



# AGENDA

## Council Meeting

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Tuesday, 18 August 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.

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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.

<b>Deputations</b> A formal process where members of the community request permission to address Council or Committee on an issue.	<b>Presentations</b> 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.
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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](mailto: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](mailto: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.

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### 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, 18 August 2020 in the Council Chamber, 135 Canning Highway, East Fremantle and your attendance is requested.



GARY TUFFIN  
Chief Executive Officer

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## 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 (21 July 2020)**

**8.1 OFFICER RECOMMENDATION**

That the minutes of the Ordinary meeting of Council held on Tuesday, 21 July 2020 be confirmed as a true and correct record of proceedings.

**9. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

**10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**  
Nil.

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**11. REPORTS AND RECOMMENDATIONS OF COMMITTEES**

**11.1 Town Planning Committee Meeting (4 August 2020)**

<b>File ref</b>	C/MTP1
<b>Prepared by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting Date:</b>	18 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Town Planning Committee Minutes

**Purpose**

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

**Executive Summary**

The Committee, at its meeting on 4 August 2020, exercised its delegation in four statutory matters where at least four members voted in favour of the Reporting Officer's recommendations.

**Consultation**

Town Planning Committee.

**Statutory Environment**

Nil.

**Policy Implications**

Nil.

**Strategic Implications**

Nil.

**Site Inspection**

Not applicable.

**Comment**

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

**11.1 COMMITTEE RECOMMENDATION**

**That the unconfirmed Minutes of the Town Planning Committee Meeting held on 4 August 2020 be received.**

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TOWN OF  
EAST FREMANTLE

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# MINUTES

## Town Planning Committee

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### Tuesday, 4 August 2020 at 6.36pm

#### **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.

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**MINUTES FOR TOWN PLANNING MEETING  
TUESDAY, 4 AUGUST 2020**




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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 4 AUGUST 2020.**

## 1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

Presiding member opened the meeting at 6.36pm 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

Mayor J O'Neill

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 4 members of the public in attendance

### 3.2 Apologies

Nil

### 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 Harrington – Item 11.1 No 8 Unit 1 Silas Street

## 6. PUBLIC QUESTION TIME

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

Nil

**6.2 Public Question Time**  
Nil

**7. PRESENTATIONS/DEPUTATIONS**

**7.1 Presentations**  
Nil

**7.2 Deputations**  
Nil

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**8.1 Town Planning Committee (7 July 2020)**

**8.1 OFFICER RECOMMENDATION**

Moved Cr Nardi, seconded Cr Watkins

That the minutes of the Town Planning Committee meeting held on Tuesday 7 July 2020 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

**9. ANNOUNCEMENTS BY THE PRESIDING MEMBER**  
Nil

**10. REPORTS OF COMMITTEES**  
Nil

**PROCEDURAL MOTION**

**Moved Cr Nardi, seconded Cr Natale**

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

(CARRIED UNANIMOUSLY)

**11. REPORTS OF OFFICERS (COMMITTEE DELEGATION)**

*Cr Harrington declared the following impartiality declaration "As a consequence of the applicant, L&K Brown Pty Ltd being known to me as I have been a previous client, 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 Silas Street Unit 1 No 8 (Lot 1) Proposed change of use to vet clinic and associated signage**

<b>Owner</b>	Colibri Nominees Pty Ltd
<b>Applicant</b>	L & K Brown Pty Ltd
<b>File ref</b>	P049/20
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	4 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

The purpose of this report is for Council to consider a planning application for a proposed change of use from a pharmacy to a vet hospital (for cats only) and the associated signage at Unit 1 No 8 (Lot 1) Silas Street, East Fremantle.

**Executive Summary**

The applicant is seeking Council approval for the change of use from a pharmacy to a vet clinic (specialising in cats) and the associated advertising signage for the business. According to the Town's Local Planning Scheme No 3 a veterinary centre is an "A" use in the Town Centre so must be advertised prior to being presented to Council for approval. No variations are requested to Local Planning Policy 3.1.2: Signage Design Guidelines.

It is considered that the proposed change of use and the proposed signage can be supported subject to conditions of planning approval being imposed.

**Background**

Zoning: Town Centre  
Site area: 142m<sup>2</sup>

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

Unit 2 No 8 Silas Street - P138/14 – change of use – take away coffee shop – approved 2 December 2014  
Unit 2 No 8 Silas Street – P117/16 – change of use – health and beauty consultants – approved 4 December 2016  
Unit 2 No 8 Silas Street – P066/17 – change of use – consulting room to office – approved 1 August 2017

## Consultation

### Advertising

The application was advertised to surrounding land owners from 29 May 2020 to 16 June 2020. One submission was received. The applicant also engaged in informal consultation with his neighbours by posting a note in the letterbox of the other tenants/residents in the building.

Submission	Applicant Comment	Officer Comment
<p>I am writing to inform you of my opposition to the proposed planning application P049/20. I have recently purchased the apartment directly over the proposed Veterinary clinic as an owner occupier; and am opposed to the proposed change of use. Having animals in distress during procedures and potentially in pain during recovery directly below living room and main bedroom will undoubtedly cause issues with noise. While cats do not bark, they can howl when distressed, I am sure reading this you have been woken by a cat fight at some point. With my work as an engineer I sometimes work from home as required and noise will obviously have an adverse effect on my productivity. Alongside the request for approval for the clinic the potential client has requested a gate from the off-street parking, this is to allow their staff a thoroughfare from the existing building to the proposed premises. I have already voiced my opposition to the strata company with regards to this. Another means of access to the carpark and back of the buildings from an alleyway with minimal lighting at night poses a crime risk. My vehicle is parked here overnight and is therefore more at risk than the vehicles of the commercial users. I have had my vehicle broken into before and one of the appealing things in purchasing this property was the more secure parking. We have requested the current entrance have a security boom gate installed by the strata company. Furthermore, and something I did not think of until discussions</p>	<p>1. Regarding noise from the cats  We pride ourselves on our staffing team being involved and promoting stress free techniques with the animals in our practices. Our May Street clinic is an accredited cat clinic and stress-free practice. This extensive additional training is an evolved approach to patient care within the veterinary environment to minimise any stress during the pets stay with us.  Stress free within a cat only clinic utilises promoting quiet calm environments, without other species of animals including dogs, the use of feline pheromones and quiet music to create a calming environment for cats. Cats who are still stressed within the clinic are provided with sedatives to reduce anxiety in the clinic environment. As such there is minimal noise and stress with our feline patients who are currently treated at the May street practice and we anticipate the same on Silas Street.  We certainly agree there is nothing quite like being woken by a cat fight in the night and the noise can be quite distressing. This level of distress and noise is not something that would be considered acceptable within our practice from a patient comfort level, from concerned staff, owners of patients and surrounding persons. All potentially painful procedures are performed under anaesthesia and cats waking from anaesthetic, like us, tend to sleep for several hours before waking up fully after which it is generally time to go home.  With regard to noise at night, as at the May Street clinic, animals are encouraged to go home at night, as no-one is in the hospital to look after them. If they are very unwell or require ongoing care, they are often transferred to an Emergency Veterinary Centre for overnight care (we have two close by). On the rare occasion a patient may stay overnight, however this is only offered in the event that the patient will not be stressed by the overnight stay. At May Street, which is a much busier clinic, we would have an overnight pet possibly once or twice a month.  With regard to general noise during the day, we are anticipating one vet and one nurse on the premises. The morning and late afternoon would be our consulting hours - we offer 30-minute consultations, so in a one-hour period we may have two clients and their cats visiting the clinic. During the middle of the day we perform procedures and follow up phones calls etc. The surgery theatre is a quiet environment and minimal noise would be expected. Critical cats or otherwise very unwell cats would likely be transferred to the clinic on May Street due to the higher staffing levels and the closer monitoring of the patient that that would provide. Other noises would include phones ringing, people talking etc. I do not anticipate this being louder than any other commercial business.</p> <p>2. Gate</p>	<p>A condition will be included in the recommendation that requires the applicant and owner to install noise insulation between the vet clinic and the upper storey apartments to mitigate noise transfer between the ground floor and the first floor.  The Town will not support the installation of boom gates to the parking lot unless they are open during business hours as customer parking for the commercial properties on the ground floor is provided at the rear of the building and is a condition of the approval of the operation of commercial premises on the subject property.  The gate to the laneway will be conditioned to be excluded from this development application as the laneway is privately owned and approval has not been sought from the relevant strata owner.  Only one submission was received following the advertising period.  There are limited restrictions on the type of businesses located within commercial spaces in mixed use buildings; the key is to ensure that there are not significant amenity impacts from commercial operations and if there are then measures are undertaken to mitigate negative impacts. There will always have to be some trade-offs between commercial and residential users within mixed use buildings. In exchange for being close to Town Centres and the benefits that are derived from such locations will be certain amenity</p>

<p>with my neighbour (who has already lodged his opposition to the project) is related to the crime risk of the drugs kept in veterinary practices.</p> <p>And finally, I have a concern over the waste, with the council's current waste strategy removing red general waste every other week this means there would be animal waste sitting in the refuse for prolonged periods within the car park where the garbage bins are kept. In Perth summers I can't imagine this will be pleasant.</p> <p>In summation, while the veterinarian's current premises are situated in a detached building where noise and disturbance to other residents is less of an issue; I do not think this is an appropriate use of commercial space within a mixed-use building. Which has directly adjoining walls to residential properties.</p> <p>Thank you for taking the time to consider my opposition to this proposal. I await your decision.</p>	<p>We have put in an application with Strata to have a gate put in the car park fence next to the back door of the proposed premises. The proposed gate would be made of the same colour bond material as the fence, they can be made so that they look exactly like the fence. The gate would have a self-closing mechanism to ensure that it was shut at all times, it would be self-locking, key locked and would be attached to our alarm system to ensure it was closed at night. I do not see that this would increase the security risk to the back car park as it would not be any more accessible than the fence itself.</p> <p><b>3. Burglary/Crime</b></p> <p>With regard to burglary in Veterinary Clinics in Western Australia, it is not very common. Veterinary clinics are only able to store very small amounts of S8 drugs (drugs of abuse). Below is listed the specifications for the drug safes from the health department of WA that are required for veterinary practices to purchase and sort S8 drugs. In nearly every case the burglary is unsuccessful in getting S8 drugs. This is a list of the requirements of these safes. Also, the quantities of drugs kept are limited to very small amounts.</p> <ul style="list-style-type: none"> <li>• cabinet and door made from solid steel plate at least 10 mm thick or a steel skin with concrete fill at least 50 mm thick</li> <li>• continuous welding of all joints</li> <li>• door fitted flush to cabinet with a maximum 1.5 mm clearance when closed</li> <li>• hinge system that does not allow the door to open if the hinge is removed</li> <li>• 6 lever key lock, 4-wheel combination lock or digital lock providing equivalent security</li> <li>• The safe must be securely bolted directly to a concrete floor or concrete or brick wall.</li> <li>• The bolts used should be four masonry anchors such as Loxin or Dyna Bolts, measuring at least 12 mm (width) by 50 mm (length).</li> <li>• <a href="https://ww2.health.wa.gov.au/en/Articles/S_T/Storage-of-Schedule-8-medicines">https://ww2.health.wa.gov.au/en/Articles/S_T/Storage-of-Schedule-8-medicines</a></li> </ul> <p>As you can see the success of getting access to S8 drugs in a Veterinary Clinic is very low. The May Street clinic also has a monitored alarm systems and security cameras. We would not only have the above safe at Silas Street, but also a monitored alarm system and there is a security camera set up already. There are currently also security shutters on the only two entrances and bollards on the footpath in front of the front door from when the chemist was there.</p> <p>In comparison the previous tenant did have large quantities of not only S8 drugs but pseudoephedrine containing drugs as well. Therefore, a Veterinary Clinic poses a much lower risk than the previous tenant.</p> <p><b>4. Smell</b></p> <p>We are proud to be one of the first small businesses in the area using the FOGO system. With the litter material we use we are able to utilise this system and weekly bin collections. Our Red Top General Rubbish is sealed in bags and waste odour has never been an issue. Should it be, we would be the first to be addressing it. We are reliant on a clean indoor and outdoor environment at all times (including our car park area where our bins are housed) and we maintain a</p>	<p>impacts, including increased pedestrian traffic, increased noise and restricted parking.</p>
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	<p>pristine litter and odour free environment with staff assessing on a daily basis and professional fortnightly tidy ups of the outdoor area.</p> <p>Having worked closely with the residents for the past nine years we consider ourselves to be part of the East Fremantle Community. We have never had any noise or smell complaints from any of the neighbours and also work to keep noise at a minimum. We certainly do not wish to cause any distress to those surrounding the proposed premises and should the application be approved would like you to consider our management team highly approachable. We are willing to work through any concerns that may arise in the future and are open to being approached should the need arise.</p>	
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Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic. It would not normally be referred to CDAC, as there are no design issues or significant 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 Local Planning Policy 3.1.2: Signage Design Guidelines. A summary of the assessment is provided in the following tables.

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

Local Planning Policies Assessment

<b>LPP 3.1.2 - Signage Design Guidelines</b>	<b>Status</b>
A single sign per building	A
Maximum height 1m	A
Maximum length 3m	A

This development application proposes a change of use from a pharmacy to a veterinary hospital (specialising in cats only) at Unit 1, No 8 Silas Street East Fremantle. The complex comprises 2 commercial units on the ground floor and 2 residential units on the upper storey.

An application for new signage has also been included with the change of use application.

There are a number of issues that have to be addressed as part of the assessment of this proposal including whether the proposed use is permitted and is appropriate for the subject site, the provision of parking on site, whether the signage proposal complies with the Signage Design Guidelines, the need for a waste management plan and ensuring that a building permit is sought for any internal works on site including the internal fit out of the premises.

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Requirements of the Veterinary Surgeons Act (1960)

Veterinary clinics are required to be approved by the Veterinary Surgeons' Board. Under the Veterinary Surgeons Act (1960) the subject premises would be defined as a *veterinary hospital* as the animals would potentially be accommodated overnight as stated by the applicant in the original cover letter provided with the development application.

Council Approval Required

As part of the Veterinary Surgeons Act and the requirements of the Veterinary Surgeon's Board vet centres must have local government approval to operate. Not only does this development application ensure that the proposed use is appropriate for the subject site, but also ensures compliance with the operator's requirements for registration as a veterinary practice.

Zoning

Local Planning Scheme No 3 defines veterinary centres as "premises used to diagnose animal diseases or disorders, to surgically or medically treat animals, or for the prevention of animal diseases or disorders". Under clause 4.3 of LPS3 veterinary centres are listed as an "A" use which states that "the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4". Clause 9.4 requires that one or more forms of advertising of the proposed change of use are undertaken for a minimum of 14 days and this is in alignment with the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which has the same requirements. Advertising of the proposal was undertaken via letters being sent to the owners of surrounding commercial and residential properties. One submission was received after the 14 days advertising period and is detailed above, with a response from the applicant.

Residential Units and Noise

It is noted that there are 2 residential units that are located above the 2 commercial units at this address. There is always the potential for amenity issues to be created as a result of the blending of commercial business operations within buildings that also have a residential component. This arrangement is not unusual in Town Centres nor is it discouraged by contemporary planning principles. Nonetheless as part of ensuring that the proposed veterinary centre can co-exist on site with residential premises and to ensure that amenity impacts are mitigated a recommendation will be made to require sound proofing to be installed in the roof of the vet clinic to minimise carriage of sound from the daily operations of the business. The applicant has also provided detailed information regarding the operations within the building and with the exception of ad hoc overnight stays, animals will not overnight in the building. The results in the business being a day time operation only, mitigating impacts to the internal strata neighbours as customers and patients will not generally be present outside of normal operating hours.

Strata Approval

It is noted that there have been ongoing discussions between the Town, the applicant and representatives acting on behalf of the owner concerning the strata and the Strata By-Laws. The application relates to the change of use for Lot 1 from a pharmacy to veterinary clinic and only relates to the common property in the context that the car parking for the lot is accessed via a common property access leg, which has been utilised by that property since developed.

It is noted that consent of the other owners is not required as the owners and the Strata Company have already consented to and approved the change in use under the by-laws. The applicant has provided a copy of the strata by-laws applicable to 8 Silas Street, and in particular, the document being Management Statement I563602 ("By-Laws"). The strata by-laws are a set of rules which have been agreed to, and enacted by, the owners of the strata scheme. The by-laws govern how people in the strata scheme can act,

and the owners must observe the by-laws in their relationship with each other and in the ownership of their lot. By-Law 17 provides the owner/tenant of Lots 1 and 2 can use their lots for a commercial and or retail business. By-Law 17 allows any commercial and or retail business to be conducted from these lots provided the owner/tenant:

- (a) ensures the commercial and or retail business conducted from these strata lots are conducted in accordance with the Town of East Fremantle's requirements and regulations; and
- (b) takes all reasonable steps to ensure the conduct of the business from Lots 1 and 2, and the behaviour of patrons, does not unduly impact on the peaceful enjoyment of the other proprietors and residents.

Whilst the Town is not governed by the requirements of the Strata by-laws, the above by-laws are noted. This assessment has been undertaken as per the relevant planning legislation and Local Planning Scheme the Town is required to utilise in the assessment of development applications. The Town has maintained that sign-off from the complex's strata owners or strata body is not necessary to ensure that the development application can proceed based on the by-laws of the Strata, however as per the requirements of the Scheme, the Town advertised the proposal and has assessed the change of use based on the merits of the application and any submission received.

#### Parking

Local Planning Scheme No 3 requires that 2 car bays are provided for every veterinary practitioner and 1 car bay is provided for every staff member that is present within the practice. In this case 4 car bays are required as it is proposed to have 1 vet practitioner carrying out consultations and surgery at the premises and 1 nurse in attendance at all times. It is stated in the original cover letter that accompanied the development application that the applicant will park at the existing veterinary clinic at 23 May Street (which he also operates) to reduce the demand on parking. Additionally, as this will be the second operating clinic in the immediate vicinity, both operated by the same practitioner, it is considered there will be synergies in operations between both properties, minimising any potential impacts to the surrounding area.

There are currently 2 car bays that are provided at the rear of the subject site that are dedicated for the use of the proposed vet clinic and as such there is a deficit of 2 car bays. Given that the surrounding area is a commercial area and there are many car bays located along May Street and in front of the proposed business on Silas Street that are available for customers parking. The parking on Silas Street is timed parking which will ensure a regular turnover of vehicles for customer use rather than bays being used by staff. There are many commercial businesses operating in the area and the turnover of customers in the area and movement of vehicles will result in car parking becoming available for customers of the vet centre.

Furthermore, the pharmacy was required to have four bays and as such the proposed shortfall is consistent with the current use. The customer demand is considered similar, therefore the overall impact from parking demands are considered consistent.

Overall, the deficit of car parking spaces is considered acceptable and as such is supported.

#### Waste Management

It is stated in the documentation provided by the applicant that waste produced by the veterinary centre will be separated into general waste, FOGO (food organic and garden organic), recycling, medical waste and deceased animals. The latter 2 types of waste are to be dealt with by specialist waste contractors that will collect the waste to ensure that it is disposed of in the correct manner in accordance with the requirements of registration as a veterinary hospital.

The applicant has provided a set of plans showing the layout of the premises. It is noted that the waste bins are stored at the rear of the property and they are out of sight of the streetscape.

#### Signage

A signage plan has also been submitted with documentation showing the size and details of a proposed wall sign. It is noted that the signage plan is consistent with the existing signage onsite.

The sign will be wall-mounted and located 2.5m above the ground. It will measure 0.8m high, 2.5m wide and 0.03m deep. The sign is to be constructed from acrylic and will be illuminated with a steady background light and illuminated letters.

Based on the information presented by the applicant the sign would be defined as a wall sign. The requirements for such a sign include a single sign per building, a maximum height of 1m and a maximum length of 3m in accordance with the acceptable solutions from the Signage Design Guidelines. The proposed sign achieves these requirements and as such can be supported. No variations to the Signage Design Guidelines are proposed, however, the applicant has stated that additional signage may be requested in the future so a condition has been included in the recommendation that requires the applicant to submit a development application for any further signage proposals.

#### Conclusion

Upon consultation with the Environmental Health Officer it was highlighted that it is essential that the practice is set up to comply with the requirements of the Veterinary Registration Board. By gaining approval of the Town and ensuring that the issues highlighted in this report are addressed the applicant is achieving the requirements of the Town and some of the requirements of the Veterinary Registration Board. Considering the operation of the other clinic in the area, the Town has received no complaints regarding the existing operations, and it is expected the expansion of the business will be operated in a consistent way.

Given that zoning is appropriate for the planned use as a veterinary centre, the parking deficit is small (deficit of 2 car bays) and consistent with the existing use requirements, signage is appropriate for the site, waste management is appropriate for the site and the potential noise issues can be controlled (as conditioned), it is recommended that the change of use and the associated signage be supported.

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

- Mr Leon Brown (applicant) spoke in support of the officer's recommendation.

#### **11.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP010820:**

**Moved Cr Nardi, seconded Cr Watkins**

**That approval for the change of use and the associated signage plan is granted and Council exercises its discretion in regard to the following;**

- (i) Schedule 10 – Local Planning Scheme No 3 – Car Parking – 4 car bays required; 2 car bays provided**

**for a veterinary clinic (specialising in cats) at Unit 1 No. 8 (Lot 1) Silas Street, East Fremantle, in accordance with the plans date stamped received 19 May 2020, subject to the following conditions:**

- (1) Sound proofing is to be installed above the ceiling and in the roof cavity of the premises to provide noise insulation to the upper storey apartments to the satisfaction of the Chief**



- Executive Officer in consultation with officers of the Town. This noise insulation is to be indicated on the building plans to be submitted for the internal fit-out.
- (2) 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.
  - (3) 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.
  - (4) 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.
  - (5) No additional signage is permitted without the submission of a development application for the consideration of the Town.
  - (6) 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).*
- (v) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*

*(CARRIED UNANIMOUSLY)*

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Note:

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

#### **11.4 13 Locke Crescent No 13 (Lot 5005) Proposed alterations and additions**

<b>Owner</b>	James Vince & Susan Ellwood
<b>Applicant</b>	John Chisholm Design
<b>File ref</b>	P059/20
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	4 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### **Purpose**

The purpose of this report is for Council to consider a planning application for proposed alterations and additions at No 13 (Lot 5005) Locke Crescent, East Fremantle.

#### **Executive Summary**

A second storey is proposed for this dwelling with a new master bedroom, ensuite, kitchen, dining, living room and alfresco. Two bedrooms, a double garage, below ground pool and pool pavilion are also being added to the lower storey. The design has maintained the total height for the development on the sloping lot below the maximum of 6.5m above natural ground level that is permissible for a concealed roof in accordance with the Residential Design Guidelines.

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 – Garage – 1m required, 0m provided;
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Bed 3 & family - 1.8m required, 1.5m provided;
- (iii) Clause 5.3.7 – Residential Design Codes – Site Works – excavation less than 0.5m, excavation greater than 0.5m
- (iv) Clause 5.3.8 – Residential Design Codes - Retaining Walls – maximum 0.5m height required, greater than 0.5m 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: 736m<sup>2</sup>

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

Nil

#### **Consultation**

##### Advertising

The application was advertised to surrounding land owners from 17 June to 2 July 2020. One neighbouring property owner visited the Town and spoke to Council officers to discuss the proposal and concerns

regarding the loss of views and loss of privacy into the rear yard as a result of the development. It was explained that there were minimal impacts to neighbouring properties as a result of the design limiting the height to 6.5m from ground level and use of highlight windows and obscure glazing. No written submissions were received.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

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.

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

#### Residential Design Codes Assessment

<b>Design Element</b>	<b>Required</b>	<b>Proposed</b>	<b>Status</b>
Street Front Setback			N/A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
<b>Garage</b>	<b>1m</b>	<b>0m</b>	<b>D</b>
Bed 2 – south west boundary	1.5m	5.388m	A
Bed 2 – south east boundary	1m	1.5m	A
<b>Bed 3 &amp; family</b>	<b>1.8m</b>	<b>1.5m</b>	<b>D</b>
Bed 1 robe & ensuite	1.2m	6.383m	A
Ensuite & kitchen	3.5m	5.388m	A
Kitchen, dining & living	1.5m	1.5m	A
Open Space	50%	67%	A
Car Parking	1-2 car bays	2 car bays	A
<b>Site Works</b>	<b>&lt;0.5m</b>	<b>&gt;0.5m</b>	<b>D</b>
Visual Privacy	7.5m	<7.5m (visual privacy screening added)	A
Overshadowing	<25%	<25%	A
Drainage			To be conditioned

Local Planning Policies Assessment

<b>LPP Residential Design Guidelines Provision</b>	<b>Status</b>
3.7.2 Additions and Alterations to Existing Buildings	A
3.7.3 Development of Existing Buildings	A
<b>3.7.4 Site Works</b>	<b>D</b>
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	A
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	A
3.7.14 Footpaths and Crossovers	To be conditioned
<b>3.7.17.3 Garages and Carports</b>	<b>D</b>
3.7.17.4.3 Fremantle Port Buffer Area	N/A

This development application proposes alterations and additions to an existing property at No 13 (Lot 5005) Locke Crescent East Fremantle. A second storey is proposed with a new master bedroom, ensuite, kitchen, dining, living room and alfresco. Two bedrooms, a double garage, below ground pool and pool pavilion are being added to the lower storey. The design has maintained the total height for the development on the sloping lot below the maximum of 6.5m above natural ground level that is permissible for a concealed roof. Four variations are requested to the requirements of the Residential Design Codes. The variations are discussed below.

Lot Boundary Setback – Garage

The garage wall is located on the boundary and is 6.574m long and 3.3m high with no major openings. It is required to be setback 1m from the boundary in accordance with Table 2a and the deemed to comply provisions clause 5.1.3 C3.1 i. The garage does achieve the design principles clause 5.1.3 P3.2 in terms of the reduced boundary setback and for the following reasons can be supported;

- There is more effective use made of space for enhanced privacy for the occupants;
- Reduces the impact of building bulk on adjoining properties;
- There is no impact on sunlight or ventilation to the building or open spaces on the site or adjoining properties;
- Minimises the extent of overlooking and resultant loss of privacy on adjoining properties;
- Does not have an adverse impact on the amenity of the adjoining property;
- 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.

For these reasons the reduced boundary setback can be supported.

Lot Boundary Setback – Bedroom 3 and Family Room

Bedroom 3 and the family room have a wall length of 8.5m and a height of 3.65m with major openings. The wall is required to be setback 1.8m from the southern boundary although in this case the wall is setback 1.5m. The wall does not achieve the Residential Design Codes deemed to comply provisions clause 5.1.3 C3.1 i but does achieve the design principles clause 5.1.3 P3.1 for the following reasons;

- The proposal has minimal impact of building bulk on adjoining properties;
- Maximises the effective use of space without causing excessive additional massing close to the boundary;
- There is no impact on sunlight or ventilation to the building or open spaces on the site or adjoining properties;
- Minimises the extent of overlooking and resultant loss of privacy on adjoining properties;

For these reasons the reduced boundary setback can be supported.

#### Site Works

There are changes in the levels of the front yard where it is proposed to locate a below ground swimming pool and a pool pavilion. Excavation of the land between the street and building or within 3.0 m of street alignment exceeds 0.5m at certain points. The deemed to comply clause 5.3.7 C7.1 from the Residential Design Codes is not achieved. However, the design principles clause 5.3.7 P7.2 is achieved. The excavation that occurs across the site respects the natural ground level at the lot boundary of the site and as viewed from the street. The proposed levels ensure that the bulk and scale of the development in the front yard has a lower profile and minimal impacts on the surrounding properties. For these reasons the proposed changes in site levels can be supported.

#### Retaining Walls

The proposed side walls help to retain the soil across and beyond the site. In accordance with the Residential Design Codes deemed to comply provisions clause 5.3.8 C8 retaining walls are permitted up to 0.5m high and up to or within 1m to the lot boundary for landscaping. In this case the walls are up to 1.8m above natural ground level. The retaining walls increase the land that can be effectively used for the benefit of residents and do not detrimentally affect adjoining properties and are designed, engineered and landscaped having due regard to the site works proposed for the site and visual privacy. For these reasons the proposed retaining walls can be supported.

#### Amended Plans

Amended plans were submitted by the applicant following the initial assessment of the proposal and it was agreed to add visual privacy screening on the northern edge of the upper storey balcony and to have the garage moved back to comply with the 1.2m setback from the front building line. In addition, more details were provided regarding the front fence and site levels to clarify the plans in this section of the design.

#### Conclusion

The proposed development represents a significant increase in the size of the original dwelling. A second storey has been added that includes a master bedroom, ensuite, kitchen, dining and living area. On the lower level a garage, poolside pavilion, below ground pool and front fence have been proposed. The dwelling was designed to minimise the impact on neighbouring properties through the use of highlight windows and obscure glass, as well as a concealed roof to limit the height of the structure and impacts on surrounding properties and potential loss of river views. It is noted that the proposed development was advertised for 14 days to neighbouring properties. No written submissions were received.

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 are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

**11.4 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP020820:**

**Moved Cr Natale, seconded Cr Nardi**

**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 – Garage – Northern Boundary - 1m required, 0m provided;**
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks –Bedroom 3 and Family Room – Southern Boundary - 1.8m required, 1.5m provided;**
- (iii) Clause 5.3.7 – Residential Design Codes – Site Works – maximum 0.5m height required, greater than 0.5m variation in levels provided**
- (iv) Clause 5.3.8 – Residential Design Codes - Retaining Walls – maximum 0.5m height required, greater than 0.5m provided;**

**for alterations and additions at No. 13 (Lot 5005) Locke Crescent, East Fremantle, in accordance with the plans date stamped received 29 June 2020, subject to the following conditions:**

- (1) The crossover width of the new driveway is not to exceed the dimensions indicated on the plans date stamped received 30 June 2020 and to be in accordance with Council's crossover policy as set out in the Residential Design Guidelines (2016) and Council Crossover Specifications (2017).**
- (2) The verge tree on Locke Crescent is to be protected with a cage 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 before, during or after works are undertaken without the written approval of Council.**
- (3) 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.**
- (4) 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.**
- (5) 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.**
- (6) 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) 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.**
- (8) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.**
- (9) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for**

the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.

- (10) This planning approval 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)**

**Note:**

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

### **11.3 Petra Street No 131 (Lot 424) Proposed alterations and additions**

<b>Owner</b>	David & Leona Grbavac
<b>Applicant</b>	John Chisholm Design
<b>File ref</b>	P060/20
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	4 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### **Purpose**

The purpose of this report is for Council to consider a planning application for proposed alterations and additions at No 131 (Lot 424) Petra Street, East Fremantle.

#### **Executive Summary**

This dwelling is a Category C heritage dwelling. The rear rooms of the dwelling are being demolished and the front of the building is being retained. Extensive additions are being undertaken including the addition of a single car garage, a combined living, dining and kitchen area, laundry and three additional bedrooms, as well as rear verandah, cabana and below ground swimming pool.

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 – Bedroom 4 – Western Boundary – 6m required, 3.12m provided;
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Bedroom 3 & 4 – Southern Boundary – 1m required, 0m provided;
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Bathroom, Powder Room & Bedroom 2 – Southern Boundary - 1m required, 0m provided;
- (iv) Clause 3.7.15 – Residential Design Guidelines – Garage Setback – 1.2m behind building required, 0.843m provided;
- (v) 3.7.9.3 \_ Residential Design Guidelines – Roof Materials – tiles required, zincalume provided
- (vi) Clause 5.3.8 – Residential Design Codes – Retaining Walls – 0.5m high and 1m setback required; 1.2m high and 0.5m setback 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: 804m<sup>2</sup>

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

Nil

#### **Consultation**

##### Advertising

The application was advertised to surrounding land owners from 17 June to 2 July 2020. No submissions were received.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

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

#### Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	7.5m	7.5m	A
Secondary Street Setback			
Lot Boundary Setbacks			
Garage	1m	1m	A
Laundry	1m	1.75m	A
Scullery & study	1.5m	1.535m	A
Deck	1m	1.535m	A
Bed 4 – western boundary	6m	3.12m	D
Bed 3 & 4 – southern boundary	1m	0m	D
Light court	1m	3.134m	A
Bathroom, powder room & bed 2	1m	0m	D
Cabana – northern boundary	1m	1m	A
Cabana – western boundary	1m	1m	A
Open Space	55%	55%	A
Wall Height	6m	4.7m	A
Roof Height	9m	7.8m	A
Car Parking	1-2 car bays	2 car bays	A
Site Works			
Visual Privacy	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	A
3.7.3 Development of Existing Buildings	A
3.7.4 Site Works	A

3.7.5 Demolition	A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	N/A
3.7.8 Roof Form and Pitch	A
<b>3.7.9 Materials and Colours</b>	<b>D</b>
3.7.10 Landscaping	A
3.7.11 Front Fences	A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	To be conditioned
<b>3.7.15.3 Garages and Carports</b>	<b>D</b>
3.7.15.4.3 Fremantle Port Buffer Area	N/A
3.7.15.4 Building Design Requirements	A

This development application proposes alterations and additions to an existing dwelling that has a heritage classification of Category C. The rear section of the dwelling, including a family room, playroom, laundry and toilet is to be demolished to make way for the proposed additions and alterations. The dwelling is to be substantially enlarged with the addition of a single car garage, a combined living, dining and kitchen area, laundry and three additional bedrooms, as well as rear verandah, cabana and below ground swimming pool. Four variations are requested to the requirements of the Residential Design Codes and two variations are requested to the requirements of the Residential Design Guidelines. The proposed development is recommended for support subject to the inclusion of conditions of development. The variations are discussed below.

#### Lot Boundary Setback – Bedroom 4 – Western Boundary

Bedroom 4 has a wall that is 5.85m long and 3.4m high without major openings. The wall is required to be 6m from the western (rear) boundary, however it is setback 3.12m from the boundary. It does not achieve the Residential Design Codes deemed to comply provisions clause 5.1.3 C3.1 i and Table 1 requirements but does achieve design principles 5.1.3 P3.2 for the following reasons;

- It reduces the impact of building bulk on adjoining properties and the streetscape by ensuring the development is single storey;
- There is no impact on sunlight or ventilation to the building or open spaces on the site or adjoining properties; and
- It minimises the extent of overlooking and resultant loss of privacy on adjoining properties.

As a result, the reduced boundary setback for bedroom 4 can be supported.

#### Lot Boundary Setback – Bedroom 3 and 4 – Southern Boundary

Bedroom 3 and 4 has a wall that is 7.35m long and 3.4m high, without major openings. The wall is required to be 1m from the southern boundary however, it has a nil setback from the boundary. It does not achieve the Residential Design Codes deemed to comply provisions clause 5.1.3 C3.1 i but does achieve the design principles 5.1.3 P3.2 for the following reasons;

- There is more effective use made of space for enhanced privacy for the occupants and for adjoining neighbours;
- It reduces the impact of building bulk on adjoining properties and the streetscape by ensuring the development is single storey;
- There is no impact on sunlight or ventilation to the building or open spaces on the site or adjoining properties;
- It minimises the extent of overlooking and resultant loss of privacy on adjoining properties;
- It does not have an adverse impact on the amenity of the adjoining property;

- Sunlight to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted; and
- It positively contributes to the prevailing and future development context and streetscape as outlined in the local planning framework.

For these reasons the reduced boundary setback for bedroom 3 and 4 can be supported.

#### Lot Boundary Setback – Bathroom, Powder Room & Bedroom 2 - Southern Boundary

The bathroom, powder room and bedroom 2 has a wall that is 8.4m long and 3.5m high without major openings. The wall is required to be 1m from the southern boundary however, it has nil setback from the boundary. It does not achieve the Residential Design Codes deemed to comply provisions clause 5.1.3 C3.1 i but does achieve design principles 5.1.3 P3.2 for the following reasons;

- There is more effective use made of space for enhanced privacy for the occupants;
- It reduces the impact of building bulk on adjoining properties;
- There is no impact on sunlight or ventilation to the building or open spaces on the site or adjoining properties;
- It minimises the extent of overlooking and resultant loss of privacy on adjoining properties;
- It does not have an adverse impact on the amenity of the adjoining property;
- Sunlight to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted; and
- It positively contributes to the prevailing and future development context and streetscape as outlined in the local planning framework.

For these reasons the reduced boundary setback for the bathroom, powder room and bedroom 2 can be supported.

#### Garage Setback

The garage has a primary street setback of 0.843m where it is required to have a setback of 1.2m behind existing dwelling's building line in accordance with the Residential Design Guidelines acceptable development provisions 3.7.15.3.3 A3 i. However, the garage does achieve the performance criteria 3.7.15.3.3 P3 because the garage does not visually dominate the streetscape or the buildings to which it belongs, and it does not detract from the heritage character of the contributory building. For these reasons the reduced garage setback can be supported.

#### Roof Materials

The dwelling currently has orange terracotta roof tiles. It is proposed to change the roof materials to zincalume. In accordance with the Residential Design Guidelines acceptable development provision 3.7.9.3 A2.3 it is stated that replacement materials should match existing materials for contributory buildings and new materials will have to be demonstrated as compatible with the immediate locality. The proposed change of roof materials to zincalume achieves performance criteria clause 3.7.9.3 P2 because existing materials can be replaced with new materials if it can be demonstrated that the new material is compatible with the immediate locality. Zincalume as a roof material is very common across Richmond precinct and there are numerous dwellings along Petra Street that have zincalume as a roof material. For this reason, the proposed change in roof materials can be supported.

#### Retaining Walls - Western Boundary

There is a retaining wall that is 1.2m high and 6m long within 1m of the western boundary and adjacent to the proposed cabana. It does not meet the deemed to comply requirements of clause 5.3.8 C8 of the Residential Design Codes, however, it does achieve the design principles clause 5.3.8 P8. The retaining walls allow the land to be used for the benefit of residents and do not detrimentally affect adjoining properties and are designed, engineered and landscaped having due regard to visual privacy and site works. The retaining wall is the edge of a garden bed and does not impact on the neighbouring property. For this reason, the retaining wall can be supported with this height and setback from the western boundary.

#### Additional Conditions for Crossover and Verge Tree

It is a policy of the Town that residential dwellings have a single driveway crossover. For this reason and to ensure clarity a condition has been imposed in the recommendation which requires the removal of the original crossover to the south of the property and the remediation of the verge, kerb and footpath in accordance with the Town's crossover and verge requirements. In addition, another condition was included in the recommendation that required that the new crossover does not exceed the maximum dimensions allowed by the Town's Residential Design Guidelines. A verge tree is also required to be protected before, during and after construction works are undertaken on site. All 3 conditions are considered essential in the maintenance of the streetscape along Petra Street and to ensure that streetscapes are kept vegetated with at least one tree and are not dominated by driveways and hard surfaces.

#### Conclusion

The proposed development will see the retention of the Category C heritage property and improvements made to the dwelling which will improve the aesthetics of the street. The existing property had deteriorated over time. The proposed development will see the existing part of the dwelling renovated and additions will significantly increase the size of the dwelling overall. The proposed development is in keeping with the characteristics of Richmond precinct in that it is single storey and of a bulk and scale that is not excessive or overbearing.

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 relating to alterations and additions at No 131 (Lot 424) Petra Street be supported subject to planning conditions.

- Mr James Vince, Ms Susan Ellwood (applicants) and Mr John Chisolm (architect) attended. Mr Chisolm spoke in support of the officer's report.

#### **11.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP030820**

**Moved Mayor O'Neill, seconded Cr Natale**

**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 – Bedroom 4 – Western Boundary – 6m required, 3.12m provided;**
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Bedroom 3 & 4 – Southern Boundary – 1m required, 0m provided;**
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Bathroom, Powder Room & Bedroom 2 – Southern Boundary - 1m required, 0m provided;**
- (iv) Clause 3.7.15 – Residential Design Guidelines – Garage Setback – 1.2m behind building required, 0.843m provided;**

- (v) Clause 3.7.9.3 \_ Residential Design Guidelines – Roof Materials – tiles required, zincalume provided
- (vi) Clause 5.3.8 – Residential Design Codes – Retaining Walls – 0.5m high and 1m setback required; 1.2m high and 0.5m setback provided;
- for alterations and additions at No. 131 (Lot 424) Petra Street, East Fremantle, in accordance with the plans date stamped received 30 June 2020, subject to the following conditions:
- (1) The crossover width of the new driveway is not to exceed the dimensions indicated on the plans date stamped received 30 June 2020 and to be in accordance with Council's crossover policy as set out in the Residential Design Guidelines (2016) and Council Crossover Specifications (2017).
  - (2) The second southernmost crossover is to be removed and the verge, kerb and footpath is to be remediated in accordance with the Council's verge, kerb and footpath specifications and to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers.
  - (3) The verge tree on Petra Street is to be protected with a cage during works to the satisfaction of the Chief Executive Officer and no pruning or removal of branches of the tree is to be undertaken before, during or after construction works are undertaken without the written approval of Council.
  - (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) 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)**

**Note:**

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

## **11.2 Stratford Street No 18 (Lot 82) Proposed alterations and additions**

<b>Owner</b>	Peter & Jodi Eastman
<b>Applicant</b>	Leslie Jaytilaka – APD Architecture
<b>File ref</b>	P065/20
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	4 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

### **Purpose**

The purpose of this report is for Council to consider a planning application for proposed alterations and additions at No 18 (Lot 82) Stratford Street, East Fremantle.

### **Executive Summary**

This development application proposes alterations and additions to an existing dwelling at No 18 (Lot 82) Stratford Street East Fremantle. The dwelling was originally constructed in the late 1950s or early 1960s and comprises of a relatively simple single storey brick and tile bungalow.

The front portion of the dwelling is being retained along with the existing swimming pool, while rear structures including interior and rear walls are being demolished. This dwelling is not heritage listed. There are a large number of rooms being added to the rear, including new kitchen, dining and living room, three bedrooms, games room and a patio. There is extensive landscaping being proposed for the front and rear yard including retaining walls, steps and a new front fence.

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 Code – Lot Boundary Setbacks – 1m required, 0m provided
- (ii) Clause 5.1.3 – Residential Design Code – Lot Boundary Setbacks – 1m required, 0m provided
- (iii) Clause 3.7.11.5 – Residential Design Guidelines – Front Fence – 1.8m height required, greater than 1.8m provided
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided
- (v) Clause 5.3.7 – Residential Design Codes - Site Works – fill up to 0.5m above natural ground level, fill greater than 0.5m above natural ground level
- (vi) Clause 5.3.8 – Residential Design Codes - Retaining Walls – retaining walls up to 0.5m required, retaining walls more than 0.5m above natural ground level 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: 911m<sup>2</sup>

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

DA P121/14 – development approval for a shed – 16 September 2014

**Consultation**

Advertising

The application was advertised to surrounding land owners between 3rd and 17th July 2020. One submission was received and is included in the table below along with the applicant and Town officer's response.

Submission	Applicant Response	Officer Response
Submission 1 I have some concerns I wish to address. My concern is in regard to the zincalume. Will it be a reflective surface which can create visual amenity issues arising from sunlight reflection and glare?	In accordance with good practice the Zincalume sheeting will be treated with a pre-operatory product to reduce the reflection. This proprietary product will also reduce the glare by making the product less glossy. The roof pitches are shallow which tends to deflect the reflection up rather than down	A condition will be imposed in the recommendation to require the treatment of the zincalume roof to reduce reflectivity if it is deemed to be a problem by the Town following complaints from residents within 2 years of approval.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC.

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 (refer to tables below)	
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			
Garage – northern boundary	1m	0m	A
Game, laundry, bathroom, bed 2 & 3 – northern boundary	1.7m	1.48m	D
Bed 4 – northern boundary	1m	2.7m	A
Bed 4 – eastern boundary	1m	1.4m	A
Office, dining, living – southern boundary	1.5m	1.14m	D
Open Space	50%	63.7%	A

Wall height	6m	5.8m	A
Roof Height	9m	5.8m	A
Car Parking	1-2 car bays	3 car bays	A
<b>Site Works</b>	<b>&lt;0.5m fill</b>	<b>&gt;0.5m fill</b>	<b>D</b>
Visual Privacy			
Bedroom 2 & 3	4.5m setback	1.48m (highlight windows and obscure glazing)	A
Games room	6m setback	1.48m (highlight windows)	A
Overshadowing	50%	9%	A
Drainage		To be conditioned	A

#### Local Planning Policies Assessment

<b>LPP Residential Design Guidelines Provision</b>	<b>Status</b>
3.7.2 Additions and Alterations to Existing Buildings	A
3.7.3 Development of Existing Buildings	A
<b>3.7.4 Site Works</b>	<b>D</b>
3.7.5 Demolition	A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	A
<b>3.7.8 Roof Form and Pitch</b>	<b>D</b>
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
<b>3.7.11 Front Fences</b>	<b>D</b>
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	N/A
3.7.15.3 Garages and Carports	A

This development application proposes alterations and additions to an existing dwelling at No 18 (Lot 82) Stratford Street East Fremantle. The dwelling was originally constructed in the late 1950s or early 1960s and comprised a relatively simple single storey brick and tile bungalow. The proposed development involves the demolition of much of the existing dwelling with the exception of the front façade and front rooms of the building. A new roof and substantial extensions to the rear is proposed with the addition of a new kitchen, dining and living area, games room, 2 new bathrooms, 3 bedrooms and a patio. A new front wall and landscaping is being undertaken in the front yard. The existing pool and rear deck are being retained. The property is not heritage listed. Multiple variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines. The proposed development is recommended for support. The variations are explained below.

#### Lot Boundary Setbacks - Games Room, Laundry, bathroom, Bedroom 2 and 3 - Northern Boundary

The northern wall of the proposed dwelling (which includes the games room, laundry, bathroom, bedroom 2 and bedroom 3) is 17.8m long and approximately 4.2m high. It has no major openings as there is extensive use of obscure glazing and highlight windows 1.6m above finished floor level of the house. In accordance with the Residential Design Codes deemed to comply provisions clause 5.1.3 C3.1i Table 2a requires the wall to be setback a minimum of 1.7m from a boundary. In this case the wall is located 1.48m from the boundary. The wall achieves the design principles clause 5.1.3 P3.1 as:

- The building is set back to reduce the impact of building bulk on adjoining properties;
- Adequate sunlight and ventilation are provided to the building and open spaces on the site and the adjoining properties;

- Overlooking and loss of privacy on adjoining properties is minimised.

For these reasons the proposed reduction in lot boundary setbacks can be supported.

#### Lot Boundary Setbacks – Office, Dining, Living – Southern Boundary

The office, dining and living area located on the southern boundary has a wall 14.1m long, 2.8m high with a setback of 1.14m. In accordance with the Residential Design Guidelines deemed to comply provisions clause 5.1.3 C3.1 i Table 2a requires that walls are supposed to be located 1.5m from the boundary. The wall is located on the wall with a zero lot boundary. In this case the wall achieves design principles clause 5.1.3 for the following reasons;

- There is more effective use made of space for enhanced privacy for the occupants;
- There is minimal impact on sunlight or ventilation to the building or open spaces on the site or adjoining properties;
- Minimises the extent of overlooking and resultant loss of privacy on adjoining properties;
- Does not have an adverse impact on the amenity of the adjoining property;
- 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.

For these reasons the reduced boundary setback can be supported.

#### Front Fence

A corner truncation greater than 1.5m is being added to the front fence to ensure sightlines are maintained for reversing vehicles. The remaining part of the fence is being retained and there are no further modifications. This section of fence has pillars and infill panels between 1.8m and 2m, which is above the maximum allowable height of 1.8m in accordance with acceptable development provisions 3.7.11.5 A2.1. However, the increased height can be justified on the grounds that the majority of the fence (2 sections of 5.3m total length) has been added to match the existing fence height and also to act as a retaining wall for the existing front yard. This achieves performance criteria 3.7.11.5 P4.1 iii where the contours of the ground or the difference in levels between one side of the fence and the other side warrant consideration of a higher fence.

#### Roof Pitch

It is proposed to have a skillion roof with a variety of roof pitches ranging between 1 and 5 degrees. In accordance with the Residential Design Guidelines acceptable development clause 3.7.8.3 A4.1 the roof pitch of new development should have a pitch of between 28 and 36 degrees. In this case this is not achieved however, the proposed development does achieve performance criteria 3.7.8.3 P4 which states that roof forms of new buildings complement the traditional form of surrounding development in the immediate locality. Although the roof pitch is significantly less than what is expected it does not detract from the surrounding residential development.

For these reasons the proposed roof pitch less than 28 degrees is supported.

#### Site Works

Fill is proposed to be utilised on site focussed primarily on the northern sections of the site. The fill comes within 1m of the northern boundary and is up to 0.95m in height. In accordance with the deemed to comply provisions clause 5.3.7 C7.3 of the Residential Design Codes the fill should be within 0.5m of natural ground level. The use of fill is designed to ensure the proposed building maintains a similar floor level throughout

the site. The use of the fill does achieve the design principles clause 5.3.7 P7.2. The fill respects the natural ground levels at the lot boundary of the site and as viewed from the street. The change in heights to the northern side of the property are hidden by the garage and the rest of the dwelling and the proposed development does not exceed the maximum permissible heights of development (maximum wall height of 6m and maximum roof height of 9m) despite the addition of the fill.

For this reason, the use of fill above 0.5m and within 1m of the boundary can be supported.

#### Retaining Walls

A retaining wall 23.761m long and up to 0.95m high is proposed to be built along the northern boundary of the property. This does not achieve the deemed to comply clause 5.3.8 C8 of the Residential Design Codes which requires that retaining walls are not more than 0.5m above natural ground level. The use of retaining walls allows the fill to be contained on site (as noted above) and results in land which can be effectively used for the benefit of residents and does not detrimentally affect adjoining properties and are designed, engineered and landscaped having due regard to clause 5.3.7 (fill) and 5.4.7 (visual privacy) of the Residential Design Codes. As stated, the fill on site has to be contained and visual privacy is maintained from the rooms adjoining this area as all the major openings on this side of the proposed dwelling are either highlight windows (above 1.6m from finished floor level) or obscure glazing. A notation has been included on the plans that states that the owners will install a new boundary/dividing fence along the northern boundary at their expense and in consultation with the neighbouring property owners. This will help to mitigate privacy concerns from the northern properties.

For this reason, the retaining walls above 0.5m can be supported.

#### Conclusion

The proposed design involves extensive alterations and additions to the existing dwelling. Although it is not a heritage dwelling, parts of the building have been retained. The variations that are proposed to the Residential Design Codes and the Residential Design Guidelines are relatively minor alterations that do not have a significant impact on the neighbouring properties or the streetscape. There was one submission from advertising and responses from the applicant and the Town have been provided that addresses the issue and are included in the submissions section above.

Based on the preceding assessment the proposed development can be supported.

#### **11.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP040820:**

**Moved Cr Nardi, seconded Mayor O'Neill**

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

- (i) Clause 5.1.3 – Residential Design Code – Lot Boundary Setbacks – 1m required, 0m provided**
- (ii) Clause 5.1.3 – Residential Design Code – Lot Boundary Setbacks – 1m required, 0m provided**
- (iii) Clause 3.7.11.5 – Residential Design Guidelines – Front Fence – 1.8m height required, greater than 1.8m provided**
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided**
- (v) Clause 5.3.7 – Residential Design Codes – Site Works – fill up to 0.5m above natural ground level, fill greater than 0.5m above natural ground level**
- (vi) Clause 5.3.8 – Residential Design Codes – Retaining Walls – retaining walls up to 0.5m required, retaining walls more than 0.5m above natural ground level provided**



for alterations and additions at No. 18 (Lot 82) Stratford Street, East Fremantle, in accordance with the plans date stamped received 26 June, 17 July and 22 July 2020, subject to the following conditions:

- (1) The crossover width of the driveway is not to exceed the dimensions indicated on the plans date stamped received 30 June 2020 and to be in accordance with Council's crossover policy as set out in the Residential Design Guidelines (2016) and Council Crossover Specifications (2017).
- (2) The verge tree on Stratford Street is to be protected with a cage during works to the satisfaction of the Chief Executive Officer and no pruning or removal of branches or removal of the tree is to be undertaken before, during or after works.
- (3) 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.
- (4) 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.
- (5) 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.
- (6) 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) 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.
- (8) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
- (9) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (10) This planning approval 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)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 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 6.59 pm.

*I hereby certify that the Minutes of the ordinary meeting of the Town Planning Committee of the Town of East Fremantle, held on 8 August 2020, Minute Book reference 1. to 13 were confirmed at the meeting of the Committee on:*

.....

\_\_\_\_\_  
*Presiding Member*

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## 12. REPORTS

### 12.1 FINANCE

#### 12.1.1 Statement of Financial Activity for Period Ended 31 July 2020

<b>Applicant</b>	Not Applicable
<b>File ref</b>	F/FNS2
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date:</b>	18 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Statement of Financial Activity 31 July 2020 2. Capital Works Report 31 July 2020 3. Financial Health Check 31 July 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 July 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 2019/20 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 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
Likelihood		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	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 July 2020. The following is a summary of headline numbers from the attached financial reports:

	Original Budget	YTD Budget	July Actuals
<b>Opening Surplus</b>	<b>160,328</b>	<b>160,328</b>	<b>969,894</b>
Operating Revenue	10,517,403	8,396,509	8,384,048
Operating Expenditure	(10,969,062)	(1,022,854)	(653,654)
Capital Expenditure	(1,026,681)	0	(23,438)
Capital Income	210,000	0	0
Financing Activities	(470,888)	0	0
Non-Cash Items	1,578,900	131,575	0
<b>Closing Surplus</b>	<b>0</b>	<b>7,665,558</b>	<b>8,676,576</b>
Unrestricted Cash			2,307,442
Restricted Cash			71,281

- Reserve funds have been transferred into the municipal fund to meet trading obligations pursuant to the disclosure in note 7 (c) of the 2020/21 Annual Budget. Funds will be recouped once rate receipts are sufficient;
- 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 31 July. Capital works have yet to substantially commence;
- Rates were levied in the month of July with rate notices issued in the first week of August.

#### **Brought Forward Surplus from 30 June 2020**

At the time of preparing this report, the final invoice for the Riverside Road project had yet to be received. This invoice will be processed as a June 30 account, and will result in a reduction in the actual Opening Fund Surplus of \$969,894.

There are also a number of projects on the capital works report that include open purchase orders which appear as committed expenditure against accounts with no budget. They include:

Account Number	Project	Order Value
E04604	Town Hall Building Works	\$6,510
E08601	Tricolore Building Works	\$2,878
E11687	Foreshore Erosion Control	\$72,784
E11633	Niergarup Track	\$13,398
E11713	Parks/Reserve Sign Replacement	\$3,487
E12784	Riverside Road	\$848,340
E12737	Tricolore Carpark	\$7,770

The brought forward estimate from 30 June 2020 was predicated on the full expenditure of all budgeted capital projects in 2019/20. The above purchase orders will therefore either be closed/invoiced as at 30 June, or carried forward into the 2020/21 financial year and funded from the available municipal surplus. A budget variation will be sought at the September Council Meeting for the carryover amounts.

#### **Proposed Budget Variation**

The adopted 2020/21 Budget includes an allocation of \$130,000 for irrigation and turf works of Preston Point Oval. A project plan was completed for this item, with a budget estimate provided

by an external consultant. The Budget also includes an allocation of \$100,000 as a transfer to the Preston Point Facilities Reserve, with a Reserve purpose of funding the implementation of the Master Plan. The refurbishment of Preston Point Oval is identified as a priority project within the document.

A Request for Quotation process is being finalised based on a technical specification and scope of works that includes the following:

- The removal of existing grass and thatch
- Removal of fixtures
- Contour and level the playing field as specified
- Installation of a new concrete cricket pitch
- Irrigation renewal/replacement
- Plant new stolon's
- Maintain the playing surface until handover

The Chief Executive Officer has delegation under DA15 Tenders/Quotations to accept a quotation where the consideration is less than \$150,000. It is anticipated that the most favourable quotation will be below this amount; however, there may be ancillary works that may need to be undertaken by the Town or another contractor. A budget variation of \$30,000 is therefore being sought, to ensure that the project can commence as per the tight project schedule with a commencement date of 1 September. The timely completion of works is required for the following reasons:

- The Town has advertised the project and there is a community expectation for the project to be completed this financial year
- Arrangements have been made to relocate organised sport for the duration of the project
- The grow-in and maintenance of the new turf is a 12-week cycle and is best undertaken from October to December

#### 12.1.1 OFFICER RECOMMENDATION

That Council:

1. receives the Monthly Financial Report (Containing the Interim Statement of Financial Activity) for the month ended 31 July 2020, presented as attachment 1 to this report.
2. notes the unrestricted municipal surplus of \$8,676,576 as at 31 July 2020.
3. receives the Capital Works Report dated 31 July 2020, presented as attachment 2 to this report.
4. receives the Monthly Financial Health Check, presented as attachment 3 to this report.
5. pursuant to section 6.8 of the *Local Government Act 1995*, approve the following budget variation by absolute majority, which will result in a nil change in forecast net current assets as at 30 June 2021:

Account No.	Description	Original Budget	Amended Budget	Change in Net Current Assets
E11695	Preston Point Oval Refurbishment	(\$130,000)	(\$160,000)	(\$30,000)
	Transfer from Preston Point Facilities Reserve	\$0	\$30,000	\$30,000
	Change in Net Current Assets			\$0

**TOWN OF EAST FREMANTLE**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 July 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 July 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 July 2020 of \$8,676,850.

### 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.

	% Collected / Completed	Amended Annual Budget	YTD Budget	YTD Actual
<b>Significant Projects</b>				
Purchase Property, Plant and Equipment	6%	\$ 292,500	\$ -	\$ 16,957
Purchase and Construction of Infrastructure	1%	\$ 734,181	\$ -	\$ 6,482
<b>Grants, Subsidies and Contributions</b>				
Commonwealth Home Support Programme	25%	\$ 601,566	\$ 150,392	\$ 150,940
Regional Road Group Grant	0%	\$ 180,000	\$ -	\$ -
		\$ 601,566	\$ 150,392	\$ 150,940
Rates Levied	100%	\$ 7,997,275	\$ 7,969,775	\$ 7,967,858

% Compares current ytd actuals to annual budget

### Financial Position

	Current Year
Adjusted Net Current Assets	\$ 8,676,576
Cash and Equivalent - Unrestricted	\$ 2,307,442
Cash and Equivalent - Restricted	\$ 71,281
Receivables - Rates	\$ 9,619,412
Receivables - Other	\$ 177,204
Payables	\$ 1,876,875

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

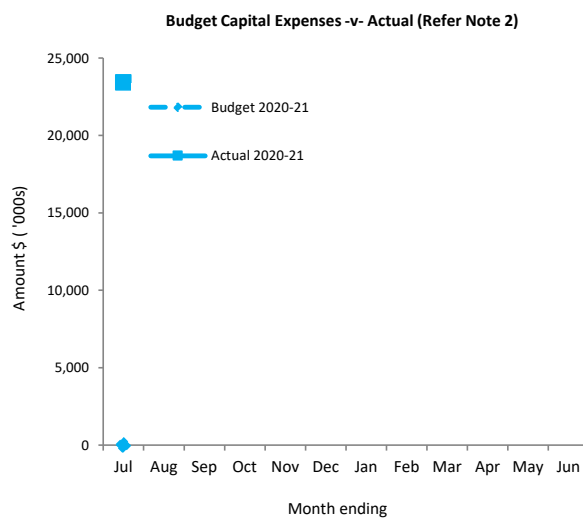
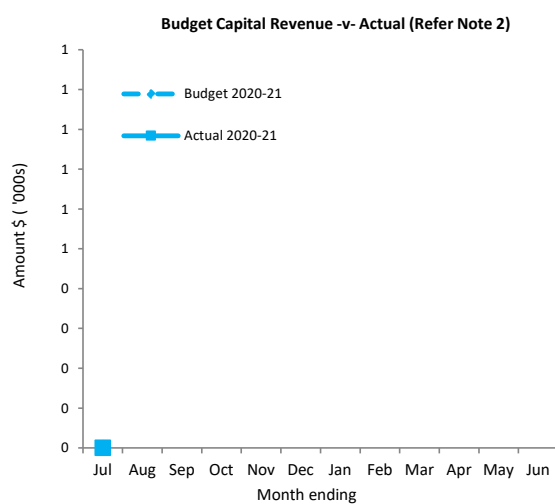
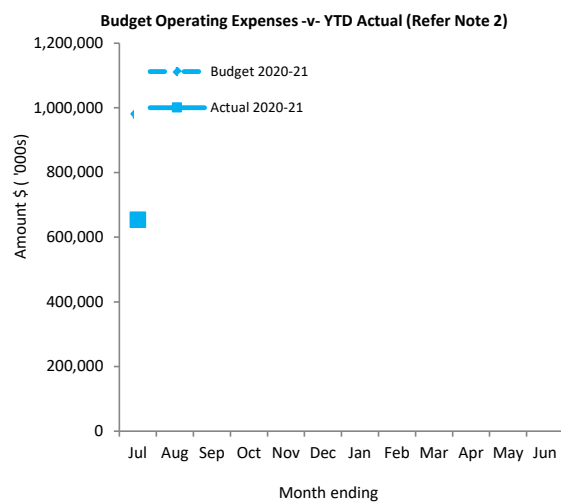
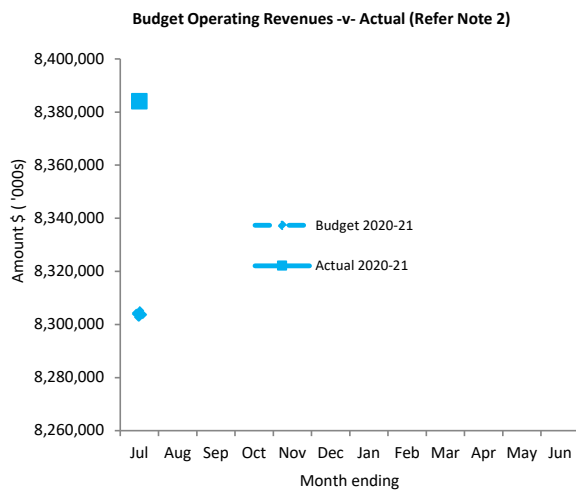
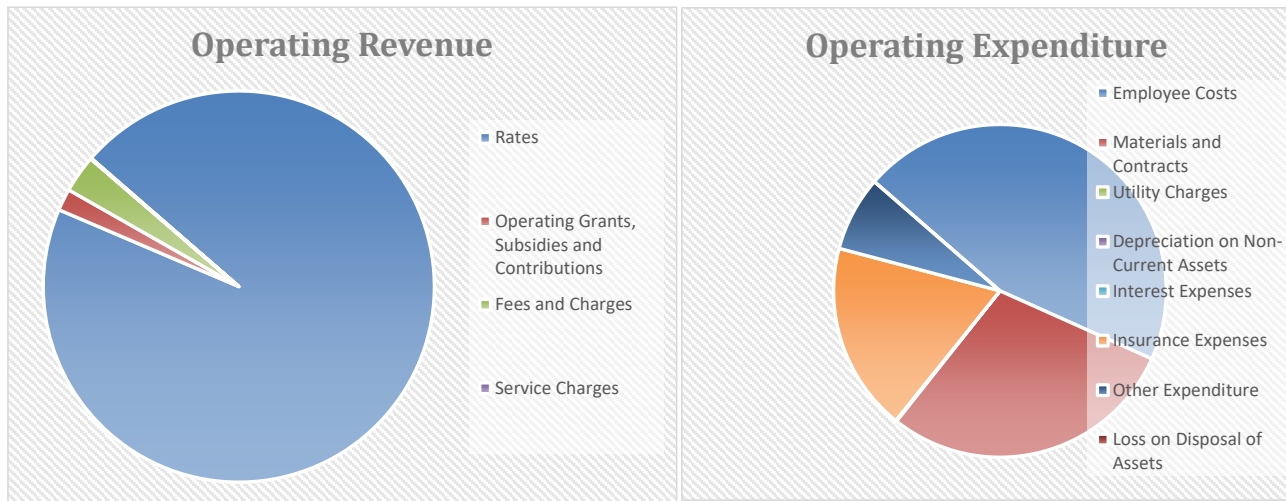
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of

## 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 July 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.
		\$			\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	<b>160,328</b>	<b>160,328</b>	<b>160,328</b>	<b>160,328</b>	<b>969,894</b>	809,566	505%	
<b>Revenue from operating activities</b>									
Governance		10,000	10,000	10,000	833	16	(817)	(98%)	
General Purpose Funding - Rates	9	7,997,275	7,997,275	7,997,275	7,969,775	7,967,858	(1,917)	(0%)	
General Purpose Funding - Other		328,653	328,653	328,653	18,083	3,878	(14,206)	(79%)	▼
Law, Order and Public Safety		33,200	33,200	33,200	2,767	1,564	(1,203)	(43%)	
Health		13,409	13,409	13,409	1,117	8,410	7,292	653%	
Education and Welfare		713,766	713,766	713,766	159,742	165,123	5,381	3%	
Housing		84,000	84,000	84,000	7,000	7,957	957	14%	
Community Amenities		205,000	205,000	205,000	107,500	103,157	(4,343)	(4%)	
Recreation and Culture		648,800	648,800	648,800	92,233	90,380	(1,853)	(2%)	
Transport		353,800	353,800	353,800	26,667	19,022	(7,644)	(29%)	
Economic Services		80,500	80,500	80,500	6,708	16,543	9,834	147%	
Other Property and Services		49,000	49,000	49,000	4,083	141	(3,942)	(97%)	
		<b>10,517,403</b>	<b>10,517,403</b>	<b>10,517,403</b>	<b>8,396,509</b>	<b>8,384,048</b>			
<b>Expenditure from operating activities</b>									
Governance		(1,198,448)	(1,198,448)	(1,198,448)	(150,037)	(119,618)	30,419	20%	▲
General Purpose Funding		(155,287)	(155,287)	(155,287)	(12,941)	(7,920)	5,021	39%	▲
Law, Order and Public Safety		(175,539)	(175,539)	(175,539)	(15,811)	(14,942)	869	5%	
Health		(215,419)	(215,419)	(215,419)	(18,758)	(15,159)	3,599	19%	▲
Education and Welfare		(1,116,999)	(1,116,999)	(1,116,999)	(136,792)	(109,629)	27,163	20%	▲
Housing		(45,320)	(45,320)	(45,320)	(4,327)	(1,147)	3,179	73%	▲
Community Amenities		(2,750,998)	(2,750,998)	(2,750,998)	(228,242)	(97,699)	130,543	57%	▲
Recreation and Culture		(2,334,470)	(2,334,470)	(2,334,470)	(190,122)	(126,502)	63,621	33%	▲
Transport		(2,703,195)	(2,703,195)	(2,703,195)	(225,266)	(126,882)	98,384	44%	▲
Economic Services		(115,287)	(115,287)	(115,287)	(9,607)	(6,915)	2,692	28%	▲
Other Property and Services		(158,100)	(158,100)	(158,100)	(30,952)	(27,241)	3,711	12%	▲
		<b>(10,969,062)</b>	<b>(10,969,062)</b>	<b>(10,969,062)</b>	<b>(1,022,854)</b>	<b>(653,654)</b>			
<b>Operating activities excluded from budget</b>									
Add back Depreciation		1,578,900	1,578,900	1,578,900	131,575	0	(131,575)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>1,578,900</b>	<b>1,578,900</b>	<b>1,578,900</b>	<b>131,575</b>	<b>0</b>			
<b>Investing Activities</b>									
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)	0	(16,957)	(16,957)		▼
Purchase and Construction of Infrastructure		(734,181)	(734,181)	(734,181)	0	(6,482)	(6,482)		
<b>Amount attributable to investing activities</b>		<b>(816,681)</b>	<b>(816,681)</b>	<b>(816,681)</b>	<b>0</b>	<b>(23,438)</b>			
<b>Financing Activities</b>									
Transfer from Reserves	7	591,500	591,500	591,500	0	0	0		
Repayment of Debentures	10	(95,160)	(95,160)	(95,160)	0	0	0		
(Transfer to Reserves)	7	(967,228)	(967,228)	(967,228)	0	0	0		
<b>Amount attributable to financing activities</b>		<b>(470,888)</b>	<b>(470,888)</b>	<b>(470,888)</b>	<b>0</b>	<b>0</b>	0		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>7,665,558</b>	<b>8,676,850</b>			

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

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Current Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$			\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	<b>160,328</b>	<b>160,328</b>	<b>160,328</b>	<b>160,328</b>	<b>969,894</b>	809,566	505%	▲
<b>Revenue from operating activities</b>									
Rates	9	7,997,275	7,997,275	7,997,275	7,969,775	7,967,858	(1,917)	(0%)	
Operating Grants, Subsidies and Contributions	11	1,175,019	1,175,019	1,175,019	150,392	150,940	548	0%	
Fees and Charges		1,187,609	1,187,609	1,187,609	263,217	259,858	(3,360)	(1%)	
Interest Earnings		120,000	120,000	120,000	10,000	2,712	(7,288)	(73%)	
Other Revenue		37,500	37,500	37,500	3,125	2,680	(445)	(14%)	
Profit on Disposal of Assets	8	0	0	0	0	0	0		
		<b>10,517,403</b>	<b>10,517,403</b>	<b>10,517,403</b>	<b>8,396,509</b>	<b>8,384,048</b>			
<b>Expenditure from operating activities</b>									
Employee Costs		(4,173,445)	(4,173,445)	(4,173,445)	(371,460)	(296,761)	74,699	20%	▲
Materials and Contracts		(4,279,617)	(4,279,617)	(4,279,617)	(353,718)	(189,733)	163,985	46%	▲
Utility Charges		(299,300)	(299,300)	(299,300)	(24,942)	607	25,549	102%	▲
Depreciation on Non-Current Assets		(1,578,900)	(1,578,900)	(1,578,900)	(131,575)	0	131,575	100%	▲
Interest Expenses		(14,960)	(14,960)	(14,960)	0	0	0		
Insurance Expenses		(180,320)	(180,320)	(180,320)	(90,160)	(120,087)	(29,927)	(33%)	▼
Other Expenditure		(442,520)	(442,520)	(442,520)	(51,000)	(47,681)	3,319	7%	
Loss on Disposal of Assets	8	0	0	0	0	0	0		
		<b>(10,969,062)</b>	<b>(10,969,062)</b>	<b>(10,969,062)</b>	<b>(1,022,854)</b>	<b>(653,654)</b>			
<b>Operating activities excluded from budget</b>									
Add back Depreciation		1,578,900	1,578,900	1,578,900	131,575	0	(131,575)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>1,578,900</b>	<b>1,578,900</b>	<b>1,578,900</b>	<b>131,575</b>	<b>0</b>			
<b>Investing activities</b>									
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)	0	(16,957)	(16,957)		▼
Purchase and Construction of Infrastructure		(734,181)	(734,181)	(734,181)	0	(6,482)	(6,482)		
<b>Amount attributable to investing activities</b>		<b>(816,681)</b>	<b>(816,681)</b>	<b>(816,681)</b>	<b>0</b>	<b>(23,438)</b>			
<b>Financing Activities</b>									
Transfer from Reserves	7	591,500	591,500	591,500	0	0	0		
Repayment of Debentures	10	(95,160)	(95,160)	(95,160)	0	0	0		
(Transfer to Reserves)	7	(967,228)	(967,228)	(967,228)	0	0	0		
<b>Amount attributable to financing activities</b>		<b>(470,888)</b>	<b>(470,888)</b>	<b>(470,888)</b>	<b>0</b>	<b>0</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>7,665,558</b>	<b>8,676,850</b>	<b>1,011,293</b>	<b>13%</b>	<b>▲</b>

**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.

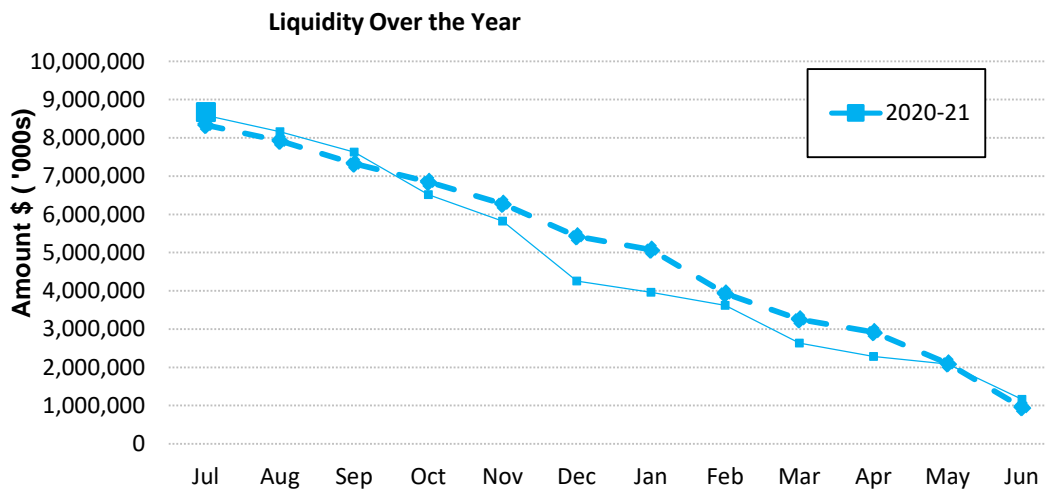
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
General Purpose Funding	(14,206)	(79%)		Timing	
<b>Operating Expense</b>					
Governance	30,419	20%		Timing	Favourable - Depreciation has not yet been processed in 20/21
General Purpose Funding	5,021	39%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Law, Order and Public Safety	869	5%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Health	3,599	19%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Education and Welfare	27,163	20%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Housing	3,179	73%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Community Amenities	130,543	57%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Recreation and Culture	63,621	33%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Transport	98,384	44%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Economic Services	2,692	28%		Timing	Favourable - Depreciation has not yet been processed in 20/21
Other Property and Services	3,711	12%		Timing	Favourable - Depreciation has not yet been processed in 20/21
<b>Depreciation</b>	(131,575)	(100%)		Timing	Depreciation has not yet been processed in 20/21
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	0				no reportable variances
Proceeds from Disposal of Assets	0				no reportable variances
<b>Capital Expenses</b>					
Purchase Property, Plant and Equipment	(16,957)				no reportable variances
Purchase and Construction of Infrastructure	(6,482)				no reportable variances
<b>Financing</b>					
Financing Activities	-				
<b>Nature and Type Classifications:</b>					
Rates	(1,917)	(0%)			no reportable variances
Operating Grants, Subsidies and Contributions	548	0%			no reportable variances
Fees and Charges	-				no reportable variances
Interest Earnings	(7,288)	(73%)			no reportable variances
Other Revenue	(445)	(14%)			no reportable variances
Employee Costs	74,699	20%		Timing	favourable
Materials and Contracts	163,985	46%		Timing	favourable
Utility Charges	25,549	102%		Timing	favourable
Depreciation on Non Current Assets	131,575	100%		Timing	Depreciation has not yet been processed in 20/21
Interest Expenses	-				
Insurance Expenses	(29,927)	(33%)		Timing	1st Instalment paid in July
Other Expenditure	3,319	7%		Timing	no reportable variances

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

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2020	31 Jul 2020
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	4	1,942,857	2,307,442
Cash Restricted - Reserves	4	1,290,691	71,281
Receivables - Rates	6	320,318	9,619,412
Receivables - Other	6	99,600	177,204
Interest / ATO Receivable/Trust		168,087	38,039
Inventories		0	0
		<b>3,821,553</b>	<b>12,213,378</b>
<b>Less: Current Liabilities</b>			
Payables		(1,168,950)	(1,876,875)
Provisions		(691,459)	(668,676)
		<b>(1,860,409)</b>	<b>(2,545,552)</b>
Less: Restricted Cash - Reserves	7	(991,251)	(991,251)
Less: Restricted Cash - Bonds		(299,441)	
Add: Restricted Liabilities		299,441	
<b>Net Current Funding Position</b>		<b>969,894</b>	<b>8,676,576</b>

**Comments - Net Current Funding Position**

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

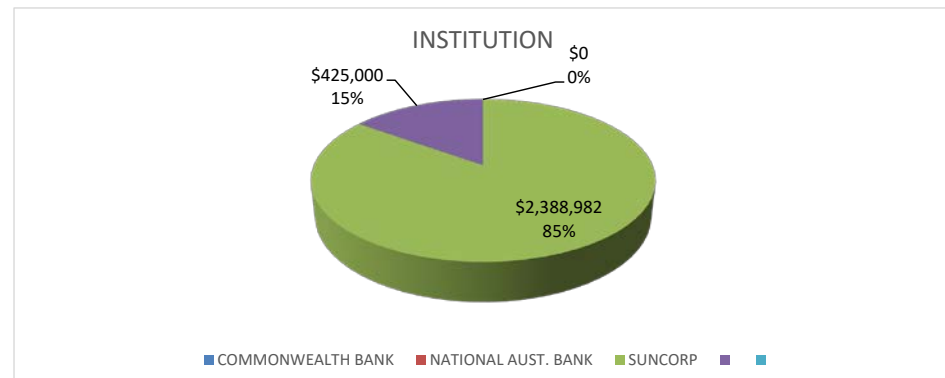
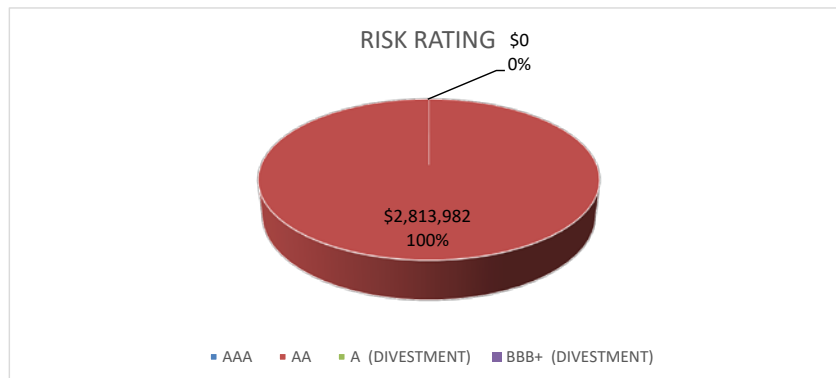
**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$				
(a) <b>Cash Deposits</b>								
Municipal Bank Account - On-Call	784,554			784,554	CBA	AA-	0.20%	At Call
Municipal Bank Account	1,521,788			1,521,788	CBA	AA-		At Call
Municipal Bonds & Deposits Account		71,031		71,031	CBA	AA-		At Call
Reserve Bank Account		250		250	CBA	AA-		At Call
Trust Bank Account			11,358	11,358	CBA	AA-		At Call
Cash On Hand	1,100			1,100	Petty Cash/Till Float		Nil	On Hand
(b) <b>Term Deposits</b>								
Municipal								
Municipal Bonds & Deposits								
Trust Reserves			425,000	425,000	NAB	AA-	0.45%	27-Jul-20
<b>Total</b>	<b>2,307,442</b>	<b>71,281</b>	<b>436,358</b>	<b>2,815,082</b>				
<b>Less Cash on Hand</b>	<b>(1,100)</b>			<b>(1,100)</b>				
	<b>2,306,342</b>			<b>2,813,982</b>				

**Comments/Notes - Investments and Cash Deposits**

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%		
AA	MAX 100%	\$2,813,982	100.00%
A (DIVESTMENT)	MAX 80%	\$0	0.00%
BBB+ (DIVESTMENT)	MAX 80%		0.00%
		<b>\$2,813,982</b>	<b>100.00%</b>

INSTITUTION	\$	%	(LT) RISK
COMMONWEALTH BANK	\$2,388,982	84.90%	AA-
NATIONAL AUST. BANK	\$425,000	15.10%	AA-
SUNCORP	\$0	0.00%	A+
	<b>\$2,813,982</b>	<b>100.00%</b>	



TOWN OF EAST FREMANTLE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the period ending 31/07/2020

Note 4: Receivables

Receivables - Rates Receivable	31 July 2020	30 June 2020
	\$	\$
Opening Arrears Previous Years	270,487	220,065
Rates, ESL and Service Charges Levied this year	\$ 9,806,023.42	8,049,151
Less Collections to date	\$ 144,949.76	(7,778,664)
Equals Current Outstanding (as per TB)		270,487
<b>Net Rates Collectable</b>	<b>\$9,661,073.66</b>	<b>270,487</b>
% Outstanding	95.88%	

Receivables - General	Current	30 Days	60 Days	90+Days	Credit Balances	Total
	\$	\$	\$	\$		
Receivables - General	12,693	82,230	0	113	-158	94,878
Receivables - Parking						77,763
East Fremantle Lawn & Tennis Club						24,000
<b>Total Receivables General Outstanding</b>						<b>196,642</b>

Amounts shown above include GST (where applicable)

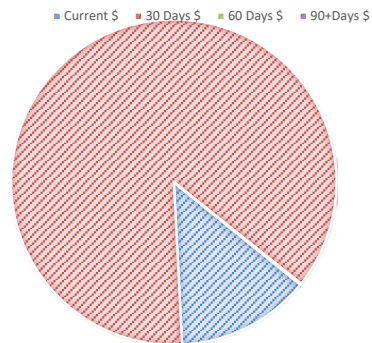
Control Account	GL	Balance
Sundry Debtors	104	94,878
SSL - Current EFTC	114	3,000
SSL - Non-Current EFTC	1684	21,000
Parking Debtors	180	77,763
		<b>196,642</b>

Infringement Journal	GL	Balance
Balance -Infringement Summary Report		76,140
Parking Debtors	180	77,763
		<b>-1,623</b>

Note : No journal to be processed for July 2020 , refer to 18 August 2020 OCM - Debt Recovery

		DR	CR
Debtors Parking	10001800		
Fines and Penalties	11121800		

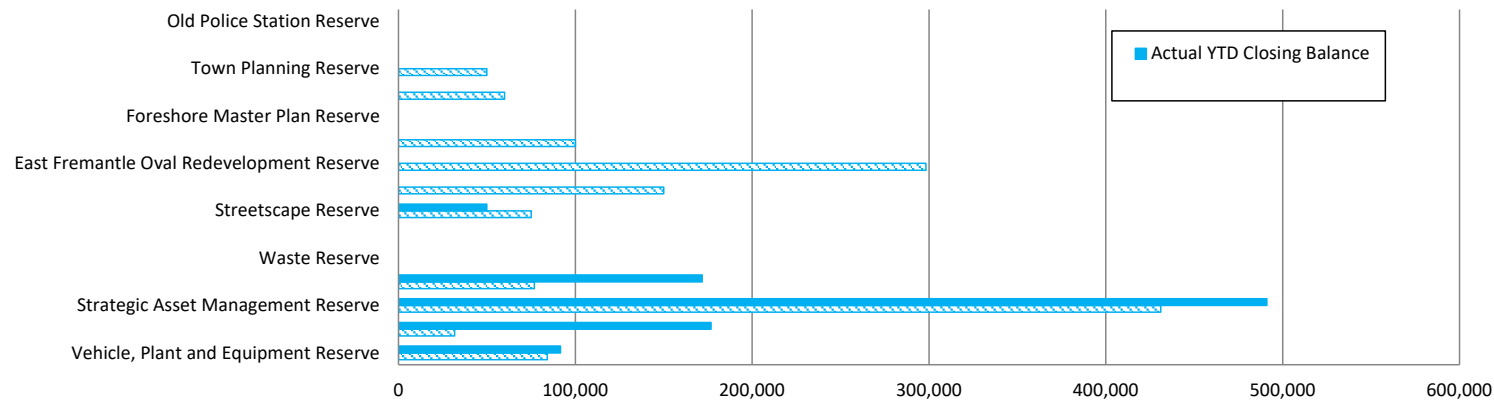
NOTE 6 - ACCOUNTS RECEIVABLE (NON-RATES)



**TOWN OF EAST FREMANTLE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 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		(100,000)		431,049	491,049
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		0		100,000	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	0	(591,500)	0	1,366,979	991,251

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

TOWN OF EAST FREMANTLE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 July 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)
			\$	\$	\$	\$	\$	\$	\$	\$
		<b>Plant and Equipment</b>								
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
			<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# REPORT 12.1.1

TOWN OF EAST FREMANTLE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

End of Month

July 2020

ATTACHMENT 1

## Note 7: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Adopted Budget			
				Rate Revenue	Interim Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>										
Residential GRV	0.074225	2,954	85,530,640	6,348,512		6,348,512	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
<b>Sub-Totals</b>		<b>3,069</b>	<b>97,077,883</b>	<b>7,624,979</b>		<b>7,624,979</b>	<b>7,621,605</b>	<b>30,000</b>	<b>0</b>	<b>7,651,605</b>
<b>Minimum Payment</b>										
	<b>\$</b>									
Residential GRV	1,106.00	331	4,263,529	366,086		366,086	368,298			368,298
Commercial GRV	1,654.00	12	140,695	19,848		19,848	19,848			19,848
<b>Sub-Totals</b>		<b>343</b>	<b>4,404,224</b>	<b>385,934</b>		<b>385,934</b>	<b>388,146</b>	<b>0</b>	<b>0</b>	<b>388,146</b>
		<b>3,412</b>	<b>101,482,107</b>	<b>8,010,913</b>		<b>8,010,913</b>	<b>8,009,751</b>	<b>30,000</b>	<b>0</b>	<b>8,039,751</b>
<b>Amount from General Rates</b>						<b>8,010,913</b>				<b>8,039,751</b>
<b>Less Concessions</b>						<b>(43,055)</b>				<b>(42,476)</b>
<b>Totals</b>						<b>7,967,858</b>				<b>7,997,275</b>

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

## Note 8: Grants and Contributions

	Grant Provider	Purpose of Grant	Acquittal Date	Acquittal Requirement	Type	Amended Budget Operating	Budget Capital	YTD Budget	YTD Actual Revenue
						\$	\$	\$	\$
<b>General Purpose Funding</b>									
Grants Commission - General	WALGGC	Untied - General Purpose	NA	NA	Operating	77,726		0	0
Grants Commission - Roads	WALGGC	Untied - Road	NA	NA	Operating	33,927		0	0
<b>Education and Welfare</b>									
Home and Community Care Program	State/Commonwealth Dep. Health	Commonwealth Home Support Programme	31-Oct	Financial Declaration Acquittal	Operating - Tied	601,566		150,392	150,940
<b>Community Amenities</b>									
Recycling Grant	Dept. Regional Development	Better Bins Program			Operating - Tied	26,000		0	0
<b>Recreation and Culture</b>									
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
<b>Transport</b>									
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		0	0
Federal Government Stimulus Payment	Department of Infrastructure	Local Roads and Community Infrastructure Program			Operating - Tied	84,000		0	0
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		0	0
<b>TOTALS</b>						<b>1,175,019</b>	<b>180,000</b>	<b>150,392</b>	<b>150,940</b>
<b>SUMMARY</b>									
Operating	Operating Grants, Subsidies and Contributions					142,453	0		0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions					1,032,566	0		150,940
Non-operating	Non-operating Grants, Subsidies and Contributions					0	180,000		0
<b>TOTALS</b>						<b>1,175,019</b>	<b>180,000</b>	<b>0</b>	<b>150,940</b>

## Capital Works Report

Budget Year: 20/21  
Data as at: Friday, 31 July 2020

Run at 9:25AM on 31/07/2020  
8% of Year Lapsed

LEGEND	
Income	
<span style="background-color: red; color: black;">Under Budget by 10% or more</span>	(YTD Actual against YTD Budget)
Expenditure	
<span style="background-color: red; color: black;">Greater than 10% over budget</span>	(Total Committed against Current Budget)
<span style="background-color: orange; color: black;">Over Budget by 5% but less than 10%</span>	
<span style="background-color: yellow; color: black;">Over Budget by less than 5%</span>	
<span style="background-color: red; color: black;">No Budget</span>	No budget exists against actual - immediate attention required
<span style="background-color: blue; color: black;">FY1 - Less than 20% expenditure spent</span>	(Total Committed against Current Budget)

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
<b>04 - GOVERNANCE</b>									
<b>042 - ADMINISTRATION</b>									
<b>Capital Expenditure</b>									
E04604		Buildings - Town Hall Remedial Works	0	0	0	6,510	6,510	No Budget	
E04606		Furniture and Equipment	60,000	0	16,957	16,956	33,913	-43.48%	57%
<b>Capital Expenditure Total</b>			<b>60,000</b>	<b>0</b>	<b>16,957</b>	<b>23,466</b>	<b>40,423</b>		
<b>08 - WELFARE</b>									
<b>082 - CARE OF FAMILIES &amp; CHILDREN</b>									
<b>Capital Expenditure</b>									
E08601		Buildings - Tricilore Community Centre	0	0	0	2,878	2,878	No Budget	
E08607		Plant and Equip - Replace Mitsubishi Bus HACC	175,000	0	0	0	0	-100.00%	0%
<b>Capital Expenditure Total</b>			<b>175,000</b>	<b>0</b>	<b>0</b>	<b>2,878</b>	<b>2,878</b>		
<b>10 - COMMUNITY AMENITIES</b>									
<b>101 - SANITATION-HOUSEHOLD REFUSE</b>									
<b>Capital Expenditure</b>									
E10222		Loan Principal Repayment - SMRC - CapEx	95,160	0	0	0	0	-100.00%	0%
<b>Capital Expenditure Total</b>			<b>95,160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>104 - OTHER COMMUNITY AMENITIES</b>									
<b>Capital Expenditure</b>									
E10628		Sumpton Green Play Equipment	30,000	0	0	0	0	-100.00%	0%
<b>Capital Expenditure Total</b>			<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>106 - PROTECTION OF THE ENVIRONMENT</b>									
<b>Capital Expenditure</b>									
E10644		Foreshore Erosion Control and Seawalls	75,000	0	0	0	0	-100.00%	0%
<b>Capital Expenditure Total</b>			<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>11 - RECREATION AND CULTURE</b>									
<b>111 - SWIMMING AREAS/BEACHES</b>									
<b>Capital Expenditure</b>									
E11687		Inf - Swimming Areas - Foreshore Erosion Control	0	0	0	72,784	72,784	No Budget	
<b>Capital Expenditure Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>72,784</b>	<b>72,784</b>		
<b>112 - OTHER RECREATION &amp; SPORT</b>									
<b>Capital Expenditure</b>									
E11633		Inf - Cliff Management - Niegerup Track	0	0	4,998	8,400	13,398	No Budget	
E11637		Miscellaneous Sports and Recreation Infrastructure	50,000	0	0	0	0	-100.00%	0%

**Capital Works Report**

Budget Year: 20/21  
Data as at: Friday, 31 July 2020

Run at 9:25AM on 31/07/2020  
8% of Year Lapsed

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
E11695		Inf - Chapman / Preston Point Reserve - Returfing and Irrigation	130,000	0	0	4,877	4,877	-96.25%	4%
E11708		Richmond Raceway - Security Bars	0	0	0	0	0		
E11713		INF - Parks/ Reserve Sign Replacement	0	0	0	3,487	3,487	No Budget	
<b>Capital Expenditure Total</b>			<b>180,000</b>	<b>0</b>	<b>4,998</b>	<b>16,763</b>	<b>21,761</b>		
<b>114 - OTHER CULTURE</b>									
<b>Capital Expenditure</b>									
E11685		Inf-Acquisition of Public Art (Outdoor Sculpture) - CapEx - Other Culture	95,000	0	0	1,443	1,443	-98.48%	2%
<b>Capital Expenditure Total</b>			<b>95,000</b>	<b>0</b>	<b>0</b>	<b>1,443</b>	<b>1,443</b>		
<b>12 - TRANSPORT</b>									
<b>121 - CONSTR STS ROADS &amp; BRIDGESDEP</b>									
<b>Capital Expenditure</b>									
E12616		Inf. Roads - Marmion Street Median Strip	0	0	0	0	0		
<b>Capital Expenditure Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>122 - MAINT STREETS ROADS &amp; BRIDGES</b>									
<b>Capital Expenditure</b>									
E12629		Road Resurfacing - Penthurst Street	60,000	0	0	0	0	-100.00%	0%
E12656		Footpath - Stratford Street	30,000	0	0	0	0	-100.00%	0%
E12688		Footpath-Fortescue St	60,000	0	0	0	0	-100.00%	0%
E12761		Inf - Drainage	104,181	0	0	3,787	3,787	-96.36%	4%
E12784		Inf - Roads - Road Resurfacing - Riverside Road	100,000	0	1,484	848,340	849,824	749.82%	850%
E12793		Infr - Footpath Renewal - Oakover Street	0	0	0	0	0		
<b>Capital Expenditure Total</b>			<b>354,181</b>	<b>0</b>	<b>1,484</b>	<b>852,127</b>	<b>853,611</b>		
<b>123 - ROAD PLANT</b>									
<b>Capital Expenditure</b>									
E12702		Plant and Equip - Water Tank Trailer (Tandem 8x5 with brakes)	7,500	0	0	0	0	-100.00%	0%
<b>Capital Expenditure Total</b>			<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>124 - PARKING FACILITIES</b>									
<b>Capital Expenditure</b>									
E12737		Inf - Carpark Tricolore Community Centre and Sports Field	0	0	0	7,770	7,770	No Budget	
<b>Capital Expenditure Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>7,770</b>	<b>7,770</b>		
<b>14 - OTHER PROPERTY AND SERVICES</b>									
<b>144 - UNCLASSIFIED PROPERTY</b>									
<b>Capital Expenditure</b>									
E14601		Buildings - Renewals and Electrical Services	50,000	0	0	0	0	-100.00%	0%
<b>Capital Expenditure Total</b>			<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>GRAND TOTAL</b>			<b>1,121,841</b>	<b>0</b>	<b>23,438</b>	<b>977,232</b>	<b>1,000,670</b>		



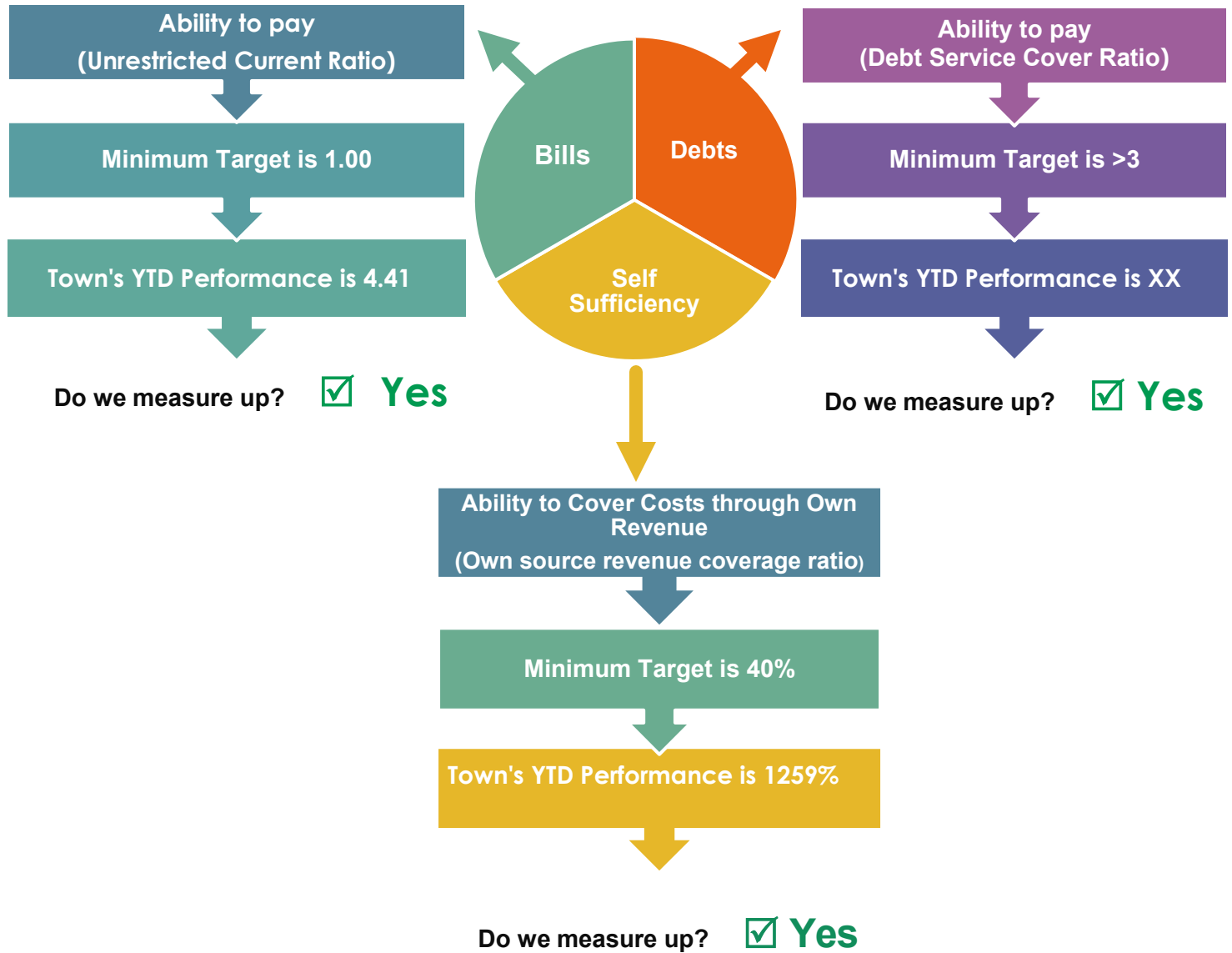
# MONTHLY FINANCIAL HEALTH CHECK

As at 31 July 2020

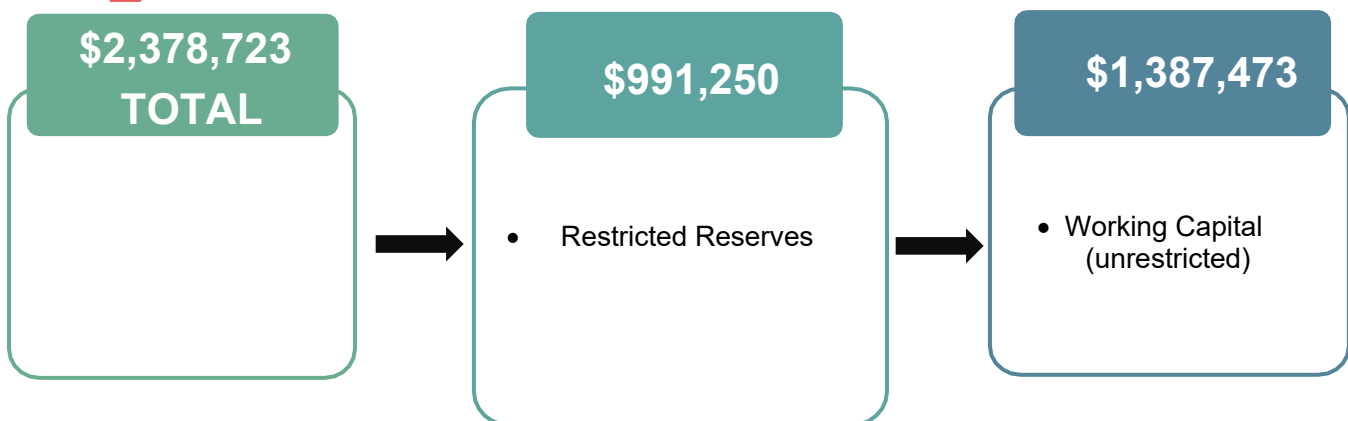
Highlighting how the Town of East Fremantle is  
tracking against financial ratios



Financial Snapshot (Year to Date)	Actual (000's)
Operating Revenue	\$8,384,048
Operating Expenditure (Including Non-Cash Items)	(\$653,654)
Non-Cash Items	\$0
Capital Revenue	\$0
Capital Expenditure	(\$23,438)
Loan Repayments	\$0
Transfers to/from Reserves	\$0
Surplus Brought Forward 1 July 2020	\$969,894
<b>Current Municipal Surplus</b>	<b>\$8,676,850</b>



## 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.

Minimum Target is 1%

Town's YTD Performance is 94%

Do we measure up? ☒ Yes

- 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.

Minimum Target is 90%

Town's YTD Performance is XX

Do we measure up? ☒ Yes

- 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 depreciation has been run in 20/21.

### 12.1.2 Accounts for Payment – July 2020

<b>File ref</b>	F/FNS2
<b>Prepared by</b>	John Mondini, Manager, Finance & Administration
<b>Supervised by</b>	Peter Kocian, Executive Manager, Corporate Services
<b>Meeting Date</b>	18 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Monthly List of Payments – July 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 July 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 July to 31 July 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
Likelihood		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	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 July 2020 include the following significant items:

Payee	Particulars	Amount
East Fremantle Football Club	Annual Contribution to Ground Maintenance 20/21	27,500.00
Glyde-In Community Group	1 <sup>st</sup> & 2 <sup>nd</sup> Quarter Annual Grant contributions	47,850.00
IT Vision	Software Licence Fees	51,114.80
SMRC	FOGO, MRF Gate Fees/General Waste Charges (June 2020)	45,856.55
Pothole Masters	Oakover Street Footpath Renewal	73,606.50
Phase 3 Landscape Construction	Marmion St Median & Drainage Works Wauhop Park carpark	25,615.49
Suez	Waste Collection June 2020	34,623.08
Focus Network	IT Equipment and Services	35,646.19
LGIS	Insurance Renewals	155,119.47

### 12.1.2 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 July 2020 and recorded in the Minutes of the Council.

JULY 2020		
Voucher No	Account	Amount
5298-5301	Municipal (Cheques)	9,204.40
EFT29810 – EFT30000	Municipal (EFT)	\$941,931.48
Payroll	Municipal (EFT)	\$284,942.19
Direct Debits	Municipal (Direct Debit)	\$57,139.97
	Total Payments	\$ 1,293,218.04

TOWN OF EAST FREMANTLE					
List of Accounts paid by the Chief Executive for July 2020 & submitted for the information of the Council Meeting to be held on 18 August 2020					
Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
<b>CHEQUES</b>				\$	\$
5298	10/07/2020	DEPARTMENT OF TRANSPORT	12 MONTHS VEHICLE REGISTRATION FLEET VEHICLES	8,794.25	8,794.25
5299	10/07/2020	TOWN OF EAST FREMANTLE	ADMIN PETTY CASH AS @ 30/06/20	247.40	247.40
5300	10/07/2020	TOWN OF EAST FREMANTLE	HACC PETTY CASH RESOUP AS @ 30/06/20	62.75	62.75
5301	22/07/2020	COOL BEANS	1 x VOUCHER VOLUNTEER THANK YOU	100.00	100.00
			<b>CHEQUE TOTAL</b>	<b>\$ 9,204.40</b>	<b>\$ 9,204.40</b>
<b>EFTs</b>		<b>Supplier</b>	<b>Description</b>	<b>Inv Amount</b>	<b>EFT</b>
EFT29810	10/07/2020	AUSTRALIA POST	POSTAGE COSTS JUNE 20	756.97	756.97
EFT29811	10/07/2020	APACE AID (INC)	SUPPLY AND PLANT 80 X SEDGE BAGS, 10 X 45L TREES AND 60 X 140MM POTS - JOHN TONKIN RESERVE	4,730.00	4,730.00
EFT29812	10/07/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS JULY 20	421.56	421.56
EFT29813	10/07/2020	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND COLLECTED MAY 20	80.00	
			CONSTRUCTION TRAINING FUND COLLECTED JUNE 20	749.23	829.23
EFT29814	10/07/2020	BUNNINGS BLDG SUPPLIES LTD	HARDWARE SUPPLIES FOR RESPITE CENTRE	37.45	37.45
EFT29815	10/07/2020	CITY OF COCKBURN	TIP FEES APRIL 2020	2,015.00	
			TIP FEES JUNE 2020	1,755.00	3,770.00
EFT29816	10/07/2020	EAST FREMANTLE FOOTBALL CLUB	ANNUAL CONTRIBUTION TO GROUND MAINTENANCE 20/21 AS PER AGREEMENT	27,500.00	27,500.00
EFT29817	10/07/2020	GLYDE IN COMMUNITY GROUP (INC)	FIRST AND SECOND QUARTERS OF ANNUAL GRANT 20/21	47,850.00	47,850.00
EFT29818	10/07/2020	IT VISION	INFRINGEMENT MOBILE PRINTER LICENCE AND SET UP	385.00	
			RENEW SYNERGY SOFT AND UNIVERSE ANNUAL LICENCE FEES 01/07/20 - 30/06/21	50,729.80	51,114.80
EFT29819	10/07/2020	LO-GO APPOINTMENTS	FINANCE OFFICER W/E 04/04/20	874.72	
			FINANCE OFFICER W/E 18/04/20	874.72	
			FINANCE OFFICER W/E 20/06/20	492.03	
			FINANCE OFFICER W/E 27/06/20	874.72	3,116.19
EFT29820	10/07/2020	MCLEODS	LEGAL ADVICE FOR EMPLOYMENT CONTRACT TEMPLATE	1,933.65	
			PROFESSIONAL FEES - LOCAL GOVERNMENT RESPONSE TO NATIVE TITLE CLAIMS AFFECTING PERTH METROPOLITAN AREA	341.55	2,275.20
EFT29821	10/07/2020	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE USE 22/04/20 - 21/05/20	672.70	
			MOBILE PHONE USE 22/05/20 - 21/06/20	815.74	1,488.44
EFT29822	10/07/2020	MAYOR JIM O'NEILL	SITTING FEES, ICT ALLOWANCE & MAYORAL ALLOWANCE FOR JULY 20	4,416.68	4,416.68
EFT29823	10/07/2020	WA FIRE PROTECTION	FIRE EXTINGUISHER INSPECTION/SERVICE - VARIOUS LOCATIONS	382.25	382.25
EFT29824	10/07/2020	WORK CLOBBER	RANGER UNIFORM ITEMS	121.86	121.86
EFT29825	10/07/2020	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	23,754.00	23,754.00
EFT29826	10/07/2020	YOUNGS PLUMBING SERVICE P/L	REPLACEMENT OF WALL GAS HEATERS - TRICOLORE CENTRE	4,352.00	
			REPAIR BROKEN SEWER LINE - TOWN HALL	687.15	5,039.15
EFT29827	10/07/2020	ALCHEMY TECHNOLOGY	SOFTWARE MAINTENANCE AND SUPPORT RENEWAL 1 JULY 2020 - 30 JUNE 2021 - COMPLETE SUPPORT PACKAGE FOR CHSP	2,347.40	2,347.40
EFT29828	10/07/2020	FORESTVALE TREES	SUPPLY 40 VARIOUS TREES	7,975.00	7,975.00
EFT29829	10/07/2020	TOTAL PACKAGING (WA) PTY LTD	30 CARTONS (120 BOXES) CANINE EXCRETA BIODEGRADABLE DISPOSAL BAGS	7,550.40	7,550.40
EFT29830	10/07/2020	SOUTHERN METROPOLITAN REGIONAL COUNCIL	FOGO GATE FEES - JUNE 20 - GREEN FOGO	21,997.33	
			MRF GATE FEES JUNE 20 - FOGO RECYCLABLES	11,454.02	
			GENERAL WASTE CHARGES FOR JUNE 2020 - DIVERSIONS TO SUEZ	12,405.20	45,856.55
EFT29831	10/07/2020	DEPT OF MINES, INDUSTRY REGULATION & SAFETY (FORMALLY BUILDING COMMISSION)	BUILDING SERVICES LEVY COLLECTED JUNE 2020	740.48	740.48
EFT29832	10/07/2020	PETRA CLEAN	COMMERCIAL CLEANING SERVICES JUNE 20 - SUMPTON GREEN, DEPOT, TRICOLORE, GLASSON PARK TOILET, TOWN HALL	7,995.35	7,995.35
EFT29833	10/07/2020	VISIMAX SAFETY PRODUCTS	2 x LED BATON LIGHTS & 10 x RANGER SHOULDER BADGES FOR UNIFORM SHIRTS	149.20	149.20
EFT29834	10/07/2020	CR. JENNY HARRINGTON	SITTING FEES, ICT ALLOWANCE & DEPUTY MAYORAL ALLOWANCE FOR JULY 20	2,062.84	2,062.84
EFT29835	10/07/2020	NUMERO UNO CATERING	CATERING - 24/6/20	392.00	392.00
EFT29836	10/07/2020	WOOLWORTHS SUPERMARKETS	GROCERIES FOR CHSP RESPITE CENTRE 25/06/20	331.95	
			GROCERIES FOR CHSP CLIENT - CLIENT TO REIMBURSE BY DIRECT DEBIT	96.13	
			GROCERIES FOR CHSP CLIENT - CLIENT TO REIMBURSE BY DIRECT DEBIT	64.75	492.83
EFT29837	10/07/2020	CR. CLIFF COLLINSON	SITTING FEES & ICT ALLOWANCE FOR JULY 20	1,542.00	1,542.00
EFT29838	10/07/2020	THE PAPER COMPANY OF AUSTRALIA	A4 80GM AONE COPY PAPER @4.95 X 50 REAMS	247.50	247.50
EFT29839	10/07/2020	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE FOR JULY 20	1,542.00	1,542.00
EFT29840	10/07/2020	HYDRO JET	GRAFFITI REMOVAL - GEORGE STREET UNDERPASS & VARIOUS LOCATIONS	1,980.00	1,980.00
EFT29841	10/07/2020	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA BIZHUB C658 PHOTOCOPY CHARGES DEPOT	1,084.31	1,084.31
EFT29842	10/07/2020	FOODWORKS EAST FREMANTLE	MEETING, ADMIN, WORKS & RANGERS CONSUMABLES JUNE 2020	489.31	489.31
EFT29843	10/07/2020	FOCUS NETWORKS	ANNUAL SUPPORT COSTS AND PROJECT COSTS - ADDITIONAL TIME CHARGED OUT OF SCOPE OF AGREEMENT - JUNE 20	445.50	445.50
EFT29844	10/07/2020	ADCO SERVICES	FIXING OF SHADE CLOTH TO PERGOLAS AT MERV COWAN PARK	385.00	
			REPAIR BENCH SEATING, ROOF VENT AND GUTTERING	3,300.00	3,685.00
EFT29845	10/07/2020	POTHOLE MASTERS PTY LTD	RFQ-15-2019/20 - OAKOVER STREET FOOTPATH RENEWAL - PART PAYMENT	36,803.25	
			RFQ-15-2019/20 - OAKOVER STREET FOOTPATH RENEWAL - BALANCE OF PAYMENT	36,803.25	73,606.50
EFT29846	10/07/2020	TRENCHBUSTERS	NIERGARUP TRACK WORKS - MACHINERY & TRAILER HIRE 1-30 JUNE 20, HIRE EXTENDED DUE TO BAD WEATHER DELAYS	7,260.00	7,260.00
EFT29847	10/07/2020	THE TURBAN INDIAN RESTURANT	CATERING - 30/6/20	309.15	309.15
EFT29848	10/07/2020	LANDMARK ENGINEERING AND DESIGN PTY LTD T/AS EXTERIA	STREET FURNITURE - 6 X SEATS	5,121.60	5,121.60
EFT29849	10/07/2020	CR. MICHAEL MCPHAIL	SITTING FEES & ICT ALLOWANCE FOR JULY 20	1,542.00	1,542.00
EFT29850	10/07/2020	CR. TONY WATKINS	SITTING FEES & ICT ALLOWANCE FOR JULY 20	1,542.00	1,542.00
EFT29851	10/07/2020	VOCUS COMMUNICATIONS	SESSION INITIATION PROTOCOL (SIP) LINES/SERVICES CHARGES FOR VOICE OVER INTERNET PROTOCOL (VOIP) - JUNE 20	508.61	

			ADLS INTERNET TRICOLORE CENTRE 100G - 01/08/20 - 01/09/20	50.00	558.61
EFT29852	10/07/2020	MARKET CREATIONS	SOCIAL MEDIA MANAGEMENT - 2019/20 - JUNE 20	1,200.00	1,200.00
EFT29853	10/07/2020	CR. ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE FOR JULY 20	1,542.00	1,542.00
EFT29854	10/07/2020	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS - CREDIT CARD TRANSACTIONS FOR MAY 20	323.07	
			MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS - JUNE 20	165.00	488.07
EFT29855	10/07/2020	CELLARBRATIONS AT EAST FREMANTLE	REFRESHMENTS 03/07/20	105.00	105.00
EFT29856	10/07/2020	TONY JONES	RICHMOND RACEWAY TROTTING BOOTHS - ARTWORK FOR 16 LASER CUT PANELS	11,000.00	11,000.00
EFT29857	10/07/2020	THE FREMANTLE CITY FOOTBALL CLUB	REFUND OF LEGAL EXPENSES - LEASE OF RESERVE 22365	560.00	560.00
EFT29858	10/07/2020	ICS AUSTRALIA	REPAIR TO INTERNAL DOOR - TOWN HALL	142.56	142.56
EFT29859	10/07/2020	CR. TONY NATALE	SITTING FEES FOR JULY 20, ICT ALLOWANCE FOR JULY 20	1,542.00	1,542.00
EFT29860	10/07/2020	SUEZ RECYCLING & RECOVERY PTY LTD	MONTHLY COLLECTION OF WASTE AT 46 EAST STREET - JUNE 2020	1,080.49	1,080.49
EFT29861	10/07/2020	WINC	OFFICE STATIONERIES ORDERED ON 22.06.2020 - ORDER REFERENCE NO. NET48702419	22.70	22.70
EFT29862	10/07/2020	FREMANTLE PICTURE FRAMERS	HANGING OF HISTORIC PHOTOS IN COUNCIL CHAMBER	352.00	
			ADDITIONAL COST FOR CHANGES AS FOLLOWS - MAYOR & CEO PHOTOS: DOUBLE MATTING (x 25), 2ND PROTECTIVE BACKING (x 25), ENGRAVED PLAQUES (x 25). HISTORIC PHOTOS: DOUBLE MATTING (x 17), 2ND PROTECTIVE BACKING (x 17), ENGRAVED PLAQUES (X17)	2,968.00	
			FRAMING OLD BRIDGE PRINT	233.00	
			HISTORICAL PHOTOS - REFRAMING X 17 FOR COUNCIL CHAMBER	4,126.75	
			HISTORICAL PHOTOS - SCANNING & PRINTING	915.00	8,594.75
EFT29863	10/07/2020	EASY ACCESS LIFT	EMERGENCY PHONE FOR TOWN HALL LIFT. EM-4GE1 GSM UNIT FOR 3G CONNECTIVITY FOR LIFT PHONES AND AUTODIALERS. UPDATABLE MODEL. SINGLE SIM.	2,640.00	2,640.00
EFT29864	10/07/2020	PTC IRRIGATION	IRRIGATION REPAIR HENRY JEFFERY OVAL	583.00	583.00
EFT29865	10/07/2020	LGIS RISK MANAGEMENT	ASBESTOS REGISTER PROJECT	8,189.50	8,189.50
EFT29866	10/07/2020	UDLA	ROF16-2019/20 RIVERSIDE ROAD LANDSCAPING ENHANCEMENT - CONCEPT DESIGN COMPLETED	3,894.00	3,894.00
EFT29867	10/07/2020	ELMO CLOUD HR & PAYROLL	PROFESSIONAL SERVICE FEE FOR ELMOEVELOVE - IMPLEMENTATION HOURS	1,072.50	
			ELMO PERFORMANCE MANAGEMENT PLATFORM - ANNUAL LICENSE FEE FROM 11/06/20 - 10/06/21	3,850.00	4,922.50
EFT29868	10/07/2020	DRAFFIN STREET FURNITURE	RESERVE BIN SURROUNDS - PROGRESS INVOICE, DRAFFIN USED AS SUPPLIER TO ENSURE CONTINUATION OF BIN STYLE FROM PREVIOUS 2019 ORDERS	10,560.83	10,560.83
EFT29869	10/07/2020	AARO GROUP	DRAINAGE MAINTENANCE - HUBBLE SILAS & GEORGE STREETS	3,325.30	3,325.30
EFT29870	10/07/2020	FRESH PROVISIONS BICTON	ITEMS FOR CATERING 16/6/20	27.98	
			ITEMS FOR CATERING 29/06/20	14.00	
			ITEMS FOR CATERING 29/06/20	116.42	158.40
EFT29871	10/07/2020	CR KERRY DONOVAN	SITTING FEES & ICT ALLOWANCE FOR JULY 20	1,542.00	1,542.00
EFT29872	10/07/2020	TIS BUILDING AND MAINTENANCE	BUILDING REPAIRS TRICOLORE COMMUNITY CENTRE	1,980.00	
			TRICOLORE - BUILDING WORKS - NEW OFFICE & CEILINGS / PAINTING	10,483.00	12,463.00
EFT29873	10/07/2020	BUSINESS FOUNDATIONS INC	1 X SESSIONS BUSINESS SUPPORT PACKAGE	220.00	220.00
EFT29874	10/07/2020	PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD	MARMION STREET MEDIAN - LANDSCAPING	20,766.68	
			DRAINAGE WORKS - WAUHOP CARPARK	4,848.81	25,615.49
EFT29875	10/07/2020	BASKETBALL MAN	GLASSON PARK - REPLACEMENT OF BASKETBALL EQUIPMENT & LINEMARKING COURT, GOURLEY PARK - BASKETBALL COURT LINEMARKING, LOCKE PARK - ADDITIONAL CONCRETE REQUIRED TO BACKFILL	7,370.00	
			LOCKE PARK - SUPPLY & INSTALL BASKETBALL BACKBOARD, RING & ACCESSORIES	4,444.00	11,814.00
EFT29876	10/07/2020	ZEDS MECHANICAL AND MAINTENANCE	ANNUAL VEHICLE INSPECTION FOR BUS 1DTB605	186.50	
			ANNUAL VEHICLE INSPECTION FOR BUS 1DXU938	186.50	
			RE-INSPECTION FOR ANNUAL VEHICLE INSPECTION OF BUS 1DXU938	134.45	507.45
EFT29877	10/07/2020	INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION AUSTRALASIA LIMITED	IAP2 STAFF TRAINING X 3 - ENGAGEMENT ESSENTIALS 18/08/20	2,145.00	
			IAP2 STAFF TRAINING X 3 - ENGAGEMENT METHODS 19-21 AUGUST	2,310.00	
			IAP2 STAFF TRAINING X 3 - ENGAGEMENT DESIGN 7-8 OCTOBER 20	3,300.00	
			IAP2 STAFF MEMBERSHIP X 2	484.00	8,239.00
EFT29878	10/07/2020	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	REIMBURSEMENT OF UNUSED FUNDING CSRFF	1,168.20	1,168.20
EFT29879	10/07/2020	R ALLEN	REFUND OF FOI APPLICATION FEES	30.00	30.00
EFT29880	10/07/2020	PEAK CENTRAL	RATES REFUND	4,065.36	4,065.36
EFT29881	10/07/2020	L & S LEE	RATES REFUND	2,453.13	2,453.13
EFT29882	10/07/2020	R GREEN	RATES REFUND	90.94	90.94
EFT29883	10/07/2020	G GARDNER	REFUND OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP	16.00	16.00
EFT29884	10/07/2020	L MOUNTAIN	RATES REFUND	254.30	254.30
EFT29885	10/07/2020	CALTEX AUSTRALIA	FUEL USE JUNE 20 01/06/20 - 30/06/20	3,146.79	3,146.79
EFT29886	01/07/2020	WIRECARD AUSTRALIA A & I PTY LTD	MERCHANT BANK COSTS JUNE 2020	411.68	411.68
EFT29887	22/07/2020	APACE AID (INC)	GORDON VIEW VERGE PROJECT	436.98	
			REVIEW OF REVEGETATION PLAN FOR FORESHORE	2,200.00	2,636.98
EFT29888	22/07/2020	ENVIRONMENTAL HEALTH AUSTRALIA	FOODSAFE ONLINE ANNUAL SUBSCRIPTION 1 JULY 20-30 JUNE 2021	550.00	550.00
EFT29889	22/07/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS JULY 20	210.78	210.78
EFT29890	22/07/2020	BUNNINGS BLDG SUPPLIES LTD	PURCHASE OF DOOR LOCK ASSEMBLY AND KEY CUT	36.19	
			VARIOUS PLANT REPLACEMENTS	96.40	132.59
EFT29891	22/07/2020	BOC LIMITED	CONTAINER SERVICE - JUNE 2020	47.03	47.03
EFT29892	22/07/2020	LANDGATE	AERIAL IMAGERY 10 CM RESOLUTION	563.20	
			SEARCH FEES REQUIRED FOR 2019 AUDIT	26.20	589.40
EFT29893	22/07/2020	EAST FREMANTLE YACHT CLUB (INC)	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29894	22/07/2020	FREMANTLE HERALD	EXPRESSION OF INTEREST CLIMATE ACTION GROUP	379.68	379.68
EFT29895	22/07/2020	IMPRINT PLASTIC	STAFF NAME BADGE	17.60	17.60
EFT29896	22/07/2020	IT VISION	MOBILE CATS AND DOGS SUBSCRIPTION 1 MAY TO 30 JUNE 20	233.20	233.20
EFT29897	22/07/2020	LO-GO APPOINTMENTS	CONTRACTING FINANCE OFFICER JULY 2020.	2,241.47	2,241.47

EFT29898	22/07/2020	MCLEODS	PROFESSIONAL FEES -RATES DEBT RECOVERY COSTS	1,870.97	
			PROFESSIONAL FEES -RATES DEBT RECOVERY COSTS	891.29	
			PROFESSIONAL FEES -RATES DEBT RECOVERY COSTS	734.79	
			PROFESSIONAL FEES -RATES DEBT RECOVERY COSTS	772.32	4,269.37
EFT29899	22/07/2020	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	FOGO COLLECTION, COMMERCIAL RECYCLING COLLECTION, PARKS & RESERVES COLLECTION, STREET BINS COLLECTION JUNE 20	19,613.28	
			DOMESTIC RECYCLING & WASTE COLLECTION, COMMERCIAL RECYCLING COLLECTION, PARKS & RESERVES COLLECTION, STREET BINS COLLECTION - JUNE 20	14,513.97	
			48-50 ALEXANDRA ROAD WASTE COLLECTION JUNE 2020	495.83	34,623.08
EFT29900	22/07/2020	SWAN YACHT CLUB	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29901	22/07/2020	ST JOHNS AMBULANCE ASSOCIATION	FIRST AID TRAINING FOR 2 X CHSP STAFF 1 JULY 2020	320.00	320.00
EFT29902	22/07/2020	TELSTRA CORPORATION LIMITED	DEPOT NEXT G MOBILE BACK UP - JULY 2020, HACC MOBILE PHONE	19.24	
			CEO MOBILE 16/06/2020-15/07/2020	86.00	105.24
EFT29903	22/07/2020	PERTH AUTO ALLIANCE TRADING AS TITAN FORD	FIT 4 X TYERS, WHEEL ALIGNMENT, BALANCE AND ANNUAL SERVICE	1,430.00	
			SERVICE OF VEHICLE 1GDV303 PLUS NEW REMOTE AND KEY	1,436.00	2,866.00
EFT29904	22/07/2020	WORK CLOBBER	SUPPLY OF PPE	60.98	60.98
EFT29905	22/07/2020	SYNERGY	POWER SUPPLY ULRICH PARK VARIOUS LOCATIONS	464.33	464.33
EFT29906	22/07/2020	YOUNGS PLUMBING SERVICE P/L	UNBLOCK DRAINS TRICLORE SOCCER GROUND	217.80	217.80
EFT29907	22/07/2020	FASTA COURIERS	COURIER COSTS FOR ENVIRONMENTAL HEALTH SERVICES MAY - JUNE 20	63.80	63.80
EFT29908	22/07/2020	SMRC LOAN REPAYMENT ACCOUNT	RRRC LOAN REPAYMENT - GURANTEE FEE - LOAN INTEREST HALF YEARLY	1,244.31	1,244.31
EFT29909	22/07/2020	KOOL LINE ELECTRICAL & REFRIGERATION	AFTER HOURS CALL OUT - ALLEN STREET UNITS ELECTRICAL FAULT REPAIRS	465.00	465.00
EFT29910	22/07/2020	SOUTHERN METROPOLITAN REGIONAL COUNCIL	GREEN WASTE GATE FEES FOR JUNE 20 - 2 X TRAILER PASS	60.00	
			RRRC OVERHEADS AND WCF FIXED COSTS CONTRIBUTION BASED ON FOGO AND RED BIN TONNES - JUNE 2020	22,976.80	23,036.80
EFT29911	22/07/2020	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	E-LEARNING TRAINING - CR DONOVAN - SERVING ON COUNCIL	195.00	195.00
EFT29912	22/07/2020	KENNARDS HIRE	STUMP GRINDER - 09/07/20 - 10/07/20 2 DAY HIRE FOR STREET TREES	334.50	334.50
EFT29913	22/07/2020	HIND'S TRANSPORT SERVICES PTY LTD	NIERGARUP TRACK LIMESTONE	3,141.60	
			NIERGARUP TRACK LIME STONE	2,356.20	5,497.80
EFT29914	22/07/2020	WOOLWORTHS SUPERMARKETS	GROCERIES FOR CENTRE BASED RESPITE 6/7/20	135.95	
			GROCERIES FOR CHSP CLIENT - CLIENT TO REIMBURSE BY DIRECT DEBIT	81.00	216.95
EFT29915	22/07/2020	AUSRECORD	500 x LIGHT GREEN 2D COLOUR FLAP AND SPINE FILES	476.30	476.30
EFT29916	22/07/2020	DAVID GRAY & CO. PTY LTD	30x FULL SETS OF 240L GW BINS WITH RED LIDS	1,715.67	1,715.67
EFT29917	22/07/2020	TRADEWINDS HOTEL	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29918	22/07/2020	ESAFE SERVICES PTY LTD	TAGGING AND TESTING ON COUNCIL BUILDINGS	316.58	316.58
EFT29919	22/07/2020	HYDRO JET	GRAFFITI REMOVAL - CANNING HIGHWAY AND VARIOUS LOCATIONS	1,034.00	1,034.00
EFT29920	22/07/2020	SUNNY SIGN COMPANY PTY LTD	REPLACEMENT PEDESTRIAN UNDERPASS SIGNAGE	51.70	51.70
EFT29921	22/07/2020	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES - FEBRUARY 20	17.00	
			VEHICLE SEARCH FEES - JUNE 20	13.60	30.60
EFT29922	22/07/2020	FOCUS NETWORKS	OAG COMPLIANCE ITEMS QU-4782G - BALANCE OF COSTS	8,487.53	
			INLINE COUPLER AND LINE CORD + FREIGHT	25.88	
			ANNUAL SUPPORT COSTS AND PROJECT COSTS - ADDITIONAL TIME CHARGED OUT OF SCOPE OF AGREEMENT	764.83	
			MANAGED PROACTIVE SERVICE - MONTHLY COMPUTER SERVICES	3,890.70	
			MONTHLY CHARGES FOR MICROSOFT OFFICE 365, VISIO, EMAIL PROTECTION, ANTI VIRUS, MANAGED RECOVERY SERVICE AND DUO MULTI-FACTOR AUTHENTICATION LICENCE	3,825.09	
			CUA CONTRACT PRICING QUOTE QU-4941G, 14 x HP PROBOOK, 14 x DODCKING STATIONS, 14 x WIRELESS KEYBOARD AND MOUSE, 2 x 21.5" MONITORS, PLUS LABOUR ASSOCIATED WITH DESKTOP REBUILDS, INSTALLATION OF OFFICE 365, DEPOT TRAINING ROOM AND ACTIVE DIRECTORY ACCOUNTS	18,652.16	35,646.19
EFT29923	22/07/2020	ADCO SERVICES	EFFC - SUPPLY & INSTALL WIRE FENCING	3,344.00	3,344.00
EFT29924	22/07/2020	TRENCHBUSTERS	BULK BINS - WAUHOP ROAD -DELIVERED 30/06/20	1,260.00	1,260.00
EFT29925	22/07/2020	ENVIRO SWEEP	STREET SWEEPING JUNE 2020	4,158.00	4,158.00
EFT29926	22/07/2020	INCLUSIVE BUILDING CONSULTANTS	BUILDING SURVEYING SERVICES JULY 19 - JUNE 20	7,524.00	7,524.00
EFT29927	22/07/2020	FREMANTLE ASBESTOS REMOVAL	ASBESTOS REMOVAL & DISPOSAL - DIVIDING FENCE RICHMOND EARLY CHILDHOOD CENTRE	704.00	704.00
EFT29928	22/07/2020	EMMA LIMBERT	REIMBURSEMENT FOR POLICE CLEARANCE CHECK	46.97	46.97
EFT29929	22/07/2020	THE WORKWEAR GROUP	2019 - 2020 STAFF UNIFORMS	834.21	834.21
EFT29930	22/07/2020	EAT GREEK RESTAURANT	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29931	22/07/2020	MARKET CREATIONS	ANNUAL HOSTING - SYNERGY ONLINE MODULES 2021	15,147.00	15,147.00
EFT29932	22/07/2020	SNAP PRINTING	SUPPLY AND PRINT FLOOR SOCIAL DISTANCING SIGNAGE 3 X 300MM DIAMETER CIRCLES AND 3 X 1450MM 60MM FLOOR STRIPS PRINTED ON FIVE SELF ADHESIVE WITH MATT LAMINATE	161.40	161.40
EFT29933	22/07/2020	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS - JUNE 20	204.01	204.01
EFT29934	22/07/2020	FREMANTLE CHAMBER OF COMMERCE	FREMANTLE CHAMBER OF COMMERCE ANNUAL MEMBERSHIP SUBSCRIPTION 2020-2021	2,860.00	2,860.00
EFT29935	22/07/2020	MAY STREET LARDER	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29936	22/07/2020	KEYS THE MOVING SOLUTION	STORAGE CHARGES - HISTORIC AND EXCESS FURNITURE FROM TOWN HALL 2019/20 - 29/03/20 - 25/04/20 - PREVIOUS PAYMENT ALLOCATED TO DEC BY KEYS IN ERROR	260.00	260.00
EFT29937	22/07/2020	TREE'S A CROWD TREE CARE	PRUNE STREET TREES AT VARIOUS SITES	4,840.00	4,840.00
EFT29938	22/07/2020	KAREN DORE	COMMUNITY LED INITIATIVE - GORDON VIEW VERGE BEAUTIFICATION	80.52	80.52
EFT29939	22/07/2020	HURRICANE DRAGON BOAT AND OUTRIGGER CANOE CLUB INC	REIMBURSEMENT OF LEGAL EXPENSES FOR DRAFTING OF LEASE	520.33	520.33
EFT29940	22/07/2020	SHRED-X PTY LTD	240 LITRE AND 125 LITRE SECURITY BIN EXCHANGE FOR 12 MONTHS 21/05/20	10.12	
			240 LITRE AND 125 LITRE SECURITY BIN EXCHANGE FOR 12 MONTHS 14/06/20	10.12	20.24
EFT29941	22/07/2020	ZIP HEATERS (AUST) PTY LTD	DEPOT - WATER HEATER FILTER REPLACEMENT	334.79	334.79
EFT29942	22/07/2020	MOJO DIGITAL STUDIO	PARKING BROCHURE DESIGN	1,137.50	1,137.50
EFT29943	22/07/2020	GRACE RECORDS MANAGEMENT (AUSTRALIA)	STANDING ORDER FOR TRANSPORT AND STORAGE OF RECORDS JUNE 20	327.90	327.90
EFT29944	22/07/2020	AZILITY	PLANET FOOTPRINT QUARTERLY PERFORMANCE REVIEWS, DEDICATED SERVICE MANAGER, 4 HOURS OF SERVICE YEAR 2 OF 3, EMISSIONS REPORTING FOR ALL ASSETS, STANDARDISED EMISSIONS REPORTS THAT ADHERE TO NGER STANDARDS, ADDITIONAL 1 HOUR OF SERVICE YEAR 2 OF 3	8,019.00	8,019.00
EFT29945	22/07/2020	COPYRIGHT AGENCY	6 MONTH TERMINATION FEE OF COPYRIGHT LICENCE	1,026.67	1,026.67

EFT29946	22/07/2020	IT VISION USER GROUP	ITVISION USER GROUP - MEMBERSHIP SUBSCRIPTION 2020/2021	748.00	748.00
EFT29947	22/07/2020	GEORGE STREET QUARTERS	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29948	22/07/2020	TIS BUILDING AND MAINTENANCE	TRICOLORE - REPAIR CEILINGS TO FRONT AREA - CLAIM 1	15,829.00	15,829.00
EFT29949	22/07/2020	BUSINESS FOUNDATIONS INC	1 x SESSION BUSINESS SUPPORT PACKAGE	220.00	220.00
EFT29950	22/07/2020	MARGARET RIVER STEEL PRODUCTS	RICHMOND RACEWAY TROTTING BOOTHS FABRICATION	22,275.00	22,275.00
EFT29951	22/07/2020	C'EST BIEN THAI	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29952	22/07/2020	LO PRESTI & SON	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS CHANGE FROM HIGH RISK TO MEDIUM RISK	62.50	62.50
EFT29953	22/07/2020	PROVENDER HOLDINGS	20 X 500ML HAND SANITISER, 10 X 5 LITRE DISINFECTANT 10 X BOXES LARGE GLOVES	1,535.34	1,535.34
EFT29954	22/07/2020	YOUNG GEORGE	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	208.00	
			REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	233.00
EFT29955	22/07/2020	THE LEFT BANK BAR & CAFE	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29956	22/07/2020	THE DUKE OF GEORGE	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29957	22/07/2020	SAYAKAS KITCHEN	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29958	22/07/2020	AVC OPERATIONS PTY LTD (SWEETWATER ROOFTOP BAR)	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29959	22/07/2020	SEA BREEZE FISH AND CHIPS	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29960	22/07/2020	DOMINO'S EAST FREMANTLE	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	12.50	12.50
EFT29961	22/07/2020	JUNIPER PILGRIM HOSTEL	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29962	22/07/2020	SOUTHERN PLUS NURSING HOME	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	25.00	25.00
EFT29963	22/07/2020	EUGENES PIZZERIA	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	12.50	12.50
EFT29964	22/07/2020	BIODYNAMIC KVASS	REFUND ANNUAL INSPECTION FEE - REGISTERED FOOD BUSINESS APRIL TO JUNE 2020	12.50	12.50
EFT29965	22/07/2020	WESTERN ENVIRONMENTAL PTY LTD	COMBINED PRELIMINARY SITE INVESTIGATION AND SAMPLING AND ANALYSIS QUALITY PLAN FOR 243 CANNING HIGHWAY EAST FREMANTLE - 80% OF INVOICE	4,840.00	
			COMBINED PRELIMINARY SITE INVESTIGATION AND SAMPLING AND ANALYSIS QUALITY PLAN FOR 243 CANNING HIGHWAY EAST FREMANTLE - BALANCE OF COSTS - 20%	1,210.00	6,050.00
EFT29966	22/07/2020	SOUTHERN BINS	BULK BINS - WAUHOP ROAD - 08 JULY 2020	570.00	
			BULK BINS - WAUHOP ROAD - 09 JULY 2020	570.00	
			BULK BINS - WAUHOP ROAD - 16 JULY 2020	1,140.00	
			BULK BINS - WAUHOP ROAD - JULY 2020	20.00	2,300.00
EFT29967	22/07/2020	PAATSCH CONSULTING PTY LTD	PROFESSIONAL FEES - PRODUCTION OF FUNDING PROCUREMENT DOCUMENT - 50 % PAYMENT	8,250.00	8,250.00
EFT29968	22/07/2020	L PUCE	REIMBURSEMENT OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP CAR PARK	20.00	20.00
EFT29969	22/07/2020	K MILLER	PARTIAL REFUND OF DOG REGISTRATION - DOG DECEASED	28.33	28.33
EFT29970	22/07/2020	E COLLETT	REIMBURSEMENT - PURCHASE OF NINTENDO SWITCH FOR TOEF EF OVAL YOUTH SURVEY COMPETITION PRIZE	469.00	469.00
EFT29971	22/07/2020	FREO INTERIORS	REPAIRS TO GLYDE IN CEILING - FALLEN TREE DAMAGE	110.00	110.00
EFT29972	27/07/2020	TANGENT NOMINEES	TOWN OF EAST FREMANTLE TRUST REFUND JULY 2020	2,000.00	2,000.00
EFT29973	27/07/2020	R GUERINI	TOWN OF EAST FREMANTLE TRUST REFUND JULY 2020	1,500.00	1,500.00
EFT29974	27/07/2020	S KNOWLES	TOWN OF EAST FREMANTLE TRUST REFUND JULY 2020	2,000.00	2,000.00
EFT29975	27/07/2020	B DRIES	TOWN OF EAST FREMANTLE TRUST REFUND JULY 2020	1,500.00	1,500.00
EFT29976	27/07/2020	M BROCK	TOWN OF EAST FREMANTLE TRUST REFUND JULY 2020	2,000.00	2,000.00
EFT29977	27/07/2020	O QUANN	TOWN OF EAST FREMANTLE TRUST REFUND JULY 2020	500.00	500.00
EFT29978	27/07/2020	SKYTREE HOMES PTY LTD	TOWN OF EAST FREMANTLE TRUST REFUND JULY 2020	2,000.00	2,000.00
EFT29979	27/07/2020	D O'DONNELL	TOWN OF EAST FREMANTLE TRUST REFUND JULY 2020	2,450.00	2,450.00
EFT29980	30/07/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS JULY 20	210.78	210.78
EFT29981	30/07/2020	LO-GO APPOINTMENTS	FINANCE OFFICER W/E 18/07/20	1,749.44	1,749.44
EFT29982	30/07/2020	LOCAL HEALTH AUTHORITIES ANALYTICAL COMM	ANALYTICAL SERVICES 2020-2021	982.97	982.97
EFT29983	30/07/2020	ST JOHNS AMBULANCE ASSOCIATION	FIRST AID TRAINING FOR CHSP STAFF	160.00	160.00
EFT29984	30/07/2020	TELSTRA CORPORATION LIMITED	RESPIRE CENTRE PHONE JULY 2020	98.26	
EFT29985	30/07/2020	LGISWA	SUMPTON GREEN PHONE TO 27/07/20, TOEF DIRECTORY LISTINGS	541.27	639.53
			INSURANCE RENEWAL 2020-2021 COMMERCIAL CRIME AND CYBER LIABILITY	3,684.56	
			LGIS PROPERTY INSURANCE RENEWAL 2020-2021 INSTALMENT 1	37,224.65	
			LGIS MOTOR VEHICLE INSURANCE RENEWAL 2020-2021	20,269.27	
			LGIS PERSONAL ACCIDENT INSURANCE RENEWAL 2020-2021	467.50	
			LGIS CORPORATE TRAVEL INSURANCE RENEWAL 2020-2021	825.00	
			MANAGEMENT LIABILITY INSURANCE RENEWAL 2020-2021	10,982.07	
			LGIS PUBLIC LIABILITY INSURANCE RENEWAL 2020-2021 INSTALMENT 1	49,781.60	
			LGIS WORKER'S COMPENSATION INSURANCE RENEWAL 2020-2021 INSTALMENT 1	31,884.82	155,119.47
EFT29986	30/07/2020	FASTA COURIERS	COURIER COSTS JUNE 20	31.90	31.90
EFT29987	30/07/2020	THE WEST AUSTRALIAN	ADVERTISING NOTICE OF ELECTRONIC MEETINGS - 07/05/20	275.00	
			ADVERTISING NOTICE OF ELECTONIC COUNCIL MEETING 19/05/2020	275.00	
			ADVERTISING DIFFERENTIAL RATING 14/05/20	275.00	825.00
EFT29988	30/07/2020	ALCHEMY TECHNOLOGY	3 HOURS REMOTE STAFF TRAINING - SMS SYSTEM	371.43	371.43
EFT29989	30/07/2020	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA SUBSCRIPTIONS RENEWAL 1 JULY 2020 - 30 JUNE 2021 - ASSOCIATE MEMBERSHIP, PROCUREMENT SERVICES, TAX SERVICES, COUNCIL CONNECT, EMPLOYEE RELATIONS, LOCAL LAWS SERVICE, GOVERNANCE SERVICE	36,719.37	36,719.37
EFT29990	30/07/2020	JTAGZ PTY LTD	500 x RED DOG TAGS EXPIRY DATE 31 OCT 2023, AND 500 X BLUE DOG TAGS EXPIRY DATE 31 OCTOBER 2024	442.20	442.20
EFT29991	30/07/2020	WOOLWORTHS SUPERMARKETS	GROCERIES FOR CENTRE BASED RESPIRE 20 JULY 2020	158.51	158.51
EFT29992	30/07/2020	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA PHOTOCOPIER CONTRACT C224E TRICOLORE CENTRE 13/06/20 - 12/07/20	2,519.64	2,519.64
EFT29993	30/07/2020	SNAP PRINTING	PRINT DL FLYER SPECIAL DROP OFFS AT TOWN HALL WASTE EDUCATION	130.75	130.75

EFT29994	30/07/2020	AUSPIRE PROGRAMS & EVENTS - AUSTRALIA	GOLD ASSOCIATE SUBSCRIPTION RENEWAL 20/21	594.00	594.00
EFT29995	30/07/2020	C'EST BIEN THAI	CATERING 15/7/20	247.40	247.40
EFT29996	30/07/2020	SAMPHIRE CATERING (POPPETS PANTRY)	CATERING 21/7/20	392.00	392.00
EFT29997	30/07/2020	PAATSCH CONSULTING PTY LTD	PROFESSIONAL FEES - PRODUCTION OF FUNDING PROCUREMENT DOCUMENT	8,250.00	8,250.00
EFT29998	30/07/2020	C COCKBURN	REIMBURSEMENT OF COST OF PURCHASE OF FUEL FOR RANGER VEHICLE - FUEL CARD MISPLACED	70.00	70.00
EFT29999	30/07/2020	M2M ONE PTY LTD	SIM CARD FOR TOWN HALL LIFT EMERGENCY PHONE	26.40	26.40
EFT30000	30/07/2020	C BROWN	REFUND OF OVERCHARGED HACC SERVICE FEES	12.00	12.00
			<b>EFT TOTAL</b>	<b>\$ 941,931.48</b>	<b>\$ 941,931.48</b>
	<b>Direct Debit</b>	<b>Supplier</b>	<b>Description</b>	<b>Inv Amount</b>	<b>EFT</b>
		EXETEL	NBN ACCESS	\$ 297.00	\$ 297.00
		SUPERCHOICE PTY LTD	EMPLOYEE SUPERANNUATION - JULY 20	\$ 49,602.37	\$ 49,602.37
		CBA	MERCHANT FEES - 5353 1096 9354 2099	\$ 115.87	\$ 115.87
		CBA	MERCHANT FEES - 5353 1096 9215 5448	\$ 374.94	\$ 374.94
		CBA	ACCOUNT SERVICE TRANSACTION FEES	\$ 24.01	\$ 24.01
		CBA	BPAY TRANSACTION FEES	\$ 131.67	\$ 131.67
		CBA	BPOINT TRANSACTION FEES	\$ 29.01	\$ 29.01
		CBA	COMMBIZ TRANSACTION FEES	\$ 103.40	\$ 103.40
		CBA	REGISTRATION FEE	\$ 115.00	\$ 115.00
		CBA	REJECT RETURN FEE	\$ 10.00	\$ 10.00
		CBA	OVERDRAFT ESTABLISHMENT FEE	\$ 1,000.00	\$ 1,000.00
		CBA	GURANTEEE FEE	\$ 458.43	\$ 458.43
		CREDIT CARD - GARY TUFFIN	CITY OF VINCENT	\$ 4.50	\$ 4.50
			CITY OF FREMANTLE	\$ 3.00	\$ 3.00
		CREDIT CARD - PETER KOCIAN	ADOBE	\$ 49.98	\$ 49.98
			ADOBE - REFUND	-\$ 249.92	-\$ 249.92
			INDIGO AUSTRALIA	\$ 439.00	\$ 439.00
			WOOLWORTHS	\$ 38.00	\$ 38.00
			PACEWAY MITSUBISHI	\$ 539.00	\$ 539.00
			ZOOM	\$ 138.53	\$ 138.53
		CREDIT CARD - STEVE GALLAUGHER	WHITWORTHS NAUTICAL	\$ 299.95	\$ 299.95
			BOLLARD SHOP	\$ 3,521.70	\$ 3,521.70
			LIFTRITE HIRE & SALE	\$ 94.53	\$ 94.53
			<b>DIRECT DEBIT TOTAL</b>	<b>\$57,139.97</b>	<b>\$57,139.97</b>
			<b>Description</b>	<b>Inv Amount</b>	<b>EFT</b>
			PAYROLL P/E 14/07/20	\$ 153,950.28	\$ 153,950.28
			PAYROLL P/E 28/07/20	\$ 130,991.91	\$ 130,991.91
			<b>PAYROLL TOTALS</b>	<b>\$ 284,942.19</b>	<b>\$ 284,942.19</b>
			<b>GRAND TOTAL</b>	<b>\$ 1,293,218.04</b>	<b>\$ 1,293,218.04</b>

### 12.1.3 Debt Recovery

<b>Applicant</b>	Not Applicable
<b>File ref</b>	F/RAT1
<b>Prepared by</b>	Jessica Melia, Rates Officer John Mordini, Finance and Administration
<b>Supervised by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Meeting Date</b>	18 August 2020
<b>Voting requirements</b>	Absolute Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Infringement Debt Management Policy 2.1.10 2. Debt Recovery Policy 2.1.7 3. Schedule of Infringements for Write Off (Confidential Attachment) 4. Debt Recovery Summary Report

#### Purpose

This report contains two parts, a summary report on the debt recovery activities against rateable assessments in arrears and the request for Council to consider writing off bad debts to unpaid Parking Infringement Notices that have been outstanding for more than three (3) years.

#### Executive Summary

1. A Debt Recovery Status Report has been prepared to provide Council with an overview of the outstanding rates and service charges within debt recovery stage, to provide Council with an easy to understand report, covering debt recovery activities undertaken, in accordance with the *Local Government Act 1995* and Council Policy, during the 2019/2020 financial year.
2. A review has been performed of the outstanding parking infringements notices before 1 July 2017 to identify parking infringement notices that are unable or unlikely to be recovered by the Fines Enforcement Registry.

Pursuant to section 6.12 of the *Local Government Act 1995*, Council is requested to approve the write off of unpaid Infringement notices outstanding for more than three (3) years.

#### Background

##### 1. Debt Recovery – Outstanding Rates and Service Charges.

The Debt Recovery Status Report provides an overview of how the Town carries out debt recovery in a fair and equitable manner, ensuring the processes of the recovery of outstanding rates and service charges, is subject to Part 6 of the *Local Government Act 1995* and within the guidelines outlined in Policy 2.1.7 Debt Recovery.

A Debt Recovery Report is prepared monthly to ensure the financial management of overdue rates has efficient systems and procedures in place, established for the proper collection of all money owing to the local government.

The Town has adopted a benchmark target of 5% for its outstanding rates ratio. The debt recovery report includes an outstanding debtors listing detailing the total amount of rates outstanding, and a breakdown of rates outstanding between one and two years, three and four years, and more than five years.

Corporate Services are required to maintain a monthly status report of recovery action against all rates in arrears of more than one year. The Town of East Fremantle will exercise its debt recovery powers, as outlined in Part 6 of the *Local Government Act 1995*, in order to reduce the overall debt burden on ratepayers. The Town exercises its debt recovery processes by the following guidelines:

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

Process of the Recovery of Rate and Service Charges

Where the Town has contacted the rates debtor by telephone, email and other means and a payment arrangement has not been entered into, the Town will adopt the following process to recover outstanding rates and service charges due to the Town:

- i. Where Rate and Service charges accounts remain outstanding after the prescribed due date, a Final Notice is issued requesting full payment within fourteen (14) days.
- ii. Where amounts remain outstanding after the expiry date shown on the Final Notice, a Final Demand letter will be issued, requesting payment within 14 days and advising the Town may commence debt recovery processes.
- iii. Where the amounts of rates outstanding is more than \$500 and no special payment arrangement is in place the Towns Rates Officer will refer the rates account to a debt collection service provider.
- iv. A second letter of demand is issued by the debt recovery agent advising the rates debtor to make payment within fourteen (14).
- v. Where rates remain outstanding and no special payment arrangement is in place, under the guidance of the Towns debt collection service provider, legal action may commence.

The Town may lodge a Minor Case Claim (where the debt is less than \$10,000) or a General Procedure Claim (where the debt is \$10,000 or more) with the Magistrates Court. Should the debtor not respond within the timeframes established by the Court, default judgment may be requested. Where a General Procedure Claim has been lodged and default judgement requested and granted, a Property Seizure and Sale Order (PSSO) may be lodged. The PSSO authorises the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt.

The Town engages a debt collection agency and/or legal representative to act on its behalf in taking debt recovery action. Legal costs and expenses incurred by the Town in recovering rates

debts will be charged against the rates account and in accordance with the section 6.43 of the *Local Government Act 1995*.

Where the rates debtor fails to make payment or respond to the recovery activities undertaken, the Town will continue to promote the option of a formal payment arrangement to pay the outstanding monies owed to the Town.

Payment arrangements are facilitated in accordance with section 6.49 of the *Local Government Act 1995*. When considering payment arrangements, the Town will consider all circumstances, applying the principles of fairness and integrity whilst complying with all statutory responsibilities.

A special payment arrangement must be negotiated to reflect a ratepayer's capacity to repay outstanding rates and contain the details of the agreed repayment schedule. In accordance with the 2020/21 Budget Resolution, any ratepayer experiencing financial hardship will not be charged an administration fee or penalty interest under a special payment arrangement.

The attached report (attachment 4) provides of an overview of the number of properties and total rates within debt recovery stage.

#### *Consultation*

Executive Manager of Corporate Services  
Manager of Administration and Finance  
Rates Officer  
Credit Clear Credit Solutions  
McLeod's Barristers & Solicitors

## **2. Writing off bad debts**

This report recommends Council to write off bad debts in accordance with section 6.12 (1) of the *Local Government Act 1995*, attributable to unpaid Parking Infringement Notices that have been outstanding for more than three (3) years.

While all reasonable efforts are made to recover aged debts, there are some, which for practical purposes will have to be written off. Section 6.12 (1) of the *Act* allows for debts to be written off by Council, and the Infringement Debt Management Policy gives delegated authority to the Chief Executive Officer to write off any uncollectable bad debts and advise Council accordingly.

#### Process of the Recovery of Parking Infringement Notices

- (i) Ranger Services issue infringement notices for contraventions of various Local Laws (i.e. Parking Local Laws) as well as the *Dog Act 1976* and the *Litter Act 1979*. Final notices are issued after a period of 28 days from the date of issue of the infringement notice, providing 14 days for payment.
- (ii) Parking Infringement Notices not paid are sent to the Fines Enforcement Registry for collection in accordance with the Infringement Debt Management Policy.
- (iii) Unpaid fines are kept on the registry for 8 years, however, Council has the discretion to withdraw fines before the 8 year period. We consider that a period of three years is sufficient for these debts to be actively pursued for collection after which it is proposed that unpaid fines will be written off.

There are circumstances where FER is unable to collect the infringement and withdraws the notices. The most common being insufficient information on the vehicle ownership file. Other reasons include the individual is deceased, it is uneconomical to enforce, or the corporation/business is no longer operational. In all these circumstances, the Registry recommends that the relevant Local Governments write-off the penalties as unrecoverable.

#### Parking Infringement Debtors Ledger

An analysis of the Infringements Debtors (subsidiary) Ledger in SynergySoft has identified 583 Parking Infringement Notices that total \$75,835.29 as at 1 August 2020. Of this amount, 64 infringement notices, totalling, \$10,589.85 have been outstanding for more than three (3) years. This listing is provided as confidential attachment 3, and it is recommended that the amount be written off in accordance with the Infringement Debt Management Policy.

#### *Consultation*

Executive Manager Corporate Services  
Senior Ranger  
WA Fines Enforcement Register

#### **Statutory Environment**

Sections 6.12 (1 (Power to defer, grant discounts, waive or write off debts) and 5.42 (Delegation of some powers and duties to CEO) of the *Local Government Act 1995* apply.

#### **Policy Implications**

Council has recently adopted an Infringement Debt Management Policy that deals with debt management for infringement notices. The Policy was specifically developed to outline the process for collection of infringements, referral to the Fines Enforcement Registry and the process to write off debt for overdue infringements.

#### **Financial Implications**

Infringement debtors raised before 1 July 2017 to be assigned a status of inactive and de-registered with FER - \$10,589.85

#### **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*

### 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 approve the write-off of infringements	Rare (1)	Moderate (3)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

### Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		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	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

### Comment

To improve financial internal controls, an itemised listing from the infringements module is produced monthly and reconciled to the parking debtors balance sheet account. A manual monthly balancing journal is prepared.

Pursuant to Council Policy, infringement debts over 3 years old are to be written-off, with a report to be provided to the Audit Committee or Council. There are 64 infringements totalling \$10,589.85. These infringements will not be de-registered with the Fines Enforcement Registry at the current time, meaning that the funds may still be recoverable.

A summary of rates debt recovery is also presented as Attachment 4. The outstanding rates ratio of 3.2% is favourable compared to the benchmark of 5%. This ratio excludes excess rates and deferred rates which are not due and payable. There are 29 property assessments totalling \$164k in rates arrears that are currently under debt recovery. This amount represents 51% of total rates outstanding as at 30 June 2020.

**12.1.3 OFFICER RECOMMENDATION**

**That Council:**

- 1. approve the write-off of all parking infringements pre-dating 1 July 2017 as per the schedule contained in Confidential Attachment 3, amounting to \$10,589.85, by absolute majority pursuant to Section 6.12 (1) of the *Local Government Act 1995* and Council's Infringement Debt Management Policy, which will impact the Statement of Comprehensive Income for the year ending 30 June 2020.**
- 2. receive the rates debt recovery summary presented as Attachment 4.**

### 2.1.10 Infringement Debt Management

<b>Type:</b>	Corporate Services – Financial Management
<b>Legislation:</b>	Local Government Act 1995
<b>Delegation:</b>	
<b>Other Related Document:</b>	Parking Infringement Appeals Policy 2.1.9

#### Objective

The objective of this policy is to outline the process for collection of infringements, the referral process to the Fines Enforcement Registry, and the process to write off debt for unpaid infringements.

#### Policy Scope

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

#### Policy

##### Parking Infringement Notices Process

Infringement notice is issued - 28 days to pay.

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

Appeals must be lodged within the 28 day period being the due date on the original infringement notice. The due date will not be amended irrespective of the appeal being received. If the appeal is received after the 28 day period, it will not be considered.

Unpaid Infringement Notices will be forwarded to the Fines Enforcement Registry (FER) to recover the outstanding infringement following the non-payment of a Final Notice. Prior to an infringement being referred to FER, a list (generally monthly) will be prepared for the Senior Ranger to review and authorise.

##### Fines Enforcement Registry (FER)

Amounts that remain outstanding past the prescribed due date of the Final Demand will be referred to the Fines Enforcement Registry, and will result in additional fees and charges. The debt will remain active with Fines Enforcement for a period of three (3) years, after which it will be written off under delegated authority. Infringements are required to be manually written off via the FER portal.

##### Interstate and International Drivers

If an infringement remains unpaid within a financial year, infringement notices may be withdrawn by delegated authority if the driver of the vehicle has been identified as being from interstate or overseas.

##### Management Reporting

The monthly financial report to Council is to include the balance of Parking Infringements receivable.

Each year a report (including the Parking Infringements Status Summary Report) is to be submitted to the Audit Committee identifying total infringements outstanding by 1, 2 and 3 years. Fines outstanding greater than three years will be referred to Council for information advising the amount written off by the Chief Executive Officer under delegation.

#### **Financial Hardship**

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

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

#### **Roles and Responsibilities**

- Ranger Services shall be responsible for the issuance of Infringement Notices under Delegation Authority DA21.
- The Rates Officer shall be responsible for the maintenance of the Infringement record within the Town's enterprise system, the issuance of the Final Demand Letter, the production of the list for the Senior Ranger of infringements to be referred to FER, and the processing of write offs once approved under delegated authority .
- The Executive Manager Corporate Services shall be responsible for referring matters to Council in regards to this Policy and the collection of outstanding Infringements.
- The Manager Administration and Finance shall be responsible for the review and monitoring of the operations of this Policy.
- The Corporate Services Team shall be responsible for the day-to-day operations of this policy.

<b>Responsible Directorate:</b>	Corporate Services
<b>Reviewing Officer:</b>	Manager Administration and Finance
<b>Decision making Authority:</b>	Council
<b>Policy Adopted:</b>	18/09/18
<b>Policy Amended/Reviewed:</b>	20/08/19, 17/09/19
<b>Former Policy No:</b>	4.4.3

### 2.1.7 Debt Collection

<b>Type:</b>	Corporate Services – Financial Management
<b>Legislation:</b>	Refer to References
<b>Delegation:</b>	DA76 Write Off Debt
<b>Other Related Document:</b>	

#### Objective

The purpose of this policy is to outline the Town of East Fremantle process for efficient and effective management of outstanding Debtor Accounts and Rates and Service Charges.

#### Policy Scope

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

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

#### Definitions

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

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

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

**Financial Hardship** A person in a situation of vulnerability may have low income or, as a result of their circumstances, be experiencing a financial shock, leading to difficulties in paying rates by the due date. This can take the form of 'payment difficulties' or 'financial hardship'.

## Policy

### 1. Recovery of Sundry Debtor Accounts

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

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

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

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

### 2. Recovery of Rate and Service Charges

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

***Amounts that remain outstanding past the prescribed due date may have interest applied***, up to a maximum interest rate of 11% per annum as set annually by Council as part of the Annual Budget. Interest is calculated on the number of days from the due date of payment until the day the payment is received by the Town of East Fremantle. This includes overdue amounts where the rate payer has elected to pay by an instalment option.

#### ***Accounts unpaid by the due date shown on the Rate Notice***

Where accounts remain outstanding after the prescribed due date, a Final Notice shall be issued requesting full payment within fourteen (14) days.

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

#### ***Accounts unpaid after the expiry date shown on the Final Notice***

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

#### ***Seizure of Rent for Non Payment of Rates***

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

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

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

***Options to recover rates debt where rates are in arrears for in excess of three (3) years.*****(i) Lodging a Caveat on the Title for Land**

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

**(ii) Sale of Property**

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

**3. Write off Debts**

The Chief Executive Officer and the Executive Manager Corporate Services have the authority to write-off individual debts up to \$500.00 in accordance with Delegation DA76 – Write off Debt, excluding late payment interest and Service Charges applicable to the Emergency Services Levy.

**4. Financial Hardship**

While evidence of hardship will be required, the Town recognises that not all circumstances are alike. The Town will consider a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment.
- Sickness or recovery from sickness.
- Low income or loss of income.
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers will be required to provide information about their individual circumstances that may be relevant. This includes demonstrating a capacity to make some payment where possible and entering into a formal payment arrangement. The Town will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with all statutory responsibilities.

**5. Payment Arrangements**

Payment arrangements are facilitated in accordance with *Section 6.49 of The Local Government Act 1995* and will be offered to rate payers in circumstances evident of financial hardship. A special payment arrangement must be negotiated to reflect a ratepayer's capacity to repay outstanding rates and contain the details of the agreed repayment schedule.

**These special payment arrangements will include the following:**

1. It is the responsibility of the ratepayer to ensure that the agreed payment amounts are paid on or before the agreed due date.
2. The Town of East Fremantle requires full payment of the outstanding rates by the end of the financial year.
3. If a ratepayer requires an extension on this timeframe an end date must be negotiated and approved by the Executive Manager Corporate Services.
4. The ratepayer will be responsible for informing the Town of any change in circumstance that jeopardises the agreed repayment schedule.

Where a ratepayer meets the Financial Hardship Criteria and on the provision that all rates arrears are paid in full payment arrangements will incur a \$0 administration fee and the Town reserves the right to waive late penalty interest, excluding the late payment interest and Service Charges applicable to the Emergency Services Levy.

For the purpose of recovering rates and service charges, where a rate payer has not made payment arrangements for overdue rates and service charges or maintained an agreed repayment schedule they may be subject to the Towns debt recovery procedures outlined in this policy .

## 6. Management Reporting

### *Rates Debtors:*

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

### *Sundry Debtors:*

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

### *Roles and Responsibilities*

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

## 7. Legislation

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

<b>Responsible Directorate</b>	Corporate Services
<b>Reviewing Officer</b>	Executive Manager Corporate Services
<b>Decision Making Authority</b>	Council
<b>Policy Adopted</b>	18/9/18
<b>Policy Amended/Review:</b>	19/2/19, 17/9/19, 21/04/20
<b>Former Policy No:</b>	4.4.2

Debt Recovery Stage	Number of Assessments	Total Amount Outstanding	Current	Arrears 1 -2 Years	Arrears 3-4 Years	Arrears 5 Years +
Payment Arrangements	15	73,544	46,219	27,325		
Debt Recovery Agent	4	25,062	16,422	8,641		
Court Proceedings	10	148,811	20,746	46,671	38,980	42,413
	<b>29</b>	<b>247,417</b>	<b>83,387</b>	<b>82,637</b>	<b>38,980</b>	<b>42,413</b>
			<b>34%</b>	<b>33%</b>	<b>16%</b>	<b>17%</b>
Total Amount 'Arrears' under Debt Recovery		164,029				
Total Rates/ESL/Rubbish outstanding as at 30 June 2020 (Exc. Excess Rates and Deferred Rates)		<b>320,318</b>				
% of total rates outstanding under debt recovery		51%				
Total Rates/ESL/Rubbish levied and arrears 1 July 2019		<b>10,020,410</b>				
Outstanding rates ratio 30 June 2020 (Benchmark 5%)		3.20%				

#### 12.1.4 CSRFF Annual and Forward Planning Grants 2020 Application Assessment

<b>File ref</b>	R/RSO9
<b>Prepared by</b>	Karen Dore, Coordinator Community Engagement
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date</b>	18 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Project Assessment Sheet 2. East Fremantle Oval Redevelopment Application (final draft)

##### **Purpose**

Council is required to endorse the one Community Sports and Recreation Facilities Fund (CSRFF) grant application received.

##### **Executive Summary**

CSRFF Annual and Forward Planning funding for the 2021/22 – 2023/24 Triennium, through the Department of Local Government, Sport and Cultural Industries (DLGSCI) is currently open. Part of the application procedure is for all submissions to be assessed by the Local Government Authority (LGA) and ranked in order of priority. The applications are then forwarded to DLGSCI for their consideration. The deadline for these applications to be received by DLGSCI is Friday 11 September 2020.

One application has been received.

##### **Background**

DLGSCI notified sporting clubs and local governments of the opening of this funding round, via email on 21 May 2020.

The Town of East Fremantle followed up this notification with local clubs on 16 June 2020 to further advise of the closing date for LGA submission.

##### **Consultation**

Department of Local Government, Sport and Cultural Industries  
Executive Manager Corporate Services  
Executive Manager Regulatory Services

##### **Statutory Environment**

Not applicable.

##### **Policy Implications**

Nil.

##### **Financial Implications**

The grant is seeking a \$2 million dollar contribution from Community Sports and Recreation Facilities Fund (CSRFF) program.

Council's potential financial commitment may be up to \$5 million dollars under the proposed funding model.

Proposed funding model:

Council funds	\$ 5,000,000
<b>CSRFF</b>	<b>\$ 2,000,000</b>
Lotterywest	\$ 2,166,250
Other	\$16,050,000
<b>Total</b>	<b>\$25,216,250</b>

**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**

- 1.1.1 Facilitate or partner to ensure a range of quality services are provided at a local level

**1.2 Inviting open spaces, meeting places and recreational facilities**

- 1.2.1 Provision of adequate recreational, sporting and social facilities

**Site Inspection**

Nil.

**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 not consider the application.	Unlikely (2)	Major (4)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	Accept Officer Recommendation

**Risk Matrix**

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		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.

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

**Comment**

The LGA is required to rank the priority of all applications received and also rate them against the following criteria:

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

***CSRFF Annual & Forward Planning Grants Application – East Fremantle Oval Redevelopment***  
(refer to Assessment, Attachment 1)

- Ranking: 1 of 1
- Rating: A

**12.1.4 OFFICER RECOMMENDATION**

**That Council:**

- 1. endorses a Priority 1 ranking for the East Fremantle Oval Redevelopment application; and**
- 2. request the Chief Executive Officer to submit this outcome to the Department of Local Government, Sport and Cultural Industries.**

## PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

<b>Name of Local Government Authority:</b> Town of East Fremantle
<b>Name of Applicant:</b> Town of East Fremantle

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

### Section A

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

#### All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, what approvals are still outstanding?	Development Approval Building Approval Demolition Approval

#### Project Rating (Please tick the most appropriate box to describe the project)

A	Well planned and needed by municipality	<input checked="" type="checkbox"/>
B	Well planned and needed by applicant	<input type="checkbox"/>
C	Needed by municipality, more planning required	<input type="checkbox"/>
D	Needed by applicant, more planning required	<input type="checkbox"/>
E	Idea has merit, more planning work needed	<input type="checkbox"/>
F	Not recommended	<input type="checkbox"/>

**Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes**

<p>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</p> <p>Council has incorporated loan borrowings into its Long term Financial Plan.</p>
<p>2. A) If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner? B) If a council application: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p> <p>Council is fully aware of the ongoing operating costs, as outlined in the Business Plan. The Town of East Fremantle has the capacity to service these costs into the future, and should the facilities run at a deficit Council will meet the shortfall. User groups will contribute to the ongoing costs of operations through their existing and ongoing income streams.</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p> <p>Nil additional comments.</p>

Signed

Position Chief Executive Officer

Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 11 September 2020**. Late applications cannot be accepted in any circumstances.

### DLGSC OFFICES

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#### KIMBERLEY – Kununurra

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#### WHEATBELT - Northam

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#### WHEATBELT – Narrogin

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Telephone (08) 9690 2400  
[wheatbelt@dlgsc.wa.gov.au](mailto:wheatbelt@dlgsc.wa.gov.au)

## 12.2 COMMUNITY

### 12.2.1 Climate Action Reference Group Expressions of Interest Review

<b>File ref</b>	H/CCAP
<b>Prepared by</b>	Connor Warn, Waste and Sustainability Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting Date:</b>	18 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Summary of applicants for Climate Action Reference Group

#### **Purpose**

The purpose of this report is for Council to consider the Expressions of Interest submitted for the Climate Action Reference Group (CARG) and to endorse the membership for the CARG.

#### **Executive Summary**

The CARG will be a community led reference group whose purpose is to assist in identifying targets, corporate and community projects as well as actions that the Town can undertake with community and local businesses to build the community's capacity to identify and address (where practicable) climate-based issues. The CCAP will act as a reference point for Council on climate change related matters, develop strategies for the reduction of community-wide greenhouse gas emissions and investigate ways to prepare the community and Council to mitigate and adapt to the impacts of climate change.

#### **Background**

On 19 November 2019 at the Ordinary Council meeting, Council recognised the Climate Emergency and supported the call to action for all levels of government in the goal of minimising the impacts of climate change.

On 25 February 2020 at the Annual Electors' meeting, a resolution was passed to develop a CCAP. At the subsequent Council meeting, Council resolved to support the development of a CCAP. On the 16 June, Council accepted the Terms of References for the CARG and authorised the CEO to call for nominations to appoint up to 10 community/expert members. On the 18 June the Town released the Expressions of interest (EOI) for community members to make application to the CARG.

#### **Consultation**

The terms of reference for the CARG were presented to Council at the June Ordinary Council Meeting and once accepted were advertised with the EOI on the Town Website. The Town also advertised the EOI in the Fremantle Herald newspaper, the Town's monthly E – News, on the Town's Facebook page and Town of East Fremantle Instagram profile. The expression of Interest was open to the public for 23 days and resulted in 9 applicants.

#### **Statutory Environment**

Nil.

#### **Policy Implications**

Nil.

### Strategic Implications

Town of East Fremantle Strategic Community Plan 2017-2027:

#### **Strategic Priority 4: Natural Environment**

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

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

### Site Inspection

Not applicable.

### Comment

Members of CARG will assist in identifying targets, actions and projects for the Town to investigate for both Council and Community. These actions will strive to mitigate environmental impacts and adapt the community of East Fremantle to the future effects of climate change in the Town.

The expressions of Interest process was open to the public for 23 days and resulted in 9 applicants. The application process attracted a wide variety of enthusiastic residents and community members from the wider Perth area. The Town received interest from individuals with varied levels of experience in the areas of science and the environment. The applicants have varying levels of engagement with the local community. The applicants include a robust cohort of individuals which are considered to include a variety of skills which will assist the Town in developing the CCAP. A summary of the applicants is attached.

The expressions of interest submitted for the Climate Action Reference Group are presented to Council for consideration. It is recommended based on the ability of applicants and their robust skill set that all nine applicant are nominated and appointed to the Climate Action Reference Group.

#### **12.2.1 OFFICER RECOMMENDATION**

**That Council:**

- 1. accept and appoint the following nine applicants as members of the Climate Action Reference Group:**
  - **Christine Finlay**
  - **Duanne Ginger**
  - **Fraser Maywood**
  - **Leigh Nicholas**
  - **Maureen Flynn**
  - **Miles Dracup**
  - **Paul Van der Beeke**
  - **Rebecca James**
  - **Wendy Wisniewski**
- 2. instruct the CEO to advise the nine applicants of their appointment to the Climate Action Reference Group.**

**EXPRESSIONS OF INTEREST – CLIMATE ACTION REFERENCE GROUP**Summary of Applicants in order**1. Christine Finlay**

- Lives outside East Fremantle.
- PhD on moral panic and climate change as a social problem.
- Years of experience in community engagement and vast knowledge in the area of engaging with residents.
- Has access to cutting edge research including many living lab examples in Fremantle. Can attain academic papers from demand driven research projects, including Josh's House, White Gum Valley, Fremantle Precinct Project, ReNEW Nexus and the Living Lab.

**2. Duanne Ginger**

- Local Resident
- Environmental and sustainability professional (~20 years' experience)
- Passionate about environmental and sustainability issues. Interested in the development of policies and strategies to understand and manage the associated impacts of climate change.
- Advocate for environmental management and sustainability within the workplace and wider community.

**3. Fraser Maywood**

- Local Resident
- Engineer, project manager and business manager.
- Has previously presented on climate and ecology crisis.
- Interest in climate crisis and working with local government to develop solutions to climate change while also lobbying state and federal government on systemic change.

**4. Leigh Nicholas**

- Local Resident
- Background in Earth Science and Energy Economics.
- New resident to the Town of East Fremantle and interested in taking action on climate change in the local community. Keen to learn more about local climate change mitigation opportunities and contribute to their implementation at a local level.

**5. Maureen Flynn**

- Local Resident
- Interest in climate change and community education/awareness in relation to the effects of climate change.
- Assisted in the campaigning for the transition to a carbon free economy since 2014.
- Involved in various community groups in the Town and happy to provide knowledge of community engagement to the reference group.

**6. Miles Dracup**

- Local Resident
- PhD (Plant Science), Bachelor Environmental Impact Assessment, Bachelor Agricultural Science (Hons), Bachelor Science (Botany).
- Independent consultant specialising in environment, water and sustainability management.

- Long standing concern over greenhouse gas emissions and climate change and keen desire for local mitigation and adaptation action.

**7. Paul Ven der Beeke**

- Lives outside East Fremantle.
- PhD in Chemistry
- Long standing interest in climate change and the associated physical effects.
- Interested in the adaptation methods required at a global and local level.
- Environmental Consultant (~30+ years)

**8. Rebecca James**

- Local Resident
- Bachelor of Science double major (Environmental Science: Population, Resources & Technology) (~25 years' experience).
- Current Environmental Advisor for Fremantle Ports (climate mitigation/adaptation strategies).
- Founder of East Fremantle Farm and has been involved in various community groups within the Town.

**9. Wendy Wisniewski**

- Local Resident
- Representative of the Friends of East Fremantle Foreshore Group.
- Longstanding interest in sustainable living, educating and inspiring others to reduce their environmental footprint.
- Member of International Environmental Forum and various contacts in the area of climate change and sustainability.
- Previously organised Clean Up Australia Day events as well as tree planting projects in the Town.

## 12.3 GOVERNANCE

### 12.3.1 Fremantle Library Funding Agreement

<b>File ref</b>	H/CFL1
<b>Prepared by</b>	Janine May, EA to CEO
<b>Supervised by</b>	Gary Tuffin, CEO
<b>Meeting Date</b>	18 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Draft Service Agreement for Public Library Services

#### **Purpose**

To consider and authorise the execution of the City of Fremantle's draft Service Agreement for Public Library Services.

#### **Executive Summary**

The proposed Agreement has been amended to reflect changes recommended by the CEO and elected members and it is now recommended for execution.

#### **Background**

On 21 May 2019 it was resolved:

1. *That Council:*
  - (a) *make provision of \$150,000 in the 2019/20 Budget for library services*
  - (b) *authorise the Chief Executive Office to negotiate with the City of Fremantle regarding the preparation of a new 5 year Library Services Agreement based on the membership model (excluding parking permits)*
2. *A further report be provided to Council seeking endorsement of the final agreement prior to execution.*

The drafting of the Agreement was initially delayed awaiting inclusion of the Library Board of WA as a third party. Following a number of requests to progress this matter, the City of Fremantle agreed to proceed without the Library Board of WA. The draft Agreement was received in June 2020 and circulated to elected members for comment. The CEO met with City of Fremantle officers on 24 July 2020 to further discuss the agreement.

Following this meeting and in accordance with feedback from elected members, the CEO proposed the following amendments:

- Library Operating costs definition – additional wording
- Temporary closure – minor amendment (one –exclusion negligent act by City).
- Annexure A - Item 4 (requested 6 monthly reporting)
- Annexure B – provided further wording around annual contribution calculation

These amendments were accepted by City of Fremantle. They have proposed one further minor change to the reporting section to note that while they will provide advice on the forthcoming year's payment in March, they will also confirm once the budget has been adopted.

---

## Consultation

Elected Members  
City of Fremantle

## Statutory Environment

*Library Board of Western Australia Act 1951*

## Policy Implications

Nil.

## Financial Implications

An allocation of \$150,000 has been made in the 2020/21 Budget

The agreement provides the following method for determining the annual contribution;

*“The contribution shall be calculated using the contribution formula below, based on the budgeted operating costs at the start of the Financial Year. At the end of financial year an adjustment is to be made to account for the actual operating costs incurred. If the actual end of financial year operating costs are higher than budgeted, an additional contribution will be required from the Town, and if the operating costs are under budget, a credit will be provided against next year’s annual Contribution.*

*A 10% ceiling will apply to any annual contribution increases from the prior year. Any proposed claim above this would require the written agreement of the Town, which may or may not be accepted. In addition, any proposed substantial increase must be supported with relevant information so a determination can be made by the Town to accept or reject any increase above 10%.*

*Annual Contribution formula -*

$$\frac{\text{Active Members* (Town of East Fremantle)} \times \text{Library Operating Costs (Budgeted)}}{\text{Active Members* (Total)}}$$

*\*The Active Members will be calculated as at 1 July each financial year.*

**Active Member** - means any Member that has used the library in the preceding 12 months.”

## 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**

- 1.1.1 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

## Site Inspection

Not applicable.

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### 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)
Possible reduction in services	Possible (3)	Insignificant (1)	Low (1-4)	REPUTATIONAL Substantiated, low impact, low news item	Accept Officer Recommendation

### Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		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	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

### Comment

The term of this Agreement is 5 years from the commencement date to 30 June 2025, which may by written agreement of the parties be extended for a further 5 year term.

It is considered this new library agreement clearly outlines the obligations of each party for the continued shared library services with the City of Fremantle, and it is therefore recommended authority be granted to execute the new (funding) agreement.

#### 12.3.1 OFFICER RECOMMENDATION

##### That Council:

1. enter into a new 5 year Service (Funding) Agreement with the City of Fremantle for the provision of Public Library Services.
2. authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the Library Service Agreement, as presented.

**SERVICE AGREEMENT  
FOR PUBLIC LIBRARY SERVICES**

Between  
**CITY OF FREMANTLE**  
And  
**TOWN OF EAST FREMANTLE**

**Details**

**PARTICIPANTS**

**City of Fremantle**

of PO Box 807, Fremantle, Western Australia 6959

Contact: Chief Executive Officer

Phone: 9432 9766

Email: [info@fremantle.wa.gov.au](mailto:info@fremantle.wa.gov.au)

Facsimile: 9430 4634

**(City)**

**Town of East Fremantle**

of PO Box 1097, Fremantle, Western Australia 6959

Contact: Chief Executive Officer

Phone: 9339 9339

Email: [admin@eastfremantle.wa.gov.au](mailto:admin@eastfremantle.wa.gov.au)

Facsimile: 9339 3399

**(Town)**

**BACKGROUND**

- A Since the 1950s, the Library Board of Western Australia (**Library Board**) has delivered public library services through the State Library of Western Australia (**SLWA**) in partnership with local governments. The *Library Board of Western Australia Act 1951* provides the governing legislation in which local governments operate public libraries in partnership with the State Government.
- B Until 2015, the provision of public library services in Western Australia was governed by a Framework Agreement between State and local governments. In 2017 the Minister for Culture and the Arts released the WA Public Libraries Strategy to establish strategic priorities for public library service development in Western Australia.
- C The City and Town have partnered to deliver library services to their communities as participating bodies under the *Library Board of Western Australia Act* since 1955. Agreements for this purpose between the City, the Town and the Library Board remained in place until 2012, when the agreement lapsed pending local government amalgamations, which then never eventuate. In 2019 a Letter of Intent was signed by the City and the Town, indicating their intent to continue to partner for the provision of library services by the City to the Town, in consideration of an annual contribution being paid to the City by the Town.
- D The Parties enter into this Agreement to record the terms and conditions of their agreement for the City to provide the residents of the Town with access to the City's library services.

# Agreed terms

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## 1. DEFINITIONS

### 1.1 Definitions

In this Agreement unless the context otherwise requires:

**Act** means the *Library Board of Western Australia Act 1951*.

**Active Member** means any Member that has used the library in the preceding 12 months.

**Agreement** means this document, including each Annexure, as varied, novated or replaced from time to time.

**Business Day** means any day except a Saturday, Sunday or a public holiday in Perth, Western Australia.

**City** means the City of Fremantle.

**City of Fremantle Obligations** means the City's obligations as specified in **Annexure A**.

**Commencement Date** means the date that the last of the Parties executes this Agreement.

**Contribution** means the financial contribution to be paid by the Town to the City under this Agreement, for the provision of the Library Services to the Town's residents, as calculated in accordance with **Annexure B** of this Agreement.

**Framework Agreement** means the framework agreement for the provision of public library services in Western Australia between the State and Local Government and dated 20 December 2004.

**Further Term** means the further term specified in **clause 8** of this Agreement;

**Initial Term** means the term specified in **clause 7** of this Agreement.

**Letter of Intent** means the letter of intent sent by the City to the Town dated 24 June 2019 and executed by the Parties.

**Library** means the Fremantle Library.

**Library Board** means the Library Board of Western Australia constituted under the Act.

**Library Materials** means library resources regardless of format and includes books, ebooks and DVDs.

**Library Operating Costs** means all costs associated with the delivery of Library Services and operations, being employment of person such as salaries, wages, allowances, benefits such as vehicle and superannuation, employment expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, supply of goods and materials, book stock, renewal expenses (e.g. book shelves, digital media), purchase and/or licensing of digital stock (e.g. e-books) legal expenses, consultancy, maintenance agreements,

building maintenance, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, and rental leases, utility costs, statutory fees and taxes, but excludes non-cash and capital cost. .

**Library Services** means the products and services to be provided by the City as described in **Annexure A** of this Agreement.

**Loss** means any loss, damage, liability, lawsuit, action, proceeding, cost or expense.

**Member** means any person who is currently a member of the Library.

**Party** means each of the City of Fremantle and the Town of East Fremantle as the context requires and Parties means both of them.

**Prescribed Rate** means a rate of interest equal to the rate for the time being prescribed as the maximum rate of interest that may be set for the purposes of section 6.13 of the *Local Government Act 1995*.

**State Library of Western Australia (SLWA)** means the State Government agency that administers the functions of the Library Board as provided for in the Act.

**Term** means the Initial Term and any Further Term granted under this Agreement.

**Town** means the Town of East Fremantle.

**Town of East Fremantle Obligations** means the Town's obligations as specified in **Annexure B**.

**WALGA** means the Western Australian Local Government Association established under the *Local Government Act 1995*.

**Written Law** has the same meaning given to that term in the *Interpretation Act 1984*.

## 1.2 Interpretation

In this Agreement unless the contrary intention appears:

- (a) headings, underlines and numbering do not affect the interpretation or construction of this Agreement;
- (b) words importing the singular include the plural and vice versa;
- (c) \$ or dollars is a reference to the lawful currency of Australia;
- (d) references to parts, clauses, parties, annexures, exhibits and schedules are references to parts and clauses of, and parties, annexures, exhibits and schedules to, this Agreement;
- (e) no rule of construction shall apply to the disadvantage of a Party on the basis that that Party was responsible for the preparation of this Agreement or any part of it;
- (f) a reference to any thing (including any real property) or any amount is a reference to the whole and each part of it;
- (g) a reference to a Party includes their personal representatives, successors and lawful assigns; and

- (h) the Schedule and Annexures (if any) form part of this Agreement.

## **2. PROVISION OF LIBRARY SERVICES**

- (1) The City agrees to provide the residents of the Town access to the Library Services for the Term, in return for the annual Contribution.
- (2) Subject to the terms of this Agreement, the City agrees to use its best endeavours to operate and develop the Library Service for the continued benefit of the diverse communities of both the City and the Town.
- (3) The Town agrees to pay the annual Contribution to the City for the duration of this Agreement.

## **3. CITY'S OBLIGATIONS**

The City agrees to comply with the City of Fremantle Obligations as specified in **Annexure A** to this Agreement.

## **4. TOWN'S OBLIGATIONS**

The Town agrees to comply with the Town of East Fremantle Obligations as specified in **Annexure B** to this Agreement.

## **5. TEMPORARY CLOSURE OF LIBRARY**

- (1) The Parties acknowledge and agree that the City may temporarily close or restrict access to the Library and the Library Services to –
- (a) remove or address any unsafe situations;
  - (b) manage emergency, critical or hostile incidents;
  - (c) respond to changes in weather, fire, or security conditions;
  - (d) respond to health or safety concerns;
  - (e) undertake urgent maintenance or repairs; or
  - (f) relocate the Library to new or other premises.
- (2) In the event of a temporary closure or restricted access to the library, subject to paragraph 5(1);
- (a) The Town will not be entitled to any form of compensation or any refund of its Contribution, or any part thereof; unless
    - (i) The closure is due to a foreseeable negligent act by the City which cannot be mitigated; and
    - (ii) Is temporarily closed or access restricted for a period greater than 30 days.

## 6. WA PUBLIC LIBRARIES GOVERNING LIBRARY AGREEMENT

The Parties acknowledge and agree that –

- (a) a high level agreement for the State-wide provision of public library services by State and local governments in Western Australia is currently being drafted by the SLWA and is proposed to be signed by the Minister for Culture and the Arts, President of WA Local Government Association, the Chairman of the Library Board and the President of Local Government Professionals Australia (WA) (**Governing Public Library Services Agreement**);
- (b) this Agreement will sit under the Governing Public Library Services Agreement;
- (c) any negotiations with other parties in relation to the Governing Public Library Services Agreement and any requirements under that agreement will be conducted by the City in consultation with the Town;
- (d) within a reasonable time of the Governing Public Library Services Agreement being executed –
  - (i) the City will give notice to the Town of any consequential variations to the terms and conditions of this Agreement required to comply with the Governing Public Library Services Agreement (**Notice of Variation**);
  - (ii) the Town must within 14 days of request by the City enter into a deed of variation of this Agreement prepared by the City, which will vary this Agreement to incorporate the consequential variations to the terms and conditions of the Agreement as detailed in the City's Notice of Variation; and
  - (iii) if the Governing Public Library Services Agreement or any amendment to a Written Law during the Term requires the Library Board to be a party to this Agreement, the Parties agree to amend and/or vary this Agreement to add the Library Board as a party to this Agreement.

## 7. TERM

The term of this Agreement is 5 years from the Commencement Date to 30 June 2025.

## 8. FURTHER TERM

By written agreement of the Parties, this Agreement may be extended for a further 5 year term.

## 9. REVIEW AND MODIFICATION PROCESS

- (1) A review of this Agreement will be initiated by the City 3 years after the Commencement Date and the City will provide a report with its recommendations to the Council of the City and the Council of the Town.
- (2) If either Party requires a further review of the Agreement prior to agreeing to extend the Agreement for the Further Term, notification must be provided in writing to the other Party by 30 June 2024, to allow for negotiations to commence at least 6 months before the expiry of the Initial Term.

- (3) This Agreement may not be modified, amended or varied except by a document in writing signed by or on behalf of each of the Parties.

#### **10. AUTHORITY**

Each Party enters into this Agreement under the authority of its Council.

#### **11. INDEMNITY**

- (1) The Town must indemnify and keep indemnified the City against any Loss incurred by the City arising out of or in connection with any default by the Town in the due and punctual performance, observance or compliance its covenant and obligation to pay the Contribution under this Agreement.
- (2) Each Party must indemnify and keep indemnified the other Party (including its Council members, employees, agents, contractors, licensees, invitees or representatives) from and against all Loss incurred or suffered by or brought against any of those indemnified, to the extent that the Loss was caused or contributed to by any tortious or wrongful act or omission by the first mentioned Party or any of its Council members, employees, agents, contractors, licensees, invitees or representatives.

#### **12. DISPUTE RESOLUTION PROCESS**

In relation to any matter that may be in dispute between the Parties in relation to this Agreement:

- (a) if a dispute or difference arises between the Parties out of or in connection with this Agreement, the affected Party must give written notice of the dispute to the other Party identifying the dispute or difference and providing details of it;
- (b) the Parties must attempt to resolve a dispute by working in good faith with a view to achieve mutually agreeable outcomes;
- (c) if the dispute is not resolved between the Parties within 14 days of a notice under clause 12(a) being given, the Parties must endeavour to settle the dispute by mediation to be conducted by a mediator independent of the Parties, appointed by agreement of the Parties within 35 days of a notice in clause 12(a) being given or, failing agreement, by a person appointed by the President of the Law Society of Western Australia or her or his nominee; and
- (d) it is a condition precedent to the right of any Party to arbitrate or litigate a dispute under this Agreement that it first has complied with the negotiation and mediation process in accordance with this clause.

#### **13. TERMINATION**

- (1) This Agreement may be terminated at any time by the written agreement of the Parties.
- (2) Prior to terminating this Agreement it is intended that, where possible and appropriate, the Parties use mechanisms provided within this Agreement including but not limited to clause 12 (Dispute Resolution clause) and clause 9 (Review and Modification Process) to address and resolve any issues that may exist between the Parties.

**14. NOTICES**

- (1) Any notice, direction or other communication which must or may be given in connection with this Agreement –
- (a) must be in writing in order to be valid;
  - (b) is sufficient if executed by the Party giving the notice or on its behalf by any, duly authorised employee or solicitor of that Party;
  - (c) in order to be valid must be given to a Party as follows -
    - (i) delivered or sent by prepaid post to, or left at, the 'notice details' address of that Party as set out in this Agreement;
    - (ii) sent to the facsimile number of that Party as set out in this Agreement;
    - (iii) sent to the email address of that Party; or
    - (iv) delivered or sent to another address or facsimile number as is notified in writing by that Party to the other Parties from time to time; and
  - (d) if given in accordance with clause 14(1)(c), will be deemed to take effect -
    - (i) in the case of prepaid post, on the second business day after the date of posting;
    - (ii) in the case by email, on receipt of return email from the recipient acknowledging receipt of the email;
    - (iii) in the case of facsimile, on receipt of a transmission report from the sending machine confirming successful transmission; and
    - (iv) in the case of delivery by hand, on delivery.

**15. COSTS OF THIS AGREEMENT**

Each Party is to pay its own legal costs in relation to the preparation, negotiation and execution of this Agreement.

**16. FURTHER ASSURANCE**

The Parties must promptly do everything reasonably necessary, including signing further documents, to give full effect to this Agreement.

**17. WAIVER**

- (1) Any waiver or relinquishment of the performance of any term or condition of this Agreement, will be effective only if made in writing and executed by or on behalf on the Party granting the waiver.
- (2) No waiver of any one breach of any term or condition of this Agreement is to operate as a waiver of any other breach of the same or other term or condition of this Agreement.

**18. DISCRETION NOT FETTERED**

Nothing in this Agreement is to fetter or is to be construed as an attempt to fetter the discretion or the powers of the City or the Town under any Written Law.

**19. RELATIONSHIP OF PARTIES**

The Parties acknowledge and agree that no relationship of partnership, agency or employment is expressly intended or to be implied into this Agreement.

**20. ENTIRE AGREEMENT**

The Parties agree that this Agreement constitutes the whole and entire agreement between them with respect to the provision of Library Services by the City to the Town's residents and supersedes all previous negotiations and agreements written or oral.

**21. SEVERABILITY**

In the event of part of this Agreement being or becoming void or unenforceable then that part is to be severed from this Agreement with the intention that the balance of this Agreement is to remain in full force and effect, unaffected by the severance.

**22. LAWS OF WESTERN AUSTRALIA APPLY**

This Agreement is to be construed and interpreted in accordance with the laws of the State of Western Australia and the Parties agree to submit to the jurisdiction of the courts of that State and of courts competent to hear appeals from them.

## Signing page

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Executed by the Parties as an agreement.

Signed:

**THE COMMON SEAL** of **THE TOWN OF EAST FREMANTLE** was affixed in the presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
(Print full name)

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
(Print full name)

The **COMMON SEAL** of the **CITY OF FREMANTLE** was affixed by authority of a resolution of the Council in the presence of:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
(Print Full Name)

**ANNEXURE A****CITY OF FREMANTLE OBLIGATIONS****1. Library Services**

- 1.1 The City will provide to the Western Australian public, free of charge, the following core library products and services -
- 1.1.1 entrance to the Library building – including occupation of general public spaces within the building during general opening hours;
  - 1.1.2 free membership of the statewide library system for all Western Australians;
  - 1.1.3 loans and renewals of items from the general lending collections of the Library;
  - 1.1.4 access to the information and other resources of the Library for use on the Library premises – includes public access to the internet for research and accessing information content but may exclude personal transactions, use of email and other communication modes that may be considered value added;
  - 1.1.5 access to local public library catalogues, to the statewide catalogue, to online databases, ebooks and access to the SLWA website – includes provision of the necessary means of access (hardware and infrastructure) and basic assistance by staff as well as introductory training for library clients in the use of local and statewide catalogues and electronic resources;
  - 1.1.6 assistance in the use of the Library and provision of basic reference/information services – includes assistance to identify and locate Library materials (by any appropriate means) within the library or from other sources and assistance to identify, retrieve and make available, relevant information (by any appropriate means) in response to requests for information by Library Members; and
  - 1.1.7 provision of an interlibrary loans service to the community through participation in a statewide service. Loans must as a minimum include items purchased with state government funds;
- 1.2 In addition, where the following are currently provided or introduced in response to community needs and expectations, the City will use its best endeavours to continue to provide the following services to the Western Australian public, free of charge -
- 1.2.1 access to any assistive technology or devices designed to provide equity of access to library collections by people with disabilities, for example, magnifiers, text scanners, large print screen displays and voice output;
  - 1.2.2 provision of basic library programs that -
    - 1.2.2.1 educate the general community or sections of the community about the availability and nature of public library services;
    - 1.2.2.2 train clients to develop skills and increase the knowledge necessary to access Core Library Products and Services;

1.2.2.3 directly support or foster literacy by facilitating the development of language acquisition and the acquisition of reading skills, e.g. story times, family literacy programs;

1.2.2.4 facilitate equity of access to library resources and Core Library Products and Services by particular segments of the community who may experience barriers to using a library, such as seniors, Aboriginal and Torres Strait Islander peoples, people with disabilities or those from non-English speaking backgrounds; and

1.2.3 outreach services that enable access to the library's collections, core services and programs, such as home delivery services, bulk loans to aged care facilities, schools, pre-schools and other community facilities within the local government area.

1.3 In addition, the City will -

1.3.1 deliver the better Beginnings Early Literacy Program on behalf of the State Library of WA to residents of the Town;

1.3.2 continue to provide membership of the Fremantle Toy Library for residents of the Town at the same membership rate as for City residents; and

1.3.3 continue to maintain and provide access to, the Town's local history resources.

## 2. Payments by the City -

2.1 The City will pay –

2.1.1 the cost of return carriage to the State Library, or other library, on library resources returned or exchanged; and

2.1.2 the cost of outward postage on library resources sent to other libraries to meet readers' requests.

## 3. Laws and Standards

3.1 In delivering the Library Services, the City must comply with -

3.1.1 all Written Laws, including but not limited to the *Library Board of Western Australia Act 1951* and the *Library Board (Registered Public Libraries) Regulations 1985*;

3.1.2 current standards and operating guidelines in -

3.1.2.1 *Guidelines, Standards and Outcome Measures for Australian Public Libraries*. Australian Library and Information Association, 2016; and

3.1.2.2 *People places: a guide for public library buildings in New South Wales*. 3<sup>rd</sup> edition. Library Council of NSW, 2012;

## 4. Reporting

4.1 The City is to provide to the Town a half yearly report of Library activities (members usage statistics & general information) and in March provide advice of the forthcoming year's Contribution amount. to be confirmed pending budget adoption.

## 5. Board Requirement

- 5.1 Under the *Library Board of Western Australia Act 1951* (section 15), the Library Board has a number of functions and powers in relation to participating bodies and libraries. In keeping with these functions and powers, the Library Board's approval must be sought for any agreement with a third party service provider and for the establishment, relocation, collaboration or closure of a library.

DRAFT

## ANNEXURE B

## TOWN OF EAST FREMANTLE OBLIGATIONS

The Town agrees to Pay the annual Contribution to the City for the provision of Library Services to their residents.

**Contribution**

1. The Town's Contribution is to be calculated in accordance with the provisions outlined below -

- 1.1. The contribution shall be calculated using the contribution formula below, based on the budgeted operating costs at the start of the Financial Year. At end of financial year an adjustment is to be made to account for the actual operating costs incurred. If the actual end of financial year operating costs are higher than budgeted, an additional contribution will be required from the Town, and if the operating costs are under budget, a credit will be provided against next year's annual Contribution.

A 10% ceiling will apply to any annual contribution increases from the prior year. Any proposed claim above this would require the written agreement of the Town, which may or may not be accepted. In addition, any proposed substantial increase must be supported with relevant information so a determination can be made by the Town to accept or reject any increase above 10%.

Annual Contribution formula -

$$\frac{\text{Active Members* (Town of East Fremantle)}}{\text{Active Members* (Total)}} \times \text{Library Operating Costs (Budgeted)}$$

\*The Active Members will be calculated as at 1 July each financial year.

- 1.2. The Town must pay its Contribution for each financial year in advance to the City by 30 September of the financial year in respect of which the contribution is calculated.

~~1.3. If the Town does not pay the Contribution when it is due under part 1.2 of this Annexure B, interest at the Prescribed Rate will accrue and compound daily on any unpaid amounts. The interest will be calculated from the due date for the payment of the Contribution until the day on which the Contribution is paid in full.~~

~~1. The City's right to require payment of interest under part 1.3 of this Annexure B does not affect any other rights or remedies the City may have in respect of a failure to pay the Contribution under this Agreement.~~

### 12.3.2 Review of the Disability Access and Inclusion Plan (DAIP) 2016-2020

<b>File ref</b>	H/CDP1
<b>Prepared by</b>	Principal Environmental Health Officer Shelley Cocks
<b>Supervised by</b>	Executive Manager Regulatory Services Andrew Malone
<b>Meeting Date</b>	18 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Disability Access and Inclusion Survey Results 2. Draft Disability Access and Inclusion Plan 2020-2025 3. Implementation Plan 2020-2025

#### Purpose

The purpose of this report is for Council to endorse the Draft Disability Access and Inclusion Plan (DAIP) 2020-2025 being advertised for public comment.

#### Executive Summary

The Disability Access and Inclusion Plan 2016-2020 was due for review in 2020 pursuant to the Disability Services Act 1993. The Town commenced the review process in April 2020 with the community consultation component of the process undertaken by means of a survey. The survey was advertised on the Town's website, in e-news and in the local community newspaper. The survey results are collated in Attachment 1. The results were collated and used to inform the updated Draft DAIP (Attachment 2).

In order to track the progress of the DAIP and proceed with recommendations, an Implementation Plan has also been produced and can be found at Attachment 3.

It is recommended that:

1. Council endorse the draft Disability Access and Inclusion Plan 2020-2025, attached to this report, for public comment for a period of 21 days.
2. should no public submissions be received, Council adopt the Disability Access and Inclusion Plan 2020-2025.
3. should public submissions be received, Council take those comments into account and modify the DAIP as appropriate when considering the Disability Access and Inclusion Plan 2020-2025 for final adoption.

#### Background

The Disability Services Act 1993 (amended 2004) requires local government authorities to review their DAIP at least every five years. Council's current DAIP expires in 2020. Local government authorities must undertake community consultation, in accordance with the regulations, whenever reviewing or amending a DAIP. The purpose of the review is to assess how well the strategies are overcoming barriers and achieving the outcomes of the DAIP. It will assist the Town to identify if activity undertaken through the plan has achieved the proposed DAIP objectives, and gives the Town the opportunity to update its strategies.

#### Consultation

Consultation with the Department of Communities prior to the review process revealed that DAIPs can run for a maximum of 5 years and this is the more common timeframe adopted by Councils. Given this advice, the Town has elected to align with other local government authorities and create the new DAIP to run from 2020 to 2025.

As the Town of East Fremantle's DAIP 2016-2020 is due for review, the Town of East Fremantle has undertaken the community consultation component of the review process. The community consultation was conducted by the Town by means of a survey. A link to the survey was placed on Council's website and advertised in the local community newspaper. Neighbourhood Link clients were surveyed by telephone during the COVID-19 lockdown. Key stakeholder Department of Communities were consulted and were extremely positive about the progress of the Town's achievements to date. A total of 36 completed responses were received. The results of the survey are included as an attachment to this report.

Additionally, the Town's correspondence since 2016 regarding complaints in regard to disability were taken into account. A total of one written complaint was received in relation to access at 155 Canning Highway in the Town Centre. A review of the Town's Acrod bays was completed by Council's Senior Ranger in February 2019 and recommendations arising from that report have been included in the Town's Implementation Plan. Finally, the Town's MARKYT Community Scorecard data was analysed to extract results from people who have disability or impairment and a summary of these results are found at Attachment 1.

Once the survey results, literature review and Community Perceptions Scorecard 2019 were analysed and compiled, revisions and editions were made to the existing DAIP. The reviewed DAIP is included as Attachment 2.

Consultation with the Department of Communities (formerly inclusive of Disability Services Commission) has revealed that the Department is pleased with the DAIP review process.

### **Statutory Environment**

Disability Services Act 1993 (amended 2004)

### **Policy Implications**

Nil

### **Financial Implications**

The financial implications of implementing the plan are included in the Town's annual budget for each area – Regulatory Services, Community and Corporate Services, Operation Services and Office of the CEO.

### **Strategic Implications**

#### ***Strategic Priority 1 Social "A socially connected, inclusive and safe community,"***

- Facilitate appropriate local services for the health and wellbeing of the community
- Inviting open spaces, meeting places and recreational facilities
- Strong community connection within a safe and vibrant lifestyle

#### ***Strategic Priority 2 Built environment "Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces".***

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

#### ***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"***

- conserve, maintain and enhance the Town's open spaces

- Enhance environmental values and sustainable natural resource use
- Acknowledge the change in our climate and understand the impact of those changes

#### Site Inspection

Not applicable

#### Comment

##### DAIP Plan 2016-2020

A few of the larger projects undertaken in relation to the DAIP between 2016-2020 are listed below:

The renovation of the Town Hall has led to more access to Council services such as:

- lift access to Council meetings, Committee meetings and community workshops.
- fully compliant accessible toilets on both floors.
- lower counter to encourage face to face dialogue and ability to comment on access to services.

Installation of a new car park at Tricolore Community Centre with ARCOD parking and solar lighting.

The Town worked with the Public Transport Authority WA to modify all bus shelters within the Town to ensure they were replaced/ upgraded with compliant accessible bus shelters.

Installation of a universally accessible public toilet with accompanying pathways, water fountains and a sheltered hand wash station in Glasson Park.

Major upgrade of Riverside Road including realignment, cycle ways, footpaths and new pram ramps and pedestrian crossings from East Street to Pier Street, including reconfiguration to access, parking and egress at the Dome car park.

Lobbying Main Roads WA for the upgrade of the Pedestrian crossing at the intersection of Canning Highway and Preston Point Road.

##### DAIP Plan 2020-2025

The Department of Communities has recommended that the Town's DAIP be refined to assist in the Plan being more user friendly and that the Town should concentrate on a few key DAIP issues in the next five years. While the Town has an ongoing positive history of access improvements over the last 5 years, consultation and the literature review has indicated a need for greater awareness of inclusion for people with all levels of disability. The Town is therefore including disability awareness training for staff, elected members and contractors into Councils DAIP Implementation Plan 2020-2025.

The Town as part of its Communications and Engagement Strategy is:

- Commissioning videos to update the community about major events and projects – these are all subtitled to enhance accessibility
- Publishing all Council publications in alternative formats upon request
- A functional review of the Town's website in July 2020 has revealed that it is not performing as it should to enable optimal accessibility for all users according to the [Web](#)

[Content Accessibility Guidelines \(WCAG\)](#). Changes are being implemented which will optimise the Town's web content including the ability to adjust colour contrast and font size, using descriptive text for links and alt text for images, and the use of a screen reader to ensure that menus, content items and links are easy to access and understand. It is expected that this work will be completed within the current financial year (2020/21). Our aim is to be certified by WCAG with a rating of AA or better.

A further gap in disability access and inclusion is within private property for access to shopping centres, and privately owned public buildings such as restaurants, cafes and gyms. The Town should investigate taking a lead role in improving disability access and inclusion on privately owned land and that has also been included in the Town 's Implementation Plan.

The Town's ACROD bays should be updated in accordance with the Senior Ranger's Report and this has been included in the Town's Implementation Plan.

The DAIP 2020-2025 will be advertised for public comment following endorsement of the Draft Plan and comments received can be taken into account to either amend the DAIP or inform the Implementation Plan.

#### **12.3.2 OFFICER RECOMMENDATION**

##### **That Council:**

- 1. advertise the draft Disability Access and Inclusion Plan 2020-2025 for public comment for a period of 21 days.**
- 2. adopt the Disability Access and Inclusion Plan 2020-2025, should no public submissions be received.**

# **Town of East Fremantle**

## **Disability Access and Inclusion**

### **Survey Results 2020**



TOWN *of*

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**EAST FREMANTLE**

This plan is available upon request in alternative formats such as large print or can be sent as an attachment to an email.

## 1. Introduction

During April 2020, residents of the Town of East Fremantle were asked to complete a survey as part of a four year review of the Town's Disability Access and inclusion Plan 2016-2020. Surveys were available online or in hard copy. Targeted dissemination to existing carers, and CSHP recipients also occurred. A total of 36 completed responses were received.

MARKYT Creations also undertook a Community Perceptions Survey of the Town's residents in March 2019 and the results of that survey in relation to disability have been analysed and included in this Survey Report.

Department of Communities have advised that the common time frame for local government authorities is over a 5 year period, so on that advice the Town has elected to advance from a 4 year review period to a 5 year period. Accordingly, the next DAIP will be from 2020-2025.

## 2. Who Responded?

Almost three-quarters of the respondents (74.3%) were female and over 83.3% were aged 75 years or older. The full age of respondents appears as Figure 1.

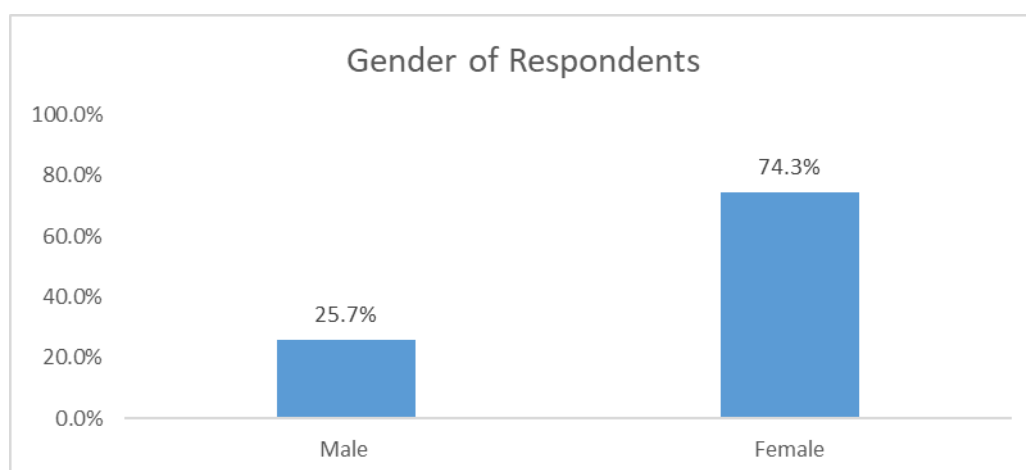


Figure 1 – Gender of respondents

More than 25.8% of the respondents self-identified as having a disability and all of them (100%) were residents of the Town. Carers and organisations that represent people with a disability made up 1.16 % of the respondents respectively.

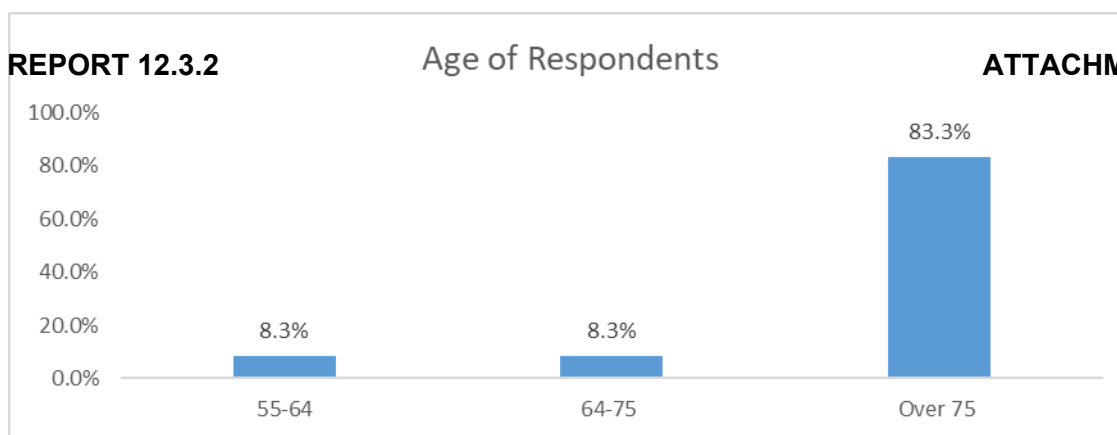


Figure 2 – Age of Respondents

### 3. Results

Within the survey, respondents were asked to rate the Town of East Fremantle's level of access and inclusion for people with a disability. Over 72.7% rated their response to the Town as either satisfied or very satisfied. All data is illustrated in Figure 3.

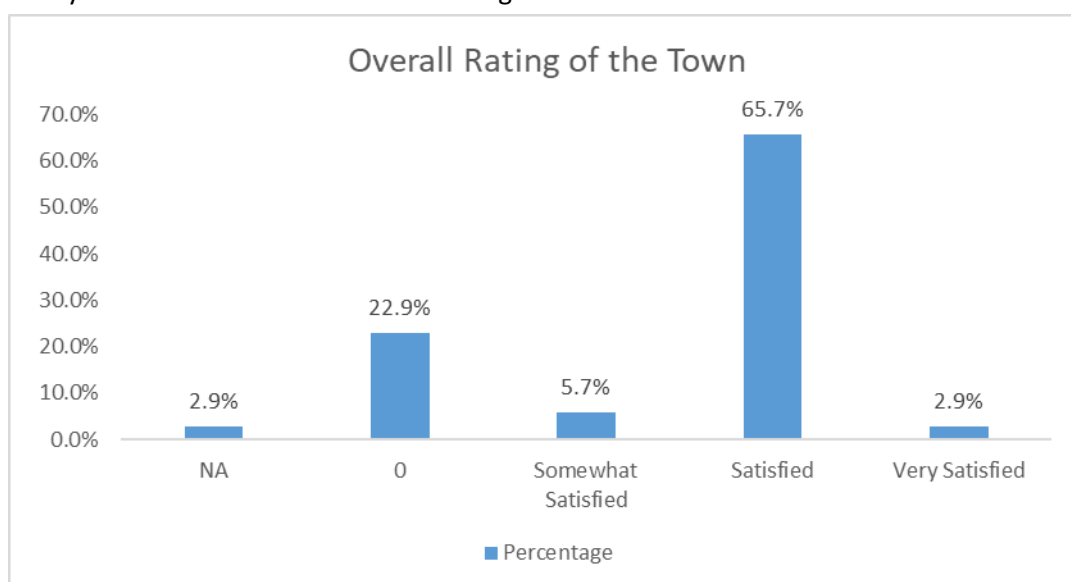


Figure 3– Overall rating for ToEF for those with a disability

Respondents were asked to rank the Town's accessible environments. Specifically they were asked to rank:

- The Town's overall understanding of the needs of those with a disability
- The Town's customer service or response to your concerns, enquiries or needs?
- The availability of information in a form that is needed by those with a disability (e.g. large font, braille, etc.)

Answer Options	Very satisfied	Satisfied	Somewhat satisfied	Not satisfied
	Number of responses			
The Town's overall understanding of the needs of those with a disability	1	23	2	0
The Town's customer service or response to your concerns, enquiries or needs?	2	21	2	0
The availability of information in a form that is needed by those with a disability (e.g. large font, braille, etc.)	0	18	1	0

*Table 1 – Respondents ranking of accessible environments*

As indicated in Table 1, the overwhelming majority of respondents were satisfied with the Town's accessible environments. Many people took the opportunity to comment however there was only one suggestion for improvement. The remainder of the comments reaffirmed their satisfaction or advising they were able bodied or did not feel confident to complete. There are a number of comments and suggestions outlined later in the survey.

Reaffirming Satisfaction:

- The Town's overall understanding of the needs of those with a disability (n=26)
- The Town's customer service or response to concerns, queries or needs (n=25)
- The availability of information in a form required by disability ( n=19)

Respondents were then asked to think about physical access to a list of the Town of East Fremantle's facilities, and then rate them. The data appears in Table 2 below:

Facility	Very satisfied	Satisfied	Somewhat satisfied	Not satisfied	NA
	Number of responses				
Ability to access Council Offices/Town Hall	0	16	0	1	2
Ability to access Freo Library	0	17	4	1	
Ability to access Tricolore Community Centre	9	12	0	0	14
The Town's footpaths	0	27	1	3	4
The Town's bus stops	4	18	4	1	8
The Town's beaches and foreshores	0	22	5	0	8
The Town's parks and facilities (e.g. toilets, BBQs, etc.)	8	19	3	0	4
The Town's sporting facilities	0	7	9	2	16
Retail premises within the Town e.g. shops, cafes, restaurants	0	28	4	0	2

*Table 2 – Ranking of Town's facilities relating to physical access*

Again, Table 2 indicates that the vast majority of respondents were either very satisfied or satisfied. The facilities that respondents advised may need some consideration (i.e. more responses in the categories or somewhat satisfied or not satisfied) included:

- The Town's bus stops
- The Town's beaches and foreshores,
- The Town's sporting facilities ( noted that most elderly people with disability do not utilise sporting facilities as much as they used to.)

A number of comments were offered and included:

#### Access to Buildings

- Suggest a rail up the side of the Town Hall to improve access to Administration.
- Railings on buildings ( not specified)
- I am not satisfied with access to the Town Hall. Parking is too far away and it is a struggle to park then walk in to pay my rates.
- Very high satisfaction with access to Tricolore

#### Access to Fremantle Library

- Melville Library is easier to access than Fremantle Library.
- I prefer Melville Library to access.

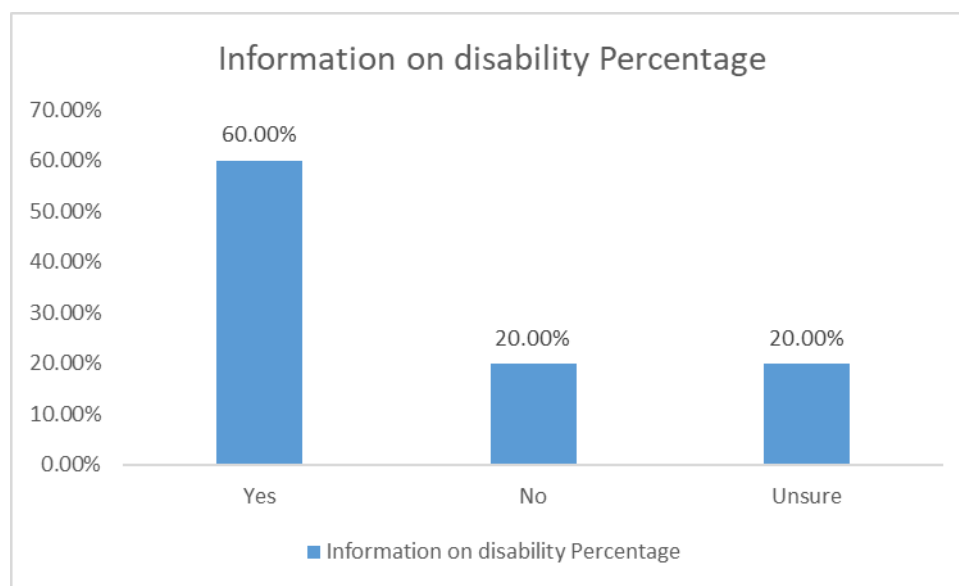
#### The Town's Footpaths

- Maintenance of footpaths and maintenance of branches overhanging footpaths
- Footpath needs to be kept clear of plant growth in front of the house (Locke Crescent)

- Oakover to Petra Street footpaths need work ( Canning Highway )
- Bus stop and footpath needs maintenance (Preston Point Road)
- Would like the verge in front of her home to be maintained (East Street)

The next question on the survey asked respondents to comment on whether the Town of East Fremantle provides enough information on facilities for those with a disability including a list of services supporting those with a disability and/or information on community facilities that accommodate those with a disability.

Figure 4 illustrates that 60% of respondents think that enough information is provided, with 20% being unsure, and 20% wanting further information.



*Figure 4 - Information on disability services*

For the five respondents who answered 'no', three offered the following comments:

- Three people wanted more information on community facilities that accommodate disability.
- One person would like updates of information about services to the disabled.
- One person wanted a registry of disability services to be produced and maintained.
- One person commented that information should be easier to read and understand.
- One person wanted a brochure in the mail about disability services.

The next question asked respondents if there were any specific access or inclusion issues they would like addressed in the Town of East Fremantle.

- The car park at Foodworks is too steep and I need help from Foodworks to get my shopping to the car.
- Would like free parking at Zephyrs (there is but not next door)
- Would like parking access for family members outside her home ( Hubble Street)
- Private car parks 3 hour limits are not long enough when you have disability.
- Would like more ACROD bays near medical services.
- Objects to Rangers on being so strict on parking in front of residents' homes.

In addition to the previous question, the survey offered respondents an opportunity to advise what the Town of East Fremantle could improve on to make access and inclusion better within the Town. The following comments were provided.

- The base of Sewell Street being one way is very annoying as I have to go around the block from Foodworks.
- I would like to see toilets at Richmond Raceway Park.
- I would like to see toilets at Norm McKenzie Park.
- Would like a café to sit in in Silas Street

In addition to the Disability Access and Inclusion Survey Results, the Town also considered the disability component of the Community Perceptions Survey conducted by Catalyse Pty Ltd in March 2019. Analysis of the survey concluded the following:

Note that the Performance Index Score is a score out of 100 where:

Performance Index Score   Scoring Guide	
Excellent	100
Good	75
Okay	50
Poor	25
Terrible	0

#### **How do people with a disability rate services?**

As shown in Table 4, people with a disability or impairment are happiest with:

- The overall area as a place to live
- Weekly waste collections
- Playgrounds, parks and reserves

They are least happy with:

- Public toilets
- Economic development
- Planning and building approvals
- Openness and transparency
- Disability access
- Community buildings and halls

Source: 2019 MARKYT Community Scorecard

Service Area	Performance Index Score (out of 100)		
Place to live	88	Seniors services and facilities	56
Weekly waste collections	78	Footpaths and cycleways	55
Playgrounds, parks & reserves	73	Council's leadership	54
Website	69	Advocacy and lobbying	54
Character and identity	69	Parking management	53
Newsletter	68	Value from Council rates	53
Bulk and green waste	68	Complaints and concerns	53
Sport and recreation	67	Informing the community	53
Governing organisation	66	Health and community services	53
Access to staff	66	History and heritage	53
Customer service	65	Housing to meet future needs	52
Safety and security	65	Youth services and facilities	50
River foreshore	64	Facebook presence	50
Sense of community	64	Buildings and halls	49
Public transport	64	Disability access	48
Recycling services	64	Open and transparent	46
Traffic management	63	Planning and building	44
Animal and pest control	63	Economic development	43
Road maintenance	62	Public toilets	39
Housing meets current needs	62		
Streetscapes	60		
Festivals, events, art & culture	59		
Conservation and environment	58		
Consultation	57		
Lighting	57		
Access to Mayor and Councillors	56		

**Table 3: Performance ratings among people affected by a disability or impairment | sorted from high to low**

**Where are people affected with a disability happier or less happy than the general public?**

As shown in Table 4, compared to the general public, people with a disability or impairment are happier with:

- Town's website
- Town's newsletter
- Traffic management

Compared to the general public, people with a disability or impairment are less happy with:

Largest gaps (7 to 13 points difference)

- Access to housing to meet future needs
- Community buildings and halls
- Festivals, events, art and culture
- How history and heritage is preserved and promoted
- How the community is informed the community
- Health and community services
- Public toilets
- Recycling services
- Facebook presence

Other key gaps (5 to 6 points difference)

- Character and identity of the local area
- Access to housing meets current needs
- Disability access
- Planning and building approvals
- Economic development
- Sense of community
- Public transport
- Lighting
- Advocacy and lobbying

Service Area	Performance Index Score (out of 100)		
	General public in ToEF	People affected with a disability/ impairment	Gap
Website	64	69	5
Newsletter	63	68	5
Traffic management	58	63	5
Governing organisation	63	66	3
Animal and pest control	62	63	1
Access to Mayor and Councillors	55	56	1
Weekly waste collections	78	78	0
Sport and recreation	67	67	0
Customer service	65	65	0
Road maintenance	62	62	0
Streetscapes	60	60	0
Parking management	53	53	0
Youth services and facilities	50	50	0
Playgrounds, parks & reserves	74	73	-1
Bulk and green waste	69	68	-1
Access to staff	67	66	-1
Safety and security	66	65	-1

Value from Council rates	54	53	-1
Complaints and concerns	54	53	-1
River foreshore	66	64	-2
Council's leadership	56	54	-2
Conservation and environment	61	58	-3
Consultation	60	57	-3
Footpaths and cycleways	58	55	-3
Place to live	92	88	-4
Seniors services and facilities	60	56	-4
Open and transparent	50	46	-4
Sense of community	69	64	-5
Public transport	69	64	-5
Lighting	62	57	-5
Advocacy and lobbying	59	54	-5
Character and identity	75	69	-6
Housing meets current needs	68	62	-6
Disability access	54	48	-6
Planning and building	50	44	-6
Economic development	49	43	-6
Recycling services	71	64	-7
Facebook presence	57	50	-7
Informing the community	61	53	-8
Health and community services	61	53	-8
Public toilets	47	39	-8
Festivals, events, art & culture	68	59	-9
History and heritage	62	53	-9
Buildings and halls	60	49	-11
Housing to meet future needs	65	52	-13

**Table 4: Performance gaps among people with a disability or impairment | sorted from high to low**  
Source: 2019 MARKYT Community Scorecard

# **Town of East Fremantle**

## **Disability Access and Inclusion Plan**

### **2020 - 2025**



This plan is available upon request in alternative formats such as large print or can be sent as an attachment to an email

## Introduction

It is a requirement of the Disability Services Act that all local government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the WA Equal Opportunity Act and the Commonwealth Disability Discrimination Act (DDA). A DAIP may also satisfy the DDA's requirements for Action Plans.

The 2016 Census records the resident population in East Fremantle as 7,376. According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and carers (2003), 20.6% of Australians or more than 1 in 5 people, identify themselves as having some form of disability. It is estimated that there are around 1,519 people with disability living within the Town. The ABS survey also confirmed that around half of people aged over 60 identified themselves as having a disability.

The Town of East Fremantle has the following percentage population by the following age groups:

- Persons 55-64 years – 14.4 %
- Persons 65-74 years – 8.8 %
- Persons 75-84 years – 5.3 %
- Persons 85 years and over – 2.3 %

This constitutes 30% of the total population, or 2,212 persons.

## Disability Access and Inclusion Policy Statement

The Town of East Fremantle:

- is committed to ensuring that the community is an accessible and inclusive community for people with disability, their families and carers.
- interprets an accessible and inclusive community as one in which all council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.
- recognises that people with disability are valued members of the community who make a variety of contributions to local, social, economic and cultural life. The Town believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life.
- is committed to consulting with people with disability, their families and carers and where required, disability organisations to ensure that barriers to access and inclusion are addressed appropriately.
- is committed to achieving the seven desired outcomes of its Disability Action and Inclusion Plan which are:
  1. People with disability have the same opportunities as other people to access the services of and any events organised by a public authority.
  2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
  3. People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
  4. People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
  5. People with disability have the same opportunities as other people to make complaints to a public authority.
  6. People with disability have the same opportunities as other people to participate in any public consultations by a public authority.
  7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

## Progress since Disability Access and Inclusion Plan 2016 - 2020

### 1. Existing functions, facilities and services are adapted to meet the needs of people with disability.

The Town has greatly improved their communication services since 2016 demonstrated by:

- The renovation of the Town's administration building has assisted with face to face enquiries for people with disability with a new front counter.
- A new lift in the building allows access to Council meetings.
- Council maintains and continually improves the Town's website [www.eastfremantle.wa.gov.au](http://www.eastfremantle.wa.gov.au).
- All Council documents including Council and Committee Agendas and Minutes, Council services and contacts and an enquiry page are available on the website.
- Council continues to utilise social media including Facebook, e-newsletters, a printed Christmas newsletter, e-rates and , more recently Instagram.
- People with disability are able to participate at public meetings, functions, Council meetings and in local government elections.

The Public Health Plan 2018-2022 was adopted by Council in October 2018. Key Area 1: Healthy People and Community states "A resilient, inclusive and happy community" with the following action plans:

- Deliver programs that support access and inclusiveness.
- Deliver programs for Seniors
- Promote positive mental health and well being
- Facilitate a partnership with Act Belong Commit.

In 2019, Council partnered with Injury Matters to deliver a Falls Prevention Program with 12 regional residents over an 8 week period. The Program was proven to have increased strength and balance, improving the mobility of the participants therefore reducing the likelihood of falls.

#### Changes to Neighbourhood Link

At the Council Meeting held on 16 June 2020, Council endorsed funding agreements for the provision of Home and Community Care program services for the 2020/21 financial year and Commonwealth Support Home Support program services for the 2020/21 and 2021/22 financial years. The Town is now an approved provider to continue to provide the following CHSP services, whilst ceasing Domestic and Home Maintenance Services:

- Centre Based Day Care, including summer programs
- Centre Based Meals
- Centre Based Transport, including social support outings and summer holiday outings program
- Centre Based Respite

- Flexible Respite
- Social Support – Individual
- Social Support – Group

Please see Council's website for a detailed description of Neighbourhood Link Services on [www.eastfremantle.wa.gov.au](http://www.eastfremantle.wa.gov.au)

**2. Opportunities are provided for people with disability to participate in public consultations, grievance mechanisms and decision making processes.**

The following processes and practises were introduced in the last four years:

- Information about planning processes, electoral processes, council meetings and complaints processes is provided in clear and precise language and made available in alternative formats upon request.
- Municipal elections voting are held in accessible buildings and postal voting via the Australian Electoral Commission was introduced in 2014.
- Following the introduction of e-rates in 2015, the Town continues to increase its online services for various payments.

**3. Access to buildings and facilities is improved.**

The Town's footpaths were maintained to improve access for people with disability, wheelchairs and with prams. Pram ramps which are also wheelchair friendly were installed in conjunction with footpath renewal.

A universal public toilet complex was installed in Glasson Park. The complex includes 1 unisex toilet and 1 universal access toilet. Features include external hands free hand basin, timed lockable doors, sensor lights and automatic hand dryer. Concrete pathways assist in easy access.

The proposed node work in John Tonkin Park with universal access principles has been completed allowing access to the river, the Park and cultural heritage information.

The Town collaborated with St John Ambulance WA and a number of sporting clubs and public buildings to ensure an even spread of defibrillators in external locations throughout the town. The community first responder program is a free service that aims to get defibrillators to cardiac arrest victims in the vital first minutes

## DAIP Review Process 2020

The process included the following steps:

- Review of the Disability Access and Inclusion Plan 2016-2020 and subsequent review reports to see what has been achieved and what further work is required;
- Examination of other council documents and strategies;
- Investigation of contemporary trends and good practice in access and inclusion;
- Consultation with the Operations Co-ordinator in respect of the external environment, Executive Manager Regulatory Services in respect of the built environment, Executive Manager Corporate and Community Services in respect of IT matters, HR Manager for disability training, and Community Services Officer with regard to services provided to people with disability in the Town of East Fremantle.
- Consultation with the community and in particular, residents with disability occurred on 1 April 2020 with surveys closing on 30 May 2020. The community was informed through an advertisement in the local newspaper, The Herald, referring interested parties to Council's website to feedback to the Town. Residents of the Town of East Fremantle were asked to complete a survey to inform the amendment of the Town's Disability Access and Inclusion Plan. Surveys were available on-line or in hard copy. Neighbourhood Link clients were surveyed via telephone. A total of 36 completed responses were received.
- The MARKYT Community Scorecard data provided an analysis of results from people who have disability or impairment. The Scorecard was produced as part of the Community Perceptions Survey undertaken in March 2019 by Catalyse Pty Ltd.
- Once endorsed by Council, the Draft DAIP 2020-25 will be published on Council's website for 21 days to seek community feedback which will be utilised to inform the Plan.

- **Access Barriers**

Consultation to date has identified a range of barriers. These access barriers included:

- Suitable parking for people with disability may not be meeting the needs of this growing demographic;
- ACROD parking bays require additional work to bring them up to standard.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability;
- People with disability may not be aware of consultation with the Town;
- The Town facilities that need most focus to improve access for those with a disability include footpaths, bus shelters and retail premises within the Town.

## Responsibility for Implementing the DAIP

It is a requirement of the *Disability Services Act* that public authorities must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Implementation of the DAIP is the responsibility of all areas of Council. Some actions in the Action Plan will apply to all areas of Council while others will apply to a specific area. The Action Plan sets out who is responsible for each action.

Communicating the plan to staff and people with disability

- The Draft DAIP will be published on Council's website and the community notified per newspaper advertisement and social media.
- Following endorsement by the Department of Communities and the Council, copies of the plan will be available to the community upon request and in alternative formats if required.
- The finalised DAIP will be published on council's website, the draft DAIP removed and the community notified in a newspaper advertisement

## Review and evaluation mechanisms

The *Disability Services Act* sets out the minimum review requirements for public authorities in relation to DAIPs. The Town's DAIP will be reviewed at least every 5 years, in accordance with the Act. The DAIP Implementation Plan may be amended on a more regular basis to reflect progress and any access and inclusion issues which may arise. Whenever the DAIP is amended, a copy of the amended plan will be lodged with the Department of Communities.

- Council's Executive Group meets on a weekly basis and are able to consider matters of disability access and inclusion on a case by case basis.
- The review of the Town's DAIP will be included in the DAIP 2020-2025 which will be submitted to the Department of Communities in 2020. The report will outline what has been achieved under the Town's DAIP 2016-2020
- The Principal Environmental Health Officer will prepare a progress report each year on the implementation of the disability access and inclusion plan.

## Evaluation

Once a year prior to 31 July, the Town provides a progress report on the DAIP to Department of Communities. This informs further implementation of the plan.

- As part of the evaluation process, staff and councillors will be surveyed on how they think the DAIP is working and ideas for improvement may be submitted.

## **Reporting On the DAIP**

Council will report on the implementation of its DAIP through its annual report and the prescribed proforma to the Department of Communities by 30 June each year, outlining:

- its progress towards the desired outcomes of its DAIP;
- the progress of its agents and contractors towards meeting the seven desired outcomes; and
- the strategies it used to inform its agents and contractors of its DAIP which are (listed – e.g. through tender documentation, through contract or contract variation, by email or by correspondence).

### **Strategies to Improve Access and Inclusion**

As a result of the consultation process and in support of the following overarching strategies the Town of East Fremantle will undertake to improve access to its services, buildings and information from 2020-2025.

The seven desired outcomes provide a framework for improving access and inclusion for people with disability in the Town of East Fremantle.

**OUTCOME 1: PEOPLE WITH DISABILITY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO ACCESS THE SERVICES OF, AND ANY EVENTS ORGANISED BY, A PUBLIC AUTHORITY.**

Strategy	Timeline ONGOING
Ensure that people with disability are provided with an opportunity to comment on access to services.	Ongoing
Continue to monitor the Town's Access and Inclusion policy to ensure it supports equitable access to services by people with disability.	Ongoing
Continue to support the City of Fremantle to upgrade the library technology as accessible as possible.	Ongoing.
Continue to align Council plans and strategies with the DAIP principles.	Ongoing
Council will ensure that any events are organised using the DAIP planning proforma so that they are accessible to people with disability.	Ongoing

**OUTCOME 2: PEOPLE WITH DISABILITY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO ACCESS THE BUILDINGS AND OTHER FACILITIES OF A PUBLIC AUTHORITY.**

Strategy	Timeline ONGOING
Ensure all buildings and facilities are accessible to people with disability in accordance with the "Access to Building Standards" and the Building Code of Australia.	Ongoing
Ensure that all new or redevelopment works provide access to people with disability in accordance with the "Access to Building Standards" and the Building Code of Australia.	Ongoing
Ensure all premises and other infrastructure related to transport facilities are accessible.	Ongoing
Review existing and plan for additional ACROD parking to meet the demand of people with disability in terms of quantity and location. Continue to ensure all relevant private developments include ACROD parking.	Ongoing
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues, highlighting that this was identified as a priority through the consultation process, and that premises may be promoted as "You're Welcome" on <a href="http://www.access.wa.gov.au">www.access.wa.gov.au</a>	Ongoing

Strategy	Timeline ONGOING
Ensure that parks and reserves are accessible, by using the concept of Universal Design in all new facilities and amendments to existing facilities.	Ongoing
Increase the number of accessible playgrounds.	Ongoing
Improve access to the Swan River and foreshores for people using wheelchairs and other disability accessibility aids. Implement the East Fremantle Foreshore Master Plan. Riverside Road development will assist in this.	Ongoing
Ensure that all new and redeveloped public toilets meet the associated accessibility standards.  New toilet opened in Glasson Park 2019.	Ongoing
Promote the public facilities that are disability friendly on the Town's website	Ongoing
Footpath audits completed and renewal program instigated on an annual basis.	Ongoing

**OUTCOME 3: PEOPLE WITH DISABILITY RECEIVE INFORMATION FROM A PUBLIC AUTHORITY IN A FORMAT THAT WILL ENABLE THEM TO ACCESS THE INFORMATION AS READILY AS OTHER PEOPLE ARE ABLE TO ACCESS IT.**

Strategy	Timeline ONGOING
<p>Improve community awareness that Council information can be made available in alternative formats upon request.</p> <p>The Town as part of its Communications and Engagement Strategy is:</p> <ul style="list-style-type: none"> <li>• Commissioning videos to update the community about major events and projects – these are all subtitled to enhance accessibility</li> <li>• Publishing all Council publications in alternative formats upon request</li> <li>• Adapting the Town's website following a functional review in July 2020 which revealed that it is not performing as it should to enable optimal accessibility for all users according to the <a href="#">Web Content Accessibility Guidelines (WCAG)</a>. Changes are being implemented which will optimise the Town's web content including the ability to adjust colour contrast and font size, using descriptive text for links and alt text for images, and the use of a screen reader to ensure that menus, content items and links are easy to access and understand. It is expected that this work will be completed within the current financial</li> </ul>	Ongoing

Strategy	Timeline ONGOING
year (2020/21). Our aim is to be certified by WCAG with a rating of AA or better.	
Continue to improve staff awareness of accessible information needs and how to obtain information in other formats. This will be done through induction training.	Ongoing
Provide documentation regarding services, facilities and customer feedback in an appropriate format using clear and concise language.	Ongoing
Work with existing partners to develop a register including services available for those with a disability.	Ongoing

**OUTCOME 4:** PEOPLE WITH DISABILITY RECEIVE THE SAME LEVEL AND QUALITY OF SERVICE FROM THE STAFF OF A PUBLIC AUTHORITY AS OTHER PEOPLE RECEIVE FROM THE STAFF OF THAT PUBLIC AUTHORITY.

Strategy	Timeline
Continue to improve staff awareness of accessible information needs and how to obtain information in other formats.	Ongoing

**OUTCOME 5:** PEOPLE WITH DISABILITY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO MAKE COMPLAINTS TO A PUBLIC AUTHORITY.

Barrier	Timeline
Ensure that current grievance mechanisms are accessible for people with disability.	Ongoing
Improve staff knowledge so they can facilitate the receipt and resolution of complaints from people with a disability.	Ongoing
Ensure that grievance mechanism processes and outcome satisfaction survey forms are available in formats to meet the needs of people with disability.	Ongoing

**OUTCOME 6:** PEOPLE WITH DISABILITY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO PARTICIPATE IN ANY PUBLIC CONSULTATION BY A PUBLIC AUTHORITY.

Strategy	Timeline
Sustain community awareness about consultation processes in place.	Ongoing
Sustain monitoring of the DAIP to ensure implementation and satisfactory outcomes.	Ongoing
Improve access for people with disability to the established consultative process of Council.	Ongoing
Be receptive to a broad range of views on disability and access issues from the local community.	Ongoing

**OUTCOME 7:** PEOPLE WITH DISABILITY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO OBTAIN AND MAINTAIN EMPLOYMENT WITH A PUBLIC AUTHORITY.

Strategy	Timeline
Continue to adopt inclusive recruitment practices in our position applications.	Ongoing

# **Town of East Fremantle**

## **Disability Access and Inclusion**

### **Implementation Plan 2020-2025**



TOWN *of*

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**EAST FREMANTLE**

This plan is available upon request in alternative formats such as large print or can be sent as an attachment to an email.

**Introduction.**

This DAIP Implementation Plan has been developed to ensure that recommendations outlined in the DAIP are completed within short, medium or long term over the 5 year period of the DAIP. By including the below actions in an implementation plan, it is intended to reduce the barriers identified by consultation with the community including:

- Suitable parking for people with disability are not meeting the needs of this growing demographic.
- ACROD parking bays need to be brought up to standard.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability.
- People with disability may not be aware of consultation and engagement procedures in the Town.
- The Town facilities that require improvements in disability access include footpaths, bus shelters and retail premises within the Town.

**Outcome 1:** People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

**Short Term Actions:**

A Registry of Services within the Town of East Fremantle be developed and disseminated, providing:

- The Town's Commonwealth Home Support Program and other Disability Services provided by the Town.
- The proposed Registry be developed with community and stakeholder engagement to ensure that Private, State and Federal Government services be included.
- The proposed Registry be communicated via a range of methods to reflect the target audience and the wider community.
- 

**Medium Term Actions:**

The Town to review its contract with the City of Fremantle for shared library services to ensure the library technology is as accessible as possible to the Town's residents.

- Commissioning videos to update the community about major events and projects – these are all subtitled to enhance accessibility
- Publishing all Council publications in alternative formats upon request

**Long Term Actions:**

A three year review of the DAIP 2020-2025 be undertaken in 2023 to ensure that the Plan supports equitable access to services and inclusion for people with disability.

The three-year review to ensure that the Plan aligns with all other Council plans and strategies including event plans with the DAIP principles.



**Outcome 2:** People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

**Short Term Actions:**

Continue to liaise with Public Transport Authority to ensure that bus shelters within the Town of East Fremantle are upgraded on an on-going basis to current accessibility standards.

Continue to liaise with Main Roads Department on outstanding disability access issues for pedestrians in the Town particularly on Canning Highway and Stirling Highway.



The recommendations of the Senior Rangers' ACROD Parking Bay audit (February 2019) be actioned so ACROD bays be amended to conform with the Australian Design Standards. This will involve a number of bollards and signs to be installed, and some re-design of parking bays at designated locations.

**Medium Term Actions:**

Have parks, reserves, playgrounds and community sporting clubs audited by an accessibility consultant.

Promote the public facilities that are disability friendly on the Town's website.

**Long Term Actions:**

Plan for the installation of a disability accessibility childrens' playground on a Riverside location including the installation of a Liberty Swing.

Plan for the installation of a universal access public toilet in Norm McKenzie Park.



**Outcome 3:** People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

**Short Term Actions:**

The town's website is to be altered to improve accessibility in line with the Web Content Accessibility Guidelines (WCAG). The changes will optimise the Town's web content including the ability to adjust colour contrast and font size, using descriptive text for links and alt text for images, and the use of a screen reader to ensure that menus, content items and links are easy to access and understand. It is expected that this work will be completed within the current financial year (2020/21). Our aim is to be certified by WCAG with a rating of AA or better.

All staff and councillors to receive Disability Access and Inclusion Training to ensure that information from the Town is presented in a format that will enable people with disability to readily access information.

**Outcome 4:** People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

**Short Term Actions:**

Council administration and operations staff to receive Disability Access and Inclusion Training to ensure staff awareness of accessible information needs and how to obtain information in other formats.

**Outcome 5:** People with disability have the same opportunities as other people to make complaint to a public authority.

**Short Term Actions:**

All staff and councillors receive Disability Access and Inclusion Training to be able to facilitate people with disability to make a complaint to the Town.

**Outcome 6:** People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

**Short Term Actions:**

Any community engagement or public consultation organised by The Town to take into account needs of people with disability, in accordance with the training they have undertaken.



**Outcome 7:** People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

**Medium/Long Term Actions:**

Continue to adopt recruitment practices in our position applications.

\_End\_

12 August 2020

### 12.3.3 Communications and Engagement Strategy 2020-2024

<b>File ref</b>	A/COM1
<b>Prepared by</b>	Libby Collett, Communications and Marketing Officer
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date</b>	18 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Communications and Engagement Strategy 2020-2024</li><li>2. Project Plan – Communications and Engagement Strategy Implementation</li></ol>

#### **Purpose**

The purpose of this report is to seek Council's endorsement of the Town's Communications and Engagement Strategy.

#### **Executive Summary**

The strategy outlines a new approach to the way in which communications and engagement are conducted by the Town, reflecting a renewed emphasis on the importance of consulting our community and incorporating their needs and interests in policy development and implementation.

#### **Background**

This proposal brings together a holistic approach to communications and engagement in the Town of East Fremantle. Through crafting and sharing authentic narratives and visual messaging about "Our Story – Our Future," we will host a content and values rich, genuine two-way conversation with our community. This will inform policy and decision making development and implementation across all program areas. Improvements will occur through changes in resourcing, building organisational capacity, the development and refinement of tactics, tools, models and mechanisms and by monitoring our progress and measuring our impact, continually refine our approach over time.

#### **Consultation**

The Town commissioned a Communications Strategy which was prepared by Catalyse and presented in March 2020. A Discussion Paper on the implementation of the strategy was then presented to Councillors at the Concept Forum in August 2020.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Not applicable.

#### **Financial Implications**

The financial impact of this strategy is relatively minor, because the majority of the items referenced in this document are serviced through the allocated staff time for the CMO and CCE, and with funding allocated already through major projects and though funding for professional development. Funding has been allocated in the amount of \$100,000 per financial year that will be focussed on delivering quality communications and engagement along the lines of the approach outlined in this discussion paper.

### Strategic Implications

Town of East Fremantle Strategic Community Plan 2017-2027:

#### **Strategic Priority 5: Leadership and Governance**

##### **5.1 Strengthen organisational accountability and transparency**

###### *5.1.1 Strengthen governance, risk management and compliance*

*Measures:*

- *Community perception of value of the Town's communication and consultation processes*
- *Community satisfied with Town's responsiveness*

###### *5.1.2 Ensure an effective engagement process is undertaken with community and stakeholders*

##### **5.2 Proactively collaborate with the community and other stakeholders**

### Site Inspection

Not applicable

### Comment

It is recommended that Council endorse the Communications and Engagement Strategy 2020-2024 as presented.

#### **OFFICER RECOMMENDATION**

**That Council**

- 1. endorse the Communications and Engagement Strategy 2020-2024.**
- 2. notes the Implementation Project Plan for the Communications and Engagement Strategy.**



# Proposed Project Overview

Request

Plan

Deliver

We Are Here

☒ Governance & Leadership
 ☐ Financial Sustainability
 ☐ Built Environment
 ☐ Local Economy  
☐ Natural Environment
 ☒ Community & Wellbeing

Project Name	Communications and Engagement Strategy Implementation		
Executive Sponsor	Gary Tuffin, CEO		
Project Owner	Libby Collett, Communications and Marketing Officer Karen Dore, Coordinator Community Engagement		
Prepared By	Libby Collett, Communications and Marketing Officer	Date	June 2020
What is the aim of the project / problem being addressed	To develop an action plan that implements the communications and engagement strategy for the Town of East Fremantle.		
Target outcomes	<p>The key outputs of this project will be the creation of a narrative that explains and integrates "Our Story – Our Future," by:</p> <ol style="list-style-type: none"> <li>1. Developing and sharing (and upholding consistency in) our corporate identity and style that incorporates elements of our history and heritage, our current reality, and our aspirations for the future.</li> <li>2. Reflecting that heritage – both European and ancient – which is crucial to our current identity (integrated with Reconciliation Action Plan), and part of our future.</li> <li>3. Developing a future vision for the Town and taking incremental steps towards it by advocating for the community's interests in major projects, and communicating a strong and consistent vision for planning and development and streetscapes.</li> <li>4. Hosting and supporting events that are local, scaled appropriately, in keeping with our style, interests, strengths and history.</li> <li>5. Supporting creativity in our organisation and our community that reflect local places, people, heritage through public art, signage, social and visual media.</li> <li>6. Developing the internal systems and external messaging that ensure that our brand is well known and recognised and applied consistently.</li> <li>7. Engaging with our community on all major policies, projects and activities at the level that is most appropriate so that local priorities are advanced, that due notice is given, and that the needs of everyone are reflected for the best outcome for all.</li> </ol>		
Outputs	<ul style="list-style-type: none"> <li>• Development of an engagement calendar that is shared internally and externally.</li> <li>• Developing an annual content calendar that marks key activity points, historical markers, seasonal messaging opportunities, as well as strategic news stories that show how the Town is guided by "Our Story" and working towards "Our Future".</li> <li>• Developing a clear vision through the update of the Strategic Community Plan (and workshops/surveys/conversations that inform it) so that "Our Story – Our Future" takes life and is reflected in our key priorities.</li> <li>• Integrating the Town's Reconciliation Action Plan into comms and engagement.</li> <li>• Developing a strong corporate visual library that shows the strength, diversity and vibrancy of East Fremantle, and reflects this through our key documents (Strategic Community Plan, Budget and Budget Bulletin, Annual Report, media releases, e-news, fact sheets, brochures, website).</li> <li>• Preserving and recording local stories about East Fremantle with support from the Fremantle Library and local history librarians.</li> <li>• Drawing from our community their reflections about our Town, its past, present and their aspirations for the future, and sharing this content via our news channels and social media.</li> </ul>		



Governance and Reporting	Weekly meetings between CMO and CCE Reporting fortnightly to ELT and to all staff and community as directed											
Resources assigned	Marketing and Communications Officer Coordinator Community Engagement											
Stakeholders & communication strategy	<u>Internal stakeholders:</u> <ul style="list-style-type: none"><li>• All Staff including contractors and consultants, service providers</li><li>• Mayor and Elected Members</li><li>• Community</li></ul>											
Assumptions & Constraints	The project is constrained by: <ul style="list-style-type: none"><li>• <b>Successful change management</b> - dependent upon buy-in</li><li>• <b>Timeline</b> – ongoing</li><li>• <b>Resources</b> – within budget allocation (from various sources including HR)</li><li>• <b>Technological</b> – somewhat constrained by existing systems and budget</li></ul>											
Scope	The following functions are within the scope of the proposal: <ul style="list-style-type: none"><li>• Policies, procedures, manuals</li><li>• Templates, Style Guide</li></ul>											
Major Risks and Treatment	<table><tr><th>Risk</th><th>Likelihood</th><th>Consequence</th><th>Mitigation</th></tr><tr><td>Refer below</td><td>4</td><td>3</td><td>To implement the plan as devised across the business</td></tr></table>				Risk	Likelihood	Consequence	Mitigation	Refer below	4	3	To implement the plan as devised across the business
Risk	Likelihood	Consequence	Mitigation									
Refer below	4	3	To implement the plan as devised across the business									
Budget	FY 2020/2021 - \$100,000											
Dependencies to other business activities	Is not dependent on budget or grant funding, but may be supported by this, if suitable and applicable.											
Known issues	This project will require buy in from all staff and from community where possible. There may be some resistance to scaling up engagement from some quarters where this has workload implications.											
Measures	<ul style="list-style-type: none"><li>• Awareness</li><li>• Media coverage</li><li>• Growth in audience for the Town’s social media channels</li><li>• Growth in engagement via the Town’s website</li><li>• Embedded into key documents, policies, procedures</li><li>• Actions and behaviours</li></ul>											



## Project Activities and Key Milestones

Ref ID	Description	Owner	Scheduled Start	Scheduled End	Status
	<b><u>Operational Activities</u></b>				
	Activation of TEF's LinkedIn, Instagram and Twitter accounts and automation with web updates	CMO	May 2020	May 2020	1 <sup>st</sup> 3 complete, Twitter in progress
	Social media managed in house	CMO	June 2020	July 2020	Complete
	Developing new fact sheets on all major projects and making these available	CMO with relevant team members	April 2020	Ongoing	Riverside Road, East Freo Oval, PPRN done, others in train
	Review of TEF's website with external support from Alyka	CMO	May 2020	Ongoing	Working group formed. Two meetings held
	Develop Engagement calendar	CMO/CEC	July 2020	Ongoing	Draft complete – comments welcome
	Updating comms templates and developing wording for letters that are warmer and more engaging	CMO with staff	Ongoing	Ongoing	Started – work still to do
	Revised Budget Bulletin that is more visually appealing	CMO with staff	July 2020	July 2020	In progress
	Internal comms enhancements including review of EFFI	CMO and staff	Ongoing	Ongoing	In Progress
	Enhancing the Town's engagement capacity via training	CMO/EC	IAP2 training Aug/Sept 2020	Briefing for staff	Booked
	Development of 2020/21 Annual Report	CMO/CEC	August 2020	December 2020	Organising quotes
	Development of a TEF Engagement Charter	CMO/EC	June/July 2020	August 2020	Still to do
	Review of TEF Corporate Style Guide	CMO with all staff	September 2020	October 2020	Still to do
	Workshops on what does "Our Story Our Future" mean	CMO with staff, Mayor and Crs	September 2020	October	Still to do
	Development of and engagement with Strategic Community Plan	CMO/CEC	August 2020	December 2020	Still to do
	Developing visual library including training on use of TEF camera and sourcing images from community	CMO/CEC	Ongoing	Ongoing	Still to do

Project Milestones	Status	Measures of Success

#### 12.3.4 Sustainable Events Policy

<b>File ref</b>	H/CCAP
<b>Prepared by</b>	Connor Warn Waste and Sustainability Officer
<b>Supervised by</b>	Andrew Malone Executive Manager Regulatory Services
<b>Meeting Date:</b>	18 August 2020
<b>Voting requirements</b>	Absolute Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Sustainable Event Policy

#### Purpose

The purpose of this report is to present council with the proposed *Sustainable Event Policy* for Council's consideration and adoption.

#### Executive Summary

Town staff have developed the Sustainable Event Policy to work in association with the Trading in Public Places Policy (recently advertised and adopted by Council), to assist the Town in limiting the amount of waste going to landfill. It is considered the Sustainable Event Policy will assist in guiding the operations of events throughout the Town.

#### Background

Since the rollout of the Food Organics, Garden Organics (FOGO) waste service, the Town has strived to reduce unnecessary waste at corporate and community events by incorporating the FOGO waste practice and using material that is either reusable or compostable. The Sustainable Events Policy has been drafted to provide the Town, community and third parties a guide to the Town's sustainable requirements when trading in the Town.

#### Consultation

Consultation was undertaken internally. The Policy was trialed at the 2019 George street Festival where vendors were required under their contract to use materials that were reusable with all other items required to be compostable.

The Town has since purchased a Meet Pat water station that will be used in coordination with the policy at Town events providing plastic free water.

The Town has also consulted with the City of Fremantle and WALGA and the SMRC.

Should Council agree to adopt this Policy, it will be advertised for 28 days to allow for community input.

#### Statutory Environment

WARR Act 2007

#### Policy Implications

This policy applies to:

- all events coordinated by the Town, or contractors who are employed by the Town to coordinate an event ('Town Events').

- all events produced by a third party but subject to formal approval of the Town including events held on land under the Town's care and control, and events supported by Town grants (Approved Events).
- all events that include any form of actions or business which apply to the Trading in Public Places Policy.

#### **Financial Implications**

Nil

#### **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

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices.

#### **Site Inspection**

Nil

#### **Comment**

A policy on *Sustainable Event* is recommended for a number of reasons:

1. To provide guidance to the operations of the Town events.
2. To provide clarity to staff and applicants wishing to hold an event on Council Property.
3. To respond to community expectations regarding sustainability and environmental consciousness.
4. To improve our customer service by being able to give consistent advice to applicants.
5. To improve sustainability at events by ensuring that all packaging is either compostable or reusable.
6. Reduce unnecessary waste and avoid waste going to landfill.

It is recommended that Council accept the Sustainable Event Policy subject to being advertised for 28 days for community comment.

#### **12.3.4 OFFICER RECOMMENDATION**

##### **That Council**

1. authorise the advertising of the draft Sustainable Event Policy for 28 days prior to formally considering the Policy
2. notes a further report will be provided at the completion of the public submission period.

### 6.1.3 Sustainable Event Policy

<b>Type:</b>	Community - Activities
<b>Legislation:</b>	
<b>Delegation:</b>	
<b>Other Related Document:</b>	Trading in Public Places Policy

#### Objective

The Town of East Fremantle is committed to environmental and sustainable practises that limit negative impacts to the environment. Since the rollout of the Food Organics, Garden Organics (FOGO) waste service, the Town has strived to reduce unnecessary waste at corporate and community events by incorporating FOGO waste practice and using material that is either reusable or compostable. The Sustainable Events Policy is to provide the Town, community and third parties a guide to the requirements when trading in the Town.

#### Policy

This policy applies to:

- all events coordinated by the Town, or contractors who are employed by the Town to coordinate an event ('Town Events').
- all events produced by a third party but subject to formal approval of the Town including events held on land under the Town's care and control, and events supported by Town grants (Approved Events).
- all events that include any form of actions or business which apply to the Trading in Public Places Policy.

#### 1. Town Events

- i. Events organised by the Town or contractors employed by the Town to produce an event are to:
  - a. provide clearly labelled Recycling, FOGO and General Waste Bins; and
  - b. exclude:
    - provision, sale, distribution or use of balloons and confetti as part of the event;
    - use of Polystyrene and Styrofoam in the sale and distribution of food or beverages at the event; and
    - provision, sale or distribution of single-use plastics at the event. This includes: straws, cutlery, cups, coffee cups, bottles (including individual single use water bottles), plates, containers and bags.
- ii. provide an easily accessible alternative to bottled water which enables patrons to refill empty drink bottles with drinking water free of cost.
- iii. restrict promotional material, decorations and supplies to those which can be reused and/or recycled.

- iv. minimise the use of printed promotional material for example posters, flyers, business cards and newspaper inserts by maximising the use of social media platforms and local publications for the distribution and dissemination of promotional material.
- v. incorporate:
  - a. promotion of walking, cycling and public transport options.
  - b. provision of adequate bike parking for all large scale events.
  - c. provide reusable alternatives for single use items including cups, plates, cutlery.

## 2. Approved events

- i. Events produced by a third party but subject to the formal approval of the Town or events where approval is required under the provisions of Trading in Public Places Policy are to:
  - a. exclude:
    - provision, distribution and use of balloons and confetti as part of an event
    - use of Polystyrene and Styrofoam in the sale in the sale or distribution of food and beverages.
    - provision, sale or distribution of plastic straws at the event. This does not include paper or cardboard straws.
    - provision, sale or distribution of plastic water bottles.
  - b. minimise the use of printed promotional material and instead use social media platforms for the distribution and dissemination of information and promotional material.
- ii. Events approved by the Town but produced by a third party are encouraged to:
  - a. exclude provision, sale or distribution of single-use plastics at the event. This includes: cutlery, cups, coffee cups, bottles, plates, containers, bags, cling wrap, straws and bottled water. This does not include compostable packaging made out of organic material eg paper, cardboard, sugar cane and cornstarch.
  - b. restrict promotional material, decorations and supplies to those which can be reused, recycled, contain recycled content and/or be certified carbon offset.
- iii. In addition, all large scale events where five (5) or more businesses are present are to:
  - a. provide clearly labelled FOGO, Recycling and General Waste bins.
  - b. incorporate:
    - promotion of walking, cycling and public transport options.
    - provision of adequate bike parking.
  - c. where practical and available, provide an easily accessible alternative to bottled water which enables patrons to refill empty drink bottles with drinking water free of cost.

Small scale events where there are less than five trading businesses are encouraged to adhere to these requirements also.
- iv. Variations
  - a. Variations to this policy may be sought for valid health and safety reasons or where there is no other practical alternative available.

**Implementation and Enforcement of this Policy**

Implementation of the policy will be staged over a 2 year roll out period. Vendors and businesses will be provided the Town's requirements for events prior to approval being granted and then will be requested to provide information to confirm compliance with those requirements.

Compliance with the policy will be pursued through proactive communication, education and support rather than through formal monitoring and enforcement. However where there is blatant disregard for this Policy, third party providers of events and other such trading businesses will not be authorised or approved to operate at future events as described under this policy or where approval is required under the Trading in Public Places Policy, until such time as it can be appropriately demonstrated there is compliance with this Policy.

<b>Responsible Directorate:</b>	Regulatory Services
<b>Reviewing Officer:</b>	Executive Manager Regulatory Services
<b>Decision making Authority:</b>	Council
<b>Policy Adopted:</b>	
<b>Policy Amended:</b>	

## 12.4 OPERATIONS

### 12.4.1 East Fremantle Oval Ground Maintenance

<b>Applicant</b>	N/A
<b>File ref</b>	R/RSC7
<b>Prepared by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date</b>	18 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Draft East Fremantle Oval Maintenance Agreement (tracked)

#### **Purpose**

To present Council with a proposed new three (3) year oval maintenance agreement between the Town of East Fremantle and the East Fremantle Football Club (EFFC).

#### **Executive Summary**

The Town agreed to the East Fremantle Football Club taking full responsibility for the ground maintenance of the East Fremantle Oval, in return for an annual contribution of \$25,000.

#### **Background**

Council first entered into an agreement with the EFFC back in 2019 that provided an annual contribution \$25,000 to the club in return for taking full responsibility for the oval and surrounds maintenance. Under the current agreement EFFC has been responsible the following works;

- Oval mowing - 2 times per week (seasonal)
- Surrounds mowing – once per fortnight (seasonal)
- Turf Renovation
  - Verti-Drain – twice per year
  - Verti-Cut – 2 directions – 1 application
  - Rolla Mow – 1 application
  - Re-Sweep Application
- Fertilising – 9 applications per year
- Irrigation – Maintenance and Operation (does not include bore maintenance or electrical system)
- Line Marking
- Weed Control – for broadleaf and crab grass – 3 time per year.

This work has been undertaken by a contractor (Turfmaster).

#### **Consultation**

Elected members  
East Fremantle Football Club – CEO  
Manager Operations

#### **Statutory Environment**

Nil.

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**Policy Implications**

Nil.

**Financial Implications**

Under the proposed agreement the Town will be required to make a cash contribution of \$25,000, and not charge the 30% game day gate fee.

The EFFC is still responsible for the payment of property rates.

**Strategic Implications**

Nil.

**Site Inspection**

Not applicable.

**Comment**

The proposed arrangement has generally worked well, with the exception of some weed control issues.

A number of amendments have been made to the agreement, refer to the attached copy with tracked changes.

It is recommended that Council accept the proposed changes and enters into a new agreement for a further 12 months, with an option for a further two year extension (3 year agreement). Noting the agreement can be terminated by either party giving 2 months written notice

**12.4.1 OFFICER RECOMMENDATION**

**That Council:**

1. enters into a new maintenance agreement with the East Fremantle Football Club for the East Fremantle oval and surrounds for a further 12 month period, with an option for a further two year extension as per the *East Fremantle Oval Maintenance Agreement 2020*; and
2. authorise the Mayor and the Chief Executive Officer to sign and affix the Town's Common Seal to the *East Fremantle Oval Maintenance Agreement 2020*.

# East Fremantle Oval Maintenance Agreement

---

Town of East Fremantle  
(Town)

&

East Fremantle Football Club Incorporated  
(Football Club)

(2020 to 2023)



TOWN of  
**EAST FREMANTLE**

135 Canning Highway  
East Fremantle WA 6109  
(08) 9339 9339

[admin@eastfremantle.wa.gov.au](mailto:admin@eastfremantle.wa.gov.au)

Agreement made this                      day of                      2020

Between **TOWN OF EAST FREMANTLE** ("Town")  
of PO Box 1097, Fremantle WA 6959

And **EAST FREMANTLE FOOTBALL CLUB** (“Football Club”)  
of PO Box 43, Palmyra WA 6957

## 1. Background

(A) The Club has requested funding from the Town in order to undertake the Oval and surrounds maintenance (Works).

(B) The Town has agreed to provide the Grant to the Club for the purpose of undertaking the Works on the terms and conditions set out in this Agreement.

## 2. Payment of Grant

Subject to the provisions of this Agreement, the Town shall pay the Grant to the Club:

(a) within 14 days of the Club providing a valid tax invoice in the amount of the Grant to the Town; and

(b) by direct transfer to the Club's nominated bank account, which shall be provided by the Club to the Town or in such other manner elected by the Town acting reasonably

### 3. Use of Grant

The Club shall use and apply the Grant solely towards the costs of the Works as outlined in clause 6 of this agreement and not for any other purpose.

#### **1.4. TERM OF AGREEMENT**

Initial term of 12 months from the 1<sup>st</sup> July 2020~~date of execution of this document.~~

## 5. Option to renew

If the Football Club at least one month, but not earlier than 6 months, prior to the date for commencement of the Further Term gives the Town a Notice to grant the Further Term and there is no subsisting default by the Football Club at the date of service of the Notice in the performance or observance of the Football Club's Covenants. The Town shall grant to the Football Club a Further Term of 2 years on the same terms and conditions.

## ~~2.6. SCOPE OF WORK to be completed by~~ EAST FREMANTLE FOOTBALL CLUB ~~OBLIGATIONS~~

(1) The Football Club accepts all responsibility for the maintenance of the East Fremantle Oval Grounds and associated grassed areas to an acceptable standard required by the Town and the Western Australian Football League standards, which includes, but not limited to the following Works:

- a. Routine mowing and maintenance of playing field.
- b. Routine mowing and maintenance of oval surrounds to ensure grassed areas do not exceed a height of 60mm.

- c. Turf renovations, replacement and establishment (within oval boundaries).
  - d. Applications of fertiliser to oval and surrounds.
  - e. Irrigation maintenance and operation (not including bore maintenance or bore electrical system).
  - f. Line marking.
  - g. Weed control within the oval and surrounds (Any weed spraying is to be undertaken with Glyphosate free products).
  - h. Other items associated with the maintenance of the oval and surrounds.
- (2) The maintenance area is illustrated within the red lined boundaries in Appendix 1.

### **3.7. TOWN OF EAST FREMANTLE OBLIGATIONS**

- (1) In return for the works to be completed by the Football Club an annual cash payment will be made by the Town equal to \$25,000 per annum. This amount will be paid within 30 days of Execution.
- (2) The Town will waive the 30% gate fees management charge payable by the Football Club, as included within the Lease Agreement, for the term of this agreement.

### **4.8. ADDITIONAL CLAUSES**

- (1) This Agreement is in relation to the maintenance of the grassed areas, and does not imply nor grant to the Football Club any exclusive rights to the area covered by the Agreement.

#### **9. Works undertaken at risk of Club**

- (1) The Works are undertaken at the sole risk of the Club.
- (2) The Club acknowledges and agrees that the Town shall not by virtue of this Agreement be:
  - (a) liable, in negligence or howsoever, for the Works; or
  - (b) responsible for any losses or financial shortfalls encountered by the Club in connection with the Works or this Agreement.

### **5.10. TERMINATION**

- (1) This Agreement may be terminated by either party giving 2 (two) months notice in writing.
- (2) Should the Agreement be terminated under 5.10(1), the funds provided pursuant to clause 3.7(1) will be required to be returned to the Town on a pro-rata basis.

### **11. NOTICE**

#### **Form of delivery**

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally; or

- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Agreement or any other address nominated by a Party by Notice to the other.

## **12. Reporting**

(1) The Club shall:

- (a) maintain the written records of its expenditure of the Grant and allow the Town to inspect such records upon request;
- (b) provide a final written report to the Town on the Works and its expenditure of the Grant, together with certified copies of all invoices and receipts evidencing expenditure of the Grant, within one (1) month of the Completion of the financial year.

## Signing Page

EXECUTED

2020

**THE COMMON SEAL of THE TOWN OF EAST  
FREMANTLE** was hereunto affixed in the  
presence of:

---

Mayor

---

(Print Full Name)

---

Chief Executive Officer

---

(Print Full Name)

**THE COMMON SEAL of THE EAST FREMANTLE  
FOOTBALL CLUB (INCORPORATED)** was  
hereunto affixed pursuant to the constitution  
in the presence of each of the undersigned  
each of whom hereby declares by the  
execution of this document that he or she  
holds the office indicated under his or her  
name.

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Office Holder Sign

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#### 12.4.2 Waste Services Report

<b>File ref</b>	T/FOGO
<b>Prepared by</b>	Connor Warn Waste and Sustainability Officer
<b>Supervised by</b>	Andrew Malone Executive Manager Regulatory Services
<b>Meeting Date:</b>	18 August 2020
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

##### **Purpose**

The purpose of this report is for Council to receive the following information;

1. Update on the Southern Metropolitan Regional Council (SMRC) performance in relation to recovery rates and landfill rates for the FOGO (Food Organics Garden Organics) waste system.
2. Update on bin tagging results conducted in March 2020 by the SMRC.

##### **Executive Summary**

At the May Ordinary Council Meeting (OCM), Council resolved to request the CEO provide a further report in 3 months on what cost improvements have been made by SMRC, if none, what options exist for FOGO processing.

##### **Background**

During July to October 2019, the three bin FOGO collection service was rolled out to the SMRC's three participating councils of East Fremantle, Fremantle and Melville. In November 2019, the digesters at the RRRC were shut down.

Due to the space and operating cost constraints in the tipping building, the FOGO recovery was limited for operational treatment. The oversize FOGO material was initially being sent to landfill during operational trials for screening and recovery.

The interim FOGO processing operation uses an existing mobile trommel to extract organics less than 40mm which is sent to be composted at Purearth's facility.

Following the shutdown of the digesters and commencement of the interim processing system, the Town of East Fremantle's overall kerbside recovery rate was 55% in January 2020. However, this has since risen due improvements in the FOGO screening operation.

##### **Consultation**

The Town consulted with staff from the SMRC to obtain statistics and relevant material relating to the information in this report. Waste tonnages were provided by Councils waste contractor SUEZ.

##### **Statutory Environment**

WARR Act 2007

Waste Local Law 2017



## 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

## Discussion

### Overall kerbside recovery rates

Figure 1 displays the actual overall kerbside recovery rate for the three participating Councils. The fall in recovery rates in December is due to the interim FOGO processing and the SMRC has projected this result will improve as trials progress.

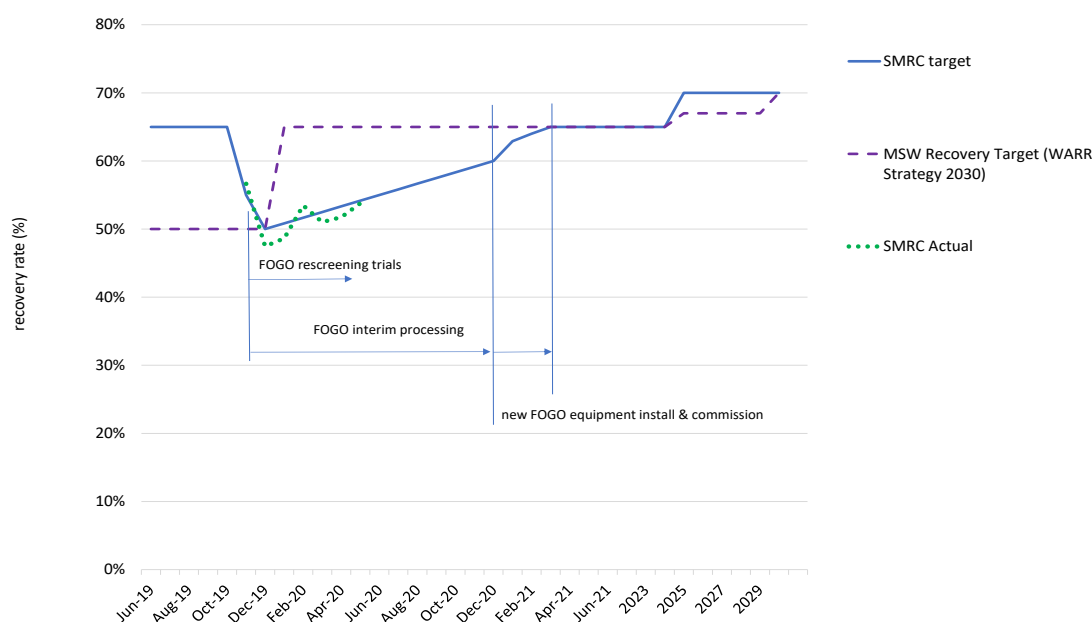


Figure 1 SMRC projected and actual kerbside recovery rates to June 2021 FOGO interim processing period (excludes data from non-FOGO properties)

Further improvements in recovery rates in line with State targets will be dependent on a permanent FOGO processing solution in 2021 and the finalisation of the Waste to Energy plant in 2023.

Table 1 below is the current recovery rates and associated landfill rates for the three (3) waste streams associated with the FOGO waste service. Figure 2 displays the total monthly tonnes of kerbside waste collected by SUEZ between the 19-20 financial year. Since the decommissioned of



the digesters, all waste from the red topped general waste bin has been sent to landfill as planned under end-of-life planning. The removal of organic waste from the general waste bin ensures only residual waste is sent to landfill. As mentioned previously the recovery rate for the FOGO service was low and this was due to the interim processing and has since risen to around 80% as anecdotally reported by the SMRC, moving the overall diversion towards 60%.

Table 1 Tonnes of Waste collected and Recovered for the Town of East Fremantle for the 2019-20 Period (SMRC & SUEZ)

Waste Tonnages 19-20	FOGO	WASTE	REC
Tonnes Landfilled	866	918	142
Actual Tonnes Recovered (SMRC)	669	0	816

Waste Tonnages 19-20	FOGO	WASTE	REC
Actual Recovery Rate	44%	0%	85%
Actual Landfill Rate	56%	100%	15%

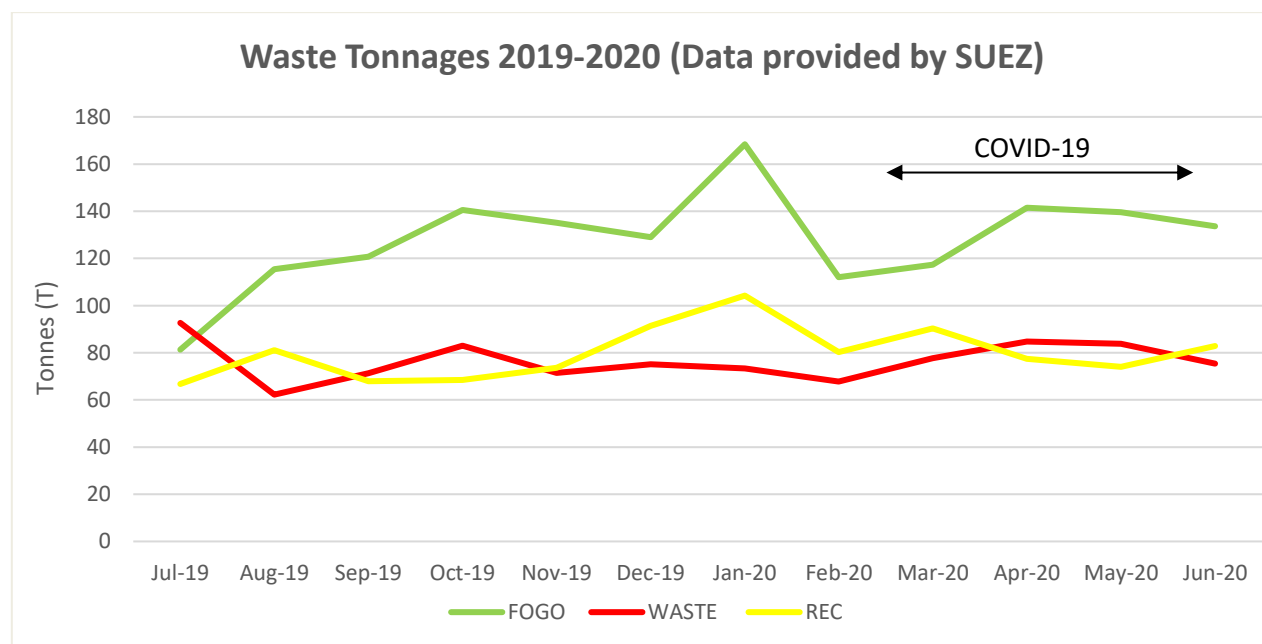


Figure 2 Total Tonnes of Waste Collected each month for FOGO, General Waste and Recycling

#### RRRC recovery rates by facility

Table 2 shows the actual recovery rates for both FOGO and Materials Recovery Facilities (MRF) at the Regional Resource Recovery Centre (RRRC). The MRF had a decrease in recovery in May with the rate of recovery dropping from 82.1% to 77.6% between April and May 2020. The SMRC advised this is likely due to the additional contamination coming from Cleanaway customers.



The SMRC highlighted that contamination levels in the FOGO waste stream may be impacting on the recovery rates with some incoming loads having high rates of contamination.

Table 2 RRRC recovery by facility

Facility	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20
FOGO	62.8%	42.3%	45.9%	56.2%	51.1%	53.8%	61.7%
MRF	84.5%	86.4%	85.4%	83.7%	83.4%	82.1%	77.6%

#### FOGO Compost

- Quality** - Testing to AS4454 standard has been completed on the first batches of compost and results have shown that the FOGO material derived is compliant with the AS4454 standard. Glass and rigid plastic results for March 2020 samples taken were 0.07% by weight which is well below the AS4454 limit of 0.5%. The FOGO test results for heavy metals is displayed below, the results are well below the Standard as Figure 3 shows

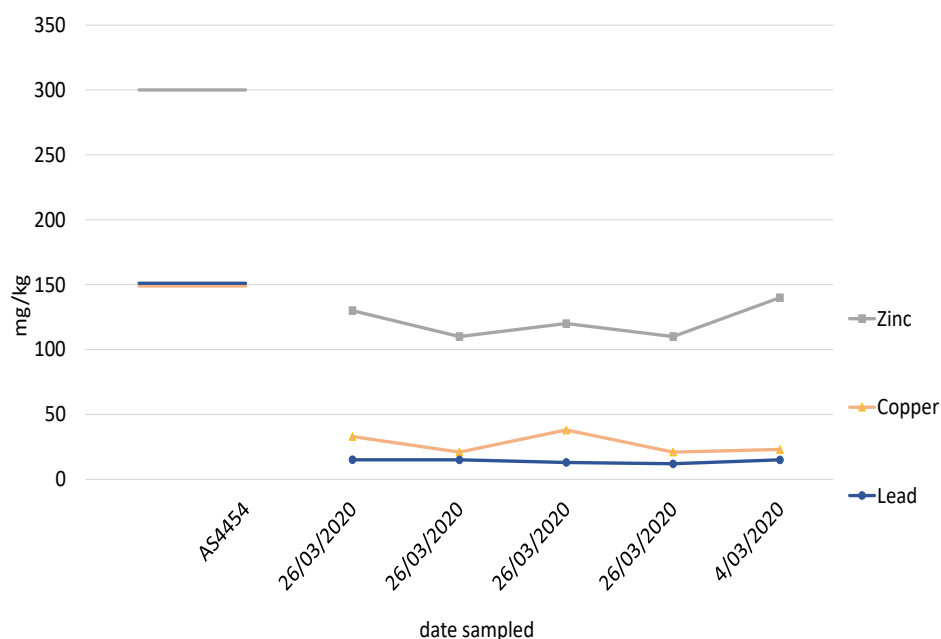


Figure 3 FOGO testing results March 2020 - heavy metals

- The AS4454 standard applies to Composts, Soil conditioners and mulches; the standard sets out the minimum requirements for the physical, chemical and biological properties of composts, soil conditioners, mulches and vermicast (worm castings). The Standard is used to ensure that compostable organic materials have minimal adverse impact on environmental and public health, and give users such as growers and consumers assurance of the quality of product.
- Quantity** - The SMRC can only estimate the quantity of waste recovered from the Town as material from all three councils is composted together in batches. However, since the start of the FOGO roll out its estimated that the total amount of East Fremantle derived compost exported from RRRC for 2019-20 period was 669 tonnes. For the purpose of carbon abatement using a 1: 1 factor subject to a new methodology being negotiated for FOGO

processing with the clean energy regulator, this is a work in process resulting in an estimated abatement of 669 tonnes of CO<sup>2</sup>.

- **Value** – As the compost is yet to be on the market for sale this is yet to be determined, however, at current market rates through soil and landscaping supply yards to the general public it is likely to attract a price of around \$100.00 per cubic meter.

#### *Community Behaviour*

Since the initial rollout in 2019 the Town has continued to roll out the FOGO waste service to 96% of its residential properties as well as commercial properties and community groups where possible. Over the next two years with additional funding from the Better Bins plus funding agreement, the Town aims to roll out the service to the whole Town (residential, multiunit developments, commercials and community groups). Table 3 below displays the individual and split ratio for residential separation between the FOGO and the General Waste Bin.

East Fremantle and Melville are performing above the minimum target of two tonnes of FOGO to each one tonne of waste in the general waste bin. This demonstrates that the Town's current and past forms of engagement, education and communication has been effective in residents achieving a high level of separation between the two new waste bins.

Table 1 Separation rate for FOGO

Council	tonnes placed in FOGO bin	for each tonne in RED bin
East Fremantle	2.1	1
Fremantle	1.7	1
Melville	2.2	1
<b>Overall</b>	<b>2.1</b>	<b>1</b>
Predicted by Melville trial	2.0	1

#### *Ongoing Behaviour change*

In late February 2020, the SMRC began the first round of bin tagging to 1,000 properties in the Town of East Fremantle. Audits were undertaken by trained waste auditors from the SMRC, the first round of bin tagging was planned to conclude in April. Due to the COVID-19 pandemic the first round of waste audits was forced to conclude on 18 March and Round 2 postponed to the end of August. The SMRC has proposed the second round of bin tagging proposed for late August. Please note the data below is inconclusive due to the limited timeframe before the forced conclusion of the tagging and is supplied for information only.

Overall, it can be noted that residents have a clear understanding on the correct use of the FOGO bin with higher levels of contamination being found in the General Waste bin and Recycling Bin. The information from the waste audits has been used by the Town when redesigning the 2020-21 Waste Calendar, highlighting key forms of contamination in both the General waste and Recycle bin. Further audits will give the Town a clear subset of data for future targeted education and engagement through social media posts, E-news etc.



The main contaminants in the FOGO bin were:

- Soft plastic (6%)
- FOGO in plastic bags (4%)

The main contaminants in the Recycling bin were:

- Miscellaneous contaminants (50%)
- Soft Plastic (38%)
- Un-rinsed Containers (9%)
- Recycling in bags (8%)
- Textiles (5%)

The Main contaminants in the general Waste bin were:

- Recyclable materials (50%)
- Food (17%)

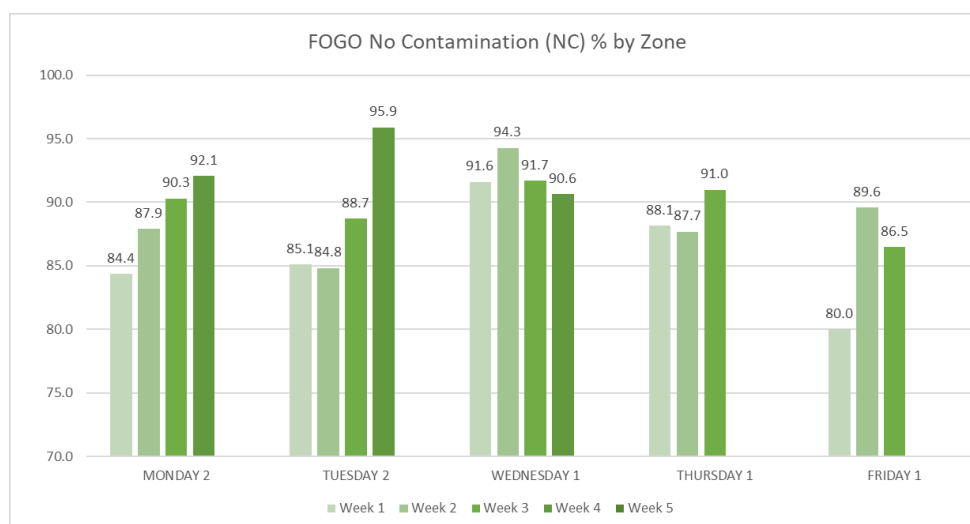


Figure 4 Percentage of FOGO waste bins with no contamination inclusive of 3-4 weeks' worth of data

FOGO	WEEK1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	AVERAGE %
No Contamination	85.85	88.86	92.88	92.88		88.91
No Bin	22.89	23.46	20.82	20.82		22.49
Vacant	1.11	0.23	0.20	0.20		0.44
Bin already collected	0.42	0.37	0.00	0.00		0.70
FOGO in Plastic Bags	5.61	3.71	1.92	1.92		4.37
Soft Plastic	7.14	7.15	3.60	3.60		5.78
Recycling	3.42	4.34	2.57	2.57		3.31
Misc Contamination	3.84	3.25	1.44	1.44		2.73
Overfull Bin	1.07	2.26	0.96	0.96		1.34
Presentation Rate	75.58	75.94	78.98	78.98		76.38
Fullness	44.30	53.72	45.54	45.54		47.22

Table 4 Forms of Contamination found in the FOGO during waste audits

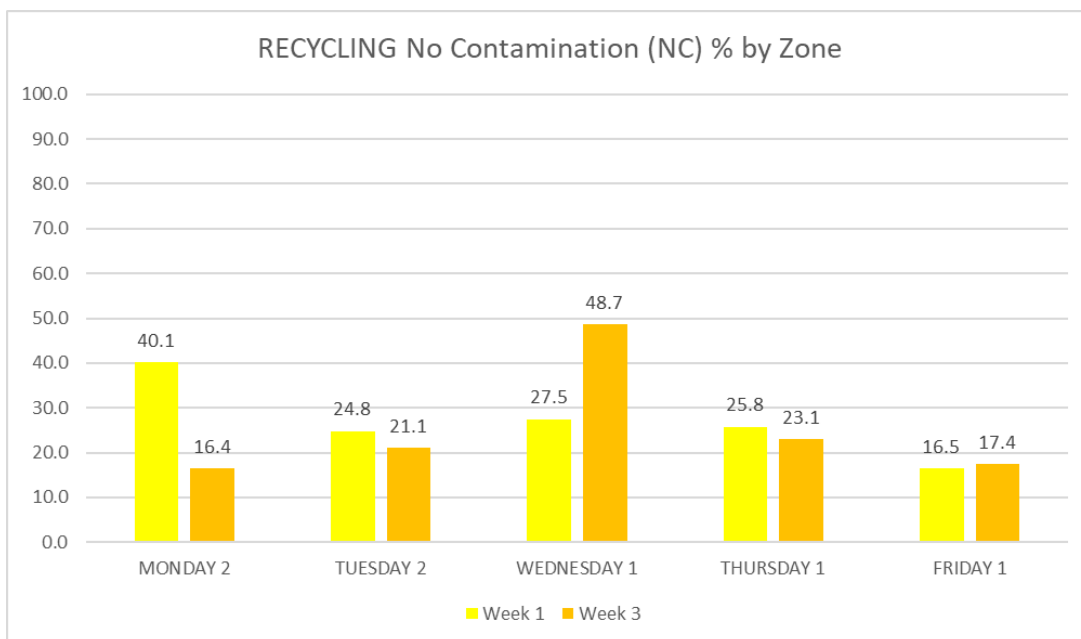


Figure 5 Percentage of Recycling bins with no contamination inclusive of 2 weeks of data (Inconclusive)

RECYCLING	WEEK 1	WEEK 3	WEEK 5	AVERAGE %
No Contamination	26.94	25.33		26.14
No Bin	12.58	13.82		13.20
Vacant	1.11	0.12		0.61
Bin already collected	0.00	0.72		0.36
Recycling in Bags	9.05	7.01		8.03
Soft Plastic	40.96	35.87		38.42
Food	2.10	3.67		2.88
Garden Waste	0.88	1.09		0.98
Textiles	6.31	3.14		4.72
Nappies	0.27	0.14		0.21
Electronic Waste	0.28	0.81		0.55
HHW	0.28	0.69		0.49
Aerosols	1.83	2.01		1.92
Unrinsed Containers	5.30	12.89		9.10
Misc Contamination	50.68	51.26		50.97
Overfull Bin	6.77	4.54		5.66
Presentation Rate	86.31	85.34		85.82
Fullness	79.81	83.85		81.83

Table 5 Forms of Contamination found in the Recycling bin during waste audits

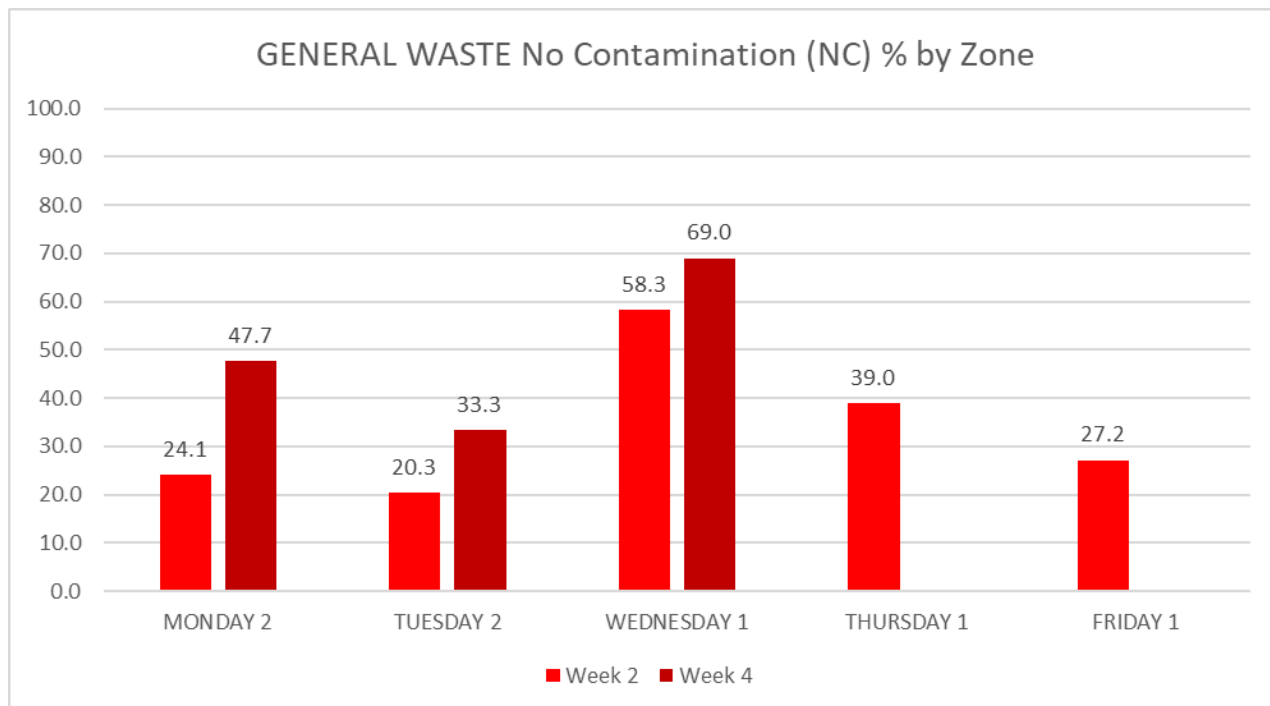


Figure 6 Percentage of General Waste bins with no form of contamination includes 1-2 weeks of data (Inconclusive)

GENERAL WASTE	WEEK 2	WEEK 4	AVERAGE %
No Contamination	33.77	49.99	39.86
No Bin	15.89	13.53	15.00
Vacant	0.23	0.20	0.22
Bin already collected	0.37	3.75	1.64
Recycling in Waste Bin	56.35	41.92	50.94
Food	21.09	12.06	17.70
Garden Organics	3.76	4.74	4.13
Electronic Waste	2.78	2.41	2.65
HHW	0.87	1.97	1.28
Misc Contamination	11.58	4.87	9.06
Overfull Bin	6.67	5.70	6.31
Presentation Rate	83.52	82.52	83.14
Fullness	80.46	74.66	78.28

Table 6 Forms of Contamination in the General Waste bin during waste audits

The information provided above is inconclusive due to the limited timeframe before the forced conclusion of the tagging and is supplied for information only. More bin tagging will occur when current work schedules permit, therefore providing more detailed data for Officer to assess.

**12.4.2 OFFICER RECOMMENDATION**

That Council receive the information included in the Waste Services report.

- 13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
- 14. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING
- 15. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
- 16. NEW BUSINESS OF AN URGENT NATURE
- 17. MATTERS BEHIND CLOSED DOORS

**17. PROCEDURAL MOTION**

That Council move into a confidential session to discuss Items 17.1 & 17.2 under the terms of the *Local Government Act 1995 Section 5.23(2)*:

(a) a matter affecting an employee or employees;

- 17.1 **CEO Performance Review**  
Confidential Report (Separate Attachment)
- 17.2 **Staff Contract**  
Confidential Report (Separate Attachment)

**17. PROCEDURAL MOTION**

That the meeting be reopened to the public.

- 18. CLOSURE