

# MINUTES

## Works Committee Minutes Tuesday, 26 March 2024 6:30 PM

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# MINUTES

## MINUTES OF THE ORDINARY MEETING OF THE WORKS COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY, 26 MARCH 2024

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

The Presiding Member opened the meeting at 6.37pm

### 2 ACKNOWLEDGEMENT OF COUNTRY

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

### 3 RECORD OF ATTENDANCE

#### 3.1 ATTENDANCE

The following members were in attendance:

Cr M Wilson Presiding Member  
Cr T Natale (from 6.39pm)  
Cr C Collinson  
Cr A McPhail  
Cr A White

The following staff were in attendance:

Mr J Throssell Chief Executive Officer  
Mr N King Executive Manager Technical Services  
Ms H Clark Operations Coordinator / Minute Secretary

#### 3.2 APOLOGIES

Nil.

#### 3.3 APPROVED LEAVE

Nil.

### 4 MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

### 5 DISCLOSURES OF INTEREST

Nil.

### 6 PUBLIC QUESTION TIME

Nil.

## 7 PRESENTATIONS/DEPUTATIONS

Nil.

## 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 8.1 WORKS COMMITTEE TUESDAY, 28 NOVEMBER 2023

#### **OFFICER RECOMMENDATION**

**Moved Cr White, seconded Cr Collinson**

**That the minutes of the Works Committee meeting held on Tuesday, 28 November 2023, be confirmed as a true and correct record of proceedings.**

#### **(CARRIED UNANIMOUSLY 4:0)**

**For:** Crs Collinson, Wilson, McPhail, White

**Against:** Nil

## 9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

## 10 REPORTS

Reports start on the next page

UNCONFIRMED

## 10.1 BUILDING MAINTENANCE & IMPROVEMENT PROGRAM

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

### PURPOSE

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

### EXECUTIVE SUMMARY

The Town has approximately \$37 million in building asset portfolio and 44 individual asset items relating to buildings. Considering this number the Town has allocated \$80,000 to the 2023/24 financial year for maintenance and upgrades.

### BACKGROUND

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

In addition to the maintenance program the Town is undertaking the upgrade of the Fremantle City Women's soccer club building upgrade with a total project budget of \$1,089,091.

### CONSULTATION

Nil

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Purchasing Policy 2.1.3

### FINANCIAL IMPLICATIONS

As of 19 March 2024 the updated building maintenance budget is \$100,000.

The Fremantle Women’s Football club project budget \$1,089,301 ex GST.

The construction component of the project has a current budget of \$908,710 ex GST (including construction contingency of 10%), after costs incurred from the designs.

### STRATEGIC IMPLICATIONS

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

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

1.2 Inviting open spaces, meeting places and recreational facilities

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

3.2 Maintaining and enhancing the Town’s character

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

### RISK IMPLICATIONS

#### RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If buildings are not maintained they deteriorate and costs become more long term	Possible (3)	Minor (2)	Moderate (5-9)	SERVICE INTERRUPTION Medium term temporary interruption - backlog cleared by additional resources <1 week	Manage by updating asset management plans and maintenance budgets to avoid long term issues

#### RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Likelihood	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
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

<b>Risk Rating</b>	10
<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

## SITE INSPECTION

Nil

## COMMENT

With the condition assessments for the buildings completed in March 2023, this will flow into the five year capital building plan. The condition assessments showed that overall, the Towns building assets are in good condition. This data informed the update of the Asset Management Plans which will be presented to Council in April 2024.

Fremantle City Women's soccer club building upgrade has slowed due to the issue with the first preferred construction contractor. The construction contractor is set to begin onsite in March 2024, with an anticipated completion August 2024.

Council at the Ordinary Council Meeting 21 November 2023 appointed a preferred contractor for the construction of the project, in addition to \$100,000 of Council funds to get the project to a budget of \$1,089,301 ex GST. The contract documents were executed by both parties in January 2024, with the works anticipated to commence in March 2024 and be completed by August 2024.

## CONCLUSION

The majority of the building maintenance for the 2023/24 budget will be used to undertake upgrades to the Sumpton Green building next to the new Oval facility, which includes painting of the external of the building and the whole replacement of the external deck.

*Cr Natale entered at 6.39pm*

## 10.1 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution 012603**

**OFFICER RECOMMENDATION:**

**Moved Cr Natale, seconded Cr White**

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

**(CARRIED UNANIMOUSLY 5:0)**

**For:** Crs Collinson, Wilson, McPhail, White, Natale

**Against:** Nil

## REPORT ATTACHMENTS

Nil

## 10.2 CAPITAL WORKS PROGRESS REPORT

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

### PURPOSE

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

### EXECUTIVE SUMMARY

The Council's adopted 2023/24 budget consists of over \$2 million of capital renewal and upgrade projects. Consisting of four categories; Plant and Equipment, Furniture and Equipment, Buildings, and Infrastructure. Progress costing and comments are provided monthly to Council through the Council Concept forum and as part of the monthly Council reporting.

### BACKGROUND

Following the adoption of the budget, the Officers have planned out the 2023/24 capital works program for the financial year ahead. All other major capital projects are planned to be completed by December 2023. Projects such as the Fremantle City women's soccer club will commence in January 2024 and is planned to be completed by May 2024.

The Town as part of the 2023/24 budget has also included the LED street light upgrade project, with a budget of \$310,000, which is proposed to be carried forward to the 2024/25 financial year.

### CONSULTATION

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

### STATUTORY ENVIRONMENT

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

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

### POLICY IMPLICATIONS

Purchasing Policy 2.1.3

### FINANCIAL IMPLICATIONS

As per the attached Capital works report, the Capital works renewal and upgrade program is worth over \$2 million.



## STRATEGIC IMPLICATIONS

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

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

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

## RISK IMPLICATIONS

### RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Individual quotes will need to be sought for minor works, delaying works and compromising capital works completion within financial year.	Unlikely (2)	Minor (2)	Low (1-4)	FINANCIAL IMPACT \$250,001 - \$1,000,000	Manage by undertaking procurement early in the financial year to ensure works can be completed.

### RISK MATRIX

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

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

### RISK RATING

<b>Risk Rating</b>	5
<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

### SITE INSPECTION

Nil

## COMMENT

Major Capital works projects timing and information is provided below:

Account Description	Current Budget	Actual & Commitments	Comments
VW Tiguan SUV (CEO)	46,200	0	Vehicle sold, not for replacement
Mitsubishi Eclipse Cross (EMCS)	40,000	0	Vehicle not for replacement, to be sold
Ford Focus Trend Sedan (EV vehicle)	40,000	38,341	EV arrived Aug 2023
Vehicle Replacement CHSP	42,364	42,364	Waiting for vehicle arrival
VW Golf Alltrack Wagon (EMRS)	40,000	0	
Mustang R165 Skidsteer	75,000	0	
Ford Ranger Single Cab Ute	35,000	31,000	Vehicle ordered March 2024
Cage Trailer	5,000	0	Trailer delivered Nov 2023
Works Supervisor Ute	28,000	32,000	Vehicle ordered March 2024
Torro Master 7000	30,000	0	Mower ordered, due for delivery July 2024
Upgrade Street Lights LED Project	310,000	0	Submission to Western Power to be in April 2024
Isuzu 4.5T Tipper	70,000	71,820	Order placed. Due for arrival July 2024
EV Charging Station - Pool car & staff use	19,500	18,730	Completed Feb 2024
Depot Administration Building and Surrounds	87,000	105,744	
Specialised - Capex - Renewal - Unclassified Property	53,000	107,582	Majority Sumpton Green deck & Painting
EFJFF and EFJCC Clubroom - Henry Jeffrey Pavillion	15,000	0	
EF Yacht Club - Dinghy Storage and Training Facility CSRFF Cont.	30,000	30,552	
East Fremantle Oval Precinct - Advanced trees and bushes	20,000	3,185	Works ongoing
East Fremantle Oval Precinct - Off Leash Dog Exercise Area	195,020	239,582	Works ongoing
Fremantle Women's Football Club	966,899	922,237	Works to commence March 2024
Road Pavement Surface - Renewal - General Allocation	80,000	0	
Drainage Rationalisation - Foreshore	85,000	17,601	Works to be undertaken in April 2024

Infrastructure - Parks & Ovals - Playground - Various Upgrades	20,000	9,511	Equipment being ordered
Infrastructure - Parks & Ovals - Retic Controllers	32,000	0	All of retic controllers completed
Infrastructure - Parks & Ovals - Retic Upgrades	70,000	10,915	Works to be completed April 2024
Infrastructure - Parks & Ovals - Bores and Pumps - Stratford Street Park	50,000	0	Works to begin May/June 2024
Capex - BBQ Replacement	10,000	10,175	
Capex - Bench Seats - Various Locations	15,000	16,099	
Infrastructure - Parks & Ovals - Ancillary - Drink Fountains	10,000	7,329	
Carparks - General Allocation	15,000	11,501	Work ongoing
Footpath Renewal - Clayton St	55,000	155,936	Works completed Nov 2023
Footpath Renewal - Clayton St (west side)	115,000		Works completed Nov 2023
George Street - general paving repairs	30,000	0	Works to commence Nov 2023
Footpaths - Canning Highway (south side), between Bedford and Moss	70,000	65,723	Completed Aug 2023
	<b>2,804,983</b>	<b>1,947,926</b>	<b>69%</b>

Most of the larger capital projects were completed before December 2023, with the outstanding items including fleet replacement items, the LED street light project and the Fremantle women's football club project.

As part of the approved 2023/24 budget Council resolved to include \$80,000 as a Road Pavement Surface - Renewal - General Allocation, however there is no specified project for this item. From the most recent condition assessment the worst condition road which fits into this budget allocation is below:

Penhurst Street, between Fraser Street and Pier Street                      605m<sup>2</sup> @ \$110 per m<sup>2</sup> = \$66,550

It would be recommended that Council approve this street to be completed before 30 June 2024.

## CONCLUSION

A project that has taken up significant time and resources is the East Fremantle Oval eastern bank project, in lieu of the main building contractor undertaking the project. The works within the eastern bank are anticipated to be completed by April 2024. Works include a new footpath around the eastern boundary of the oval, a fenced dog park, drainage sump earthworks, installation of new reticulation and trees, waste bins, a drink fountain and dog agility equipment. Council as of 19 March 2024 resolved to include roll on turf to 5000m<sup>2</sup> of the eastern bank, which Officers are procuring this turf to be installed in the coming months.

At the concept forum 12 March 2024 Council recommend that Officers progress with the LED lighting upgrade project through Western Power. Considering the Towns small amount of lights (602), it is anticipated that the works should commence later in the 2024/25 financial year.

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10.2 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution 022603**

**OFFICER RECOMMENDATION:**

**Moved Cr Natale, seconded Cr Collinson**

**That the Works Committee receive and note the Capital Works Program Report.**

**(CARRIED UNANIMOUSLY 5:0)**

**For:** Crs Collinson, Wilson, McPhail, White, Natale

**Against:** Nil

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REPORT ATTACHMENTS

Nil

UNCONFIRMED

### 10.3 ENGINEERING MAINTENANCE ITEMS

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

#### PURPOSE

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

#### EXECUTIVE SUMMARY

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

#### BACKGROUND

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

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

Local Government Act 1995

#### POLICY IMPLICATIONS

Purchasing Policy 2.1.3

#### FINANCIAL IMPLICATIONS

The Towns Engineering maintenance budget is approximately \$300,000 for the 2023/24 financial year.

#### STRATEGIC IMPLICATIONS

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

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

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

#### RISK IMPLICATIONS

#### RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
High risk items like footpath repairs are left and public liability claims increase	Possible (3)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, low impact, low news item	Manage by making sure assets are maintained and repaired in a timely manner

#### RISK MATRIX

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

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

#### RISK RATING

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

#### SITE INSPECTION

Nil

#### COMMENT

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

	Defects	Pit defects	Repaired Defects
<b>Total</b>	2018	412	257

Below shows the number of defects that are now repaired as part of the completed capital works in 2023/24 budget.

2023/24 Capital works footpaths	Defects repaired
Clayton Street	21
Clayton Street	41
Canning Hwy	5
<b>Total</b>	<b>67</b>

It has previously been agreed at the works committee meetings to have Key Performance Indicators (KPI's) for footpath defects, and agreed that we will aim to repair or eliminate 20 defects per month, this will be a combination of grinding by the Towns staff and upgrade works through the Towns nominated contractor. This work will be in addition to the capital works upgrade, which usually account for 50 or more defects each year.

Over the months of February to March 2024 the Town contractor undertook several patch repairs of the asphalt footpaths in need of repair. These works eliminated 30 defects from the Towns path network.

From 1 January 2024 until 19 March 2024 (78-day period) there were 57 snap, send and solve reports to the Town, of the 37 reported the below shows the breakdown of most reported issues:

Category	Reports
Footpath	1
Tree reports	11
Graffiti	4
Illegal Parking	6
Signs	11

## CONCLUSION

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

## 10.3 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution 032603**

**OFFICER RECOMMENDATION:**

**Moved Cr Natale, seconded Cr White**

**That the Works Committee receive and note the Engineering Maintenance Report.**

**(CARRIED UNANIMOUSLY 5:0)**

**For:** Crs Collinson, Wilson, McPhail, White, Natale

**Against:** Nil

## REPORT ATTACHMENTS

Nil

## 10.4 PARKS & GARDENS

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

### PURPOSE

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

### EXECUTIVE SUMMARY

The Towns Parks, Ovals and reserves asset portfolio has an estimated value of approximately \$8 million, excluding non-depreciable assets (passive parks, sports fields and natural areas). The majority of its external work force are based within the parks and gardens team, maintaining the Towns parks and gardens on a schedule program which runs fortnightly. In addition to the maintenance, capital projects within parks account for approximately \$200,000 for the financial year 2023/24.

### BACKGROUND

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

### CONSULTATION

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

### STATUTORY ENVIRONMENT

Local Government Act 1995  
Environment Protection and Biodiversity Conservation Act 1999

### POLICY IMPLICATIONS

Purchasing Policy 2.1.3

### FINANCIAL IMPLICATIONS

Capital projects of approximately \$200,000 for the 2023/24 financial year  
Operating costs of approximately \$600,000 for the 2023/24 financial year

### STRATEGIC IMPLICATIONS

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

1.2 Inviting open spaces, meeting places and recreational facilities



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

#### 3.2 Maintaining and enhancing the Town’s character

### Strategic Priority 4 – Natural Environment - Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity

#### 4.1 Conserve, maintain and enhance the Town’s open spaces

#### 4.2 Enhance environmental values and sustainable natural resource use

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

## RISK IMPLICATIONS

### RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Parks become degraded and look poor	Possible (3)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	Manage by making sure out maintenance standards are high and checked by senior staff.

### RISK MATRIX

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

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

### RISK RATING

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

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**SITE INSPECTION**

Nil

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**COMMENT**

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

- Retic bore upgrades – Stratford Street bore cubicle upgrade to commence after summer, and be completed before 30 June 2024.
- Henry Jeffery, Preston Point and Wauhop Ovals – Maintenance to the ovals will be undertaken in the week of 25<sup>th</sup> March, including turf replacement and Fertilising. The clubs have been made aware of this.
- Tree planting – All seasonal tree planting was completed by August 2023. The aim will be to plant more trees before July 1 2024, closer to winter months. These will be resident requests and park replacements.

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**CONCLUSION**

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

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**10.4 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION****Committee Resolution 042603****OFFICER RECOMMENDATION:****Moved Cr Natale, seconded Cr White****That the Works Committee receive and note the Parks and Gardens report.****(CARRIED UNANIMOUSLY 5:0)****For:** Crs Collinson, Wilson, McPhail, White, Natale**Against:** Nil

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**REPORT ATTACHMENTS**

Nil

## 10.5 RISK & HAZARDS

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

### PURPOSE

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

### EXECUTIVE SUMMARY

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

### BACKGROUND

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

### CONSULTATION

Nil

### STATUTORY ENVIRONMENT

Work Health and Safety Act 2020

### POLICY IMPLICATIONS

Policy 2.2 Risk Management

### FINANCIAL IMPLICATIONS

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

### STRATEGIC IMPLICATIONS

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

**Strategic Priority 5 – A proactive, approachable Council which values community consultation, transparency and accountability**

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If risks are not identified then hazards can become worse, and the impact can sometimes be fatal	Unlikely (2)	Major (4)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, high impact, high news profile, third party actions	Manage by identifying risks and mitigating them early

RISK MATRIX

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

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

RISK RATING

Risk Rating	11
Does this item need to be added to the Town’s Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Nil

COMMENT

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

As discussed in the works committee in August 2023, the highest risks within the Technical Services Department are below:

- Inadequate hazard identification and exclusion Risk rating 12
- Lack of Asset management planning Risk rating 9
- Lack of formal or appropriate scheduling Risk rating 9

- Lack of training, awareness and knowledge Risk rating 9
- Project management - Failure to consult with key stakeholders Risk rating 9
- Inadequate security protection measures in place for buildings Risk rating 9
- Inadequate contract management practices Risk rating 9

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

**CONCLUSION**

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

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

**10.5 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION**

**Committee Resolution 052603**

**OFFICER RECOMMENDATION:**

**Moved Cr Natale, seconded White**

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

**(CARRIED UNANIMOUSLY 5:0)**

**For:** Crs Collinson, Wilson, McPhail, White, Natale

**Against:** Nil

**REPORT ATTACHMENTS**

Nil

## 10.6 STRATEGIC PROJECTS

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

### PURPOSE

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

### EXECUTIVE SUMMARY

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

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

### BACKGROUND

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

### CONSULTATION

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

#### Implementation of Works Review

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

#### Implementation of Integrated Traffic Management Plan

The finalised report was presented to Council at the Council Concept Forum in mid-2021. A traffic survey of the Plympton ward was undertaken in February 2023, which this information has been provided to Council in March 2023.

#### Implementation of Foreshore Management Plan

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

The Norm McKenzie project was sent out to public consultation in November 2023, with comments coming back positive. This feedback was provided to Council in the March 2024 concept forum.

**Implementation of Asset Management Plan**

The asset management plans will be presented to Council in April 2024 concept forum.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

Purchasing Policy 2.1.3

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

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

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

**RISK IMPLICATIONS**

**RISKS**

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If strategic plans are not updated or maintained the long term financial plan may be adversely impacted	Possible (3)	Minor (2)	Low (1-4)	FINANCIAL IMPACT \$50,000 - \$250,000	Manage by annually reviewing strategic projects to make sure we are aligning with the plans and long term financial planning

**RISK MATRIX**

Consequence		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Likelihood	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
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.

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#### RISK RATING

<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

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#### SITE INSPECTION

Nil

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#### COMMENT

Updates on the individual projects are as below:

##### Implementation of Works Review

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

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

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

##### Implementation of Integrated Traffic Management Plan

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

The Officers also undertook a Town wide line marking assessment to determine the faded line marking and non-compliance in regard to 'no stopping' line marking. The work from this will mean updated to line marking throughout the Town before June 2024.

##### Implementation of Foreshore Management Plan

The concept design for the Norm McKenzie wall upgrade project was presented to Council at the March 2024 concept forum, including the public consultation feedback. Council agreed to progress with the design and the funding application with the Department of Biodiversity, Conservation and Attractions (DBCA) for a 50/50 share of the project cost.

The river wall upgrade project near Dome café was completed in December 2023, with the DBCA happy with the completed project.

##### Implementation of Asset Management Plan

All Asset management plans were updated in February 2024, with the plans to be presented to Council concept forum in April 2024.

The annual footpath inspection was undertaken in January 2024, with the condition of all of the network to be inputted to the Towns asset condition spreadsheet to determine the priorities for the next financial year.



**CONCLUSION**

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

**10.6 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION**

**Committee Resolution 062603**

**OFFICER RECOMMENDATION:**

**Moved Cr Natale, seconded Cr White**

**That the Works Committee receive and note the Strategic Project report.**

**(CARRIED UNANIMOUSLY 5:0)**

**For:** Crs Collinson, Wilson, McPhail, White, Natale

**Against:** Nil

**REPORT ATTACHMENTS**

Nil

**11 MATTERS BEHIND CLOSED DOORS**

Nil.

**12 CLOSURE OF MEETING**

There being no further business, the Presiding Member declared the meeting closed at 8.08pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Works Committee** of the Town of East Fremantle, held on **26 March 2024**, Minute Book reference **1. to 12.** were confirmed at the meeting of the Committee on*

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**Presiding Member**