis Club - Investigate and upgrade storage prior to water entering pipe to river	\$ 20,000.00	\$ 20,824.29	Completed
George Street - Drainage investigation and upgrades to allow underground piped water flow	\$ 20,000.00	\$ -	On hold
Upgrade old pits to SEPs	\$ 15,000.00	\$ -	
Limestone wall replacement - Glasson Park	\$ 40,000.00	\$ 18,181.82	Works planned to commence Jan 2025
Extend cricket practice nets hardstand by approx 6m - Henry Jeff & Preston Point	\$ 30,000.00	\$ 28,415.00	Works planned to commence Dec 2024
Rotunda replacement - Mervi Cowan Park	\$ 55,000.00	\$ -	Works planned to commence Dec 2024
Bin upgrades	\$ 10,000.00	\$ 6,613.00	Ordered, awaiting delivery
Bore test/replacement - Foreshore Parks	\$ 30,000.00	\$ -	Works planned to commence Jan 2025
Bore pump test - Stratford Street Park	\$ 10,000.00	\$ -	Works planned to commence Jan 2025
Irrigation upgrade - Marjorie Green Park	\$ 10,000.00	\$ -	Works planned to commence Jan 2025
Irrigation upgrade tie in to existing system - Locke Park	\$ 35,000.00	\$ -	Works planned to commence Dec 2024
Upgrade of Retic - Preston Point	\$ 20,000.00	\$ 4,367.89	Works planned to commence Nov 2024
Drink Fountains	\$ 10,000.00	\$ 11,345.00	Ordered, awaiting delivery
Rotunda replacement - Wayman Park	\$ 40,000.00	\$ 23,755.45	Works planned to commence Dec 2024
Wayman softfall upgrade for exercise equipment	\$ 20,000.00	\$ -	Prices being sought
Paid Parking and Streetscape Design Work and Preliminaries - Silas Street and Leeuwin Carpark	\$ 80,000.00	\$ -	On hold
Carparks - General Allocation	\$ 20,000.00	\$ 2,830.00	Ongoing
Pram ramp upgrades to DDA standards (to do 20 pram ramps)	\$ 20,000.00	\$ 9,090.91	Ongoing
Moss St, (west side), between Canning Hwy & George St (Remove Concrete and replace with Red asphalt, as per style guide)	\$ 86,400.00	\$ 72,000.00	Works completed Nov 2024

George Street (north side), between Hubble St & Duke St (Remove brick paving and replace with red asphalt, as per style guide)	\$ 75,000.00	\$ 82,555.64	Works planned to commence Jan 2025
Riverside Road (West side), adjacent to Leeuwin Boat Ramp (do at same time as road upgrade)	\$ 49,500.00	\$ 40,375.00	Works commenced Nov 2024, to be completed by Dec 2024
Preston Point Rd (west side), between Bolton St & Pier St (Grey concrete) (420m length)	\$ 94,500.00	\$ -	Works planned to commence Jan 2025
	\$4,132,232.00	\$ 1,877,389.14	

CONCLUSION

With the early adoption of the 2024/25 budget, works commenced early in the financial year to make sure the carry forwards were kept to a minimal at the end of the financial year. Two of the largest projects in the Fremantle City Football Club building upgrade and Riverside Road upgrade will be finished before the end of December 2024.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution Choose an item. Click or tap to enter a date.

OFFICER RECOMMENDATION:

That the Works Committee receive and note the Capital Works Program for November 2024.

REPORT ATTACHMENTS

Nil

END OF REPORT – Do not delete anything on or below this line

10.3 ENGINEERING MAINTENANCE ITEMS

Report Reference Number	WCR-152
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 26 November 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

The Works and Services Committee is requested to receive this report regarding Engineering Maintenance items.

EXECUTIVE SUMMARY

Engineering maintenance items within the Town are generally reactive and dealt with by the Towns engineering field officers or contractors. With the highest risk asset being its footpaths, the Town have implemented an annual footpath inspection program which a consultant investigates and rates all of the Towns footpath network. The inspection will be undertaken in January and February every year, with the condition of the footpaths the basis for the following years budget.

BACKGROUND

The Towns Engineering maintenance budget is approximately \$300,000 annually, and accounts for two of the Towns external work force. Although the workforce is small the importance on the department is high, with footpaths and roads some of the Towns high risk assets.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

The Towns Engineering maintenance budget is approximately \$300,000 for the 2024/25 financial year.

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states:

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces

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

RISK IMPLICATIONS

RISKS

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)
High risk items like footpath repairs are left and public liability claims increase	Possible (3)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, low impact, low news item	Manage by making sure assets are maintained and repaired in a timely manner

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

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

SITE INSPECTION

Nil

COMMENT

One of the busier roads within East Fremantle is Riverside Road with its consistent traffic flow by vehicles, cyclists and trucks. Annual inspections are undertaken by Officers to make sure the road is safe.

The footpath defect repair numbers are as below, which the defects were picked up in the February 2023 audit, and repairs are up until November 2024:

	Defects	Pit defects	Repaired Defects
Total	2018	412	295

The majority of repairs undertaken in this two month period was around the oval community precinct, including the upgrade of over 20 pram ramps.

Below shows the number of defects that will be repaired as part of the capital works in 2024/25 budget.

2024/25 Capital works footpaths	Defects	Comment
Riverside Road	19	Planned completion December 2024
Moss Street	12	Completed
George Street	28	Works to begin Jan 2024
Preston Point Road	40	Works to begin Jan 2024
Total	99	

From 2 September 2024 until 9 November 2024 (68-day period) there were 49 snap, send and solve reports to the Town, of the 16 reported the below shows the breakdown of most reported issues:

Category	Reports
Signs	5
Tree reports	6
Graffiti	22

A sustainability and drainage item discussed at the Works Committee meeting in May 2024, was Officers investigating the possibility of installing Drainage outlet nets, to capture any larger rubbish, and prevent items from entering the river. Officers sought a quote from Urban Asset Solutions and comments from the Department of Biodiversity, Conservation and Attractions which a application has been made to install the nets.

CONCLUSION

With Engineering assets being highly visible and high risk to the Town it is important that these assets are maintained to a high standard. The external work crew for engineering maintenance are proactive when queries or complaints are received, this includes assisting in the mitigation of trip hazards within the Towns footpath network which we are progressing with each month.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution Choose an item. Click or tap to enter a date.

OFFICER RECOMMENDATION:

That the Works Committee receive and note the Engineering Maintenance report.

REPORT ATTACHMENTS

Nil

END OF REPORT – Do not delete anything on or below this line

10.4 PARKS & GARDENS

Report Reference Number	WCR-155
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 26 November 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

The Works Committee is requested to receive this report regarding the Town's Parks and Gardens.

EXECUTIVE SUMMARY

The Towns Parks, Ovals and reserves asset portfolio has an estimated value of approximately \$8 million, excluding non-depreciable assets (passive parks, sports fields and natural areas). The majority of its external work force are based within the parks and gardens team, maintaining the Towns parks and gardens on a schedule program which runs fortnightly. In addition to the maintenance, capital projects within parks account for approximately \$310,000 for the financial year 2024/25.

BACKGROUND

The Towns parks and gardens are the most visible asset to its residents and stakeholders, meaning that the maintenance of these areas is important in keeping the Town looking proactive and mindful of its stakeholders values in relation to the environment.

The early adoption of the 2024/25 budget means that Officers can begin the procurement process for items as soon as possible, meaning delivery of items before the end of the financial year.

Undertaken in September 2024 was a usage report of the sporting ovals, to assess the current use and if this poses a risk to the surface over a long period of time.

CONSULTATION

The Officers meet with the relevant sports user groups of the Preston Point ovals every quarter, which is a good way to communicate works or concerns the clubs have.

STATUTORY ENVIRONMENT

Local Government Act 1995

Environment Protection and Biodiversity Conservation Act 1999

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

Capital projects of approximately \$310,000 for the 2024/25 financial year as below:

Description	Budget
Rotunda replacement - Wayman Park	\$ 40,000
Rotunda replacement - Mervi Cowan Park	\$ 55,000
Reticulation upgrades - Preston Point	\$ 20,000
Limestone wall replacement - Glasson Park	\$ 40,000
Bore test/replacement - Foreshore Parks	\$ 30,000
Bore pump test - Stratford Street Park	\$ 10,000
Irrigation upgrade - Marjorie Green Park	\$ 10,000
Irrigation upgrade tie in to existing system - Locke Park	\$ 35,000
Bin upgrades	\$ 10,000
Drink fountain upgrade	\$ 10,000
Wayman softfall upgrade for exercise equipment	\$ 20,000
Extend cricket practice nets hardstand by approx 6m - Henry Jeff & Preston Point	\$ 30,000
Total	\$ 310,000

Operating costs of approximately \$600,000 for the 2024/25 financial year

STRATEGIC IMPLICATIONS

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

1.2 Inviting open spaces, meeting places and recreational facilities

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with

the Town's unique heritage and open spaces

3.2 Maintaining and enhancing the Town's character

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

4.2 Enhance environmental values and sustainable natural resource use

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

RISK IMPLICATIONS

RISKS

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)
Parks become degraded and look poor	Possible (3)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	Manage by making sure out maintenance standards are high and checked by senior staff.

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

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

SITE INSPECTION

Nil

COMMENT

The maintenance and upgrade of the Towns parks is very important as it is an amenity that is seen and used daily by residents and stakeholders. The Towns major maintenance works and projects are listed below with relevant timeframes:

- Retic bore upgrades – Works to begin in August 2024 to ensure all reticulation is up and running before summer 2024.
- Henry Jeffery, Preston Point and Wauhop Ovals – Maintenance works were undertaken between footy and cricket seasons, including turf replacement. More turf was replaced in November 2024 due to the state of Henry Jeffery and Preston Point oval. A top dress is planned for Monday 25 November.
- Tree planting – All seasonal tree planting planned for July/August 2024. Tree lists were finalised and the majority of the verge trees have been planted.

Following ongoing concerns from the users of Henry Jeffery and Preston Point, Officers commissioned a usage report through a turf consultant to review the current use of the grounds. Input was provided by each of the clubs, except the lacrosse club who never responded to requests.

As can be seen from the attached report, all of the grounds have moderate to extremely high usage person hours per week. Usage m2 per person is also high for Wauhop and extremely high for Henry Jeffery. Taking

into consideration these numbers to not take into consideration the dog users and the other users such as sports camps who add to this wear and tear.

This ongoing complaint from sports clubs at the ovals was the reason for commissioning the report, which it is for the Town to decide what action should be taken to address the usage issue. With usage levels so high, it is impossible to maintain the ovals to a good standard, unless budgets are increased.

CONCLUSION

As works in parks and gardens is generally seasonal in terms of tree planting and recovery, most of the capital works relating to parks and gardens is undertaken in the winter months between July and September. In addition to the capital projects the Towns external work force work on a fortnightly maintenance schedule to maintain the Towns parks and gardens.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution Choose an item. Click or tap to enter a date.

OFFICER RECOMMENDATION:

That the Works Committee receive and note the Parks and Gardens report.

REPORT ATTACHMENTS

Attachments start on the next page



Town of East Fremantle

IPOS - Usage Data

02/09/2024

 Matthew Lane
 0436 100 600
 mlane@livingturf.com

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1.0 Summary

An assessment of Wauhop Park Upper and Lower, Preston Point Reserve and Henry Jeffery Reserve reveals a range of usage and compaction levels. Wauhop Park Upper and Lower experience moderate usage with ample space per person, while Preston Point Reserve has similar usage but less space per person. Henry Jeffery Reserve faces extreme usage and very limited space, leading to significant compaction issues. All parks show high compaction levels, especially in goal mouths and key zones, where they are unacceptably high. To address these challenges, it is recommended to implement verti-draining to alleviate compaction, adjust usage patterns, apply over 250kg/ha of nitrogen annually, use wetting agents to improve moisture retention, and monitor for pest damage.

2.0 Introduction

Living Turf has completed this report on behalf of the Town of East Fremantle to assess the current usage capacity of Henry Jeffery Reserve, Wauhop Park Upper / Lower, and Preston Point Reserve.

The primary objective of this report is to provide informed recommendations for optimising surface conditions and to evaluate the volume of traffic each surface is receiving.

To compile this report, club fixtures and attendance data provided by the Town of East Fremantle were analysed to determine the total person-hours per week at each ground, along with the associated area in square meters.

Surface hardness was assessed at each reserve using a 2.25 kg Clegg Hammer dropped from a height of 455 mm this measurement helps determine the impact of usage on surface performance.



3.0 Ground Usage Data

3.1 Wauhop Park Upper

As shown below, Wauhop Park Upper currently experiences 21.5 hours of use per week, amounting to 297 person-hours weekly. This level of usage is classified as **Moderate**. However, due to the field's size (10,000m²), the area per person is **High** at 33.67 m² per person.

Park:		Wauhop Upper									
Park Size 10000 m²		Match / Training Hours 📅							👤 Usage		
Teams 🏠	Number of Team Members 👥	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours 🕒	Person Hr Per Week 🕒 👤	m² / Person 🏠 👤
Fremantle City Football Club - Womens											
Women's Div 4	15			1.5		1.5			3	45	222.22
Women's Div 6	15		1.5		1.5				3	45	222.22
Women's Div 7	12		1.5						1.5	18	555.56
Women's Masters	12		1.5						1.5	18	555.56
Girls U10	12			1					1	12	833.33
Girls U10	12	1							1	12	833.33
Girls U12	12		1						1	12	833.33
Girls U12	12		1						1	12	833.33
Girls U12	12		1						1	12	833.33
Girls U13	14			1.5					1.5	21	476.19
Girls U14	14			1.5		1.5			3	42	238.10
Grils U14	16			1.5		1.5			3	48	208.33
Total	158 Team Members	1.0 Hrs	7.5 Hrs	7.0 Hrs	1.5 Hrs	4.5 Hrs	0.0 Hrs	0.0 Hrs	21.5 Hrs	297	33.67
Grand Total	158 Team Members	1.0 Hrs	7.5 Hrs	7.0 Hrs	1.5 Hrs	4.5 Hrs	0.0 Hrs	0.0 Hrs	21.5 Hrs	297	33.67

Sports Ground Usage Rates		
Person Hr per Week)		Usage Rating
650>	1	Extremely High Usage
360 - 650	2	High Usage
250 - 360	3	Moderate Usage
185 - 250	4	Moderate - Low Usage
<185	5	Low Usage

Ground Usage Rates		
(M ² per Person Hr per Week)		Usage Rating
<20	1	Very high
21 - 35	2	High
36 - 50	3	Moderate - Low Usage
50 - 70	4	Low Usage
> 70	5	Very Low

3.2 Wauhop Park Lower

As shown below, Wauhop Park Lower Receives 16.5 hours of use per week, translating to 273 person-hours per week. This is also considered **Moderate** usage, the smaller field size (7,000m²) results in a **High** area per person at 25.64 m² per person.

Park:		Wauhop Lower									
Park Size 7000 m ²		Match / Training Hours							Usage		
Teams	Number of Team Members	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours	Person Hr Per Week	m ² / Person
Fremantle City Football Club - Womens											
Womens Div 1	15		1.5		1.5				3	45	155.56
Womens Div 5	15		1.5		1.5				3	45	155.56
Womens NPL	18			1.5		1.5			3	54	129.63
Womens NPL U21	18			1.5		1.5		1.5	4.5	81	86.42
Girls U16	16		1.5			1.5			3	48	145.83
Total	82 Team Members	0.0 Hrs	4.5 Hrs	3.0 Hrs	3.0 Hrs	4.5 Hrs	0.0 Hrs	1.5 Hrs	16.5 Hrs	273	25.64
Grand Total	82 Team Members	0.0 Hrs	4.5 Hrs	3.0 Hrs	3.0 Hrs	4.5 Hrs	0.0 Hrs	1.5 Hrs	16.5 Hrs	273	25.64

Sports Ground Usage Rates		
Person Hr per Week)		Usage Rating
650>	1	Extremely High Usage
360 - 650	2	High Usage
250 - 360	3	Moderate Usage
185 - 250	4	Moderate - Low Usage
<185	5	Low Usage

Ground Usage Rates		
(M ² per Person Hr per Week)		Usage Rating
<20	1	Very high
21 - 35	2	High
36 - 50	3	Moderate - Low Usage
50 - 70	4	Low Usage
> 70	5	Very Low

3.3 Preston Point Reserve

As shown below, Preston Point Reserve Receives 22.5 hours per week of use which equates 261 person-hours per week and is considered **Moderate** whilst the m² per Person is considered **Low** at 53.64.

Park:		Preston Point									
Park Size 14000 m ²		Match / Training Hours							Usage		
Teams	Number of Team Members	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours	Person Hr Per Week	m ² / Person
East Fremantle Juniors											
Under 11 Blue	12			1.5			3		4.5	54	259.26
Under 14 Blue	12				1.5		3		4.5	54	259.26
Under 15 Blue	12			1.5			3		4.5	54	259.26
Total	36 Team Members	0.0 Hrs	0.0 Hrs	3.0 Hrs	1.5 Hrs	0.0 Hrs	9.0 Hrs	0.0 Hrs	13.5 Hrs	162	86.42
East Fremantle Cricket Club											
First Grade	11			1.5			3		4.5	49.5	282.83
One Day C	11				1.5		3		4.5	49.5	282.83
Total	22 Team Members	0.0 Hrs	0.0 Hrs	0.0 Hrs	3.0 Hrs	0.0 Hrs	6.0 Hrs	0.0 Hrs	9.0 Hrs	99	141.41
Grand Total		0.0 Hrs	0.0 Hrs	3.0 Hrs	4.5 Hrs	0.0 Hrs	15.0 Hrs	0.0 Hrs	22.5 Hrs	261	53.64

Sports Ground Usage Rates		
Person Hr per Week)		Usage Rating
650>	1	Extremely High Usage
360 - 650	2	High Usage
250 - 360	3	Moderate Usage
185 - 250	4	Moderate - Low Usage
<185	5	Low Usage

Ground Usage Rates		
(M ² per Person Hr per Week)		Usage Rating
<20	1	Very high
21 - 35	2	High
36 - 50	3	Moderate - Low Usage
50 - 70	4	Low Usage
> 70	5	Very Low

3.4 Henry Jeffery Reserve

As shown below, Henry Jeffery Experiences **Extremely High Usage** with 78 hours of use per week, equating to 1,913 person-hours which is 1,263 Hours over the guideline. The area per person is also classified as **Extremely High Usage**, with only 7.32 m² per person.

Park:		Henry Jeffery									
Park Size 14000 m ²		Match / Training Hours							Usage		
Teams	Number of Team Members	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours	Person Hr Per Week	m ² / Person
East Fremantle JFC											
Year 3	60					1		1	2	120	116.67
Year 4	34					1		1	2	68	205.88
Year 5	36					1		1	2	72	194.44
Year 6	50					1		1	2	100	140.00
Year 7	38		1	1	1				3	114	122.81
Year 8	18		1	1	1				3	54	259.26
Year 9	40		1	1	1				3	120	116.67
Year 10	20		1	1	1				3	60	233.33
Year 11/12	30		1	1	1				3	90	155.56
Year 3/4 Girls	16					1		1	2	32	437.50
Year 5/6 Girls	20		1	1	1	1		1	5	100	140.00
Year 7/8 Girls	40		1	1	1	1		1	5	200	70.00
Year 9/10 Girls	40		1	1	1	1		1	5	200	70.00
Year 11/12 Girls	40		1	1	1	1		1	5	200	70.00
Total	482 Team Members	0.0 Hrs	9.0 Hrs	9.0 Hrs	9.0 Hrs	9.0 Hrs	0.0 Hrs	9.0 Hrs	45.0 Hrs	1530	9.15
East Fremantle Juniors											
Under 10 White	12				1			3	4	48	291.67
Under 10 Red	12				1			3	4	48	291.67
Under 12 White	12				1			3	4	48	291.67
Under 13 Blue	12				1			3	4	48	291.67
Under 15 Gold	12		1					3	4	48	291.67
Total	60 Team Members	0.0 Hrs	1.0 Hrs	0.0 Hrs	4.0 Hrs	0.0 Hrs	0.0 Hrs	15.0 Hrs	20.0 Hrs	240	58.33
East Fremantle Cricket Club											
One Day A	11				1.5		5		6.5	71.5	195.80
One Day G	11				1.5		5		6.5	71.5	195.80
Total	22 Team Members	0.0 Hrs	0.0 Hrs	0.0 Hrs	3.0 Hrs	0.0 Hrs	10.0 Hrs	0.0 Hrs	13.0 Hrs	143	97.90
Grand Total	564 Team Members	0.0 Hrs	10.0 Hrs	9.0 Hrs	16.0 Hrs	9.0 Hrs	10.0 Hrs	24.0 Hrs	78.0 Hrs	1913	7.32

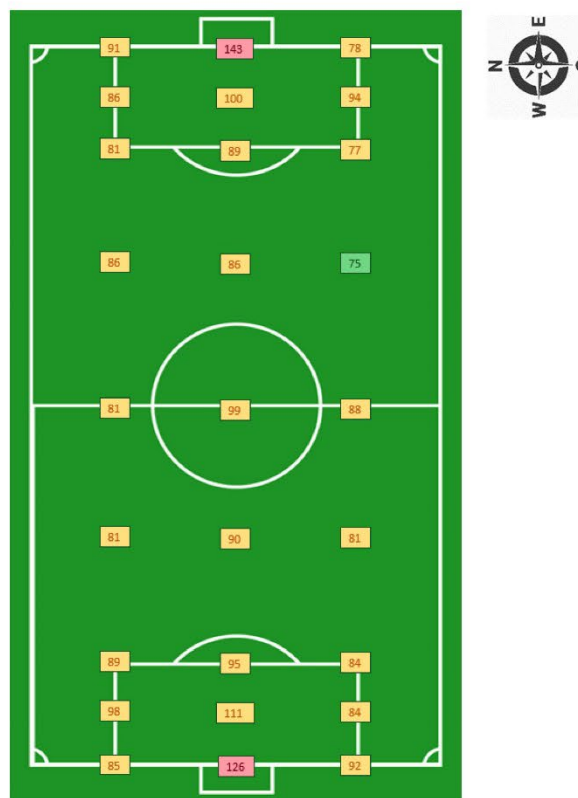
Sports Ground Usage Rates	
Person Hr per Week)	Usage Rating
650>	1 Extremely High Usage
360 - 650	2 High Usage
250 - 360	3 Moderate Usage
185 - 250	4 Moderate - Low Usage
<185	5 Low Usage

Ground Usage Rates	
(M ² per Person Hr per Week)	Usage Rating
<20	1 Very high
21 - 35	2 High
36 - 50	3 Moderate - Low Usage
50 - 70	4 Low Usage
> 70	5 Very Low

4.0 Compaction Readings

4.1 Wauhop Park Lower

Surface compaction at Wauhop Park lower is categorised as **High Normal** with readings in the goal mouths reaching **Unacceptably High**. This is expected due to the heavy usage and repetitive wear and tear in these high-traffic areas.

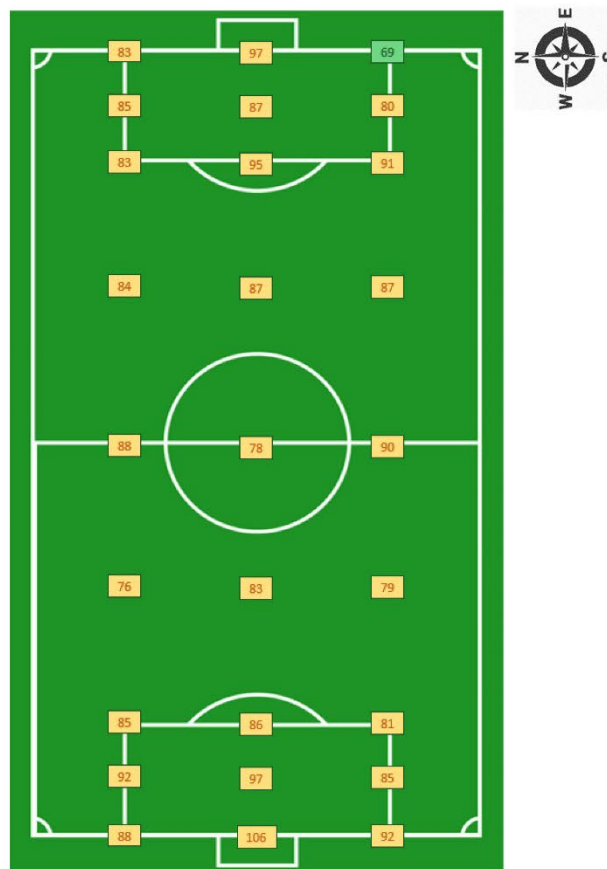


Average Gravities: 91.48

Performance Indicator	Unacceptably Low	Low Normal	Preferred Range	High Normal	Unacceptably High
Surface Hardness (Gravities)	<30	31-55	56-75	76-120	>120

4.2 Wauhop Park Upper

Surface compaction at Wauhop Park Upper is categorised as **High Normal**.

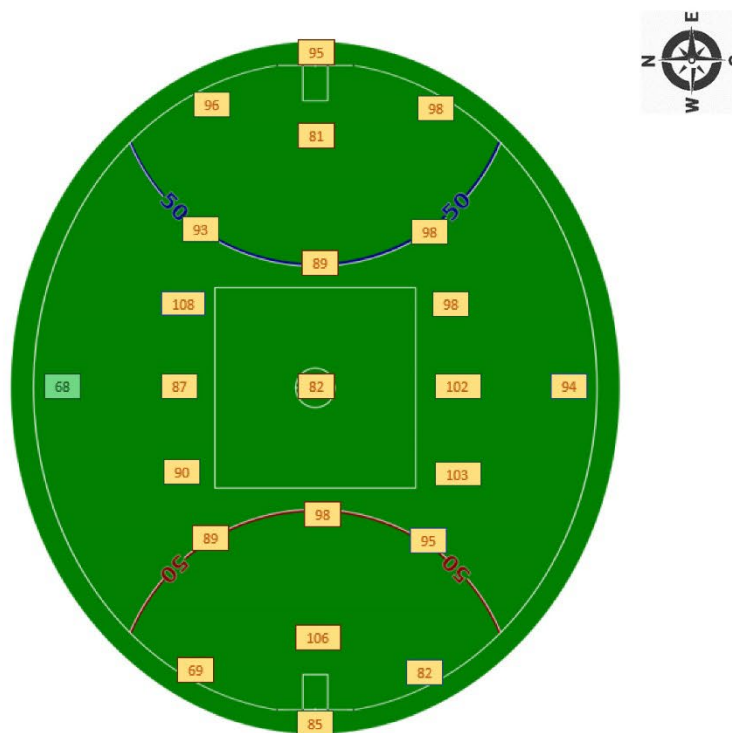


Average Gravities: 86.44

Performance Indicator	Unacceptably Low	Low Normal	Preferred Range	High Normal	Unacceptably High
Surface Hardness (Gravities)	<30	31-55	56-75	76-120	>120

4.3 Preston Point Reserve

Surface compaction at Preston Point Reserve is categorised as **High Normal** and is due to the lower usage levels it is currently receiving in comparison to the other locations. The centre of the ground and goal mouth corridors are reading higher levels of compaction which is due to the concentrated traffic these areas receive.

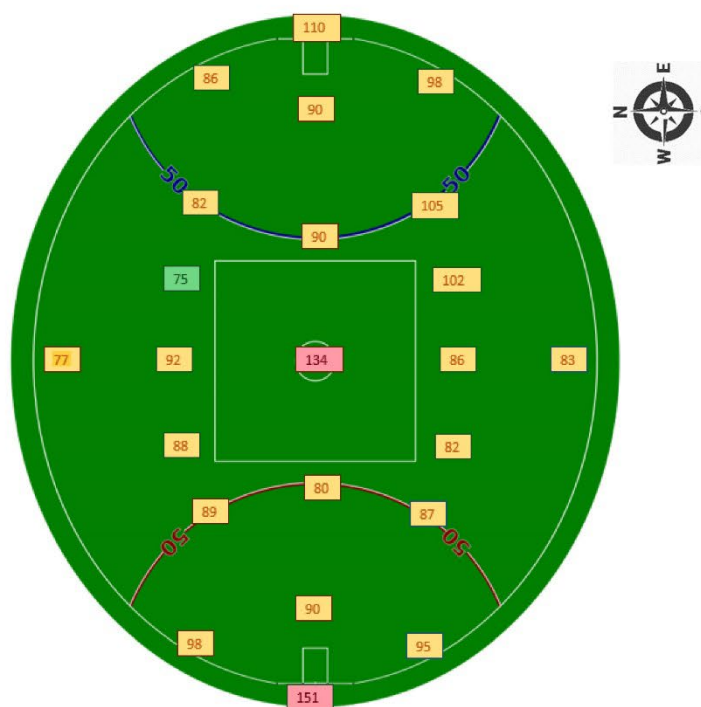


Average Gravities: 91.57

Performance Indicator	Unacceptably Low	Low Normal	Preferred Range	High Normal	Unacceptably High
Surface Hardness (Gravities)	<30	31-55	56-75	76-120	>120

4.4 Henry Jeffery Reserve

Surface compaction at Henry Jeffery Reserve is categorised as **High Normal** with readings in the goal mouths and centre bounce down reaching **Unacceptably High** levels. The centre of the ground and goal mouth corridors are reading higher levels of compaction which is due to the concentrated traffic these areas receive.



Average Gravities: 94.35

Performance Indicator	Unacceptably Low	Low Normal	Preferred Range	High Normal	Unacceptably High
Surface Hardness (Gravities)	<30	31-55	56-75	76-120	>120

5.0 Recommendations

5.1 Soil Compaction

Soil compaction is a significant issue across all reserves, with Clegg Hammer readings consistently indicating high levels of compaction. Profile analysis has revealed the development of a hard pan layer at a depth of 150-200mm, caused by surface use. To address this, it is recommended to perform Verti-draining to a depth of 150-200mm during the winter sports season. This will help alleviate surface compaction, support turf health, and ensure adequate water drainage, protecting the surface during winter sports.



Images: 150mm – 250mm depth hard pan developing beneath the surface at each reserve.

5.2 Understanding and adjusting usage

It is advisable to review the Usage Data and adjust traffic and usage accordingly. Consider relocating some events, particularly during winter months, to alternate locations such as Preston Point Reserve, which experiences less usage compared to Henry Jeffery. This will help reduce surface deterioration. Furthermore, encouraging sporting clubs to spread their usage evenly across the entire ground, rather than favouring the wings and interchange areas, will help maintain surface quality and distribute wear and tear more evenly.

5.3 Nutrition

To combat excessive wear and tear, it is crucial to implement a robust nutrition program, ensuring an annual nitrogen application rate of over 250kg/ha. This will enable the turf to better withstand stress factors, promote healthy growth, and support recovery after the winter sports season, thereby ensuring optimal coverage and resilience for the following season.

5.4 Wetting Agent

Areas exposed due to heavy wear and tear are at risk of becoming highly hydrophobic, hindering new growth and recovery. To prevent this and ensure optimal surface coverage, it is advisable to apply wetting agents throughout the growing season. This will promote adequate recovery and prepare the turf for high-traffic situations, such as the winter sports season.

5.5 Pests

Due to excessive wear and tear received from winter sport, susceptibility to Mite Damage often misdiagnosed as wear and tear from winter sports has occurred. The most significant identifying factor is the witches brooming effect it has on the Turf plant, and in extreme cases, it can lead to complete bare stripped stolons and open surfaces which is evident along the boundaries near the interchange gates and throughout the playing surfaces where high traffic is occurring such as the goal mouths. It is recommended to apply preventive applications of Waldo and Voyager in November and February.



Images: The reserves have sustained significant wear and tear, particularly in high-traffic corridors and goal mouths, resulting in eventual mite damage. This has led to bare and exposed areas on the playing surface.

END OF REPORT – Do not delete anything on or below this line

10.5 RISK & HAZARDS

Report Reference Number	WCR-157
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 26 November 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

The Works Committee is requested to receive this report regarding Risk & Hazards and OHS/WHs matters.

EXECUTIVE SUMMARY

As there are no items to report on these matters for this month, items may be raised during the meeting.

BACKGROUND

Risk & Hazards and OHS/WHs matters are important for the Town, as reporting and mitigating risk is a key component on reducing the Towns public liability. If done correctly, the Town, residents and other stakeholders will benefit from a safe Town of limited risks and hazards.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Work Health and Safety Act 2020

POLICY IMPLICATIONS

Policy 2.2 Risk Management

FINANCIAL IMPLICATIONS

No direct costs associated with this item, however the Towns insurance policies may be impacted indirectly.

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states:

Strategic Priority 5 – 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

RISK IMPLICATIONS

RISKS

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)
If risks are not identified then hazards can become worse, and the impact can sometimes be fatal	Unlikely (2)	Major (4)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, high impact, high news profile, third party actions	Manage by identifying risks and mitigating them early

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

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

SITE INSPECTION

Nil

COMMENT

As no items for this month, this section will be filled as required in coming meetings.

Technical Services have 20 risks within the risk register which they are the direct owner of these risks.

The highest risks within the Technical Services Department are below:

- Inadequate hazard identification and exclusion Risk rating 12

- | | |
|--|---------------|
| • Lack of Asset management planning | Risk rating 9 |
| • Lack of formal or appropriate scheduling | Risk rating 9 |
| • Lack of training, awareness and knowledge | Risk rating 9 |
| • Project management - Failure to consult with key stakeholders | Risk rating 9 |
| • Inadequate security protection measures in place for buildings | Risk rating 9 |
| • Inadequate contract management practices | Risk rating 9 |

All of these risks have relevant controls in place, with the inherent impact on the lower end for all of the risks.

At the works committee meeting May 2024, it was discussed that the current Safe Work Methods Statements are being reviewed and updated in accordance with the recent WHS assessment. The Town have appointed a WHS Officer who is now looking through current documentation and reviewing what is in need of an update.

CONCLUSION

Risk & Hazards and OHS/WHS are items that are important to the Town as its reputation can be damaged and the financial implications can be high if the severity of incidents is serious. It is the Towns responsibility to mitigate these risks and identify hazards, in trying to prevent serious incidents.

The Towns risk register has recently been migrated to SharePoint, making it easier for staff members to use and get automatic reminders of when risks are to be reviewed.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution Choose an item. Click or tap to enter a date.

OFFICER RECOMMENDATION:

That the Works Committee receive and note the Risk & Hazards and OHS/WHS report.

REPORT ATTACHMENTS

Nil

END OF REPORT – Do not delete anything on or below this line

10.6 STRATEGIC PROJECTS

Report Reference Number	WCR-159
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 26 November 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

The Works and Services Committee is requested to receive this report regarding the Town's Strategic Projects.

EXECUTIVE SUMMARY

The Town has several strategic projects which align with its Strategic Community Plan, Corporate Business Plan and Strategic Resource Plan. Four key projects have been identified and will be updated within this report, being:

- Implementation of Works Review
- Implementation of Integrated Traffic Management Plan
- Implementation of Foreshore Management Plan
- Implementation of Asset Management Plan

BACKGROUND

The four key strategic projects have varied background information, which all are long term projects.

CONSULTATION

All strategic projects have had varied levels of consultation, including:

Implementation of Works Review

Finalised report went to Council informally upon completion, with updates provided to Council in late 2021 at the Council Concept Forum. The updated actions list and completed items will be provided to Council in mid-2024.

Implementation of Integrated Traffic Management Plan

The finalised report was presented to Council at the Council Concept Forum in mid-2021. Following the review of the Corporate Business plan in early 2024, this has raised the concerns of parking around the Town once again. A forum may be suggested to discuss this further with Councilors.

Implementation of Foreshore Management Plan

Different iterations have been presented to Council both formally and informally since the 2015 plan, however the updated condition assessment and plan has not been presented to Council as of yet.

Implementation of Asset Management Plan

The asset management plans were presented to Council in May 2024 for endorsement.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

The four strategic projects have an impact on the Towns long term financial plan and the current 2022/23 financial year budget.

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states:

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with

the Town’s unique heritage and open spaces

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

RISK IMPLICATIONS

RISKS

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)
If strategic plans are not updated or maintained the long term financial plan may be adversely impacted	Possible (3)	Minor (2)	Low (1-4)	FINANCIAL IMPACT \$50,000 - \$250,000	Manage by annually reviewing strategic projects to make sure we are aligning with the plans and long term financial planning

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

Risk Rating	6
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Nil

COMMENT

Updates on the individual projects are as below:

Implementation of Works Review

The Operations review is reviewed monthly by the CEO and EMTS, with the recommendations commented on and updated if completed.

Council are reminded that the report was endorsed by Council in 2021, with recommendations including the importance of the structure of the Technical Services Department and the newly created positions.

To date of the 66 recommendations the status is below for each:

Status	66	%
Ongoing	33	51%
Completed	24	37%
No Action	11	17%

Implementation of Integrated Traffic Management Plan

The Town has undertaken an additional traffic survey in February 2023, which any action from this may be presented to Council.

Since March 2024 Officers have commissioned a line marking contractor to go around the Town and update all statutory line marking. This includes yellow no stopping line marking around the intersections and where line marking has faded.

Implementation of Foreshore Management Plan

The concept design for the Norm McKenzie wall upgrade project was presented to Council at the March 2024

concept forum, including the public consultation feedback. The Department of Biodiversity, Conservation and Attractions (DBCA) approved the project funding for a 50/50 share of the project cost. With works planned to commence in early 2025.

Implementation of Asset Management Plan

All Asset management plans were presented to Council for adoption in May 2024.

CONCLUSION

The Towns strategic projects are vital in capturing and updating the Towns assets and priorities in aligning with its long term financial plan. It is important that the Town review these projects regularly to make sure our annual capital program and maintenance budgets are aligning with the long term plans.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution Choose an item. Click or tap to enter a date.

OFFICER RECOMMENDATION:

That the Works Committee receive and note the strategic projects update.

REPORT ATTACHMENTS

Nil

END OF REPORT – Do not delete anything on or below this line

11 MATTERS BEHIND CLOSED DOORS

12 CLOSURE OF MEETING