

# MINUTES

## Council Meeting Tuesday, 16 May 2023 at 6:30 PM

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# MINUTES

## MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY 16 MAY 2023

### 1 OFFICIAL OPENING

The Presiding Member opened the meeting at 6.32pm

### 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 ANNOUNCEMENT TO GALLERY

*"Members of the gallery are advised that no Council decision from tonight's meeting will be communicated or implemented until 12 noon on the first clear working day after this meeting, unless Council, by resolution carried at this meeting, requested the CEO to take immediate action to implement the decision."*

### 4 RECORD OF ATTENDANCE

#### 4.1 ATTENDANCE

The following members were in attendance:

Mayor J O'Neill	Presiding Member
Cr C Collinson	
Cr K Donovan	
Cr A McPhail	
Cr D Nardi	
Cr A Natale	
Cr A White	
Cr M Wilson	

The following staff were in attendance:

Mr G Tuffin	Chief Executive Officer
Mr A Malone	Executive Manager Regulatory Services
Mr P Kocian	Executive Manager Corporate Services
Mr N King	Executive Manager Technical Services
Ms J May	Minute Secretary

There were two members of the public in attendance.

#### 4.2 APOLOGIES

Nil

#### 4.3 APPROVED

Nil

## 5 DISCLOSURES OF INTEREST

### 5.1 FINANCIAL

#### 5.1.1 CHIEF EXECUTIVE OFFICER ITEM 21.1 – CEO PERFORMANCE REVIEW

### 5.2 PROXIMITY

#### 5.2.1 MAYOR O'NEILL ITEM 17.1 CR WILSON - DOG PARK/OFF LEASH AREA EF OVAL

### 5.3 IMPARTIALITY

Nil

## 6 PUBLIC QUESTION TIME

### 6.1 RESPONSES TO PREVIOUS QUESTIONS FROM MEMBERS OF THE PUBLIC TAKEN ON NOTICE

Nil

### 6.2 PUBLIC QUESTION TIME

Nil

## 7 PRESENTATIONS/DEPUTATIONS

### 7.1 PRESENTATIONS

Nil

### 7.2 DEPUTATIONS

#### 7.2.1 ITEM 13.1 UPDATES TO LOCAL PLANNING POLICY TOWN CENTRE

Mr J Kirkness (representing Dr H Fine 12 Silas Street) addressed the meeting complimenting the officer's report however raising concerns regarding:

- protection of amenity – no reference in the Policy which may cause confusion to the reader
- description of "storey" is not clearly defined
- consideration of heritage – no reference in development standards

Mr Kirkness noted that the officer had responded to the concerns raised in his submission and advised this was an internal review of the Policy and a future full review would address all issues.

## 8 APPLICATIONS FOR LEAVE OF ABSENCE

### 8.1 MAYOR O'NEILL

Seeking leave of absence from 22 to 29 May 2023, inclusive.

### 8.2 CR COLLINSON

Seeking leave of absence from 13 to 29 June.

### 8.3 CR WHITE

Seeking leave of absence from 27 July to 10 September.

### 8.4 CR MCPHAIL

Seeking leave of absence from 4 to 20 June and from 27 June to 4 August.

**Moved Cr Natale, seconded Cr Donovan**

**That leave of absence be granted to Mayor O'Neill and Crs Collinson, White and McPhail for the periods outlined in 8.1, 8.2, 8.3 & 8.4 above.**

(CARRIED UNANIMOUSLY)

## 9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 9.1 MEETING OF COUNCIL (18 APRIL 2023)

#### **OFFICER RECOMMENDATION**

**Moved Cr Donovan, seconded Cr White**

**That the minutes of the Ordinary meeting of Council held on Tuesday, 18 April 2023 be confirmed as a true and correct record of proceedings.**

(CARRIED UNANIMOUSLY)

## 10 ANNOUNCEMENTS BY THE PRESIDING MEMBER

### 10.1 MR GARY TUFFIN CEO

Tonight, will be the last Ordinary Council meeting for the CEO with his last working day at the Town to be Thursday 18 May. I take this opportunity to thank him for his outstanding achievements for our Town during his tenure. This includes many governance achievements in finance, planning and technical services, two being the renovation of this building and the redevelopment of the East Fremantle Oval Precinct which were realized after many previous attempts.

Gary Tuffin focuses on positive relationships and building trust with staff, elected members and the community. I thank him on behalf of everyone: staff, Councillors and the community and wish him well at the Town of Cambridge.

## 11 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

## 12 REPORTS AND RECOMMENDATIONS OF COMMITTEES

Reports start on the next page

## 12.1 WORKS COMMITTEE REPORT

<b>Report Reference Number</b>	OCR-2032
<b>Prepared by</b>	Nicholas King Executive Manager Technical Services
<b>Supervised by</b>	Gary Tuffin Chief Executive Officer
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. Works Committee Minutes 26 April 2023

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### PURPOSE

To submit the minutes of the Works Committee meeting for receipt by Council.

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### EXECUTIVE SUMMARY

The Committee held its meeting on 26 April 2023, discussing items noted in the terms of reference as agreed by Council.

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### BACKGROUND

Nil

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### CONSULTATION

Works Committee

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### STATUTORY ENVIRONMENT

Nil

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### POLICY IMPLICATIONS

Nil

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### FINANCIAL IMPLICATIONS

Nil

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### STRATEGIC IMPLICATIONS

Nil

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### RISK IMPLICATIONS

Nil

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### SITE INSPECTION

N/A

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## COMMENT

Nil

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## CONCLUSION

The unconfirmed minutes of the Works Committee are now presented to Council for receipt.

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## 12.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution 011605**

**OFFICER RECOMMENDATION:**

**Moved Cr Wilson, seconded Cr Nardi**

**That the unconfirmed Minutes of the Works Committee Meeting held on 26 April 2023 be received.**

**(CARRIED UNANIMOUSLY)**

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## REPORT ATTACHMENTS

Attachments start on the next page



# MINUTES

## **Works Committee Minutes** **Wednesday, 26 April 2023 6:30 PM**

### **Disclaimer**

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MINUTES OF WORKS COMMITTEE MEETING WEDNESDAY, 26 APRIL 2023



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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 WEDNESDAY, 26 APRIL 2023

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

The Presiding Member opened the meeting at 6.30pm

#### 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:

Mayor J O'Neill

Cr A McPhail

Cr D Nardi

Cr M Wilson                      Presiding Member

Cr A White

Cr K Donovan

The following staff were in attendance:

Mr A Malone                      Executive Manager Regulatory Services

Mr N King                        Executive Manager Technical Services

##### 3.2 APOLOGIES

Cr C Collinson

Mr Gary Tuffin                      Chief Executive Officer

##### 3.3 APPROVED LEAVE

Nil.

#### 4 MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

#### 5 DISCLOSURES OF INTEREST

Nil.

MINUTES OF WORKS COMMITTEE MEETING WEDNESDAY, 26 APRIL 2023



6 PUBLIC QUESTION TIME

Nil.

7 PRESENTATIONS/DEPUTATIONS

Nil.

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 WORKS COMMITTEE TUESDAY, 28 FEBRUARY 2023

**OFFICER RECOMMENDATION**

**Moved Cr D Nardi, seconded Cr McPhail**

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

**(CARRIED UNANIMOUSLY)**

9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

10 REPORTS

Reports start on the next page

## MINUTES OF WORKS COMMITTEE MEETING WEDNESDAY, 26 APRIL 2023



## 10.1 BUILDING MAINTENANCE &amp; IMPROVEMENT PROGRAM

<b>Report Reference Number</b>	WCR-147
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Gary Tuffin
<b>Meeting date</b>	Wednesday, 26 April 2023
<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 2022/23 financial year for maintenance and upgrades.

## BACKGROUND

The Town's last building condition assessments were undertaken in 2017, 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. The Building condition assessments were completed in March 2023, with the information being finalised by the consultant, and due in April 2023.

In addition to the maintenance program the Town is undertaking the upgrade of the Fremantle City Women's soccer club building upgrade. The project has an existing budget of \$1,000,000 with an additional \$200,000 approved by the Department of Local Government, Sport and Cultural Industries in December 2022, and the Town committing \$80,000 towards the project during the 2022/23 mid-year review process.

## 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

## MINUTES OF WORKS COMMITTEE MEETING WEDNESDAY, 26 APRIL 2023



## POLICY IMPLICATIONS

Purchasing Policy 2.1.3

## FINANCIAL IMPLICATIONS

Allocation of \$80,000 for the 2022/23 financial year for building maintenance and upgrades.

Fremantle City Women's soccer club building upgrade has a budget of \$1,00,000 in the 2022/23 financial year with \$20,000 spent in the 2021/22 financial year. The majority of this project is funded externally by the State Government (Department of Local Government, Sport and Cultural Industries) \$720,000, and the Club contributing \$200,000. The Town have committed \$80,000 as part of the 2022/23 mid-year review.

## 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						
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

## MINUTES OF WORKS COMMITTEE MEETING WEDNESDAY, 26 APRIL 2023



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.

Fremantle City Women's soccer club building upgrade has slowed due to the issue with the first preferred construction contractor. The design has been slightly amended to further reduce costs, with the updated design to go to market in May 2023.

## CONCLUSION

The Town's building assets are a major component of its asset portfolio, meaning it is important to maintain our buildings to a suitable standard at all times. Considering the limited use of some of the Town's buildings they may get neglected, however the Town should be maintaining all assets to a suitable standard, so that the wider public and stakeholders can utilize them when required.

## 10.1 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution 012604**

**OFFICER RECOMMENDATION:**

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

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

**(CARRIED UNANIMOUSLY)**

## REPORT ATTACHMENTS

Nil



## 10.2 CAPITAL WORKS PROGRESS REPORT

<b>Report Reference Number</b>	WCR-149
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Gary Tuffin
<b>Meeting date</b>	Wednesday, 26 April 2023
<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 2023.

## EXECUTIVE SUMMARY

The Council's adopted 2022/23 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 2022/23 capital works program for the financial year ahead. Particular works required early procurement due to seasonal conditions, such as the Wauhop Oval resurfacing project which needed to commence in November 2022. All other major capital projects are completed as of March 2023.

## 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:

MINUTES OF WORKS COMMITTEE MEETING 26/04/2023 6:30:00 PM



**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
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**

Risk Rating	5
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**

Major Capital works projects timing and information is provided below:

- Building renewal projects, Hurricane roof upgrade is to commence in May 2023, with this taking up the majority of the building budget. In addition to this, the scouts, Camp Waller roof will be repaired to prevent future leaks.



## MINUTES OF WORKS COMMITTEE MEETING 26/04/2023 6:30:00 PM



- Drainage rationalisation, works are being undertaken in April 2023 to fix the flooding issues on Riverside Road near the Leeuwin boat ramp car park, and rationalize some drainage outlets in the area.
- Retic controllers, still having trouble obtaining a second quote. First quote came back more expensive than initially thought, but would like to see that this is the market rate with a second quote.

Description	Budget	Total	Completion %
Buildings - Specialised - Capex - Renewal - Unclassified Property	\$65,000	\$38,658	30%
Buildings - Specialised - Capex - Fremantle Women's Football Club	\$1,000,000	\$118,671	5%
Infrastructure - Parks & Ovals - Playground - Various Upgrades	\$30,000	\$0	25%
Infrastructure - Parks & Ovals - Retic Upgrades	\$50,000	\$8,736	100%
Infrastructure - Parks & Ovals - Retic Controllers	\$32,000	\$0	30%
Infrastructure - Parks & Ovals - Turf - Wauhop Oval	\$110,000	\$107,663	100%
Capex - Tricolore - Bbq Replacement	\$10,000	\$0	
Capex - Bench Seats - Various Locations	\$15,000	\$14,609	100%
Infrastructure - Parks & Ovals - Ancillary - Drink Fountains	\$10,000	\$13,997	100%
Infrastructure - Car Parks - Surface/Pavement - Capex - Renewal - Maintenance Streets, Roads & Bridges	\$15,000	\$0	65%
Capex - Drainage Rationalisation - Foreshore	\$100,000	\$31,382	30%
Infrastructure - Roads - Renewal - Marmion St - East St	\$361,127	\$344,302	100%
Infrastructure - Footpaths - Renewal - Canning Hwy (Fortescue - Irwin)	\$66,000	\$72,026	100%
Infrastructure - Footpaths - Renewal - Canning Hwy (Irwin - Oakover)	\$80,000	\$94,987	100%
Infrastructure - Footpaths - Renewal - Petra St (View Tce - Preston Point Rd)	\$68,000	\$61,068	100%
Infrastructure - Footpaths - Renewal - George St (East St - Glyde St)	\$36,000	\$29,330	100%
<b>Infrastructure</b>	<b>\$2,048,127</b>	<b>\$935,429</b>	<b>72%</b>

## CONCLUSION

With the early adoption of the 2022/23 budget this allows Officers to begin procurement for major projects. All of the major projects are completed to March 2023.

MINUTES OF WORKS COMMITTEE MEETING 26/04/2023 6:30:00 PM



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10.2 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution 022604**

**OFFICER RECOMMENDATION:**

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

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

**(CARRIED UNANIMOUSLY)**

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REPORT ATTACHMENTS

Nil

## 10.3 ENGINEERING MAINTENANCE ITEMS

<b>Report Reference Number</b>	WCR-152
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Gary Tuffin
<b>Meeting date</b>	Wednesday, 26 April 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil
1. Email Attachment received from Cr Wilson dated 20 April 2023	

## 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 the Town has footpaths, the Town have implemented an annual footpath inspection program which a consultant investigates and rates all of the Towns footpath network. The inspection is 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. One of the highest cost materials and contracts item within the engineering maintenance budget is street sweeping \$89,917, which the contractor sweeps all of the streets and car parks once per month.

## 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 2022/23 financial year.

## STRATEGIC IMPLICATIONS

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

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**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
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

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

With the purchasing of a concrete grinding machine in August 2022, the Town is now undertaking footpath grinding works at least four days per month. This way the minor footpath defects that can be ground down, can be fixed urgently, and the Town does not need to wait for a contractor or hiring a machine.

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The footpath defect repair numbers are as below, which the defects were picked up in the February 2022 audit, and repairs are up until December 2022:

	Defects	Pit defects	Repaired Defects
<b>Total</b>	2018	412	47

Below shows the number of defects repaired as part of the capital works in 2022/23:

2022/23 Capital works footpaths	Defects repaired
Petra Street	28
George Street	15
Canning Hwy	29
<b>Total</b>	<b>72</b>

Below shows the number of defects to be repaired as part of the upcoming capital works in 2023/24:

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

Minor drainage maintenance works are planned to be undertaken along Riverside Road, adjacent to Leeuwin boat ramp, with the goal to improve drainage in the area. The issue with all drainage along Riverside Road is that the levels are not enough to get the water to the river outlets. More investigation needs to be done before works can commence.

The bus stop removals undertaken by the PTA are awaiting replacement and pricing, for particular stops that are highly used. There has been no update from the PTA on when shelters will be reinstated.

---

#### 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.

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#### 10.3 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution 032604**

**OFFICER RECOMMENDATION:**

**Moved Cr Nardi, seconded Cr Donovan**

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

**(CARRIED UNANIMOUSLY)**

---

#### REPORT ATTACHMENTS

Attachments start on the next page



## Attachment 1

### Attachment 1

Missing bollards that were supposed to be installed as part of road upgrade in J Dolan carpark. Resulting yellow sand and no replanting of verge.

- Can additional bollards be provided? [At this stage there is no need for bollards.](#)
- Can additional planting / grass establishment be provided? [The Town can seed it before winter 2023.](#)



Dead tree - reported on a number of occasions for removal. [There have been no reports to the Towns Operations Department on this, however the Town have been monitoring the relevant tree.](#)

- Can this be removed and by when? And then replaced? [The Town have been monitoring it.](#)
- Who's responsibility is this area of parkland for maintenance? [The Town.](#)
- Is there any plan for revegetation in this area? [No, not at this stage.](#)
- If there is no plan for revegetation in this area can a plan be put in place to expand the planting to this area? [The Town have planted trees where possible, may look at further plantings in the 2023/24 budget.](#)



## Attachment 1

### Attachment 1

Sand under bridge was planned to be paved post roadworks.

1. Is this still the case that paving will be provided? [No paving is being undertaken.](#)
2. What can be done for this area if paving is not planned to be put in place? [The Town can look into what may grow underneath the shade of the bridge.](#)



Dead Tree Left Bank Car Park - poor root system won't be providing much support.

- Can this tree be removed and replaced? [Within lease area of Left bank. However, any trees along the foreshore need DBCA approval. Sometimes dead trees provide habitat for animals.](#)



## Attachment 1

### Attachment 1

Derelict bitumen footpath on the Western side of the Sail Training building , Pier Street corner.

- What can be done to this area? [The path is planned to be removed. At this moment in time it is lower on the wall upgrade priority list.](#)
- What is the plan and time frame? [Late 2023/early 2024.](#)



Rusted one year old railing at speed hump Riverside Road across from number 3. No plans to remediate nor replace. Same problem at Andrews Road Crossing.

- What can done to rectify this issue? [Not urgent issue, Town can paint.](#)



## Attachment 1

### Attachment 1



Left Bank steps erosion on both sides. Left as is post remediation. First rains will erode the unprotected bank badly.

- What plan can be put in place to replant this area ASAP. The area was seeded, should start to grow in the coming weeks.

Also - rail is missing for section.

- What plan is in place to get this rectified? Rail to be fixed at the bottom of the steps. Rail was removed to undertake some retaining wall works.



## Attachment 1

### Attachment 1

Dome picnic area planted and grass damaged.

- What can be done by regenerating this grass area. [Will grow back over winter.](#)



This is the state of the boat ramp and put simply a tidy up needs to be completed.

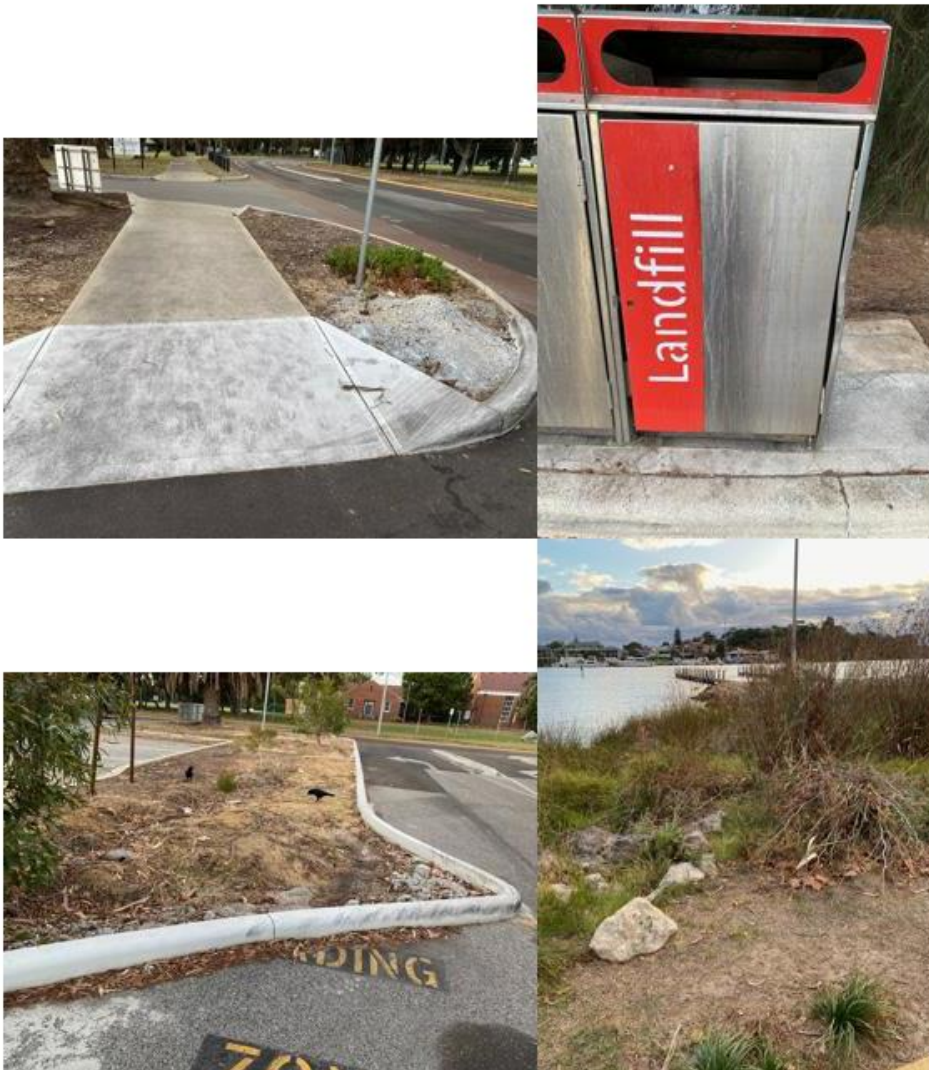
Much of this construction work has been place for over six months however, there is no remediation of the disrupted landscape around it. Various photos giving examples.

- What is the plan for this area? [Mulch the area until it can be planted.](#)
- Graffiti on the sign has been there for some time, please can this be rectified.
- Can the dead plant middle of one bed be removed. [Yes.](#) T



Attachment 1

Attachment 1





Attachment 1

Attachment 1



Attachment 1

Attachment 1



## Attachment 1

### Attachment 1

Roadway sign 300 m to speed hump not true it's at least 500 m and sign is pre a full chicane.

- Can this be re located to the correct position 300m from the Speed hump. [The Town have passed this onto Main Roads WA, however sign does state "next 300m", so not incorrect.](#)

Correct sign on hump entirely covered by large tree limb

- Can this limb be removed? [Yes.](#)



Graffiti reported no action near huts at J Dolan Park.

- Can this be actioned for removal? [Yes.](#)





## Attachment 1

### Attachment 1

Dome footpath Easter side badly falling apart large indent and totally uneven.

- Can this be repaired or added to the plan to get it repaired? Within leased area, responsibility of Dome. The Town will inform the Dome café.



General state of bins with them being filthy.

- Can these be cleaned and graffiti removed:



## Attachment 1

### Attachment 1

Bins being unsecured leads to them falling over in winter months and rubbish ending up in river.

- Can this be rectified? [Town will inform the Towns bin collection contractor.](#)



The sandy verge outside of Dome, will not rehabilitate itself. The slow point sign is also redundant.

- What can be done to rectify / improve the grass. [Winter coming up, should rejuvenate.](#)
- Can the slow point sign be removed / relocated? [Town have passed onto MRWA.](#)





## Attachment 1

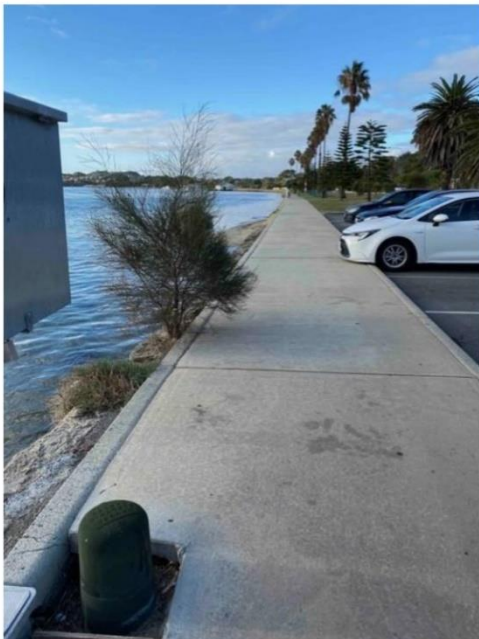
### Attachment 1

Pink Flower faded rusted, many lights broken and lights on at the wrong time. - reported previously - response it's on list for when there's money to fix it.

- Can arts funding be allocated to repair this. [Yes, the Town will fix and](#)

Plant growing in between the sea wall and footpath North of Dome. Path undermined adjacent with large holes that are public liability issue.

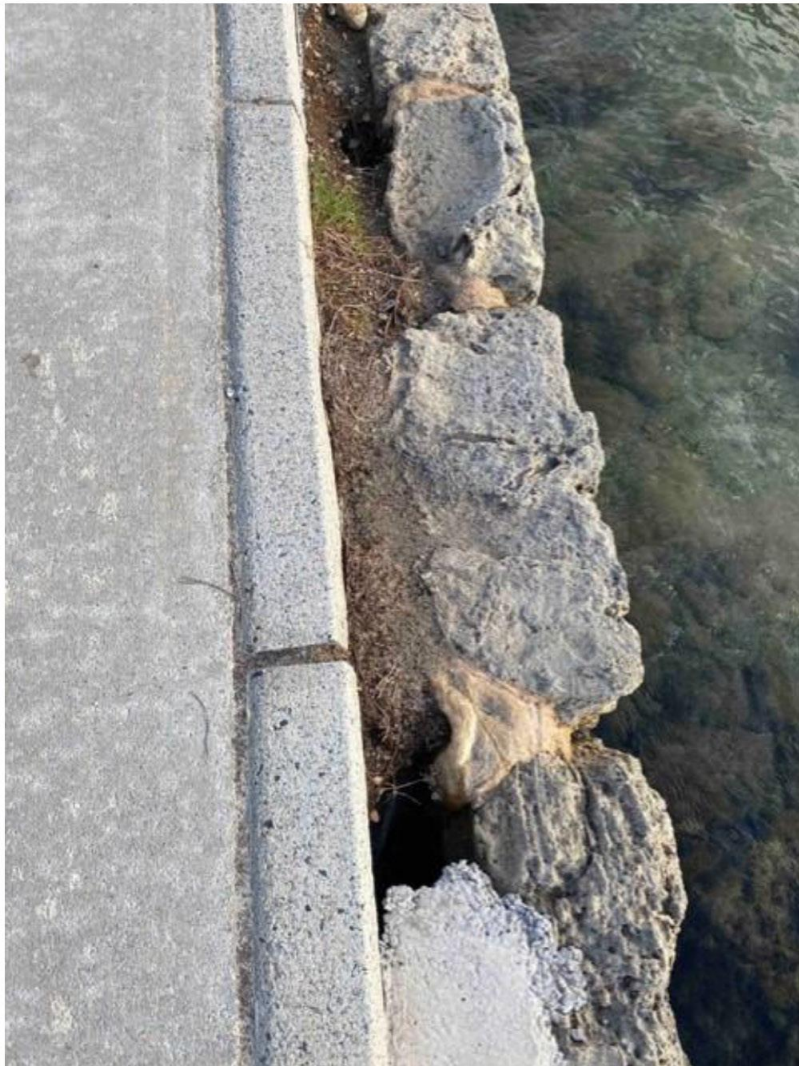
- Can this be removed as the continued growth of the tree will further damage the path and wall. Plant removed. [Wall works planned to be undertaken in the 23/24 budget.](#)



## Attachment 1

### Attachment 1

Various locations, can you outline the plan for top wall repairs where cracks and holes are appearing along this length of the sea wall? [Long term river wall plan is in place.](#)

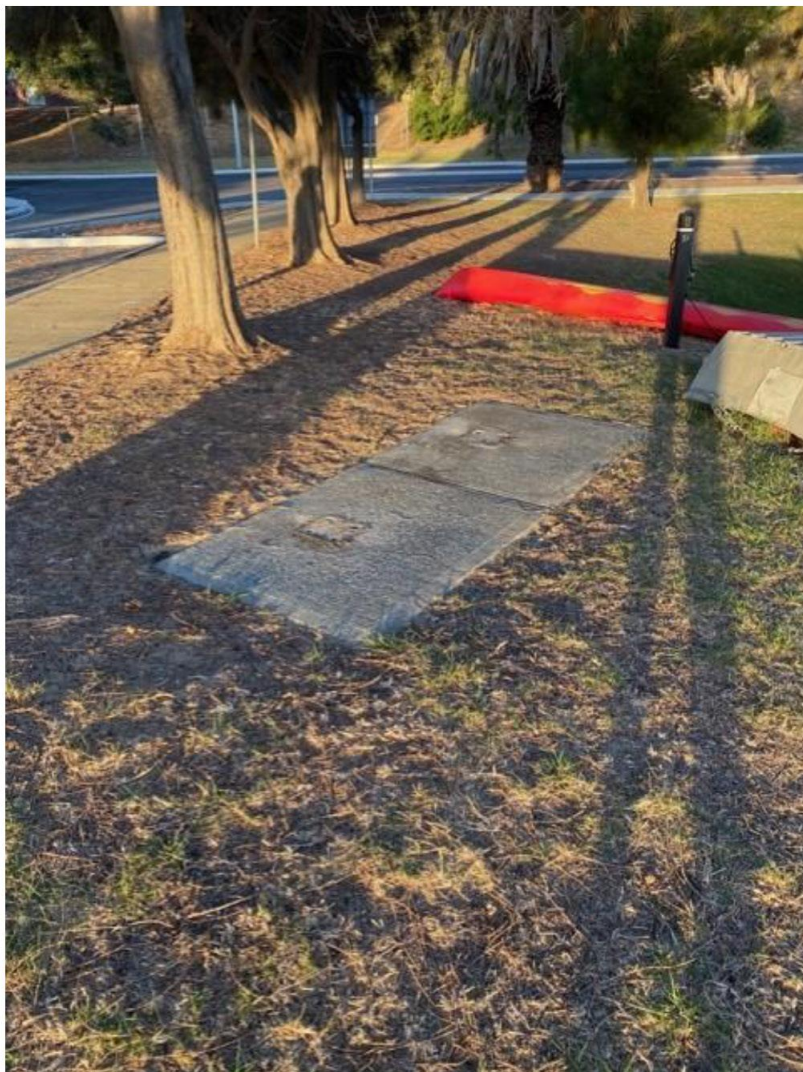


## Attachment 1

### Attachment 1

Bench seat removed at boat ramp car park prior to having a replacement. All the Park benches from East Street to Zephyrs were to be replaced post the roadworks, half are done.

- What is the plan to replace this bench specifically? [To be replaced.](#)
- What is the plan to replace all benches? [Annual allocation within the budget to upgrade all benches within the Town. Allocation allows for approximately 2-3 benches per year.](#)





## Attachment 1

### Attachment 1

Pier St / Maritime Shed upper footpath never completed and now suffering wash away at end and undermining. Trip hazard and sand over path creates slip hazard and overtime will damage the lower footpath.

- What plan is in place to rectify the path and finish the works? [Works to be undertaken in the coming weeks to fix this problem.](#)



## Attachment 1

### Attachment 1

Torn up surface below the Dip Bars

- When can this be repaired? [To be done before 30 June. Have had to order new equipment.](#)



Tree planting / pruning needs to be considered

- Can the double trunk be removed as in the future this could pose a risk. [No risk. Multi-stemmed coastal moort.](#)



## 10.4 PARKS &amp; GARDENS

<b>Report Reference Number</b>	WCR-155
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Gary Tuffin
<b>Meeting date</b>	Wednesday, 26 April 2023
<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 \$400,000 for the financial year 2022/23.

## 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.

In the 2022/23 financial year the Town have six major parks and gardens related projects as below:

- Wauhop Park resurfacing.
- Urban Canopy tree planting.
- Niergarup track.
- Street tree planting.
- Sports Ovals maintenance.
- Gourley Park upgrade.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

Local Government Act 1995

Environment Protection and Biodiversity Conservation Act 1999

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## POLICY IMPLICATIONS

Purchasing Policy 2.1.3

## FINANCIAL IMPLICATIONS

Capital projects of approximately \$400,000 for the 2022/23 financial year

Operating costs of approximately \$600,000 for the 2022/23 financial year

## STRATEGIC IMPLICATIONS

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

1.2 Inviting open spaces, meeting places and recreational facilities

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

3.2 Maintaining and enhancing the Town's character

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

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

4.2 Enhance environmental values and sustainable natural resource use

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

## RISK IMPLICATIONS

## RISKS

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

## RISK MATRIX

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

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



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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>	11
<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

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

- Wauhop Park resurfacing – Maintenance period for the contractor finished in March 2023. The Women's Football Club have commenced training on the bottom oval and The Town have had positive reviews from the project.
- Urban Canopy tree planting completed, planted 249 of the urban canopy trees in 2022/23. 100 Street and verge trees planted, with all planting completed, with watering commencing in November 2022.
- Niergarup track zone 1 planting complete, part of zone 2 planted, and weed control completed in zone 2 in September 2022. Approximately 100 metres of the limestone path from Merv Cowan Reserve heading north was removed and reinstated, with new limestone and a smoother compacted surface.
- Sports ovals maintenance – A meeting with the relevant clubs that use Henry Jeffery and Preston Point ovals was held on the 28<sup>th</sup> March, with the clubs happy with the recent maintenance works undertaken the previous week of 21<sup>st</sup> March. This included returfing worn areas, fertilising and other minor works. There was a request for additional turf works, which the Town agreed to accommodate in April 2023.
- Retic Controllers – Prices being sought, prices are an issue, with initial quotes coming in 25% higher than first anticipated. Hoping to get a second quote back in the coming weeks, however several companies are unwilling to supply quotes.
- Gourley Park upgrade – The new drink fountain was installed in December 2022, and the BBQ in February 2023. A picnic bench and seat will be installed in April 2023.

## 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 Town's external work force work on a fortnightly maintenance schedule to maintain the Town's parks and gardens.

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10.4 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution 042604**

**OFFICER RECOMMENDATION:**

**Moved Cr White, seconded Cr Nardi**

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

**(CARRIED UNANIMOUSLY)**

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REPORT ATTACHMENTS

Nil

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## 10.5 RISK &amp; HAZARDS

<b>Report Reference Number</b>	WCR-157
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Gary Tuffin
<b>Meeting date</b>	Wednesday, 26 April 2023
<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 Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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

## RISK RATING

Risk Rating	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.

## 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 Town's responsibility to mitigate these risks and identify hazards, in trying to prevent serious incidents.

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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.

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10.5 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution 052604**

**OFFICER RECOMMENDATION:**

**Moved Cr Nardi, seconded Cr Donovan**

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

**(CARRIED UNANIMOUSLY)**

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REPORT ATTACHMENTS

Nil



## 10.6 STRATEGIC PROJECTS

<b>Report Reference Number</b>	WCR-159
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Gary Tuffin
<b>Meeting date</b>	Wednesday, 26 April 2023
<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, with relevant information as below.

Implementation of Works Review

Works review undertaken by GFG Consulting in early 2020, with the report finalised in March 2020. 66 individual recommendations were put forward within the report to increase efficiencies in the Operations Department, and create greater transparency.

Implementation of Integrated Traffic Management Plan

The Integrated Traffic Management Plan was undertaken by Cardno in 2020, with the final report finalised in April 2021. With over 100 individual recommendations put forward, the Officers have broken the recommendations into three categories: Parking, Traffic and Active Transport. Which an implementation plan has been created to target recommendations in the next five years.

Implementation of Foreshore Management Plan

The Town commissioned Ecoscape in 2015 to undertake a foreshore management plan, which put forward a 10 year asset maintenance priority plan. This plan has been used as the basis for subsequent foreshore management documents, including the River wall 10 year priority plan which was undertaken by MP Rogers in early 2022, with a first draft presented at the works committee in August 2022.

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Implementation of Asset Management Plan

The Town has many asset categories, with asset management plans in place for Buildings, Drainage, Footpaths, Parks, Plant and Equipment, and Roads. Best practice is to review these plans annually if not bi-annually, with the most recent review undertaken in late 2021. Asset conditions are not reviewed annually for all categories, however for high risk assets such as footpaths an annual inspection has been put in place to identify and mitigate hazards.

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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. Further updates to be provided in mid 2023, with the status of recommendations addresses.

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 will be 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.

Implementation of Asset Management Plan

The asset management plans have not been presented to Council as of yet. The documents are informing the maintenance regimes and upcoming budgets.

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STATUTORY ENVIRONMENT

Local Government Act 1995

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POLICY IMPLICATIONS

Purchasing Policy 2.1.3

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FINANCIAL IMPLICATIONS

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

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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
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

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

## SITE INSPECTION

Nil

## COMMENT

Updates on the individual projects are as below:

Implementation of Works Review

The Operations review is reviewed monthly by the CEO and EMTS, with the recommendations commented on and updated if completed. Several of the recommendations are ongoing items, which can never be marked as completed due to the nature of the recommendation. These include recommendations such as "Instigate monthly performance review meeting for the Manager, Supervisor and Team leaders", which regular meetings currently occur with staff.

## MINUTES OF WORKS COMMITTEE MEETING 26/04/2023 6:30:00 PM



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

Status	66	%
Ongoing	39	59%
Completed	18	27%
No Action	9	14%

#### Implementation of Integrated Traffic Management Plan

Following the plan being presented to Council in mid 2021, the Officers set out an implementation plan with the relevant implementation year and comments from relevant managers. With some recommendations needing further investigation, it is proposed that within the 2022/23 budget, minor projects are concentrated on, with a budget allocation of \$60,000 for this financial year.

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

#### Implementation of Foreshore Management Plan

The updated condition assessment and five year plan outlines the Towns capital upgrade program moving forward. Within the 2022/23 financial year the Council has allocated approximately \$250,000 towards river wall upgrades, including a contribution of \$75,000 from the DBCA.

Works were completed on two sites in November 2022, Swan yacht club works to fix the wall and adjacent footpath, and the section of wall adjacent to Pier Street which the footpath was subsiding. Both sections of wall were fixed and the adjacent footpaths replaced by November 2022.

More designs are being undertaken by the consultant to work on the next section of wall works, with the wall near the Dome café the next proposed site in need of repair.

#### Implementation of Asset Management Plan

All Asset management plans were reviewed in late 2021, however condition assessments were only undertaken for Footpaths and Roads being too high risk assets. In the existing financial year a building condition assessment will be undertaken for all buildings the Town owns or maintains, in addition to the annual playground inspections undertaken near December every year.

---

### CONCLUSION

The Town's 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 062604**

**OFFICER RECOMMENDATION:**

**Moved Cr White, seconded Cr Nardi**

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

**(CARRIED UNANIMOUSLY)**

MINUTES OF WORKS COMMITTEE MEETING 26/04/2023 6:30:00 PM



11 MATTERS BEHIND CLOSED DOORS

Nil

12 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 7.35pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Works Committee** of the Town of East Fremantle, held on **26 April 2023**, Minute Book reference **1. to 12.** were confirmed at the meeting of the Committee on*

.....

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



## 12.2 TOWN PLANNING COMMITTEE REPORT

<b>Report Reference Number</b>	OCR-2036
<b>Prepared by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. Town Planning Committee Minutes 2 May 2023

---

### 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 2 May 2023, exercised its delegation in three statutory matters where at least four members voted in favour of the Reporting Officer's recommendation.

---

### BACKGROUND

Nil

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### CONSULTATION

Town Planning Committee

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### STATUTORY ENVIRONMENT

Nil

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### POLICY IMPLICATIONS

Nil

---

### FINANCIAL IMPLICATIONS

Nil

---

### STRATEGIC IMPLICATIONS

Nil

---

### RISK IMPLICATIONS

Nil

---

### SITE INSPECTION

N/A

---

COMMENT

Nil

---

CONCLUSION

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

---

12.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution 021605**

**OFFICER RECOMMENDATION:**

**Moved Cr Collinson, seconded Cr Nardi**

**That the unconfirmed Minutes of the Town Planning Committee Meeting held on 2 May 2023 be received.**

(CARRIED UNANIMOUSLY)

---

REPORT ATTACHMENTS

Attachments start on the next page



# MINUTES

## **Town Planning Committee** Tuesday, 2 May 2023 at 6:30 PM

### **Disclaimer**

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

### **Copyright**

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



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# MINUTES

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

Presiding member opened the meeting at 6.30 pm and welcomed members of the gallery.

## 2 ACKNOWLEDGEMENT OF COUNTRY

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

## 3 ANNOUNCEMENT TO GALLERY

*"Members of the gallery are advised that no Council decision from tonight's meeting will be communicated or implemented until 12 noon on the first clear working day after this meeting, unless Council, by resolution carried at this meeting, requested the CEO to take immediate action to implement the decision."*

## 4 RECORD OF ATTENDANCE

### 4.1 ATTENDANCE

Cr C Collinson	Presiding Member
Cr A Natale	
Cr D Nardi	
Cr A White	

The following staff were in attendance:

A Malone	Executive Manager Regulatory Services
K Culkin	Minutes Secretary

There was 1 member of the public in the gallery.

### 4.2 APOLOGIES

Mayor J O'Neill

### 4.3 APPROVED LEAVE

Nil

## 5 MEMORANDUM OF OUTSTANDING BUSINESS

Nil

## 6 DISCLOSURES OF INTEREST

### 6.1 FINANCIAL

Nil

### 6.2 PROXIMITY



MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023



Nil

6.3 IMPARTIALITY

Nil

7 7. PUBLIC QUESTION TIME

7.1 RESPONSES TO PREVIOUS QUESTIONS FROM MEMBERS OF THE PUBLIC TAKEN ON NOTICE

Nil

7.2 PUBLIC QUESTION TIME

Nil

8 PRESENTATIONS/DEPUTATIONS

8.1 PRESENTATIONS

Nil

8.2 DEPUTATIONS

Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 TOWN PLANNING COMMITTEE (4 APRIL 2023)

**9.1 OFFICER RECOMMENDATION**

**Moved Cr Nardi, seconded Cr Natale**

**That the minutes of the Town Planning Committee meeting held on 4 April 2023 be confirmed as a true and correct record of proceedings.**

**(CARRIED UNANIMOUSLY)**

10 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

11 REPORTS OF COMMITTEES

Nil



## 12 REPORTS OF OFFICERS (COMMITTEE DELEGATION)

### 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)**

### 12.3 22 WINDSOR ROAD - ALTERATIONS AND ADDITIONS

<b>Owner</b>	Sam & Agneiszka Willis
<b>Applicant</b>	Kensington Design WA Pty Ltd
<b>Report Reference Number</b>	TPR-1395
<b>Planning Reference Code</b>	P018/23
<b>Prepared by</b>	James Bannerman
<b>Supervised by</b>	Andrew Malone
<b>Meeting date</b>	Tuesday, 2 May 2023
<b>Voting requirements</b>	Simple majority
<b>Documents tabled</b>	Nil

#### Attachments

1. Location and advertising plan
2. Photos
3. Plans submitted 13 March 2023
4. Community engagement checklist

#### PURPOSE

The purpose of this report is for Council to consider a development application for alterations and additions at 22 (Lot 28) Windsor Road, East Fremantle.

#### EXECUTIVE SUMMARY

This development application proposes alterations and additions to an existing heritage dwelling at 22 (Lot 28) Windsor Road, East Fremantle. This property is a Category B heritage property, but the proposed development will have virtually no impact on the existing dwelling. An existing extension that was added some years after the original dwelling is being modified and towards the rear the existing kitchen, porch and living area will be demolished and replaced with a new kitchen, dining and living area. The proposed development is a single storey, but as a result of being located on a large lot there is sufficient open space and no issues with overshadowing. There are no visual privacy issues. The setbacks of the building to the lot boundaries are more than the minimum required. One variation is requested to the requirements of the Residential Design Guidelines as listed below;

- (i) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 8 degrees provided

The proposed variation and the associated development application is recommended for approval subject to the conditions included in the final recommendation.

## MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023



## BACKGROUND

<b>Zoning</b>	Residential R17.5
<b>Site Area</b>	1128m <sup>2</sup>
<b>Heritage</b>	Category B
<b>Fremantle Port Buffer</b>	N/A
<b>Previous Decision of Town and/or History of Issue Onsite</b>	DA P079/16 – development approval granted for a games room – 4 October 2016

## CONSULTATION

Advertising

The proposed development was advertised from 13 March to 29 March 2023. No submissions were received.

Community Design Advisory Committee

This development application was not provided to the Community Design Advisory Committee (CDAC) as administration has determined at this time it is not appropriate to undertake the CDAC meeting because of restrictions and risks associated with the Covid virus.

External Consultation

Nil

Internal Consultation

This development application was not referred to Operations as the development is confined to the rear of the property.

## STATUTORY ENVIRONMENT

Planning and Development Act 2005  
Residential Design Codes (Volume 1)  
Local Planning Scheme No 3

## POLICY IMPLICATIONS

Residential Design Guidelines

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 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 Facilitates sustainable growth with housing options to meet future community needs.*

*3.1.1 Advocate for desirable planning and community outcomes for all major strategic development sites.*

*3.1.2 Plan for a mix of inclusive diversified housing options.*

*3.1.3 Plan for improved streetscapes.*

*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 within resource capabilities.*

## MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023

*3.3.2 Plan and advocate for improved access and connectivity.***RISK IMPLICATIONS**

A risk assessment was undertaken and the risk to the Town in determining this application was deemed to be negligible.

**SITE INSPECTION**

A site inspection was undertaken.

**COMMENT**Statutory Assessment

This development application was assessed against the Town's Local Planning Scheme No 3, the Residential Design Codes and the Residential Design Guidelines.

A summary of the assessment is included in the following tables.

Legend	
A	Acceptable
D	Discretionary
N/A	Not applicable

Local Planning Scheme No 3/Residential Design Guidelines/Residential Design Codes

Design Element	Required	Proposed	Status
Street Front Setback			N/A
Carport/garage setback			N/A
Minor incursions			N/A
Lot Boundary Setbacks			
Southern wall – dining, laundry, wc, pantry	1.5m	2.096m	A
Eastern wall – pantry, kitchen, verandah	1m	>1m	A
Northern wall – verandah, dining	1.5m	>1.5m	A
Northern wall – storage, verandah	1m	1.992m	A
Car Parking			N/A
Maximum roof height	10m	<10m	A
Maximum wall height	7m	<7m	A
Site Works			N/A
Visual Privacy N/A			
Overshadowing	25%	<25%	A
<b>Roof form and pitch</b>	<b>28 to 36 degrees</b>	<b>&lt;28 degrees</b>	<b>D</b>
Materials and colours			A
Landscaping			A
Front fence			N/A
Footpaths and crossovers	To be conditioned		
Drainage	To be conditioned		

This development application proposes alterations and additions to an existing heritage dwelling at 22 (Lot 28) Windsor Road, East Fremantle. This property is a Category B heritage dwelling. The proposed development has virtually no impact on the existing dwelling. An existing extension that was added some years after the original dwelling was constructed, is being modified. Towards the rear the existing kitchen, porch and living area are to be





demolished and replaced with a new kitchen, dining and living area that will capture the northern sunlight. The proposed development is single storey, but as a result of being located on a large lot there is sufficient open space and no issues with overshadowing. There are no visual privacy issues. The setbacks of the building to the lot boundaries are more than the minimum required. One variation is requested to the requirements of the Residential Design Guidelines in relation to roof pitch.

#### Roof Pitch

The Residential Design Guidelines acceptable development provision 3.7.8.3 A4.1 requires that the roof pitch in the Richmond Precinct is between 28 and 36 degrees. In this case the proposed roof has a pitch of 8 degrees. The roof pitch is less than required under the acceptable development provision but can be supported in accordance performance criteria 3.7.8.3 P4 because the roof form complements the traditional form of surrounding development in the locality. It is noted that the development is located towards the rear of the lot and behind the existing dwelling on site which limits the impact of the roof to the streetscape and minimises the bulk of the structure to the adjoining neighbour.

Based on the assessment the proposed development can be supported.

---

#### CONCLUSION

The proposed development has a single variation related to roof pitch. The design is sympathetic to the streetscape and the existing heritage property. It does not detract from the heritage property and because it is a single storey, has negligible impacts on the neighbouring properties. The development application is recommended for approval subject to the conditions included in the final recommendation.

- Mr Hugh Whetters (applicant), spoke in favour of the officer's recommendation.

---

#### OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

##### **12.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP010523**

**Moved Cr Nardi, seconded Cr Natale**

**That development approval is granted, and Council exercises its discretion regarding the following;**

- (i) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 8 degrees provided,**

**for alterations and additions at No. 22 (Lot 28) Windsor Road, East Fremantle, in accordance with the plans submitted 13 March 2023, subject to the following conditions:**

- (1) No chimneys are to be removed and modification of the chimneys will require the submission of a development application for the consideration of the Town of East Fremantle (the Town).**
- (2) Existing trees located within the verge are a Town asset and must be retained and not pruned, shaped, or modified except where otherwise approved for removal or modification by the Town.**
- (3) During construction the verge trees are to be protected with cages around the trunks to ensure that they are not damaged by surrounding works, vehicles, or materials.**
- (4) Prior to lodging an application for a building permit, the applicant must submit and have approved by the Town, and thereafter implement to the satisfaction of the Town, a construction management plan addressing the following matters:**

**How materials and equipment will be delivered and removed from the site.**

  - a) How materials and equipment will be stored on site.**
  - b) Parking arrangements for contractors.**
  - c) Construction waste disposal strategy and location of waste disposal bins.**
  - d) Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction.**





- e) How risks of wind and/or waterborne erosion and sedimentation will be minimised during and after the works.
- f) Other matters that are likely to impact on the surrounding properties.
- (5) The footpath is to always remain accessible to pedestrians.
- (6) The works are to be constructed in conformity with the drawings and written information accompanying the application for development approval other than where varied in compliance with the conditions of this development approval or with the Town's further approval.
- (7) The proposed works are not to be commenced until the Town has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this development approval unless otherwise amended by the Town.
- (8) With regards to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received development approval, without those changes being specifically marked for the Town's attention.
- (9) 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 Town prior to the issue of a Building Permit.
- (10) 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.
- (11) 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 the Town and if approved, the total cost to be borne by the applicant. Town 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.
- (12) This development approval is to remain valid for a period of 24 months from the date of this approval.

**Footnote:**

*The following are not conditions but notes of advice to the applicant/owner:*

- (a) *This decision does not include acknowledgement or approval of any unauthorised development which may be on site.*
- (b) *A copy of the approved plans as stamped by the Town are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by the Town.*
- (c) *It is recommended that the applicant provides a structural engineer's dilapidation report, at the applicant/owner 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 the Town and one copy should be given to the owner of any affected property.*
- (d) *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).*
- (e) *Matters relating to dividing fences are subject to the Dividing Fences Act 1961.*
- (f) *Trees on verges are the property of the Town of East Fremantle. They are not to be damaged, pruned or removed. Any actions which harm verge trees will result in the Town acting against the owners/builders/contractors responsible. If there are concerns regarding trees owners/builders/contractors are asked to contact the Town to seek further advice.*
- (g) *Any damage to other Town assets including but not limited to the kerb, drainage, footpaths, roads, and signage will have to be repaired by the applicant/owners/contractors at their cost.*

(CARRIED UNANIMOUSLY)

MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023



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 21 June 2022, this application is deemed determined, on behalf of Council, under delegated authority.

---

REPORT ATTACHMENTS

Attachments start on the next page

Attachment -1

**22 Windsor Road – Location and Advertising Plan**



Attachment 1

Attachment -2

**22 Windsor Road – Photos**





Attachment -2





22 WINDSOR ROAD - EAST FREMANTLE

Sheet Index			
ID	Layout Name	Scale	Revision
A01	Cover Page	1:1, 1:200, 1:2.222...	REV A
A02	Location Plan	1:1000	REV A
A03	Survey Drawing	1:200	REV A
A04	Roof Plan - Existing / New	1:200	REV A
A05	Demolition Plan - New Construction	1:200	REV A
A06	Areas Ground Floor - Existing / New	1:200	REV A
A07	Overshadowing Areas Proposed Roof Plan	1:200	REV A
A08	Overshadowing Areas Existing Roof Plan	1:200	REV A
A09	Proposed Ground Floor Plan	1:100	REV A
A10	Roof Plan	1:100	REV A
A11	Elevations - North & East	1:100	REV A
A12	Elevations - South & West	1:100	REV A
A13/A15	3D View	-	REV A

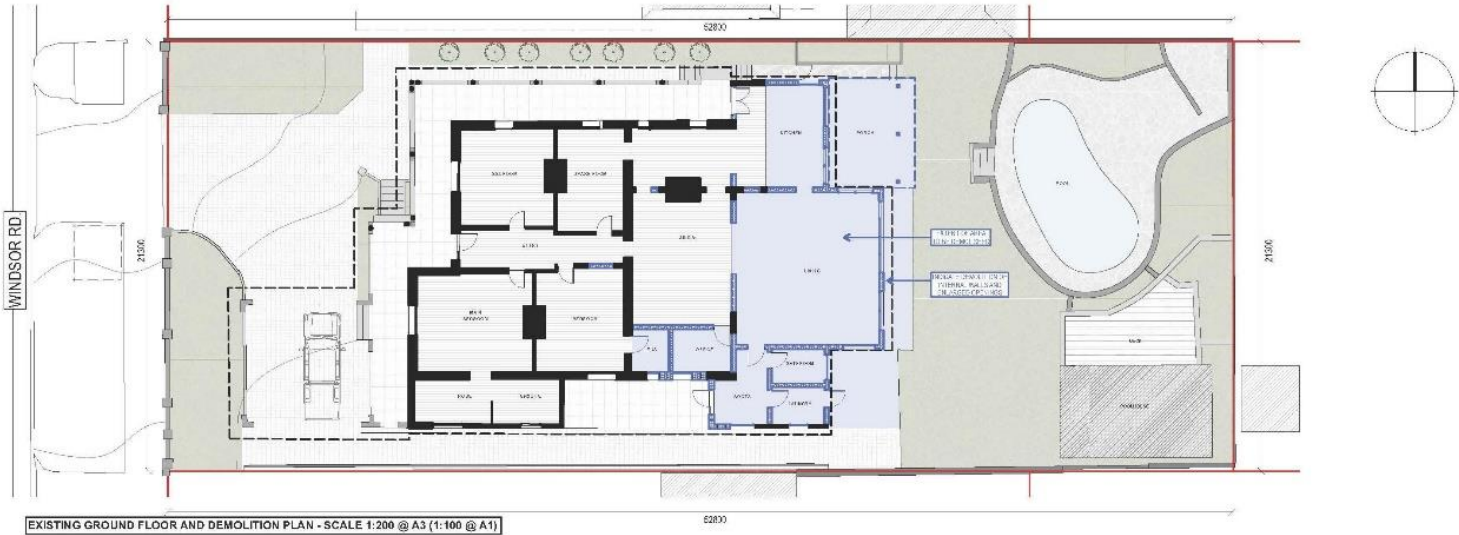












05



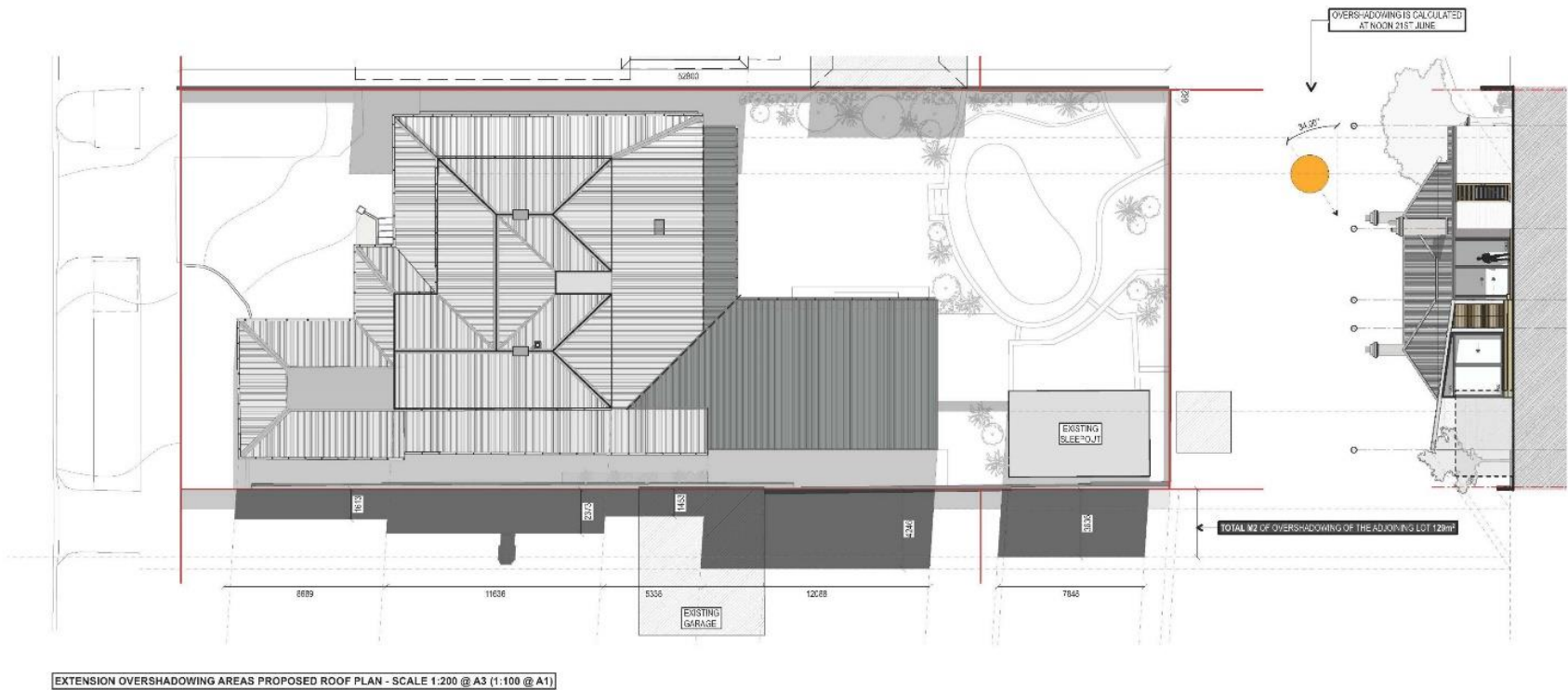


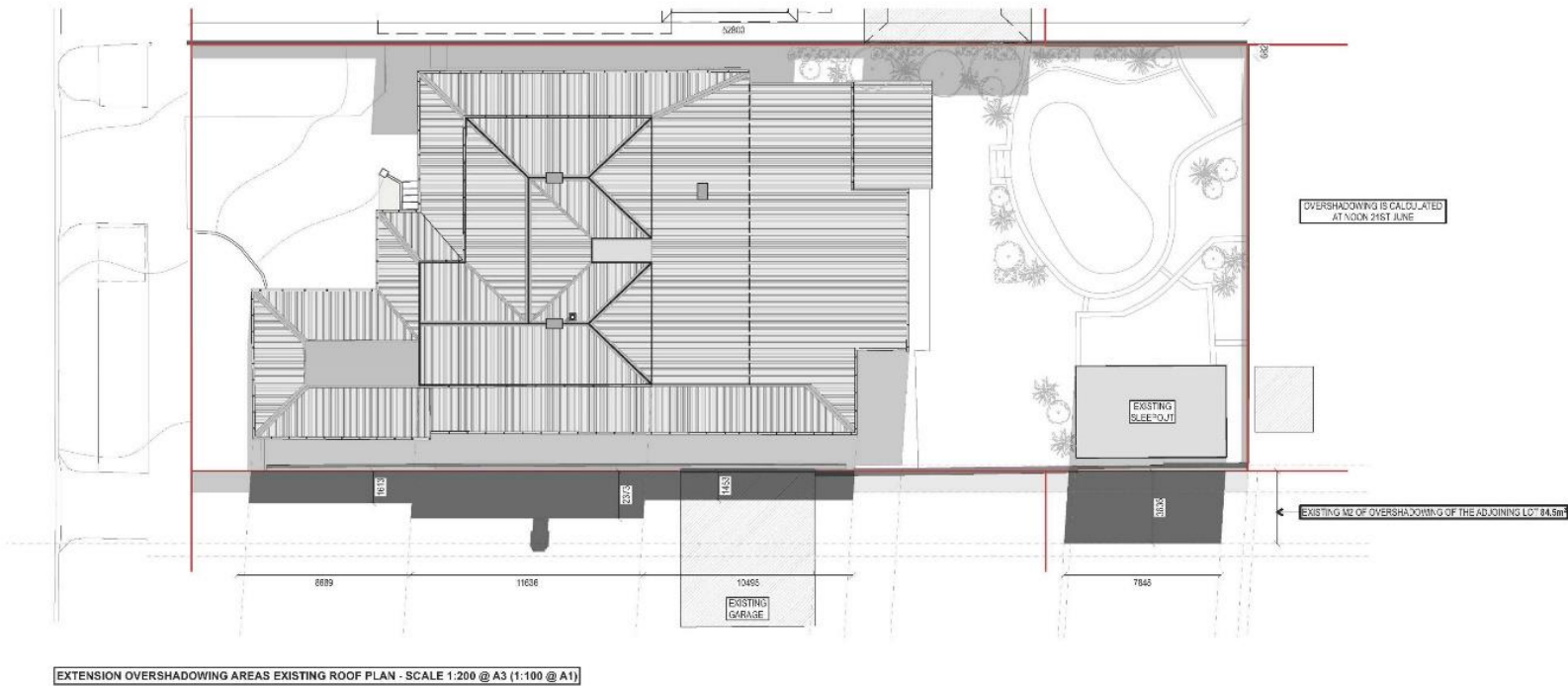
Attachment -3



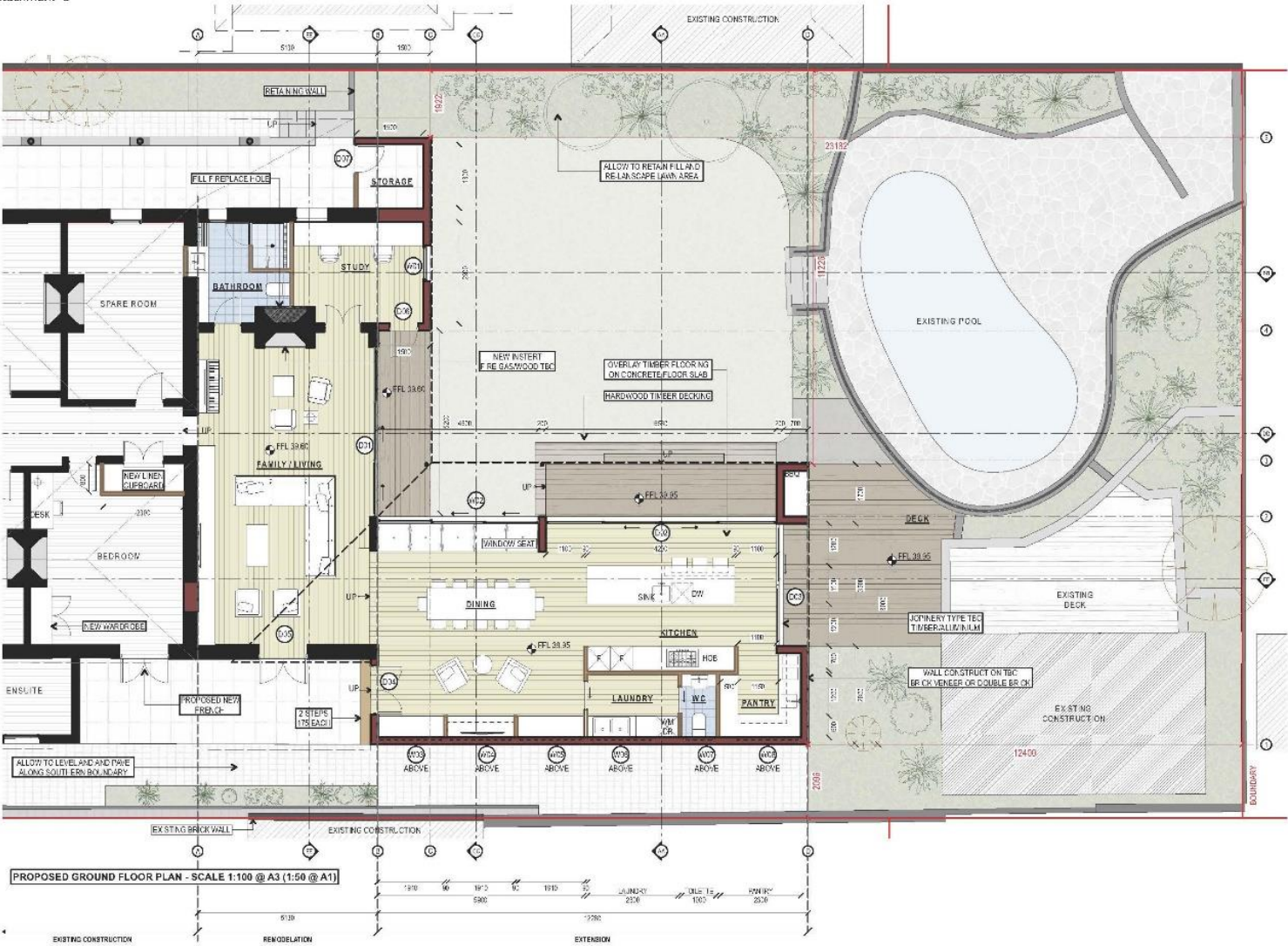
06







Attachment -3



RURAL WORKSHOP ARCHITECTURE LTD  
171 Battys Road / Blenheim / Marlborough - New Zealand tel: +64 27 454 1066

22 WINDSOR ROAD - EAST FREMANTLE - 09/03/23

Kensington Design WA Pty Ltd

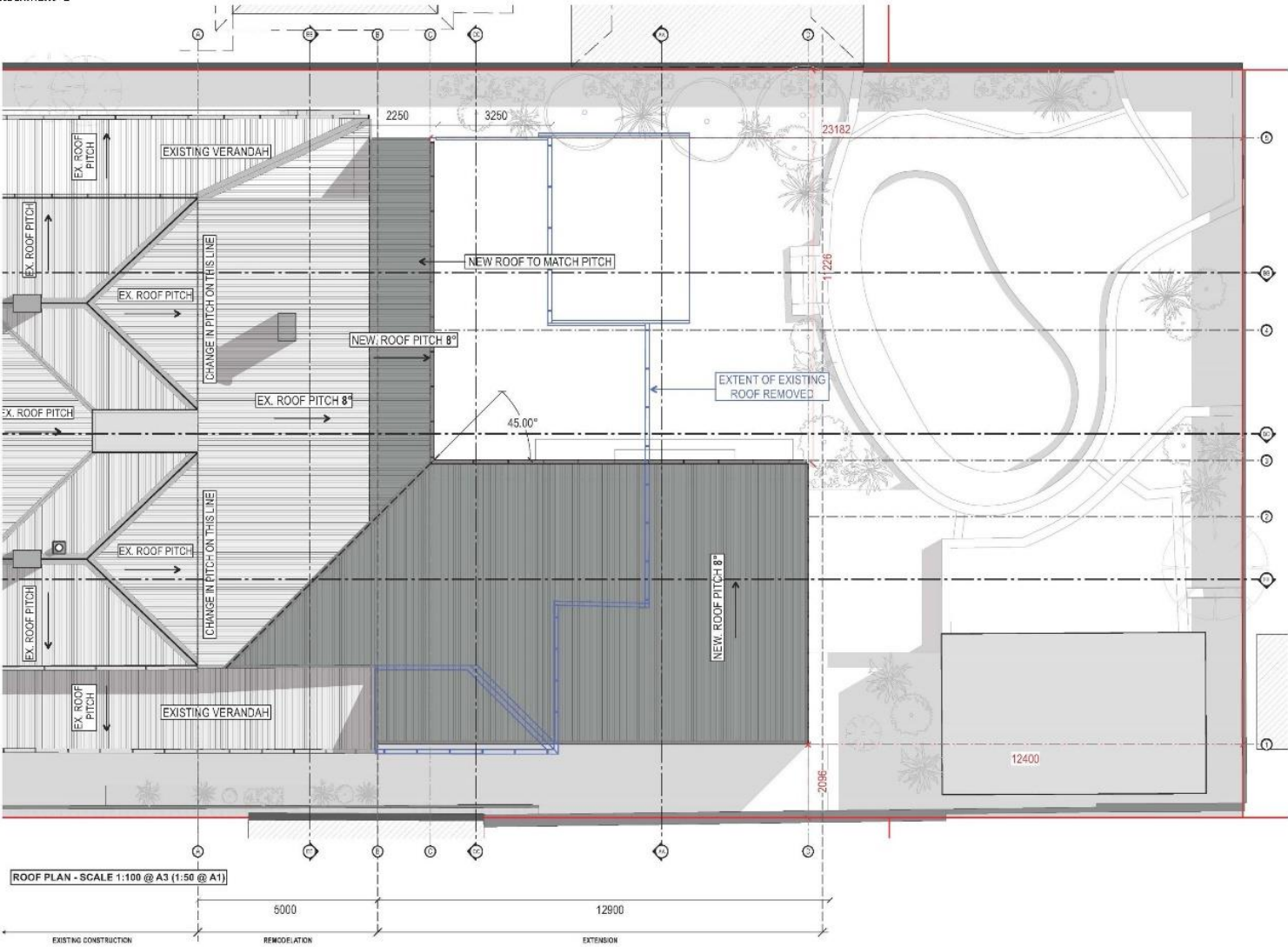


page 22 of 62

24 May Street East Fremantle WA 6158 - Australia Ph 08: 9438 3288



Attachment -3

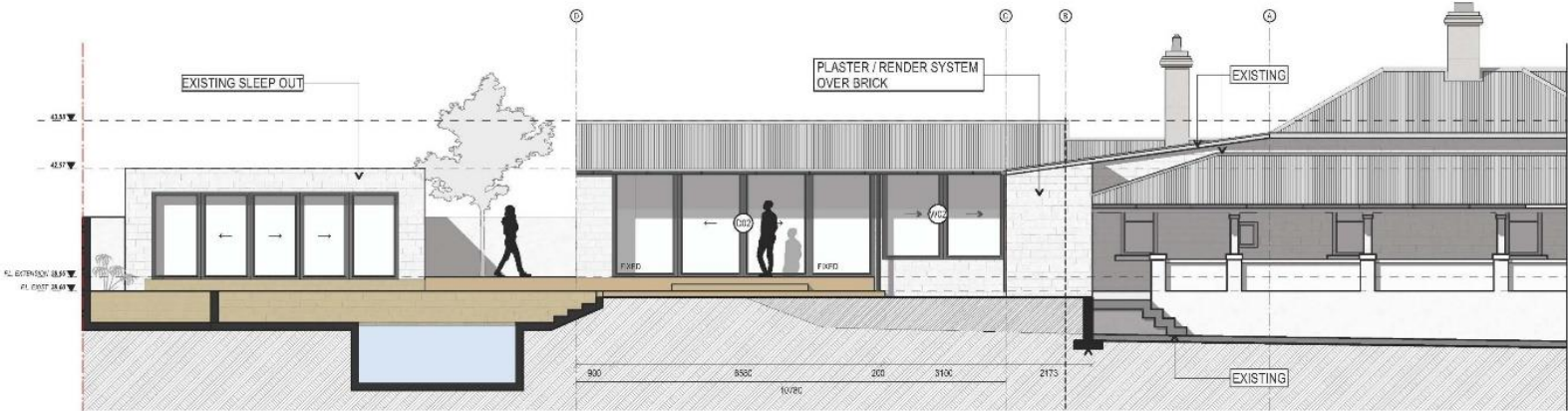




Attachment -3



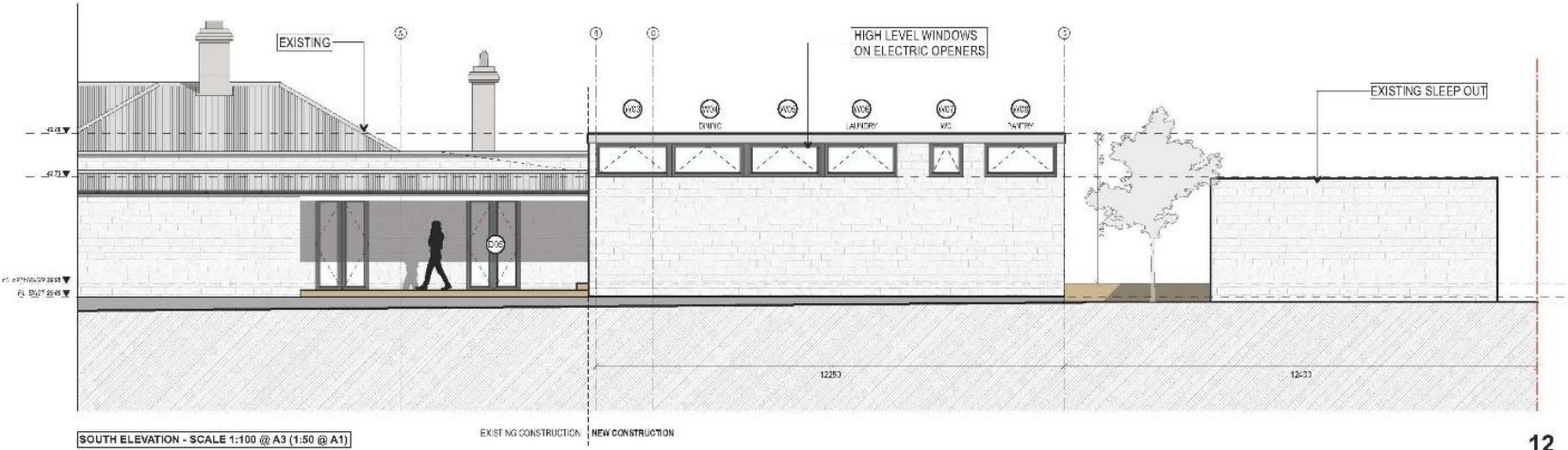
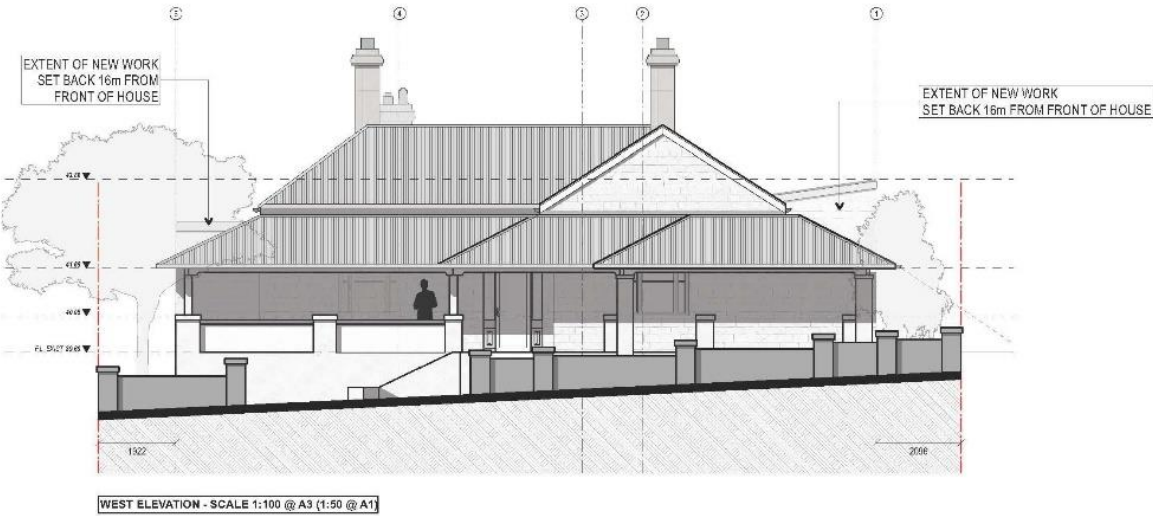
EAST ELEVATION - SCALE 1:100 @ A3 (1:50 @ A1)



NORTH ELEVATION - SCALE 1:100 @ A3 (1:50 @ A1)



Attachment -3





Attachment -3



3D VIEW





Attachment -3



3D VIEW



Attachment -3



3D VIEW







## Community Engagement Checklist

### Development Application P018/23 – 22 Windsor Road

<b>Objective of Engagement</b>	Neighbour Consultation			
<b>Lead Officer:</b>	Regulatory Services			
<b>Stakeholders</b>				
<b>Stakeholders to be Considered</b>  <i>Please highlight those to be targeted during engagement</i>	Aged	<input type="checkbox"/>	Ratepayers (all / targeted)	<input type="checkbox"/>
	Businesses	<input type="checkbox"/>	Residents (all / targeted)	<input checked="" type="checkbox"/>
	Children (School / Playground)	<input type="checkbox"/>	Service Providers	<input type="checkbox"/>
	Community Groups	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
	Disabled People	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
	Environmental	<input type="checkbox"/>	Volunteers	<input type="checkbox"/>
	Families	<input type="checkbox"/>	Workers	<input type="checkbox"/>
	Govt. Bodies	<input type="checkbox"/>	Youth	<input type="checkbox"/>
	Indigenous	<input type="checkbox"/>		<input type="checkbox"/>
	Neighbouring LGs	<input type="checkbox"/>		<input type="checkbox"/>
<b>Staff to be notified:</b>	Office of the CEO	<input type="checkbox"/>	Councillors	<input type="checkbox"/>
	Corporate Services	<input type="checkbox"/>	Consultants	<input type="checkbox"/>
	Development Services	<input type="checkbox"/>		<input type="checkbox"/>
	Operational (Parks/Works)	<input type="checkbox"/>		<input type="checkbox"/>
<b>Community Engagement Plan</b>				
<b>Methods</b>	<b>Responsible</b>	<b>Date Due</b>	<b>Reference / Notes</b>	
1.1 E News	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.2 Email Notification	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.3 Website	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.4 Facebook	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.5 Advert – Newspaper	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.6 Fact Sheet	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.7 Media Rel/Interview	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.1 Information Stalls	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.2 Public Meeting/Forum	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.3 Survey/Questionnaire	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.1 Focus Groups	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.2 Referendum/Ballot	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.3 Workshop	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
4.1 Council Committee	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
4.2 Working Group	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
*Statutory Consultation	<input checked="" type="checkbox"/> Relevant Officer	29/03/2023	<input checked="" type="checkbox"/> Advertised to 5 surrounding properties	
#Heritage Consultation	<input type="checkbox"/> Regulatory Services	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
*Mail Out (note: timelines)	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
<b>Evaluation</b>				
<b>Summary of...</b>		<b>Date Due</b>	<b>Completed / Attached</b>	
Feedback / Results/ Outcomes / Recommendations		29/03/2023		
<b>Outcomes Shared</b>				
<b>Methods</b>	<b>Responsible</b>	<b>Date Due</b>	<b>Reference / Notes</b>	
E-Newsletter	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Email Notification	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Website	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Facebook	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Media Release	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Advert – Newspaper	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>			
	<input type="checkbox"/>			
<b>Notes</b>				



## 12.1 128 PRESTON POINT ROAD - NEW TWO STOREY DWELLING

<b>Owner</b>	Heath & Paula Nelson
<b>Applicant</b>	Shelford Constructions Pty Ltd
<b>Report Reference Number</b>	TPR-1397
<b>Planning Reference Code</b>	P016/23
<b>Prepared by</b>	James Bannerman
<b>Supervised by</b>	Andrew Malone
<b>Meeting date</b>	Tuesday, 2 May 2023
<b>Voting requirements</b>	Simple majority
<b>Documents tabled</b>	Nil

**Attachments**

1. Location and advertising plan
2. Photos
3. Plans submitted 8 March 2023
4. Community engagement checklist

**PURPOSE**

The purpose of this report is for Council to consider a development application for a new two storey dwelling at 128 (Lot 4958) Preston Point Road, East Fremantle.

**EXECUTIVE SUMMARY**

This development application proposes a new two storey dwelling located at 128 (Lot 4958) Preston Point Road, East Fremantle. The existing dwelling which is not heritage listed is to be demolished. The proposed dwelling is comprised of an undercroft garage, 4 bedrooms, 3 bathrooms, 5 toilets, gymnasium, activity room, as well as a ground floor alfresco and upper storey terrace. Multiple variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines which are listed below;

- (i) Clause 3.7.7.3 – Residential Design Guidelines – Primary Street Setback – average of neighbouring properties required (7.4m), 6m provided,
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback - Western Wall – Terrace, Kitchen, Scullery, Laundry, Powder Room, Corridor, Store – Ground Floor – 1.8m required, 1.5m provided,
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback - Eastern Wall – Roof Terrace – Upper Storey – 1.8m required, 1.5m provided,
- (iv) Clause 3.7.17.4.1.2 – Residential Design Guidelines – Maximum Height – 6.5m required, 8.1m provided,
- (v) Clause 5.4.1 – Residential Design Codes – Visual Privacy – Eastern Wall – Terrace – Ground Floor -7.5m required, <7.5m provided – visual privacy screening to be installed,
- (vi) Clause 5.4.1 – Residential Design Codes - Visual Privacy – Western Wall – Terrace – Upper Storey -7.5m required, <7.5m provided – visual privacy screening to be installed, and
- (vii) Clause 5.4.1 – Residential Design Codes - Visual Privacy – Eastern Wall – Terrace – Upper Storey 7.5m required, <7.5m provided – visual privacy screening to be installed.

The proposed variation and the associated development application is recommended for approval subject to the conditions included in the final recommendation.

## MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023



## BACKGROUND

<b>Zoning</b>	Residential R17.5
<b>Site Area</b>	746m <sup>2</sup>
<b>Heritage</b>	N/A
<b>Fremantle Port Buffer</b>	N/A
<b>Previous Decision of Town and/or History of Issue Onsite</b>	DA P19/09 – development approval granted for a patio – 26 February 2009 P110/22 – deemed to comply check – DA required – 6 December 2022

## CONSULTATION

Advertising

The proposed development was advertised from 10 March to 27 March 2023. One submission was received and is included below.

<b>Submission</b>	<b>Applicant Response</b>	<b>Town Response</b>
I have some concerns I wish to address. Is the design compliant? If not, where doesn't it meet the codes? We are particularly interested in the height and front setbacks which may affect our view corridor. An assessment regarding those elements, may be helpful. I would like to meet with James Bannerman when those elements have been determined. Thanks.	We believe we have provided a design and justified it to the design principles of the R-Codes and relevant planning policies, therefore, the design should be viewed as compliant.	A meeting was held with the submitter to discuss the queries presented. No further submissions were received, and no further comment was made.

Community Design Advisory Committee

This development application was not provided to the Community Design Advisory Committee (CDAC) as administration has determined at this time it is not appropriate to undertake the CDAC meeting because of restrictions and risks associated with the Covid virus.

External Consultation

Nil

Internal Consultation

The development application was referred to the Operations Department of the Town. The following advice was provided.

- 1) Stormwater
  - a. Stormwater to be retained on site, and
  - b. Water to be contained within property and not be directed towards adjoining properties or road reserve.
- 2) Crossovers
  - a. Crossover application required,
  - b. Crossover to be maximum 5m wide,
  - c. Crossover to tie into existing footpath, and
  - d. Redundant crossover to be removed with kerb, footpath, verge to be reinstated to the satisfaction of the Town.
- 3) Adjoining Properties
  - a. Access to surround properties to remain accessible at all times.
- 4) Footpath

MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023



- a. Pedestrian access along the footpath to remain accessible at all times.
- 5) Damage to Towns assets
  - a. Any damage that occurs to the Towns assets for example but not limited to kerb, drainage, trees, footpaths, roads, signage etc is to be repaired by the applicant at their cost.

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STATUTORY ENVIRONMENT

Planning and Development Act 2005  
Residential Design Codes (Volume 1)  
Local Planning Scheme No 3

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POLICY IMPLICATIONS

Residential Design Guidelines

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FINANCIAL IMPLICATIONS

Nil

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STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 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 Facilitates 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.*

*3.1.3 Plan for improved streetscapes.*

*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 within resource capabilities.*

*3.3.2 Plan and advocate for improved access and connectivity.*

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RISK IMPLICATIONS

A risk assessment was undertaken and the risk to the Town in determining this application was deemed to be negligible.

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SITE INSPECTION

A site inspection was undertaken.

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COMMENT

Statutory Assessment

This development application was assessed against the Town's Local Planning Scheme No 3, the Residential Design Codes and the Residential Design Guidelines.

A summary of the assessment is included in the following tables.

Legend	
A	Acceptable
D	Discretionary
N/A	Not applicable



## MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023

Local Planning Scheme No 3/Residential Design Guidelines/Residential Design Codes

Design Element	Required	Proposed	Status
<b>Street Front Setback</b>	<b>Average of neighbouring property setbacks (7.4m)</b>	<b>6m – ground floor terrace</b>	<b>D</b>
Carport/garage setback	Impact of garage to be demonstrated	Impact demonstrated	A
Minor incursions			N/A
<b>Lot Boundary Setbacks</b>			
Garage	1m	1.5m	A
<b>Western wall – terrace, kitchen, scullery, laundry, powder, corridor, store – ground floor</b>	<b>1.8m</b>	<b>1m</b>	<b>D</b>
Southern wall – activity, store – ground floor	1m	1.52m	A
Eastern wall – bed 3, bath, bed 4, activity – ground floor	1.5m	>1.5m	A
Eastern wall – alfresco, ensuite, guest suite, terrace – ground floor	1.5m	1.5m	A
Western wall – gym, powder, ensuite, WIR, master suite – upper storey	2.2m	2.3m	A
Eastern wall – corridor, gym – upper storey	4.3m	12.83m	A
<b>Eastern wall – roof terrace – upper storey</b>	<b>1.8m</b>	<b>1.53m</b>	<b>D</b>
Southern wall – gym – upper storey	1.2m	>1.2m	A
Car Parking	2 car bays	2 car bays	A
<b>Maximum height</b>	<b>6.5m</b>	<b>8.1m</b>	<b>D</b>
Site Works			N/A
<b>Visual Privacy</b>			
<b>Ground floor – terrace – western wall</b>	<b>7.5m</b>	<b>&lt;7.5m</b>	<b>D</b>
<b>Upper storey – roof terrace – western wall</b>	<b>7.5m</b>	<b>&lt;7.5m</b>	<b>D</b>
<b>Upper storey – roof terrace – eastern wall</b>	<b>7.5m</b>	<b>&lt;7.5m</b>	<b>D</b>
Overshadowing	25%	1.05%	A
Roof form and pitch	Impact of roof to be demonstrated	Impact of roof demonstrated	A
Materials and colours			A
Landscaping			A
Front fence			N/A
Footpaths and crossovers	To be conditioned		
Drainage	To be conditioned		

This development application proposes a new two storey dwelling located at 128 (Lot 4958) Preston Point Road, East Fremantle. The existing dwelling which is not heritage listed is to be demolished. The proposed dwelling is comprised of an undercroft garage, 4 bedrooms, 3 bathrooms, 5 toilets, gymnasium, activity room, as well as a ground floor alfresco and upper storey terrace. Multiple variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines in relation to primary street setback, side boundary setbacks (2 locations), maximum wall height, and visual privacy (3 locations).

Primary Street Setback

The Residential Design Guidelines acceptable development provision 3.7.7.3 A1.3 the primary street setback should be the average of the setbacks of the neighbouring properties. In this case the lower storey terrace is setback 6m where the average setback of the 2 adjoining properties is approximately 7.4m. It should be noted that the main



## MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023



facade of the dwelling on the ground floor is located between 8m and 9.2m while the upper storey terrace is located 7.4m from the front boundary. At the same time the majority of the ground floor terrace is located 7.4m from the front boundary. The reduced primary street setback can be supported because the reduction is minor, and the largest reduction is for the ground floor terrace. There are minimal impacts on the views of the neighbouring properties given that both have upper storey balconies, and these balconies have significant views looking forward towards the river. There is minimal obstruction to views due to the reduced primary street setback. The building bulk is consistent with adjoining neighbours and whilst the proposed dwelling is located forward of the average setback, there is minimal impact to the streetscape.

#### Lot Boundary Setback - Western Wall – Terrace, Kitchen, Scullery, Laundry, Powder Room, Corridor, Store – Ground Floor

The western wall on the ground floor of the proposed dwelling is 29.09m long and 3.8m high without major openings. In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 i the wall should be located 1.8m from the boundary. In this case part of the wall is located 1m from the boundary although much of the wall is located 1.5m from the boundary. The lowest distance has to be included for the purposes of assessment of the lot boundary setback. The reduced lot boundary setback can be supported in accordance with design principles 5.1.3 P3.1 for the following reasons;

- Minimal impacts of building bulk on the adjoining property,
- Adequate sunlight and ventilation are provided to the building and open spaces on the site and the adjoining properties, and
- Minimal overlooking or loss of privacy on adjoining properties as the wall does not contain major openings.

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

#### Lot Boundary Setback - Eastern Wall – Roof Terrace – Upper Storey

The eastern wall on the upper floor roof terrace of the proposed dwelling is 13.49m long and 5.8m high without major openings. In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 i the wall should be located 1.8m from the boundary. In this case the wall is located 1.5m from the boundary. The reduced lot boundary setback can be supported in accordance with design principles 5.1.3 P3.1 for the following reasons;

- Minimal impacts of building bulk on the adjoining property,
- Adequate sunlight and ventilation are provided to the building and open spaces on the site and the adjoining properties, and
- Minimal overlooking or loss of privacy on adjoining properties as the wall does not contain major openings.

It is noted that the reduction is only marginal and does not impact on the scale and bulk of the proposed dwelling. For these reasons the reduced lot boundary setback can be supported.

#### Maximum Height

In accordance with the Residential Design Guidelines the maximum height for a concealed roof is 6.5m in accordance with the Residential Design Guidelines acceptable development provisions 3.7.17.4.1.2 A1.4. In this case the roof is approximately 8.1m at its maximum point.

The lot slopes 2.5 metres front to back. Specifically where the variations in the site level is approximately 1.5 metres from front to back, is the area where the height discretion is sought. The slope of the lot at the front exacerbates the height variations from natural ground level. The height of the building towards the rear results in half of the dwelling being below the 6.5m maximum height and therefore compliant where the structure could have the greatest impact to the rear neighbours.

Although it exceeds the maximum height by 1.6m this does not occur across the whole lot. The proposal is consistent with the design and height of the prevailing built form in the area. In accordance with performance criteria 3.7.17.4.1.3 the proposed development is of a compatible form, bulk, and scale to the neighbouring properties. As a result, the increased roof height should be supported.

#### Visual Privacy – Western Wall - Ground Floor - Terrace

## MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023



There is concern that the edge of the ground floor terrace on the western side of the building does not achieve the visual privacy setback of 7.5m as required by the Residential Design Codes deemed to comply 5.4.1 C1.1. It is considered any visual privacy issues are minor as they overlook an area of the neighbour's property that can be seen from the street and is located in the front setback area. Should screening be required to be installed it is considered this may cause an impediment to view corridors, therefore it is not proposed to condition the inclusion of any privacy screen in this location.

#### Visual Privacy – Western and Eastern Wall - Upper Storey – Terrace

There is concern that the eastern edge of the upper storey terrace of the building does not achieve the visual privacy setback of 7.5m as required by the Residential Design Codes deemed to comply 5.4.1 C1.1. Similar to the ground floor terrace and to counter any possible issues with privacy going into the future there will be a condition added to the final recommendation that visual privacy screening is to be installed in accordance with deemed to comply clause 5.4.1 C1.2; that is the privacy screening shall be at least 1.6m from finished floor level, at least 75% obscure, permanently fixed, durable, and restrict views in the direction of the overlooking.

The western area of the upper terrace also does not comply with visual privacy requirements. However, much like the ground floor terrace it is considered any visual privacy issues are minor as they overlook an area of the neighbour's property that can be seen from the street and is located in the front setback area. Should screening be required to be installed it is considered this may cause an impediment to view corridors, therefore it is not proposed to condition the inclusion of any privacy screen in this location. This is also the same for the front eastern elevation of the upper terrace which overlooks the front setback area of the eastern neighbour. Again this is considered an area of land that is open for the public to view and therefore has not been conditioned to be screened.

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#### CONCLUSION

Based on the preceding assessment, the proposed new double storey dwelling at 128 (lot 4958) Preston Point Road, East Fremantle can be recommended for support subject to the recommended conditions. Although there are 7 variations to the Residential Design Codes and Residential Design Guidelines 3 have been mitigated through a condition requiring the addition of visual privacy screening to the ground floor and upper storey terraces.

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#### OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

##### **12. 1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP020523**

**Moved Cr Nardi, seconded Cr Natale**

**That development approval is granted, and Council exercises its discretion regarding the following;**

- (i) Clause 3.7.7.3 – Residential Design Guidelines – Primary Street Setback – average of neighbouring properties required (7.4m), 6m provided,
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback - Western Wall – Terrace, Kitchen, Scullery, Laundry, Powder Room, Corridor, Store – Ground Floor – 1.8m required, 1.5m provided,
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback - Eastern Wall – Roof Terrace – Upper Storey – 1.8m required, 1.5m provided,
- (iv) Clause 3.7.17.4.1.2 – Residential Design Guidelines – Maximum Height – 6.5m required, 8.1m provided,
- (v) Clause 5.4.1 – Residential Design Codes – Visual Privacy – Eastern Wall – Terrace – Ground Floor - 7.5m required, less than 7.5m provided – visual privacy screening to be installed,
- (vi) Clause 5.4.1 – Residential Design Codes - Visual Privacy – Western Wall – Terrace – Upper Storey - 7.5m required, less than 7.5m provided – visual privacy screening to be installed,
- (vii) Clause 5.4.1 – Residential Design Codes - Visual Privacy – Eastern Wall – Terrace – Upper Storey 7.5m required, less than 7.5m provided – visual privacy screening to be installed,

**for a double storey dwelling at No. 128 (Lot 4958) Preston Point Road, East Fremantle, in accordance with the plans submitted 8 March 2023, subject to the following conditions:**



TOWN of  
EAST FREMANTLE

- (1) Visual privacy screening that meets the requirements of the Residential Design Codes deemed to comply clause 5.4.1 C1.2 are to be installed along the eastern edge of the upper storey terrace on the plans submitted 8 March 2023. This screening is to be at least 1.6m in height from the finished floor level, at least 75% obscure, permanently fixed, made of durable material, and restrict views in the direction of the overlooking into the adjoining property.
- (2) The new crossover width is not to exceed 5m and to be in accordance with the Town of East Fremantle's (the Town) crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide.
- (3) The existing crossover is to be removed such that there is only 1 crossover and the verge is to be remediated to the satisfaction of the Town.
- (4) Prior to lodging an application for a building permit, the applicant must submit and have approved by the Town, and thereafter implement to the satisfaction of the Town, a construction management plan addressing the following matters:
  - a) How materials and equipment will be delivered and removed from the site.
  - b) How materials and equipment will be stored on site.
  - c) Parking arrangements for contractors.
  - d) Construction waste disposal strategy and location of waste disposal bins.
  - e) Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction.
  - f) How risks of wind and/or waterborne erosion and sedimentation will be minimised during and after the works.
  - g) Other matters that are likely to impact on the surrounding properties.
- (5) The footpath is to always remain accessible to pedestrians.
- (6) The works are to be constructed in conformity with the drawings and written information accompanying the application for development approval other than where varied in compliance with the conditions of this development approval or with the Town's further approval.
- (7) The proposed works are not to be commenced until the Town has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this development approval unless otherwise amended by the Town.
- (8) With regards to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received development approval, without those changes being specifically marked for the Town's attention.
- (9) 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 Town prior to the issue of a Building Permit.
- (10) If requested by the Town within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Town and all associated costs to be borne by the owner.
- (11) 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.
- (12) 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 the Town and if approved, the total cost to be borne by the applicant. The Town 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.
- (13) This development approval is to remain valid for a period of 24 months from the date of this approval.

*Footnote:*



*The following are not conditions but notes of advice to the applicant/owner:*

- (a) This decision does not include acknowledgement or approval of any unauthorised development which may be on site.*
- (b) A copy of the approved plans as stamped by the Town are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by the Town.*
- (c) An application for a new crossover is to be submitted to the Operations Department of the Town and plans are to be included with the application that meets the requirements of the Town's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide. This application and relevant information are available at the following links;*

*Crossover Specifications*

*<https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Documents/works-reserves/Crossover Specification 2017.pdf>*

*Residential Design Guidelines*

*[https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Document-Centre/local-planning-policies/3\\_1\\_1\\_LPP\\_Residential\\_Design\\_Guidelines\\_Amended\\_17\\_May\\_2016.pdf](https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Document-Centre/local-planning-policies/3_1_1_LPP_Residential_Design_Guidelines_Amended_17_May_2016.pdf)*

*Urban Streetscape and Public Realm Style Guide*

*<https://www.eastfremantle.wa.gov.au/documents/914/urban-streetscape-and-public-realm-style-guide>*

*Application to Conduct Crossover Works*

*<https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Documents/works-reserves/Application to conduct crossover works.pdf>*

- (d) It is recommended that the applicant provides a structural engineer's dilapidation report, at the applicant/owner 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.*
- (e) 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).*
- (f) Matters relating to dividing fences are subject to the Dividing Fences Act 1961.*
- (g) Any damage to other Town assets including but not limited to the kerb, drainage, footpaths, roads and signage will have to be repaired by the applicant/owners/contractors at their cost.*
- (h) A construction management plan will have to be prepared and submitted as part of the building permit application to show traffic management, contractor parking and materials storage.*

**(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 21 June 2022, this application is deemed determined, on behalf of Council, under delegated authority.

## REPORT ATTACHMENTS

Attachments start on the next page



Attachment -1

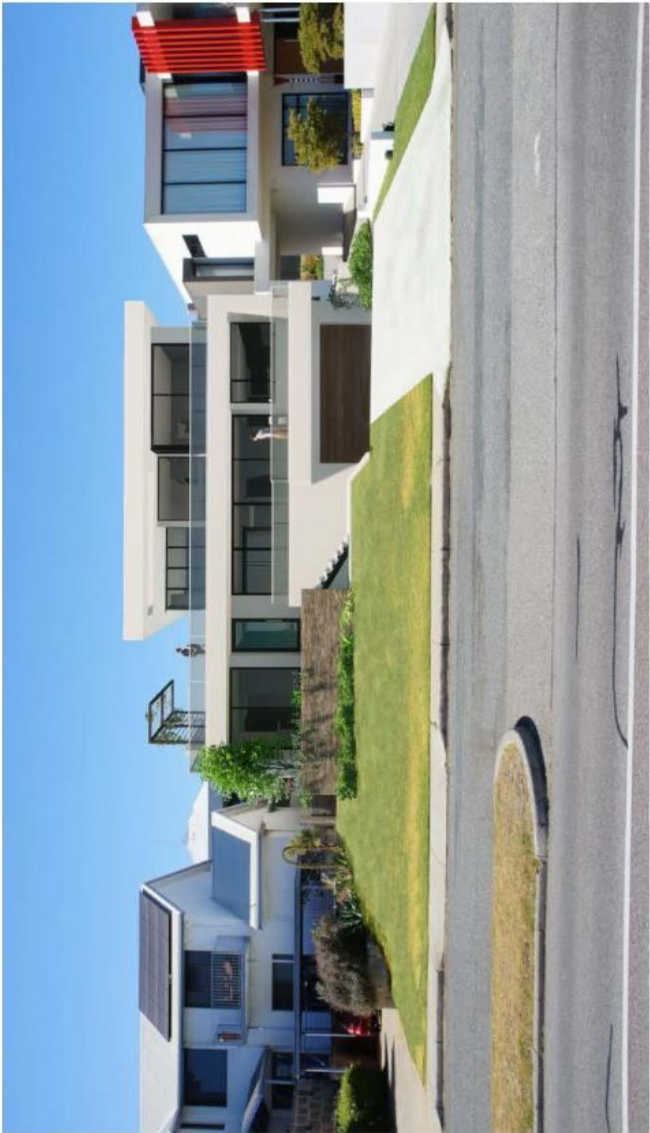
**128 Preston Point Road – Location and Advertising Plan**



Attachment -2

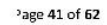
**128 Preston Point Road – Photos**



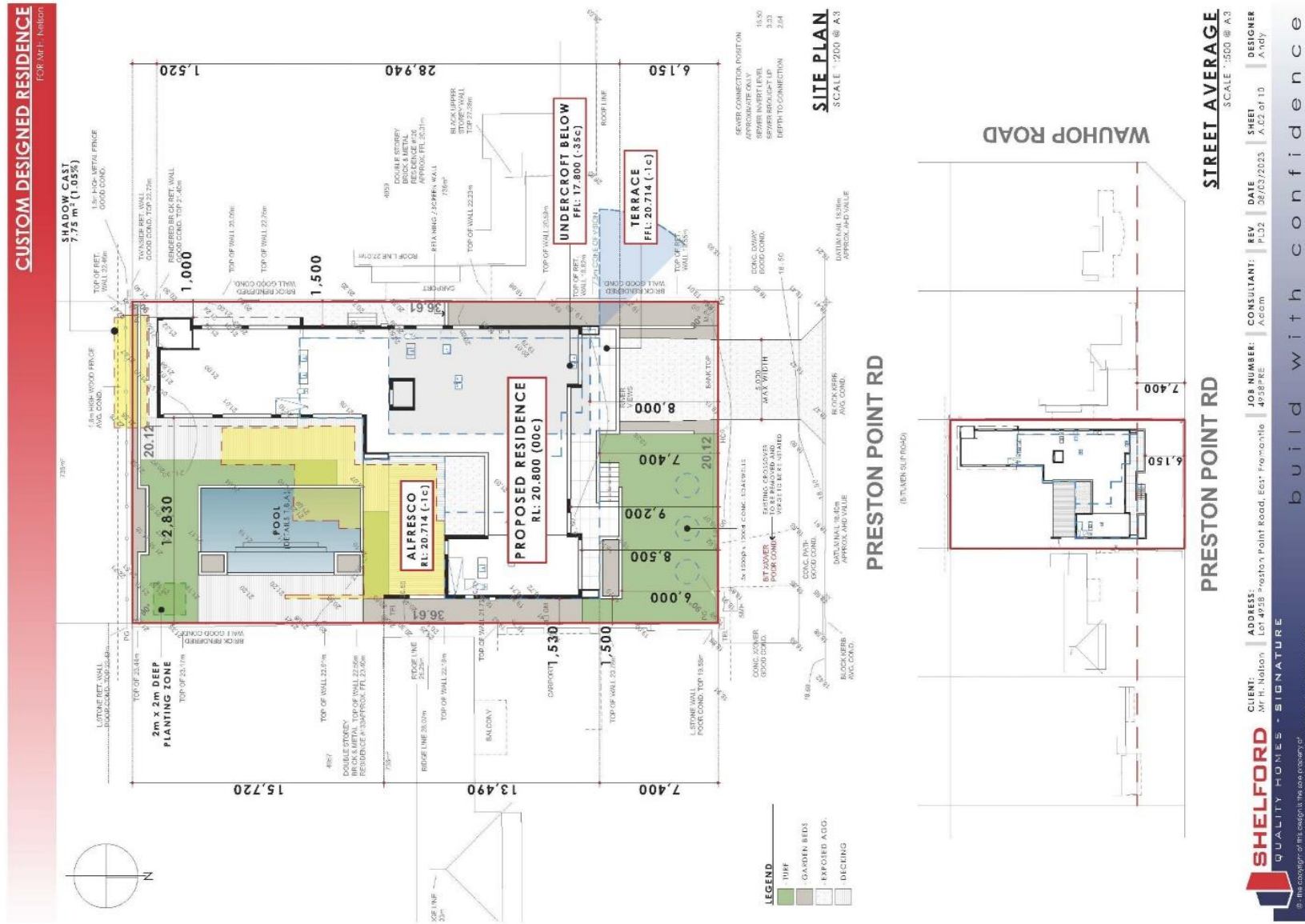


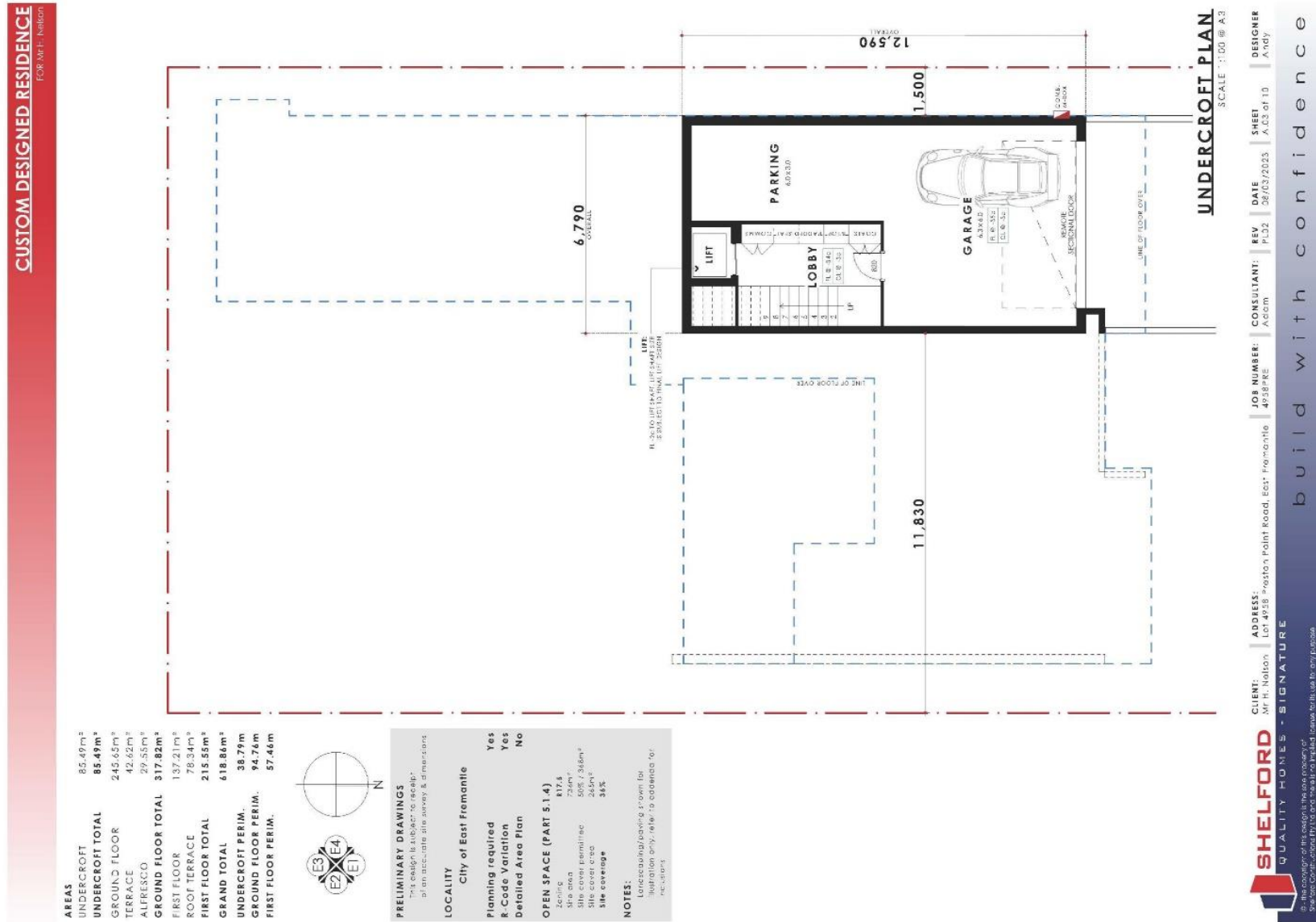
STREET MONTAGE

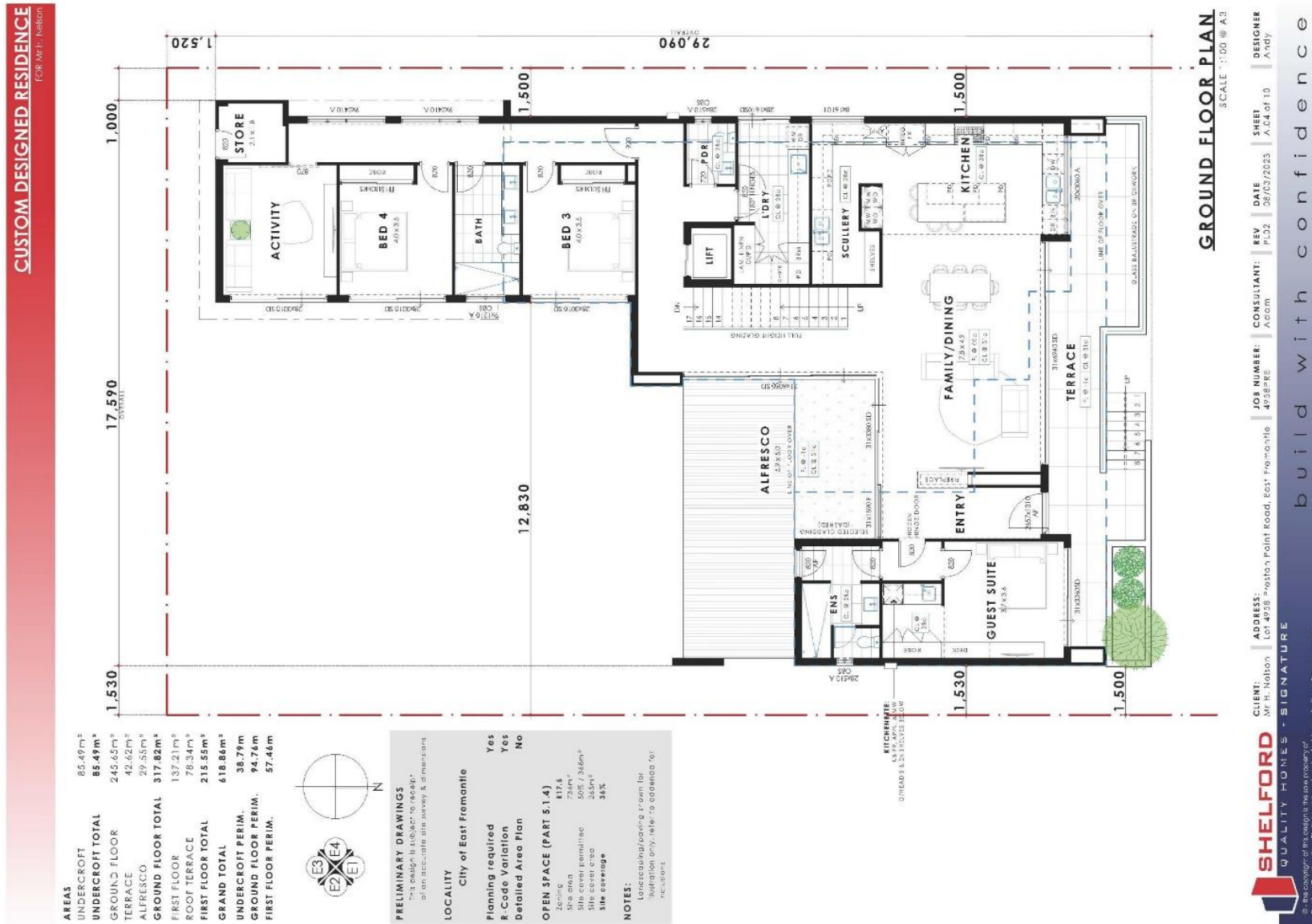


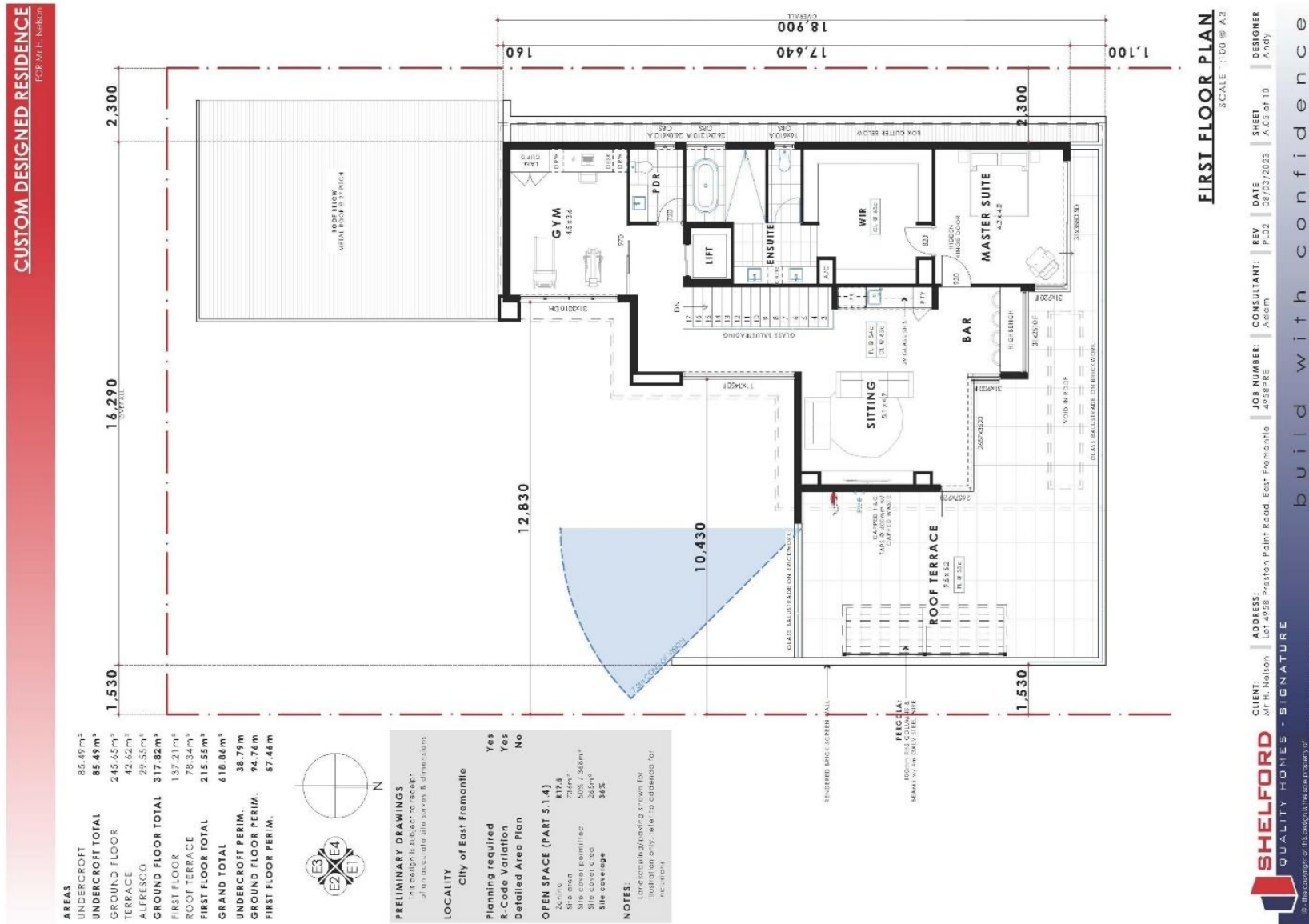




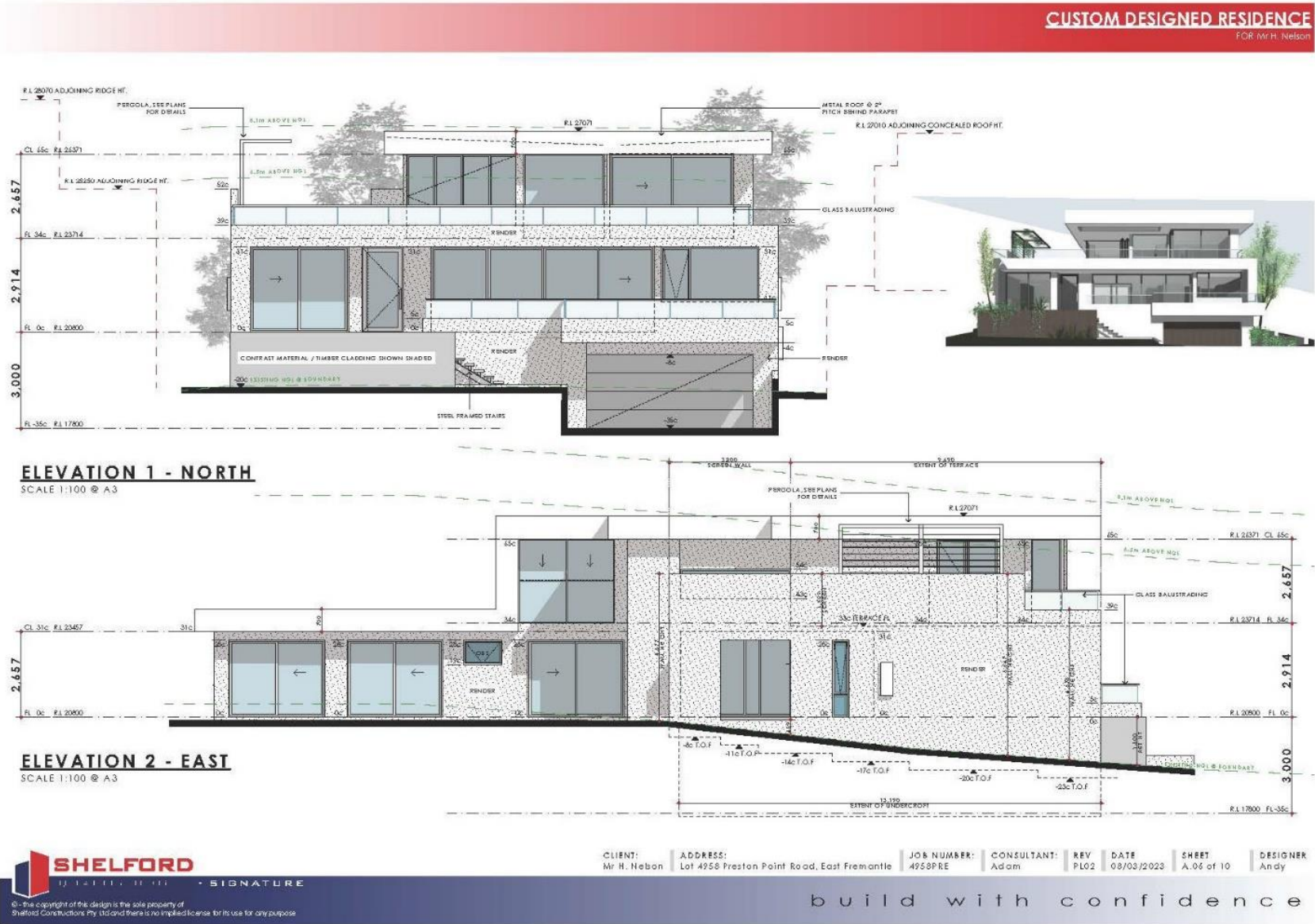


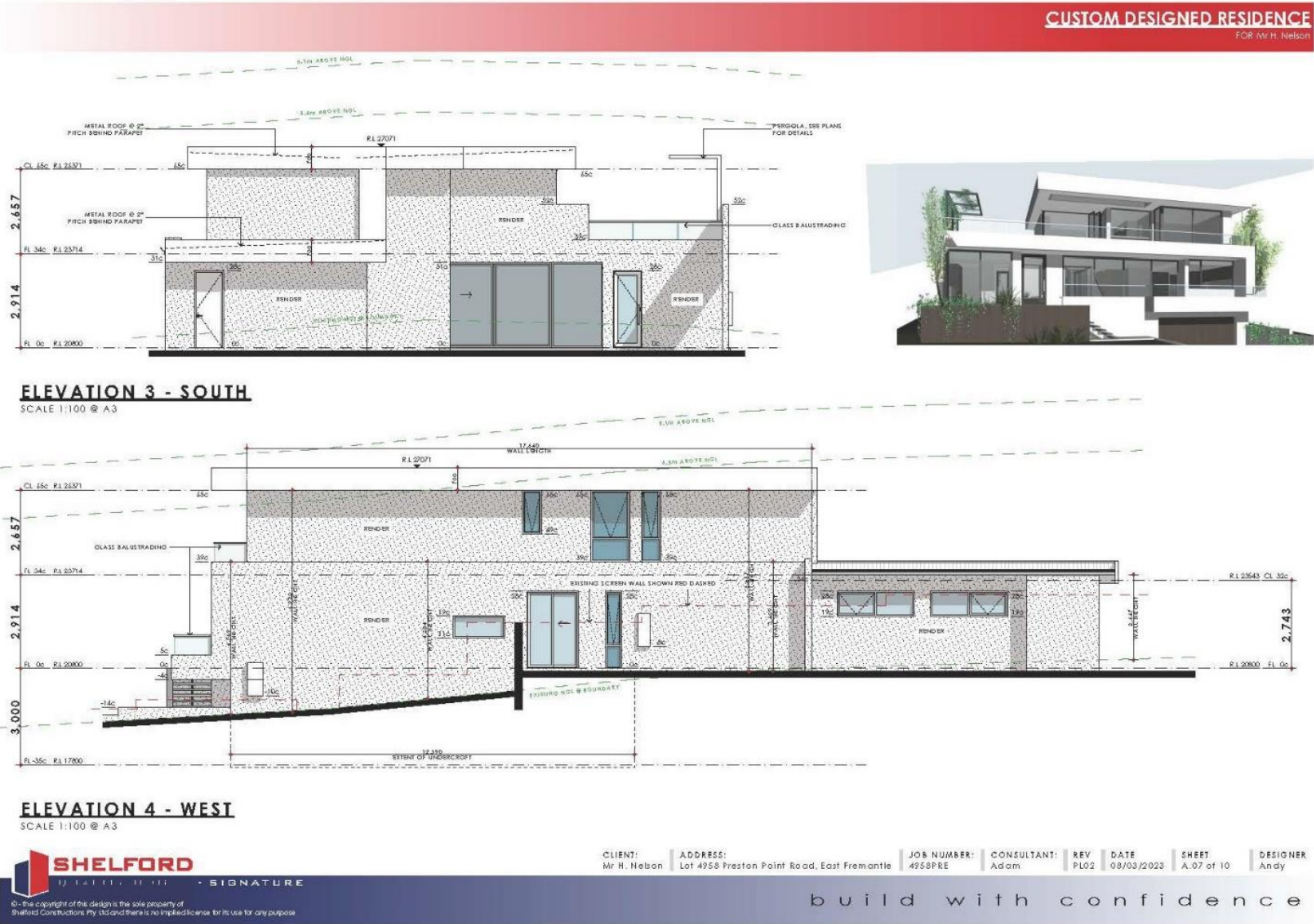
















[illegible]







## Community Engagement Checklist

### Development Application P016/23 – 128 Preston Point Road

<b>Objective of Engagement</b>	Neighbour Consultation			
<b>Lead Officer:</b>	Regulatory Services			
<b>Stakeholders</b>				
<b>Stakeholders to be Considered</b>  <i>Please highlight those to be targeted during engagement</i>	Aged	<input type="checkbox"/>	Ratepayers (all / targeted)	<input type="checkbox"/>
	Businesses	<input type="checkbox"/>	Residents (all / targeted)	<input checked="" type="checkbox"/>
	Children (School / Playground)	<input type="checkbox"/>	Service Providers	<input type="checkbox"/>
	Community Groups	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
	Disabled People	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
	Environmental	<input type="checkbox"/>	Volunteers	<input type="checkbox"/>
	Families	<input type="checkbox"/>	Workers	<input type="checkbox"/>
	Govt. Bodies	<input type="checkbox"/>	Youth	<input type="checkbox"/>
	Indigenous	<input type="checkbox"/>		<input type="checkbox"/>
	Neighbouring LGs	<input type="checkbox"/>		<input type="checkbox"/>
<b>Staff to be notified:</b>	Office of the CEO	<input type="checkbox"/>	Councillors	<input type="checkbox"/>
	Corporate Services	<input type="checkbox"/>	Consultants	<input type="checkbox"/>
	Development Services	<input type="checkbox"/>		<input type="checkbox"/>
	Operational (Parks/Works)	<input type="checkbox"/>		<input type="checkbox"/>
<b>Community Engagement Plan</b>				
<b>Methods</b>	<b>Responsible</b>	<b>Date Due</b>	<b>Reference / Notes</b>	
1.1 E News	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.2 Email Notification	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.3 Website	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.4 Facebook	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.5 Advert – Newspaper	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.6 Fact Sheet	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.7 Media Rel/Interview	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.1 Information Stalls	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.2 Public Meeting/Forum	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.3 Survey/Questionnaire	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.1 Focus Groups	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.2 Referendum/Ballot	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.3 Workshop	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
4.1 Council Committee	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
4.2 Working Group	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
*Statutory Consultation	<input checked="" type="checkbox"/> Relevant Officer	27/03/2023	<input checked="" type="checkbox"/> Advertised to 5 surrounding properties	
#Heritage Consultation	<input type="checkbox"/> Regulatory Services	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
^Mail Out (note: timelines)	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
<b>Evaluation</b>				
<b>Summary of...</b>		<b>Date Due</b>	<b>Completed / Attached</b>	
Feedback / Results/ Outcomes / Recommendations		27/03/2023		
<b>Outcomes Shared</b>				
<b>Methods</b>	<b>Responsible</b>	<b>Date Due</b>	<b>Reference / Notes</b>	
E-Newsletter	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Email Notification	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Website	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Facebook	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Media Release	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Advert – Newspaper	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>			
	<input type="checkbox"/>			

## MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023



## 12.2 10 MUNRO STREET - SHORT TERM ACCOMMODATION

<b>Owner</b>	Anna Hanson
<b>Applicant</b>	Anna Hanson
<b>Report Reference Number</b>	TPR-1399
<b>Planning Reference Code</b>	P017/23
<b>Prepared by</b>	James Bannerman
<b>Supervised by</b>	Andrew Malone
<b>Meeting date</b>	Tuesday, 2 May 2023
<b>Voting requirements</b>	Simple majority
<b>Documents tabled</b>	Nil

**Attachments**

1. Location and advertising plan
2. Photos
3. Plans submitted 13 March 2023
4. Community engagement checklist

**PURPOSE**

This development application proposes an additional use of short-term accommodation at 10 (Lot 5053) Munro Street, East Fremantle.

**EXECUTIVE SUMMARY**

It is proposed to establish short term accommodation at the subject address. The property is currently zoned residential with a density code of R17.5. It will be hosted short term accommodation as the owner/manager will continue to reside in the main dwelling, while guests stay in the small studio at the rear of the property.

The proposed use for short term accommodation is an “unlisted use” within a residential zone, however, local government may “determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted” (clause 4.4.2a of Local Planning Scheme No.3).

The application has been assessed with regard to the Local Planning Scheme No 3 provisions, residential amenity, and the impact the use could have on surrounding neighbours and conditions imposed accordingly.

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

- impact on residential amenity,
- number of bedrooms and the number of people accommodated,
- adequacy of car parking,
- management of the property, and
- length of planning approval.

It is considered that the application be approved subject to several conditions that will ensure that the short-term accommodation does not create issues for surrounding properties.

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#### BACKGROUND

<b>Zoning</b>	Residential R17.5
<b>Site Area</b>	736m <sup>2</sup>
<b>Heritage</b>	N/A
<b>Fremantle Port Buffer</b>	N/A
<b>Previous Decision of Town and/or History of Issue Onsite</b>	Nil

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#### CONSULTATION

##### Advertising

The proposed development was advertised from 16 March to 3 April 2023. No submissions were received.

##### Community Design Advisory Committee

Not referred to Community Design Advisory Committee.

##### External Consultation

Nil

##### Internal Consultation

This development application was not referred to Operations as the development application refers to the use of existing structures.

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#### STATUTORY ENVIRONMENT

Planning and Development Act 2005

Local Planning Scheme No 3

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#### POLICY IMPLICATIONS

Nil

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#### FINANCIAL IMPLICATIONS

Nil

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#### STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 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 Facilitates 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.*

*3.1.3 Plan for improved streetscapes.*

*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 within resource capabilities.*

*3.3.2 Plan and advocate for improved access and connectivity.*

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#### RISK IMPLICATIONS

A risk assessment was undertaken and the risk to the Town in determining this application was deemed to be negligible.



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#### SITE INSPECTION

A site inspection was undertaken.

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#### COMMENT

This development application proposes an additional use of short-term accommodation at 10 (Lot 5053) Munro Street, East Fremantle.

It is proposed to establish short term accommodation at the subject address. The property is currently zoned residential with a density code of R17.5. It will be hosted short term accommodation as the owner/manager will continue to reside in the main dwelling while guests stay in the small studio at the rear of the property.

The proposed use for short term accommodation is an “unlisted use” within a residential zone, however, local government may “determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted” (clause 4.4.2a of Local Planning Scheme No.3).

The Town does not have any specific local planning policies or local laws that regulate short term accommodation. The WAPC, however, formulated Guidelines in 2009 for the short-term use of residential dwellings. This document identifies the matters to be considered on submission of a development application and makes recommendations in respect to how a local government authority may deal with such applications. The Guidelines provide advice in regard to a range of planning considerations including (but not limited to);

- requirement to lodge an application,
- advertising and invitation to comment,
- location – potential for conflict between land uses,
- amenity,
- building standards,
- form of approval,
- type of dwelling,
- management of property,
- fire and emergency response plans,
- approval period, and
- non-compliance and cancellation of approval.

The application has been assessed with regard to the relevant sections of the Guidelines for this application, LPS 3 provisions, residential amenity and the impact the use could have on surrounding neighbours and conditions imposed accordingly.

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

- impact on residential amenity,
- number of bedrooms and the number of people accommodated,
- adequacy of car parking,
- management of the property, and
- length of planning approval.

It is considered that the application be approved subject to several conditions that will ensure that the short-term accommodation does not create issues or amenity impacts for surrounding properties.

#### Management Plan

A management plan was submitted which addresses a range of matters which are considered relevant to the use as short term accommodation. The management plan helps to control activity and noise at the premises and details procedures around issues at the property. The applicant has provided information that describes waste disposal, emergency evacuation procedures and the owner’s contact details if there are any issues at the property.

It is noted that the owner/applicant resides in the main dwelling at the front of the property and will manage the short-term accommodation. Any issues that may arise can be addressed immediately by the owner, specifically issues relating to noise and car parking, which are most likely to impact surrounding residents.

#### Time Limit for Approval

A time limit will be imposed on the formal approval such that a maximum period of 12 months will be recommended as a condition of approval. This allows the Town to reassess the proposal should there be any adverse outcomes from the approval of the premises as a short-term accommodation provider.

#### Maximum Number of Guests

The proposal is for use of a studio located at the rear of the existing dwelling as short-term accommodation. For this reason, limits will be imposed on the maximum number of people that can stay as guests at the property. The maximum number of guests will be recommended to be limited to 2 people to ensure that there are no significant amenity impacts on residents at surrounding properties.

#### Car Parking

As short-term accommodation is an unlisted use there are no specified parking standards. Car parking will be limited for guests to an on-site car bay. This is considered a satisfactory solution to the provision of parking in this area. A maximum of 2 people permitted to be accommodated in the short-term accommodation will be imposed as a condition of approval and will in turn limit parking demand.

#### Signage

Commercial operations in residential areas that impact on the amenity of surrounding residents should be mitigated, including matters such as excessive signage, which can create visual pollution. No signage is referred to in the development application and a condition will be recommended that does not permit signage.

#### Noise

Noise is a legitimate concern for surrounding residents of short-term accommodation. It is considered that the day-to-day operations of short-term accommodation should not exceed normal household levels. In this case the owners will be able to be contacted directly by phone if there are issues with noise. The management plan states that noise must be kept to a minimum.

#### Smoke Alarms and Residual Current Devices

Two additional conditions will be included that require smoke alarms to be fitted to the studio accommodation and residual current devices are installed. Both conditions ensure that the safety of the guests in the short-term accommodation is maintained by alerting guests to a potential fire and also preventing electric shocks should there be issues with electrical appliances and circuits.

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#### CONCLUSION

Based on the preceding assessment and report the proposed short-term accommodation can be recommended for support subject to the conditions included in the final recommendation.

## OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**12.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP030523****Moved Cr White, seconded Cr Natale**

That approval for an additional use to operate short term accommodation be granted by Council at No 10 (Lot 5053) Munro Street, East Fremantle, in accordance with correspondence and plans received on 13 March 2023, subject to the following conditions:

- (1) Approval is for a temporary period of 12 months only from the date of this development approval.
- (2) The swimming pool shall not be utilised by guests in the short-term accommodation and this approval does not apply to use of the swimming pool which requires a separate application to be made to the Western Australian Department of Health.
- (3) Continuation of the short stay accommodation use after the 12-month approval period has expired will require the submission of a new development application for the consideration of the Town.
- (4) Hard wired smoke alarms as required by the National Construction Code are to be installed and proof of the instalment is to be provided to the Town prior to the short-term accommodation commencing operations.
- (5) Residual Current Devices are to be provided to all power points and light switches and proof of installation is to be provided to the Town prior to the short-term accommodation commencing operations.
- (6) The owner/owner's representative is to advise guests of key elements of the management plan including;
  - a) emergency evacuation procedures,
  - b) reminder that the premises are surrounded by residential dwellings and that noise is to be kept to a minimum, and
  - c) reminder that parking is limited in the area to car bays onsite.
- (7) Maximum accommodation is for 2 people based on 1 bedroom only being provided for accommodation. This is not to be exceeded on any occasion.
- (8) No guest or occupant vehicles are to be parked on the Council verge, and in or across crossovers due to inadequate parking on-site or in the street.
- (9) No on-site signage is permitted.
- (10) Compliance with the Management Plan submitted with the application to the satisfaction of the Town.
- (11) The approval may be revoked by the Town, prior to the expiry of the 12-month period referred to in (1) above, if any adverse impacts involving noise, anti-social behaviour, breaches of the management plan, waste removal, security or parking are unable to be controlled by the applicant/owner or their representative in a timely and effective manner to the Town's satisfaction.

**Footnote:**

*The following are not conditions but notes of advice to the applicant/owner:*

- a) *A new development (planning) application is to be made for the Town's consideration at the expiry of the twelve (12) month temporary approval period should the applicant wish to continue the use.*
- b) *This decision does not include acknowledgement or approval of any unauthorised development including signage onsite.*
- c) *A copy of the approved plans as stamped by the Town are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by the Town.*

(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 21 June 2022, this application is deemed determined, on behalf of Council, under delegated authority.

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REPORT ATTACHMENTS

Attachments start on the next page



**10 Munro Street – Location and Advertising Plan**



Attachment -2

**10 Munro Street – Photos**







## Community Engagement Checklist

### Development Application P017/23 – 10 Munro Street

<b>Objective of Engagement</b>	Neighbour Consultation			
<b>Lead Officer:</b>	Regulatory Services			
<b>Stakeholders</b>				
<b>Stakeholders to be Considered</b>  <i>Please highlight those to be targeted during engagement</i>	Aged	<input type="checkbox"/>	Ratepayers (all / targeted)	<input type="checkbox"/>
	Businesses	<input type="checkbox"/>	Residents (all / targeted)	<input checked="" type="checkbox"/>
	Children (School / Playground)	<input type="checkbox"/>	Service Providers	<input type="checkbox"/>
	Community Groups	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
	Disabled People	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
	Environmental	<input type="checkbox"/>	Volunteers	<input type="checkbox"/>
	Families	<input type="checkbox"/>	Workers	<input type="checkbox"/>
	Govt. Bodies	<input type="checkbox"/>	Youth	<input type="checkbox"/>
	Indigenous	<input type="checkbox"/>		<input type="checkbox"/>
<b>Staff to be notified:</b>	Neighbouring LGs	<input type="checkbox"/>		<input type="checkbox"/>
	Office of the CEO	<input type="checkbox"/>	Councillors	<input type="checkbox"/>
	Corporate Services	<input type="checkbox"/>	Consultants	<input type="checkbox"/>
	Development Services	<input type="checkbox"/>		<input type="checkbox"/>
Operational (Parks/Works)	<input type="checkbox"/>		<input type="checkbox"/>	
<b>Community Engagement Plan</b>				
<b>Methods</b>	<b>Responsible</b>	<b>Date Due</b>	<b>Reference / Notes</b>	
1.1 E News	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.2 Email Notification	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.3 Website	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.4 Facebook	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.5 Advert – Newspaper	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.6 Fact Sheet	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.7 Media Rel/Interview	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.1 Information Stalls	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.2 Public Meeting/Forum	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.3 Survey/Questionnaire	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.1 Focus Groups	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.2 Referendum/Ballot	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.3 Workshop	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
4.1 Council Committee	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
4.2 Working Group	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
*Statutory Consultation	<input checked="" type="checkbox"/> Relevant Officer	3/04/2023	<input checked="" type="checkbox"/> Advertised to 8 surrounding properties	
#Heritage Consultation	<input type="checkbox"/> Regulatory Services	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
^Mail Out (note: timelines)	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
<b>Evaluation</b>				
<b>Summary of...</b>		<b>Date Due</b>	<b>Completed / Attached</b>	
Feedback / Results/ Outcomes / Recommendations		3/04/2023		
<b>Outcomes Shared</b>				
<b>Methods</b>	<b>Responsible</b>	<b>Date Due</b>	<b>Reference / Notes</b>	
E-Newsletter	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Email Notification	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Website	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Facebook	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Media Release	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Advert – Newspaper	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>			
	<input type="checkbox"/>			
<b>Notes</b>				



MINUTES OF TOWN PLANNING MEETING TUESDAY, 2 MAY 2023



13 MATTERS BEHIND CLOSED DOORS

Nil

14 CLOSURE OF MEETING

There being no further business, the Presiding member declared the meeting closed at 6.42 pm

*I hereby certify that the Minutes of the ordinary meeting of the Town Planning Committee of the Town of East Fremantle, held on **2 May 2023**, Minute Book reference 1 to 14 were confirmed at the meeting of the Committee on:*

.....

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

## 13 REPORTS - PLANNING

Reports start on the next page

<b>Report Reference Number</b>	OCR-1998
<b>Prepared by</b>	Stacey Towne, Urban Project Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil

### **Attachments**

Attachment 1 - Schedule of Submissions

Attachment 2 – Copy of Submission

Attachment 3 - Draft LPP 3.1.3 – Town Centre Redevelopment Guidelines

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### **PURPOSE**

The purpose of this report is for Council to consider the final adoption of proposed changes to Local Planning Policy 3.1.3 – Town Centre Redevelopment Guidelines (LPP 3.1.3) following the closure of the public advertising period.

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### **EXECUTIVE SUMMARY**

At its ordinary Meeting held on 21 March 2023, Council resolved to endorse proposed modifications to LPP 3.1.3 as suitable for public advertising, and to consider the final adoption of the draft policy in light of any submissions received.

In general, the proposed modifications include administrative changes to LPP 3.1.3 to:

- Update requirements to include reference to new policies that have more-recently been adopted by Council; include reference to the Fremantle Harbour Ports Buffer and relevant State Planning Policies; and to clarify certain development standard requirements;
- Update development standards brought about for specific properties through recent changes (Amendment No. 14 and 17) to Local Planning Scheme No. 3;
- Provide greater clarification as to which areas of land are included in the policy area;
- Generally address any other ambiguities; and
- Implement an action of the recently adopted Local Planning Strategy.

The advertising period closed on 24 April 2023 and one submission has been received. A summary of the submission together with Officer comments and recommendations are shown in the Schedule of Submissions shown as Attachment 1. A full copy of the submission is shown as Attachment 2.

It is recommended that the proposed modifications as advertised in draft LPP 3.1.3 be adopted for final approval, without further modification.

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### **BACKGROUND**

The proposed modifications to LPP 3.1.3 that were advertised for public comment provide clarification on the extent of the policy area and update reference to Council and State Planning policy (including State Planning Policy 7.3 – Residential Design Codes Volume 2 - Apartments and SPP 4.5 – Road and Rail Noise); the Fremantle Harbour Port Buffer; new development requirements for specific properties due to recent scheme amendments; and to generally clarify any ambiguous requirements.

One submission was received on behalf of the owner of No. 12 (Lot 111) Silas Street, East Fremantle. Concerns raised predominantly include matters relating to height and scale impacts on existing buildings within the Town Centre Redevelopment Area. A development application has been received for No. 14 (Lot 350) Silas Street adjacent to the submitter's property.

In relation to the submission, the proposed modifications to LPP 3.1.3 do not include any change to height or plot ratio. It is recognised that some aspects of the current policy require more comprehensive review however, that is not the scope of these modifications. The need for detailed investigation and planning has been identified in the Town's Local Planning Strategy for the Town Centre and its surrounds. Precinct plans are to be developed in consultation with stakeholders to guide and support future changes to the local planning framework which is likely to include full review/replacement of LPP 3.1.3 in its current form.

It is also noted that following Council's resolution to advertise the modifications to LPP 3.1.3, the Town received notification that the Minister for Planning has released amendments to State Planning Policy 7.3 Residential Design Codes Volume 1 (SPP 7.3 – R-Codes Vol. 1) and consequential amendments to State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments (SPP 7.3 – R-Codes Vol. 2). However, a 'deferred gazettal period' has been put in place with the new policy provisions scheduled to come into effect on 1 September 2023.

The amendments include medium density provisions as Part C of SPP 7.3 – R-Codes Vol.1. For group dwellings and multiple dwellings in areas with a density code of less than R80. Provisions will be provided in SPP 7.3 – R-Codes Vol. 1, instead of SPP 7.3 – R-Codes Vol. 2. This will have minor implications to LPP 3.1.3 only in relation to where the policy makes reference to SPP 7.3 – R-Codes Vol.2. Following 1 September 2023 (the 'deferred gazettal period' for the amendments announced by the Minister), LPP 3.1.3 should be amended to refer to SPP 7.3 – R-Codes Vol. 1 (Part C) as well as SPP 7.3 – R-Codes Vol. 2.

As this is considered to be an administrative matter under the *Planning and Development (Local Planning Schemes) Regulations 2015*, there is no need for the further changes to be considered by Council at that time and the referencing can be updated by Administration accordingly.

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## CONSULTATION

The proposed modifications to LPP 3.1.3 were advertised for public submissions for more than the 21 day required advertising period via the following:

- Local newspaper/s circulating in the Town;
- The Town's website;
- Town of East Fremantle Noticeboard;
- Town of East Fremantle social media and E-news; and
- A copy of the Policy made available at the Town's Administration office.

The advertising period closed on 24 April 2023 and one submission has been received.

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## STATUTORY ENVIRONMENT

Town of East Fremantle Local Planning Scheme No. 3 and *Planning and Development (Local Planning Schemes) Regulations 2015*.

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## POLICY IMPLICATIONS

Amendments to LPP 3.1.3 – Town Centre Redevelopment Guidelines.

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## FINANCIAL IMPLICATIONS

Nil.



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## STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020 – 2030 states as follows:

### *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 identity through inclusive community interaction and participation.*
- 1.2 Inviting open spaces, meeting places and recreational facilities*
  - 1.2.1 Provision of adequate facilities to support healthy and active lifestyles.*
  - 1.2.2 Activate inviting open spaces that encourage social connection across all age groups.*
- 1.3 Strong community connection within a safe and vibrant lifestyle*
  - 1.3.1 Partner and educate to build a strong sense of community safety.*
  - 1.3.2 Facilitate opportunities to develop community connections through events and celebrations*
  - 1.3.3 Facilitate community group capacity building.*

### *Economic*

*Sustainable “locally” focused and easy to do business with.*

- 2.1 Actively support new business activity and existing local businesses*
  - 2.1.1 Ensure a “local” focus through supporting and promoting opportunities for local business.*
  - 2.1.2 Facilitate opportunities/ forums where local businesspeople can meet and share ideas.*
- 2.2 Continue to develop and revitalise local business activity centres*
  - 2.2.1 Facilitate local small business access through planning and activation to support community and business growth.*

### *Built Environment*

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

- 3.1 Facilitates 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.*
  - 3.1.3 Plan for improved streetscapes.*
- 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 within resource capabilities.*
  - 3.3.2 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

### 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)
That Council does not adopt the proposed modifications to the Policy.	Unlikely (2)	Minor (2)	Low (1-4)	SERVICE INTERRUPTION No material service interruption	Accept Officer Recommendation

### RISK MATRIX

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

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

### RISK RATING

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

One submission has been received in relation to the draft policy that was advertised. Concerns raised predominantly include matters relating to height and scale impacts on existing buildings within the Town Centre Redevelopment Area.

The proposed modifications to LPP 3.1.3 do not include any changes to height or plot ratio. Both the current and modified policies only specify height in terms of storeys (rather than metres) and no changes have been proposed to the number of storeys stated in the current policy.

As Local Planning Scheme No. 3 does not have a definition of a 'storey', nor does it refer to storeys in relation to height, the current policy relies on the definition of 'storey' from the Residential Design Codes. The definition of a storey in the Residential Design Codes has changed over time which allows the potential for a storey to have a greater height than previously possible when the policy was initially adopted. Changes to this definition (not under the control of the Town) have the potential to change the actual height permitted in metres of each storey and this may be the additional height that the submitter is referring to. A consistent approach to measurement of a storey as

provided by the Residential Design Codes however, is considered most appropriate. The more recent definition of a storey applies to the current policy (even before modification).

A development application has been received for No. 14 (Lot 350) Silas Street adjacent to the submitter's property. Any specific concerns relating to a development proposal for the adjacent property will be addressed as part of the development application process for that property, should a submission be made regarding that specific development. It is noted that should the proposed modifications to this policy be adopted for final approval prior to consideration of a development application for any property within the Town Centre Redevelopment Area, that due regard is to be given to the provisions of the modified policy by the decision maker at the time of consideration for approval.

In addition to LPP 3.1.3, it is also noted that when considering a development application in this vicinity, the Town is obliged to have due regard to a wide range of matters including those listed in CI 67 (2) of the Deemed Provisions. Some of these include the effect of the proposal on the cultural heritage significance of the area in which the development is located; the compatibility of the development with its setting (desired future character of its setting and relationship to adjoining land including the likely effect of the height, bulk, scale, orientation and appearance of the development); and the amenity of the locality (environmental impacts; the character of the locality; and social impacts).

It is recognised that certain aspects of the current policy require more comprehensive review however, that is not the scope of these modifications. The need for detailed investigation and planning has been identified in the Town's Local Planning Strategy and Precinct plans will be developed in the future in consultation with stakeholders to guide and support future changes to the local planning framework, including review/replacement of LPP 3.1.3 in its current form.

It is recommended to be adopted without modification. It is acknowledged however, that minor administrative modifications will be required following the deferred gazettal period for amendments to SPP 7.3 – R-Codes Vol. 1 and SPP 7.3 – R-Codes Vol. 2. These changes will have an insignificant impact on the intent of LPP 3.1.3.

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## CONCLUSION

The matters raised in the submission are not considered to relate to the scope of the modifications proposed.

The proposed policy as modified provides guidelines that indicate the extent of variations that Council may be willing to support (and in some instances encourage) in the Town Centre Redevelopment Area. The modifications as proposed will provide a greater degree of clarification in relation to the Town Centre Redevelopment Area until more comprehensive planning is undertaken.

This policy provides an interim position on what the Town considers to be an acceptable form of development to meet higher order planning policy; what will meet the concerns of the local community; and enables the viable redevelopment of the Town Centre. It is anticipated that further planning studies and precinct planning for the Town Centre and its surrounds, guided by the Local Planning Strategy and the Local Commercial Centres Assessment and Strategy (LCCAS), will supersede this policy in the near future.

Further administrative updates can occur following the deferred gazettal period for amendments to the SPP 7.3 – R-Codes Vol. 1 and 2.

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### 13.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution 031605**

**OFFICER RECOMMENDATION:**

**Moved Cr Collinson, seconded Cr Nardi**

**That Council:**

- (i) notes the matters raised in the submission and adopts the Officer recommendations made in the Schedule of Submissions shown in Attachment 1 to this agenda;**
- (ii) in accordance with CI 4 and CI 5 of Schedule 2 - Deemed Provisions for local planning schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts Draft Local Planning Policy 3.1.3 – Town Centre Redevelopment Guidelines for final approval as shown in Attachment 3 as attached to this agenda;**
- (iii) publishes the updated policy on the Town’s website and relevant notifications in other various Town media platforms;**
- (iv) authorises the Town’s Administration to make further minor technical administrative modifications to Local Planning Policy 3.1.3 – Town Centre Redevelopment Guidelines in relation to reference to State Planning Policy 7.3 Residential Design Codes Vol. 1 and State Planning Policy 7.3 Residential Design Codes Vol. 2, following the deferred gazettal period for amendments to these State planning policies.**

**(CARRIED UNANIMOUSLY)**

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### REPORT ATTACHMENTS

Attachments start on the next page



**TOWN OF EAST FREMANTLE - LOCAL PLANNING POLICY – 3.1.3  
TOWN CENTRE REDEVELOPMENT GUIDELINES**

**SCHEDULE OF SUBMISSIONS  
(Advertised 25 March 2023 to 24 April 2023)**

No.	Description of Affected Property	Submission (Summary of main points)	Comment / Recommendation
1	No 12 (Lot 111) Silas Street, East Fremantle (East Fremantle Medical Centre)	<ul style="list-style-type: none"> <li>Concern regarding impact of policy on a proposed development application for No. 14 (Lot 140) Silas Street (adjacent to submitter's property) in addition to concerns generally.</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>Any specific concerns relating to a development proposal for the adjacent property will be addressed as part of the development application process for that property, should a submission be made regarding that specific development. It is noted that should the proposed modifications to this policy be adopted for final approval prior to consideration of a development application for any property within the Town Centre Redevelopment Area, that due consideration is to be given to the provisions of the modified policy by the decision maker at the time of making a decision.</li> </ul> <p><u>Recommendation:</u> That the submission be noted.</p>
		<ul style="list-style-type: none"> <li>The amended policy may be considered to act in the same way as a scheme amendment especially in terms of plot ratio and height (CI 5.8.2 and CI 5.8.3 of Local Planning Scheme No. 3) and the effects on existing adjoining neighbours.</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>The current policy, without the proposed modifications, already acts in the same way. The current policy provides guidance when CI 5.8.2 and CI 5.8.3 may be varied under 5.6. The proposed modifications continue for the policy to do this. The plot ratio limits have not changed and the height limits/height plans have not been changed.</li> </ul> <p><u>Recommendation:</u> No further change proposed.</p>
		<ul style="list-style-type: none"> <li>Reference to "Town Centre Redevelopment Area" rather than mix of "Town Centre Redevelopment Area" and "Town Centre" throughout the document.</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>Changes were only made where the context related to the whole policy area. No change was made to references relating to the Town Centre core.</li> </ul> <p><u>Recommendation:</u> No further change proposed.</p>
		<ul style="list-style-type: none"> <li>Protection of neighbours' amenity as contained in CI 5.6 of Local Planning Scheme No. 3 has not been retained.</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>CI 5.6 still applies to development. This has not changed.</li> </ul> <p><u>Recommendation:</u> No further change proposed.</p>
		<ul style="list-style-type: none"> <li>The increased scale of development referenced in the policy Element Objectives may conflict with existing development and amenity, as protected by the Scheme. Careful consideration is required to address these potential conflicts. CI 5.6 cannot</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>As previously stated, CI 5.6 still applies to development. In addition, when considering a development application, local government is obliged to have due regard to a wide range of matters listed in CI 67 (2) of the Deemed Provisions, including the following:</li> </ul>

No.	Description of Affected Property	Submission (Summary of main points)	Comment / Recommendation
		<p>simply be ignored nor development forms and patterns inadvertently encouraged or facilitated without specifically referencing existing development.</p>	<p><i>l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;</i></p> <p><i>m) the compatibility of the development with its setting, including —</i></p> <p><i>i. the compatibility of the development with the desired future character of its setting; and</i></p> <p><i>ii. the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;</i></p> <p><i>n) the amenity of the locality including the following —</i></p> <p><i>i. environmental impacts of the development;</i></p> <p><i>ii. the character of the locality;</i></p> <p><i>iii. social impacts of the development.</i></p> <p><u>Recommendation:</u> No further change proposed.</p>
		<ul style="list-style-type: none"> <li>Permitting new development that may not relate respectfully with existing structures (that are otherwise adequate, commercial viable and contributory to the built environment) could discourage their ongoing use and retention which goes against the Element 10: Resource Conservation objective.</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>The relationship between resource conservation and impact of new development is not within the scope of the proposed policy modifications. This may be explored as a consideration in developing future planning instruments and guidance in this vicinity.</li> </ul> <p><u>Recommendation:</u> No further change proposed</p>
		<ul style="list-style-type: none"> <li>The amended policy with direct reference to the definition of storeys as per the Residential Design Codes Vol. 2 will significantly impact the policy provisions of Element 3: Building, Height Form, Scale and Height.</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>The current policy relies on the definition of 'storey' from the Residential Design Codes, as Local Planning Scheme No. 3 does not have a definition of a storey, and does not refer to storeys in relation to height. The definition of a storey in the Residential Design Codes has changed over time which allows the potential for a storey to have a greater height than previously possible when the policy was first adopted. This may be the additional height that the submitter is referring to. A consistent approach to measurement of a storey is considered most appropriate.</li> </ul> <p><u>Recommendation:</u> No further change proposed.</p>
		<ul style="list-style-type: none"> <li>There are discrepancies between 'storeys' and 'height' not addressed in the indicative height plan.</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>Both the current and modified policies only specify height in terms of storeys. As previously stated, the changes to the definition of storeys in the Residential Design Codes over time have the potential to change the actual height in metres of each storey from what was permitted when the policy was initially adopted. The more recent definition of a storey applies to the current policy (even before modification).</li> </ul> <p><u>Recommendation:</u> No further change proposed.</p>

No.	Description of Affected Property	Submission (Summary of main points)	Comment / Recommendation
		<ul style="list-style-type: none"> <li>May be more appropriate to consider a varied transition zone in the Frame for height ranging from the greater scale of development in the Town Centre Core down to surrounding residential zones.</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>Changes relating to height is not within the scope of the proposed policy modifications. This may be explored as a consideration in developing future planning instruments and guidance in this vicinity.</li> </ul> <p><u>Recommendation:</u> No further change proposed.</p>
		<ul style="list-style-type: none"> <li>Whilst the policy refers to establishing a reasonable transition between larger scale development and the domestic scale of the adjacent residential development, it does not refer to heritage properties.</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>It is noted that the affected property was once listed as 'Category B- Heritage' in 2006, however, due to intrusive alterations it was removed from the heritage list following the 2014/15 review. The 'Town Hall Sensitivity Area' has been identified in the current policy to minimise height and scale impacts on buildings near the Town Hall, Police Station and Post Office civic precinct area. It is noted that there could be improvement on the current policy in relation to heritage buildings within and adjacent to the Town Centre Redevelopment Area and this has been identified as a consideration in developing future planning instruments and guidance in this vicinity.</li> </ul> <p><u>Recommendation:</u> No further change proposed.</p>
		<ul style="list-style-type: none"> <li>Element 5: Street Interface deals solely with building frontages to streets and makes no reference to other facades and parts of buildings that may be highly visible from the street across sites containing existing buildings of smaller scale or greater setback. This visual impact should be recognised and addressed under Element 10: Resource Conservation as part of the policy amendment.</li> </ul>	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>The relationship between street interface and resource conservation is not within the scope of the proposed policy modifications. This may be explored as a consideration in developing future planning instruments and guidance in this vicinity.</li> </ul> <p><u>Recommendation:</u> No further change proposed</p>



East Fremantle WA 6158

ABN: [REDACTED]

24<sup>th</sup> April, 2023

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

Attn: Ms Stacey Towne  
Urban Project Planner

**SUBMISSION RE PROPOSED AMENDMENTS TO TOWN CENTRE REDEVELOPMENT GUIDELINES (LOCAL PLANNING POLICY 3.1.3)**

Dear Stacey;

Thank you for the opportunity to provide public comment on the above matter. I write on behalf of [REDACTED], long-term owner of the East Fremantle Medical Center located at No.12 (Lot 111) Silas Street, East Fremantle, located within the subject Town Centre Redevelopment Area.

The content and impact of the subject policy and any proposed amendments are of clear concern to [REDACTED], particularly in light of the current development application for a mixed commercial / residential development on the sliver of land comprising Lot 350 (No.14) adjacent to her premises. The timing of this application and the adoption of draft amended Town Centre Redevelopment Guidelines (TCRG policy) will have particular relevance in the subsequent consideration of that application by Council. The matters raised in this submission are nevertheless of significant relevance for the Town Centre generally and provided in that context.

This submission is necessarily brief where made with very short notice brought about only by the notification of the above development application on Council's website, which in turn alerted us to the amended TCRG policy consultation process. Clearly a detailed response to the development application will be made by [REDACTED], however this submission is intended to highlight potential conflict between the policy, particularly as proposed to be amended and the existing LPS3 development control framework which protects neighbour amenity in any exercise of discretion to vary development standards contained in the Scheme.

For clarity, reference is made to the relevant matters in the order raised in the previous Council planning report regarding the proposed policy amendments.

Comment

It is noted that the proposed amendments to the existing policy are fundamentally intended as an interim measure in guiding ongoing development in the Town Centre, while further consultation with stakeholders is undertaken, leading in turn to future changes to the local planning framework. Most particularly this will include changes to zoning, Scheme provisions, development standards and policy, necessarily contained under appropriate Scheme amendment/s.

That overarching process is acknowledged, however the proposed amended policy may well be anticipated to act in the same general way as such Scheme amendment, notwithstanding the present and wholly applicable content of LPS3. Most particularly, LPS3 still contains development



standards at Pt.5.8 (specifically 5.8.2 and 5.8.3) relating to permitted scale of development re plot ratio and height, with any variations beyond this subject to the application of Pt.5.6, protecting the existing amenity of neighbours and the locality and which prohibits Council approving variations having significant adverse amenity impacts.

Where the TCRG policy so greatly increase the potential scope of development, particularly regarding plot ratio and building height, this is a potentially significant point of conflict. While recognizing that an increased scale of development may be appropriate as a longer-term outcome, the reality of an existing diverse urban fabric in the Town Centre cannot be ignored. The TCRG policy was clearly developed in a generalist context, fine for a greenfield environment however making little provision or allowance for its real integration into an existing urban fabric, even over a long period of time. Assuming all existing fabric smaller than the proposed permitted scale of development will or should simply disappear as a result of development pressure over time is naïve and particularly adversely impacting on land owners who have to date developed their premises in conformity with the present planning framework.

It is perhaps notable that the amended policy now refers to the "Town Centre Redevelopment Area", rather than simply the "Town Centre" in its naming.

In this context, any amendment to the existing policy should necessarily take account of and directly address this inherent conflict, in both statutory and substantive terms. Protection such as contained in Pt.5.6 of LPS3 should be retained and reflected in the content of the TCRG policy, which presently it is not. Impacts of development on neighbours and protection of existing amenity has always been a hallmark of town planning control in the Town of East Fremantle and should rightly remain so, including in the Town Centre and notwithstanding broad goals for urban renewal and intensification.

This matter is most pertinent where under the heading "Relationship to Other Documents; Local Planning Scheme No.3" the stated intention of the amended policy is to specifically guide decision makers (ie Council, DAPs, SAT etc) where exercise of discretion regarding variations to development requirements (per LPS3) may be required, while also referring to Cl.5.6 of LPS3. The document does acknowledge that where the policy is inconsistent with these provisions the LPS3 prevails, however this only highlights the inherent discrepancy in the content and applicability of the policy, where significant adverse impact may be had on existing development and occupants of the Town Centre.

The same stated intent to guide consideration of variations to development standards is contained under the subsequent heading "Detailed Urban Design Guidelines". Here it is even more explicitly expressed where it states;

*"When considering applications for development approval within the Town Centre Redevelopment Area, including variations to standards and requirements under Clauses 5.3.4, 5.3.5, 5.6 & 5.8 of LPS3, the Town will be guided by the above-mentioned planning and urban design objectives and the following Element Objectives and Acceptable Outcomes for each Element".*

Again, this intent is inherently contradictory with LPS3 where the greatly increased scale of development referenced by those objectives and Elements may conflict with existing development and amenity, as protected by the Scheme. Careful consideration should be given to ways within the policy to address and accommodate these potential conflicts. Cl.5.6 cannot be simply ignored, nor potentially long-term anomalous development forms and patterns inadvertently encouraged or facilitated without specifically referencing existing development.

\*

Further to the above, appropriate protection of the amenity of existing buildings and premises is essential in meeting one of the stated objectives of Element 10 "Resource Conservation",

specifically the need... "to encourage the... reuse of buildings..." . The relevant Element Objective states;

"Enable the retention and adaptive reuse of existing structures, where appropriate, to reduce the consumption of additional building materials and the energy used to manufacture them."

Permitting new development that may not relate respectfully with existing structures that are otherwise very adequate, commercially viable and contributory to the built environment, will not assist their appropriate ongoing use, encourage their retention per the Element Objective, nor their effective integration into a cohesive urban form.

\*

Under the heading "Relationship to Other Documents; State Planning Policy 7.3 Residential Design Codes Vol.2", the TCRG policy is amended to more directly reference the relevant portions of that policy regarding higher density residential / mixed use development, albeit noting that Councils have the right to amend or replace Acceptable Outcomes having regard to primary building controls, including building heights, street setbacks, side and rear setbacks and plot ratio.

While this may appear generally appropriate, the particular impact of adopting the RD Code Vol.2 definitions/ guidelines regarding building height and in particular building 'storeys' will be significant in amending the provisions of Element 3: Building Form, Scale and Height under the TCRG policy. Specifically, the proposal removes the present policy reference to measurement of ground floor height (between the ground floor and ceiling) and maximum floor heights between floor to floor of other levels, that very clearly defined maximum achievable heights.

Definition of Building Height under the RD Codes Vol.2 is nebulous at best, with 5m floor to ceiling heights technically feasible for a storey under the definition, and with only "indicative building heights" relative to numbers of storeys contained under Table 2.2. For 3 storey development, this indicative building height is stated as 12m, potentially considerably in excess of that presently permitted by the TCGs, with their specifically stated floor to ceiling heights.

Where the numbers of permitted storeys permitted under the amended TCRG policy, contained at Plan 7 remains the same as at present, however now proposed to be referenced to significantly increased potential building heights fostered by the RD Codes Vol.2, the intended heights contained in the TCRG policy as originally developed will be fundamentally changed. This is of particular concern for the intentionally lower scale of the Frame Precinct, set at three storeys and having an intended mediating relationship with surrounding lower scaled residential areas.

In this context, it is necessary to either retain the specific floor to ceiling heights presently contained in the policy (effectively varying the default provisions of the RD Codes Vol.2 as appropriately allowed), or otherwise reducing the number of permitted storeys to properly reflect the scale and height of development as appropriately envisaged by the TCRG policy to date.

\*

Further to the above point, it may be appropriate to consider whether the larger scale of development broadly embraced by the RD Codes Vol.2 is in fact the most applicable basis for policy guidance in the Frame Precinct, particularly given the considerable level of development already contained within it at a generally medium / smaller scale. This may better reflect the desired outcome for a transition within this zone from the greater scale of development in the Town Centre Core Zone to surrounding residential zones.

In this context, providing for this differentiation for the Frame Precinct under the Element Objectives and Acceptable Outcomes of Element 3 may be appropriate as part of this policy amendment consideration.

\*

Element 3: "Building Form, Scale and Height" contains discussion of policy objectives in these regards, and at point (iii) specifically states a need...;  
*"To provide a sensitive transition where development abuts / adjoins/ is in close proximity to heritage properties and residential properties of lesser density capacities."*

While the consequent Element Objective does refer to residential properties of lesser density capacities, where it states;  
*"establish a reasonable transition between larger scaled development within an activity centre and the domestic scale of any existing adjacent residential development"...*;  
it does not refer in any way to heritage properties. This needs to be taken account of and an appropriate additional Element Objective inserted providing for the achievement of respectful relationships between existing heritage sites and proposed new developments. For clarity, it is probably desirable to appropriately reference this in the corresponding Acceptable Outcomes as well.

\*

Further to the above, Element 5 "Street Interface" deals with the relationship between proposed new developments and adjacent streets, clearly of considerable importance in achieving harmonious streetscapes and an attractive urban environment, as identified in the Element preamble.

The associated Element Objectives and Acceptable Outcomes deal solely with building frontages to streets and make no reference to the other facades and parts of buildings that may be highly visible from the street across sites containing existing buildings of smaller scale or greater setback. Where considerable building infrastructure at a generally smaller scale than that potentially allowed under the TCRG policy already exists and will likely continue to do so, at least in part over the longer term, this visual impact should be recognized and appropriately addressed under Element 10, as part of this policy amendment.

\*

I trust this information will assist your further consideration of the proposed amendments to the TCRG policy. These comments are provided in good faith and intended to assist the refinement of present statutory guidance and control for the future development of the Town Centre. We recognize the desirability and requirement for consolidated and coordinated future development, however within a context of continuing to protect the amenity of existing occupants and premises and acknowledging the reality of an extant urban form developed over time in compliance with Council controls.

We look forward to Council's constructive response to this submission. Please feel free to contact me on tel. [REDACTED] or by email at [REDACTED] should you have any queries or wish to discuss our concerns directly.

Yours faithfully

[REDACTED]



## DRAFT

### 3.1.3 Town Centre Redevelopment Guidelines – Local Planning Policy

<b>Type:</b>	Regulatory Services - Planning
<b>Legislation:</b>	Planning and Development Act 2005
<b>Delegation:</b>	N/A
<b>Other Related Document:</b>	Town of East Fremantle Local Planning Scheme No 3

#### Introduction

The intent of this policy is to provide detailed guidance for development within the East Fremantle Town Centre and a defined area surrounding it. This document provides:

- A background summary of the prevailing planning context.
- A statement of desired intent that describes a vision for how the Town Centre Redevelopment Area could grow and evolve.
- A set of planning objectives to support the statement of intent.
- Detailed guidance in respect to a series of elements that need to be considered during the planning and design of development.

This policy document is supported by the following attached plans:

Plan 1: A context plan that identifies the relationship between the Town Centre Redevelopment Area and other centres within and adjacent to the Town of East Fremantle.

Plan 2: The area to which this policy applies and a set of precincts within that area.

Plan 3: A plan that identifies important pedestrian connections to surrounding destinations within the Town of East Fremantle in relation to the Town Centre Redevelopment Area.

Plan 4: A plan identifying important desired pedestrian connections within the Town Centre (Plan 4).

Plan 5: A concept plan that indicates how the structure and built form of the Town Centre Redevelopment Area might evolve.

Plan 6: A plan that shows the Fremantle Inner Harbour Port Buffer Areas 2 and 3.

Plan 7: A height plan that identifies required and notional building height limits across the Town Centre Redevelopment Area.

#### Relationship to Other Documents

This Local Planning Policy forms part of the Town of East Fremantle (the Town) local planning policy framework. It is intended that this policy will be further reviewed and/or replaced as a result of future outcomes of the Local Planning Strategy and subsequent amendment/review of Local Planning Scheme No. 3 which is to follow.



#### Local Planning Scheme No. 3

This policy provides guidance to designers and decision makers with regard to development in the Residential, Mixed Use and Town Centre Zones within the policy area where discretion may be exercised under Clauses 5.3.4 and 5.3.5 of the Local Planning Scheme No. 3; and where discretion may be exercised for all applicable development under Clause 5.6 and 5.8.

Where this Policy is inconsistent with Local Planning Scheme No. 3 (which includes Schedule 2 - Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*), the local planning scheme prevails.

#### Local Planning Strategy (2022)

The Local Planning Strategy generally includes the Town Centre Redevelopment Area in Planning Area B – Town Centre and part of Planning Area C – Canning Highway (Mixed Use).

The Local Planning Strategy recognises the need for further detailed planning to encourage and guide development of a vibrant Town Centre. It includes action to undertake detailed analysis for mixed use opportunities within the Town Centre (Planning Area B) and the Canning Highway – Mixed Use area (Planning Area C) with a view to preparing precinct plan/s to facilitate more intensive residential development and mixed-use development and improvements to the public realm in the medium term.

This is likely to include changes to zoning and scheme provisions relating to residential density and development controls, as well as policy review. The Local Planning Strategy promotes application of this policy as an interim measure as a precursor to the precinct planning process for the Town Centre and its surrounds.

#### Local Commercial Centres Assessment and Strategy

Once finalised, the Local Commercial Centres Assessment and Strategy will guide the provision of commercial floorspace type and amount within the Town Centre and its surrounds, indicate additional dwelling numbers required to support a robust and vibrant Town Centre and recommend opportunities to create improvements to trade exposure and shopping experiences.

#### State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments (R-Codes Vol.2)

Applications for development approval for multiple dwellings in areas coded R40 and above are to have due regard to the policy objectives of the R-Codes Vol.2; Element Objectives of Parts 2, 3 and 4 of the R-Codes Vol.2; and objectives provided within the Town's local planning framework. This includes dwelling components of mixed-use development and activity centres.

In accordance with clause 1.2.2 of the R-Codes Vol.2, the Town may amend or replace Acceptable Outcomes of the following sections of the R-Codes Vol.2:

- All of Part 2 Primary Controls – Building height, Street setbacks, Side and rear setbacks, Plot ratio, Building depth, Building separation, Development incentives for community benefit.
- Some of Part 3 Siting the Development – Public domain interface, Pedestrian access and entries, Vehicle access.
- Some of Part 4 Designing the Building – Façade design, Roof design, Adaptive reuse.

Where this policy is inconsistent with the R-Codes Vol.2 in relation to the above matters, then this policy prevails.

#### Fremantle Port Buffer Development Guidelines

Fremantle Inner Harbour Port Buffer Areas 2 and 3 apply to parts of the Town Centre Redevelopment Area. For development within the Town Centre Redevelopment Area affected by Buffers 2 and 3, this policy reflects and considers the referral process and recommended land use and built form development considerations of the Fremantle Port Buffer Development Guidelines.

#### Other Council policies and Guidelines

Unless otherwise stated in this policy, Council's adopted policies and guidelines also apply to the Town Centre Redevelopment Area, including: Signage Design Guidelines; Wood Encouragement Policy – General; Percent for Public Art Policy; Urban Streetscape and Public Realm Style Guide; and Noise Attenuation Policy.

### **Background**

The East Fremantle Town Centre is generally regarded as lacking appeal, with much of the local community pursuing their needs at other centres with improved amenity and a broader more attractive range of services.

The Town Centre has experienced more recent development of higher density urban housing, notably along Canning Highway, Silas Street and St Peters Road, which has improved the appearance of the centre and contributed to the development of a stronger local community within the centre. However, the commercial core of the Town Centre and the Canning Highway environment remains in need of improvement.

Centres of activity, such as the East Fremantle Town Centre, have increasingly become the focus of State Government planning policy. In 2010, the Western Australian Planning Commission (WAPC) released *Directions 2031 and Beyond* and *State Planning Policy 4.2: Activity Centres Policy for the Perth and Peel Regions (SPP 4.2)*, the latter being reviewed in 2021.

Building on the framework provided by *Directions 2031 and Beyond*, the WAPC released the Perth and Peel@3.5 million suite of documents in March 2018 that addresses where future homes and jobs should be located to support a population of 3.5 million by 2050; protection of important environmental assets; utilisation of existing and proposed infrastructure; and appropriate areas for greater infill development and residential density.

The Town is located within the Central Sub-Regional Planning Framework whereby 890 additional dwellings are expected to be accommodated within the Town by 2050 to support population growth. It is expected that the majority of these dwellings be provided within identified urban consolidation areas (including activity centres and urban corridors).

The Town Centre is not identified by SPP 4.2 or the Spatial Plan provided in the framework as a higher order centre (it is only identified as a Neighbourhood Centre) but nevertheless functions as a 'mini activity town centre' within the Town. This policy has embraced the principles of SPP 4.2 by considering opportunities for an increase in residential development in and around the Town Centre,

as well as a number of adjacent and nearby properties along Canning Highway (identified as a high frequency transit corridor).

The State Government policies also reinforce the fundamental principle of *Liveable Neighbourhoods* (WAPC: 2009 update) and *draft Liveable Neighbourhoods* (WAPC: 2015) that describes how urban areas should be composed of a network of interconnected mixed-use centres that lie at the heart of their own walkable catchments. The location of the East Fremantle Town Centre and its notional walkable catchment is identified in Plan 1 attached to this policy. In response it is important that additional growth in the Town Centre and surrounding areas is in a manner conducive to pedestrian movement.

A more sustainable Town Centre also means ensuring that there is a variety of housing types that appeal to a broad range of future residents and developing building stock that can adapt to changes of use over time in response to the needs of the existing community and future generations to come.

Another important implication of this policy approach is that focussing growth in activity centres relieves development pressure on the surrounding suburban neighbourhood. This is particularly relevant to the Town where much of the surrounding neighbourhood contains a long-established building stock with a desirable character, including many with heritage significance.

This policy adopts an interim position on what the Town considers to be an acceptable form of development to meet higher order planning policy; what will meet the concerns of the local community; and enables the viable redevelopment of the Town Centre. It is anticipated that further planning studies and precinct planning for the Town Centre and its surrounds, guided by the Local Planning Strategy and the Local Commercial Centres Assessment and Strategy, will supersede this policy into the future.

The Local Planning Strategy generally includes the Town Centre Redevelopment Area in Planning Area B – Town Centre and part of Planning Area C – Canning Highway (Mixed Use). The success of the Town Centre will greatly depend on the increased development of higher residential density development in close proximity. Potential dwelling yields for these planning areas will depend on further investigation to identify opportunity sites suitable for redevelopment and/or further development. However, the LCCAS promotes establishment of 360 - 480 additional dwellings within 1.5 km of the Town Centre to incentivise development of a major anchor tenancy such as a supermarket which could also attract other commercial development in this area.

## **Policy**

### **Extent of the Town Centre Redevelopment Area**

This policy applies to the area defined in Plan 2 attached to this policy and includes the land shown as Town Centre zone within the Town of East Fremantle Local Planning Scheme No. 3 together with adjacent land along Canning Highway zoned Mixed Use and a small number of properties zoned Residential adjoining the Town Centre and Mixed Use Zone generally along the Canning Highway alignment.

The Town Centre Redevelopment Area extends further than the Town Centre Zone for the following reasons:

- The current Town Centre zone reflects an emphasis on the permissibility of commercial uses, whereas draft *SPP 4.2: Activity Centres* places a much stronger emphasis on the incorporation of residential development within activity centres – particularly where medium to high density residential development is used as a transition from a busy centre to the quieter suburban surrounds.
- The Canning Highway corridor is the most visible part of the Town Centre to visitors and should be seen as an integral part of the Town Centre.
- The Canning Highway corridor should be treated as a street with a degree of consistency on each side (i.e. north and south sides) rather than as a barrier between two different environments.

A set of precincts have been identified within the Town Centre redevelopment Area (as shown on Plan 2). These are:

- Town Centre Core Precinct;
- Canning Highway Precinct; and
- Frame Precinct.

The purpose of the precincts is to group together areas with similar characteristics and enable differing development provisions to be applied to each precinct where applicable.

#### Statement of Intent

The intent of the Town is to encourage the evolution of the East Fremantle Town Centre into a robust, vibrant, mixed-use urban village with enough residents, jobs and services to sustain and meet the local needs of the existing community and future generations to come.



*A montage of images that suggests the overall intent for the East Fremantle Town Centre.*

More specifically:

- The Town Centre Core Precinct is to be the principal focus of the commercial activity within the Town Centre Redevelopment Area.
- The Canning Highway Precinct is to establish a mixed-use urban corridor of development with small-scale office-based commercial activities at ground floor with predominantly residential uses above.
- The Frame Precinct is to provide a predominantly medium-density residential transition between the Town Centre and the surrounding suburban residential areas. It is envisaged that this transitional area would consist of more urban forms of development such as multiple and grouped dwellings.

The overall intent for the Town Centre Redevelopment Area is elaborated upon in the following set of planning and urban design objectives:

Planning and Urban Design Objectives:

The proposed Town's planning and urban design objectives for the Town Centre Redevelopment Area are to:

- Encourage and stimulate renewal of the Town Centre and transform it into a desirable urban village that is the focal point for the local community.
- Establish a character that is sympathetic to, but not a continuation of, the surrounding suburban neighbourhoods.
- Establish an active and attractive street experience.
- Provide diverse and adaptive housing types that are not readily available in the local area.
- Encourage mixed-use development.
- Create a context for a diverse range of businesses and services.
- Retain a local supermarket, and other attractors within the Town Centre.
- Maintain and improve, where possible, pedestrian connectivity to the surrounding neighbourhoods, the George Street commercial area and the East Fremantle Oval Precinct.
- Establish heights for buildings to a scale that is appropriate to their settings within an urban village.
- Encourage buildings that are elegantly proportioned and richly articulated to provide visual interest and relief from uniformity.
- Maintain the significance and visual prominence of the Town Hall and treat adjacent buildings with respectful sensitivity.
- Reduce the scale of new development at the edge of the Town Centre Redevelopment Area where there is an interface with existing suburban residents.
- Avoid large areas of car parking, and encourage parking that is under, above, or behind new buildings.
- Retain and enhance existing view corridors.
- Encourage the use of alternative modes of transport to the private car.
- Distribute traffic movement where possible and avoid 'bottlenecks'.
- Incorporate a network of publicly accessible open spaces, such as piazzas.



- Incorporate a generous amount of vegetated landscape by means of new planting and/or the retention of existing planting.
- Maintain a degree of continuity in the landscaping of publicly accessible areas.

**Detailed Urban Design Guidelines**

Development within the Town Centre Redevelopment Area is subject to the provisions of Local Planning Scheme No. 3 and the Metropolitan Region Scheme (for land abutting Canning Highway Canning).

Local planning scheme provisions relating to the applicable zoning (Town Centre, Mixed Use and Residential) apply to the corresponding land within the Town Centre Redevelopment Area. The R-Codes Vol. 2 applies to design elements for multiple dwellings in areas coded R40 or greater; within mixed use development and activity centres.

When considering applications for development approval within the Town Centre Redevelopment Area, including variations to standards and requirements under Clauses 5.3.4, 5.3.5, 5.6 and 5.8 of Local Planning scheme No. 3, the Town will be guided by the abovementioned planning and urban design objectives and the following Element Objectives and Acceptable Outcomes for each Element.

Element 1: Urban Structure

Urban structure describes the pattern of development, streets, and other publicly accessible spaces that together make up the built environment.

In regard to urban structure the policy objectives are:

- To ensure that the Town Centre is integrated with the broader urban and suburban environment.
- To ensure that the movement network and accessible spaces - encourage walking and community interaction and, lead to a more attractive and sustainable centre.

Element Objective <i>Development should meet these criteria.</i>	Acceptable Outcomes <i>The acceptable outcomes are ways of meeting the element objective.</i>
<p>To achieve good urban structure within the East Fremantle Town Centre, development is to:</p> <ul style="list-style-type: none"> <li>.. Maintain a hierarchy of legible, permeable and interconnected streets that maximise walkability to, and within, an activity centre to encourage visible human activity and reduce reliance on car-use.</li> <li>.. Provide a robust urban framework of streets, street blocks, lanes, footpaths, services, and open spaces that can adapt to changes of use over time.</li> <li>.. Provide publicly accessible spaces to foster the community interaction and a sense of belonging.</li> <li>.. Incorporate views and vistas to nearby landscape features such as existing parkland and the Swan River into the urban structure to strengthen the identity of the Town Centre and its sense of place.</li> </ul>	<ul style="list-style-type: none"> <li>.. Provide for the pedestrian connections identified in Plans 3 and 4 attached to this policy.</li> <li>.. Maintain, as a minimum, the current degree of permeability for vehicle movement on gazetted streets.</li> <li>.. For all developments with a NLA equivalent floorspace of more than 5,000m<sup>2</sup>, provide publicly accessible open spaces* with a combined area of at least 150m<sup>2</sup>.</li> </ul> <p>* May include arcade type spaces that are partially open to the elements, but shall not include fully enclosed internal floorspace.</p>

Element 2: Land Use

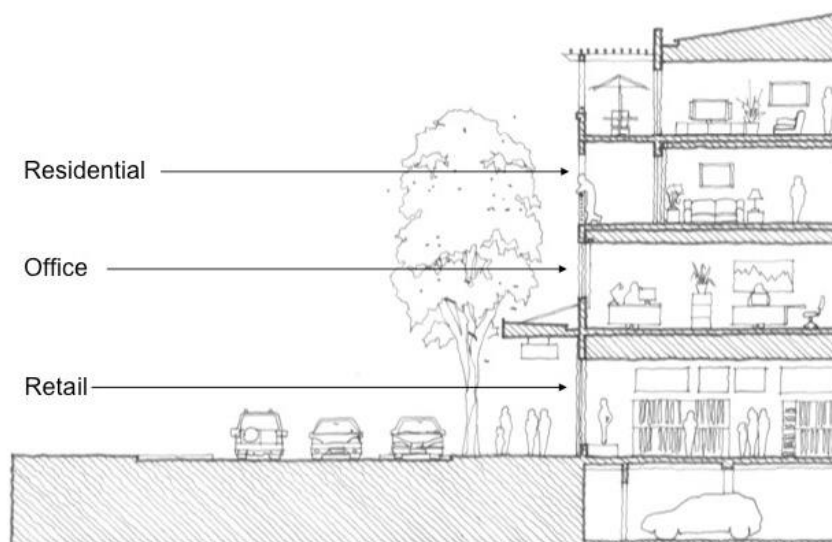
Land use describes the range of activities that occurs within the Town Centre Redevelopment Area.

In regard to land use, the policy objectives are:

- To provide a vibrant, interesting, attractive focus for human interaction in the community.
- To provide an appropriate context for intensive land uses that employ or attracts relatively high numbers of people, and encourages pedestrian movement between different activities.
- To encourage mixed-use development.
- To engender a residential community within the Town Centre Redevelopment Area to create a sense of community and provide opportunities for passive surveillance, or 'eyes on the street', outside normal business hours.
- To ensure that land use located within the Fremantle Inner Harbour Port Buffer Areas 2 and 3 are compatible with the strategic operations of the port and the amenity of residents is protected.

<b>Element Objective</b> <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b> <i>The acceptable outcomes are ways of meeting the element objective.</i>
<p>In regard to land uses within the Town Centre Redevelopment Area, development is to:</p> <ul style="list-style-type: none"> <li>.. Provide attractive locations for different but compatible types of land uses, which recognise the different spatial needs of different land uses and the appropriateness of the scale of the centre.</li> <li>.. Provide a diverse range of complementary land uses within comfortable walking distance of each other to reduce car-dependence and the need for expensive land-consumptive road and parking infrastructure.</li> <li>.. Incorporate 'attractors' with high visitation rates that regularly encourage people to an activity centre.</li> <li>.. Incorporate uses that will generate activity at different times of the day to establish a highly visible human presence in streets and other public places.</li> <li>.. Enable a residential community to be established within an activity centre to engender a sense of community within the place; increase the number of people within the centre outside business hours; and provide the potential for 'eyes on the street'. Council may exercise discretion to increase residential density within the Town Centre zone where there is significant public benefit in the development, and where the residential mix includes short-term accommodation or smaller and more affordable apartments.</li> <li>.. Incorporate land uses that create a higher density of jobs to help increase the number of people within the centre during business hours.</li> <li>.. Identify opportunities for affordable housing to ensure that urban living is an accessible choice for everyone, including those people who can least afford to live far away from jobs, services and public transport.</li> <li>.. Identify opportunities to establish home-based business and live-work housing, where the premises can evolve in time to small office accommodation.</li> <li>.. Be mindful of the Fremantle Inner Harbour Port Buffer Areas when considering land use.</li> </ul>	<p>Plan 5: Concept Plan attached to this policy shows indicative land use guidance within the Town Centre Redevelopment Area.</p> <ul style="list-style-type: none"> <li>.. <b>Town Centre Core and Canning Highway Precincts:</b> Developments are to incorporate commercial uses consistent with those allowed under the relevant Local Planning Scheme No. 3 provisions and incorporate a minimum of 40% of Net Lettable Area (NLA) floorspace for multiple dwellings and/or short stay accommodation.</li> <li>.. <b>Frame Precinct:</b> Subject to compliance with Local Planning Scheme No. 3 provisions, the preferred use is multiple dwellings and grouped dwellings and small-scale commercial uses may be incorporated as components of mixed-use developments, providing they are compatible with a residential environment.</li> <li>.. <b>Fremantle Inner Harbour Port Buffer Areas:</b> Fremantle Inner Harbour Port Buffer Areas 2 and 3 apply to parts of the Town Centre Redevelopment Area (refer to Plan 6 attached). The Town will: <ul style="list-style-type: none"> <li>- Refer applications for development approval to Fremantle Ports for comment for any sensitive use* (excluding residential development of less than 5 dwellings) or other development that will result in a concentration of people within Buffer Area 2;</li> <li>- Use the Fremantle Port Buffer Development Guidelines in the assessment and consideration of approval of development applications within the buffer areas;</li> <li>- Notify Fremantle Ports of any intention to seek to amend the local planning scheme in a manner that could result in an increase in development of sensitive uses within Buffer Area 2 or 3.</li> </ul> </li> </ul> <p><i>*Sensitive use includes residential development, major recreational areas, childcare facilities, aged persons facilities, prisons, hospitals</i></p>

<b>Element Objective</b> <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b> <i>The acceptable outcomes are ways of meeting the element objective.</i>
	<i>and other institutional uses involving accommodation and any other use that Council considers may be affected by proximity to the Fremantle Inner Harbour.</i>



*An indicative example of mixed-use development that contains a range of commercial activities and residential units.*

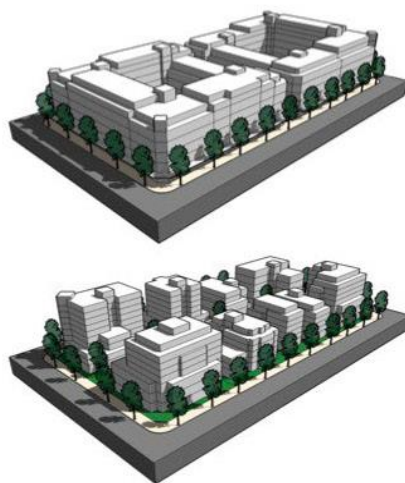
Element 3: Building Form, Scale and Height

Building form, scale and height provide definition to the overall shape and size of buildings.

In regard to building form, scale and height, the policy objectives are:

- To allow a sufficient mass of building within the Town Centre Redevelopment Area to accommodate enough people and activities within the centre to generate a sense of liveliness.
- To balance the need for denser, higher, and more efficient urban built form with the desire to match the scale of development in the Town Centre to its functional role in the regional hierarchy and as the major commercial centre within the Town.
- To provide a sensitive transition where development abuts/adjoins/is in close proximity to heritage properties and residential properties of lesser density capacities.

Three main scales of urban development  
2: Urban Scale (notionally 3-8 storeys)



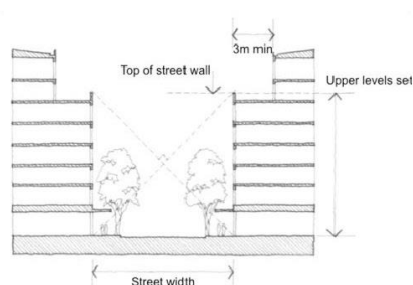
*Indicative examples of appropriate scales and forms for buildings in a Town Centre.*



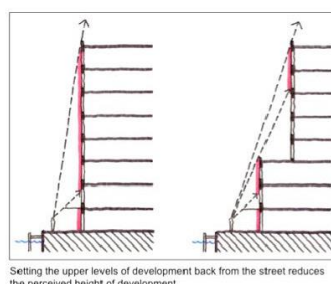
<b>Element Objective</b>  <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b>  <i>The acceptable outcomes are ways of meeting the element objective.</i>
<p>In regard to building form, scale and height within the Town Centre Redevelopment Area, development is to:</p> <ul style="list-style-type: none"> <li>.. Establish a scale of development that is reflective of the centre's role as an urban village.</li> <li>.. Maintain an attractive scale to streets and other public spaces through the use of appropriate building facade heights, particularly for the lower and most visible levels of buildings where they define the edge of a street or other public space.</li> <li>.. Establish a reasonable transition between larger-scaled development within an activity centre and the domestic scale of any existing adjacent residential development.</li> <li>.. Modulate the building mass to create visual interest and break down the perceived scale of large developments.</li> </ul>	<p>Council may consider variations to development standards and requirements of Local Planning Scheme No. 3 within the Town Centre Redevelopment Area:</p> <ul style="list-style-type: none"> <li>.. To support residential development in the Town Centre Zone exceeding R40 density where the Town is satisfied that the resultant mix of development will be consistent with the planning proposals contained within the Local Planning Strategy and accord with any approved development plan for the centre and the requirements of this policy.</li> <li>.. Limit the overall mass of development to a plot ratio of: <ul style="list-style-type: none"> <li>- Town Centre Core Precinct - 3.5 for land within the Town Centre zone;</li> <li>- Canning Highway Precinct - 3.0 for land within the Town Centre and Mixed Use zones*; and</li> <li>- Frame Precinct – 2.0 for land within the Town Centre zone**.</li> </ul> </li> <li>.. Irrespective of maximum building heights and minimum building setbacks permitted, the above plot ratio requirements are not to be exceeded.</li> <li>.. Limit the overall height of development to the heights as indicated in Plan 7 attached to this policy however, consider additional height in the Town Centre Core and Canning Highway Precincts* where the development provides significant public benefit (such as publicly accessible spaces, public car-parking, or activities that are deemed to be advantageous to the community or the Town Centre as a whole) where the additional height is set back a minimum distance of 3 metres to avoid excessive overshadowing of adjacent properties; does not adversely impact on adjoining and nearby heritage listed places; is treated in a visually recessive manner to reduce its visual impact on the street; and is of exemplary architectural design.  <i>*Height maximum is inclusive of plant and external structures that occupy in excess of 20% of the roof area</i> </li> <li>.. In addition to the overall height limits shown on Plan 7, limit the 'street wall' height to: <ul style="list-style-type: none"> <li>— 5 storeys in the Town Centre core;</li> <li>— 3 storeys in the Canning Highway Precinct, except for buildings in the 'Town Hall Sensitivity Zone' shown on Plan 7, where the height be no greater than the height of the Town Hall parapet, with any further development above that height to be set back a minimum of 3 metres and treated in a visually recessive manner to reduce the apparent scale of the building.  (Refer to diagram 'A').</li> </ul> </li> <li>.. As indicated on Plan 7, limit the overall height of buildings, in the Frame Precinct** to 3 storeys.</li> </ul>

Element Objective	Acceptable Outcomes
Development should meet these criteria.	<p>The acceptable outcomes are ways of meeting the element objective.</p> <p>.. In the Canning Highway and Frame Precincts**, development is limited to 3 storeys within 12 metres of adjacent existing residences.</p> <p>* Note that special development provisions apply to The Entrance (Roofing 2000) site (Lots 418 and 419 Canning Highway, Lot 81 St Peters Road and Lot 423 King Street). Refer to Clause 5.10, Clause 5.11 and Schedule 13 in Local Planning Scheme No. 3 (Amendment No. 14).</p> <p>** Note that special development requirements apply to the site on Canning Highway between East and Glyde Streets (Lots 14, 15, 16, 17 18 and 19). Refer to Schedule 2: Additional Use Sites and Requirements of Local Planning Scheme No. 3, in relation to Additional Use A9 (Amendment No. 17).</p>

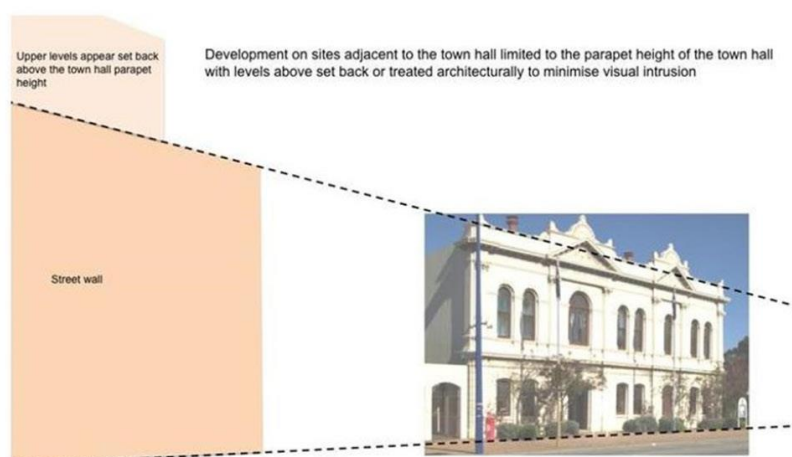
Diagram A



Indicative example of a building's street wall with the upper levels set back



Example of how setting upper levels back reduces the perceived bulk of a building



Element 4: Occupant Amenity

Occupant amenity refers to the quality of experience enjoyed by residents and other building users within the Town Centre Redevelopment Area.

In regard to occupant amenity, the policy objectives are:

- To recognise that urban living is a different experience from suburban living and that the aspirations of suburban dwellers for quiet, privacy and solitude cannot be applied to the same extent to urban dwellers.
- To provide a reasonable and appropriate degree of noise insulation and privacy for residents within the Town Centre Redevelopment Area.
- To address the requirements of WAPC State Planning Policy 5.4: Road and Rail Noise.
- To include the Fremantle Port Buffer Development Guidelines established by Fremantle Ports for land use planning around the Inner Harbour, where applicable.

<b>Element Objective</b> <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b> <i>The acceptable outcomes are ways of meeting the element objective</i>
<p>To ensure a reasonable level of occupant amenity within the Town Centre Redevelopment Area, development is to:</p> <ul style="list-style-type: none"> <li>.. Ensure that all buildings promote a high standard of living and workplace for occupants to maintain the option of urban living or working as a desirable choice.</li> <li>.. Provide reasonable access to natural light, natural ventilation and sunlight wherever possible to reduce energy consumption and increase the quality of the occupant experience.</li> <li>.. Maintain a reasonable distance between activities that are clearly incompatible or incorporate design measures to mitigate potential nuisances on adjacent occupants.</li> <li>.. Provide a reasonable degree of privacy for centre residents within the context of an urbanised environment.</li> </ul>	<ul style="list-style-type: none"> <li>.. Unless otherwise varied by this policy, mixed use and residential development is to be consistent with the relevant requirements of State Planning Policy 7.3 – Residential Design Codes Volume 2 – Apartments.</li> <li>.. Development is to comply with Town of East Fremantle Local Planning Policy 3.1.2 – Noise Attenuation Policy and WAPC State Planning Policy 5.4: Road and Rail Noise (SPP 5.4). For properties within the trigger distance specified in SPP 5.4, development applications are to be accompanied by the following information where deemed appropriate, prepared in accordance with the Road and Rail Noise Guidelines: <ul style="list-style-type: none"> <li>– Noise exposure forecast table assessment; and/or</li> <li>– Noise level contour map; and/or</li> <li>– Noise management plan, outlining the proposed noise mitigations measures.</li> </ul> </li> <li>.. The Town may impose conditions requiring the implementation of mitigation measures as outlined in the Road and Noise Guidelines. In addition, notifications on the Certificate of Title will be required informing the existence of transport noise where existing and or forecasted noise levels are to exceed the SPP 5.4 outdoor noise targets.</li> <li>.. Development on properties located within Fremantle Inner Harbour Port Buffer Areas 2 and</li> </ul>

	3, development is to comply with the Fremantle Port Buffer Development Guidelines.
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#### Element 5: Street Interface

Street interface refers to the relationship between buildings and the adjacent streets, particularly at ground level where the relationship is more strongly perceived by pedestrians.

In regard to street interface, the policy objectives are:

- To create a 'friendly' relationship between buildings and the adjacent streets.
- To create an attractive and interesting urban environment.
- To create an urban environment where it is easy to understand what is private and what is public.
- To ensure that buildings provide a strong definition to the edges of urban spaces.

<b>Element Objective</b> <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b> <i>The acceptable outcomes are ways of meeting the element objective.</i>
<p>In regard to the street interface of buildings within the Town Centre Redevelopment Area, development is to:</p> <ul style="list-style-type: none"> <li>.. Establish building frontages with glazed openings and doors at street level to encourage human activity on the adjacent street and optimise interaction between people inside and outside buildings.</li> <li>.. Maximise continuity of the building frontage with the street reserve, particularly where there are commercial activities at ground floor level, to provide a strong definition to streets and other public urban space.</li> <li>.. Avoid ambiguity by clearly defining the difference between spaces that are publicly accessible and those that are for private use only.</li> <li>.. Provide architectural richness using articulation of buildings and window displays to create interest, particularly at the street level.</li> <li>.. Provide openings at all building levels to enable passive surveillance of adjacent publicly accessible areas.</li> <li>.. Create interstitial or 'inside-outside' spaces through the use of canopies, arcades and other shade structures, to provide shade to window displays, shelter to pedestrians, and to create a softer transition between the inside and outside.</li> <li>.. Utilise building scale and design to create an identifiable scale and character for adjacent streets and publicly accessible spaces.</li> <li>.. Locate service areas behind buildings, or screened from view, to avoid the intrusion of noise, odour, or visual pollution on publicly accessible areas.</li> <li>.. Enable the opportunity for temporary overspill activities, such as al fresco dining and external displays, that provide additional interest to the street.</li> </ul>	<ul style="list-style-type: none"> <li>.. Ground floor commercial elevations to streets (is to consist of a minimum of 66% (two-thirds) glazing.</li> <li>.. Where a commercial tenancy is adjacent to a street reserve, the primary entrance to the tenancy will be from that street.</li> <li>..</li> <li>.. Street elevations are to incorporate at least two different materials.</li> <li>.. Development is to provide openings to habitable rooms to any adjacent street reserve or public space.</li> <li>.. Service areas are to be located away from the public domain or screened from view from the public domain.</li> </ul>



Limited architectural relief

Architectural relief provided through  
building structure, cladding and glazing

*An indicative example of how architectural relief adds visual interest to the streetscape.*



Element 6: Pedestrian Amenity

Pedestrian amenity describes the quality of experience enjoyed by pedestrians as they walk to, and around the Town Centre Redevelopment Area.

In regard to pedestrian amenity, the policy objective is:

- To make walking an attractive option by providing suitable paths to walk on, protection from inclement weather, safe places to cross roads, good lighting, a feeling of personal security, and interesting things to see and do along the way.

<b>Element Objective</b>  <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b>  <i>The acceptable outcomes are ways of meeting the element objective.</i>
<p>In regard to pedestrian amenity within the Town Centre Redevelopment Area, development is to:</p> <ul style="list-style-type: none"> <li>.. Provide shade and shelter for pedestrians in outdoor spaces to make walking an attractive alternative to car use.</li> <li>.. Employ CPTED principles (Crime Prevention Through Environmental Design) to create a safe, and well-lit pedestrian environment with good surveillance to make walking a psychologically comfortable alternative to car use, particularly at night.</li> <li>.. Provide obvious and direct pedestrian routes to, and between, major attractors to make walking a legible and convenient alternative to car use.</li> <li>.. Enable ease of pedestrian movement across streets to give pedestrians greater confidence and a sense of 'ownership' of the street environment.</li> <li>.. Provide equitable access for all street users (that is, no separation of wheelchair users), wherever possible, to ensure that streets 'belong' to everyone.</li> <li>.. Provide choices in direction within the pedestrian movement network to enable flexibility of movement and greater interest for pedestrians.</li> <li>.. Provide local landmarks, artwork and landscape elements as an aid for legibility.</li> <li>.. Provide continuous paved surfaces along all streets and other identified pedestrian desire lines to make walking a convenient alternative to car use.</li> <li>.. Provide resting opportunities for pedestrians such as bench seats or other street furniture and landscape elements that encourage sitting in the public domain.</li> </ul>	<ul style="list-style-type: none"> <li>.. Buildings with a commercial ground floor adjacent to footpaths are to incorporate a canopy or awning that extends at least 2.4m over the footpath, but not within 0.3m of the kerb, and with a minimum height of 2.7m above the footpath.</li> <li>.. Development is to be consistent with the WAPC document <i>Designing Out Crime</i>.</li> <li>.. Development is to meet all relevant BCA requirements for universal access.</li> <li>.. Provide for the pedestrian connections identified in Plans 3 and 4.</li> <li>.. Connecting pathways are to be of suitable materials and design as agreed to be acceptable by the Town and in reference to the Town of East Fremantle Urban Streetscape and Public Realm Style Guide 2020</li> </ul>

Element 7: Vehicle Movement and Access

Vehicle movement and access refers to the movement of private cars and service vehicles within and around the Town Centre, and how those vehicles enter buildings and car parks.

In regard to vehicle movement and access, the policy objectives are:

- To carefully balance the needs of vehicle users with other street users such as pedestrians, cyclists, and public transport users.
- To ensure that the needs of vehicles do not unduly compromise the objectives of creating an attractive urban environment with a high level of pedestrian amenity.

<b>Element Objective</b> <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b> <i>The acceptable outcomes are ways of meeting the element objective.</i>
<p>In regard to vehicle movement within the Town Centre redevelopment Area, development is to:</p> <ul style="list-style-type: none"> <li>.. Ensure a legible and permeable street layout that can disperse traffic movement and, thus, reduce the traffic volumes on the street network.</li> <li>.. Manage traffic behaviour and speed in areas of high pedestrian movement to provide greater confidence and safety to pedestrians and cyclists.</li> <li>.. Utilise on-street parking wherever possible.</li> <li>.. Minimise the number of vehicle crossovers, and locate them to avoid disruption of pedestrian amenity along the principal pedestrian routes.</li> <li>.. Identify designated delivery truck access routes through the centre to ensure that the number of delivery truck/pedestrian conflict points can be minimised, or design measures taken to increase pedestrian safety at conflict points.</li> <li>.. Provide for the safe use of alternative transport modes (such as bikes, scooters, gophers) to encourage their use in preference to car travel.</li> </ul>	<ul style="list-style-type: none"> <li>.. Utilise shared surfaces, raised plateaus and other traffic management design devices to reduce traffic speeds and raise driver awareness of pedestrians.</li> <li>.. Development is to be limited to one crossover per street.</li> <li>.. Development adjacent to Canning Highway is to comply with any Main Roads WA requirements, which may restrict direct vehicle access where there is an alternative means of access.</li> </ul>

Element 8: Vehicle Parking

Vehicle parking refers to the storage of stationary cars within the Town Centre Redevelopment Area.

In regard to vehicle parking, the policy objectives are:

- To minimise the extent of on-grade car parking and reduce the visual impact of car parks on the street environment.
- To maximise the use of on-street parking and other forms of reciprocal parking.
- To encourage parking provision for alternative forms of transport to the private car.

<b>Element Objective</b> <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b> <i>The acceptable outcomes are ways of meeting the element objective.</i>
<p>In regard to vehicle parking within the Town Centre Redevelopment Area, development is to:</p> <ul style="list-style-type: none"> <li>.. Provide for the reciprocal use of car parking bays to encourage a high turnover of parking bays and reduce the need to provide large amounts of expensive and land-consumptive car-parking infrastructure for specific activities.</li> <li>.. Locate large car parks away from areas of high pedestrian movement to avoid separating pedestrians from the interest, shade and shelter that buildings provide, and to avoid visually blighting the public domain.</li> <li>.. Locate large car parks so that the pedestrian routes from them encourage people to walk past activities that would otherwise not be well supported by the movement economy.</li> <li>.. Create amenity through the use of passive surveillance, shade and shelter along the pedestrian routes leading to car parks, recognising that car occupants become pedestrians once they leave their cars.</li> <li>.. Support the potential for the use of the park-side street reserves around the park to the south of St Peters Road as a source of shared visitor parking for both the East Fremantle Town Centre and the George Street local centre.</li> <li>.. Provide attractive and secure parking for bicycle, motorbike, gopher and scooter users, and suitable end-of-trip facilities, to encourage their use as an alternative to car travel.</li> <li>.. Provide parking for disabled drivers in accordance with the relevant standards and locate the bays as close as possible to the entrance points of the main activities within the Town Centre Redevelopment Area.</li> </ul>	<ul style="list-style-type: none"> <li>.. On-site car parking is to be located either behind street front tenancies or dwellings, below ground level when viewed from the street, or otherwise suitably screened from view from the adjacent public domain.</li> <li>.. New residential and mixed use development is to incorporate bicycle parking in accordance with SPP 7.3 Residential Design Codes Vol. 2 – Apartments.</li> <li>.. Development with an office floorspace greater than 250sqm is to provide appropriate end-of-trip facilities for cyclists.</li> <li>.. Car parking is to be consistent with Local Planning Scheme No. 3 provisions, and may include consideration of payment in lieu of parking in accordance with an approved parking plan.</li> </ul>

**Element 9: Landscape and Public Spaces**

Landscape and public spaces refers to the incidental elements that ‘furnish’ a street, and the open spaces that punctuate the urban structure and enable the public to rest and relax.

In regard to landscape and public spaces, the policy objectives are to:

- Add character and enhance the legibility of the Town Centre.
- Create additional physical and psychological comfort to occupants and users of the Town Centre Redevelopment Area.
- Avoid an excessive maintenance burden on the Town.

<b>Element Objective</b>  <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b>  <i>The acceptable outcomes are ways of meeting the element objective.</i>
<p>In regard to landscape and public spaces within the Town Centre Redevelopment Area, development is to:</p> <ul style="list-style-type: none"> <li>.. Create attractive and well-landscaped streets, parks and other public spaces that enhance the quality and experience of the public realm.</li> <li>.. Employ drought-tolerant and low-maintenance plants.</li> <li>.. Use deciduous vegetation to provide shade in summer and allow sun penetration into buildings and public spaces during winter.</li> <li>.. Use paving materials and street furniture that are robust and easy to clean and maintain.</li> <li>.. Integrate public art into the design of the built environment to help explain the place in which it situated and endow it with cultural significance.</li> </ul>	<ul style="list-style-type: none"> <li>.. Landscape and street furnishings in the public domain are to use materials and plants, and street furniture that have been agreed as acceptable by the Town based on the Town of East Fremantle Urban Streetscape and Public Realm Style Guide 2020, or other adopted policy/guidelines*.</li> <li>.. Public art is to be provided in accordance the Town of East Fremantle Local Planning Policy 3.1.9 - Percent for Public Art.</li> <li>..</li> <li>.. Street trees are to be planted at a rate of not less than one per 15m of linear street length, subject to verge width and underground service constraints, with reference to the Town of East Fremantle Urban Streetscape and Public Realm Style Guide 2020.</li> </ul> <p><i>*Cl 5.8.4 of Local Planning Scheme No. 3 requires a Landscaping Plan to be approved by Council for development in the Commercial zones.</i></p>

Element 10: Resource Conservation

Resource conservation describes the ability of development to reduce the consumption of natural resources, by reducing the use of new materials, energy or water:

In regard to resource conservation, the policy objectives are to:

- Encourage the design and construction of more energy and water efficient buildings and landscape in the Town Centre.
- Encourage the recycling and reuse of buildings and materials.

<b>Element Objective</b> <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b> <i>The acceptable outcomes are ways of meeting the element objective.</i>
<p>In regard to resource conservation within the Town Centre, development is to:</p> <ul style="list-style-type: none"> <li>.. Create an environment that encourages non-automotive modes of travel between activities to reduce transport energy consumption.</li> <li>.. Orientate buildings and openings to benefit from passive climatic heating and cooling opportunities to reduce fixed energy consumption.</li> <li>.. Incorporate energy-generation systems, energy recovery systems, and energy efficient plant wherever possible, to reduce net energy consumption of buildings.</li> <li>.. Enable the retention and adaptive re-use of existing structures, where appropriate, to reduce the consumption of additional building materials and the energy required to manufacture them.</li> <li>.. Maximise the retention and reuse of stormwater for irrigation purposes to reduce the need for expensive stormwater infrastructure, and to reduce the burden on the metropolitan water supply.</li> <li>.. Minimise the landfill component of waste generation, wherever possible, by providing facilities for the storage and collection of recyclable material.</li> </ul>	<ul style="list-style-type: none"> <li>.. Development to comply with the acceptable outcomes of the Energy efficiency; Water management and conservation; and Waste management elements of the Residential Design Codes.</li> <li>.. Consider the Town of East Fremantle Local Planning Policy 3.1.8 Wood Encouragement Policy – General.</li> <li>..</li> </ul>



Element 11: Signage and Services

Signage and services refers to advertising signs, and mechanical equipment (and associated pipes, conduits and ducting) that is attached to buildings.

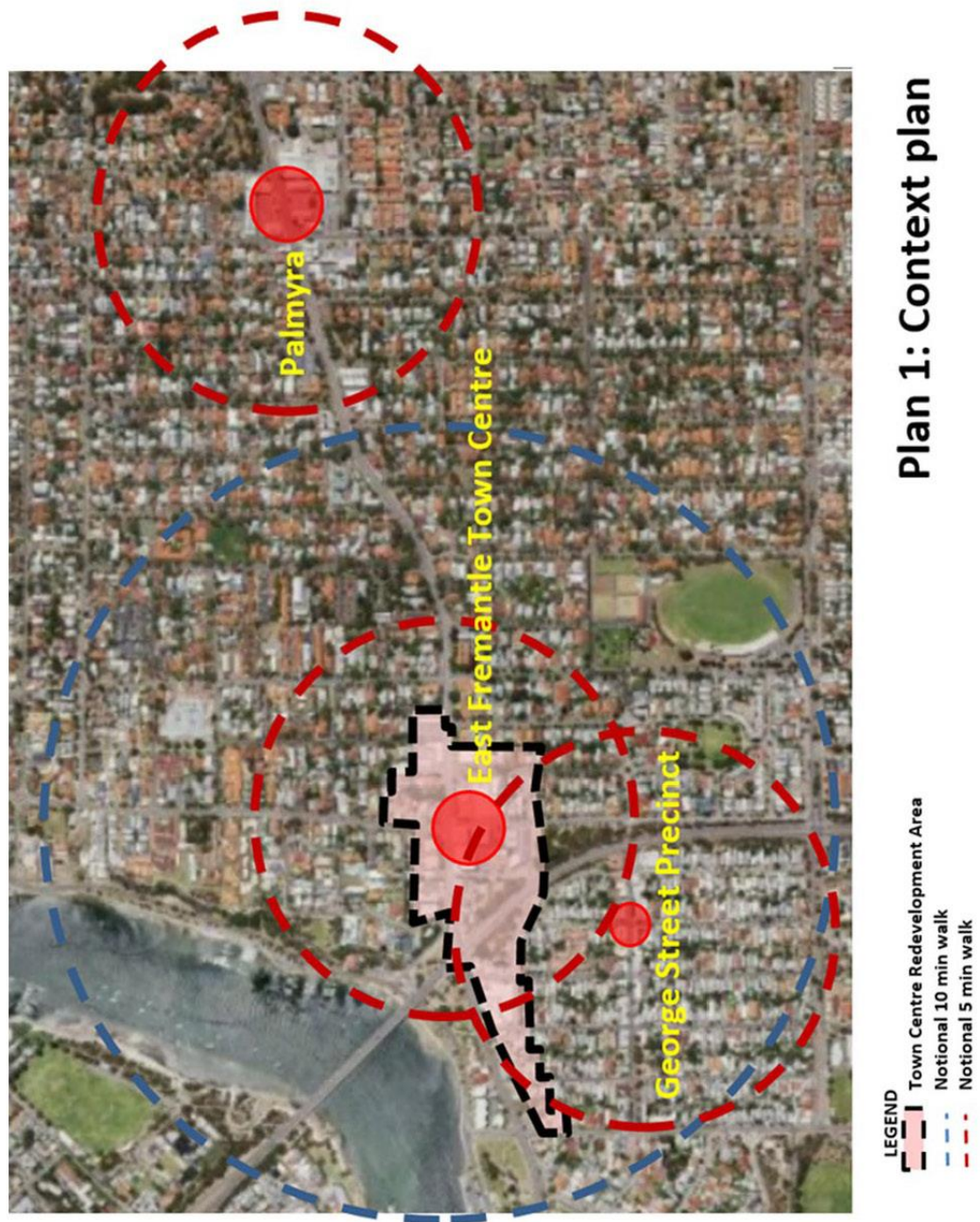
In regard to signage and services, the policy objective is:

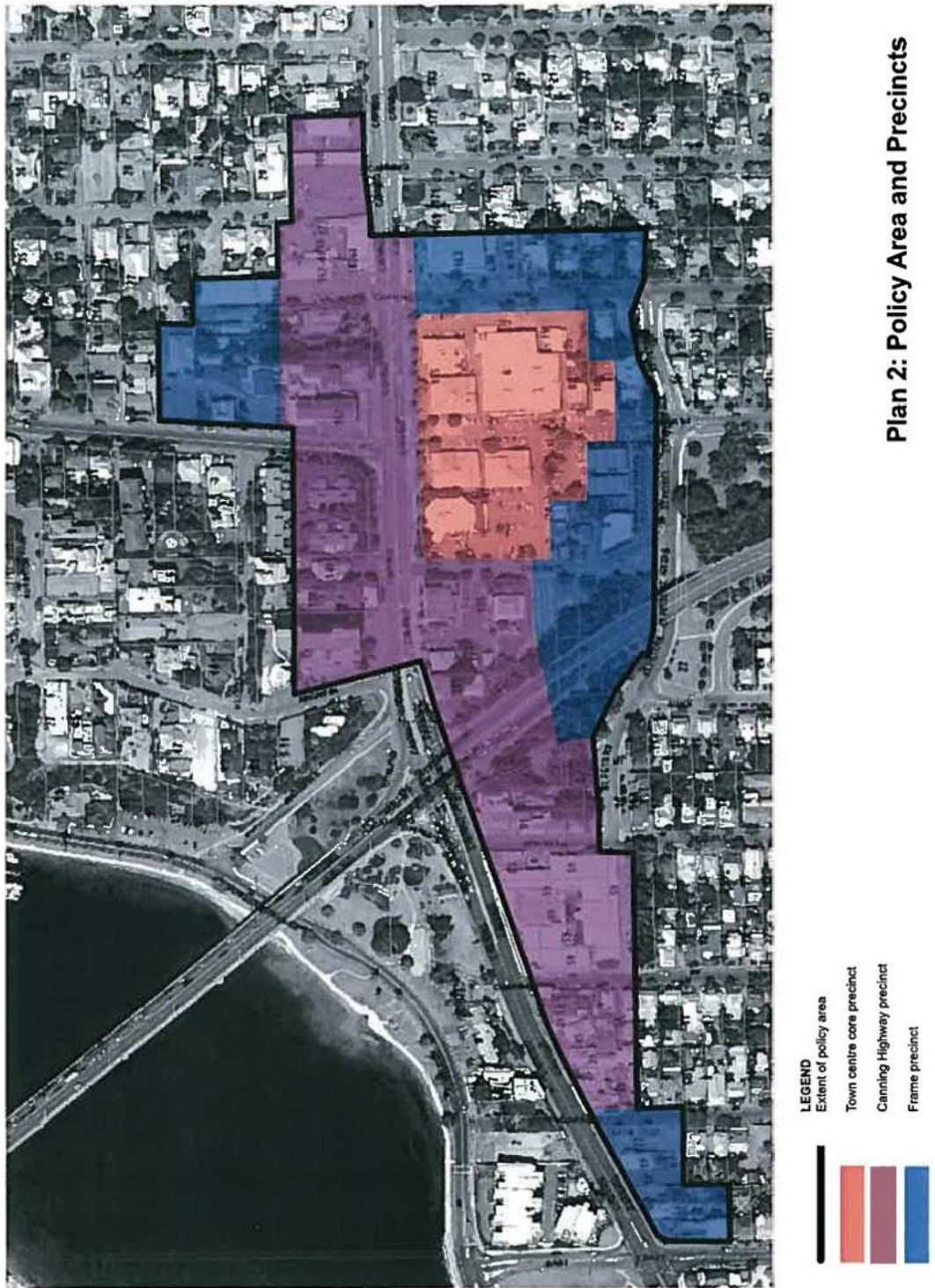
- To minimise the visual impact of signage and services on the streetscapes of the Town Centre.

<b>Element Objective</b> <i>Development should meet these criteria.</i>	<b>Acceptable Outcomes</b> <i>The acceptable outcomes are ways of meeting the element objective.</i>
<ul style="list-style-type: none"> <li>.. In regard to signage within the Town Centre Redevelopment Area, development is to comply with the Town of East Fremantle Local Planning Policy 3.1.2 Signage Design Guidelines.</li> <li>.. Any incidental structures and mechanical equipment is to be located to minimise visual impact on adjacent streets and public open spaces.</li> </ul>	<ul style="list-style-type: none"> <li>.. Signage is to comply with the Town of East Fremantle Local Planning Policy 2.1.3 – Signage Design Guidelines</li> <li>.. The Town may require the submission of an overall signage plan for approval for the development site, or compliance with an overall signage plan where one has been prepared for a larger area within the Town Centre Redevelopment Area.</li> <li>.. Any incidental structures and mechanical equipment (including bin stores, solar collectors, air conditioning units, mechanical plant rooms, lift overruns, antennae, satellite dishes and communications masts and the like) is to be located in basements; in screened enclosures; on roofs (subject to height requirements of Element 3); or at the rear of buildings and not visible from the street or adjacent public open space.</li> <li>.. Development applications are to include a waste management plan including details of bin storage and collection.</li> </ul>

#### **ATTACHMENTS**

- Plan 1:** Context Plan
- Plan 2:** Policy Area and Precincts
- Plan 3:** External Pedestrian Connections and Local Destinations
- Plan 4:** Internal Pedestrian Connections and Public/Urban Spaces
- Plan 5:** Concept Plan
- Plan 6:** Fremantle Inner Harbour Ports Buffer Areas
- Plan 7:** Building Height Plan







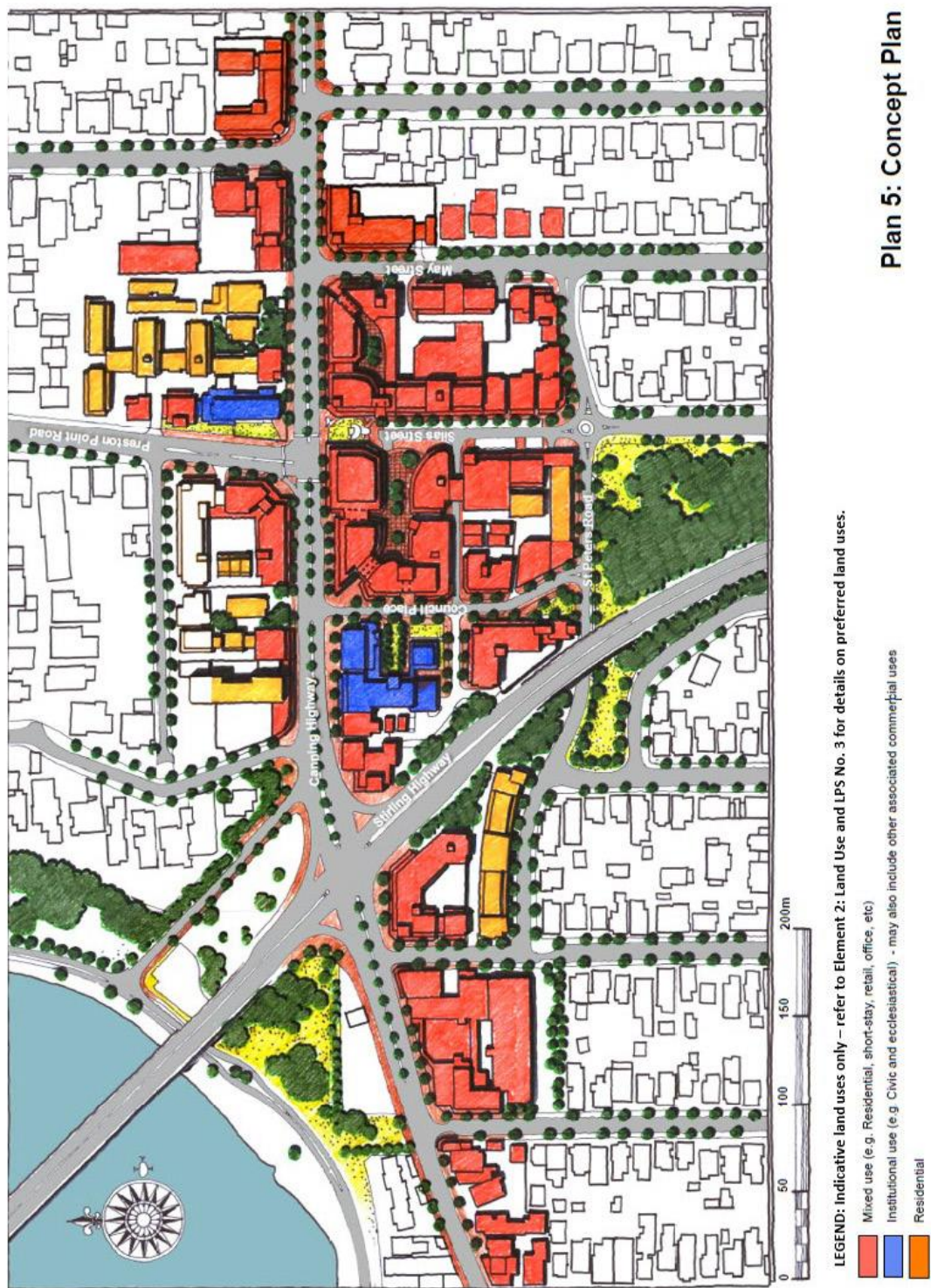


Plan 3: External pedestrian connections and local destinations



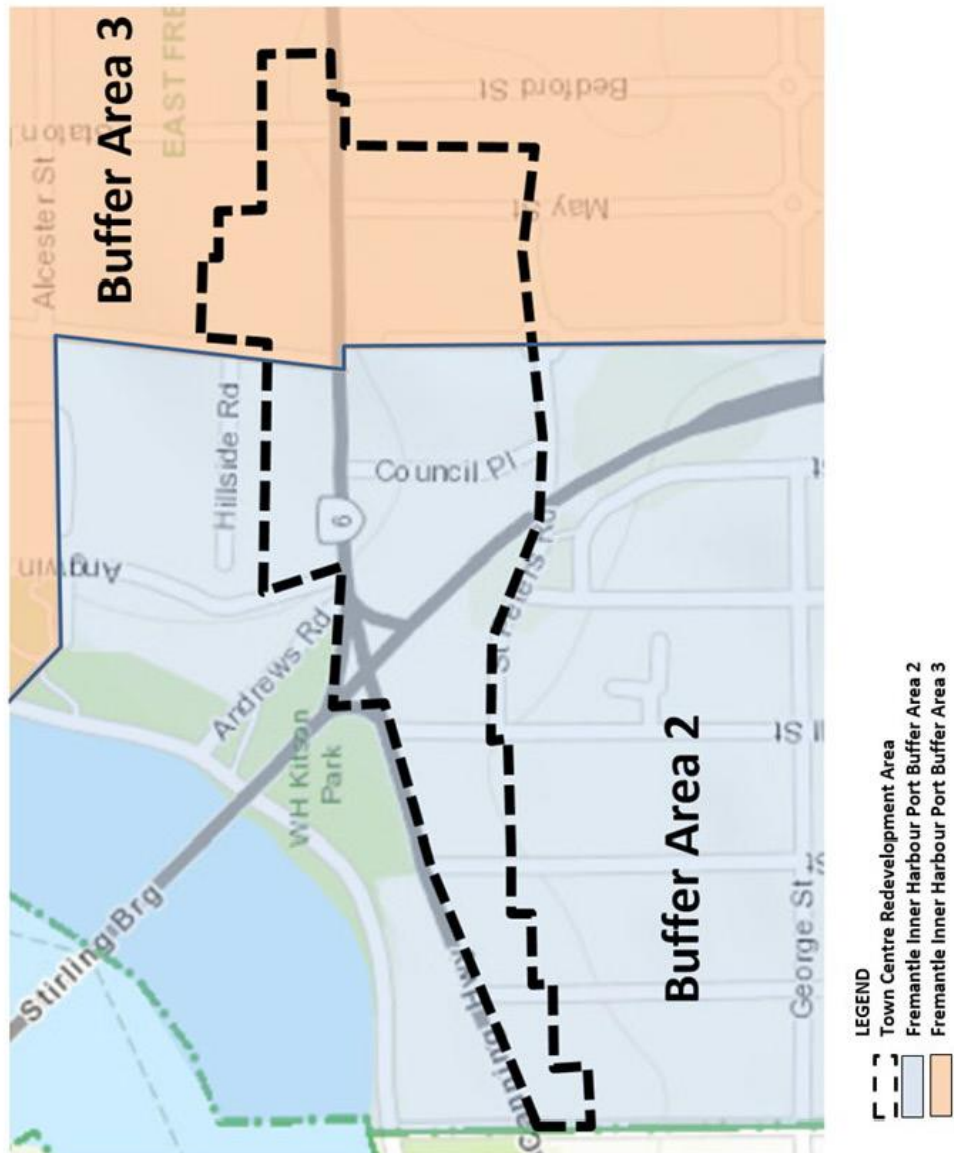


**Plan 4: Internal pedestrian connections and public/urban spaces**

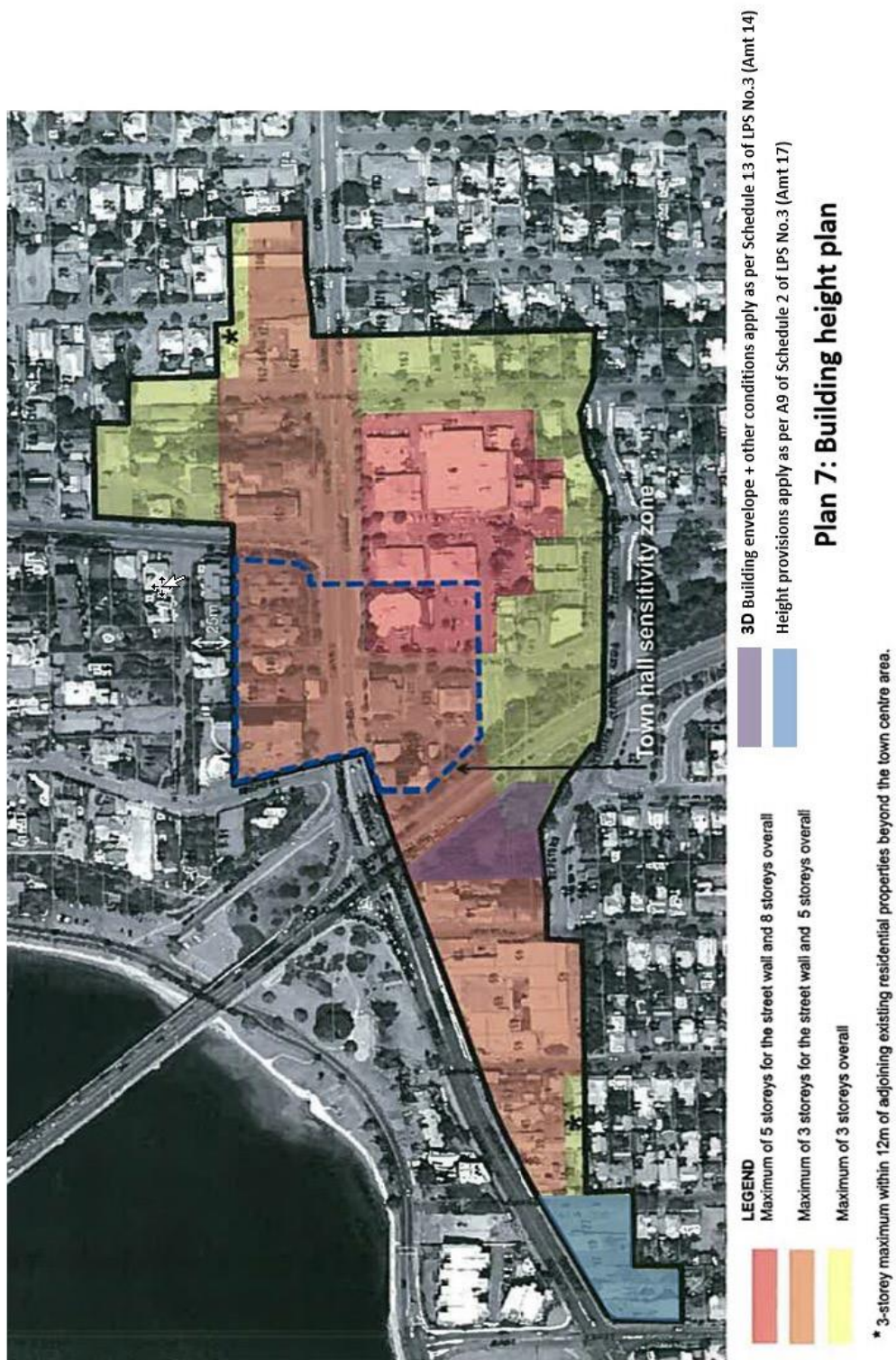


**Plan 5: Concept Plan**





**Plan 6: Policy Area and Fremantle Inner Harbour Port Buffer Areas**



## 14 REPORTS – FINANCE

Reports start on the next page



## 14.1 APRIL MONTHLY FINANCIAL REPORT

<b>Report Reference Number</b>	OCR-2025
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Part 3 and 4 require an absolute majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. Monthly Financial Report for the month ended 30 April 2023 containing the Statement of Financial Activity

## PURPOSE

The purpose of this report is to present to the Council the Monthly Financial Report (containing the Statement of Financial Activity by Nature and Type) for the month ended 30 April 2023. A Capital Works report has been incorporated into the workbook.

## EXECUTIVE SUMMARY

A Monthly Financial Report workbook has been prepared to provide an overview of key financial activity.

The State Government has recently amended regulation 34 of the *Local Government (Financial Management) Regulations* to require the Statement of Financial Activity to be presented according to nature or type classification.

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

## BACKGROUND

Presentation of a monthly financial report to Council is both a statutory obligation and good financial management practice that:

- a. demonstrates the Town's commitment to managing its operations in a financially responsible and sustainable manner.
- b. provides timely identification of variances from budget expectations for revenues and expenditures and identification of emerging opportunities or changes in economic conditions.
- c. ensures proper accountability to the ratepayers for the use of financial resources.

Financial information that is required to be reported to Council monthly includes:

- a. operational financial performance against budget expectations.
- b. explanations for identified variances from expectations.
- c. financial position of the Town at the end of each month.

Understanding the Financials

When reading the financial information/statements, variances (deviations from budget expectations) are classified as either:

- a. Favourable variance (F)
- b. Unfavourable variance (U)
- c. Timing variance (T)

A timing variance relates to a budgeted revenue or expense that has not occurred at the time it was expected, but which is still expected to occur with the budget year. That is, the financial transaction will still occur, but just in a different month. This timing difference may require for the year-to-date budget to be amended for future periods.

A realised favourable or unfavourable variance is different to a timing variance. It represents a genuine difference between the actual and budgeted revenue or expenditure item.

A realised favourable variance on a revenue item is a positive outcome as it increases the projected budget surplus. An unfavourable variance on a revenue item has the opposite effect, resulting in a decrease to the projected budget result.

A realised favourable variance on an expenditure item may have either of two causes – one being a saving because the outcome was achieved for lesser cost, which has the effect of increasing the projected budget result. The other cause may be that the proposed expenditure may not have been undertaken and is not expected to be incurred in that financial year. Whilst this may seem positive from the financial position perspective, it may not be a positive outcome for the community if the service or project is not delivered.

If a realised favourable or unfavourable variance is material in value, a recommendation will be provided to Council to amend the budget.

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## CONSULTATION

Budget Managers are provided with a monthly Responsible Officer Report for review and reporting of budget variances.

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## 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 way 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 in accordance with section 6.16 of the *Local Government Act 1995*. Fees and charges imposed outside of the Annual Budget require an absolute majority decision of Council and must give local public notice of the new fees pursuant to section 6.19 of the *Local Government Act 1995*.

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## 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.

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## FINANCIAL IMPLICATIONS

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2022/23 Budget, the 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 2022/23 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

### 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)
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
Inadequate monitoring of grant funding and expenditure resulting in incorrect income transfers	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$250,001 - \$1,000,000	Manage by updating the internal grants register and contract liabilities register each month

### 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

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

Not applicable.

## COMMENT

This report presents the Statement of Financial Activity by Nature and Type for the month ending 30 April 2023.

The following is a summary of headline numbers from the attached financial report, and explanations for variances is provided in Note 1 of the workbook:

	Original Budget	Current Budget	YTD Budget	YTD Actuals	Variance	F/U/T
<b>Opening Surplus</b>	<b>\$517,692</b>	<b>\$512,823</b>	\$512,823	\$512,823	\$0	
Operating Revenue	\$11,622,370	\$12,015,711	\$11,561,408	\$11,905,080	\$343,672	F
Operating Expenditure	-\$12,148,015	-\$12,245,090	-\$10,231,538	-\$9,605,790	\$625,748	T
Capital Expenditure	-\$15,363,577	-\$17,435,334	-\$12,724,951	-\$8,395,427	\$4,329,524	T
Capital Income	\$15,766,681	\$15,207,999	\$11,157,351	\$8,651,586	-\$2,505,765	T
Financing Activities	-\$1,996,976	\$342,066	\$237,717	-\$1,208,332	-\$1,446,049	T
Non-Cash Items	\$1,601,825	\$1,601,825	\$1,251,265	\$1,268,438	\$17,173	Non-Cash
<b>Forecast Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,764,075</b>	<b>\$3,128,378</b>	\$1,364,303	

The Net Current Asset Position (Forecast Surplus above) indicates a YTD net current position of \$3,128,378 versus the YTD budget of \$1,764,075. The favorable surplus is attributable to a stronger operating result (because of cash flow timings and favourable interest earnings), and timing of capital expenditure (and income transfers) compared to the YTD budget.

The Executive Summary in the workbook provides an overview of key indicators for the month. Further comments are provided below:

- Rate Notices were issued on the 19 July. The Town has received \$10.17m in rates and charges revenue (including rates, ESL, service charges) by the end of April, equating to 96.7% of total rates and charges paid.
- Capital works are nearly at the halfway point of expenditure, with 85% of the total capital expenditure budget relating to the East Fremantle Oval project. As previously advised, planned expenditure based on the project cash flow budget will be accrued at the end of each month as there will be a lag in receiving/processing invoices, and this expenditure will be reflected in the capital works report. \$7.34m has been recognized in project expenditure.
- The Town has invoiced the Department of Local Government, Sport, and Cultural Industries the following milestones. It is apparent that there is approximately a 6-week delay in receiving payment once the project milestone has been reached and an invoice issued to the Department. This delay will impact cash flow at

Milestone 4 stage (anticipated July/August) and the Department will be requested to accelerate this payment to the Town.

Milestone Number	Milestone	Instalment Amount (Ex GST)	Date Invoiced Issued	Date Payment Received
1	Execution of the Funding Agreement	\$2,500,000	07/12/21	25/01/22
2	Awarding of Construction Contract	\$8,000,000	12/08/22	15/09/22
3	Evidence of Commencement of Physical Works	\$5,000,000	02/12/22	17/01/2023
4	Evidence of 50% Completion	\$9,000,000		
5	Evidence of Practical Completion	\$500,000		

- The above grant revenue is only recognised as income as it is expended and is measured proportional to the total project budget. The unspent portion is classified as a grant liability on the balance sheet. The Town has recognised \$5.5 in non-operating income for the East Fremantle Oval Project at the end of April, versus \$7.34m in project expenditure (75% of expenditure).
- The Town is holding \$17.95m in cash at the end of April. \$15.476m is invested in term deposits with terms varying from 30 days to 91 days (mostly 30 days), depending on cash flow requirements. The weighted average interest rate on these deposits is 3.92%. This compares to the current cash rate of 3.85% (the weighted average of the interest rate at which overnight unsecured funds are transacted in the domestic interbank market).

### **Budget Variation**

The Town has optimized its investment portfolio with forecast interest earnings on the pooled investment portfolio of \$503k on 30 June 2023. This compares to a current budget of \$280k, resulting in a favourable budget variation of \$223k. Pursuant to Council resolution, interest on pooled investments is to be transferred to the East Fremantle Oval Redevelopment Reserve.

### **End of Year Reserve Transfers**

Council is requested to endorse the following reserve transfers for the 2022/23 financial year in order to complete end of year accounting processes and to inform opening balances for the 2023/24 Budget. The amount to be transferred from the East Fremantle Oval Redevelopment Reserve will be dependant on final project expenditure at 30 June, and will equate to approximately 25% of expenditure, with the balance funded from non-operating grants (as per the February 2023 agenda item discussing accounting treatments).



Description	Current Budg	Total Act	Revised Forecast 30 June 2023	Notes	Balance to be Transferred
TRANSFER FROM PLANT RESERVE	-\$50,000.00	\$0.00	\$0.00	Limited vehicle changeover 22/23. No transfer recommended	\$0.00
TRANSFER FROM AGED SERVICES RESERVE	-\$11,803.00	\$0.00	-\$11,803.00	Fund purchase of light vehicles as discussed in mid year budget review	-\$11,803.00
TRANSFER TO OLD POLICE STATION RESERVE	\$28,000.00	\$0.00	0	No transfer recommended. Lease proceeds from the Old Police Station has been fully	\$0.00
TRANSFER FROM OLD POLICE STATION RESERVE	-\$28,000.00	\$0.00	0	expended on maintenance of civic precinct buildings'	\$0.00
TRANSFER TO ARTS AND SCULPTURE RESERVE	\$45,000.00	\$0.00	\$45,000.00	Transfer to as per adopted budget	\$45,000.00
TRANSFER FROM ARTS AND SCULPTURE RESERVE	-\$111,250.00	\$0.00	-\$36,108.00	Fund capex E11685 + E11741	-\$36,108.00
TRANSFER TO TOWN PLANNING (OPEX) GEN	\$30,000.00	\$0.00	\$30,000.00	Transfer to as per adopted budget	\$30,000.00
TRANSFER FROM DRAINAGE GEN	-\$100,000.00	\$0.00	-\$34,000.00	Fund capex E12823 (PO41122 to be invoiced June 30)	-\$34,000.00
TRANSFER TO EAST FREMANTLE OVAL REDEVELOPMENT GEN	\$1,900,272.00	\$1,636,037.05	\$2,123,272.00	Current budget + favourable interest earnings of \$223k	\$487,234.95
TRANSFER FROM EAST FREMANTLE OVAL REDEVELOPMENT GEN	-\$2,976,442.00	-\$2,088,836.07	-\$2,976,442.00	As per mid year review. Amount to be transferred will depend on final project expenditure.	-\$887,605.93
TRANSFER TO PRESTON POINT FACILITIES RESERVE	\$50,000.00	\$0.00	\$50,000.00	Transfer to as per adopted budget	\$50,000.00
TRANSFER FROM PRESTON POINT FACILITIES RESERVE	-\$80,000.00	\$0.00	-\$80,000.00	Transfer from of \$80k as per mid year budget review. Capex against E11739	-\$80,000.00
TRANSFER FROM FORESHORE MANAGEMENT PLAN	-\$130,373.00	\$0.00	-\$56,381.89	Fund capex E11685 + E11741	-\$56,381.89
TRANSFER TO SUSTAINABILITY AND ENVIRONMENTAL PROJECTS	\$129,288.00	\$0.00	\$129,288.00	Transfer to as per adopted budget	\$129,288.00
TRANSFER FROM SUSTAINABILITY AND ENVIRONMENTAL PROJECTS	-\$35,000.00	\$0.00	-\$34,902.00	Fund Climate Emergency Strategy (Ironbark) E10215	-\$34,902.00
TRANSFER TO PLYMPTON PARKING RESERVE	\$616,666.00	\$616,666.67	\$616,666.00	Transfer already processed in accordance with Council resolution	-\$0.67
TRANSFER TO WASTE RESERVE	\$35,000.00	\$0.00	\$35,000.00	Transfer to as per adopted budget	\$35,000.00
TRANSFER TO BUSINESS IMPROVEMENT (OPEX) GEN	\$50,000.00	\$0.00	\$50,000.00	Transfer to as per adopted budget	\$50,000.00
TRANSFER TO STRATEGIC WASTE RESERVE	\$146,684.00	\$0.00	\$146,684.00	Transfer to as per adopted budget	\$146,684.00
NET RESERVE TRANSFERS	-\$491,958.00	\$163,867.65	-\$3,726.89		-\$167,594.54

## CONCLUSION

Council is requested to receive the Monthly Financial Report.

## 14.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

### Council Resolution 041605

#### OFFICER RECOMMENDATION:

Moved Cr Wilson, seconded Cr Natale

That Council:

- receives the Monthly Financial Report for the month ended 30 April 2023, as presented as attachment 1 to this report, inclusive of:
  - Statement of Financial Activity by Nature and Type
  - Capital Expenditure Report
- notes the unrestricted municipal surplus of \$3,128,377 for the month ended 30 April 2023.
- pursuant to section 6.8 of the *Local Government Act 1995*, by absolute majority, approve the following budget variation:

General Ledger	Account Description	Current Budget	Amended Budget	Change in Net Current Assets	Comment
1689	Interest Earnings - Reserves	280,000	503,000	223,000	Additional interest earnings on pooled investment portfolio
2421	Transfer to East Fremantle Oval Redevelopment Reserve	(1,900,272)	(2,123,272)	-223,000	Additional interest earnings on pooled investment portfolio

- endorse the following end of year transfers (to)/from cash-backed reserves for the 2022/23 financial year, noting that the exact amount to be transferred from the East Fremantle Oval Redevelopment Reserve will depend on final project expenditure as at 30 June 2023.

Description	Current Budg	Total Act	Revised Forecast 30 June 2023	Notes	Balance to be Transferred
TRANSFER FROM PLANT RESERVE	-\$50,000.00	\$0.00	\$0.00	Limited vehicle changeover 22/23. No transfer recommended	\$0.00
TRANSFER FROM AGED SERVICES RESERVE	-\$11,803.00	\$0.00	-\$11,803.00	Fund purchase of light vehicles as discussed in mid year budget review	-\$11,803.00
TRANSFER TO OLD POLICE STATION RESERVE	\$28,000.00	\$0.00	0	No transfer recommended. Lease proceeds from the Old Police Station has been fully	\$0.00
TRANSFER FROM OLD POLICE STATION RESERVE	-\$28,000.00	\$0.00	0	expended on maintenance of civic precinct buildings'	\$0.00
TRANSFER TO ARTS AND SCULPTURE RESERVE	\$45,000.00	\$0.00	\$45,000.00	Transfer to as per adopted budget	\$45,000.00
TRANSFER FROM ARTS AND SCULPTURE RESERVE	-\$111,250.00	\$0.00	-\$36,108.00	Fund capex E11685 + E11741	-\$36,108.00
TRANSFER TO TOWN PLANNING (OPEX) GEN	\$30,000.00	\$0.00	\$30,000.00	Transfer to as per adopted budget	\$30,000.00
TRANSFER FROM DRAINAGE GEN	-\$100,000.00	\$0.00	-\$34,000.00	Fund capex E12823 (PO41122 to be invoiced June 30)	-\$34,000.00
TRANSFER TO EAST FREMANTLE OVAL REDEVELOPMENT GEN	\$1,900,272.00	\$1,636,037.05	\$2,123,272.00	Current budget + favourable interest earnings of \$223k	\$487,234.95
TRANSFER FROM EAST FREMANTLE OVAL REDEVELOPMENT GEN	-\$2,976,442.00	-\$2,088,836.07	-\$2,976,442.00	As per mid year review. Amount to be transferred will depend on final project expenditure.	-\$887,605.93
TRANSFER TO PRESTON POINT FACILITIES RESERVE	\$50,000.00	\$0.00	\$50,000.00	Transfer to as per adopted budget	\$50,000.00
TRANSFER FROM PRESTON POINT FACILITIES RESERVE	-\$80,000.00	\$0.00	-\$80,000.00	Transfer from of \$80k as per mid year budget review. Capex against E11739	-\$80,000.00
TRANSFER FROM FORESHORE MANAGEMENT PLAN	-\$130,373.00	\$0.00	-\$56,381.89	Fund capex E11685 + E11741	-\$56,381.89
TRANSFER TO SUSTAINABILITY AND ENVIRONMENTAL PROJECTS	\$129,288.00	\$0.00	\$129,288.00	Transfer to as per adopted budget	\$129,288.00
TRANSFER FROM SUSTAINABILITY AND ENVIRONMENTAL PROJECTS	-\$35,000.00	\$0.00	-\$34,902.00	Fund Climate Emergency Strategy (Ironbark) E10215	-\$34,902.00
TRANSFER TO PLYMPTON PARKING RESERVE	\$616,666.00	\$616,666.67	\$616,666.00	Transfer already processed in accordance with Council resolution	-\$0.67
TRANSFER TO WASTE RESERVE	\$35,000.00	\$0.00	\$35,000.00	Transfer to as per adopted budget	\$35,000.00
TRANSFER TO BUSINESS IMPROVEMENT (OPEX) GEN	\$50,000.00	\$0.00	\$50,000.00	Transfer to as per adopted budget	\$50,000.00
TRANSFER TO STRATEGIC WASTE RESERVE	\$146,684.00	\$0.00	\$146,684.00	Transfer to as per adopted budget	\$146,684.00
NET RESERVE TRANSFERS	-\$491,958.00	\$163,867.65	-\$3,726.89		-\$167,594.54

**(CARRIED BY AN ABSOLUTE MAJORITY/UNANIMOUSLY)**

## REPORT ATTACHMENTS

Attachments start on the next page

**TOWN OF EAST FREMANTLE**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 April 2023**

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

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**MONTHLY FINANCIAL REPORT**  
For the Period Ended 30 April 2023

**EXECUTIVE SUMMARY**

**Funding surplus / (deficit) Components**

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.52 M	\$0.51 M	\$0.51 M	(\$0.00 M)
Closing	\$0.00 M	\$1.76 M	\$3.13 M	\$1.36 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$17.97 M	% of total
Unrestricted Cash	\$5.44 M	30.3%
Restricted Cash	\$12.53 M	69.7%

Refer to Note 3 - Cash and Investments

Payables		
	\$2,256.5 K	% Outstanding
Trade Payables		
0 to 30 Days	\$2,256.5 K	100.0%
30 to 60 Days	\$0.0 K	0.0%
Over 60 Days	\$0.0 K	0.0%

Receivables		
	\$0.46 M	% Collected
Rates Receivable	\$0.34 M	96.76%
Trade Receivable	\$53.7 K	% Outstanding
Current	\$51.5 K	95.90%
30 to 90 Days	\$0.2 K	0.31%
Over 90 Days	\$2.0 K	3.79%
Infringements	\$62.2 K	

Refer to Note 4 - Receivables

**Key Operating Activities**

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.37 M	\$2.58 M	\$3.57 M	\$0.99 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$8.68 M	% Variance
YTD Budget	\$8.66 M	0.3%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$908.8 K	% Variance
YTD Budget	\$845.3 K	7.5%

Refer to Statement of Financial Activity

Fees and Charges		
YTD Actual	\$1,371.7 K	% Variance
YTD Budget	\$1,314.0 K	4.4%

Refer to Statement of Financial Activity

**Key Investing Activities**

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.23 M)	(\$1.57 M)	\$0.26 M	\$1.82 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$1,871.2 K	%
Amended Budget	\$2,039.2 K	91.8%

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$8.40 M	% Spent
Amended Budget	\$17.44 M	48.2%

Refer to Statement of Financial Activity

Capital Grants		
YTD Actual	\$6.78 M	% Received
Amended Budget	\$13.17 M	51.5%

Refer to Note 8 - Grants and Contributions

**Key Financing Activities**

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.34 M	\$0.24 M	(\$1.21 M)	(\$1.45 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$74.9 K
Interest expense	\$2.2 K

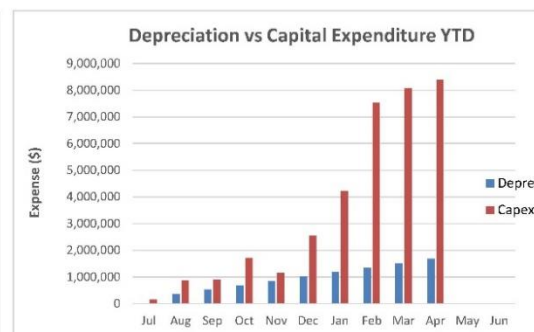
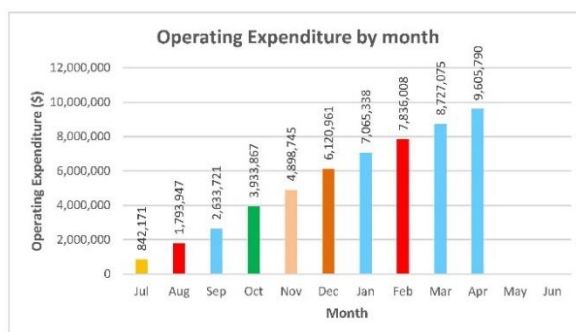
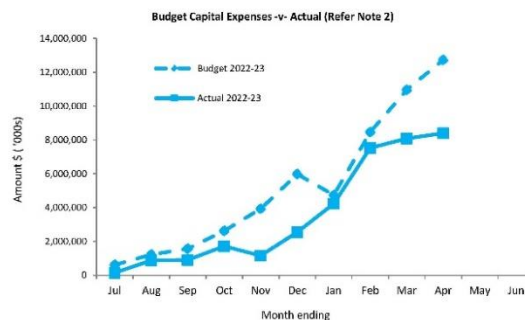
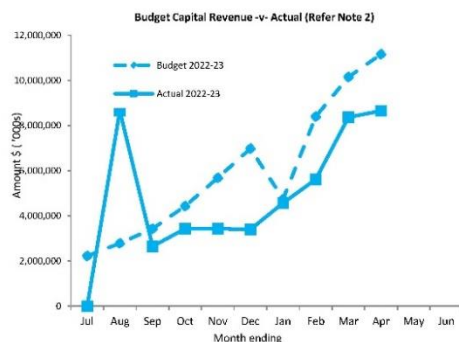
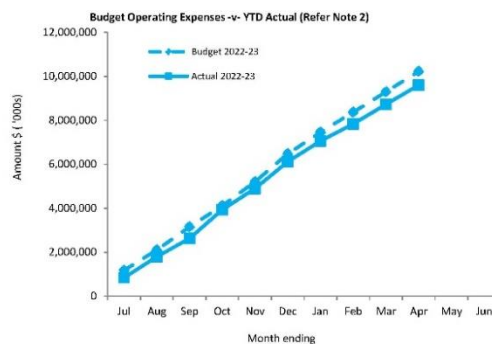
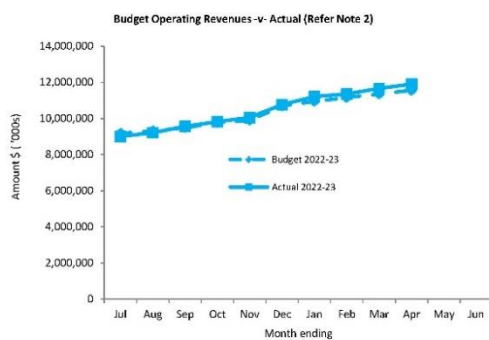
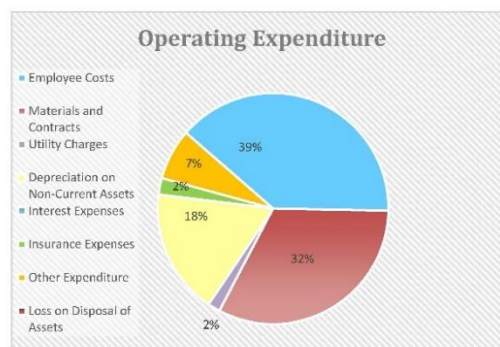
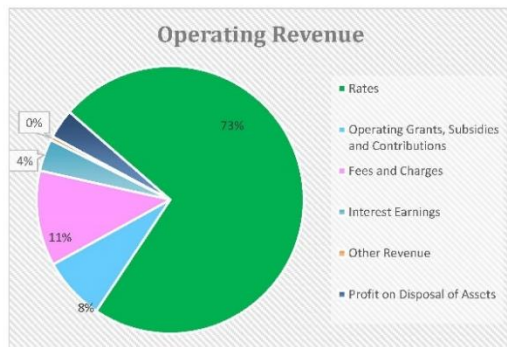
Reserves	
Reserves balance	\$3.57 M
Interest earned	\$400.0 K

Refer to Note 5 - Cash Backed Reserves

Preparation	
Prepared by:	
Reviewed by: Peter Kocian	
Date Prepared:	

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

**Information Summary  
For the Period Ended 30 April 2023**



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



**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 April 2023**

	Note	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>517,692</b>	<b>512,823</b>	<b>512,823</b>	<b>512,823</b>	<b>\$ (0)</b>	<b>% (0%)</b>	
<b>Revenue from operating activities</b>								
Rates	9	8,660,135	8,660,135	8,656,805	8,684,125	27,320	0%	
Operating grants, subsidies and contributions		907,014	1,009,737	845,283	908,776	63,493	8%	
Fees and Charges		1,442,358	1,492,976	1,313,989	1,371,710	57,721	4%	
Interest Earnings		98,000	338,000	234,998	464,077	229,079	97%	▲
Other Revenue		27,170	27,170	22,640	53,515	30,875	136%	▲
Profit on asset disposals	8	487,693	487,693	487,693	422,877	(64,816)	(13%)	▼
		<b>11,622,370</b>	<b>12,015,711</b>	<b>11,561,408</b>	<b>11,905,080</b>			
<b>Expenditure from operating activities</b>								
Employee Costs		(4,736,197)	(4,746,197)	(3,849,932)	(3,737,183)	112,748	3%	
Materials and Contracts		(4,028,396)	(4,115,471)	(3,462,018)	(3,113,056)	348,962	10%	▲
Utility Charges		(259,034)	(259,034)	(215,930)	(165,805)	50,125	23%	▲
Depreciation on Non-Current Assets		(2,103,440)	(2,103,440)	(1,752,880)	(1,680,604)	72,276	4%	
Interest Expenses		(16,250)	(16,250)	(13,550)	(2,228)	11,322	84%	▲
Insurance Expenses		(228,901)	(228,901)	(228,901)	(220,412)	8,489	4%	
Other Expenditure		(775,797)	(775,797)	(708,327)	(686,502)	21,825	3%	
Loss on asset disposals	8	0	0	0	0	0		
		<b>(12,148,015)</b>	<b>(12,245,090)</b>	<b>(10,231,538)</b>	<b>(9,605,790)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		2,103,440	2,103,440	1,752,880	1,680,604	(72,276)	(4%)	
Adjust (Profit)/Loss on Asset Disposal	8	(487,693)	(487,693)	(487,693)	(422,877)	64,816	(13%)	
Movement in Deferred Rates		0	0	0	10,710	10,710		
Movement in accrued income (non-current)		(13,922)	(13,922)	(13,922)	0	13,922		
		<b>1,601,825</b>	<b>1,601,825</b>	<b>1,251,265</b>	<b>1,268,438</b>	<b>17,173</b>	<b>1%</b>	
<b>Amount attributable to operating activities</b>		<b>1,076,180</b>	<b>1,372,446</b>	<b>2,581,136</b>	<b>3,567,728</b>			
<b>Investing activities</b>								
Non-operating Grants, Subsidies and Contributions	11	14,099,113	13,168,831	9,118,183	6,780,409	(2,337,774)	(26%)	▼
Proceeds from Disposal of Assets	8	1,667,568	2,039,168	2,039,168	1,871,177	(167,991)	(8%)	
Purchase of Property, Plant and Equipment		(14,220,450)	(16,315,984)	(11,771,120)	(7,531,050)	4,240,070	36%	▲
Purchase and Construction of Infrastructure		(1,143,127)	(1,119,350)	(953,831)	(864,377)	89,454	9%	
<b>Amount attributable to investing activities</b>		<b>403,104</b>	<b>(2,227,335)</b>	<b>(1,567,600)</b>	<b>256,158</b>			
<b>Financing Activities</b>								
Transfers from Reserves	7	494,250	3,522,868	2,200,135	1,162,664	(1,037,471)	47%	
Payments for principal portion of lease liabilities		(45,000)	(47,892)	(35,919)	(43,428)	(7,509)	(21%)	
Repayment of borrowings	10	(102,000)	(102,000)	(76,500)	(74,864)	1,636	2%	
Transfers to Reserves	7	(2,344,226)	(3,030,910)	(1,849,999)	(2,252,704)	(402,705)	(22%)	▼
<b>Amount attributable to financing activities</b>		<b>(1,996,976)</b>	<b>342,066</b>	<b>237,717</b>	<b>(1,208,332)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>0</b>	<b>0</b>	<b>1,764,076</b>	<b>3,128,377</b>	<b>1,364,301</b>	<b>77%</b>	<b>▲</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2023**

**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 2022/23 year is \$10,000 or 10% whichever is the greater.

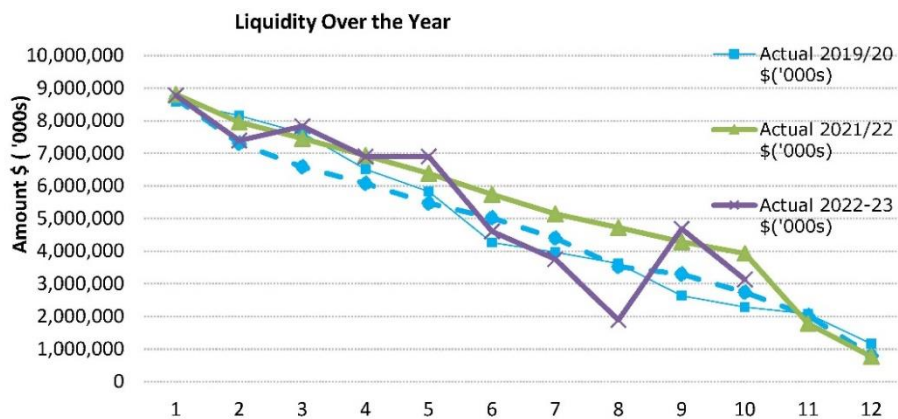
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Depreciation	(72,276)	(4%)		Timing	Non-cash. New assets yet to be uploaded in asset register.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(2,337,774)	(26%)		Timing	Budget amendment made as part of the midyear budget review. Regarding the accounting treatment and recognition of income v deferred income, as outlined in the Position Paper submitted to the Audit Committee
Proceeds from Disposal of Assets	(167,991)	(8%)		Timing	Settlement of 128 George St finalised. Proceeds transferred to Reserve. Plant replacement program largely deferred.
<b>Capital Expenses</b>					
Purchase Property, Plant and Equipment	4,240,070	36%		Timing	See Capital Works Report
Purchase and Construction of Infrastructure	89,454	9%		Timing	See Capital Works Report
<b>Financing</b>					
Transfers from Reserves	(1,037,471)	47%			Reserve transfers generally processed in May
Payments for principal portion of lease liabilities	-				
Repayment of borrowings	(7,509)	(21%)		Timing	Not Material
Transfers to Reserves	1,636	2%		Timing	Not Material
<b>Nature and Type Classifications:</b>					
Rates	27,320	0%			Not Material
Operating Grants, Subsidies and Contributions	63,493	8%		Timing	CHSP Operating Grant now accrued on a monthly basis
Fees and Charges	57,721	4%		Timing	
Interest Earnings	229,079	97%		Permanent	Budget amendment included in the midyear review. Further favourable variation arising from additional TDs.
Other Revenue	30,875	136%		Timing	Not Material
Profit on asset disposals	(64,816)	(13%)		Timing	
Employee Costs	112,748	3%		Timing	Not Material
Materials and Contracts	348,962	10%		Timing	Not Material
Utility Charges	50,125	23%		Timing	Favourable
Depreciation on Non Current Assets	72,276	4%		Timing	Non-Cash
Interest Expenses	11,322	84%		Timing	Favourable
Insurance Expenses	8,489	4%		Permanent	Favourable
Other Expenditure	21,825	3%		Timing	Favourable

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2023**

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Last Years Closing	Current
Note	30 June 2022	30 Apr 2023
	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	2,781,841	5,439,591
Cash Restricted - Reserves	2,484,208	3,574,248
Cash Restricted - Unspent Grants	1,801,616	8,954,371
Receivables - Rates	76,390	340,000
Receivables - Other	96,754	164,153
Interest/ATO Receivable/Trust	131,356	158,069
Inventories	0	0
	<u>7,372,165</u>	<u>18,630,432</u>
<b>Less: Current Liabilities</b>		
Payables	(1,854,814)	(2,256,460)
Contract Liabilities - Unspent grants	(1,801,616)	(8,954,371)
Loan/Lease Liability	(136,821)	(136,821)
Provisions	(718,703)	(717,124)
	<u>(4,511,955)</u>	<u>(12,064,776)</u>
Less: Restricted Cash - Reserves	(2,484,208)	(3,574,248)
Less: Restricted Cash - Unspent Grants	(1,801,616)	(8,954,371)
Add: Current Loan/Lease Liability	136,821	136,821
Add: Contract Liabilities held in restricted cash	1,801,616	8,954,371
	<u>(2,347,388)</u>	<u>(3,437,427)</u>
<b>Net Current Funding Position</b>	<b>512,823</b>	<b>3,128,229</b>



# Attachment 1

TOWN OF EAST FREMANTLE - CAPITAL WORKS REPORT - 30 APRIL 2023												
COA/ Job	Description	Original Budget	Budget Amendments	Current Budget	YTD Actual	Order Value	Total Actual	Variance (\$)	Variance (%)	Indicator	Completion %	Comments
E04620	Plant & Equipment - Light Fleet - Capex - Renewal - Administration	\$86,200	\$0	\$86,200	\$0	\$0	\$0				0%	CEO and EMCS Vehicle
E04632	Capex - New - EV Charging Station - Town Hall	\$0	\$0	\$0	\$0	\$0	\$0				0%	Works commenced Sept 2022
E07403	Plant & Equipment - Light Fleet - Capex - New - Health Inspection & Admin	\$40,000	\$0	\$40,000	\$0	\$0	\$0				0%	EHD Vehicle - Carried forward to 23/24
F06607	Plant and Equip - Replace Mitsubishi Bus HACC	\$0	\$42,000	\$42,000	\$0	\$42,364	\$42,364				0%	
E10640	Plant & Equipment - Light Fleet - Capex - Renewal - Town Planning & Regional Development	\$40,000	\$0	\$40,000	\$0	\$0	\$0				0%	EMRS Vehicle
E11716	Plant & Equipment - Light Fleet - Capex - Renewal - Other Recreation & Sport	\$16,000	-\$15,000	\$1,000	\$0	\$0	\$0				0%	Parks Supervisor Use 1 Oval and Verges Use
E14609	Plant & Equipment - Light Fleet - Capex - Renewal - Unclassified Property	\$62,000	\$0	\$62,000	\$34,872	\$0	\$34,872				56%	EMTS Vehicle arrived late Oct 2022. Works Use still awaiting order details.
F11603	Plant and Equipment - Public Art - Capex - New - Other Culture	\$85,000	\$0	\$85,000	\$9,090	\$0	\$9,090				11%	
E11720	Plant & Equipment - Mobile Plant - Capex - Renewal - Other Recreation & Sport	\$30,000	\$0	\$30,000	\$0	\$0	\$0				0%	Prices received, reviewing alternatives
E11741	Plant & Equipment - Public Art - Capex - New - Other Culture - El Oval Commemorative Artwork	\$26,250	\$0	\$26,250	\$27,018	\$0	\$27,018				103%	
Plant & Equipment		\$425,450	\$27,000	\$452,450	\$70,980.00	\$42,364	\$113,344	-\$381,470	-84.31%		10%	
E04634	Furniture & Equipment - IT Equipment - Capex - New - Administration	\$25,000	\$0	\$25,000	\$12,777	\$11,082	\$23,859				95%	
Furniture & Equipment		\$25,000	\$0	\$25,000	\$12,776.58	\$11,082	\$23,859	-\$12,223	-48.89%		94%	
E14903	Buildings - Specialised - Capex - Renewal - Unclassified Property	\$80,000	-\$15,000	\$65,000	\$11,476	\$83,732	\$95,208				14%	Building condition assessment completed by March 2023
F11738	Buildings - East Fremantle Oval Precinct Redevelopment	\$13,000,000	\$1,773,534	\$14,773,534	\$7,340,778	\$2,702,544	\$10,043,321				69%	
E11739	Buildings - Specialised - Capex - Fremantle Women's Football Club	\$690,000	\$310,000	\$1,000,000	\$95,040	\$86,186	\$181,226				18%	Works being put out to tender in April 2023
Buildings		\$13,770,000	\$2,068,534	\$15,838,534	\$7,447,293.73	\$2,872,462	\$10,319,755	-\$8,391,240	-52.98%		47%	
F11743	Infrastructure - Parks & Ovals - Playground - Various Upgrades	\$30,000	\$0	\$30,000	\$0.00	\$0	\$0				0%	Playground equipment ordered in March 2023, awaiting arrival of goods
E11744	Infrastructure - Parks & Ovals - Playground - Nature Playground	\$120,000	\$0	\$120,000	\$125,376	\$0	\$125,376				105%	Complete
E11734	Infrastructure - Parks & Ovals - Lighting - Capex - New - Other Recreation & Sport	\$0	\$16,223	\$16,223	\$16,223	\$0	\$16,223				100%	Bore pump and cabinet replacement at Gourley Park completed.
F11741	Infrastructure - Parks & Ovals - Relic Upgrades	\$50,000	\$0	\$50,000	\$8,736	\$0	\$8,736				18%	Prices being sought for controllers, with first price very expensive
E11742	Infrastructure - Parks & Ovals - Relic Controllers	\$32,000	\$0	\$32,000	\$0	\$0	\$0				0%	Works started Nov 2022, with all major works completed, contractor maintenance period until March 2023
E11740	Infrastructure - Parks & Ovals - Turf - Wauchope Oval	\$150,000	-\$40,000	\$110,000	\$89,168	\$21,760	\$109,928				80%	Goods ordered, waiting delivery
F11734	Capex - Tricolour - Bsq Replacement	\$10,000	\$0	\$10,000	\$0	\$0	\$0				0%	Goods ordered, waiting delivery
E11735	Capex - Bench Seats - Various Locations	\$15,000	\$0	\$15,000	\$14,609	\$0	\$14,609				97%	Goods ordered, waiting delivery
E11746	Infrastructure - Parks & Ovals - Ancillary - Drink Fountains	\$10,000	\$0	\$10,000	\$9,997	\$4,000	\$13,997				100%	Goods ordered, waiting delivery
F11827	Infrastructure - Car Parks - Surface/Pavement - Capex - Renewal - Maintenance Streets, Roads & Bridges	\$15,000	\$0	\$15,000	\$0	\$0	\$0				0%	
E12833	Capex - Drainage Rationalisation - Formwork	\$100,000	\$0	\$100,000	\$660	\$30,732	\$31,392				3%	Works to commence April 2023
F12840	Infrastructure - Roads - Renewal - Main St - Fast St	\$361,127	\$0	\$361,127	\$343,852	\$450	\$344,302				95%	Works completed Dec 2022
E12841	Infrastructure - Footpaths - Renewal - Cannington Hwy (Forsyth - Irwin)	\$66,000	\$0	\$66,000	\$72,026	\$0	\$72,026				109%	Works commenced Feb 2023
E12842	Infrastructure - Footpaths - Renewal - Cannington Hwy (Irwin - Oakover)	\$80,000	\$0	\$80,000	\$94,862	\$0	\$94,862				119%	Works commenced Feb 2023
E12843	Infrastructure - Footpaths - Renewal - Petrol St (View Ice - Preston Point Rd)	\$68,000	\$0	\$68,000	\$60,449	\$139	\$61,068				89%	Works commenced Feb 2023
F12844	Infrastructure - Footpaths - Renewal - George St (Fast St - Clyde St)	\$36,000	\$0	\$36,000	\$29,330	\$0	\$29,330				81%	Complete
E12840	TRAFFIC MANAGEMENT - MOSS/FLETCHER & MAY/ST PETERS	\$0	\$0	\$0	\$0	\$0	\$0					
E12835	Capex - Irwin Street Corridor	\$0	\$0	\$0	\$0	\$0	\$0					
E12739	Infrastructure - Levee's Canals Upgrades - Paid Parking Management Solution	\$0	\$0	\$0	\$0	\$0	\$0					
Infrastructure		\$1,143,127	-\$23,777	\$1,119,350	\$864,377	\$57,461	\$921,838	-\$254,973	-22.78%			
		\$15,363,577	\$2,071,757	\$17,435,334	\$8,395,427	\$2,983,368	\$11,378,790	-\$9,039,907	-51.85%		48%	
Total Actual < Current Budget												
No Current Budget												
No YTD Actual												
Total Actual > Current Budget												

Total Actual < Current Budget  
 No Current Budget  
 No YTD Actual  
 Total Actual > Current Budget

**TOWN OF EAST FREMANTLE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 April 2023

**Note 3: Cash and Investments**

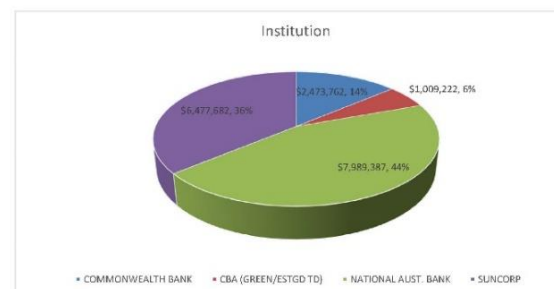
	Unrestricted	Restricted	Trust	Total Amount	Term Deposit Reference	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$					
<b>(a) Cash Deposits</b>									
Municipal Bank Account - On-Call	0			0		CBA	AA-	0.20%	At Call
Municipal Bank Account	1,943,416			1,943,416		CBA	AA-		At Call
Municipal Bonds & Deposits Account	530,346			530,346		CBA	AA-		At Call
Reserve Bank Account (Reserves)		0		0		CBA	AA-		At Call
Reserve Bank Account (Unspent Grants)		0		0		CBA	AA-		At Call
Cash On Hand	800			800		Petty Cash/Till Float		Nil	On Hand
<b>(b) Term Deposits</b>									
Pooled (Muni, Bonds and Grants)	2,031,981			2,031,981	Deal No. 4205453	SUNCORP	AA-	4.00%	15-May-23
Pooled (Muni, Bonds and Grants)	4,445,701			4,445,701	Deal No. 4205905	SUNCORP	AA-	4.41%	26-Jul-23
Pooled (Muni, Bonds and Grants)	1,533,702			1,533,702	GMI-DEAL-10840306	NAB	AA-	3.60%	26-May-23
Reserves, Unspent Grants		1,887,645		1,887,645	GMI-DEAL-10838153	NAB	AA-	3.65%	11-May-23
Reserves, Unspent Grants		1,155,063		1,155,063	GMI-DEAL-10838151	NAB	AA-	3.65%	11-May-23
Reserves, Unspent Grants		1,393,471		1,393,471	GMI-DEAL-10838152	NAB	AA-	3.65%	11-May-23
Reserves, Unspent Grants		1,009,222		1,009,222	169592	CBA (ESGTD)	AA-	3.75%	18-May-23
Reserves, Unspent Grants		2,019,507		2,019,507	GMI-DEAL-10826347	NAB	AA-	3.65%	18-May-23
<b>Total</b>	<b>10,485,946</b>	<b>7,464,907</b>	<b>0</b>	<b>17,950,853</b>				<b>3.92%</b>	
Less: Cash on hand				(800)					
<b>Total Investments and Cash Deposits</b>				<b>17,950,053</b>					

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

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%	\$0	0.00%
AA	MAX 100%	\$10,463,149	58.29%
AA (GREEN TERM DEPOSITS)	MAX 100%	\$1,009,222	5.62%
AA (DIVESTMENT)	MAX 100%	\$6,477,682	36.09%
BBB+ (DIVESTMENT)	MAX 80%	\$0	0.00%
		<b>\$17,950,053</b>	<b>100.00%</b>

INSTITUTION	\$	(LT) RISK	%
COMMONWEALTH BANK	\$2,473,762	AA-	13.78%
CBA (GREEN/ESTGTD)	\$1,009,222	AA-	5.62%
NATIONAL AUSTRALIAN BANK	\$7,989,387	AA-	44.51%
SUNCORP	\$6,477,682	AA-	36.09%
WESTPAC	\$0	AA-	0.00%
	<b>\$17,950,053</b>		<b>100.00%</b>

The Town obtains quotes from three (3) financial institutions prior to placing investments. This ensures the Town is receiving the best return on investment possible. The amount the Town invests is dependent on cash flow requirements for business operations and capital works for upcoming months. As the financial year progresses, the Town's cash holdings decrease which means less investment of Municipal funds. The current monetary policy imposed by the Reserve Bank of Australia (RBA) is driving the interest rate environment. The Town's investment policy precludes investing in term deposits for more than 12 months.

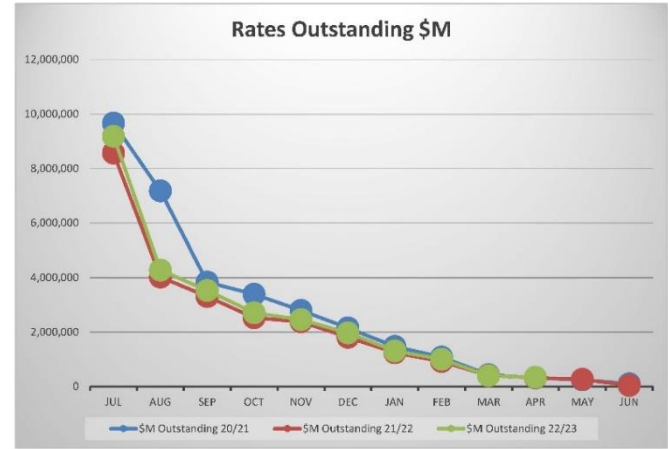




NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 April 2023

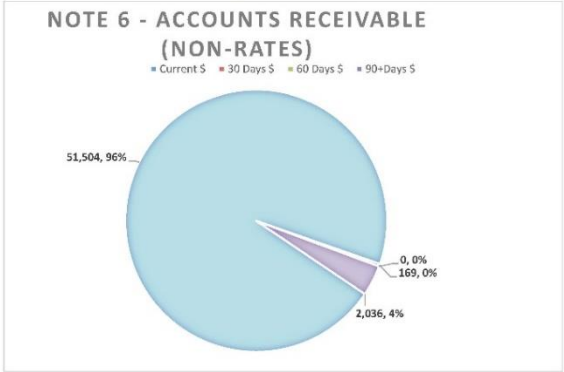
Note 4: Receivables

Receivables - Rates Receivable	30 April 2023	30 June 2022	Receivables - General	Current	30 Days	60 Days	90+Days	Total
Opening Arrears Previous Years	\$ 44,860	\$	Receivables - General	\$ 51,504	\$ 169	\$ 0	\$ 2,036	53,709
Rates, ESL and Service Charges Levied this year	10,514,374	10,124,477	Receivables - Infringements					62,213
Less Collections to date	-10,172,637	-10,079,617	East Fremantle Lawn & Tennis Club					15,000
Net Rates Collectable	341,737	44,860	Total Receivables General Outstanding					130,922
% Outstanding	3.24%							



Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	53,709
SSL - Current EFTC	114	0
SSL - Non-Current EFTC	1684	15,000
Infringement Debtors	180	62,213
		130,922

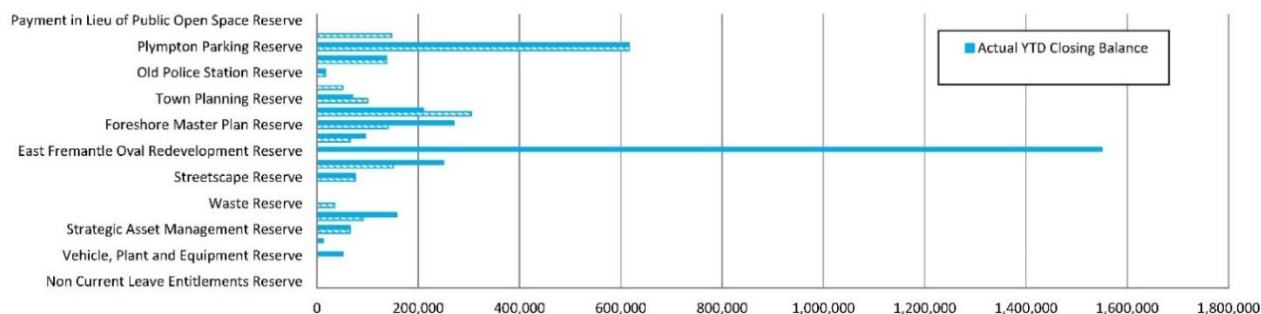


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2023**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non Current Leave Entitlements Reserve	0	0	0	0	0	0	0	0	0
Unspent Grants and Restricted Cash Reserve	0	0	0	0	0	0	0	0	0
Vehicle, Plant and Equipment Reserve	50,407	0	0	0	0	(50,000)	0	407	50,407
Aged Services Reserve	11,803	0	0	0	0	(11,803)	0	(0)	11,803
Strategic Asset Management Reserve	64,920	0	0	0	0	0	0	64,920	64,920
Arts and Sculpture Reserve	156,772	0	0	45,000	0	(111,250)	0	90,522	156,772
Waste Reserve	0	0	0	35,000	0	0	0	35,000	0
Committed Works Reserve	0	0	0	0	0	0	0	0	0
Streetscape Reserve	75,000	0	0	0	0	0	0	75,000	75,000
Drainage Reserve	250,000	0	0	0	0	(100,000)	0	150,000	250,000
East Fremantle Oval Redevelopment Reserve	1,076,170	280,000	400,019	1,900,272	1,636,037	(2,976,442)	(1,162,664)	(0)	1,549,542
Preston Point Facilities Reserve	95,290	0	0	50,000	0	(80,000)	0	65,290	95,290
Foreshore Master Plan Reserve	270,000	0	0	0	0	(130,373)	0	139,627	270,000
Sustainability and Environmental Reserve	210,337	0	0	129,288	0	(35,000)	0	304,625	210,337
Town Planning Reserve	70,000	0	0	30,000	0	0	0	100,000	70,000
Business Improvement Reserve	0	0	0	50,000	0	0	0	50,000	0
Old Police Station Reserve	16,500	0	0	28,000	0	(28,000)	0	16,500	16,500
Payment in Lieu of Parking Reserve	137,010	0	0	0	0	0	0	137,010	137,010
Plympton Parking Reserve	0	0	0	616,666	616,667	0	0	616,666	616,667
Strategic Waste Reserve	0	0	0	146,684	0	0	0	146,684	0
Payment in Lieu of Public Open Space Reserve	0	0	0	0	0	0	0	0	0
	<b>2,484,208</b>	<b>280,000</b>	<b>400,019</b>	<b>3,030,910</b>	<b>2,252,704</b>	<b>(3,522,868)</b>	<b>(1,162,664)</b>	<b>1,992,250</b>	<b>3,574,248</b>

**Note 5 - Year To Date Reserve Balance to End of Year Estimate**



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the period ended 30 June 2023

Note 6: Rating Information

RATE TYPE	YTD Actual						Adopted Budget			
	Rate in	Number of Properties	Opening Rateable Value	Rate Revenue	Interim Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
Differential General Rate	\$		\$	\$	\$	\$	\$	\$	\$	\$
Residential GRV	0.079432	2,969	86,471,424	6,868,598	26,425	6,895,023	6,867,266	20,000	0	6,887,266
Commercial GRV	0.118300	114	11,541,770	1,365,391	14,704	1,380,095	1,363,277	0	0	1,363,277
<b>Sub-Totals</b>		<b>3,083</b>	<b>98,013,194</b>	<b>8,233,990</b>	<b>41,129</b>	<b>8,275,119</b>	<b>8,230,543</b>	<b>20,000</b>	<b>0</b>	<b>8,250,543</b>
<b>Minimum Payment</b>	<b>Minimum \$</b>									
Residential GRV	1,184.00	329	4,219,388	389,536		389,536	388,352	0	0	388,352
Commercial GRV	1,770.00	11	117,220	19,470		19,470	21,240	0	0	21,240
<b>Sub-Totals</b>		<b>340</b>	<b>4,336,608</b>	<b>409,006</b>	<b>-</b>	<b>409,006</b>	<b>409,592</b>	<b>0</b>	<b>0</b>	<b>409,592</b>
		<b>3,423</b>	<b>102,349,802</b>	<b>8,642,996</b>	<b>41,129</b>	<b>8,684,125</b>	<b>8,640,135</b>	<b>20,000</b>	<b>0</b>	<b>8,660,135</b>
Amount from General Rates						8,684,125				8,660,135
Less Concessions						0				
<b>Totals</b>				<b>8,642,996</b>		<b>8,684,125</b>	<b>8,640,135</b>	<b>20,000</b>	<b>0</b>	<b>8,660,135</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2023**

**Note 7: Disposal of Assets**

Asset Number	Plant Number	Asset Description	2022/23						
			Net Book Value	Forecast Proceeds	Budget Profit	Budget Loss	Actual Book Value	Proceeds	Profit (Loss)
			\$					\$	\$
		<b>Plant and Equipment</b>							
PEMV273	P5013	CEO Vehicle	13,418	36,700	23,282				
PEMV272	P5012	EMRS Vehicle	8,000	24,000	16,000				
PEMV268	P5003	EMCS Vehicle	5,250	21,082	15,832				
PEMV269	P5006	EMTS Vehicle	5,250	21,082	15,832		5,682	21,177	15,495
PEMV264	P4093	PEHO Vehicle	0	11,962	11,962				
PEMV266	P4098	Works Supervisor Vehicle	0	21,142	21,142				
PEMV236		Toyota Hilux Dual Cab Ute	0	0	0				
PEMV262		Ford Ranger Single Cab Ute (Oval and Verges)	0	11,200	11,200				
PE268		Toro Z Master 7000	0	12,000	12,000				
VARIOUS		128 George Street Land and Buildings	1,497,957	1,850,000	352,043		1,442,619	1,850,000	407,381
PEMV242	P4069	2012 Mitsubishi Rosa Bus 1DXU938 (183,000km)	1,781	30,000	28,219				
			1,531,656	2,039,168	507,512	0	1,448,300	1,871,177	422,877
									0

**TOWN OF EAST FREMANTLE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 April 2023

**Note 8: Grants and Contributions**

	Grant Provider	Purpose of Grant	Acquittal Date	Acquittal Requirement	Type	Current Budget Operating	Capital	YTD Budget	YTD Actual Revenue
						\$	\$	\$	\$
<b>General Purpose Funding</b>									
Grants Commission - General	WALGGC	Untied - General Purpose	NA	NA	Operating	61,545		46,158	46,159
Grants Commission - Roads	WALGGC	Untied - Road	NA	NA	Operating	18,998		14,250	14,249
<b>Education and Welfare</b>									
Commonwealth Home Support Programme	Commonwealth Dep. Health	Commonwealth Home Support Programme	31-Oct	Financial Declaration Acquittal	Operating - Tied	621,284		517,740	517,840
<b>Community Amenities</b>									
Bus Shelter - Maintenance Assistance Scheme	Public Transport Authority	Bus Shelter Maintenance	NA	NA	Operating	4,100		0	2,826
Recycling Grant	Dept. Regional Development	Better Bins Program	31 July annually	Audited financial statement	Operating - Tied	18,440		18,440	8,191
Grant-Swan River Trust (Erosion Control)	Conservation and Land Management	Mortared revetment upgrade at Leeuwin Boat Ramp and Norm Mckenzie Reserve	Progress report 1/9/2023 and final report 1/7/2024	Audited financial statement - 1/7/2024	Operating - Tied	0		0	75,000
<b>Recreation and Culture</b>									
CHRMAP Funding	WAPC - Dept. Planning	Coastal Hazard Risk Management Plan	22/23	Financial statement	Operating - Tied	23,875		0	39,431
Foreshore Erosion	DBCA	Various seawall works	NA	NA	Operating - Tied	114,627		114,627	114,627
State Government Election Commitment	DLGSC	Nature Play - Gourley Park	NA	NA	Non-operating		52,000	52,000	52,000
East Fremantle Festival	Port Authority	East Fremantle Festival Funding	NA	NA	Operating - Tied	38,000		38,000	47,364
East Fremantle Oval Redevelopment	State Government	Election Commitment - EF Oval Redevelopment	NA	NA	Non-operating	0	11,080,151	8,190,254	5,505,583
East Fremantle Oval Redevelopment	Lotterystwest	EF Oval Redevelopment - towards a multi-use community space and nature playground	19-June-2024	Completion of grant management tool	Non-operating	0	672,530	672,530	672,530
Fremantle City Womens Football Club	State Government	Election Commitment		Financial statement/budget reconciliation	Non-operating		920,000	0	72,727
Urban Canopy Grant Program	WALGA/Water Corp	Implementation of urban canopy program	30/9/21 and 25/7/22		Operating - Tied	24,823		24,823	22,144
<b>Transport</b>									
Direct Grant	Main Roads	Direct Grant	July	Certificate of completion	Operating	19,245		19,245	20,946
Regional Road Group	Main Roads	Marmion Street Upgrade	July	Certificate of completion	Non-operating		240,751	0	190,638
Federal Government Stimulus Payment	Department of Infrastructure	Local Roads and Community Infrastructure Program	31/10/21 and 31/12/21	Audited financial statement	Non-operating	0	255,399	255,399	286,930
Street Lighting Subsidy	Main Roads	Street Lighting Subsidy	NA		Operating	4,800		0	0
Stirling Bridge Verge Maintenance Agreement	Main Roads	Stirling Highway Verge Maint. Agreement	NA		Operating	8,000		0	0
<b>TOTALS</b>						<b>957,737</b>	<b>13,220,831</b>	<b>9,963,466</b>	<b>7,689,185</b>
<b>SUMMARY</b>									
Operating	Operating Grants, Subsidies and Contributions					116,688	0	79,653	84,179
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions					841,049	0	713,630	824,597
Non-operating	Non-operating Grants, Subsidies and Contributions					0	13,220,831	9,170,183	6,780,409
<b>TOTALS</b>						<b>957,737</b>	<b>13,220,831</b>	<b>9,963,466</b>	<b>7,689,185</b>



## 14.2 ACCOUNTS FOR PAYMENT APRIL 23

<b>Report Reference Number</b>	OCR-2013
<b>Prepared by</b>	Natalie McGill Senior Finance Officer
<b>Supervised by</b>	Phil Garoni Finance Manager
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. List of Payments April 2023

## 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 ending 30 April 2023.

## 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 List of Accounts paid for the period 1 April to 30 April 2023, 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 are itemised lists 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 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

All expenditure is incurred by authorised officers and made in accordance with the adopted Annual Budget.

All amounts quoted in this report are inclusive of GST.

## STRATEGIC IMPLICATIONS

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

*5.1 Strengthen organisational accountability and transparency*

*5.2 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)
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

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

## SITE INSPECTION

N/A

**COMMENT**

Payments for the period include the following significant items.

Payee	Particulars	Amount (GST inc)
JACKSON MCDONALD BARRISTERS & SOLICITORS	LEGAL ADVICE EAST FREMANTLE OVAL 28/02/23 - 30/03/23/	\$19,061.45
RESOURCE RECOVERY GROUP	QUARTERLY MEMBERSHIP CONTRIBUTIONS & RRRC OVERHEADS FOR MARCH 23	\$21,812.56
CITY OF FREMANTLE	SECOND INSTALMENT - RESIDENT UTILISATION OF FREMANTLE RECYCLING CENTRE	\$43,502.00
RESOURCE RECOVERY GROUP	WASTE & RECYCLING FEES MARCH 23	\$44,072.31
VEOLIA RECYCLING & RECOVERY	WASTE & RECYCLING FEES MARCH 23	\$76,582.49
COOPER & OXLEY GROUP PTY LTD – RETENTION	RFT03-2021/22 EF OVAL REDEVELOPMENT PRINCIPAL CONTRACTOR -RETENTION AMOUNT 2.5% OF CONTRACT VALUE - CERTIFICATE 4	\$134,664.66
COOPER & OXLEY GROUP PTY LTD -GENERAL	RFT08-2021/22 EF OVAL REDEVELOPMENT PRINCIPAL CONTRACTOR - CERTIFICATE 4	\$1,211,981.96

**CONCLUSION**

Nil

**14.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Resolution 051605**

**OFFICER RECOMMENDATION:**

**Moved Cr Wilson, seconded Cr Natale**

**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 30 April 2023.**

April 2023		
Voucher No.	Account	Amount
5373	Municipal (Cheques)	\$184.15
EFT	Municipal (EFT)	\$1,860,582.13
Payroll	Municipal (EFT)	\$224,016.09
	Municipal (Direct Debit August 2022)	\$3,610.09
	Credit Card (August 2022)	\$ 4,493.67
	<b>Total Payments</b>	<b>\$2,092,886.13</b>

(CARRIED UNANIMOUSLY)

**REPORT ATTACHMENTS**

Attachments start on the next page

**TOWN OF EAST FREMANTLE**  
List of Accounts paid by the Chief Executive for April 2023 submitted for the information of the Council Meeting to be held on Tuesday 16 May 2023

Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
5373	27/04/2023	TOWN OF EAST FREMANTLE -PAY CASH	CHSP PETTY CASH RECOUP 24/03/23	184.15	184.15
			CHEQUE TOTAL	\$ 184.15	\$ 184.15
EFTS		Supplier	Description	Inv Amount	EFT
EFT35118	05/04/2023	MAYOR O'NEILL	SITTING FEES , ICT ALLOWANCE & MAYORAL ALLOWANCE - MARCH 23	4796.67	4796.67
EFT35119	05/04/2023	CR. COLLINSON	SITTING FEES & ICT ALLOWANCE - MARCH 23	1609.17	1609.17
EFT35120	05/04/2023	CR. NARDI	SITTING FEES & ICT ALLOWANCE - MARCH 23	1609.17	1609.17
EFT35121	05/04/2023	CR. MCPHAIL	SITTING FEES & ICT ALLOWANCE - MARCH 23	1609.17	1609.17
EFT35122	05/04/2023	CR. WHITE	SITTING FEES & ICT ALLOWANCE - MARCH 23	1609.17	1609.17
EFT35123	05/04/2023	CR. NATALE	SITTING FEES , ICT ALLOWANCE & DEPUTY MAYOR ALLOWANCE - MARCH 23	2204.17	2204.17
EFT35124	05/04/2023	CR. DONOVAN	SITTING FEES & ICT ALLOWANCE - MARCH 23	1609.17	1609.17
EFT35125	05/04/2023	CR. WILSON	SITTING FEES & ICT ALLOWANCE - MARCH 23	1609.17	1609.17
EFT35126	05/04/2023	CR. MASCARO	SITTING FEES & ICT ALLOWANCE - MARCH 23	1609.17	1609.17
EFT35127	13/04/2023	GREAT AUSSIE PATIOS	INFRASTRUCTURE BOND REFUND	1500	1500
EFT35128	13/04/2023	G PUGLISI	INFRASTRUCTURE BOND REFUND	1500	1500
EFT35129	13/04/2023	T SIMMONS	MOORING PEN BOND REFUND	2375	2375
EFT35130	13/04/2023	K LITTLE	INFRASTRUCTURE BOND REFUND	3000	3000
EFT35131	13/04/2023	C GODWIN	INFRASTRUCTURE BOND REFUND	5000	5000
EFT35132	13/04/2023	HOWELL BUILDERS	INFRASTRUCTURE BOND REFUND	3000	3000
EFT35133	13/04/2023	C SARAGONI	INFRASTRUCTURE BOND REFUND	1500	1500
EFT35134	13/04/2023	WA PLANNING COMMISSION	INFRASTRUCTURE BOND REFUND	5000	5000
EFT35135	13/04/2023	SOUTH STAR DEVELOPMENTS PTY LTD	INFRASTRUCTURE BOND REFUND	3000	3000
EFT35136	13/04/2023	TRU-LINE CONSTRUCTION PTY LTD	INFRASTRUCTURE BOND REFUND	2000	2000
EFT35137	13/04/2023	L WARNER-GILLON	INFRASTRUCTURE BOND REFUND	3000	3000
EFT35138	13/04/2023	A MESSERCOLA	INFRASTRUCTURE BOND REFUND	1500	1500
EFT35139	13/04/2023	D & T MONUMENT	INFRASTRUCTURE BOND REFUND	5000	5000
EFT35140	14/04/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS APRIL 23	439.99	439.99
EFT35141	14/04/2023	CONSTRUCTION TRAINING FUND	BCITF - NOVEMBER 2022	785.75	785.75
EFT35142	14/04/2023	BUNNINGS BLDG SUPPLIES LTD	VARIOUS HARDWARE, RETIC PARTS & SEEDS	188.26	
			EVERLASTING FLOWER SEEDS FOR VERGES	141.9	330.16
EFT35143	14/04/2023	BOORAGOON TYRE SERVICE	FORD FOCUS SEDAN- TYRE REPLACEMENT AND RIM REPAIR	249	249
EFT35144	14/04/2023	BOC LIMITED	CONTAINER SERVICE - MARCH 2023	23.94	23.94
EFT35145	14/04/2023	CITY OF COCKBURN	TIP FEES - MARCH 2023	975	975
EFT35146	14/04/2023	EAST FREMANTLE FOOTBALL CLUB	COUNCIL RESOLUTION 071810 - COMPENSATION PAYABLE AS PER FUNDING AGREEMENT - REIMBURSEMENT OF ACTUAL COSTS - APRIL 23	4033.33	
			COUNCIL RESOLUTION 071810 - COMPENSATION PAYABLE AS PER FUNDING AGREEMENT - REIMBURSEMENT OF LOSS OF REVENUE - APRIL 23	10266.66	14299.99
EFT35147	14/04/2023	FREMANTLE HERALD	ADVERTISING - WA TREE FESTIVAL - HALF PAGE - 08/04/23	605	605
EFT35148	14/04/2023	IT VISION	ALTUS PAYROLL PROCESSING AND GENERATION OF USUAL PAYROLL REPORTS - 08/03/23	1386	1386
EFT35149	14/04/2023	S LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 27/03/23	15	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 03/04/23	15	30
EFT35150	14/04/2023	WATER CORPORATION	WATER USE AND SERVICE CHARGES VARIOUS LOCATIONS	5128.11	5128.11
EFT35151	14/04/2023	SYNERGY	POWER SUPPLY OF STREET LIGHTS 25/0/2023 - 24/03/2023	11179.79	11179.79
EFT35152	14/04/2023	JONATHAN EPPS	ARBORIST INSPECTION & REPORTS - VARIOUS LOCATIONS	1880	1880
EFT35153	14/04/2023	KOOL LINE ELECTRICAL & REFRIGERATION	DISCONNECT POWER FOR ASBESTOS REMOVAL 22/02/23	379.5	379.5
EFT35154	14/04/2023	RESOURCE RECOVERY GROUP (SMRC)	GATE FEES - DISPOSAL (FOGO) - MARCH 23	20298.1	
			GATE FEES - WASTE DISPOSAL (GENERAL WASTE) - DIVERSIONS TO SUEZ	16291.33	
			MRF GATE FEES - WASTE DISPOSAL (RECYCLING) - MARCH 23	7422.88	
			GATE FEES - DISPOSAL (GREEN WASTE) - TRAILER PASS MARCH 23	60	44072.31
EFT35155	14/04/2023	SATELLITE SECURITY SERVICES	DEPOT - BUILDING ALARM AUDIT TRAIL LOG FOR MARCH 2023	55	55
EFT35156	14/04/2023	NUMERO UNO CATERING	CATERING SERVICES - 2022/23 - 15 & 21 FEB, 1, 14 & 21 March 23	2380	2380
EFT35157	14/04/2023	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES DEPOT - 02/03/23	4.5	
			WOOLWORTHS PURCHASES ADMIN - 07/03/23	78.7	
			WOOLWORTHS PURCHASES ADMIN - 08/03/23	38.45	
			WOOLWORTHS PURCHASES DEPOT - 08/03/23	34.6	
			WOOLWORTHS PURCHASES DEPOT - 15/03/23	13.5	
			WOOLWORTHS PURCHASES ADMIN - 15/03/23	27.8	
			WOOLWORTHS PURCHASES ADMIN - 18/03/23	42	
			WOOLWORTHS PURCHASES ADMIN - 20/03/23	238.42	
			WOOLWORTHS PURCHASES ADMIN - 21/03/23	94.53	
			WOOLWORTHS PURCHASES DEPOT - 23/03/23	18.3	
			WOOLWORTHS PURCHASES ADMIN - 24/03/23	40	
			WOOLWORTHS PURCHASES ADMIN - 28/03/23	45	
			WOOLWORTHS PURCHASES DEPOT - 29/03/23	13.5	689.3
EFT35158	14/04/2023	CITY OF SOUTH PERTH	IMPOUND FEES FOR ANIMAL CARE FACILITY - FEBRUARY 2023	77	77
EFT35159	14/04/2023	LANDSCAPE YARD O'CONNOR	ROAD BASE FOR BOWLS CLUB CROSSEVER	214	214
EFT35160	14/04/2023	SUNNY SIGN COMPANY PTY LTD	STREET SIGN BRACKETS	118.25	118.25
EFT35161	14/04/2023	FOCUS NETWORKS	MANAGED ICT SERVICES : MANAGED PROACTIVE SERVICE (IT SUPPORT) MARCH 22	6723.2	6723.2
EFT35162	14/04/2023	ACCESSIBLE TRANSIT SPECIALISTS	VEHICLE MAINTENANCE - SERVICE IN BUILT STEP TOYOTA HIACE	132	132
EFT35163	14/04/2023	PLANNING INSTITUTE OF AUSTRALIA LIMITED	1 X STAFF REGISTRATION FOR SEMINAR 11/05/23	335	
			1 X STAFF REGISTRATION FOR PIA NATIONAL CONGRESS 24-26 MAY 2023	2365	2700
EFT35164	14/04/2023	ENVIRO SWEEP	STREET SWEEPING - MARCH 2023 (INC FUEL SURCHARGE)	4794.86	4794.86
EFT35165	14/04/2023	THE WORKWEAR GROUP	STAFF UNIFORMS	220	220
EFT35166	14/04/2023	J MAY	REIMBURSEMENT OF COSTS OF CATERING ITEMS 28/03/23	66.52	66.52
EFT35167	14/04/2023	SNAP PRINTING	SEED PACKET LABELS	221.9	
			A-FRAME INSERTS - WA TREE FESTIVAL & FREO CUBE-OFF	1002.65	1224.55
EFT35168	14/04/2023	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE & COMMUNICATION COSTS, COMPREHENSIVE MAINTENANCE AND PARTS - MARCH 2023	165	
			PAYABLE CREDIT CARD TRANSACTIONSVIA TILL PER MONTH - MARCH 2023	342.94	507.94
EFT35169	14/04/2023	STATE WIDE TURF SERVICES	CARRY OUT VERTI DRAIN, APPLY WETTA SOIL AND FERTILISER -HENRY JEFFERY OVAL	2899.05	

			CARRY OUT VERTI DRAIN AND APPLY WETTA SOIL AND FERTILISER - PRESTON POINT RESERVE	2899.05	5798.1
			FOGO - GREEN BINS - RESIDENTIAL - MARCH 2023		
EFT35170	14/04/2023	VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	FOGO - GREEN BINS - RESIDENTIAL & PRIORITY, GENERAL WASTE - RED BINS - RESIDENTIAL & PRIORITY, PARKS & RESERVES, STREET LITTER BINS, YELLOW BINS - RESIDENTIAL & PRIORITY SERVICES, STREET LITTER BINS, GENERAL WASTE - RED BINS - COMMERCIAL RECYCLING - YELLOW BINS - COMMERCIAL, 48-50 ALEXANDRA ROAD - FEB 2023	34905.53	
			FOGO GREEN BINS RESIDENTIAL & PRIORITY SERVICES CORRECTION	3.39	
			GENERAL WASTE REMOVAL - 46 EAST STREET - MARCH 23	874.1	
			FOGO - GREEN BINS - RESIDENTIAL & PRIORITY SERVICES, GENERAL WASTE - RED BINS - RESIDENTIAL, PRIORITY SERVICES, PARKS & RESERVES, STREET LITTER BINS, RECYCLING - YELLOW BINS - RESIDENTIAL, PRIORITY SERVICES & STREET LITTER BINS, GENERAL WASTE - RED BINS - COMMERCIAL, RECYCLING - YELLOW BINS - COMMERCIAL & 50 ALEXANDRA ROAD WASTE - MARCH 2023	40798.64	
			FOGO GREEN BINDS RESIDENTIAL & PRIORITY SERICES CORRECTION	0.83	76582.49
EFT35171	14/04/2023	WINC	40 REAMS a4 COPY PAPER & OFFICE STATIONERIES ORDERED ON 13.03.2023	451.7	
			OFFICE STATIONERIES ORDERED ON 16.03.2023	4.46	
			OFFICE STATIONERIES ORDERED ON 16.03.2023	112.63	
			OFFICE STATIONERIES ORDERED ON 16.03.2023	247.46	816.25
EFT35172	14/04/2023	GO2CUP	GO2CUPS FOR EF OVAL PHOTO OPPORTUNITY WITH MINISTER/LOTTERYWEST GRANT PRESENTATION 1/3/23	50.6	50.6
EFT35173	14/04/2023	H DICKSON	CHSP VOLUNTEER MEAL REIMBURSEMENT 31/03/23	15	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 05/04/23	15	30
EFT35174	14/04/2023	A ONAMADE	PERFORMANCE AT CITIZENSHIP CEREMONY 28/03/2023	350	350
EFT35175	14/04/2023	PTC IRRIGATION	REINSTATE IRRIGATION AT EJ CHAPMAN RESERVE	1980	
			SURVEY BORE METERS	352	2332
EFT35176	14/04/2023	FRESH PROVISIONS BICTON	HACC CONSUMABLES 14/02/23	68.92	
			HACC CONSUMABLES 07/03/22	66.94	
			ADMIN CONSUMABLES 04/02/23	184	
			HACC CONSUMABLES 14/03/23	104.06	
			HACC CONSUMABLES 28/03/23	125.84	549.76
EFT35177	14/04/2023	INSPIRED DEVELOPMENT SOLUTIONS	PROFESSIONAL FEES -3 X EXECUTIVE COACHING SESSIONS	1320	1320
EFT35178	14/04/2023	KYOCERA DOCUMENT SOLUTIONS	PRINTING COSTS MARCH 2023	184.06	184.06
EFT35179	14/04/2023	PAATSCH CONSULTING PTY LTD	VARIATION 1 (RFT01-2020/21) EAST FREMANTLE OVAL PROJECT ADDITIONAL HOURS FOR S DART FOR MARCH 23	6679.69	6679.69
EFT35180	14/04/2023	M2M ONE PTY LTD	TOWN HALL LIFT EMERGENCY SIM CARD APRIL 23	18.7	18.7
EFT35181	14/04/2023	TPG NETWORK PTY LTD	INTERNET CHARGES MARCH 23	1920.6	1920.6
EFT35182	14/04/2023	PROTEC ASPHALT	HMAS CARPARK WORKS - REMOVAL OF EXISTING MATERIAL, ROAD BASE INSTALLATION & SUPPLY & LAY BLACK ASPHALT (40MM)	1611.5	
			OLD POLICE STATION - CARPARK ASPHALT - REMOVE & CUT EXISTING EDGE TO CREATE TIE-IN, SUPPLY & LAY BLACK ASPHALT 30MM	9438	
			FLETCHER ST - REMOVE & CUT EXISTING CONCRETE CROSSOVER 8m2, SUPPLY & LAY BLACK ASPHALT - 1 TONNE	671	11720.5
EFT35183	14/04/2023	SMART OFFICE SYSTEMS	PROFESSIONAL SERVICE AGREEMENT - FEBRUARY 23	1402.5	1402.5
EFT35184	14/04/2023	M LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 27/03/23	15	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 03/04/23	15	30
EFT35185	14/04/2023	J ENGLAND	CHSP VOLUNTEER MEAL REIMBURSEMENT 23/03/23	15	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 30/03/23	15	30
EFT35186	14/04/2023	ALL FENCE U RENT PTY LTD	WAUHOP OVAL - TEMPORARY SECURITY FENCING HIRE 15/02/23 - 15/03/23	1245.75	
			WAUHOP OVAL - TEMPORARY SECURITY FENCING HIRE 15/03/23 - 15/04/23	1245.75	2491.5
EFT35187	14/04/2023	WRIGHTWAY ROAD TRAINING PTY LTD	ADDITIONAL TRAINING FOR OPS STAFF MEMBER FOR MR LICENCE	260	260
EFT35188	14/04/2023	PHOENIX CONTAINERS PTY LTD	SOCCER CLUB SEA CONTAINER HIRE APRIL 23	140.25	140.25
EFT35189	14/04/2023	WDJ PEST CONTROL	ANNUAL PEST CONTROL 2023 -VARIOUS COUNCIL PROPERTIES	3610.51	
			PEST CONTROL TERMITE TREATMENT - EFYC SCARP	550	4160.51
EFT35190	14/04/2023	LOVEGROVE TURF SERVICES	SUPPLY AND LAY 150 SQ M TO NORTHERN GOAL AREA ON LOWER WAUHOP	5455	5455
EFT35191	14/04/2023	A CONNELL	CHSP CLIENT ACTIVITY MOVEMENT TO MUSIC- 14TH & 28TH MARCH	120	120
EFT35192	14/04/2023	BROWNES DAIRY	MILK DELIVERY 03/04/23	11.34	11.34
EFT35193	14/04/2023	COOPER & OXLEY GROUP PTY LTD - RETENTION	RFT03-2021/22 EF OVAL REDEVELOPMENT PRINCIPAL CONTRACTOR - RETENTION AMOUNT 2.5% OF CONTRACT VALUE - CERTIFICATE 4	134664.66	134664.66
EFT35194	14/04/2023	COOPER & OXLEY GROUP PTY LTD - GENERAL	RFT08-2021/22 EF OVAL REDEVELOPMENT PRINCIPAL CONTRACTOR - CERTIFICATE 4	1211981.96	1211981.96
EFT35195	14/04/2023	PEACEFUL EARTH WELLBEING	CHSP ACTIVITY- WU TAO DANCE - 07/03/2023	50	
			CHSP ACTIVITY- WU TAO DANCE - 04/04/2023	50	100
EFT35196	14/04/2023	BRAJKOVICH DEMOLITION & SALVAGE	ASBESTOS PIPE REMOVAL FROM BUND STORAGE AREA	1080	
			ASBESTOS REMOVAL - WAUHOP CHANGE ROOMS	9800	10880
EFT35197	14/04/2023	SITE ENVIRONMENTAL AND REMEDIATION SERVICES (WA) PTY LTD	WAUHOP CHANGEROOMS - ASBESTOS REMOVAL CLEARANCE CERTIFICATE	330	330
EFT35198	14/04/2023	THE BLACK TRUFFLE COMPANY	CATERING 09/03/2023	185	
			CATERING 22/03/2023	110	
			CATERING 21/3/23 AND 22/3/2023	296.5	591.5
EFT35199	14/04/2023	PIPELINE IRRIGATION	RETICULATION MODIFICATIONS DUE TO CANNING HIGHWAY FOOTPATH WORKS	1375	1375
EFT35200	14/04/2023	LG BEST PRACTICES PTY LTD	ACCOUNTS PAYABLE ASSISTANCE 27,28 & 31/03/23	1485	1485
EFT35201	14/04/2023	I AUJOLET	RATES REFUND	2500	2500
EFT35202	14/04/2023	T SIMMONS	PARTIAL REFUND OF MOORING PEN FEES - 14/03/23 - 30/06/23 - PEN LEASE CANCELLED	410.95	410.95
EFT35203	14/04/2023	ILLION TENDERLINK	ILLION TENDERLINK E-PROCUREMENT PORTAL ANNUAL LICENSING 13/03/23 - 13/03/24	2750	2750
EFT35204	14/04/2023	EDISON PROPERTY	RATES REFUND	2745.15	2745.15
EFT35205	14/04/2023	J WILKINSON	RATES REFUND	2847.36	2847.36



EFT35206	14/04/2023	C GEAR	REFUND OF OVERPAYMENT OF PARKING FEE - LEEUWIN LAUNCHING RAMP CAR PARK	72	72
EFT35207	14/04/2023	ME & JM DEEKS	RATES REFUND	4063.5	4063.5
EFT35208	14/04/2023	H LEE	RATES REFUND	2213.35	2213.35
EFT35209	20/04/2023	IT VISION	SYNERGYSOFT RECORDS HEALTH CHECK	4158	4158
EFT35210	20/04/2023	S LIMBERT	CHSP MEAL REIMBURSEMENT 17/04/23	15	15
EFT35211	20/04/2023	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE USE 22/02/23 - 21/03/23	199.98	199.98
EFT35212	20/04/2023	TELSTRA LIMITED	MOTHLY DATA FEES FOR OPS, RANGERS TABLETS AND PHONES, RETIC AND VMS TRAILER TO 04/02/23	742	742
EFT35213	20/04/2023	KOOL LINE ELECTRICAL & REFRIGERATION	CAMP WALLER BUILDING MAINTENANE - DISUPUTED INVOICE NOW AUTHORISED FOR PAYMENT	2745	2745
EFT35214	20/04/2023	FOCUS NETWORKS	OFFICE 365 E3 LICENCES - TWO CONTRACT FINANCE STAFF	60.79	
			MANAGED ICT SERVICES- MANAGED FIREWALL, ANTI-VIRUS, MICROSTF LICENSING - APRIL 23	9122.81	9183.6
EFT35215	20/04/2023	THE TURBAN INDIAN RESTURANT	CATERING FOR EF OVAL DIVIDEND MEETING 12/04/23	380.6	380.6
EFT35216	20/04/2023	S DANGEN	REIMBURSEMENT OF COST OF PASSENGER TRANSPORT DRIVER AUTHORISATION RENEWAL 12/04/23	94	94
EFT35217	20/04/2023	H DICKSON	CHSP VOLUNTEER MEAL REIMBURSEMENT 12/04/23	15	
			CHSP MEAL REIMBURSEMENT 14/04/23	15	
			CHSP MEAL REIMBURSEMENT 19/04/23	15	45
EFT35218	20/04/2023	GRACE RECORDS MANAGEMENT (AUSTRALIA)	SCAN ON DEMAND SERVICES FOR REG SERVICES - MARCH 23	741.18	
			STANDING ORDER FOR FILE RETRIEVAL FROM STORAGE 01/04/23 - 30/04/23	296.98	1038.16
EFT35219	20/04/2023	PAATSCH CONSULTING PTY LTD	CLIENT LEAD CONSULTING SERVICES FOR EF OVAL - BALANCE OF INVOICE NOT ALREADY PAID	13867.97	13867.97
EFT35220	20/04/2023	M LIMBERT	CHSP MEAL REIMBURSEMENT 17/04/23	15	15
EFT35221	20/04/2023	K MCDONALD	CHSP MEAL REIMBURSEMENT 13/04/23	15	15
EFT35222	20/04/2023	T ABELHA	CHSP MEAL REIMBURSEMENT 12/04/23	10	
			CHSP MEAL REIMBURSEMENT 19/04/23	15	25
EFT35223	20/04/2023	SPORTENG	RFQ05-2021/22 EAST FREMANTLE OVAL REDEVELOPMENT - FIELD OF PLAY CONSULTANCY TO 28/03/23	1633.5	1633.5
EFT35224	20/04/2023	JACKSON MCDONALD BARRISTERS & SOLICITORS	LEGAL ADVICE EAST FREMANTLE OVAL (CONSTRUCTION, MANAGEMENT AGREEMENT & LEASES/LICENCES & SUBLEASES) - 28/02/23 - 30/03/23/	19061.45	19061.45
EFT35225	20/04/2023	NDY MANAGEMENT PTY LIMITED T/A NORMAN DISNEY & YOUNG	RFQ13-2021/22 EF OVAL REDEVELOPMENT - MECHANICAL ENGINEERING SERVICES - PHASE 6 - CONSTRUCTION & COMMISSINING & FIT OUT - 10%	933.63	
			RFQ14-2021/22 EAST FREMANTLE OVAL REDEVELOPMENT - ELECTRICAL ENGINEERING SERVICES - PHASE 6 - CONSTRUCTION & COMMSIONING & FIT OUT AND CA01 - BUILDING SERVICES	10838.54	
			RFQ15-2021/22 EAST FREMANTLE OVAL REDEVELOPMENT - HYDRAULIC ENGINEERING SERVICES - PHASE 6 - CONSTURCTION & COMMISSIONING & FIT OUT	1600.5	13372.67
EFT35226	20/04/2023	R TETI	REIMBURSEMENT OF COSTS OF CHSP OUTING 19/04/23	384	384
EFT35227	20/04/2023	AIMI MEDICAL AUSTRALIA PTY LTD	RFQ23 EAST FREMANTLE OVAL REDEVELOPMENT FF&E CONSULTANCY SERVICES - REVIEW FF&E MASTER LIST	6792.5	6792.5
EFT35228	20/04/2023	SCOUTTA PTY LTD T/A VIAJE STRATEGIC	INTERIM AUDIT FINANCIAL AUDIT (CONDUCTED BY OAG) REVIEW PERIOD JULY 22 TO FEB 23 ASSISTANCE FOR MARCH - 03/04/23 - 14/04/23	5811.3	5811.3
EFT35229	20/04/2023	P TSEN	CHSP MEAL REIMBURSEMENT 31/03/23	13	
			CHSP MEAL REIMBURSEMENT 05/04/23	15	28
EFT35230	20/04/2023	PEACEFUL EARTH WELLBEING	CHSP CLIENT ACTIVITY - WU TAO DANCE - 18/04/23	50	50
EFT35231	20/04/2023	LG BEST PRACTICES PTY LTD	PAYROLL SERVICES - 28-29.3.2023	495	495
EFT35232	20/04/2023	TOP NOTCH AUTOMOTIVE	REPLACEMENT OF PARTS - CATALYTIC COVERTER / EXHAUST / SENSORS REPAIRS - TOYOTA HIACE	3200.61	3200.61
EFT35233	20/04/2023	C REES	REFUND OF RESERVE HIRE FEES FOR GLASSON PARK 16/04/23	162.58	162.58
EFT35234	20/04/2023	AMPOL AUSTRALIA PETROLEUM	FUEL USE 01/03/23 - 31/03/23	5411.68	5411.68
EFT35235	26/04/2023	AUSTRALIA POST	POSTAGE CHARGES MARCH 2023	2422.73	2422.73
EFT35236	26/04/2023	APACE AID (INC)	WA TREE FESTIVAL - WATERWISE VERGE WORKSHOP 18/04/23	957	957
EFT35237	26/04/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS APRIL 23	439.99	439.99
EFT35238	26/04/2023	CITY OF FREMANTLE	SECOND INSTALMENT - RESIDENT UTILISATION OF FREMANTLE RECYCING CENTRE	43502	43502
EFT35239	26/04/2023	FREMANTLE HERALD	ADVERTISING - REGULATORY SERVICES - 25/03/23	333.15	
			HALF PAGE TOWN FEATURE ADVERTISING PAGE 7 -25/03/23	605	
			HALF PAGE TOWN FEATURE ADVERTISING PAGE 7 -22/04/23	605	1543.15
EFT35240	26/04/2023	TELSTRA LIMITED	DEPOT MOBILE BACKUP 04/04/23 - 03/05/23	38	
			MONTHLY DATA FEES FOR OPERATIONS.RANGERS TABLETS AND PHONES, RETIC AND VMS TRAILER 22-23 TO 03/04/23. EQUIPMENT BILLING 04/04/23 - 03/05/23.	952	
			SUMPTON GREEN PHONES TO 07/04/23	94.67	1084.67
EFT35241	26/04/2023	SYNERGY	POWER SUPPLY TOWN HALL - 21/03/23 - 31/03/23	860.06	860.06
EFT35242	26/04/2023	RESOURCE RECOVERY GROUP (SMRC)	RRRC OVERHEADS & WCF FIXED COSTS MONTHLY CONTRIBUTION FOR MARCH 2023	13643.96	
			MEMBERSHIP CONTRIBUTIONS TOWARDS OPERATING EXPENSES QUARTER 4 - APRIL TO JUNE	8168.6	21812.56
EFT35243	26/04/2023	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BSL COLLECTED MARCH 23	996.09	996.09
EFT35244	26/04/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	1 X STAFF REGISTRATION FOR INUCTION TO LOCAL GOVERNMENT WORKSHOP 12/06/23	360	360
EFT35245	26/04/2023	KENNARDS HIRE	COMPACTOR HIRE FOR BOWLS AREA - 17/04/23	230.4	230.4
EFT35246	26/04/2023	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES DEPOT 29/03/23	13.5	
			WOOLWORTHS PURCHASES ADMIN 04/04/23	19	
			WOOLWORTHS PURCHASES DEPOT - 04/04/23	35.25	
			WOOLWORTHS PURCHASES DEPOT - 06/04/23	111.6	
			WOOLWORTHS PURCHASES DEPOT -11/04/23	9	
			WOOLWORTHS PURCHASES ADMIN -12/04/23	56	
			WOOLWORTHS PURCHASES CHSP -18/04/23.	100.05	
			WOOLWORTHS PURCHASES DEPOT- 18/04/23	9	353.4
EFT35247	26/04/2023	DAVID GRAY & CO. PTY LTD	SPARE BIN LIDS - 20X 240L FOR FOGO	259.6	
			RAT BAIT X 2	283.8	543.4

EFT35248	26/04/2023	LANDSCAPE YARD O'CONNOR	3 X BUCKETS OF SOIL CONDITIONER	114	
			MATERIAL FOR BASE OF BOWING CLUB UNDERCOVER AREA - CRUSHED LIMESTONE	957.6	
			MATERIAL FOR FOOTPATH WORKS - ROAD BASE	99	1170.6
EFT35249	26/04/2023	D.J. PALMER (WA) PTY LTD	WORKS EQUIPMENT - STEEL POST DRIVER	31.9	31.9
EFT35250	26/04/2023	DEPARTMENT OF TRANSPORT	MONTHLY VEHICLE SEARCH FEES - MARCH 23	344.4	344.4
EFT35251	26/04/2023	FOCUS NETWORKS	FOC - DNS HOSTING WITH DMARC MONITORING 2YR - QU-6821G	66	66
EFT35252	26/04/2023	THE TURBAN INDIAN RESTURANT	CATERING FOR METING - 30/11/22 - NOT PREVIOUSLY PAID	386.3	
			CATERING FOR MEETING 28/03/23	372.1	758.4
EFT35253	26/04/2023	PROMPT GLASS	BUS SHELTER 10277 GLASS REPLACEMENT - CANNING HIGHWAY	480	480
EFT35254	26/04/2023	LINXIO (READY TRACK PTY LTD)	GPS VEHICLE TRACKING - APRIL 2023	145.2	145.2
EFT35255	26/04/2023	SHRED-X PTY LTD	240L SECURITY BIN EXCHANGE FOR TOWN HALL AND DEPOT - 13/03/23	22.13	22.13
EFT35256	26/04/2023	THE FRUIT BOX GROUP	FRUIT BOX DELIVERY - TOWN HALL AND DEPOT MARCH 23	296.4	296.4
EFT35257	26/04/2023	JAKO INDUSTRIES PTY LTD	TOWN HALL - AIRCONDITIONING MAINTENANCE SERVICE AGREEMENT 2022/23 - VISIT 4 - 12/04/23	846.45	846.45
EFT35258	26/04/2023	PAPERSCOUT	MARCH 2023 TALK OF THE TOWN - ADDITIONAL AUSTRALIA POST BOOKING CHARGE	231	
			DESIGN (BASED ON COPY, LAYOUT AND IMAGES SUPPLIED), PRINT AND DISTRIBUTE MARCH 2023 EDITION OF TALK OF THE TOWN	2629	
			DESIGN HALF PAGE PRESS AD FOR MARCH 2023 USING EXISTING TEMPLATE, SUPPLIED COPY, IMAGES AND LAYOUT	385	
			DESIGN, PRODUCE AND SUPPLY HALF PAGE PRESS AD FOR APRIL, BASED ON EXISTING TEMPLATE - INCLUDES 2 ROUNDS OF CLIENT AMENDMENTS - AS PER ORIGINAL QUOTE (UNTIL TEMPLATE ALTERS).	385	3630
EFT35259	26/04/2023	GRILLEX PTY LTD	JOHN TONKIN - REPLACEMENT DRINKING FOUNTAIN BUBBLER - STAINLESS STEEL DESIGN	305.8	305.8
EFT35260	26/04/2023	K MCDONALD	CHSP VOLUTEER MEAL REIMBURSEMENT 20/04/23	15	15
EFT35261	26/04/2023	J CLARKE	CHSP VOLUTEER MEAL REIMBURSEMENT 05/04/23	15	
			CHSP VOLUTEER MEAL REIMBURSEMENT 12/04/23	15	
			CHSP VOLUTEER MEAL REIMBURSEMENT 19/04/23	15	45
EFT35262	26/04/2023	T ABELHA	CHSP VOLUNTEER MEAL REIMBURSEMENT 21/04/23	15	15
EFT35263	26/04/2023	IRONBARK SUSTAINABILITY PTY LTD	RFQ03 - CLIMATE EMERGENCY STRATEGY - IRONBARK - MILESTONE 3 FINAL CLIMATE EMERGENCY ACTION PLAN	11518.1	11518.1
EFT35264	26/04/2023	LEMON LIGHT PRODUCTIONS	PHOTOGRAPHY - FREQ CUBE-OFF	700	
			PHOTOGRAPHY - YOGA UNDER THE TREES	300	1000
EFT35265	26/04/2023	CALL ASSOCIATES PTY LTD T/A CONNECT CALL CENTRE SERVICES	SERVICE AGREEMENT FOR AFTER HOURS CALL CENTRE SERVICES - MARCH 23	346.39	346.39
EFT35266	26/04/2023	FORTH CONSULTING PTY LTD	RFQ16-2021/22 EAST FTLE OVAL REDEVELOPMENT CIVIL ENGINEERING - MARCH 23	2200	
			RFQ19 STRUCTURAL ENGINEERING SERVICES - EAST FREMANTLE OVAL REDEVELOPMENT - MARCH 23	2200	4400
EFT35267	26/04/2023	GO DOORS PTY LTD	DEPOT - ALLEN STREET GATE REPROGRAM	269.5	269.5
EFT35268	26/04/2023	PHOENIX CONTAINERS PTY LTD	HIRE OF SEA CONTAINER FOR BOWLING CLUB TEMP RELOCATION - 13/04 - 30/04	99	99
EFT35269	26/04/2023	A CONNELL	CHSP CLIENT ACTIVITY - MOVEMENT TO MUSIC 11/04/23	60	60
EFT35270	26/04/2023	BROWNES DAIRY	MILK DELIVERY 17/04/23	11.34	11.34
EFT35271	26/04/2023	SAFE T CARD AUSTRALIA PTY LTD	SAFE T CARD COMPANION ALARM X 2 - QU0574 - QUARTERLY MONITORING FEES APRIL - JUNE	310.2	310.2
EFT35272	26/04/2023	BRAJKOVICH DEMOLITION & SALVAGE (WA) PTY LTD	ASBESTOS REMOVAL - WAUHOP CHANGEROOMS- LESS AMT ALREAY PAID	1088	1088
EFT35273	26/04/2023	M&T CONSTRUCTION WA PTY LTD	EMERGENCY WORKS AND REPAIRS DUE TO STREET TREE ROOTS - 32 CLAYTON STREET	10502.8	10502.8
			EFT TOTAL	\$ 1,860,582.13	\$ 1,860,582.13
	Direct Debit - April 2023	Supplier	Description	Inv Amount	EFT
		CBA	INTEREST ADJUSTMENT	0.05	0.05
		CBA	MERCHANT FEE	692.08	692.08
		CBA	MERCHANT FEE	170.77	170.77
		CBA	REJECT RETURN FEE	2.5	2.5
		SUPERCHOICE PTY LTD	EMPLOYEE SUPERANNUATION -MARCH / APRIL 2023	82042.4	82042.4
		FLEETCARE	FLEETCARE PAYMENT	2324.79	2324.79
		AMEX	AMEX FEE	293.07	293.07
		TILL	TILL SIMPLEPAY FEE	689.62	689.62
		CBA	ACCOUNT SERVICE TRANSACTION FEES	15	15
		CBA	BPOINT TRANSACTION FEES	74.8	74.8
		CBA	BPAY TRANSACTION FEES	281.72	281.72
		CBA	COMMBIZ TRANSACTION FEES	46.09	46.09
		SHERIFF'S OFFICE PERTH	LODGEMENT FEES - 34 INFRINGEMENTS	\$ 3,564.00	\$ 3,564.00
			DIRECT DEBIT TOTAL	\$ 3,610.09	\$ 3,610.09
	Credit Cards - March	Supplier	Description	Inv Amount	EFT
		CREDIT CARD - NICK KING	STRATCO ONLINE WA	\$ 1,105.00	\$ 1,105.00
			DEEPARTMENT OF TRANSPORT	\$ 22.50	\$ 22.50
			THE GOOD GUYS O'CONNOR	\$ 960.00	\$ 960.00
			WILSON PARKING AUSTRALIA	\$ 6.58	\$ 6.58
			OFFICEWORKS	\$ 58.00	\$ 58.00
			THE KING OF SOLE	\$ 9.50	\$ 9.50
		CREDIT CARD - PETER KOCIAN	SP DAILY PUZZLES	\$ 111.45	\$ 111.45
			GILBERTS FRESH	\$ 185.87	\$ 185.87
			ALPERSTEIN DESIGNS	\$ 359.80	\$ 359.80
			MAILCHIMP	\$ 79.36	\$ 79.36
			BIG W ONLINE	\$ 518.00	\$ 518.00
			FRESH PROVISIONS BICTON	\$ 10.30	\$ 10.30
			PICOBELLO	\$ 48.00	\$ 48.00
			CALTEX MUNSTER	\$ 59.77	\$ 59.77
			OFFICEWORKS	\$ 330.00	\$ 330.00
			ZOOM	\$ 147.77	\$ 147.77
		CREDIT CARD - ANDREW MALONE	WOOLWORTHS PALMYRA	\$ 29.00	\$ 29.00
			FONGS CHINESE RESTURANT	\$ 227.50	\$ 227.50

		CREDIT CARD - JANINE MAY	MIKADO BICTON	\$	75.00	\$	75.00
			PALMYRA POST SHOP	\$	7.00	\$	7.00
		REGINA TETI	ANNUAL FEE	\$	36.67	\$	36.67
			PALMYRA POST SHOP	\$	36.00	\$	36.00
			BUNNINGS MELVILLE	\$	101.20	\$	101.20
			WOOLWORTHS MELVILLE	\$	25.00	\$	25.00
			BUNNINGS MELVILLE	-\$	58.60	-\$	58.60
		CREDIT CARD - GARY TUFFIN	CITY OF FREMANTLE	\$	3.00	\$	3.00
			DIRECT DEBIT TOTAL	\$	4,493.67	\$	4,493.67
			Description		NET PAY		EFT
			PAYROLL FORTNIGHT ENDING 04/04/23	\$	111,852.29	\$	111,852.29
			PAYROLL FORTNIGHT ENDING 18/04/23	\$	112,163.80	\$	112,163.80
			PAYROLL TOTALS	\$	224,016.09	\$	224,016.09
			GRAND TOTAL	\$	2,092,886.13	\$	2,092,886.13

## 14.3 EAST FREMANTLE OVAL - CLIENT LEAD

<b>Report Reference Number</b>	OCR-2008
<b>Prepared by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Simply Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

## PURPOSE

To give consideration to approving a contract variation (#2) for Client Lead service fees pertaining to the East Fremantle Oval Precinct Redevelopment.

## EXECUTIVE SUMMARY

The Town of East Fremantle issued a Request for Tender (RFT 01-2020/21) for the role of Client Lead for the East Fremantle Oval Precinct Redevelopment Project, as an open tender closing 19/04/21. The scope of this tender included:

- General project guidance and advice during design & construction
- Ongoing refinement of Business Plan
- Appointment of Project Manager – tender process, assessment & recommendation
- Develop Precinct Management Plan
- Commercial Tenant services.
- Funding procurement services

The Paatsch Group were appointed by Council as the Client Lead for the project. Paatsch Group has provided significant internal assistance to this project including value engineering the project, engagement and negotiations with stakeholders including all the clubs and progressing negotiations with Belgravia Leisure to a point where the Business Plan can be completed and presented to Council.

The initial term was based on an assumption that the project could be delivered within a 2 year period. However, due to the nature of the construction market (high escalation), a series of unforeseen events resulted in a number of project delays, including the execution of the original State funding (\$20 million), continued value engineering process to get the project within budget, a further request for financial assistance from the State Government (\$5million), and further ongoing value engineering, and conversion of Trade Package Allowances.

In light of the current CEO's resignation and the potential significant knowledge gaps which will result with a new CEO commencing at the Town, the Client Lead and Assistant Client Lead are considered critical project team members. The Client Lead and Assistant Client Lead will provide continuity in knowledge and service therefore significantly de-risking the project during this change management period. The Client Lead and Assistant Client Lead have extensive corporate project knowledge, and also bring important skill sets that would not otherwise exist within the Town's current workforce and are therefore considered significant resources to the Town.

It is recommended that Council accept the variation (#2) for Client Lead service fees pertaining to the East Fremantle Oval Precinct Redevelopment as per the Officers Recommendation.

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## BACKGROUND

The RFT was for a two-year period, commencing June 2021, the tendered fee has now been reached, which is supported by monthly timesheets.

The Paatsch Group were responsible for the development of the initial Project Business Plan and have provided invaluable project support for the following services:

1. Assisted with the overall project direction and management on behalf of the Town;
2. In conjunction with the Town manage the process for appointment of the Project Manager, Design Team and other key consultant appointments;
3. Client liaison and internal reporting;
4. Assisted with securing the State Government funding (\$20million and further \$5million);
5. In conjunction with the CEO develop and implement a Project Governance Framework and ensure adherence to the set-up, including working with, but not limited to:
  - Steering Committee Management;
  - Project Working Group (PWG) Management;
  - Project Reference Group Management; and
  - Project Partner and Stakeholder Management.
6. In conjunction with the Project Manager provided ongoing management and coordination of the Project Governance Framework;
7. Assist with the management of the design development and value engineering process;
8. Assist with the overall Project Delivery by being a first point of project contact for the Town;
9. Undertake commercial opportunity and partner assessment and implementation;
10. Refine the facility operational planning;
11. Assist with and participate in the construction procurement process, assessment and recommendation in conjunction with the Project Manager, and Town;
12. Review of design drawings to identify potential project savings
13. Provide general project reporting.

These services have been provided through the Client Lead (Brad Paatsch) and Assistant Client Lead (Stuart Dart – Local EF resident).

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## CONSULTATION

Requested variation from Paatsch Group

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## STATUTORY ENVIRONMENT

Delegation DA85 East Fremantle Oval Precinct Redevelopment Project provides:

<b>Objective of Delegation:</b>	To ensure the timely process for approval of project variations for the East Fremantle Oval Precinct Redevelopment Project (Only).
<b>Extent of Delegation:</b>	The authority to the CEO only for individual variations up to a maximum of \$50,000, subject to an aggregate project limit of \$500,000
<b>Conditions imposed:</b>	<ol style="list-style-type: none"><li>1. Project Variations up to \$50,000 must be reported to the Project Steering Committee.</li><li>2. Contract variations more than \$50,000 require Council's approval.</li><li>3. This authority is only valid for the delivery of the East Fremantle Oval Precinct</li></ol>



- Redevelopment Project.
4. Compliance with “General Standards of Delegation”

## POLICY IMPLICATIONS

N/A

## FINANCIAL IMPLICATIONS

The Paatsch Group were recommended for appointment as Client Lead for a total lump sum of \$267,500 (GST exclusive) for the two (2) year contract for a total value of \$267,500 plus GST

Variation #1 was issued November 2022 to provide up to an additional 384hrs @ for the Assistant Client Lead totaling \$36,000, plus GST.

All project hours by Paatsch are recorded on timesheets and submitted with monthly invoices.

As the Fee Structure is up to a maximum amount, should the services no longer be required, the contract will come to an end, with no further payments made against the remaining balance.

Project Budget as at 14 April 2023

### Funding Breakdown

Funder	Previous Funding	Current Funding
WA State Government (DLGSC)	\$ 25,000,000	\$ 25,000,000
Town of East Fremantle (Cash)	\$ 2,200,000	\$ 2,200,000
Town of East Fremantle (Loan)	\$ 4,800,000	\$ 4,800,000
AFL/WAFC (executed)	\$ 250,000	\$ 250,000
LotteryWest	\$ 970,000	\$ 1,345,000
City of Cockburn (confirmed)	\$ 100,000	\$ 0
EFBC (unconfirmed)	\$ 0	\$ 19,500
<b>TOTAL</b>	<b>\$ 33,320,000</b>	<b>\$ 33,614,500</b>

Item	Budget Approved	Forecast Final Cost
Main Construction Adjusted Contract Sum	\$ 28,134,273.00	\$ 29,260,789.57
Construction Contingency Allowance	\$ 1,714,560.00	\$ 448,770.43
Percent for Public Art	\$ 100,000.00	\$ 100,000.00
Loose Furniture and Equipment	\$ 400,000.00	\$ 450,000.00
EFFC Revenue Compensation	\$ 200,000.00	\$ 200,000.00
Professional Fees	\$ 3,000,000.00	\$ 3,155,000.00
VE Contingency	\$ 65,727.00	\$ -
<b>Total Project Cost :</b>	<b>\$ 33,614,560.00</b>	<b>\$ 33,614,560.00</b>
Additional Funding Required:	-	-
<b>Revised Total Project Budget :</b>	<b>\$ 33,614,560.00</b>	<b>\$ 33,614,560.00</b>

Professional fees

BUDGET ELEMENT	Company	BUDGET			COSTS				
		Original Budget	Budget Adjustments	Current Budget	Contract Sum	Approved Variations	Pending Variations	Forecast Costs	Total Forecast Cost
Professional Fees									
Architect	Carabiner	\$ 1,135,134	\$ (21,959)	\$ 1,113,175	\$ 1,113,175	\$ 131,106	\$ -	\$ -	\$ 1,244,281
Project Manager	Donald Cant Watts Corke	\$ 378,378	\$ (44,426)	\$ 333,952	\$ 333,952	\$ -	\$ -	\$ -	\$ 333,952
Client Representative	Paatsch Associates	\$ 300,000	\$ -	\$ 300,000	\$ 300,000	\$ -	\$ 20,000	\$ -	\$ 320,000
Quantity Surveyor	Donald Cant Watts Corke	\$ 126,126	\$ 69,174	\$ 195,300	\$ 195,300	\$ -	\$ -	\$ -	\$ 195,300
Mechanical Engineer	Norman Disney & Young	\$ 151,351	\$ (65,821)	\$ 85,530	\$ 85,530	\$ -	\$ 6,900	\$ -	\$ 92,430
Electrical Engineer	Norman Disney & Young	\$ 126,126	\$ (6,894)	\$ 119,232	\$ 119,232	\$ -	\$ 12,100	\$ -	\$ 131,332
Hydraulic Engineer	Norman Disney & Young	\$ 100,901	\$ (12,534)	\$ 88,367	\$ 88,367	\$ -	\$ 9,800	\$ -	\$ 98,167
Civil Engineer	Forth	\$ 88,288	\$ (22,613)	\$ 65,675	\$ 65,675	\$ 23,550	\$ 9,480	\$ -	\$ 98,705
Structural Engineer	Forth	\$ 163,964	\$ (14,464)	\$ 149,500	\$ 149,500	\$ -	\$ 16,825	\$ -	\$ 166,325
Sports Surfaces	SportEng	\$ 189,189	\$ (62,179)	\$ 127,010	\$ 127,010	\$ -	\$ -	\$ -	\$ 127,010
Art Coordinator	tbc	\$ 12,613	\$ 15,867	\$ 28,480	\$ 28,480	\$ -	\$ -	\$ -	\$ 28,480
Hospitality	Executive Compass	\$ 15,000	\$ -	\$ 15,000	\$ 10,000	\$ -	\$ -	\$ 5,000	\$ 15,000
FF&E Advisor	AIM	\$ 15,675	\$ -	\$ 15,675	\$ 15,675	\$ -	\$ -	\$ -	\$ 15,675
Geotech Engineer	Douglas Partners	\$ 8,250	\$ -	\$ 8,250	\$ 8,250	\$ -	\$ -	\$ -	\$ 8,250
Legal	Jackson McDonald	\$ -	\$ 136,364	\$ 136,364	\$ 136,364	\$ 46,660	\$ -	\$ 50,000	\$ 233,023
Project Advisor	DMG Property	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 18,500	\$ -	\$ -	\$ 33,500
Credit Report	Equifax	\$ -	\$ 11,495	\$ 11,495	\$ 11,495	\$ 1,500	\$ -	\$ -	\$ 12,995
Fee Contingency	n/a	\$ 89,005	\$ 102,990	\$ 191,995	\$ 105,909	\$ (223,602)	\$ (17,339)	\$ 135,032	\$ -
Total Professional Fees		\$ 2,900,000	\$ 100,000	\$ 3,000,000	\$ 2,908,914	\$ (2,286)	\$ 57,766	\$ 190,032	\$ 3,154,426

## STRATEGIC IMPLICATIONS

Given the scale of this project and the very limited internal resources (none with any experience of this scale), these roles (Client Lead & Assistant Client Lead) are considered essential to assist with the successful delivery of this project.

## 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)
Insufficient support/resources to close out the project to the appropriate level and increase the risk of potential mismanagement of the project resulting in increased costs and project delays.	Possible (3)	Major (4)	High (10-16)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected <1month	Accept Officer Recommendation

## RISK MATRIX

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

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

## RISK RATING

<b>Risk Rating</b>	12
<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

Not applicable

## COMMENT

This report requests consideration of approving a contract variation for Client Lead (Paatsch Group) service fees pertaining to the East Fremantle Oval Precinct Redevelopment. The departure of the CEO and knowledge gap of the succeeding CEO have been identified as significant risks for this project, which may result in further project cost over-runs and project delays, if suitable mitigation measures are not implemented. It is considered these mitigation measures include an extension to the appointment of the Client Lead to assist the A/CEO and to provide continuity on the delivery of the project.

Further, the project is considered to be at a critical project delivery point as the project is commencing second storey structures, negotiations are continuing with stakeholders and the business plan is being finalised.

Remaining project tasks include;

- Finalise the Management Agreement & Lease
- Finalise the Sublease agreements & Licences
- Update Business Plan
- Additional funding procurement through potential commercial partners including solar companies
- Project Governance Framework management and responsibility, including but not limited to:
  - Steering Committee Management;
  - Project Working Group (PWG) Management;
  - Project Reference Group Management; and
  - Project Partner and Stakeholder Management.
- Invoice review and approval on behalf of the Town;
- Naming rights and commercial partner/supply rights partner (alcohol supply rights) process and implementation, inclusive of contribution to capital (ie. beer lines);
- Review of Belgravia Leisure facility operational plans;
- Project reporting, including monthly report and funding acquittal reports.
- Liaison with Belgravia Leisure in regards to further development of business plans and operational models and the identification of and negotiation with operational partners.
- Onboarding of Belgravia Leisure.
- Ongoing liaison and negotiation, with project partners and stakeholders, including but not limited to:
  - East Fremantle Football Club (EFFC);
  - East Fremantle Bowls Club (EFBC);
  - East Fremantle Croquet Club (EFCC); and
  - East Fremantle playgroup.

- Assist with negotiation of final sub-leases with Belgravia Leisure;
- Assist with Development and finalisation of food and beverage club allocation formula and club dividend model;
- Assist with negotiation of sub leases and licenses with:
  - East Fremantle Football Club (EFFC);
  - East Fremantle Bowls Club (EFBC);
  - East Fremantle Croquet Club (EFCC); and
  - East Fremantle playgroup.
- Continuation of liaison with design team, quantity surveyor, project manager and other key consultants as to ongoing project delivery, value engineering and budget monitoring;
- Liaise with Belgravia Leisure for the of development of the following plans as required:
  - Establishment Plan
  - Project Development Plan;
  - Project Management Plan;
  - Risk Management Plan;
  - Procurement Plan; and
  - Operations Plan.
- Assist & facilitate appointment of Operator for Community Garden
- Explore & manage process for appointment of charity partners (ie. Good Sammy's)
- Continue to seek Legal advice on behalf of the Town for various aspects of the project.
- Assist with the planning and implementation of Precinct Committee including appointment of independent Chairperson
- Ensuring funding parties requirements are met including reporting requirements and final project committal.
- Ongoing review of plans to ensure coordination between respective consultant designs
- Assist with Naming Strategy.
- Assessment of variations including identification of alternatives
- Management of fitout and joinery
- Act as an additional specialist resource for the Town on all project matters

Estimated additional required hours

Client Lead - average 30 hours p/month x 10 months x \$250 = \$75,000

Assistant Client Lead – average 32 hours p/month x 9 months \$93.75 = \$27,000

Total expected maximum additional cost \$102,000.

It is noted that the proposed variation price is being provided to the Town at a discounted rate from the Client Lead's standard hourly rate. The Client Lead is aware of the current budget constraints of the project and has provided a commitment to ensure the service is provided as cost effective as possible.

It is recommended that Council accept the variation (#2) for Client Lead service fees pertaining to the East Fremantle Oval Precinct Redevelopment as per the Officers Recommendation.

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## CONCLUSION

It is recommended that Council approve Variation #2 for an amount of up to a maximum of \$102,000 for the continued support of the Client Lead & Assistant Client Lead.

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### 14.3 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution 061605**

**OFFICER RECOMMENDATION:**

**Moved Cr White, seconded Cr Donovan**

**That Council accept the variation (#2) requested by Paatsch Group up to a maximum value of \$102,000 (Ex GST) to continue to provide the services contained within RFT 01-2020/21 for the East Fremantle Oval Precinct Redevelopment Project on an hourly rate basis, up to a maximum of 10 months for the Client Lead and 9 months for the Assistant Client Lead.**

**(CARRIED 7:1)**



## 14.4 SCHEDULE OF FEES AND CHARGES - 2023-24

<b>Report Reference Number</b>	OCR-2041
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Absolute Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. Schedule of Fees and Charges – 23/24 Budget

**PURPOSE**

Council is requested to consider and adopt the Schedule of Fees and Charges for the 2023/24 financial year.

**EXECUTIVE SUMMARY**

In order to comply with the provisions of the *Local Government Act 1995*, all fees and charges to be levied by Council for the financial year are to be submitted for adoption by Council.

**BACKGROUND**

At its Ordinary Meeting of 18<sup>th</sup> April 2023, Council endorsed pricing decisions to be applied in the Town's 2023/24 Budget including an annual increase of 4.5% in discretionary fees and charges.

Council also endorsed the Revenue Strategy which included a section on fees and charges. Some of this discussion is repeated below.

West Australian local governments have the right to impose different types of charges in relation to services beyond the raising of a general rate or specified area rate, namely;

- A fee or charge under the *Local Government Act 1995*;
- A waste collection rate under the *Waste Avoidance and Resource Recovery Act 2007*; or
- A receptacle charge under the *Waste Avoidance and Resource Recovery Act 2007*.

Legislation requires the setting of fees and charges to consider the cost of the service provided, which includes the value of the assets utilised or consumed in providing the service. The costs of providing a service should include:

- The direct operational costs of providing the services;
- An appropriate proportion of indirect costs associated with the service;
- The costs of the assets consumed in providing the service;
- A defined and appropriate rate of return or subsidy for the service; and
- Consideration of non-financial advantages and disadvantages to the community of providing the service.

Providing for the long-term renewal of revenue generating assets should also be an essential element of setting property-based fees and charges.

In general, the Town has considered the following guiding principles when setting the level of fees and charges:

- Private Benefit – the service benefits particular users without any broader benefits to the community. Full cost recovery is expected.
- Public Benefit – the service provides broad community benefit. Nil to partial cost recovery.
- Shared Benefit – the service provides both community benefits and a private benefit. Partial cost recovery is expected.
- Regulatory – fee or charge is fixed by legislation.

The application of these principles to specific service areas is summarised as follows:

Service	Principle	Cost Recovery
Administration	Private	100%
Ranger Services	Private/Regulatory	100%
Fire and Emergency Services	Private/Regulatory	100%
Health Services	Private/Regulatory	100%
Planning Services	Private/Regulatory	100%
Waste Services	Private	100%
Library Services	Private	100%
Sports Ovals and Facilities	Shared	Partial
Building Services	Private/Regulatory	100%

## CONSULTATION

Council Strategic Financial Planning Workshop

## STATUTORY ENVIRONMENT

Section 6.17 of the *Local Government Act 1995* refers to setting the level of Fees and Charges and states in part:

*In determining the amount of a fee and charge for a service or for goods a local government is required to take into consideration the following factors-*

- (a) the cost to the local government of providing the service or goods;*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider*

Section 6.16 – 6.19 of the *Local Government Act 1995* is also relevant to the setting of fees and charges.

*6.16 Imposition of fees and charges*

*6.17 Setting level of fees and charges*

*6.18 Effect of other written laws*

*6.19 Local government to give notice of fees and charges*

## POLICY IMPLICATIONS

Council adopted the updated Revenue Strategy at its meeting of 18<sup>th</sup> April 2023 which considers the framework for the setting of fees and charges.

## FINANCIAL IMPLICATIONS

The Schedule of Fees and Charges will be incorporated into the 2023/24 Annual Budget, and the adopted fees will be used as a basis for income projections.

Fees and charges account for approximately 13% of operating revenue (excluding the cost of standard residential waste services that are included in general rates). The draft 2023/24 Budget includes an estimate of \$1.543 in fees and charges revenue.

Main sources of fees and charges revenue is:

- Neighbourhood link client contributions \$225k
- Mooring pen license fees \$124k
- Parking fees \$220k
- Infringement revenue \$134k
- Building fees \$69k
- Development applications \$105k
- Property rental income \$264k
- Commercial waste services \$85k

## STRATEGIC IMPLICATIONS

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

## RISK IMPLICATIONS

### 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)
Fees and charges are not set at the appropriate level, requiring cross-subsidisation from rates revenue.	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation

### RISK MATRIX

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

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

## RISK RATING

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

## SITE INSPECTION

Not Applicable.

## COMMENT

Council is requested to adopt the 2023/24 Schedule of Fees and Charges and advertise the Schedule prior to the implementation date of 1 July 2023.

The following is a summary of changes to the Schedule of Fees and Charges:

### Rates

- All fees and charges have increased 4.5%.
- Instalment and Penalty (late payment) interest will remain as per 2022/2023.

### Health

- Substantial increases to High, Medium and Low categorized Annual Food assessments. The new charges are at the low end of comparable Council's fees and charges for food assessment.

### CHSP

- All CHSP fees and charges have increased by 4.5%.

### Town Planning Admin

- Archival search fees – Cost increased based on actual direct costs plus 15% to recover indirect inhouse costs.

### Swimming Areas/Beaches

- Mooring pen fees have increased 4.5%.

### Other Culture

- George St Festival stallholder fees have not changed from those advertised in 2022/2023.

### Parking

- Parking fees will increase by 4.5%.

### Building

- Infrastructure bonds- no increases on 2022/2023.
- Verge inspection fee – remains at \$75.
- Swimming pool annual fee increased from \$25.00 to \$35.00 to ensure cost recovery is achieved.

## CONCLUSION

The 2023/24 Schedule of Fees and Charges is recommended to Council for adoption to enable advertising prior to the effective implementation date of 1 July 2023.

## 14.4 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution 071605****OFFICER RECOMMENDATION:**

Moved Cr Wilson, seconded Cr Donovan

That Council:

1. pursuant to section 6.16 of the *Local Government Act 1995*, adopt the 2023/24 Schedule of Fees and Charges as per Attachment 1.
2. pursuant to section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960* and regulation 53 of the *Building Regulations 2012*, impose a private swimming pool four yearly inspection fee of \$140 (GST exempt) for each property where a private swimming pool is located, charged at \$35 per annum.
3. pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, impose the following charges for the removal and deposit of commercial waste and additional receptacle services:

Description	Fee
3 Bin FOGO Service – Residential Properties	Incorporated into Residential General Rate
Refuse and Recycling Service – 2 MGBs – Commercial Properties	\$642.00 per annum
3 Bin FOGO Service – Commercial Properties	\$642.00 per annum
140L/General Waste Bin/240L FOGO Bin – Additional Service	\$261.20 per annum
240L General Waste – Upgrade (swap)(fortnightly)	free
240L Recycling Bin (yellow lid) – Additional Service	\$261.20 per annum
360L Recycling Bin (yellow lid) Upgrade (swap)(fortnightly)	free
Bulk Bin Services	Cost + 15%

4. requests the Chief Executive Officer give local public notice of the Schedule of Fees and Charges, pursuant to section 6.19 of the *Local Government Act 1995*, with an implementation date of 1 July 2023.

(CARRIED BY AN ABSOLUTE MAJORITY/UNANIMOUSLY)

## REPORT ATTACHMENTS

Attachments start on the next page



	2023/24 Schedule of Fees and Charges		2023/24		
Schedule	Description of Fee or Charge	Details	GST (excl) \$	GST \$	GST (incl) \$
<b>GENERAL PURPOSE FUNDING</b>					
<b>Rates</b>					
	Rate Enquiry Fee	Per Written Enquiry	\$ 57.40	Exempt	\$ 57.40
	Orders & Requisitions	Per Application	\$ 72.60	Exempt	\$ 72.60
	Combined Enquiry	Per Application	\$ 117.00	Exempt	\$ 117.00
	Ownership enquiry	Per property	\$ 14.73	\$ 1.47	\$ 16.20
	Rates Instalment Fees (not including the first instalment)	Per instalment	\$ 17.20	Exempt	\$ 17.20
	Instalment Interest				5.50%
	Penalty Interest				7%
	Rates - Special Arrangements to Pay (Direct Debit setup)	Per Application	\$ 14.18	\$ 1.42	\$ 15.60
	Direct Debit Dishonour Fee		\$ 2.36	\$ 0.24	\$ 2.60
	Rates - Special Arrangements to Pay	Per Application	\$ 49.00	Exempt	\$ 49.00
	Rates - Special Arrangements to Pay (Financial Hardship)		\$ -	\$ -	\$ -
	- Administration Fee		\$ -	\$ -	\$ -
	- Penalty Interest		\$ -	\$ -	0%
<b>GOVERNANCE</b>					
<b>General Administration</b>					
	Sale of Electoral Rolls	Per Copy	\$ 74.80	Exempt	\$ 74.80
	Sale of Street listings	Per Copy	\$ 208.36	\$ 20.84	\$ 229.20
	Sale of History Books - Small but Strong	Each	\$ 28.82	\$ 2.88	\$ 31.70
	Sale of History Books - This is East Fremantle	Each	\$ 11.36	\$ 1.14	\$ 12.50
	Sale of Tea Towels	Each	\$ 11.36	\$ 1.14	\$ 12.50
	<b>Photocopying</b>				
	- General Public - A4 Sheets (Colour)	Per Copy	\$ 0.91	\$ 0.09	\$ 1.00
	- General Public - A4 Sheets (Black & White)	Per Copy	\$ 0.50	\$ 0.05	\$ 0.55
	- General Public - A3 Sheets (Colour)	Per Copy	\$ 1.82	\$ 0.18	\$ 2.00
	- General Public - A3 Sheets (Black & White)	Per Copy	\$ 0.91	\$ 0.09	\$ 1.00
	- Community & Organisations - A4 Sheets (Colour and B &W)	Per Copy	Per Above	Yes	50% Discount
	- Community & Organisations - A3 Sheets (Colour and B &W)	Per Copy	Per Above	Yes	50% Discount
	Eligible community groups receive \$200 of in-kind photocopying per annum, calculated on the above rates.				
	<b>Freedom Of Information</b>				
	- Application	Per Application	\$ 30.00	Exempt	\$ 30.00
	- FOI photocopying	Per Copy	\$ 0.20	Exempt	\$ 0.20
	- Staff Time (search & discovery of documents)	Per Hour	\$ 30.00	Exempt	\$ 30.00
	<b>Hire of Facilities</b>				
	Hire of Meeting Rooms - Town Hall - Commercial	per hour	\$ 44.09	\$ 4.41	\$ 48.50
	Hire of Meeting Rooms - Town Hall - Not for Profit	per hour	\$ 22.09	\$ 2.21	\$ 24.30
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>					
	Dog Impounding fees - Poundage	Full recovery	Cost + 15%	Exempt	Cost + 15%
	Dog Impounding fees - Sustenance	Full recovery	At Cost	Exempt	At Cost
	Release of impounded dog		Cost + 15%		Cost + 15%
	Fire Break Clearing	Actual Cost + 25%	Cost + 15%		Cost + 15%
	<b>Dog Registration Fees</b>				
	Unsterilised - 1 year		\$ 50.00	Exempt	\$ 50.00
	Unsterilised - 3 year		\$ 120.00	Exempt	\$ 120.00
	Unsterilised - Lifetime Registration		\$ 250.00	Exempt	\$ 250.00
	Sterilised - 1 year		\$ 20.00	Exempt	\$ 20.00
	Sterilised - 3 year		\$ 42.50	Exempt	\$ 42.50
	Sterilised - Lifetime Registration		\$ 100.00	Exempt	\$ 100.00
	* Dog owned by pensioner - 50% of fee otherwise payable				
	** Effective 31 May each year - 50% of normal fee on 1 year licence				
	Application to keep a third dog		\$ 146.73	\$ 14.67	\$ 161.40
	Dogs kept in an approved kennel establishment licensed under Sect 27, where not otherwise registered		\$ 200.00	Exempt	\$ 200.00
	Euthanasia for a dog	Full recovery + 15%	Cost + 15%	\$ -	Cost + 15%
	<b>Cat Registration Fees</b>				
	Registration - 1 Year		\$ 20.00	Exempt	\$ 20.00
	Registration - 3 Years		\$ 42.50	Exempt	\$ 42.50
	Registration - Lifetime		\$ 100.00	Exempt	\$ 100.00
	* Cat owned by pensioner - 50% of fee otherwise payable				
	** Effective 31 May each year - 50% of normal fee on 1 year licence				
	Annual application for approval or renewal of approval to breed cats (per cat)		\$ 100.00	Exempt	\$ 100.00
	Release of impounded cat	Full recovery	Cost + 15%		Cost + 15%
	Cat - Sustenance and pound costs	Full recovery	Cost + 15%		Cost + 15%
	<b>Recovery of Impounded Vehicles/Goods</b>				
	Vehicle Impounding Fee	Initial cost	\$ 267.91	\$ 26.79	\$ 294.70
	Vehicle Impounding Fee	Per day thereafter	\$ 42.82	\$ 4.28	\$ 47.10
	Towage Fees	Full recovery + 15%	Cost + 15%		Cost + 15%
	Storage Fee - Motor Vehicle	per part or full day	\$ 19.55	\$ 1.95	\$ 21.50
	Storage Fee - Other Goods	per part or full day	\$ 19.55	\$ 1.95	\$ 21.50

<b>HEALTH</b>					
<b>Health</b>					
	EH Gray Centre Mid Wifery - Annual Building Hire		\$ -	\$ -	\$ -
	EH Gray Centre - Casual Hire Fee	Per Hour	\$ 44.09	\$ 4.41	\$ 48.50
	Stall Holders permit application fee / renewal	Per Application	\$ 185.73	\$ 18.57	\$ 204.30
	Trading in Public Places - Application fee	Per Application	\$ 93.27	\$ 9.33	\$ 102.60
	Trading in Public Places - Per Day fee	Per day	\$ 56.36	\$ 5.64	\$ 62.00
	Outdoor Eating Area permit - Application fee	Per Application	\$ -	\$ -	\$ -
	Outdoor Eating Area permit - Annual fee	Per sq mtr	\$ 31.27	\$ 3.13	\$ 34.40
	Food Hygiene & Safety Course	Per Applicant	\$ 45.09	\$ 4.51	\$ 49.60
	Registration of new Lodging Houses	Per Application	\$ 301.64	\$ 30.16	\$ 331.80
	Renewal of registration of existing Lodging Houses	Per Application	\$ 333.55	\$ 33.35	\$ 366.90
	Skin Penetration Premises Application fee	Per Application	\$ 92.91	\$ 9.29	\$ 102.20
	Skin Penetration Premises annual assessment fee		\$ 48.91	\$ 4.89	\$ 53.80
	Noise Management Plan Lodgement fee	Per Application	\$ 88.95	\$ 8.90	\$ 97.85
	Non-complying event application fee	Per Application	\$ 909.09	\$ 90.91	\$ 1,000.00
	Section 39 Certificate/inspection for licenced premises		\$ 133.64	\$ 13.36	\$ 147.00
	Septic Tank installation - Application	Per Application	\$ 121.00	Exempt	\$ 121.00
	Permit to use apparatus		\$ 118.00	Exempt	\$ 118.00
	Greywater system installation - Application	Per Application	Fee Waiver	Exempt	Fee Waiver
	Permit to use apparatus - Greywater system		Fee Waiver	Exempt	Fee Waiver
	Reissue of certificate, registration, licence or approval (not otherwise listed)		\$ 29.27	\$ 2.93	\$ 32.20
	<b>Food Business</b>				
	Notification Fee		\$ 45.45	\$ 4.55	\$ 50.00
	Registration Fee		\$ 45.45	\$ 4.55	\$ 50.00
	<b>Annual Assessment:</b>				
	High		\$ 350.00	\$ 35.00	\$ 385.00
	Medium		\$ 231.82	\$ 23.18	\$ 255.00
	Low		\$ 104.55	\$ 10.45	\$ 115.00
	Inspection Fee e.g. settlement inspection		\$ 48.91	\$ 4.89	\$ 53.80
	Reinspection fee for non-compliant premises		\$ 146.73	\$ 14.67	\$ 161.40
	Food Vans - Event Based (eg festivals, miscellaneous)		\$ 48.91	\$ 4.89	\$ 53.80
	<b>Aquatic Facilities</b>				
	Annual Sampling Fee		\$ 294.36	\$ 29.44	\$ 323.80
	Re-sampling for non-compliant results		\$ 49.00	\$ 4.90	\$ 53.90
	<b>Public Buildings</b>				
	Application to construct a new public building		\$ 791.82	\$ 79.18	\$ 871.00
	<b>Annual Assessment:</b>				
	High		\$ 58.64	\$ 5.86	\$ 64.50
	Medium		\$ 29.27	\$ 2.93	\$ 32.20
	Low				Exempt
	Requested food and water sampling		Cost + 15% administration fee		
	Requested asbestos sampling				
<b>EDUCATION &amp; WELFARE</b>					
<b>Commonwealth Home Support Programme</b>					
	<b>Community Bus Use</b>				
	Metro Area - Full Day - plus Fuel (12 hours)		\$ 104.45	\$ 10.45	\$ 114.90
	Metro Area - Half Day - plus Fuel (6 hours)		\$ 52.18	\$ 5.22	\$ 57.40
	All Other Use		\$1.64 per kilometer including fuel		
	<b>CHSP Client Contributions</b>				
	Social Support - Individual - Accompanied Activity / In-home Visit	Per Hour	\$ 9.45	\$ 0.95	\$ 10.40
	Social Support - Individual (Mileage - Additional kilometre after 40 kms)	Per Kilometre	\$ 0.91	\$ 0.09	\$ 1.00
	Social Support - Group (including Transport)	Per Occasion	\$ 14.17	\$ 1.43	\$ 15.60
	Centre Based Respite - In-home visit / Community access	Per Hour	\$ 9.45	\$ 0.95	\$ 10.40
	CBDC Transport	Per One-way trip	\$ 2.36	\$ 0.24	\$ 2.60
	CBDC Meal	Per Meal	\$ 11.00	\$ 0.50	\$ 11.50
	Direct Transport	Per One-way trip	\$ 9.45	\$ 0.95	\$ 10.40
	Cancellation Fee - Up to 100% contribution fee		100% of contribution fee		
	<b>Non CHSP Clients / Home Care Package Clients / Private Clients (Full Cost Recovery)</b>				
	Social Support - Group - Non East Fremantle Resident (including Transport)	Per Occasion	\$ 160.64	\$ 16.06	\$ 176.70
	Social Support - Group - East Fremantle Resident (including Transport)	Per Occasion	\$ 113.45	\$ 11.35	\$ 124.80
	Centre Based Social Support Group	Per Occasion	\$ 113.45	\$ 11.35	\$ 124.80
	Centre Based Transport (to and from Centre Based Respite) - Non East Fremantle Resident	Per One-way trip	\$ 23.55	\$ 2.35	\$ 25.90
	Centre Based Transport (to and from Centre Based Respite) - East Fremantle Resident	Per One-way trip			FEE WAIVER
	Social Support Individual - Accompanied Activity / In-home Visit	Per Hour	\$ 47.45	\$ 4.75	\$ 52.20
	Social Support Individual - (Mileage - each kilometre)	Per Kilometre	\$ 0.91	\$ 0.09	\$ 1.00
	Flexible Respite	Per Hour	\$ 47.45	\$ 4.75	\$ 52.20
	Cancellation Fee - Up to 100% contribution fee		100% of contribution fee		



COMMUNITY AMENITIES					
Sanitation					
	Commercial Properties - General Waste & Recycling Service - 2 MGB's Weekly	Per MGB per Annum	\$ 642.00	Exempt	\$ 642.00
	Commercial Properties - 3 Bin FOGO system	Per MGB per Annum	\$ 642.00	Exempt	\$ 642.00
	All community and sporting organisations are entitled to a full concession on a 3-bin system, but additional bins will be charged at a unit rate of \$261.20 per annum, which will be pro-rated based on seasonal usage				
	Residential General Waste - 240L upgrade (swap) - Fortnightly	Per MGB per Annum	\$ -	\$ -	\$ -
	Residential General Waste - 140L - additional - Fortnightly	Per MGB per Annum	\$ 261.20	Exempt	\$ 261.20
	Residential FOGO - 240L - additional - Weekly	Per MGB per Annum	\$ 261.20	Exempt	\$ 261.20
	Residential Recycling - 360L upgrade (swap) - Fortnightly	Per MGB per Annum	\$ -	\$ -	\$ -
	Residential Recycling - 240L - additional - Fortnightly	Per MGB per Annum	\$ 261.20	Exempt	\$ 261.20
	Bulk - per cubic metre	Actual Cost + 15%	Cost + 15%		Cost + 15%
	Sale / Replacement of 240 Litre MGB's	Actual Cost + 15%	Cost + 15%		Cost + 15%
	Council has resolved to incorporate charges associated with the FOGO waste collection and disposal system into the general rates for all residential properties. Where bulk bin services are provided to multi-unit dwellings, an assessment will be made of the cost of this service against the value of the FOGO service per standard residential property, and a charge may be levied if the cost of the bulk bin service exceeds the contribution amount included in the general rates.				
Other Sanitation					
	Sale of 150 Litre Compost Bins	Actual Cost + 15%	Cost + 15%		Cost + 15%
	Sale of Worm Cafe	Actual Cost + 15%	Cost + 15%		Cost + 15%
	Compostable Liners		Cost + 15%		Cost + 15%
Community Amenities					
	Room Hire (Casual) - All Council Buildings (otherwise not listed)	Per Hour	\$ 44.09	\$ 4.41	\$ 48.50
	Room Hire (Sumpton Green) - Private eg Children's Parties	Per Hour	\$ 44.09	\$ 4.41	\$ 48.50
	Room Bond (Casual) - Private & Community Groups		\$ 313.50	Exempt	\$ 313.50
Town Planning Administration fees					
	Application Fees - Dev. value between				
	(a) Less than \$50,000		\$ 147.00	Exempt	\$ 147.00
	(b) More than \$50,000 but not more than \$500,000	0.32% of estimated cost of Development	Variable	Exempt	Variable
	(c ) More than \$500,000 but not more than \$2,500,000	\$1,700.00 + 0.257% for each \$1 in excess of \$500,000	Variable	Exempt	Variable
	(d) More than \$2,500,000 but not more than \$5,000,000	\$7,161.00 + 0.206% for each \$1 in excess of \$2,500,000	Variable	Exempt	Variable
	(e ) More than \$5,000,000 but not more than \$21,500,000	\$12,633.00 + 0.123% for each \$1 in excess of \$5,000,000	Variable	Exempt	Variable
	(f) More than \$21,500,000		\$ 34,196.00	Exempt	\$ 34,196.00
	Penalty if development commenced or carried out prior to Approval	Twice the fee payable	Twice Fee	Exempt	Twice Fee
	Extension of Planning Approval prior to expiry	50% of Applicable Fee			Variable
	Minor modifications of approved applications	Minimum fee of \$147 up to a maximum of 50% of the original fee as determined by the Executive Manager of Regulatory Services			
	DAP Fees	The maximum fee in accordance with the Planning and Development (Development Assessment Panels) Regulations 2011			
	Deemed-to-Comply Check		\$ 295.00	Exempt	\$ 295.00
	Refund of Planning Application Fee				
	Prior to assessment	50% of fee			50% of Fee
	Following assessment	Nil			Nil
	General Planning and Development Fees				
	Advertising/Public Comment:				
	Newspaper Notice	Actual cost (inc GST) + Administration Fee	Cost + 15%	Yes	Cost + 15%
	Sign & Notice to Neighbours	Minimum	\$ 131.45	\$ 13.15	\$ 144.60
	Notices to Neighbours only	Minimum	\$ 28.45	\$ 2.85	\$ 31.30
	Installation of Sign by Council		\$ 109.55	\$ 10.95	\$ 120.50
	Community Design Advisory Committee Referral fee		\$ 38.00	\$ 3.80	\$ 41.80
	Subdivision/ Amalgamation				
	Subdivision clearance (not more than 5 lots)		\$ 73.00	Exempt	\$ 73.00
	Subdivision clearance (5<195 lots) \$73.00 per lot for first 5 lots plus \$35.00 per lot thereafter		Variable	Exempt	Variable
	Subdivision clearance (>195 lots)		\$ 7,393.00	Exempt	\$ 7,393.00
	Soil Stabilisation Bond	Refundable	\$ 3,135.00	Exempt	\$ 3,135.00



	<b>Signage Application</b>				
	Application for Planning Approval	Per application	\$ 147.00	Exempt	\$ 147.00
	<b>Miscellaneous Planning Fees</b>				
	Application for change of street number		\$ 114.55	\$ 11.45	\$ 126.00
	Heritage assessment		Actual cost (inc GST)		
	Written Planning Advice/Zoning Certificate		\$ 71.36	\$ 7.14	\$ 78.50
	L P Scheme No. 3 Text and Map		\$ 71.36	\$ 7.14	\$ 78.50
	L P Scheme No. 3 Map Only		\$ 17.91	\$ 1.79	\$ 19.70
	Archival Search Fee - Plans- (Photocopying in excess of \$15 to be charged at cost)		Cost + 15%	Yes	Cost + 15%
	Crossover Variation Application fee		\$ 147.73	\$ 14.77	\$ 162.50
	Cash-in-lieu of Parking Space - Valuation		Actual cost (inc GST)		
	<b>Scheme Amendments (Including advertising and gazettal) and Rezoning Applications</b>	Price on Application			
	Application Fee - Basic/ Standard/ Complex				
	** The Town will provide a cost estimate for a Scheme Amendment on application as per Planning and Development Regulations 2009. This amount will be based on the estimated number of staff hours charged at the rates below. This amount is required to be paid up-front.				
	Executive Manager	Hourly rate	\$ 83.55	\$ 8.35	\$ 91.90
	Manager/ Senior Planner	Hourly rate	\$ 62.64	\$ 6.26	\$ 68.90
	Planning Officer	Hourly rate	\$ 36.09	\$ 3.61	\$ 39.70
	Other Staff eg EHO	Hourly rate	\$ 36.09	\$ 3.61	\$ 39.70
	Administration	Hourly rate	\$ 29.45	\$ 2.95	\$ 32.40
	*** Structure Plans will also be charged on a cost-recovery basis and be invoiced the same way as a Scheme Amendment.				
	<b>Other Miscellaneous</b>				
	Application for change of Use		\$ 295.00	Exempt	\$ 295.00
	Penalty if commenced prior to Approval (in addition to the application fee)		\$ 635.00	Exempt	\$ 635.00
	Section 40 Certificate		\$ 158.20	Exempt	\$ 158.20
	<b>Home Occupation</b>				
	Application ( includes Public Comment Fee)		\$ 222.00	Exempt	\$ 222.00
	Penalty if commenced prior to Approval (in addition to the application fee)		\$ 477.80	Exempt	\$ 477.80
	Application for Annual Renewal		\$ 78.50	Exempt	\$ 78.50
	Application Penalty for Annual Renewal if approval has expired		\$ 157.10	Exempt	\$ 157.10
<b>RECREATION &amp; CULTURE</b>					
<b>Swimming Areas/beaches</b>					
	<b>Mooring Pen Fees</b>				
	- 8 Metre Pens (deposit of \$2,090)	Per annum	\$ 3,800.00	\$ 380.00	\$ 4,180.00
	- 10 Metre Pens (deposit of \$2,612.50)	Per annum	\$ 4,750.00	\$ 475.00	\$ 5,225.00
	- 12 Metre Pens (deposit of \$3,135)	Per annum	\$ 5,700.00	\$ 570.00	\$ 6,270.00
	- Casual Fees (minimum period 3 months)	Per month	\$ 522.45	\$ 52.25	\$ 574.70
	Replacement pens keys		\$ 74.36	\$ 7.44	\$ 81.80
<b>Other Recreation &amp; Culture</b>					
	<b>General Reserve Hire Fees</b>				
	- Full Day Fee (8.00am - 8.00pm)		\$ 486.27	\$ 48.63	\$ 534.90
	- Per Half Day Fee (AM or PM) (6 hours)		\$ 246.18	\$ 24.62	\$ 270.80
	- Per hour Fee		\$ 44.09	\$ 4.41	\$ 48.50
	- Changeroom Bond (refundable)		\$ 303.00	Exempt	\$ 303.00
	- Liquor Permit Fee		\$ 71.73	\$ 7.17	\$ 78.90
	- Key Deposit (refundable)	Per key	\$ 73.10	Exempt	\$ 73.10
	<b>Personal Trainers</b>				
	- Application fee		\$ 60.45	\$ 6.05	\$ 66.50
	- Annual licence fee (permits up to 10 hours maximum per week)		\$ 1,425.00	\$ 142.50	\$ 1,567.50
	- Weekly hire fee (maximum 10 hours per week; annual licence fee is not applicable)	per hour	\$ 32.27	\$ 3.23	\$ 35.50
	<b>Henry Jeffery Oval Junior Football Teams</b>				
	- Per Player Fee - Juniors	Per player (for seas	\$ 17.18	\$ 1.72	\$ 18.90
	- Training two (2) nights/week	Per season	\$ 603.18	\$ 60.32	\$ 663.50
	<b>East Fremantle Junior Cricket Teams</b>				
	- Per Player Fee - Juniors	Per player (for seas	\$ 17.18	\$ 1.72	\$ 18.90
	- Training two (2) nights/week	Per season	\$ 603.18	\$ 60.32	\$ 663.50
	<b>East Fremantle Croquet Club</b>	Annual Ground Hire	\$ 2,230.36	\$ 223.04	\$ 2,453.40
<b>Other Culture</b>					
	<b>East Fremantle George Street Festival</b>				
	Site Only - stallholders (per 3x3 area)		\$ 123.64	\$ 12.36	\$ 136.00
	Site Only - food vendors (stall or van)		\$ 257.27	\$ 25.73	\$ 283.00
	Power (where available, additional cost)		\$ 51.82	\$ 5.18	\$ 57.00
	** Note: site fees can be waived for local community groups & not for profits upon written request				
	East Fremantle Art Award - per entry		\$ 29.73	\$ 2.97	\$ 32.70
	<b>Special Events Fees</b>				
	Use of Car Parking areas- Unlicensed- per m2		\$ 26.09	\$ 2.61	\$ 28.70
	Use of Car Parking areas- Licensed- per m2		\$ -	\$ -	\$ -
	Left Bank Special Event Fee		\$ 3,758.27	\$ 375.83	\$ 4,134.10
	On-call Ranger Fee - per 8 hours	Per event	\$ 648.91	\$ 64.89	\$ 713.80
<b>TRANSPORT</b>					
<b>Transport</b>					
	<b>Road, Verge, Footpath &amp; Crossover Reinstatements and Crossover Construction</b>				
	Reinstatement Inspection fees	Per hour	\$ 68.45	\$ 6.85	\$ 75.30
	Reinstatement Works		Cost + 15%		Cost + 15%
	Red Asphalt per m <sup>1</sup>		Cost + 15%		Cost + 15%
	Black Asphalt per m <sup>2</sup>		Cost + 15%		Cost + 15%
	Concrete per m <sup>2</sup>		Cost + 15%		Cost + 15%
	Recoverable Works - Cost plus 15% administration fee		Cost + 15%		Cost + 15%
	Recoverable Graffiti Removal - Cost plus 15% administration fee		Cost + 15%		Cost + 15%
<b>Parking Facilities</b>					
	<b>Parking Fees</b>				
	Parking Fees - Launching Ramp No1 Carpark per hour for the first 4 hours	Per hour	\$ 4.27	\$ 0.43	\$ 4.70
	Thereafter \$18.80 per day for maximum 6 days	Maximum per 24 hc	\$ 17.09	\$ 1.71	\$ 18.80
	Parking Fees - Various locations per hour other than Launching Ramp No1.	Per hour	\$ 4.27	\$ 0.43	\$ 4.70
	Fee for Construction Sites for use of parking bay for storage and other use	Per day, per bay	\$ 104.45	\$ 10.45	\$ 114.90
	<b>Miscellaneous</b>				
	Final Notice Fee (28 Days)		\$ 25.30	Exempt	\$ 25.30
	Resident Boat owners Annual Parking Permit No1 Car Park (renewals August)	Each	\$ 48.91	\$ 4.89	\$ 53.80
	Skip Bin Permits	Each	\$ 47.82	\$ 4.78	\$ 52.60
	Skip Bin Permits - Extension	Each	\$ 12.09	\$ 1.21	\$ 13.30
	Jetty A mooring permits	Each	\$ 47.82	\$ 4.78	\$ 52.60
	Sea container placement permits	Each	\$ 47.82	\$ 4.78	\$ 52.60
	Sea container placement permits - extension	Each	\$ 12.09	\$ 1.21	\$ 13.30
	REFERENCE IS MADE TO FINES AND PENALTIES AS ADOPTED IN THE TOWN'S LOCAL LAWS				

<b>ECONOMIC SERVICES</b>					
<b>Building Fees</b>					
	<b>Building Fees - Based on valuation of new building or improvements (including GST) - Minimum \$171.65</b>				
	Application fee - Class 1 & 10 - Uncertified (minimum \$110)		Variable	Exempt	Variable
	Application fee - Class 1 & 10 - Certified (minimum \$110)		Variable	Exempt	Variable
	Application fee - Class 2 to 9 - Uncertified (minimum \$110)		Variable	Exempt	Variable
	BCITF levy (where contract value over \$20k)		Variable	Exempt	Variable
	Building Services Levy (minimum \$61.65)		Variable	Exempt	Variable
	<b>Demolition fees - based on cost of construction (inc. GST) - Minimum \$171.65</b>				
	Application fee - Class 1 & 10 (\$110)		Variable	Exempt	Variable
	Application fee - Class 2 to 9 (\$110)		Variable	Exempt	Variable
	Building Services Levy (minimum \$61.65)		Variable	Exempt	Variable
	CTF Levy (where contract value over \$20k)		Variable	Exempt	Variable
	Infrastructure Bond - Demolition	Refundable	\$ 5,000.00	Exempt	\$ 5,000.00
	<b>Infrastructure Bonds</b>				
	If value of works under \$20,000	Refundable	\$ 1,500.00	Exempt	\$ 1,500.00
	\$20,000 - \$100,000	Refundable	\$ 3,000.00	Exempt	\$ 3,000.00
	Corner lot or \$100,001 - \$2 million	Refundable	\$ 5,000.00	Exempt	\$ 5,000.00
	Over \$2 million	Refundable	Price based on replacement costs of		
	Non-refundable Inspection Fee for Infrastructure Bond		\$ 68.18	\$ 6.82	\$ 75.00
	Materials on Verge licence		Variable	Exempt	Variable
	<b>Building Approval Certificate for unauthorised works - based on cost of construction (inc. GST) - Minimum \$233.30</b>				
	Building Services Levy (minimum \$123.30)		Variable	Exempt	Variable
	CTF Levy (where contract value over \$20k)		Variable	Exempt	Variable
	Application fee (minimum \$110)		\$ 110.25	Exempt	\$ 110.25
	<b>Refund of Building Permit fee</b>				
	Prior to assessment	50% of fee	50% of fee	Exempt	50% of fee
	Following assessment	Nil	Nil	\$ -	Nil
	<b>Miscellaneous</b>				
	Strata Titles (Form 7) per Strata Titles Gen Regs 1996 - Min \$105.80 + GST		Variable	Exempt	Variable
	R-Code Compliance Assessment Fee (From 30 Nov 2015)		\$ 139.64	\$ 13.96	\$ 153.60
	<b>Swimming Pool Fees</b>				
	Pool inspection annual fee		\$ 35.00	Exempt	\$ 35.00
	Pool inspection fee - request for inspection upon completion		\$ 142.45	\$ 14.25	\$ 156.70
	Pool inspection request outside of pool inspection cycle		\$ 142.45	\$ 14.25	\$ 156.70
	DISCLAIMER : ALL STATUTORY FEES AMENDED THROUGHOUT THE YEAR WILL BE CHARGED AT THE RATE AS GAZETTED .				



## 15 REPORTS – GOVERNANCE

Reports start on the next page

## 15.1 QUARTERLY CORPORATE BUSINESS PLAN REPORT

<b>Report Reference Number</b>	OCR-2028
<b>Prepared by</b>	Gary Tuffin CEO
<b>Supervised by</b>	Gary Tuffin CEO
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. Quarterly Report (Jan/Feb/March 2023)

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### PURPOSE

For Council to receive the Corporate Business Plan (CBP) Progress Report.

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### EXECUTIVE SUMMARY

The Corporate Business Plan 2022-2026 contains a range of strategic and planning priorities which the Town proposes to deliver over the four year period and which is aligned to the strategic direction and priorities set within the 10 year Strategic Community Plan 2020-2030.

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### BACKGROUND

Section 5.56 of the *Local Government Act 1995 (the Act)* “*Planning for the Future*” requires a local government to plan for the future of the district and to make plans in accordance with the regulations. Regulations came into effect 1 July 2013 requiring all local governments to have developed and adopted a Strategic Community Plan (SCP) and a Corporate Business Plan, supported and informed by resourcing and delivery strategies.

These plans drive the development of the annual budget and through a process of continuous improvement, we should be better able to plan for and meet the needs of our community.

The reporting element is the process by which we inform the community and statutory bodies on our progress in delivering services, projects and other operations to meet the community’s short term, medium term and long-term aspirations.

Section 5.53 of the Act requires the annual report to contain an overview of the plan for the future of the district, including major initiatives that are proposed to commence or to continue in the next financial year.

The Corporate Business Plan under review was adopted by Council at its meeting held on the 15 June 2021

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### CONSULTATION

Executive Leadership Team

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### STATUTORY ENVIRONMENT

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of its district in accordance with any regulations made.

Regulation 19DA of the *Local Government (Administration) Regulations 1996* sets out the requirements for preparing, adopting, reviewing and modifying the Corporate Business Plan.

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## POLICY IMPLICATIONS

Nil.

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## FINANCIAL IMPLICATIONS

All projects and programs identified in CBP to be undertaken in 2022/23 have been included in the 2022/23 Annual Budget.

Attachment 1 provides comparison between Budget and Actual year to date. Please note the list is not intended to be an exhaustive list, rather just to track those services or projects of possible interest to elected members.

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## STRATEGIC IMPLICATIONS

Strategic Priority 5: Leadership and Governance

Objective 5.1 - Strengthen organisational accountability and transparency

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## RISK IMPLICATIONS

No identified risk – information item only

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## SITE INSPECTION

Not applicable.

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## COMMENT

The Corporate Business Plan Progress Report provides information on progress against the milestones for the 2022/23 projects and programs within the Corporate Business Plan. A commentary is provided against each action, and project status is reported via colour coding which indicates if the project has been completed (green), is on track (orange) or at risk (red). Information is also provided on the budget status for each item.

It is anticipated that at this stage all listed activities and projects will be completed this financial year (2022/23) with the exception of the CHRMAP project which is expected to be completed by September 2023.

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## CONCLUSION

That Council receives and notes the Corporate Business Plan Report for the 3<sup>rd</sup> Quarter of 2022/23.

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## 15.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution 081605**

**OFFICER RECOMMENDATION:**

**Moved Cr Natale, seconded Cr Wilson**

**That Council receives and notes the Corporate Business Plan report for the 3<sup>rd</sup> Quarter of 2022/23.**

**(CARRIED UNANIMOUSLY)**

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## REPORT ATTACHMENTS

Attachments start on the next page

## CORPORATE BUSINESS PLAN REPORTING (2022/23) - 2nd Quarter

Social: A socially connected, inclusive and safe community												
Objective 1.1: Facilitate appropriate local services for the health and wellbeing of the community												
STRATEGY	ACTIONS		Status	Account	Budget	Actual	Quarterly Comments	Responsible officer	Measure - based on Community Scorecard Survey results 2021 (Town score/Industry Standard score)			
1.1.1: Facilitate or partner to ensure a range of quality services are provided at a local level	1.1.1.1	Implement the Public Health Plan (PHP)		E07211 E07221	\$ 79,551	\$ 85,074	Stats from 1 Jan – 11 May 2023:  River Samples 15 (4th Scheduled next week) Aquatic Facility Samples 15 Public Building Inspections 0 Food Premises Inspections 10 Food Safe Inspections (No longer being undertaken) Micro Food Samples 0	PEHO	(2019/20) 12	(2020/21) 35	(2021/22) 39	
							River samplings 32 Public Building inspections 23 Food premises inspections 96* Foodsafe Audits 8 Microbiocidal food samples 0		20	76	26	100
								PEHO	Generally the community is satisfied with the Health Services provided it rated above the Industry Standard at 61/56			
	1.1.1.2	Continue support/provision for the ongoing shared public library services		E11249	\$ 153,000	\$ 149,989	Council entered into a new 5 year Service (Funding) Agreement with the City of Fremantle for the provision of Public Library Services. (August OCM 2020)	CEO	Library services continues rate low as the Town does not have a Library 48/71 (2019/20) 2,862 Library membership total active members 620 Toy Library membership (Families) 19	(2020/21) 3,028 3263 756 23	(2021/22) 3263 602 21	(2022/23)
	1.1.1.3	Implementation of the Business Plan assessing the continued provision of home and community care services (Commonwealth Home Support Program - CHSP), and in particular transport and day care activities		E08207	\$ 556,835	\$ 464,411	Monthly performance reports are being submitted to the EMCS. In home aged care reforms will now be delivered by 1 July 2024 as per the timeframe put forward by the Royal Commission, meaning that providers will continue to receive Block Funding until this time.	EMCS	Meet required service hours in accordance with funding agreement			
1.1.1.4	Continue service partnership with the Glyde In Community Learning Centre		E08205	\$ 89,982	\$ 89,982	Final Year of 3yr funding agreement (2020-2023) The Glyde-In continues to provide a quality service through provision of an extensive range of adult learning courses Agreement needs to be renewed	EMCS	Access to Education and training generally rated below the Industry Average - possibly due to the limited education facilities in the Town Glyde-In provide financial statements & annual report on centre activities				
1.1.2: Strengthen the sense of place and identity through inclusive community interaction and participation	1.1.2.1	Prepare and implement the Community Development Strategy		E04203	\$ 15,000		Consultant engaged, all supporting documents reviewed Draft community development survey prepared, and will hold off until the Community scorecard survey is complete	EO	Industry High for Place to live 90/90 Reasonable level of awareness of community services 77%  General theme for more youth services & improved access for disabled			
	1.1.2.2	Implement activities as per the Disability Access and Inclusion Plan			\$ -	\$ -	The Annual Progress Report for the DAIP is due to be submitted in July 2023 EF Oval redevelopment will incorporate a number of universal access initiatives	PEHO	Generally survey participants with a disability scored the Town lower across most performance measures. However, the overall score for DAI was above the industry standard 53/50			
	1.1.2.3	Finalise and implement the Reconciliation Action Plan		E11261	\$ 15,300	\$ 11,907	The final designed Reflect Reconciliation Action Plan (RAP) received official accreditation by Reconciliation Australia. Final accreditation has been communicated via the Town's website, LinkedIn, Facebook and Instagram and will be included in upcoming newsletters	CEO	Interestingly this measure rated below the Industry Standard (54/63), perhaps suggesting there is a dissatisfaction with level activity in this area, and a low level of understanding of the Town recent activities. 64% of respondents were familiar with this service area			
Objective 1.2: Inviting open spaces, meeting places and recreational facilities												
STRATEGY	ACTIONS						Quarterly Comments		Measures			
1.2.1: Provision of adequate facilities to support healthy and active lifestyles	1.2.1.1	Implement the Preston Point Road North Recreation Facility Master Plan (PPMP)  - Wauhop Oval - surface upgrade		E11740	\$ 110,000	\$ 102,703	Works completed March 2023. Club happy with the result.	EMTS	Sports & Recreation continues to be a community priority Performance measure - it fell below Industry standard (63/66), yet 85% of respondents provided positive ratings Resurfacing Henry Jeffery mentioned as a priority			
							EMTS					
	1.2.1.2	Implement actions from the Recreation and Community Facilities Strategy					Capital Works Program incorporated into Strategic Resource Plan	EMTS	Timely redevelopment of East Fremantle Oval Redevelopment			
	1.2.1.3	Provide community facilities and infrastructure in line with asset management planning - Natureplay Gourley Park		E11744	\$ 120,000	\$ 125,376	Asset Management Plans incorporated into Strategic Resource Plan Works completed mid 2022	EMCS EMTS	Excluding Youth, generally facilities rated just above the industry Standard Playgrounds, Parks & Reserve rated just below the Industry Standard at 67/68			
		- Cliff Management - Niergarup Track - Tricolore - Bbq Replacement	 	E11270 E11734	\$ - \$ 10,000	\$ - \$ -	- On hold until soccer club building works are completed in late 2023	EMTS EMTS				
	- Retic upgrades - Retic controllers - Bench seats - Annual Playground Safety Audit	   	E11741 E11742 E11735 -	\$ 76,250 \$ 32,000 \$ 15,000 \$ -	\$ 35,754 \$ - \$ 14,609 \$ -	Gourley park bore upgrade completed, additional works to be completed before winter 2023 Works being confirmed to be completed before 30 June 2023 Works completed Ongoing	EMTS EMTS EMTS EMTS					
1.2.2: Activate inviting open spaces that encourage social connection across all ages	1.2.2.1	Undertake the redevelopment of the East Fremantle Oval Precinct subject to Budget Parameters  - Soccer changeroom upgrade	 	E11738 E11739	\$ 13,000,000 \$ 1,000,000	\$ 7,034,503 \$ 94,567	Total Project Budget of \$33.6 million secured Design Documentation complete Site possession granted 28/11/22 Expected completion date March 2024 Works being re-tendered mid 2023	CEO EMTS	Identified as a priority community project in CSC & SCP Completed 100% detailed design Secured \$25 million funding commitment from State Government Complete project on Time & within Budget			
Objective 1.3: Strong community connection within a safe and vibrant lifestyle												
STRATEGY	ACTIONS						Quarterly Comments		Measures			
1.3.1: Partner and educate to build a strong sense of community safety	1.3.1.1	Partner with neighbouring local governments and state agencies to promote community health and safety			\$ -	\$ -	The Town has entered into a 3 year agreement with the City of South Perth for the use of their Animal Control Facility for Impoundments.	CEO/EMCS	Whilst the score was just above the Industry Standard 55/53 It has been identified as a community priority project			

1.3.2: Facilitate opportunities to develop community connections through events and celebrations	1.3.1.2	Provide effective regulatory (ranger) services and associated community education - Animal Control		E05203	\$	15,381	\$	25,328	Rangers	Identified in the most recent SC as lacking... a perception more lighting is needed
				E05230	\$	23,075	\$	29,268	Rangers	Not directly assessed - loosely falls within Crime & Safety <b>Animal Management rated just above the industry standard at 58/55</b> Monthly statistics provided to EMS
	1.3.1.3	Continue the partnership with the City of Fremantle with respect to joint emergency management arrangements							PEHO	<b>Natural Disaster Management scored below the Industry Standard 52/57 and general awareness in this area was very low 40%</b>
	1.3.2.1	Provide / facilitate grants for community assistance initiatives							EO	Interestingly comments provided in this area are in direct conflict to recent meeting held with all sports clubs - who felt well supported
	1.3.2.2	Encourage youth and general community engagement and participation		E11264	\$	11,250	\$	1,218	EO	Slight decline in this measure, however, still above the Industry standard 59/54
	1.3.2.3	Implement the 4 year public art strategy		E11685	\$	85,000	\$	9,090	All	No specific CSS measure against this item
				E11741	\$	76,250	\$	35,754		
	1.3.2.4	Deliver the East Fremantle George Street Festival		E11263	\$	151,276	\$	157,431	EO	Positive feedback and high attendance numbers
	1.3.2.5	Prepare and implement an Annual Calendar of Events		E11228	\$	13,005	\$	3,740	EO	
	1.3.2.6	Undertake local heritage survey		E10215	\$	115,000	\$	104,091	EMRS	Completion of project on time and on budget
1.3.3: Facilitate community group capacity building	1.3.2.7	Continue to promote the Town's culture and heritage		E10243	\$	765	\$	-	EO	Reconciliation Action Working Group meetings held level of participation in NAIDOC week
	1.3.4.1	Fund annual Community Assistance Grants Program		E04270	\$	11,827	\$	15,003	EO	No specific CSS measure against this item
Economic – Sustainable, locally focussed and easy to do business with										
Objective 2.1: Actively support new business activity and existing local businesses										
STRATEGY	ACTIONS			Status	Budget	Actual	Quarterly Comments			Measures
2.1.1 Ensure a "local" focus through supporting and promoting opportunities for local business	2.1.1.1	Continue to support and facilitate opportunities for business and community groups		E11231	\$	747	\$	1,306	EO	37 local businesses completed the survey Place to operate a business rated just above the industry standard 72/70
2.1.2: Facilitate opportunities/ forums where local business people can meet and share ideas	2.1.3.1	Maintain strong relationships with business community							EO	No specific measure against this item
Objective 2.2: Continue to develop and revitalise local business activity centres										
STRATEGY	ACTIONS			Status	Budget	Actual	Quarterly Comments			Measures
2.2.1: Facilitate local small business access through planning and activation to support community and business growth	2.2.1.1	Maintain business friendly status via the Small Business Development Corporation Charter							EO	Small Business Friendly status maintained
	2.2.1.2	Undertake regular and frequent parking patrols to ensure parking availability and turnover in the Town centre		E12303	\$	147,103	\$	132,731	Rangers	Score equal to the Industry average 52/52 One take away item was the provision of more bicycle parking - which has been identified in the ITMMS
	2.2.1.3	Development of a Local Commercial Centre Strategy		E10215	\$	153,000	\$	104,091	EMRS	Development & Activation of the Town Centre rated below the Industry standard 47/49






















Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces										
Objective 3.1: Facilitate sustainable growth with housing options to meet future community needs										
STRATEGY	ACTIONS	Status	Budget	Actual	Quarterly Comments	Measures				
3.1.1: Advocate for a desirable planning and community outcome for all major strategic development sites	3.1.1.1 Actively represent the local community in relation to any major planning development projects				Major planning developments include;	Managing responsible growth & deve/opment rated above the Industry standard at 56/49 - Industry High 59				
	Roofing 2000 (Amd 14)	ⓘ			Application lodged with SDAU. Council had provided submission to SDAU during advertising period. Appldation to be determined by WAPC in May. Recommended for approval subject to conditions. The Town has made a deputation.	EMRS No specific measure against this item				
	Royal George Hotel (AMD 15)	✓			WAPC approved development. Proposed amendment to be submitted to SDAU. Awaiting notification from SDAU.	EMRS No specific measure against this item				
	Canning Highway (AMD 17)	✓			Amendment gazetted.	EMRS No specific measure against this item				
	Woodside - DA under development	ⓘ			Application withdrawn. Submitted as an SDAU application. Council to provide comment when required.	EMRS No specific measure against this item				
	Leeuwin Barracks	ⓘ			Project on hold, subject to National Defence review	CEO/EMRS				
3.1.2: Plan for a mix of inclusive diversified housing options	3.1.2.1 Final adoption of the Local Planning Strategy (LPS)	✓	\$	-	\$	-	Endorsed by WAPC. Strategy complete and published on website.	EMRS	"Access to housing that meets your needs" rated above the Industry Standard at 61/57	
3.1.3 Plan for improved streetscapes	3.1.3.1 Promote the Verge Policy & Implement the Urban Streetscape & Public Realm Style Guide	✓	\$	-	\$	-	The Style Guide has been embedded into administrations day to day actions	EMTS		
Objective 3.2: Maintaining and enhancing the Town's character										
STRATEGY	ACTIONS	Status	Budget	Actual	Quarterly Comments	Measures				
3.2.1: Ensure appropriate planning policies to protect the Town's existing built form	3.2.1.1 Finalise, advertise, and implement major review of the Local Planning Scheme (LPS)	✗			LPS endorsed and completed. Scheme review to commence July 2023. Changes to Planning Reform may delay this process as modification will have a signifciant impact on the LPS	EMRS	Managing responsible growth & development rated above the Industry standard at 56/49 - Industry High 59			
	3.2.1.2 Review Local Planning Policies, including Residential Design Guidelines	ⓘ			Reviews underway of Planning Policy for Cash in Lieu, Town Centre Development Guidelines and Residential Design Guidelines. Changes to Planning Reform may delay this process as modification will have a significant impact on the Council Policies	EMRS	As above			
	3.2.1.3 Implement the Bushfire Management Plan	✗	\$	-	\$	-	Mitigation works to be undertaken later in the Financial year	EMTS	No specific measure against this item	
	3.2.1.4 Develop and implement Heritage Precincts, including local heritage surveys	ⓘ	E10215	\$	153,000	\$	104,091	Review of draft is complete. Workshop to be undertaken with Elected Members May/ June.	EMRS	Heritage preservation rated just above the Industry standard at 61/59
Objective 3.3: Plan and maintain the Town’s assets to ensure they are accessible, inviting and well connected.										
STRATEGY	ACTIONS	Status	Budget	Actual	Quarterly Comments	Measures				
3.3.1: Continue to improve asset management within resource capabilities	3.3.1.1 Maintain and implement current Asset Management Plans		In-house		Asset management plans updated annually	EMTS	Marine Facilities set Industry high 71/71			
	Buildings - Upgrades - Various Locations	✓	E14605	\$	65,000	\$	11,476	Building condition assessments completed March 2023, to inform 23/24 budget	EMTS	Work to be completed on time & budget
	- Drainage - Foreshore Rationalisation	ⓘ	E12833	\$	100,000	\$	650	\$35,000 worth of work to be completed by 30 June	EMTS	Work to be completed on time & budget
	- Roads - Renewal - Marmion St - East St	✓	E12840	\$	361,127	\$	343,852	Completed, waiting final invoice from Main Roads WA		
	- Footpaths - Renewal - Canning Hwy (Fortescue - Irwin)	✓	E12841	\$	66,000	\$	72,026	Completed Feb 2023		
	- Footpaths - Renewal - Canning Hwy (Irwin - Oakover)	✓	E12842	\$	80,000	\$	93,612	Completed Feb 2023		
	- Footpaths - Renewal - Petra St (View Tce - Preston Point Rd)	✓	E12843	\$	68,000	\$	60,549	Completed Feb 2023		
	- Footpaths - Renewal - George St (East St - Glyde St)	✓	E12844	\$	36,000	\$	29,330	Completed Nov 2022	EMTS	Work to be completed on time & budget
								EMTS	Work to be completed on time & budget	
	3.3.1.2 Implement the 5 year capital works program in line with integrated strategic planning	ⓘ	various accounts		Annual works program 98% complete by March 2023		EMTS	Road maintenance rated above the Industry Standard at 59/52 Footpaths & Cycleways rated just above the Industry Standard 55/52		
	3.3.1.3 Annual review of suitability and utilisation of light and heavy fleet including transitioning to EV vehicles	ⓘ	Various accounts		\$	-	Fleet vehicles on hold until can get stock in Country.	EMTS	No specific measure against this item Amended policy to be presented to Council at the June OCM	
	3.3.1.4 Develop and implement proactive asset maintenance schedules for each asset class	ⓘ			Asset maintenance schedules have been developed for street sweeping, parks maintenance, drainage cleaning, playground inspections and all annual building maintenance recurring events		EMTS	Formal maintenance program to be provided by 30 June 2022		
	3.3.3: Plan and advocate for improved access and connectivity	3.3.3.1 Maintain community facilities in accordance with the Disability Access and Inclusion Plan	ⓘ			Improvements to Council facilities as and when the opportunity arise		EMTS	Refer to 1.1.2.4 above	
3.3.3.2 Continued involvement and support with the Perth South West Metropolitan Alliance (formerly known as the South West Group)		ⓘ	E14444	\$	38,250	\$	50,210	Continue to attend SWG CEO & Board meetings	CEO	Attendance at SWG meetings Funding secured for the Fremantle Traffic Bridge replacement - IA submission
3.3.3.3 Implement the Integrated Traffic Management and Movement Strategy		ⓘ	E12306	\$	-	\$	-	Additional surveys were undertaken in Feb 2023, with data to inform next stage of works	EMTS	Traffic Management rated below the Industry Standard 54/56 and has been identified as a priority area
Natural Environment – Maintaining and enhancing our river foreshore and other green, open spaces with a focus on environmental sustainability and community amenity										
Objective 4.1: Conserve, maintain and enhance the Town's open spaces										
STRATEGY	ACTIONS	Status	Budget	Actual	Quarterly Comments	Measures				
4.1.1: Partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore	4.1.1.1 Ongoing implementation of the Foreshore Management Plan subject to funding					Management of Foreshore & River rated above Industry Standard at 65/60 Engineer design currently being undertaken, work to be completed 2021/22				
	- maintenance work to be undertaken on seawall and creation of small creatures river pool	ⓘ	E10644	\$	245,000	\$	171,009	River wall works commenced October 2022, with more designs being undertaken by consultants	EMTS	Work to be completed on time & budget
	- Foreshore maintenance & bush restoration	✓	E11258	\$	2,890	\$	3,128	Minor bush restoration works undertaken along Riverside Road	EMTS	On-going revegetation program in conjnction with DBCA

	4.1.1.2	Continue to partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore	🟡		\$	-	\$80k in funding secured from the State Govt Consultant for CHRMAP Baird consultants appointed and works to commenced. Chapters 1-4 complete. Scheduled for completion June 2023.	EMRS	Friends of the Foreshore completed riverside clean-ups along Jerrard drive collection litter		
4.1.2: Plan for improved parks and reserves	4.1.2.1	Implement the Urban Streetscape and Public Realm Style Guide	🟢				Public realm style guide being implemented, reviews ongoing	EMRS/EMTS	Refer to 3.1.3.1		
	4.1.2.2	Investigate opportunities for activating public open spaces	🟡				Refer to Action 1.3.2.1 and liaison with local organisations to encourage use of POS for events / activities	EMTS	No specific measure - some comments in CSC included Provide more public toilets within reasonable walking distance, more trees (Shade), More Dog friendly spaces		
4.1.3 Improve and protect the urban forest and tree canopy	4.1.3.1	Continue with annual street planting program	🟡	E11295	\$	24,823	\$	22,144	In August 2022 the Town finalised the Urban Heat planting across the eight sites in the Town. 450 trees were planted in total.	EMTS/SWO	250 Number of trees planted per year
Objective 4.2: Enhance environmental values and sustainable natural resource use											
STRATEGY		ACTIONS			Quarterly Comments					Measures	
4.2.1: Reduce waste through sustainable waste management practices, including effective community and business education	4.2.1.1	Implement Food Organics and Green Organics (FOGO) waste collection and disposal services, including commercial properties and multi-unit dwellings								Interestingly this measure (waste Management services) fell , however, still above the Industry Standard at 69/66 - yet rated as a low community priority Provided 679 FOGO caddy liners, compared to 654 last year Rollout FOGO to single unit dwellings	
		- FOGO Collection & Disposal costs	🟡	E10100	\$	323,226	\$	168,531	Collection Stats up to September: 1574 tonnes 21/22 FY (Veolia) 795 tonnes (Veolia) - July 2022 to December 2022 1,148 tonnes (Veolia) – July 2022 to March 2023	SWO	updated stats attached for July - December 2022.
		- Recycling Collection & Disposal costs (Yellow bin)	🟡	E10101	\$	138,330	\$	105,124	780 tonnes 21/22 FY (Veolia) 375.98 tonnes (Veolia) - July 2022 to December 2022 552 tonnes (Veolia) – July 2022 – March 2023	SWO	no bin tagging provided during this period.
				E10109							
		- General Waste Collection & Disposal (red bin)	🟡		\$	172,386	\$	165,232	966 tonnes 21/22 FY (Veolia) 480 tonnes (Veolia) - July 2022 to December 2022 708 tonnes (Veolia) – July 2022 – March 2023	SWO	2 Community Waste Education sessions were held as part of National Recycling Week + 10 Cloth Nappy Workshops.  Use of FOGO system at the 2022 George Street Festival Full breakdown below: FOGO: 2022: 123.76kg (840g of contamination or 0.67%) 2021: 62kg (200g contamination 0.32%) = 66% increase in FOGO waste in 2022 Recycling 2022: 46.56kg (1.64kg of contamination or 3.50%) 2021: 41.3kg (4.8kg of contamination or 11%) = 12% increase in Recycling Waste in 2022 and 96% reduction in contamination General Waste 2022: 39.78kg (including 3.32kg contamination FOGO, GW and Recycling) 2021: 48.3kg (including 5kg of contamination in FOGO and Recycling) = 17.15% decrease in General Waste Contamination Total contamination 2022 = 3.32kg or 1.58% Total contamination 2021 = 5kg or 3.4% = 40% reduction in contamination
		- Commercial bins - collection & disposal	🟡	E10102					Included above	SWO	
		- SMRC Overheads charge	🟡	E10232	\$	24,984	\$	21,737		SWO	
		- Street & Parks bins	🟡	E10106	\$	21,204	\$	19,557	Included above	SWO	Already have met State Waste Avoidance & Resource Recovery Strategy 2030
		- Alexandra Rd - Special service	🟡	E10108	\$	9,612	\$	10,036	Included above	SWO	Target of 65% waste diversion rate by 2020, Current diversion rate 67%
		- Cockburn tip pass	🟡	E10203	\$	13,770	\$	10,341		SWO	Increase recovery rate to 70% by 2025
		- Bulk Verge Collection services	🟡		\$	71,253	\$	89,512	135 tonnes Green Waste + 154 tonnes Bulk Waste collected 2021/22  79 tonnes of green waste September 2021 57.3 tonnes of Green Waste March 2022 74.14 tonnes green waste September 2022 64.54 tonnes of Green Waste March 2023	SWO	107 mattresses in October 2022, down from 164 in October 2021 Hard Waste = 147.99 tonnes collected in October 2022 with 57.61 tonnes recovered. Hard Waste = 254.05 tonnes collected in October 2021 with 58.93 tonnes recovered. Green waste 74.34 in September 2022 tonnes down from 79 tonnes in October 2021. 174 tonnes in 2021/22 vs 138 tonnes in 2022/23 (including march stats outside reporting period)
				E10204							
4.2.1.2	Partner with the City of Fremantle to provide free community access to the Fremantle Recycling Centre	🟡		\$	71,253	\$	43,500	Fremantle Recycle centre stats: - Number of users ~3,000 in 21/22 FY - 258 bags of FOGO compost to TOEF residents in 21-22 (28 August 2021 – 26 June 2022). 19% of total sales at Fremantle Recycling Centre (sales of compost began in August 2021)	SWO	Compost sales year to date 93 bags or 1,395kg July 2022- December 2022 Number of users 1,760 from July 2022 - December 2022 From October, the Fremantle Recycling Centre began the sale of kitchen caddy and liners to residents of the Town of Fast Fremantle FOGO kitchen caddies - 7 FOGO caddy liners - 18	
4.2.1.3	Ongoing implementation of the Regional Waste Strategy	🟡		In-house				Signed Waste to Energy contract executed - facility construction has been delayed - awaiting educational material from RRG to begin education process - Waste to Energy plant not expected to be operational until late 2024	PEHO	no update	
Objective 4.3: Acknowledge the change in our climate and understand the impact of those changes											
STRATEGY		ACTIONS			Quarterly Comments					Measures	
4.3.1: Improve systems and infrastructure standards to assist with mitigating climate change impacts	4.3.1.1	Continue to support the Climate Action Reference Group to investigate further climate change and mitigation initiatives	🟡					CARG meets on a quarterly basis. CES endorsed. CEAP to be considered by Council in May 2023.	SWO	As above in 4.1.3.1 - CSC comments: "insufficient action taken, lack of information, and poor comms regarding climate change"	
		- Established a Sustainability & Environmental Projects Reserve balance as at 30 September 2021	🟢	000250	\$	304,625	\$	210,337	Reserve established and funds identified for various projects as per CEAP	SWO	Conservation & Environmental management rated just below the Industry Standard 56/57
4.3.1.2	Participant in Coastal Hazard Risk Management Adaption Planning Program (CHRMPP)	🟡		\$	-	\$	-	CHRMPP commenced and on Schedule to be completed 2023.	EMRS	Impact from Borer	
	- Annual Street Tree program (Maintenance)	🟡	E12245	\$	153,943	\$	107,278	In 2022, over 300 trees installed throughout East Fremantle	EMTS	Planting ongoing, numbers to be knowing in next Qtr.	
	- Annual Tree planting (replacement) program	🟢	E12255	\$	64,730	\$	69,283	Annual planting to continue in Winter 2023. Trees for 23/24 to be ordered earlier than usual.	EMTS	21/22 Street trees x 80, urban canopy trees x 143 Total = 223, 22/23 Street Trees x 100, Urban canopy Trees x 249 Total = 349	
	- Annual Tree watering program	🟡	E12256	\$	65,772	\$	47,890	Tree's watered throughout summer, to be stopped once weather turns and rain arrives	EMTS		
4.3.1.3	Achieve gold certification under Waterwise program	🟢		\$	7,650	\$	5,675	The Town is in conversation again with DWER regarding the Town's Water licencing. Under the current allocation the Town is unable to obtain Gold accreditation.	SWO	As above in 4.2.1.2 - comments were made to meet accreditation for renewable energy, solar power Town Awarded Gold accreditation as a Waterwise Council. In Feb 2023. Awaiting outcomes from DWER regarding allocations.	
4.3.1.4	Ongoing implementation of the Asbestos Building Management Plan	🟡		\$	-	\$	-	The redevelopment of East Fremantle Oval will see the majority of suspected Asbestos buildings reduced significantly			



4.3.1.5	Implement actions under the Climate Emergency Strategy		\$	-	\$	-	All of the Town's Buildings and Street lights are powered from renewable energy The Town achieved Gold status as a Waterwise Council Project funding set aside for LED smart lighting.	CARG crowd funded the installation of Solar panels at the East Fremantle Kindy. All Town assets including Street Lighting are now powered through the PPA drastically reducing the Town's energy consumption. In March 2023, The Town was accredited as a Gold Waterwise Council.
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Leadership and Governance - A proactive, approachable Council which values community consultation, transparency and accountability									
Objective 5.1: Strengthen organisational accountability and transparency									
STRATEGY	ACTIONS	Status	Budget	Actual	Quarterly Comments			Measures	
5.1.1: Strengthen governance, risk management and compliance	5.1.1.1 Maintain high level of legislative compliance across the organisation		E04235	\$ 42,075	\$ 5,900	Unqualified audit received for 2021/22. Negative value - invoice yet to be received and applied against accrued expense at date of reporting December 2022.	EMCS	Unqualified audit received & No significant issues recorded in the Annual Compliance Return	
			E04240	\$ 7,497	\$ 2,500	The Audit Committee has resolved on a work plan for 2022, with the first meeting in March. The agenda includes receipt of the FMR/Reg 17 Review and Compliance Audit Return.	EMCS	Internal Audit Reports and presented to the Audit Committee on a periodic basis	
								Rated above the industry standard for governs local area 60/55	
	5.1.1.2 Annual review the Policy Manual & Delegations				Delegated Authority next review due before June 2023 OCM		CEO	Reviews undertaken	
	5.1.1.3 Review the ICT Plan and IT Disaster Recovery Plan		\$	-	\$ -	ELT has resolved for these documents to be reviewed every 2 years. Next review late 2023.	EMCS	Updated & Tested annually	
			E04221	\$ 270,801	\$ 323,756		EMCS	No business (ICT) interruption experienced - Nil recorded to date	
	5.1.1.4 Implementation of the Audit Committee Work Plan & Risk Register				Reviewed by the Audit Committee at each committee meeting		EMCS	Identified Reg 17/ FMR risks actioned	
					New online Risk Register implemented and training provided to staff		Exe Group		
	5.1.1.5 Provide accurate & timely advice to Council						CEO/EMRS/EMCS/EMT	Requisitions audit for purchases over \$5k General Computer Controls	
	5.1.1.6 Develop and implement an Elected Member Communications Plan				Work has not yet commenced - Dept Local Government yet to provide template plan		CEO	New Records Management Plan endorsed	
	5.1.1.7 Develop and implement an Integrity Framework				TOEF Integrity Framework presented to the Audit Committee and endorsed by Council at its February 2023 OCM		CEO	New Records Management Plan endorsed	
	5.1.1.8 5 year statutory review of RKP				A Project Plan is soon to be developed as statutory review due in 2023. A quote has been obtained for a consultant to assist with this work.		EMCS	New Records Management Plan endorsed	
		NC	TBD				EMCS		
5.1.2: Ensure effective engagement with community and stakeholders	5.1.2.1 Undertake a Community Perception Survey		\$	-	\$ -	CPS undertaken during the month of March 2023. Awaiting results.	CEO	Council's leadership rated above the Industry Standard 57/50	
	5.1.2.2 Implement a Communications & Engagement Strategy subject to funding		\$	53,550	\$ 24,617		MCO	"Developed and communicated a clear vision" improved significantly to 46, with the industry standard at 34	
			E04266			Implementation of Communication & Engagement Strategy - monthly reports provided to Council forums.	MCO	"Community consultation" rated above the Industry Standard at 55/46, interestingly down 5 points from the last survey	
					Regular social media posts covering a wide variety of content posted to Facebook, LinkedIn and Instagram as well as regular press releases: 3,345 Facebook followers in March 2023, up from 3,156 in November 2022. 1,284 Instagram Followers in March 2023, up from 1,284 in November 2022 and 917 LinkedIn followers in March 2023, up from 714 in November 2022. TikTok and YouTube accounts created.		MCO	"Social media presence" rated above the Industry Standard 57/53 3,345 Facebook followers in March 2023, up from 3,156 in November 2022. 1,455 Instagram followers in March 2023, up from 1,284 in November 2022. 917 LinkedIn followers in March 2023, up from 714 in November 2022.	
					TownTalk (e-News) produced and distributed (at least) monthly with the addition of creating and distributing stand-alone, special editions of TownTalk when required. Quarterly 'Major Projects Around Our Town' produced and distributed as e-News, plus our printed Talk of the Town newsletter distributed to residential and commercial properties on a quarterly basis. All newsletters (TownTalk, Major Projects Around Our Town and Talk of the Town) are also available online. There is a solid focus on promoting all residents and businesses to subscribe to TownTalk through numerous publications including Talk of the Town and the Budget Bulletin.		MCO	Hold industry Standard for "community e-newsletter" (2021 CSC) However, printed newsletter was just below the Standard at 63/64 2,761 e-News subscribers in March 2023, up from 2,671 in November 2022.	
			\$	15,000	\$ -	Continuing work to upgrade the Town's website in order to make it more user friendly for residents and web users. Significant design changes to the website homepage and mega menu were implemented in 2022. There is ongoing work to improve the look and feel of content across various pages.	MCO	The Town's Website rated above the Industry Standard at 64/57 Between 10,000-17,000+ website views per month 4,601 new users recorded in February 2023	
5.1.3: Improve the efficiency and effectiveness of services	5.1.3.1 Develop Service Team Plans for all Business Units & Finalisation of Operations Review				Draft Department Service Plans have been prepared by each department		Exe Group	Customer Service rated equal to the industry standard at 61/61 A drop of 4 out 5 measures was recorded, the largest decreases in Courteous (80 to 73), Knowledgeable 66 to 60, & Responsive 64 to 57.  Numbers in relation to Operations review Status Total66 Ongoing 40 61% Completed 15 23% No Action 11 17%	
					Implement Operations Department Review recommendations, ongoing with several of the recommendations completed		EMTS		
	5.1.3.2 Continue current service partnerships including library services and waste services Fremantle Library & Recycle Centre with City of Fremantle Animal Care with City of South Perth				Refer to 1.1.12 & 4.2.1.2 The Town has entered into a 2 year agreement with the City of South Perth for the use of their animal impound facility.		Exe Group Rangers	New 5 year Service (Funding) Agreement with the City of Fremantle (August OCM 2020).	
	5.1.3.3 Undertake market examination for future Enterprise Business Software or Enterprise Resource Planning		\$	-	\$ -	Tango, an independent agnostic consultant, has been engaged to assist with the finalisation of the Towns ERP Strategy. Estimate completion June 2023.	EMCS		

Objective 5.2: Proactively collaborate with the community and other stakeholders											
STRATEGY	ACTIONS						Quarterly Comments		Measures		
5.2.1: Foster and promote strategic collaborative relationships with neighbouring LGAs, State and Federal government representatives and agencies, NGOs	5.2.1.1	Continue to improve the profile within and external to the community	①	\$	-	\$	-	Refer to 5.1.2.2	MCO	Refer above 5.1.2.2	
	5.2.1.2	Maintain working relationship with the South West Group (SWG) and Resource Recovery Group (RRG)	①					Actively participated in both groups, including attendance at meetings	CEO		
			①				SWG: Regularly attend meetings - Facilitation of regional project collaboration, Economic Development Group, Natural Resource Management Group and CEO Group.	CEO/EMRS/EMCS	The Town was represented at all meetings		
			①				SMRC: Regularly attend Ordinary Council and Board meetings, Project Partnership Group, Regional Resource Recovery Centre Group and Regional Executive Group	CEO/EMCS/EMTS	The Town was presented at all SMRC Council meetings No reduction in overheads, or significant reduction in gate fees SMRC to meet proposed 50% reduction in overhead charges		
	5.2.1.3	Implementation of Stakeholder Plan	①					CEO	Advocacy & Lobbying on behalf of the community rated above the Industry Standard at 56/50		
			①				Maintained positive relationships with State and Federal Members	CEO	The Town Listens to & Respects Views was rated just above the Industry Standard 35/32		
			①				Established an annual engagement calendar for all stakeholders	CEO	Town has a good understanding of Community needs also increased significantly to 43, Industry Standard 33		
Objective 5.3: Strive for excellence in leadership and governance											
STRATEGY	ACTIONS						Quarterly Comments		Measures		
5.3.1: Deliver community outcomes through sustainable finance and human resource management	5.3.1.1	Annual Review of Workforce Plan and update within proposed budget and timelines	✓				Updated Workforce plan presented to Council October 2022	CEO/HR	Staff turnover for past 12 months		
	5.3.1.2	Provide opportunities for training and development for staff and elected members - Council/for Training Expenses - Organisational Development	①	E04252	\$	27,540	\$	3,101	Learn Rite (in-house) online training provided to all staff Training scheduled for new Councillors, to be throughout 2022	CEO	Elected member training provided (___)
			①	E04248	\$	19,125	\$	22,365	Mental Health Workshop undertaken	CHR	Staff training provided for the past 12 months - ___ individual and separate courses attended, Number of staff with no training available/not attending training - 0
									HR	6 new online courses developed, and 239 online course activities completed by staff	
	5.3.1.3	Drive the implementation of the new Work, Health and Safety legislation	✓						CEO	Number of workplace incidence - ___ - (2022/23) compared to 10 (2021/22) <b>OSH Audit Results - April 2021 (overall 89% achievement)</b> Management Commitment <b>88%</b> Planning <b>83%</b> Consultation & Planning <b>94%</b> Hazard Management <b>81%</b> Training & Supervision <b>100%</b>	
			①				All OSH Audit recommendations in the process of being implemented.	CHR			
			①					EMTS	Inductions provided to 12 Contractors (in-person) and 6 online so total inductions 18		
5.3.1.4	Ensure the effective and accountable application of the financial and physical resources	✓					The LTFF is being updated and will be workshopped with Council in March 2023.	CEO/EMCS	"Value for Money from Council Rates" scored above the Industry Standard at 51/44		
5.3.2: Improve organisational systems with a focus on innovation											
5.3.2.1	Maximise online functionality for Council systems and services - Creation of SharePoint Landing Page and new applications - Automation of Accounts Payable - Names and Addresses database project - Major review of Town's website functionality & updates	①	\$	-	\$	-	Controlled documents application, live date June 2023	EMCS	"How the Town embraces technology & Innovation" rated equal to the Industry Standard 52/52		
		①	\$	-	\$	-	A Project Plan has been prepared for the Accounts Payable automation project. A cost analysis has been undertaken of the current process. The average cost of processing an invoice end to end is \$17.57.	EMCS			
		①	\$	-	\$	-	This project has been deferred although some maintenance of names and addresses is occurring weekly.	CSO			
		①	\$	-	\$	-	Refer to 5.1.2.2 above	MCO			
										Placed on hold whilst further review of SharePoint as possible alternative solution - 2021/22 project	
5.3.2.2	Continue to improve organisational systems and processes with a focus on innovation	①					Many fact sheets, procedures and processes have been developed. These knowledge articles are being uploaded in the customer service request system to develop the organisations knowledge base.	CSO	"Customer Service" rated equal to the Industry standard at 61/61 A drop of 4 out 5 measures was recorded, the largest decreases in Courteous (80 to 73), Knowledgeable 66 to 60, & Responsive 64 to 57. 28 services were process mapped New resident Welcome packs introduced CSR modified to provide response with CSR reference number 10 additional fact sheets created and published		
5.3.3 Increase focus on strengthening and fostering a positive customer service experience											
5.3.3.1	Fully Implement the Customer Service Charter and Customer Service Policy (and associated procedures, workflow, and management reporting)	①					The Snap Send Solve application is being used by Rangers and Outdoor staff to capture maintenance requests Monthly customer service reports provided to staff	CSO	monitor		
		①	\$	-	\$	-	Planning Policies to be reviewed over the next 12 months. Cash in Lieu Parking, Town Centre Development Guidelines and Residential Design Codes under review currently. Schedule to be developed to review Planning Policies which require extensive amendments. Review undertaken. In light of the recently released Medium Density Design Codes, further Policy changes will be required. State Planning Reforms will have an impact on development and implementation of Council Policies.	EMRS			

	At Risk
	On track
	Complete

## 15.2 DELEGATED AUTHORITY REGISTER REVIEW

<b>Report Reference Number</b>	OCR-2003
<b>Prepared by</b>	Janine May EA/Governance Coordinator
<b>Supervised by</b>	Gary Tuffin CEO
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Absolute Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. Delegation Register (with tracked changes) (Separate Attachment)

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### PURPOSE

To consider approving the delegation of designated powers and functions as listed in the Delegated Authority Register 2023 to the Chief Executive Officer and Town Planning Committee pursuant to sections 5.42 and 5.16 of the *Local Government Act 1995* respectively.

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### EXECUTIVE SUMMARY

In accordance with section 5.46 of the *Local Government Act 1995*, delegations are to be reviewed at least once every financial year.

The Delegated Authority Register was last reviewed at Council's Ordinary meeting held on 21 June 2022.

The reviewed Delegated Authority Register 2023 is now presented for Council's consideration and endorsement.

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### BACKGROUND

Under Section 5.42 of the *Local Government Act 1995*, Council may resolve to delegate some of its powers and duties to the Chief Executive Officer, or certain committees of Council.

The Chief Executive Officer and the Executive Management team have undertaken a review of the Delegated Authority Register.

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### CONSULTATION

Chief Executive Officer  
 Executive Manager Regulatory Services  
 Executive Manager Corporate Services  
 Executive Manager Technical Services

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### STATUTORY ENVIRONMENT

Under section 5.42 of the *Local Government Act* any of the duties designated in the Local Government Act 1995 may be delegated to the CEO except for those stated in section 5.43, which are:

- Any duty requiring an absolute or higher majority of Council
- Accepting a tender greater than an amount set by Council
- Appointing an auditor
- Disposing of or acquiring property valued higher than an amount set by Council



- *Deciding fees payable to elected members*
- *Borrowing money*
- *Determining objections to a Council decision of a kind referred to in Section 9.5*

and the *Planning and Development Act 2005* section 214(2), (3) or (5).

Powers delegated to the CEO may be further delegated (with or without conditions) by the CEO to other officers, as deemed appropriate by the Chief Executive Officer.

The delegation of any power from Council to the Chief Executive Officer and from the Chief Executive Officer to any other officer must be in writing and when the delegated power is used it must be recorded by the officer exercising it.

A Chief Executive Officer cannot exercise delegated powers or duties if the CEO has an interest in the matter. The nature of the interest must be disclosed to the Mayor as soon as practicable after the CEO becomes aware of the interest.

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## POLICY IMPLICATIONS

Various policies have been referred to in the delegations, these are detailed in the Delegated Authority Register.

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## FINANCIAL IMPLICATIONS

Nil.

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## STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020 – 2030 states as follows:

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

5.1 Strengthen organisational accountability and transparency

5.1.3 Improve the efficiency and effectiveness of services.

5.3 Strive for excellence in leadership and governance

5.3.2 Improve organisational systems with a focus on innovation

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## 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)
That Council won't meet its statutory obligations if delegations are not reviewed annually	Unlikely (2)	Moderate (3)	Moderate (5-9)	COMPLIANCE Some temporary non-compliances	Accept Officer Recommendation

## RISK MATRIX

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

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

## RISK RATING

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

## SITE INSPECTION

N/A

## COMMENT

The only changes proposed in this recommendation relate to changed job titles.

It had been mentioned in the previous review, that an overhaul of the numbering and grouping of the delegations into departments or similar practice areas to make individual delegations easier to locate with the Register was envisaged. It is proposed that this renumbering and grouping will be reviewed during this next 12 months.

## CONCLUSION

It is recommended that all tracked changes within the document be accepted.

## 15.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution 091605**

**OFFICER RECOMMENDATION:**

**Moved Cr Natale, seconded Cr White**

**That Council endorse the revised Delegated Authority Register 2023 as attached.**

(CARRIED BY AN ABSOLUTE MAJORITY/UNANIMOUSLY)

## REPORT ATTACHMENTS

Separate Attachment

## 15.3 ADOPTION OF MEETING SCHEDULE 2023-24

<b>Report Reference Number</b>	OCR-2005
<b>Prepared by</b>	Janine May EA/Governance Coordinator
<b>Supervised by</b>	Gary Tuffin CEO
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**PURPOSE**

To consider the meeting schedule for 2022/23 and the related issue of the Christmas closure period.

**EXECUTIVE SUMMARY**

Council is required, under Section 12 of the *Local Government (Administration) Regulations 1996*, to advertise, at least once a year, its meeting schedule for the next twelve months. The previous schedule was to 30 June 2023 thus the meeting schedule for 2023/24 will need to be determined and advertised prior to 1 July 2023.

It is recommended that the meeting schedule as contained within this report be adopted for 2023/24.

**BACKGROUND**

With respect to the above, at the Council Meeting of 17 May 2022, Council resolved as follows:

*That Council resolve:*

1. *an ordinary Council meeting be scheduled for the 3<sup>rd</sup> Tuesday of the month (except during the month of December 2022 when the meeting is held on the 2<sup>nd</sup> Tuesday)*
2. *a Town Planning Committee meeting be scheduled for the 1<sup>st</sup> Tuesday of the month.*
3. *meetings of the Audit Committee be held on Wednesday 6 July and Wednesday 2 November 2022, as previously resolved.*
4. *the above arrangements not apply during January 2023*
5. *the administration centre and operations areas be closed:*
  - a. *from midday Friday, 16 December 2022 to allow all staff members to attend a Christmas function.*
  - b. *from midday Friday, 23 December 2022 to Monday, 9 January 2023.*

Last year saw the re-introduction of regular Works Committee meetings that are now scheduled bi-monthly.

**CONSULTATION**

Nil.

**STATUTORY ENVIRONMENT**

Section 12 of the *Local Government (Administration) Regulations 1996* reads:

*12. Meetings, public notice of (Act s. 5.25(1)(g)) (1)*

*At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*

- (a) *the ordinary council meetings; and*
- (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months*

In part Section 5.23 of the *Local Government Act 1995* states:

Meetings generally open to public

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
- (a) *all council meetings; and*
- (b) *all meetings of any committee to which a local government power or duty has been delegated.*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020 – 2030 states as follows:

*Strategic Priority 5: Leadership and Governance*

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)
That Council does not adopt the meeting schedule resulting in non compliance with LG Act.	Rare (1)	Minor (2)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

### RISK MATRIX

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

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

#### RISK RATING

<b>Risk Rating</b>	2
<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

N/A

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#### COMMENT

As the present frequency of Town Planning, Works & Audit Committee meetings, Concept Forums and Council Meetings are allowing Council business to be conducted in appropriate and timely manner, it is not proposed to change this format for the 2023/24 financial year.

#### Audit Committee

The Audit Committee on 2 November 2022 resolved the July and November dates for future meetings during 2023/24. A further meeting in September is proposed:

<i>Date</i>	<i>Time</i>	<i>Place</i>
26 July 2023	6.00pm	Council Chambers
27 September 2023	6.00pm	Council Chambers
22 November 2023	6.00pm	Council Chambers

#### Works Committee

The Works Committee meets bi-monthly on the 4<sup>th</sup> Tuesday of the month providing good oversight on progress of capital works projects, Town asset works etc.

#### Ordinary Council Meetings - December and January Meetings

As in past years, it is proposed to bring forward the December Council Meeting to the 2<sup>nd</sup> Tuesday of the month ie 12 December. In previous years it has been decided to not hold a Concept Forum in December, which is normally scheduled for this date.

As per normal practice, no meetings have been scheduled for January 2024, however, should any urgent business arise which needs to be considered during this recess, a special Council Meeting can be convened.

#### Christmas Closure

Last year, Council has closed for two weeks over the Christmas and New Year period and staff have used annual leave, RDO's and "day-in-lieu" public holidays for the period.

The closures would be advertised in the local paper and on Council's website and Facebook page to notify residents of the arrangements during the Christmas/New Year period. All telephone enquiries during this period will be redirected to a call centre with a nominated Council staff member on call for emergencies.

It is proposed the administration centre and operations areas be closed:

- From midday Friday, 15 December 2023 to allow all staff members to attend a Christmas function



- From midday Friday, 22 December 2023 to Monday, 8 January 2024 (consisting of 6½ working days: half a day from midday Friday 22 December, Wednesday 27 to Friday 29 December and Wednesday 4 to Friday 6 January) with the Christmas, Boxing Day & New Year's Eve public holidays falling on Monday & Tuesday 25 & 26 December 2023 and Monday 1 January 2024. Staff are entitled to an extra leave day following the New Year's Day holiday.

This closure will be advertised as part of the meeting schedule and again in December 2023 to provide adequate notice to the public of the closure.

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## CONCLUSION

This closure provides an extended break for staff and provides an opportunity to reduce Council's leave liability.

As there was no adverse feedback to this arrangement last Christmas/New Year, it is recommended that similar arrangements be adopted for 2023/24 Christmas/New Year break.

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## 15.3 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

### **Council Resolution 101605**

**Moved Cr Donovan, seconded Cr Wilson**

**That Council resolve:**

1. an ordinary Council meeting be scheduled for the 3<sup>rd</sup> Tuesday of the month (except during the month of December 2023 when the meeting is held on the 2<sup>nd</sup> Tuesday)
2. a Town Planning Committee meeting be scheduled for the 1<sup>st</sup> Tuesday of the month
3. a Works Committee meeting be scheduled bi-monthly on the 4<sup>th</sup> Tuesday of the month
4. meetings of the Audit Committee be held on Wednesday 26 July, Wednesday 27 September and Wednesday 22 November 2023
5. the above arrangements not apply during January 2024
6. the administration centre and operations areas be closed:
  - a. from midday Friday, 15 December 2023 to allow all staff members to attend a Christmas function.
  - b. from midday Friday, 22 December 2023 to Monday, 8 January 2024.

(CARRIED UNANIMOUSLY)

**15.4 RECONCILIATION ACTION PLAN STEERING GROUP EXPRESSION OF INTEREST REVIEW**

<b>Report Reference Number</b>	OCR-2030
<b>Prepared by</b>	Carly Filbey, Community Engagement Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Summary of applicants for Reconciliation Action Plan Steering Group

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**PURPOSE**

The purpose of this Council Report is to endorse the Expressions of Interests received for membership on the Reconciliation Action Plan (RAP) Steering Group.

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**EXECUTIVE SUMMARY**

The RAP Steering Group will oversee the implementation the Town of East Fremantle's Reflect Reconciliation Action Plan (RAP) and the development of an Innovate RAP in consultation with Reconciliation Australia, using their toolkit, templates and resources. The Steering Group will meet as required and provide feedback and recommendations to the Council.

The Steering Group does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

The Steering Group is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the Local Government that have not been delegated to the CEO.

---

**BACKGROUND**

In July 2022, the Town formally received endorsement from Reconciliation Australia for its Reflect Reconciliation Action Plan and in November 2022, the designed Reflect RAP was published on the Town's website.

In early 2023, it was identified in the RAP Working Group Terms of Reference that tenure of membership had been fulfilled and a new RAP Steering Group would need to be established.

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**CONSULTATION**

Consultation with Council, the Executive Managers and internal Working Group.

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**STATUTORY ENVIRONMENT**

Nil.

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**POLICY IMPLICATIONS**

Nil.

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**FINANCIAL IMPLICATIONS**

Allocated annual budget of \$20,000 to the Reconciliation Action Plan.

## STRATEGIC IMPLICATIONS

Town of East Fremantle Strategic Community Plan 2020-2030:

### Strategic Priority 1: Social

#### 1.3 Strong community connection within a safe and vibrant lifestyle

## 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)
That Council don't adopt a RAP Steering Group	Unlikely (2)	Minor (2)	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

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

On Monday 13 March, the Town released an Expression of Interest for the RAP Steering Group open to community, relevant industry and subject matter experts to oversee the implementation of the Town's Reflect RAP and the development of an Innovate RAP.

The Expression of Interest process was open to the public for 24 days and resulted in 5 applications being received. These individuals had varied levels of experience and varying levels of engagement with the local community.

Elected Members are also required to nominate as Council's representatives for the RAP Steering Group and this is included in the Officer's Recommendation. There is no limit to the number of Council representatives indicated in the Terms of Reference for the RAP Steering Group.

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## CONCLUSION

The Expression of Interests received for the RAP Steering Group are presented to Council. It is recommended, based on the ability of applicants and their skill set, that all five applicants be appointed to the Reconciliation Action Plan Steering Group.

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## 15.4 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution 111605**

**OFFICER RECOMMENDATION:**

**Moved Cr Nardi, seconded Cr White**

**That Council:**

- 1. accept and appoint the following five applicants as members of the RAP Steering Group:**
  - **Geoff Addison**
  - **Margaret King**
  - **Maureen Flynn**
  - **Sue Booth**
  - **Wendy Wisniewski**
- 2. instruct the CEO to advise the five applicants of their appointment to the RAP Steering Group**
- 3. Crs Collinson, Nardi, Donovan & Natale be appointed as Council's representatives to the RAP Steering Group.**

**(CARRIED UNANIMOUSLY)**

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## REPORT ATTACHMENTS

Attachments start on the next page

## **Reconciliation Action Plan Steering Group Expression of Interest Applicants**

### **1. Geoff Addison**

- Local Aboriginal Resident
- Previous member of the RAP Working Group
- Is keen to see the continuation of the 1967 referendum that allowed the Aboriginal people of Australia to be included. To be part of the next step forward, and the completion of the progress and towards a better future for those to come.

### **2. Margaret King**

- Local Resident
- Previous member of the RAP Working Group
- Has worked closely with the Whadjuk Noongar people for more than 10 years in the City of South Perth. Community Development Coordinator at the City of South Perth and in conjunction with local Noongar people have developed the City's Innovate Reconciliation Plan.
- Deep connection and respect for Aboriginal people passed down by her father who was partially bought up by the Yindjibarndi and Martu people in the Pilbara. Also, a strong connection to East Fremantle through her mother whose family have lived in the Town for four generations.

### **3. Maureen Flynn**

- Local Resident
- Involved in social justice work for over 40 years both professionally and as a volunteer. Would like to be on the RAP Steering Group to contribute to the reconciliation in her own community.
- In 2022, in the lead up to the Voice Referendum, Maureen made a presentation at the Glyde-In Learning Centre on the history of Aboriginal peoples struggle for recognition and justice since colonisation.

### **4. Sue Booth**

- Local Resident
- Worked closely in the field of Aboriginal advancement during her professional life but has retired from active participation for some 8 years.
- Sue's last role was as a teacher in Aboriginal Studies at the University of Notre Dame where the students undertook a personal RAP involving three actions: to create contacts, demonstrate respect, and make a personal step toward reconciliation. This produced some quite wonderful results and convinced Sue of the power of RAPs if they are undertaken with real commitment.
- She continues to be deeply committed to the advancement of Aboriginal and Torres Strait Islander peoples and the benefits our communities and nation can gain from stronger, more positive partnerships. She congratulates the Town on its forward-looking RAP and would be happy to participate in the coming chapter – particularly participation in action the Town may take to promote the success of the Referendum on a Voice to Parliament.
- Professional background in Aboriginal advancement:
  - o Deputy Commissioner for Aboriginal Planning (1990-1997)
  - o Management Consultant, including to government and Aboriginal controlled community organisations (1997-2010)
  - o MA (International Development) student at Murdoch University, specialising in Aboriginal community policy (graduated 2001)
  - o Tutor, Aboriginal Studies, University of Notre Dame (2010-2016)

### **5. Wendy Wisniewski**

- Local Resident
- Wendy spent 6 months in New Zealand where she was witness to the voice that the New Zealand Māori people have in the governance and decision making of their nation. The promotion of Māori culture and



Attachment 1

language is so accepted in Aotearoa and believes it has given the Māori people dignity and self-worth and contributed to the unity of the myriad of peoples who call New Zealand their home.

- Strongly believes in the recognition of Aboriginal and Torres Strait Islanders as the original owners of this land on which she has the privilege to live here in East Fremantle. Concerns that there is apparent prejudice and poor understanding of the stewardship of our nation that Aboriginal people deserve to have recognised. The preservation of our environment and the sanctity of the First Nations people's link to this task, this inspires her to want to contribute to the conversation around reconciliation.
- Doesn't have a great depth of knowledge but seeks to learn, especially not growing up in Australia. Enthusiastic and passionate about building unity within our local community.

**15.5 VACANCIES - RESIGNATION OF LAURA MASCARO**

<b>Report Reference Number</b>	OCR-2016
<b>Prepared by</b>	Janine May EA/Governance Coordinator
<b>Supervised by</b>	Gary Tuffin Chief Executive Officer
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Absolute Majority for Parts 1 and 2 of Motion
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

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**PURPOSE**

To appoint delegates to external organisations and fill positions on Council committees which have become vacant due to the resignation of Laura Mascaro

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**EXECUTIVE SUMMARY**

It is recommended that interested elected members nominate for the vacancies resulting from Laura Mascaro's resignation as an elected member.

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**BACKGROUND**

Laura Mascaro resigned as an elected member on 16 April 2023 creating the following vacancies:

- Town Planning Committee member (1<sup>st</sup> Tuesday of the month)
- Works Committee member (bi-monthly on 4<sup>th</sup> Tuesday)
- Public Art Panel member (quarterly Monday at 5.30pm)
- Events Committee (there have not been any recent meetings of this committee)
- WALGA South Metropolitan Zone delegate (bi-monthly generally on 4<sup>th</sup> Monday of month at 5.30pm)
- Fremantle Ports Inner Harbour Community Liaison Group delegate (Deputy Delegate Cr McPhail) (quarterly on a Tuesday at 5pm)
- Development Assessment Panel Alternate local member (mandatory training) expiring 26 January 2024.

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**CONSULTATION**

Vacancies raised at May Concept Forum.

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**STATUTORY ENVIRONMENT**

Section 5.10 of the *Local Government Act 1995* requires committee members to be appointed by an absolute majority.

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**POLICY IMPLICATIONS**

Nil.

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**FINANCIAL IMPLICATIONS**

N/A

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**STRATEGIC IMPLICATIONS**

Strategic Community Plan 2020-2030:

**Strategic Priority 5: Leadership and Governance**

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

**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)
Vacant positions not be filled prior to October 2023	Unlikely (2)	Insignificant (1)	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**

<b>Risk Rating</b>	4
<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**

N/A

**COMMENT**

Following the October 2023 elections, there will be a spill of all positions and nominations will be called for membership to all internal Committees and representation on external organisations, therefore appointments to former Cr Mascaro's vacancies are for a five month period except for the DAP member position which will expire in January 2024, unless that person ceases to be a council member.

Cr Donovan has previously expressed her interest in joining the Town Planning Committee.

As Cr McPhail has been the deputy delegate to the Fremantle Ports Inner Harbour Community Liaison Group for the past four years and has a good knowledge of the operation of this committee, he may wish to take on this position and a new deputy delegate be appointed.

Given a meeting of the Events Committee has not been convened for at least 18 months, it is suggested that there is probably not any point in proposing nominations for Laura's vacancy on this Committee.

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#### 15.5 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution 121605**

**OFFICER RECOMMENDATION:**

**Moved Cr White, seconded Cr Donovan**

**That:**

- 1. Cr Donovan be appointed as a member of the Town Planning Committee**
- 2. Cr Natale be appointed as a member of the Works Committee**
- 3. Cr Collinson be appointed as a member of the Public Art Panel**
- 4. Cr Natale be appointed as a Council delegate and Cr Nardi as the deputy delegate to the WALGA South Metro Zone**
- 5. Cr McPhail be appointed as Council's delegate to the Fremantle Ports Inner Harbour Community Liaison Group**
- 6. Cr Natale be appointed as an Alternate local member to the Development Assessment Panel.**
- 7. Cr Collinson be appointed as a member of the Events Committee.**

(CARRIED BY AN ABSOLUTE MAJORITY/UNANIMOUSLY)

16 REPORTS – ENVIRONMENT

Reports start on the next page



## 16.1 CLIMATE EMERGENCY ACTION PLAN - DRAFT REVIEW

<b>Report Reference Number</b>	OCR-1953
<b>Prepared by</b>	Connor Warn, Waste and Sustainability Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	Tuesday, 16 May 2023
<b>Voting requirements</b>	Simple majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. Climate Emergency Action Plan 2023-2033 (Second Draft)

## PURPOSE

The purpose of this report is for Council to endorse the finalised Climate Emergency Action Plan (CEAP).

## EXECUTIVE SUMMARY

The CEAP was created through a collaboration between Ironbark Sustainability, Meiklejohn Consulting, CARG, the community at large, Town administration and Elected Members. It is the result of efforts that began with a Council resolution to address climate change, as agreed upon at the Annual Electors' meeting in February 2020. This included the formation of a Climate Emergency Strategy and resulting Action Plan.

The Town's [Climate Emergency Strategy](#) (CES) was officially endorsed in March 2022 and serves as a guiding document for both the Council and CARG to tackle the Climate Emergency from both a Council and community standpoint. The CES is the first of a three-part response to mitigate and adapt to the present and future effects of climate change. The CEAP is the second stage of the Town's response to climate change and outlines the key actions and projects necessary for the Council and Community (CARG) to reduce the Town's current emissions profile.

## BACKGROUND

The Climate Emergency was acknowledged by the Council at an Ordinary Council meeting on November 19, 2019. A resolution to develop a Climate Emergency Strategy (CES) and a Climate Emergency Action Plan (CEAP) was passed at the Annual Electors' meeting on February 25, 2020. On June 16, 2020, Council approved the Terms of Reference for the CARG and authorised the CEO to seek nominations for up to 10 community/subject matter experts. The Town issued an Expression of Interest (EOI) for community members to apply to the CARG on June 18, 2020.

On August 18, 2020, Council formally accepted nine subject matter experts and community representatives as members of the new Climate Action Reference Group. In April 2021, CARG presented draft Strategic Objectives to Council for approval and advertising. In July 2021, after the Strategic Objectives were advertised, Council formally accepted the Strategic Objectives set by CARG and approved the creation of the CES. The draft Climate Emergency Strategy 2022-2032 was completed in February 2022 and the final document was presented to and endorsed by Council in March 2022. Ironbark Sustainability was chosen as the preferred consultant for developing the CEAP in August 2022.

On 19 November 2019 at the Ordinary Council meeting, Council recognised the Climate Emergency. On 25 February 2020 at the Annual Electors' meeting, a resolution was passed to develop a Climate Emergency Strategy (CES) and associated Climate Emergency Action Plan (CEAP). On the 16 June 2020, 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 18 June 2020 the Town released the Expressions of interest (EOI) for community members to make application to the CARG.

On 18 August 2020, Council formally accepted nine subject matter experts and community representatives as members of the new Climate Action Reference Group. In April 2021, CARG presented the draft Strategic Objectives to Council for acceptance and advertising. In July 2021 following the advertising of the Strategic Objectives, Council formally accepted the Strategic Objectives set by CARG and approved the formation of the CES.

In February 2022 the draft Climate Emergency Strategy 2022-2032 was completed with the finalised document presented to Council and endorsed in March 2022. Ironbark sustainability was appointed as the preferred consultant for the formation of the CEAP in August 2022.

The Climate Emergency Action Plan (CEAP) is the second step in the Town's Climate Emergency response and outlines short to medium-term actions that align with the strategic objectives set in the CES. The actions identified in the CEAP will enable the Town to achieve net-zero emissions by 2030. However, it should be noted that a small portion of the Town's emissions (from heavy fleet vehicles) may need to be offset to reach net-zero, and this is included in the plan. As stated in the Action Plan, it is estimated that the Town's annual corporate emissions can be reduced by 97 percent by 2030. The amount of offsetting required will depend on advancements in technology for heavy fleet vehicles and equipment over the next seven years. Based on current carbon credit prices, it would cost the Town between \$550 and \$750 to offset the anticipated residual emissions of 15-20 tCO<sub>2</sub>-e in 2030.

The Town has already begun taking steps to reduce its carbon emissions, such as through a Power Purchase Agreement, installing solar panels, and setting up EV chargers.

The CES and draft CEAP are the result of extensive collaboration and effort by various groups and organizations and reflect the Council's commitment to creating a positive future in light of the Climate Emergency.

### **The Town's Climate Emergency Response**

#### **Step 1: Climate Emergency Strategy CES (completed)**

Includes visions and high-level goals (Strategic Objectives) to set the direction for how the Town responds to the climate emergency.

#### **Step 2: Climate Emergency Action Plan CEAP (in draft – this document)**

Includes detailed carbon profiling of the Town, programs, projects and actions to ensure the Town meets its net zero goal while meeting the high-level Strategic Objectives set out in the Strategy.

#### **Step 3: Implementation**

Implementation of the programs, projects, and actions set out in the Action Plan, meeting the Strategic Objectives set out in the Strategy.

The CEAP provides Council with a roadmap and specific actions to address the climate emergency and achieve net-zero emissions. It addresses seven Strategic Objectives set out in the CES: Energy, Green Spaces, Water, Transport, Infrastructure, Procurement, and Waste.

Once endorsed, the CEAP will require the Town to undertake projects such as replacing streetlights with LEDs and transitioning to an EV fleet. It will also involve community education and advocacy. The comprehensive plan will require funding and resources to ensure that the Town achieves its net-zero emissions target by 2030.

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### **CONSULTATION**

The development of the CEAP involved several processes, including four community workshops run by Meiklejohn Consulting. These included one workshop for the Council, one for the community, and two for the CARG to select

and review key actions. Two online surveys were also conducted, with 68 adult respondents and 47 youth respondents from Richmond Primary and John Curtin College.

Several groups and organisations were consulted or assisted in the development of the Town's CES, which informed the actions outlined in both the CEAP and CES. These included CARG, Elected Members, the Executive Management Team, the City of Melville, the City of Fremantle, the City of Subiaco, the City of Melbourne, the City of Maribyrnong, WALGA, the Water Corporation, Azility, Snapshot, and the City of Canning.

The draft CEAP was presented to the Council at a Council Forum in March for discussion. Feedback from that meeting has been incorporated into the updated document.

## FINANCIAL IMPLICATIONS

The Action Plan has a large scope and involves the responsibility of various departments. As a result, the works identified in the plan will be funded by a range of budgets. However, the Sustainability Fund will be used for large projects that are expected to have a significant impact on the Town, such as upgrading street lighting to LEDs.

It is crucial that certain actions are taken over the next seven years to ensure that the Town achieves net-zero emissions by 2030. These actions include upgrading street lighting to LEDs and installing smart lighting on major roads, installing solar photovoltaic (PV) panels on key buildings, transitioning the fleet to electric vehicles in phases, replacing petrol and diesel equipment, and developing and implementing a sustainable building policy for new Town facilities. Without taking these actions, based on an analysis of the Town's emissions profile, the Town will not be able to achieve net-zero emissions by 2030.

## 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.**

*East Fremantle Climate Emergency Strategy 2022-2032:*

### **Strategic Objectives 1-7**

## 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)
That Council fail to act and mitigate/adapt to Climate Change.	Unlikely (2)	Moderate (3)	Moderate (5-9)	ENVIRONMENT Uncontained, irreversible impact	Accept Officer Recommendation

## RISK MATRIX

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

Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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

#### RISK RATING

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

#### SITE INSPECTION

Not applicable

#### COMMENT

Members of CARG, the wider community and elected members assisted in identifying actions and projects for the Town's Climate Emergency Action Plan for both Council and Community. These actions strive to mitigate environmental impacts and adapt the community of East Fremantle to the future effects of climate change in the Town.

The action plan represents the second part of Council's three-step response:

- **Step 1 Climate Emergency Strategy**  
includes visions and high-level goals to set the direction for how Council responds to the climate emergency.
- **Step 2 Action Plan (in draft – this document)**  
Includes detailed carbon profiling of the Town, programs, projects and actions to ensure the Town meets its net zero goal while meeting the high-level strategic objectives set out in the Strategy.
- **Step 3 Implementation**  
puts the programs, projects, and actions in place.

The Climate Emergency Action Plan is proposed to be a **guiding** document providing the framework for Council to address the climate emergency. The Action Plan addresses seven Strategic Objectives set in the CES:

- Energy
- Green Space
- Water
- Transport
- Infrastructure
- Procurement
- Waste

To ensure that the Town reaches its goal of net-zero emissions by 2030, it is essential that specific actions are taken over the next seven years. These include upgrading streetlights to LED smart technology and implementing smart lighting on major roads, installing solar photovoltaic (PV) panels on Town owned buildings, gradually transitioning the fleet to electric vehicles, replacing petrol and diesel-powered equipment, and creating and enforcing a sustainable building policy for new Town facilities. Heavy fleet emissions will likely be required to be offset until

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## CONCLUSION

It is recommended that Council endorse the Climate Emergency Action Plan to ensure works can commence on time to produce the graphical component of the document.

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### 16.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution 131605**

**OFFICER RECOMMENDATION**

**Moved Cr Natale, seconded Cr Collinson**

**That Council**

- 1. adopt the content of the Climate Emergency Action Plan subject to the final endorsement of the approval for the creation of its graphical component.**
- 2. endorse the CEO to commence appropriate contract negotiations for the procurement of smart LED street lighting from Western Power.**
- 3. express sincere gratitude to the TOEF Climate Action Reference Group and Ironbark Sustainability for their contributions to the development of the document.**

(CARRIED UNANIMOUSLY)

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## REPORT ATTACHMENTS

Attachments start on the next page



# Climate Emergency Action Plan 2023 - 2033





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## **Acknowledgement of Country**

The Town of East Fremantle acknowledges the Whadjuk people of the Nyoongar nation as the Traditional Custodians of the lands on which East Fremantle exists. We pay our respects to ancestors and Elders past, present and emerging and acknowledge their continued custodianship of Country. We are committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, water and sea, and their rich contribution to society. We acknowledge the thousands of years of caring for Country.

We acknowledge that Aboriginal and Torres Strait Islander people are often more vulnerable to the impacts of climate change due to the social and economic inequality they experience as a result of colonialism. We acknowledge Aboriginal and Torres Strait Islander culture as the oldest continuous living culture in the world. Responding to the climate emergency offers the opportunity to embrace Aboriginal and Torres Strait Islander perspectives, science, knowledge, and work together to ensure sustainable land use practices and climate change mitigation and adaptation.

## Message from the Mayor

I am proud to introduce the Climate Emergency Action Plan to the community of East Fremantle.

Globally, communities are taking up the challenge of fighting climate change. In 2019, the Town declared a Climate Emergency and in 2020 formed the Climate Action Reference Group (CARG) comprising Environmental Scientists, Engineers and community members. CARG has set ambitious net zero emissions targets for both Council operations and the community. This bold new Strategy reflects the views of the community and the Town's commitment to action on climate change. We aim to lead by example and work hard to cut the Town's own carbon footprint. We will support the East Fremantle community by educating, informing, facilitating, and mobilising a transition to a low-carbon lifestyle. The commitment of each and every member of our community is essential. We will also advocate for stronger policy and legislation with the Western Australian and Federal Government for a better future. All of Council's future decisions will be considered through the lens of future impacts from climate change. The objectives outlined in this Action Plan will guide the Town in working together to create a sustainable, liveable, and resilient East Fremantle.



## Message from the Climate Action Reference Group

The East Fremantle Climate Action Reference Group (CARG) is proud to see the progression of the Town's climate response over the last few years. The relationship between Council and the CARG has ensured both the Climate Emergency Strategy (CES) and the Climate Emergency Action Plan (CEAP) include the voices of the local community.

CARG and Council determined the seven strategic objectives for the Climate Emergency Strategy which form the basis of the actions identified in the Climate Emergency Action Plan (this document).

It has been a pleasure to work alongside Council on behalf of residents and ratepayers and the CARG is looking forward to seeing the actions identified in this document actioned in the coming years. The CARG will continue to support Council by doing its part in mobilising the local community and

Updated photo of the CARG (in CARG shirts)



## Introduction

On 19 November 2019 at the Ordinary Council meeting, the Town of East Fremantle recognised the climate emergency and declared its position on reducing its impact on the environment. As a result of community requests at the Annual Electors meeting on 17 March 2020, the Town of East Fremantle resolved to develop a Climate Emergency Strategy (**CES**) and this Climate Emergency Action Plan (**CEAP**).

The Town of East Fremantle is committed to supporting the community's call to action in reducing the carbon emissions of Council owned assets and operations and to support all residents and ratepayers of East Fremantle in tackling their own carbon footprint.

The first step in this process was the formation of the Climate Action Reference Group (**CARG**) in 2020. The Town invited local residents and subject matter experts to assist in developing targets, projects and focus areas for the Town to mobilise itself and the local community. Together the CARG and Council formulated the CES in 2022, which identified seven strategic objectives. Each objective includes a vision for East Fremantle in 2030, with three components:

- *Council*: how the Town of East Fremantle will combat and manage the effects of climate change
- *Community*: how the Town will assist the community to adapt and mitigate the effects of climate change
- *Advocacy*: how the Town will advocate to multidisciplinary organisations and agencies on behalf of the community to ensure climate change has a pivotal focus in East Fremantle's future.

The second step was to develop this CEAP, which includes detailed programs, projects, initiatives and actions to support Council and the community to transition to a low-carbon lifestyle. The CEAP will be reviewed every two years and updated as opportunities to address the climate emergency evolve.

The third step will be to implement the relevant programs, projects and actions identified in this Action Plan. The Town will work with the community over the next seven years to realise its vision for East Fremantle by 2030.

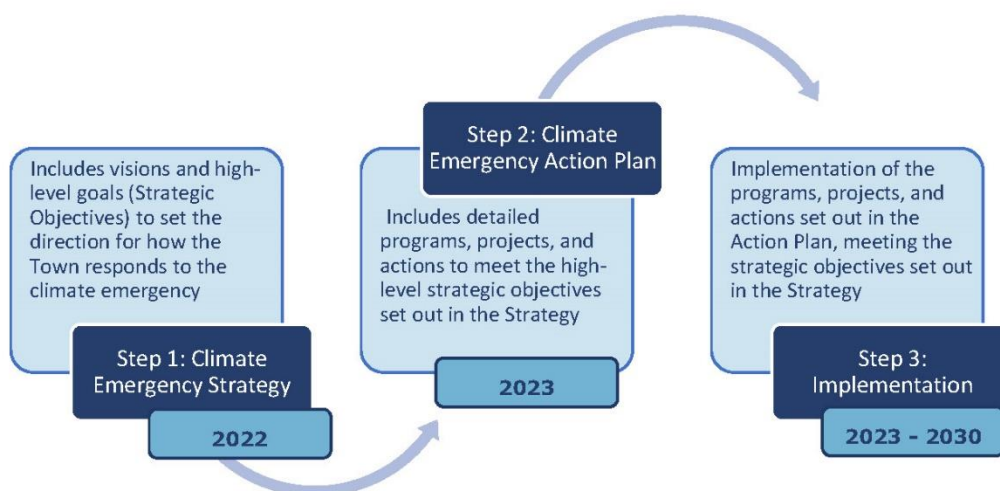
## East Fremantle's Climate Emergency Declaration

**The IPCC's latest report is a call to act now, emphasising that urgent action is required to reduce or limit emissions to avoid potentially irreversible warming and environmental damage.**

Climate change is evident, and its impacts are already affecting our environment, economy and society. Whilst global efforts to tackle climate change are increasing, the science is clear that action needs to be focused on achieving zero net carbon emissions.

Recognising this, in November 2019 the Town joined a growing number of local governments around Australia and the world by declaring a 'Climate and Ecological Emergency' and demonstrating leadership by setting a target to become a net zero carbon emission Local Government. To guide and assist with this, Council has developed a Climate Emergency Strategy which aims to align with the Paris Climate Agreement and the international effort to stay below a 1.5°C rise in global average temperatures.

Following the adoption of the Climate Emergency Strategy 2022-2032, this Climate Emergency Action Plan provides actions, initiatives and programs to deliver and achieve the strategic objectives set in the CES. The Town can use the information in this document to ensure the Town is meeting the strategic goals set out in the Climate Emergency Strategy by 2030.





## Seven Strategic Objectives

The CES identified 7 strategic objectives which identify ways for Council to enact change, assist the community and advocate for change on a larger scale. The Strategic Objectives outline how Council and community can adapt to the current and future impacts of the Climate Emergency Strategy.

The first part of this document outlines the context of the Action Plan and what the climate emergency means for East Fremantle.

The second part describes each strategic objective in more detail, including defining the core problem and its solution. The actions required to achieve these solutions are identified here, along with barriers that may be encountered. Council's role in supporting the community to overcome these barriers is also described.

The third part is the Town's Action Plan. This details the programs, projects and actions Council may implement between now and 2030 to achieve its vision for East Fremantle. The implementation of the Plan will be based on the identified strategic goals as agreed by Council and based on the extent of constraints the Town may counter such as availability of resources, including the financial and time constraints of achieving a Net Zero position by 2030.



## East Fremantle's Emissions

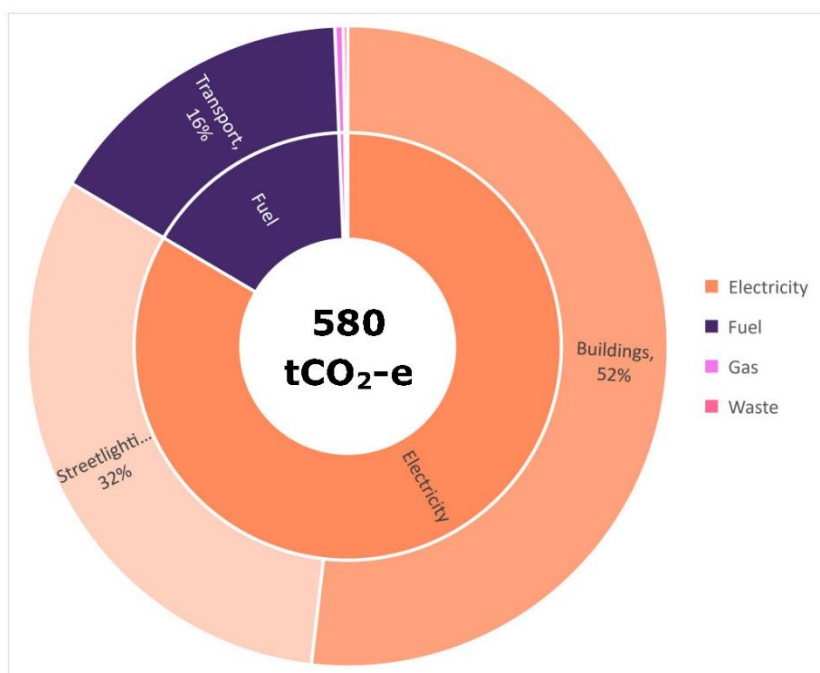
### Council's Corporate Emissions Profile

Council's emissions profile considers direct and indirect emissions resulting from activities and operations undertaken by the Town as an organisation. Estimated to be 580 tCO<sub>2</sub>-e for the 2021/22 financial year, the Town contributes 1.3 percent towards East Fremantle's total community emissions profile.

Until 2023, electricity was the main source of emissions for the Town, accounting for over 80 percent of emissions. With the recent procurement of 100 percent renewable energy for all Town electricity (including street lights), transport fuel will contribute the majority of emissions to the corporate profile.

The Town's total emissions profile includes some additional sources not currently captured in this data, including concrete and asphalt use and contractor fuels. Whilst the Town's profile contributes a small proportion of the total emissions in the municipality, it has a significant role to play in overall emissions reduction.

Implementing actions to bring the Town's own emissions to zero presents a unique opportunity to showcase low emissions solutions to the broader East Fremantle community. Any lessons learnt on the journey can be shared as the Town supports the community in its own transition towards net zero emissions y.



**Figure 1: The Town's corporate operational emissions 2021/22**

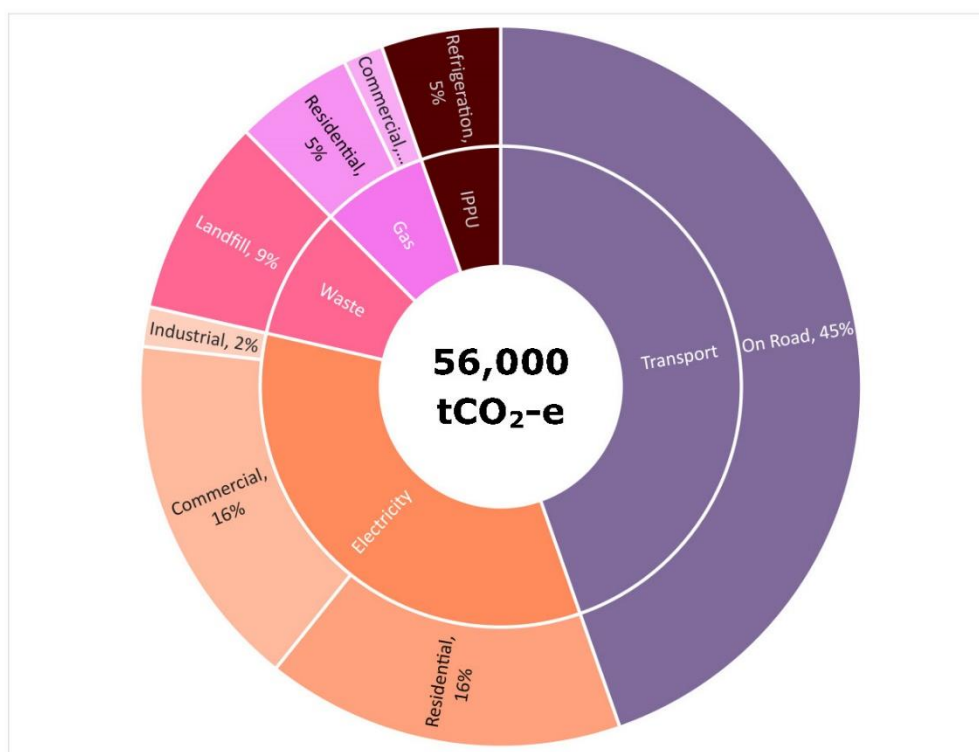


## Community Emissions Profile

East Fremantle's community emissions profile is derived from Snapshot<sup>1</sup>, currently the only online tool providing estimated emissions profiles for all local governments in Australia. The data has been developed according to the Global Protocol for Community-Scale Greenhouse Gas Inventories (GPC) from a broad range of top down or state level data on greenhouse gas emissions and emissions sources.

Figure 3 shows the estimated total greenhouse gas emissions and sources of these emissions within the East Fremantle community. The emissions are presented in carbon dioxide equivalent (CO<sub>2</sub>-e). Community emissions sources include commercial buildings, residential buildings, forms of transport, industrial activities, water and sewage and community landfill waste.

The East Fremantle community released approximately 56,000 tonnes of CO<sub>2</sub>e in the 2020/21 financial year. The largest source of emissions relates to transport, generating 45 per cent of the total profile. These emissions are generated by combustion of petrol and diesel in vehicles used by the community. The second largest source of emissions is residential and commercial electricity use, which combined account for 40 per cent of all community-based emissions. Waste sent to landfill is the third largest source of emissions, followed by residential and commercial gas use, and industrial processes and product use (IPPU).



**Figure 2: Municipal Emissions Snapshot 2020/21**

<sup>1</sup> snapshotclimate.com.au

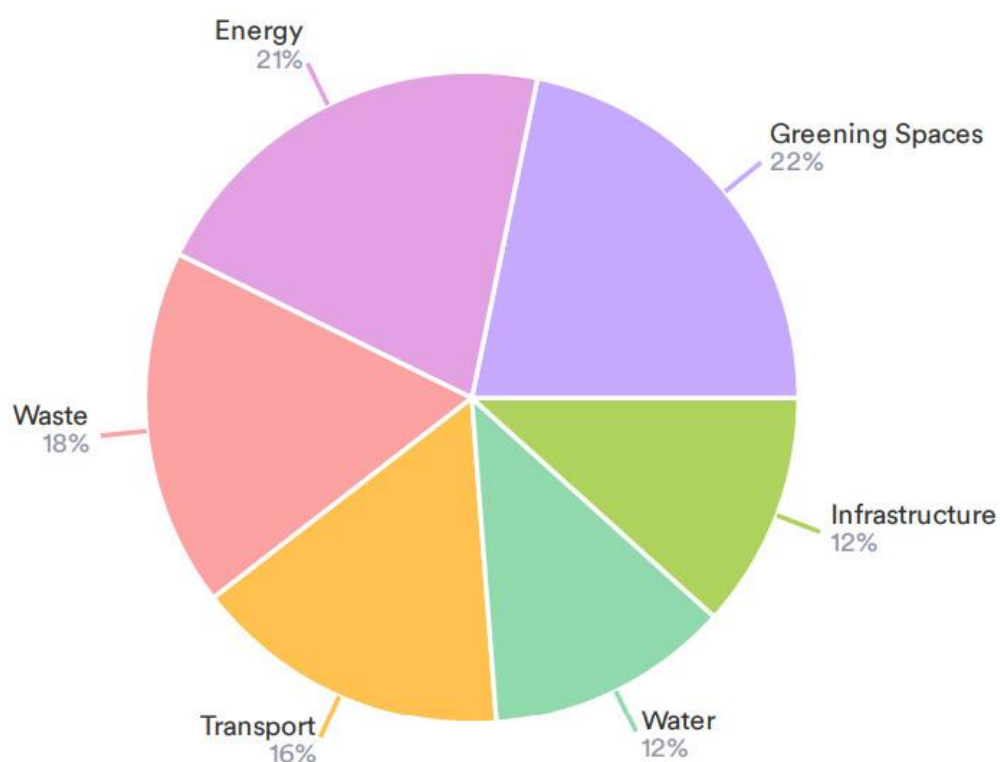
## Community Priorities

In developing this Action Plan, the Town surveyed the community to understand its priorities in addressing the climate emergency.

The Town ran a series of community and Council workshops, as well as a digital survey with over 100 respondents including youth. As shown in Figure 1, engagement with the community demonstrated broad support for all seven strategic objectives from the Climate Emergency Strategy 2022-2032. Energy and Green Spaces were identified as high-priority areas, with strong support for actions that assist the community in the switch to renewable energy and the increase in canopy cover across the Town.

The engagement process made it clear that the community wants to know more, with education as a key intervention across a number of objective areas. The Town also has opportunity to advocate on behalf of the community, including for changes to planning legislation and better data on climate change risks to fresh water supply and infrastructure.

**Figure 3: Community feedback on “which areas do you believe Council should focus its time to support the community?”**



## Zero Emission Solutions – Council

The Town of East Fremantle has committed to net zero greenhouse gas emissions by 2030. Analysis of the Town's FY 21/22 emissions inventory has identified a number of key strategic actions the Town can undertake over the next seven years to significantly reduce its emissions. These actions include:

	Upgrade street lighting to LED, including smart lighting for major roads
	Installation of solar photovoltaic panels (PV) on key Council buildings
	Phased transition of light fleet to electric vehicles and purchase offsets for heavy fleet
	Replacment of petrol and diesel equipment
	Development and implimentation of of sustainable building policy for new Town facilities

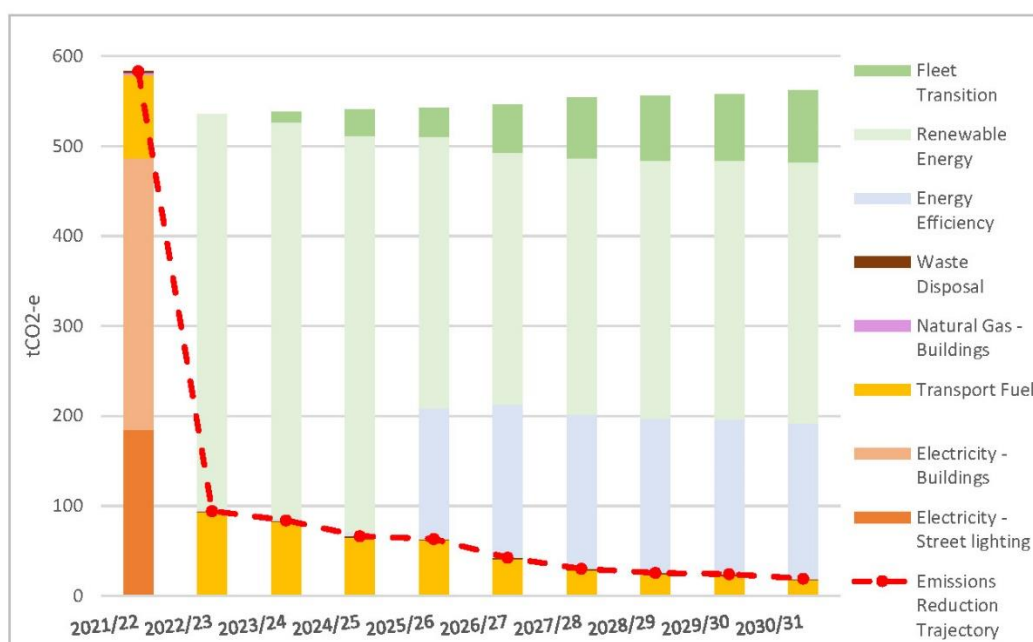
## Emissions Reduction Pathway

### Council Emissions

The impact of the key actions (on previous page) on the Town's emissions inventory to 2030 are shown below in Figure 1. It is estimated that the Town's annual organisational emissions can be reduced by 97 percent by 2030.

Any residual emissions can be offset to achieve Net Zero emissions. The extent of offsetting required will depend on the emergence of zero emissions heavy fleet and equipment over the next seven years. Based on the current carbon credit spot price, it would cost the Town between \$550 and \$750 to offset the 15–20 tCO<sub>2</sub>-e of anticipated residual emissions in 2030.<sup>2</sup>

It is important to note that whilst the Town has effectively reduced its energy emissions to zero by removing gas and purchasing renewable electricity, actions to further reduce electricity consumption remain viable. Actions to improve energy efficiency and installing solar panels will reduce electricity costs, which over time can boost funding for other actions.



**Figure 1: Council's Emissions Pathway to Net Zero 2022-2030**

<sup>2</sup> Assumes ACCU spot price of \$36.50/tCO<sub>2</sub>-e, per <https://accus.com.au/> in March 2023

## Zero Emissions Solutions – Community

Reaching zero emissions by 2030 will require changes in all sectors across the community. Utilising technology available to us today, we can implement solutions to achieve our zero emissions target.

As a member of the community, you can contribute to making the transition to a net zero East Fremantle happen even faster. You can do this by:

### Transport

- Walking, riding or catching the bus instead of driving for short trips
- Buying an electric vehicle for your next car

### Electricity

- Installing solar panels on your roof
- Purchasing renewable power
  - Choosing an electricity plan that includes renewable energy (e.g. GreenPower)
- Buying appliances with high energy efficiency ratings
- Use less electricity by having better insulation and more efficient appliances (lights, air conditioning, ovens, washing machines and dishwashers)

### Gas

- Replacing gas hot water tanks, heaters, ovens and stovetops with electric ones

### Waste

- Buy quality products or those that are reusable rather than single use
- Use less, reuse more
- Follow directions from the Town to ensure all your waste is separated into the correct bin
- Separate waste for recycling and composting while limiting waste sent to landfill.

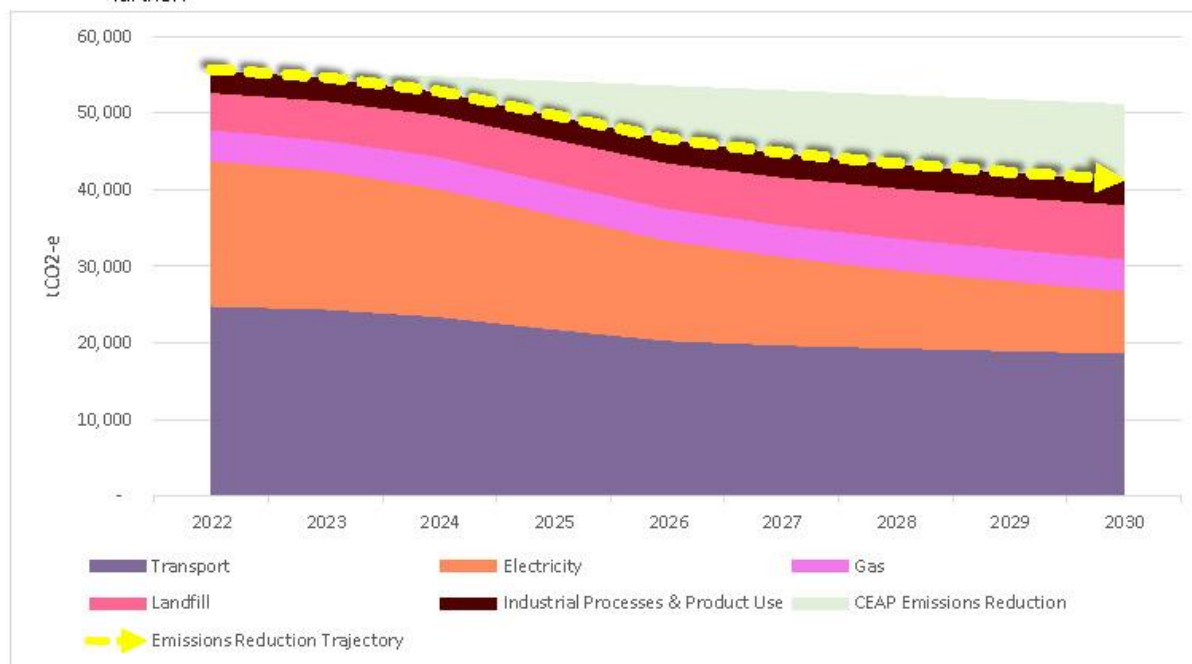


## Emissions Reduction Pathway

### Community Emissions

The Town's role in reducing community based emissions is to support the community and advocate to the State and Federal government to take action. In doing this, the Town has the potential to accelerate community emissions reduction by 15 to 20 percent more than if the Town did not act. Between now and 2030, this represents a total of 50,000 tonnes of avoided CO<sub>2</sub>-e emissions into the atmosphere.

The results of high-level modelling of the actions described in this plan are presented in **Error! Reference source not found.**, which shows the Town's effect on emissions reduction against the current business-as-usual (BAU) projection. This BAU trajectory is based on the current rate of electric vehicle uptake and renewable energy generation. It is expected that the transition to low emissions technology will naturally accelerate over the coming years, driving community emissions down even further.



**Figure 2: Community Emissions Reduction Pathway 2022-2030**

## How does East Fremantle get there?

### The Town's role

While the Town has control over decisions made about its own operations and assets, the Town does not have control over decisions made by residents and businesses within the local government area or actions taken at the State or Federal level. However, as the closest level of government to the community, the Town has an important role in educating, influencing and supporting the local community in making positive climate action. The Town also has a key role in ongoing advocacy to State and Federal governments on behalf of the community and its needs.

### What the community can do!

As members of the community, we have an integral role to play in reducing our emissions and ensuring we are able to adapt to the changing climate. While the actions outlined in this Action Plan are mostly directed to the Town, as the leading agency in facilitating action, the Action Plan is designed to be implemented in partnership with the community through the Town's Climate Action Reference Group who aim to be a conduit between Council and community. It is the East Fremantle community, including individuals, businesses and community groups such as the CARG that will be driving change on the ground. The opportunities discussed in this Action Plan have been designed to

be inclusive, mutually beneficial, and scalable on both a community and individual level. For example, in 2022, the CARG hosted a number of community-based events to educate and inform residents in methods to electrify their own homes with examples from others in the community.



## Action Plan

This action plan presents priority actions for the Town to implement over the next seven years to achieve the vision of each strategic objective in the Climate Emergency Strategy by 2030.

The plan also includes actions for the Town to apply to its own operations and assets, actions to support the community, and actions regarding advocacy to the State Government, Federal Government, and local service providers. The Town will endeavor to undertake as many actions as possible as listed in the action plan. The Town aspires to achieve all action but due to available resources and appropriate fiscal management of the Town's resources, the Council will focus on key actions expected to see the largest impact in reducing Council and community emissions.

The proposed commencement years for each action are included, with some actions already underway.

The expected impact of each action has been assessed in terms of emissions avoided or on a scale from low to high, where:

- *Low impact actions* are those that achieve minor gains relative to the issue
- *Medium impact actions* are typically those that help to reduce risks by increasing awareness or understanding of an issue
- *High impact actions* are typically those that aim to directly address at a scale that is meaningful to the issue







## Strategic Objective 1: Energy

This Strategic Objective addresses stationary energy use, with transport energy being addressed within Strategic Objective 4. Together, electricity and gas use make up 40 percent of East Fremantle's community emissions, making energy a key priority area for emissions reduction. Renewable energy generation is already growing in the Western Australian electricity network, but there remains ample opportunity for the East Fremantle community to accelerate the transition to a zero-carbon energy system with ~35 percent of residential properties currently having photovoltaics systems<sup>3</sup>.

In 2022, the Town fulfilled its commitment to procure 100 percent renewable energy for all Council electricity accounts by signing up to a Power Purchase Agreement with 51 other WA Local Governments. The East Fremantle Oval redevelopment will see the Town complete its transition away from natural gas, with all Town-owned facilities to be fully electric in the future.

### Strategic Vision (CES)

1.1 Council commits to net zero greenhouse gas emissions and transitioning to renewable energy by 2030

1.2 Council will encourage the community to transition to zero emissions by 2030

1.3 Council will advocate to service and infrastructure providers to accelerate the transition to zero carbon energy for both Council and the community

<b>Problem</b>		
Burning fossil fuels to generate electricity and power gas equipment and appliances emits large quantities of greenhouse gases		
<b>Solutions</b>	<b>Actions</b>	<b>Barriers</b>
<ul style="list-style-type: none"> <li>Minimise electricity demand</li> <li>Stop generating electricity from fossil fuels</li> <li>Stop burning natural gas</li> </ul>	<ul style="list-style-type: none"> <li>Better insulate buildings</li> <li>Use more energy efficient appliances</li> <li>Install solar panels</li> <li>Enable supportive infrastructure and renewable energy trading</li> <li>Purchase electricity from renewable sources</li> <li>Electrify everything</li> </ul>	<ul style="list-style-type: none"> <li>Limited knowledge of renewable energy and energy efficiency</li> <li>Capital cost of solar panels and upgrading appliances</li> <li>Ability of renters and social housing residents to engage</li> <li>Limited access to 100% renewable energy electricity agreements</li> <li>Habit and individual preference for using gas for cooking</li> <li>High availability of gas</li> </ul>

### Council's role in supporting the community

- **Educate** on the types and benefits of electrical appliances and how to self-generate and/or purchase renewable energy
- **Facilitate** technology purchases for residents, businesses, and property owners
- **Advocate** for more ambitious sustainability standards in planning legislation, including a ban on new gas connections and infrastructure that enables zero emissions buildings
- **Advocate** for an accelerated transition to secure renewable energy supply in the South West Interconnected System (SWIS)

<sup>3</sup> <https://pv-map.apvi.org.au/>



**Strategic Objective 1: Energy**

Action ID	Action Description	Responsibility	Start Year	Estimated Annual Impact by 2030 (tCO2-e)
<b>Council Operations Actions</b>				
1.2	Upgrade street lights to LED, including Smart Lighting for Major Roads lights	All Service Units	2024	Medium 160 – 170
1.1	Install additional solar PV on Town facilities	Regulatory Services	2025	Low 35 – 45
<b>Community Support Actions</b>				
1.3	Incentivise investment property owners and body corporates to install solar panels and enable renewable energy trading between tenants	Regulatory Services	2025	High 2,800 – 3,200
1.4	Educate businesses and residents on the types and benefits of energy efficiency measures (financial, environmental, health)	Regulatory Services	2023	Medium 380 – 110
1.5	Facilitate bulk buys of renewable energy and battery systems, and electric appliances for business and residents	Regulatory Services	2026	Medium 270 – 290
1.6	Facilitate business Renewable Energy (e.g. PPA) Buying Groups	Regulatory Services	2026	Medium 120 – 140
1.7	Develop a guide for residents to purchase renewable energy and install renewable energy generation systems	Regulatory Services	2023	Low 65 – 75
1.8	Investigate and facilitate community batteries and peer-to-peer energy trading trial for residents without solar infrastructure to access renewable energy	Regulatory Services	2027	Low
<b>Advocacy Actions</b>				
1.9	Advocate for better ESD standards for new developments in the Town Planning Scheme (State Gov) and National Construction Code (Fed Gov)	Regulatory Services	2025	High 1,700 – 1,800
1.10	Advocate for an accelerated transition to secure renewable energy supply in the South West Interconnected System (SWIS)	Regulatory Services	2023	High
1.11	Advocate for a ban on new gas connections in Model Scheme Text (State Government) and National Construction Code (Federal Government)	Regulatory Services	2025	Medium
1.12	Advocate for state-wide energy sharing models that facilitate use of community batteries and solar trading	Regulatory Services	2028	Low







## Strategic Objective 2: Green Spaces

Urban green spaces include nature reserves, parks, private gardens, and street trees; all of which are vital for healthy and sustainable communities. These spaces act as the lungs for urban environments, aiding in the filtration of pollutants, reducing the levels of urban heat, providing habitat for wildlife, improving aesthetics and improving the physical and mental health of the community.

Interconnected green spaces across public and private land are crucial to creating resilient communities in light of the current and future effects of climate change. Dark and hard surfaces such as roads, pavement and building roofs contribute to the urban heat island effect by absorbing and radiating heat more than vegetated areas. With over 60 percent of the Town's area comprising of hard surfaces and only 16 percent green canopy cover, East Fremantle has been identified as a place of significant urban greening opportunity.

### Strategic Vision (CES)

2.1 Council commits to increasing the Town's total vegetation canopy cover to 30 percent by 2030

2.2 Council will support greening initiatives on both public and private land

2.3 Council will collaborate with multi-disciplinary organisations to increase and protect green spaces

<b>Problem</b>		
Insufficient green space and canopy cover exacerbates urban heating and threatens biodiversity		
<b>Solutions</b>	<b>Actions</b>	<b>Barriers</b>
<ul style="list-style-type: none"> <li>• Increase number of large canopy trees</li> <li>• Increase density of low-level vegetation</li> <li>• Limit removal of existing trees and vegetation</li> </ul>	<ul style="list-style-type: none"> <li>• Plant trees and vegetation</li> <li>• Only remove established trees when crucial to safety or infrastructure improvements</li> <li>• Offset necessary tree removals with nearby replacements</li> </ul>	<ul style="list-style-type: none"> <li>• Costs of procurement, planting, and maintenance</li> <li>• Conflicting priorities for space use</li> <li>• High density urban areas</li> <li>• Rights and amenity preference of landowners</li> </ul>

### Council's role in supporting the community

- **Implement** policies and strategies to improve low-level vegetation and canopy cover on public and private land and promote biodiversity corridors and habitat
- **Educate** residents and land-holders on the benefits of urban canopy cover, and selection of appropriate plant species
- **Advocate** for legislation and planning that protects and improves green space on private land

**Strategic Objective 2: Green Space**

Action ID	Action Description	Responsibility	Start Year	Expected Impact
<b>Council Operations Actions</b>				
2.2	Develop and implement an Urban Forest Strategy, which should include: <ul style="list-style-type: none"> <li>tree registry including species, age, health and expected lifespan.</li> <li>Climate tolerant vegetation with prioritisation of planting in areas of high pedestrian and cycling use</li> <li>Plant more native and climate tolerant vegetation along the river to treat and improve quality of stormwater run-off and reduce shoreline erosion</li> <li>tree removal offset options</li> </ul>	Operations Services/Regulatory Services	2024	High
2.1	Review and update East Fremantle local government strategies and management plans to incorporate urban greening where relevant	Regulatory Services	2024	Low
2.3	Collaborate with other Local Governments and organisations on effective urban greening strategies	Regulatory Services	2025	Low
<b>Community Support Actions</b>				
2.4	Incentivise community-based solutions e.g. adopt a verge program, community planting days, community gardens, memorial tree planting	Operations/Regulatory Services	2025	Medium
2.5	Develop a planning policy to recommend a minimum tree canopy or plant density for all new developments and avoid of clearing trees where practical	Regulatory Services Planning	2024	Low
2.6	Education campaign on plant species appropriate to the changing climate, waterwise gardens and verges, and the benefits of shrubs and trees over lawns	Regulatory Services	2024	Low
<b>Advocacy Actions</b>				
2.7	Advocate for Model Scheme text to set minimum requirements for green space, canopy cover and offsetting of any removed trees for new developments	Regulatory Services	2024	Medium
2.8	Advocate for protection of green areas on private land in relevant State legislation	Regulatory Services	2024	Low







## Strategic Objective 3: Water

One of the driest regions in Australia, climate change is already significantly disrupting weather patterns in the south-west of Western Australia, with more extreme weather events and a decline in rainfall. High intensity rainfall events present flooding risks, overwhelming drainage infrastructure and causing damage to homes and businesses.

Lower rainfall reduces groundwater and surface water resources, leading to growing dependency on energy intensive water sources such as desalination and wastewater recycling. The health of water bodies is also threatened from declining rainfall and increasing pressure on water resources.

Already endorsed and recognised as a Gold accredited Waterwise Council<sup>4</sup>, the Town is committed to implementing water efficiency measures and assisting the community to reduce both scheme and groundwater consumption. Water consumption is also associated with energy demand, due to pumping and treatment of water and sewerage.

### Strategic Vision (CES)

- 3.1 Council will reduce the consumption of scheme and groundwater by 3 percent per year
- 3.2 Council will support the community with incentives and education to reduce water consumption
- 3.3 Council will collaborate with stakeholders and external organisations to protect and preserve the state's water supplies

<b>Problem</b>		
Declining rainfall reduces availability of fresh water and impacts the health of aquatic ecosystems		
<b>Solutions</b>	<b>Actions</b>	<b>Barriers</b>
<ul style="list-style-type: none"> <li>Reduce the Town's consumption of scheme and groundwater</li> <li>Minimise community's use of potable water</li> <li>Improved catchment protection and local water infiltration</li> </ul>	<ul style="list-style-type: none"> <li>Use water efficient fixtures and appliances, and reduce water use</li> <li>Plant climate-adapted species</li> <li>Water the garden early in the morning or at dusk</li> <li>Implement Water Sensitive Urban Design</li> </ul>	<ul style="list-style-type: none"> <li>Lack of standards for water efficiency</li> <li>Limited understanding of water conservation</li> <li>Low pricing signal to reduce water consumption</li> <li>Limited understanding of Water Sensitive Urban Design</li> </ul>

### Council's role in supporting the community

- **Demonstrate** best practice in water and land management and planning
- **Educate** residents and businesses on water conservation
- **Advocate** for inclusion of water sensitive urban design (WSUD) requirements in planning legislation and coordinated approaches to water resources protection

<sup>4</sup> <https://www.eastfremantle.wa.gov.au/services/sustainability-and-environment/waterwise-council-program.aspx>

**Strategic Objective 3: Water**

Action ID	Action Description	Responsibility	Start Year	Expected Impact
<b>Council Operations Actions</b>				
3.1	Implement the resulting actions following the Waterwise Sensitive Cities workshop.	Regulatory Services/Operations	2023	Medium
3.2	Develop and implement an irrigation policy that defines minimum requirements for system efficiency, leak detection systems, centralised control to respond to rainfall and seasonal changes, and optimised mulch regimes at Council parks and open spaces	Operations	2024	Medium
3.3	Install water sub-meters and leak detection systems at sites with high water demand, and on equipment with high water usage.	Operations	2024	Medium
3.4	Implement Water Sensitive Urban Design (WSUD) principles in all new Council developments, streetscaping and upgrades, including increasing local infiltration and use of stormwater.	Operations	2026	Medium
3.5	Train relevant Council staff on the Water Sensitive Cities Index, waterwise irrigation and Water Sensitive Urban Design	Regulatory Services	2025	Low
3.6	Maintain Gold Waterwise Council accreditation by implementing the goals set in the Water Corporations Waterwise Councils Program and reporting	Regulatory Services/Operations	2023	Low
<b>Community Support Actions</b>				
3.7	Educate residents and businesses on water conservation, including water efficient fixtures, rainwater and recycled water use, waterwise gardening, appropriate use of pool covers and bores and monitoring for leaks.	Regulatory Services	2024	Low
<b>Advocacy Actions</b>				
3.8	Advocate to relevant agencies, such as the Department of Water and Environmental Regulation ( <b>DWER</b> ), for mapping of groundwater levels, salinity and subsidence risks so that appropriate planning considerations may be made.	Regulatory Services	2027	Medium
3.9	Advocate for Model Scheme text to require Water Sensitive Urban Design (WSUD) in new developments and the public realm	Regulatory Services	2028	Medium
3.10	Advocate for planning mechanisms regarding residential bore water, and greywater/blackwater treatment and reuse	Regulatory Services	2027	Medium









## Strategic Objective 4: Transport

Almost half of East Fremantle's community emissions come from on transport, making it the community's largest source of emissions. Electric vehicles (EVs), particularly when charged using renewable energy, are currently the most effective way to reduce emissions associated with transport.

Electric vehicles are growing in popularity in Western Australia, but in 2022 still represented less than 3 percent of new car sales<sup>5</sup>. All levels of government have a role to play in accelerating the take up of zero emission vehicles in Australia, and the Town has committed to transition its own fleet by 2030. The Town will support the community's transition through upgrades to infrastructure, ongoing education and increased advocacy.

### Strategic Vision (CES)

4.1 Council commits to no greenhouse emissions from its fleet by 2030

4.2 Council will enhance active transport infrastructure and encourage active and public transport options

4.3 Council will advocate for better access to public transport with lower emissions technology

<b>Problem</b>		
Internal combustion vehicles are becoming the most significant source of greenhouse gas emissions.		
<b>Solutions</b>	<b>Actions</b>	<b>Barriers</b>
<ul style="list-style-type: none"> <li>A reduction in car ownership and number/distance of car trips</li> <li>All vehicles are zero emission</li> <li>Extensive EV charging network</li> </ul>	<ul style="list-style-type: none"> <li>Walk, cycle and catch public transport for short trips</li> <li>Plan and build infrastructure that encourages active transport</li> <li>Use electric rather than petrol or diesel powered cars</li> </ul>	<ul style="list-style-type: none"> <li>Long life of vehicles and prohibitive replacement costs</li> <li>Limited access to charging infrastructure</li> <li>Range anxiety</li> <li>Habits and resistance to change</li> <li>EV supply constraints</li> <li>Lack of fuel efficiency standards</li> <li>Limits to active and public transport accessibility</li> <li>Lack of consideration of EV needs during planning</li> </ul>

### Council's role in supporting the community

- **Build** infrastructure and amenities to support active transport and the transition to electric vehicles
- **Educate** on the benefits of low emissions transport options
- **Advocate** for state and federal policies and legislation that enable an accelerated uptake of electric vehicles and improve active and public transport safety, availability and connectivity

<sup>5</sup> Are We There Yet? Clean Transport Scorecard For Australian States And Territories, Climate Council of Australia, 2022, pp.1  
<[https://www.climatecouncil.org.au/wp-content/uploads/2022/11/Are-We-There-Yet\\_-Clean-Transport-Scorecard-for-States-and-Territories\\_November-2022.pdf](https://www.climatecouncil.org.au/wp-content/uploads/2022/11/Are-We-There-Yet_-Clean-Transport-Scorecard-for-States-and-Territories_November-2022.pdf)>

**Strategic Objective 4: Transport**

Action ID	Action Description	Responsibility	Start Year	Estimated Annual Impact by 2030 (tCO <sub>2</sub> -e)
<b>Council Operations Actions</b>				
4.1	Install chargers at Town facilities, incentivise other facilities to install chargers (e.g. cricket club, hospitals, schools, hotels)	Operations Services	2024	High 720 - 750
4.2	Replace all passenger fleet (sedan, hatch and wagons) with electric vehicles.	Operations Services	2023	Medium 20 - 25
4.3	Replace all light fleet (utes, buses and vans) with electric vehicles.	Operations Services	2024	Medium 40 - 50
4.4	Replace all heavy fleet (i.e. trucks) with zero emissions vehicles, or offset fossil fuel use where alternatives are not feasible.	Operations Services	2029	Medium 35 - 45
4.5	Install charging stations to support the new EV fleet	Operations Services	2023	N/A
4.6	Work with council service providers (e.g. waste contractors) to accelerate their own transition to zero emissions vehicles.	Operations Services	2026	Medium
4.7	Replace petrol and diesel plant with electric alternatives.	Operations Services	2028	Low 10 - 15
4.8	Develop and implement a Sustainable Transport Policy, aimed to limit fuel consumption of fleet vehicles and plant materials	Regulatory Services	2024	Low 3 - 4
<b>Community Support Actions</b>				
4.9	Education campaign on EV range capacity, availability of public chargers across WA, dispel myths about cost and difficulty of charging at home, coordinate EV test drives at local car dealerships, showcasing at public events (e.g. George St festival)	Regulatory Services	2024	Medium 450 - 470
4.10	Partner with car and bike/scooter share companies to increase their presence in the Town and offer zero emissions alternatives	Regulatory Services	2025	Medium 450 - 480
4.11	Install cycling infrastructure (bike lanes, bike parking), widen footpaths, shared user paths, reduce speed limits, vehicle traffic calming measures, improve supportive street amenity.	Operations Services	2025	Medium 280 - 320
4.12	Educate on the benefits and availability of public transport options	Regulatory Services	2024	Low 130 - 150
4.13	Educate on the benefits and availability of active transport options (walking, cycling)	Regulatory Services	2024	Low 90 - 110
<b>Advocacy Actions</b>				



<b>4.14</b>	Advocate to State and Federal Governments for policy settings that promote uptake of zero emissions technology, e.g. rebates for purchase of EV technology (incl. home charging infrastructure), tax incentives for EV ownership, bi-directional charging etc.	Office of the CEO/Regulatory Services	2023	High 1,250 - 1,300
<b>4.16</b>	Advocate for the introduction of national or state-wide fuel efficiency standards	Regulatory Services/Operation Services	2023	Medium 600 - 640
<b>4.15</b>	Collaborate with neighbouring Local Governments to coordinate improved cycling and walking safety and connectivity	Regulatory Services	2026	Low
<b>4.18</b>	Advocate to Main Roads for safety improvements to active transport infrastructure and pedestrian access along major roads.	Regulatory Services	2024	Low
<b>4.19</b>	Partner with other local governments to advocate for light rail infrastructure.	Regulatory Services	2027	Low

\*Costs of these actions represent indicative additional costs of procuring zero emissions vehicles instead of internal combustion vehicles. It is expected that the cost differential will decrease over time.





## Strategic Objective 5: Infrastructure

Infrastructure is the physical aspects of our community, and includes buildings, roads, paths, sporting fields and drainage systems. The role of infrastructure in responding to the climate emergency is twofold. The Town's existing infrastructure needs to be upgraded and adapted to ensure it is resilient to a changed climate, particularly in the face of extreme weather events. In addition to adaptation, new infrastructure must also be planned, constructed, and managed in a way that minimises emissions, water use and waste. The Town is committed to adapting its own assets in response to future climate trends, including upgrading drainage and protecting assets along the Swan River from inundation and erosion.

The Town will also support resilient, low emission developments in the community. This will include through policies and planning to encourage Ecologically Sustainable Design (ESD), education, and advocating for changes to state and federal planning legislation.

### Strategic Vision (CES)

- 5.1 Council commits to ensure adaptation and mitigation measures in all new and modified Council assets and infrastructure
- 5.2 Council will encourage the use of "Environmental Sustainable Design" through policy and incentives to promote green commercial premises and residential dwellings
- 5.3 Council will advocate and work with other government agencies to adapt and mitigate infrastructure to the impacts of climate change

### Solutions and Barriers

<b>Problem</b> Existing infrastructure is not adequately adapted to the changing climate, and new infrastructure is a source of embodied greenhouse gas emissions		
<b>Solutions</b>	<b>Actions</b>	<b>Barriers</b>
<ul style="list-style-type: none"> <li>Infrastructure is designed and constructed to withstand expected changes to the climate</li> <li>Construction and operation of infrastructure with minimal contribution of greenhouse gases</li> </ul>	<ul style="list-style-type: none"> <li>Upgrade and build infrastructure to be more resilient to climate change</li> <li>Build and operate infrastructure to minimise greenhouse gas emissions and other environmental impacts</li> </ul>	<ul style="list-style-type: none"> <li>Limited understanding of infrastructure impacts on greenhouse gas emissions and the environment</li> <li>Limited understanding of design and operation of infrastructure to adapt to climate change</li> <li>Cost of adaptation</li> <li>Availability and cost of low emissions materials</li> </ul>

### Council's role in supporting the community

- **Build and upgrade** council infrastructure to adapt to increased flooding, longer droughts and hotter temperatures and to mitigate environmental impacts
- **Educate** on the benefits of sustainable and resilient building design and operation
- **Advocate** for support from the state government to better understand climate risks and planning that fosters climate adaptation



Action ID	Action Description	Responsibility	Start Year	Expected Impact
<b>Council Operations Actions</b>				
5.1	Develop and implement a resilient infrastructure policy that includes: <ul style="list-style-type: none"> <li>Upgrading public infrastructure to account for more extreme weather events, including flooding, storms and heat waves</li> <li>Phasing in appropriate upgrades to Council owned drainage systems to cope with flash flooding</li> </ul>	Operations Services	2026	High
5.2	Integrate climate change projections and considerations into the planning and design of capital works to manage risks	Regulatory Services/Operations Services	2024	High
5.3	Follow the actions identified in the Coastal Hazards Risk Management Action Plan (CHRMAP)	Regulatory Services/Operations Services	2025	Medium
5.4	Develop and implement a sustainable infrastructure policy that: <ul style="list-style-type: none"> <li>Requires Ecologically Sustainable Design (ESD) considerations for Council's infrastructure projects</li> <li>Prioritises urban planning that is walkable, cyclable, energy, water and food sensitive, and provides access to local services and amenities</li> <li>Prioritises permeable, extreme heat tolerant hard surfaces</li> </ul>	Regulatory Services	2026	Medium
5.5	Develop and implement a Sustainable Buildings Policy for all council new builds and upgrades.	Regulatory Services	2025	Low
<b>Community Support Actions</b>				
5.6	Ban development in areas at risk of future inundation (CHRMAP)	Regulatory Services	2025	High
5.7	Education campaign to promote and encourage sustainable design and climate adaptation principles in new developments, renovations and existing buildings	Regulatory Services	2024	Low
<b>Advocacy Actions</b>				
5.8	Advocate to Main Roads to phase in appropriate upgrades to drainage systems to cope with flash flooding as part of the resilient infrastructure policy in 5.5	Operations Services	2026	High
5.9	Advocate for Model Scheme text to require all new buildings and refurbishments to incorporate Ecologically Sustainable Design (ESD) principles	Regulatory Services	2025	Medium
5.10	Advocate to relevant agencies such as the DWER for more specific flood modelling and early warnings, including the influence of sea level rise and storm surge, so that Council can introduce more robust and appropriate adaptation measures	Regulatory Services	2027	Medium

**Strategic Objective 5: Infrastructure**







## Strategic Objective 6: Procurement

Sustainable procurement is the process of making purchasing decisions that prioritise goods and services with positive social, environmental and economic impacts. Sustainable procurement policies can foster a circular economy, whereby materials are reused and recycled rather than sent to landfill.

The Town has begun incorporating sustainability considerations into its procurement processes, including a 2016 motion to preference financial institutions that have divested from the fossil fuel industry.

The Town is also committed to supporting residents and businesses change their own purchasing behaviors by providing information on how to identify more sustainable products and services

### Strategic Vision (CES)

- 6.1 Council commits to incorporating sustainable procurement and circular economy principles as key considerations for procurement
- 6.2 Council will support the community in making informed environmentally responsible purchasing decisions through education and information programs
- 6.3 Council will advocate to service providers for environmentally responsible purchase and investment decision making

<b>Problem</b>		
Goods and services can have a detrimental impact on society, the environment, and the economy		
<b>Solutions</b>	<b>Actions</b>	<b>Barriers</b>
<ul style="list-style-type: none"> <li>• Prioritise sustainability considerations during procurement of goods and services</li> <li>• Prioritise suppliers with sustainability credentials, including zero emissions accreditation</li> <li>• Produce goods with less plastic packaging</li> </ul>	<ul style="list-style-type: none"> <li>• Change purchasing decision-making to prioritise sustainability</li> <li>• Seek out products that don't use plastic and have a low environmental impact</li> <li>• Include shadow pricing of carbon emissions during major purchasing decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Cost and availability of sustainable products and services</li> <li>• Limited understanding how to access sustainable products and services</li> <li>• Credibility of the green credentials of goods and services</li> </ul>

### Council's role in supporting the community

- **Implement** procurement and investment policies that prioritise sustainable goods and services
- **Educate** on how and why to adopt responsible purchasing practices
- **Advocate** for local sustainable options for goods, services, and investment

**Strategic Objective 6: Procurement**

Action ID	Action Description	Responsibility	Start Year	Expected Impact
<b>Council Operations Actions</b>				
6.1	Negotiate a new Power Purchase Agreement to secure 100% renewable energy to 2030	Corporate Services	2026	High
6.2	Review Council's Procurement policy and divestment from fossil fuels	Corporate Services	2024	Medium
6.3	Incorporate climate change considerations (including emergency management, climate adaptation) into the budget planning cycle and operation of infrastructure	Corporate Services	2024	Medium
6.4	Review and update Council's Procurement Policy to include consideration of circular economy principles for goods and services and prioritise sustainable materials selection	Corporate Services	2024	Low
6.5	Include criteria for Council contracts to preference suppliers of goods and services with credible emissions reduction practices, minimisation of waste and use low impact materials	Corporate Services	2026	Low
<b>Community Support Actions</b>				
6.6	Provide information and education to encourage responsible purchasing, e.g. zero emission vehicles and equipment, waste minimisation, water saving, circular economy and sustainable materials selection	Regulatory Services	2025	Low
6.7	Educate on the opportunities and impact of divesting from banks and superannuation funds that invest in fossil fuel companies and projects.	Regulatory Services	2024	Low
<b>Advocacy Actions</b>				
6.8	Work with local contractors and service providers to encourage use of more sustainable materials	Operations Services	2026	Low
6.9	Advocate to local financial institutions to provide fossil free investment options	Corporate Services	2025	Low
6.10	Partner with neighbouring local governments to deliver services more efficiently, for example coordinating waste collection services across multiple LGAs	Operations Services	2027	Low
6.11	Advocate for WALGA to lobby council staff superannuation funds to divest from fossil fuels.	Operations Services	2024	Low









## Strategic Objective 7: Waste

Waste decomposing in landfill constitutes nine percent of East Fremantle's emissions profile and is expected to increase over the next decade without targeted interventions.

The State Waste Avoidance and Resource Recovery Strategy 2030<sup>6</sup> introduced significant transformations aimed at WA becoming a circular economy, with a greater focus on avoidance by setting targets for materials recovery and environmental protection in addition to landfill diversion. A key factor of the Waste Strategy is for a consistent three-bin kerbside system, which separates food organics and garden organics from other waste bins across all local governments in the Perth and Peel regions by 2025.

In 2019 the Town rolled out a Food Organics Garden Organics (FOGO) three-bin system to residents, commercial properties, and community groups consistent with the State Waste Strategy. In the future, the Town will send its residual waste (red top bin) to Energy from Waste processing which will convert waste to an energy product. The Town continues to support the community in reducing the amount of waste it produces through rebates, programs, educational workshops, and waste facility tours to change behaviors around waste production and disposal. The Town continues to collect various hard-to-recycle items with over 500kg worth of items diverted from landfill in 2021 alone.

### Strategic Vision (CES)

7.1 Council aims to achieve zero waste to landfill by 2030

7.2 Council will support community groups, residents, and commercial operations to achieve zero waste to landfill by 2030

7.3 Council will advocate for waste management solutions to achieve zero waste to landfill by 2030

<b>Problem</b>		
Waste decomposing in landfill emits methane, a highly potent greenhouse gas.		
<b>Solution</b>	<b>Actions</b>	<b>Barriers</b>
<ul style="list-style-type: none"> <li>Minimise waste generation</li> <li>Optimise recovery, recycling and reuse</li> </ul>	<ul style="list-style-type: none"> <li>Prioritise use of products and materials that can be reused or recycled</li> <li>Recycle products at end of life</li> <li>Improve waste stream separation</li> </ul>	<ul style="list-style-type: none"> <li>Limited understanding or care for what happens to waste</li> <li>Effort of separating and diverting waste streams from landfill</li> </ul>

### Council's role in supporting the community

- **Provide** collection services for separated waste streams (paper, glass, plastic, organic waste)
- **Educate** on best practice waste minimisation
- **Advocate** for regional waste solutions and better organic wastes management by food businesses

<sup>6</sup> <https://www.wasteauthority.wa.gov.au/publications/view/strategy/waste-avoidance-and-resource-recovery-strategy-2030>


**Strategic Objective 7: Waste**

Action ID	Action Description	Responsibility	Start Year	Expected Impact
<b>Council Operations Actions</b>				
<b>7.1</b>	Ongoing FOGO education to the community (businesses, residents and community groups etc.)	Regulatory Services	2023	Medium
<b>7.2</b>	Ongoing rollout of FOGO to new multi-unit developments and commercial premises in the Town.	Regulatory Services	2023	Medium
<b>Community Support Actions</b>				
<b>7.3</b>	Educate residents and businesses regarding correct separation of waste utilising principles from the waste hierarchy	Regulatory Services	2024	Low
<b>7.4</b>	Require new developments to demonstrate effective management of waste streams	Regulatory Services	2024	Low
<b>Advocacy Actions</b>				
<b>7.5</b>	Advocate for recovery and reuse of construction and demolition waste conditions for development applications in Town Planning Scheme	Regulatory Services	2026	Medium
<b>7.7</b>	Coordinate with neighbouring local governments to develop a regional waste solution, including waste to energy, methane flaring, circular packaging standards and stewardship	Regulatory Services	2026	Medium
<b>7.6</b>	Work with WALGA and other organisations for regarding WA's Plan for Plastics consultation	Regulatory Services	2024	Low



## 17 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

*Mayor O'Neill declared a proximity interest in the following item as he resides opposite the East Fremantle Oval Precinct where the dog off leash area is proposed and left the meeting at 8.03pm*

*In the absence of the Presiding Member, the Deputy Mayor, Cr Natale, assumed the chair.*

### 17.1 CR WILSON – DOG PARK/OFF LEASH AREA AT THE EAST FREMANTLE OVAL PRECINCT

**Council Resolution 141605**

**Moved Cr Wilson, seconded Cr White**

**That:**

1. Council recognises that the current area for the dog off-leash area falls within an area that is outside the scope of works for the developer.
2. the area available for dog exercise should be maximised to the greatest possible extent, to bring residents to the precinct .
3. separate the design and installation package to be solely managed by Council as a separate project. This is to be funded from the assigned budget allocation within the oval development project and \$40K remaining from the capital works budget (currently estimated at 60k);
4. the remaining budget (\$20k) from the current surplus (\$60k) within the capital works budget is to be put towards the procurement of advanced trees and bushes for the overall community.
5. Council is to engage a design consultant to design and plan for an area that encompasses the entire SE corner of the precinct for a dog off leash park that clearly outlines the following:
  - a. Fencing area that maximises space and access with consideration to the entry gates, footpaths and existing trees
  - b. Gate design to encompass multiple entries with double gate design (where required)
  - c. Seating and rest areas that are dog friendly
  - d. Bin locations and types that are suitable for excessive dog faeces.
  - e. The potential for dog play areas / equipment
  - f. Water / drink fountain for dog and human use
  - g. Minimising landscaping with current ground levels and undulations
  - h. Grass and retic design
  - i. Tree and shrub planting to enhance the current area and soften the drainage area
6. Following from this, a plan is to be developed to ensure that works are executed as soon as practicable so that;
  - a. the area can be accessed as soon as practicable and not necessarily in line with the opening of the whole precinct
  - b. plants and grass have opportunity to be planted and establish before opening.
  - c. the great number of residents who have dogs may be encouraged to access the other facilities of the precinct that will support the financial aspects of the redevelopment (ie café etc).

(CARRIED UNANIMOUSLY)

### Cr Wilson's comment

East Fremantle has a large number of residents who have dogs and have become accustomed to utilising the grassed areas on the south-eastern side of the precinct to walk and exercise their dogs. It is, in many respects a community hub and a place where many residents socially interact and be responsible pet owners.

There has been an increased focus over the past few months on the status and direction that the design for the Dog park / Dog off leash area within the East Fremantle oval precinct is heading.

The dog off leash area is of significant importance for community users. Throughout the consultation phase the community has expressed the need for an extended area to walk dogs and in particular a dog area that is specifically designed for off leash play. As a Council, we are aware that much of the focus of the Oval redevelopment has been on the three sporting clubs and much less on the ongoing value and amenity to the residents of East Fremantle. The dog exercise area is a simple and demonstrative way the Council can provide the broader resident focus within the precinct.

This design element within the precinct, whilst not having been overlooked, has potentially not received the attention it requires.

### Officer comment

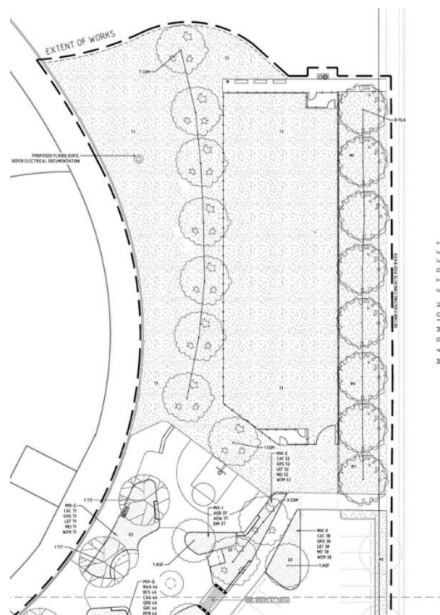
The entire East Fremantle Oval precinct (excluding the playgroup area, oval, croquet & bowling greens) was designated by Council at its OCM held on 16/02/16 as a Dog Exercise area in accordance with section 31 (3A) of the *Dog Act 1976*.

The current (off-leash) Dog Park design for the EF Oval Redevelopment includes;

- fencing 1.2m high
- double gate (airlock system) entry points x 3
- compliance with universal access requirements – flat ground
- provision of a drinking water fountain/dog bowl.
- provision of reticulated grass
- provision of bins
- provision of public seating x 3

Estimated area just over 1,000 m<sup>2</sup> (minimum recommended size 800m<sup>2</sup>).

The shape of the enclosure is in line with recommended guidelines for off leash dog exercise areas.



Current proposed design above

The focus of the project remains that the new facility is a community facility first, that houses three sporting clubs.

In addition to accommodating the three sports clubs, the redevelopment of the East Fremantle Oval Precinct has been actioned as a priority project to achieve the following objectives:

- To build social connectedness and cohesion among our community.
- To build a space where East Fremantle residents can gather, share and celebrate occasions/milestones – to share a meal, a coffee, to start conversations and host functions.

To encourage greater community use of the site, the perimeter fencing is being removed to open up the site to all of the community, the following will be provided;

- Outdoor ½ hard court (basketball).
- Outdoor All-access playground.
- Enclosed dog exercise area.
- Skate Zone.
- Improved community facilities including the oval tenant facilities as well as other amenities available to hire for the community (e.g. meeting rooms).
- Health Club facilities
- A licenced Bar & Function space & associated services
- Café

*Mayor O'Neill returned to the meeting at 8.24pm and resumed the Chair. It was noted he did not speak or vote on the previous motion.*

## 18 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

### 18.1 CR NATALE – RESOURCE RECOVERY GROUP

*That Council*

- (1) *resolve to provide formal notice of withdrawal to the Resource Recovery Group (RRG - formerly SMRC) in accordance with section 11.1 of the Establish Agreement (1997) to end its membership (participation) within the regional local government.*
- (2) *acknowledges that in accordance with clause 11.2 the withdrawal will become effective from 1 July 2024.*
- (3) *instruct the Chief Executive Officer to secure full waste services prior to the 1 July 2024.*

#### Cr Natale's Comments

##### **Background**

The SMRC was established in 2000 and have operated the Regional Resource Recovery Centre (RRRC) at Canning Value on behalf of its Participant Councils.

The SMRC Establishment Agreement was signed off following resolutions by Participant Councils in late 1997 and included:

- City of Canning (Withdrawn)
- City of Cockburn (Withdraw)
- Town of East Fremantle
- City of Fremantle
- City of Kwinana (Withdrawn)
- City of Melville
- City of Rockingham (withdrawn)

Thus, there only three remaining members:

- Town of East Fremantle
- City of Fremantle
- City of Melville

The RRRC Project related to waste management activities undertaken at the RRRC site in Canning Vale including the Waste Composting Facility (WCF - now closed), Materials Recovery Facility (MRF) and green waste processing. The SMRC and Participant Councils were at the forefront of waste management nationally, having been the only WA Council's to achieve the State Government 65% diversion of waste from landfill target by 2020 over the last decade, primarily due the superior performance of the waste management facilities at the SMRC's RRRC site.

The premium paid for superior performance in waste processing and disposal was supported by the Participants at the time as the outcomes were aligned with Participant Councils and their communities. However, the Waste Composting Facility (WCF) plant used to achieve these results has now been closed for a couple of years, due to the extremely expensive replacement and opening cost, and development of other methods, ie introduction of Food Organic Green Organics (FOGO).

The waste management market has matured over recent years, with a number of private operators now capable of providing integrated waste management solutions for all waste streams at competitive rates.

In addition, it should also be noted that the Town's liability for the RRRG joint participant loans will mature 30 June 2023.

***(When Withdrawal to Take Effect)***

11.2 *The withdrawal of a Participant shall take effect from the end of the financial year after the financial year in which notice of the withdrawal has been given by the Participant to the Regional Local Government.*

**Reason for motion**

Whilst it is acknowledged that RRG has historically been a leader in the industry, and had many great achievements, it is now considered very costly to operate, and the control of its activities are somewhat complicated by its structure as a regional local government.

Therefore, it is felt that the waste service rates offered by RRG are not competitive, and a more cost-effective solution could be achieved in the commercial market, whilst maintaining similar waste diversion rates.

**19 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**20 NEW BUSINESS OF AN URGENT NATURE**

Nil

## 21 MATTERS BEHIND CLOSED DOORS

### PROCEDURAL MOTION

Moved Cr White, seconded Cr Wilson

That the meeting be closed to the public to discuss confidential items “CEO Performance Review” under the terms of the Local Government Act 1995, Section 5.23 (2)(a) and (e), and “Fremantle Soccer Club – Construct 360” under the terms of Local Government Act 1995, Section 5.23(2)(d).

(CARRIED UNANIMOUSLY)

*The CEO declared a financial interest in the following item which relates to his employment and left the meeting at 8.38pm.*

### 21.1 CEO PERFORMANCE REVIEW

(Confidential Report)

#### 21.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution 151605

#### OFFICER RECOMMENDATION:

Moved Mayor O'Neill, seconded Cr Natale

That Council resolves:

1. to advise the Chief Executive Officer that he had met or exceeded the Key Result Areas (KRAs) set by Council for the previous 12 months
2. the CEO salary be increased by 3.5%, back dated to 1 July 2022.

(CARRIED BY AN ABSOLUTE MAJORITY/UNANIMOUSLY)

*The CEO returned to the meeting at 8.40pm.*

### 21.2 FREMANTLE SOCCER CLUB – CONSTRUCT 360

(Confidential Report)

The CEO provided an update from Council's lawyers.

#### OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr Natale

That Council notes and receives the legal advice provided within the report and approves the proposed course of action recommended within the report.

### PROCEDURAL MOTION

Moved Cr Wilson, seconded Cr White

That standing orders be suspended to allow further discussion on this matter.

(CARRIED UNANIMOUSLY)



**PROCEDURAL MOTION**

Moved Cr Wilson, seconded Cr White

That standing orders be resumed.

(CARRIED UNANIMOUSLY)

Amendment

Moved Cr Wilson, seconded Cr Donovan

That Council:

1. notes and receives the legal advice provided within the report
2. delegates authority to the CEO to undertake the necessary actions to resolve this matter, including the execution of any related documents.

(CARRIED UNANIMOUSLY)

The substantive motion, as amended, was put.

**Council Resolution 161605**

**OFFICER RECOMMENDATION:**

Moved Cr Nardi, seconded Cr Natale

That Council:

1. notes and receives the legal advice provided within the report
2. delegates authority to the CEO to undertake the necessary actions to attend to this matter, including the execution of any related documents.

(CARRIED UNANIMOUSLY)

Reason for Not Supporting Officer's Recommendation

In light of additional information provided by the CEO, it was considered appropriate to give him the authority to deal with the matter.

**PROCEDURAL MOTION**

Moved Cr White, seconded Cr Natale

That the meeting be reopened to the public.

(CARRIED UNANIMOUSLY)

**22 CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 9.15pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Council** of the Town of East Fremantle, held on **16 May 2023**, Minute Book reference **1. to 22.** were confirmed at the meeting of the Council on*

20 JUNE 2023



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Presiding Member