



AGENDA

Council Meeting

Tuesday, 15 June 2021 at 6.30pm

Disclaimer

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

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

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

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

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

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

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

A Deputation invited to attend a Council meeting:

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

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

Procedure for Presentations

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

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

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

Procedure for Public Question Time

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

Council (as required by the *Local Government Act 1995*) sets aside a period of 'Public Question Time' to enable a member of the public to put up to three (3) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Mayor may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the *Town of East Fremantle Local Government (Council Meetings) Local Law 2016*:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to three (3) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by **5pm on the day before the meeting and be signed by the author**. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.

Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.

Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.

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NOTICE OF MEETING

Elected Members

An Ordinary Meeting of the Council will be held at 6.30pm on Tuesday, 15 June 2021 in the Council Chamber, 135 Canning Highway, East Fremantle and your attendance is requested.



GARY TUFFIN
Chief Executive Officer

AGENDA

1. OFFICIAL OPENING

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. 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

4.2 Apologies

4.3 Approved
Cr Collinson

5. DISCLOSURES OF INTEREST

5.1 Financial

5.2 Proximity

5.3 Impartiality

6. PUBLIC QUESTION TIME

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

6.1.1 Friends of Fremantle Sea Scouts – Leeuwin Scout Hall

"In light of the petition received last week will the council be willing to enter into further discussions regarding the alternatives leasing and development arrangements for the Leeuwin Scout Hall."

The following response was conveyed to the above Group following the May Council Meeting:

“The question of increasing the building footprint of the Leeuwin Scout Hall has been raised with the Department of Biodiversity and Attractions and a response is awaited. Initial discussions had noted that any possible increase would require sewer connection and consequently quotations for this work are being sought.”

6.2 Public Question Time

7. PRESENTATIONS/DEPUTATIONS

7.1 Presentations

Nil.

7.2 Deputations

8. APPLICATIONS FOR LEAVE OF ABSENCE

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 Meeting of Council (18 May 2021)

9.1 OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 18 May 2021 be confirmed as a true and correct record of proceedings.

9.2 Special Meeting of Council (1 June 2021)

9.2 OFFICER RECOMMENDATION

That the minutes of the Special meeting of Council held on Tuesday, 1 June 2021 be confirmed as a true and correct record of proceedings.

10. ANNOUNCEMENTS BY THE PRESIDING MEMBER

11. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil.

12. REPORTS AND RECOMMENDATIONS OF COMMITTEES

12.1 Town Planning Committee Meeting (1 June 2021)

File ref	C/MTP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	15 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Town Planning Committee Minutes 1 June 2021

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 1 June 2021, exercised its delegation in four statutory matters where at least four members voted in favour of the Reporting Officer's recommendations, supporting the officer's recommendation in three and deferring one application to allow the applicant to progress further discussions with the Town to achieve development outcomes that better integrate with the surrounding properties.

Consultation

Town Planning Committee.

Statutory Environment

Nil.

Policy Implications

Nil.

Strategic Implications

Nil.

Site Inspection

Not applicable.

Comment

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

12.1 COMMITTEE RECOMMENDATION

That the unconfirmed Minutes of the Town Planning Committee Meeting, held on 1 June 2021 be received.

TOWN OF
EAST FREMANTLE



MINUTES

Town Planning Committee

Tuesday, 1 June 2021 at 6.30pm

Disclaimer

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

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MINUTES OF THE ORDINARY MEETING OF THE TOWN PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY, EAST FREMANTLE ON TUESDAY, 1 JUNE 2021.

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 Committee decision from tonight’s meeting will be communicated or implemented until 12 noon on the first clear working day after this meeting”.

4. RECORD OF ATTENDANCE

4.1 Attendance

The following members were in attendance:

Cr C Collinson	Presiding Member
Mayor J O’Neill	
Cr J Harrington	
Cr A Natale	
Cr D Nardi	
Cr A Watkins	

The following staff were in attendance:

A Malone	Executive Manager Regulatory Services
J Bannerman	Planning Officer

There were thirteen (13) members of the public in attendance.

4.2 Apologies

Nil

4.3 Leave of Absence

Nil

5. MEMORANDUM OF OUTSTANDING BUSINESS

Nil

6. DISCLOSURES OF INTEREST

6.1 Financial

Nil

6.2 Proximity

Nil

6.3 Impartiality
Nil

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 May 2021)

9.1 OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr Natale

That the minutes of the Town Planning Committee meeting held on 4 May 2021 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

10. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

11. REPORTS OF COMMITTEES

11.1 Community Design Advisory Committee (3 May 2021)

Prepared by:	Andrew Malone, Executive Manager Regulatory Services
Supervised by:	Gary Tuffin, Chief Executive Officer
Authority/Discretion:	Town Planning Committee
Attachments:	1. Minutes of the Community Design Advisory Committee meeting held on 3 May 2021

PURPOSE

To submit the minutes of the Community Design Advisory Committee meeting held on the 3 May 2021 for receipt by the Town Planning Committee.

EXECUTIVE SUMMARY

The Committee, at its meeting held on 3 May 2021, provided comment on planning applications listed for consideration at the 1 June 2021 Town Planning Committee meeting and other applications to be considered in the future. Comments relating to applications have been replicated and addressed in the individual reports.

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

11.1 OFFICER RECOMMENDATION

Moved Cr Natale, seconded Cr Harrington

That the Minutes of the Community Design Advisory Committee meeting held on 3 May 2021 be received.

(CARRIED UNANIMOUSLY)

12. REPORTS OF OFFICERS (COMMITTEE DELEGATION)

12.1 George Street No 148 (Lot 78) Proposed double storey dwelling

Owner	R Campbell
Applicant	Aintree Holdings P/L T/A Beaumonde Homes
File ref	P21/21
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	1 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Location plan and advertising2. Site photos3. Place record form4. Plans date stamped 29 April 20215. Community consultation checklist & summary of submissions

Purpose

The purpose of this report is for Council to consider a development application for a proposed double storey dwelling at No 148 (Lot 78) George Street, East Fremantle.

Executive Summary

This development application proposes a new double storey dwelling at 148 George Street (and on the corner of May Street). It is a large residence with 5 bedrooms, studio, theatre, living, study and 4 bathrooms as well as a rear garage that faces May Street. The proposed design is considered to be inconsistent with the design character of the area, however design amendments have been made by the applicant. The proposed variations whilst having an impact, do not have such an impact as to significantly affect adjoining neighbours. The majority of the variations impact the street and as a result have an impact on the overall character of the area. Due to the corner location of the property, the design is considered to have a significant visual impact to two streets. As detailed below, the applicant has attempted to address the concerns of the Community Design Advisory Committee.

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks - Eastern Wall – Ground Floor– Ensuite 2 & Summer Suite – 1.8m required, 1m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Eastern wall – Upper Storey – Dressing and Ensuite - 1.5m required, 1.1m provided
- (iii) Clause 5.1.6 – Residential Design Codes – Maximum Wall Height – 6m required, 6.5m provided
- (iv) Clause 5.3.7 – Residential Design Codes – Excavation – Maximum 0.5m required, more than 0.5m provided
- (v) Clause 5.3.8 – Residential Design Codes – Retaining Walls – Maximum 0.5m required, more than 0.5m provided
- (vi) Clause 3.7.11.5 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 5 degrees provided

Whilst it is considered there is an impact to the character of the area, the variations are not considered to cause such an impact as to warrant refusal of the development. The applicant has requested the proposed design be presented to the Committee for determination. It is considered that the above variations can be supported subject to conditions of development approval being imposed.

Background

Zoning: Residential R20

Site area: 678m²

Heritage: Category C

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

Nil

Consultation

Advertising

The application was advertised to surrounding landowners from 19 March to 16 April 2021. Four submissions were made following advertising. These are included in the advertising appendix.

Community Design Advisory Committee (CDAC)

The application was referred to CDAC twice (12 April & 3 May 2021). The following comments were made.

12 April 2021

(a) The overall built form merits;

- The Committee did not support the proposed design.
- The Committee believed that the design was inappropriate and out of context for the street and the area, resulting in a design in conflict with the established character of May and George Street.
- The Committee stated the proportions of the building, including height, scale and bulk do not suit the adjacent heritage buildings/ street character and the overall design compromises the heritage significance of surrounding buildings.
- The Committee does not support the demolition of the existing Category C heritage dwelling unless it is replaced with a building with high architectural merit.
- The Committee believed that proposal represented overdevelopment of the site.
- The Committee requested an opportunity to review any modifications to the design of the structure.

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

- The Committee noted the quality of the design is unsympathetic with the character of the streetscape.
- The Committee believed that as the proposal is a large double storey dwelling (compared to the existing single storey dwelling) and that there will be significant impacts on the overall character of the area, including to the visual interpretation of the streetscape.
- The Committee considered the large boundary wall dominates the length of the property, with the proposed design and setbacks increasing the bulk of the building to both George Street and May Street.

- (c) *The relationship with and impact on the broader public realm and streetscape;*
- The Committee noted that proposal is unsympathetic to the streetscape and is excessively large compared to surrounding dwellings. As a result, the scale of the building needs to be reduced.
 - There are significant visual impacts on George and May Street.
- (d) *The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;*
- The Committee does not support the demolition of the Category C heritage dwelling unless the replacement home is of an appropriate architectural quality.
 - Variations to the Residential Design Codes and the Residential Design Guidelines should be supported for proper and orderly planning purposes. This proposal was not considered orderly planning.
 - The Committee believed that the existing development on the opposite side of May Street to this proposal was considered an appropriate design and the limit to double storey dwellings for the surrounding area.
- (e) *The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability;*
- No comment.
- (f) *The demonstration of other qualities of best practice urban design including "Crime Prevention" Through Environmental Design performance, protection of important view corridors and lively civic places;*
- No comment.

3 May 2021

- (a) *The overall built form merits;*
- The Committee note and appreciates the efforts of the applicant to modify the design, however, there is still significant concern about the bulk and scale of development, particularly the significant bulk and scale of the development on May Street (western elevation)
 - The Committee welcomed the addition of timber features on the front facade but felt that there is a need to break up or reduce the bulk of development further.
 - The Committee recommends that the design be revisited, and several suggestions are made to improve the design included flipping the design, pulling the single storey rear section away from the front double storey section to provide a break in bulk on May Street, increase the garage setback, or move the garage to George Street.
- (b) *The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.*
- It is critical that the proposed design is reduced in size, bulk, and scale to meet the character of surrounding homes within the precinct, specifically those dwellings on George Street and May Street.

- (c) *The relationship with and impact on the broader public realm and streetscape;*
- The design does not address May Street and there is a need to provide passive surveillance from a habitable room to May Street. Additional openness and improved presentation of the dwelling needs to be achieved for the May Street elevation.
- (d) *The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;*
- See above.
- (e) *The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability;*
- No comment at this time.
- (f) *The demonstration of other qualities of best practice urban design including “Crime Prevention” Through Environmental Design performance, protection of important view corridors and lively civic places;*
- See above.

Applicant Response to CDAC

- (a)
- The Committee’s appreciation of the changes is noted. However, the comment regarding the need for significant changes to the dwelling is unsubstantiated given the existing built form within the area and given a number of similar developments approved by the Town (including approved by the East Fremantle Town Council).
 - It should be noted that the proposed dwelling on the subject land complies with the building height provisions and contains an overall building height that is less than a number of dwellings along George Street, May Street and Richmond Circus. It should be noted that the dwelling on the adjoining northern property comprises retaining wall along the land’s May Street frontage and is elevated above the street level. Given this, the roofline of the proposed dwelling would be lower than the roofline of the existing dwelling on the adjoining property.
 - The Committee’s comments are noted. The timber elements to the dwelling provides for improved visual interest to the dwelling and reflects a similar material usage within the area.
 - The Committee’s suggestion of flipping the dwelling would result in the outdoor living area being exposed to the harsh western summer sun and reduced privacy/amenity along May Street, which is a poor planning outcome. The current design of the dwelling provides for a better passive solar design layout (given the north-south orientation of the lot) and being more energy efficient than the Committee’s suggestion to flip the dwelling to expose both the outdoor and internal living areas to the harsh afternoon summer sun.
 - By locating the outdoor living area to May Street, then a solid fence would be required to provide privacy for the future occupants of the dwelling. The current design comprises a visually permeable fence, landscaping and major opening to habitable rooms orientated towards May Street, which is less bulky than a solid fence.
 - Any suggestion of shifting sections of the upper floor elsewhere would still involve similar mass. This would be evident if the upper floor was to be made narrower, but longer over the ground floor

footprint of the dwelling to provide a suggested greater setback from May Street. This approach would detract from the symmetry and aesthetics of the front elevation.

- The future landowners want the ability for internal access to the garage from the dwelling and not a separation between the dwelling and the garage, as suggested by the Committee. The dwelling has been designed to provide a varying setback to the May Street boundary, use of varying materials, landscaping, visual permeable fencing and a number of windows. In addition, the building height and roof structure have been reduced (through cut the floor level of the dwelling into the site and a lower pitched roof). This provides for articulation and visual interest of the May Street façade when viewed from the street.
- The garage setback complies with the R-Codes. In fact, the garage setback from the secondary street is greater than the minimum required setback prescribed within the R Codes. As such, the Committee's recommendation to increase the garage setback is unsubstantiated.
- The Committee has failed to recognize the 'deemed to comply requirements' of Element 5.3.5 C5.1 ('Vehicular access') of the R-Codes, which requires vehicular access for a corner site to be from the secondary street and not the primary street. As such, the layout of the proposed development complies with the R-Codes.
- In addition to the above point, relocating the garage to George Street (as suggested by the Committee) would result in the crossover being located closer to the intersection (round about), therefore compromising traffic safety. Given this, the Committee's suggest is contrary to the R-Codes and is a poor recommendation in terms of traffic safety and streetscape. It is assumed that the Committee's suggestion in regard to relocating the vehicular access point for the new dwelling from May Street to George Street is driven by the submission made by the owner of the adjoining northern property and not having due regard for orderly and proper planning.
- Consultation has been undertaken throughout the design stage with the Water Corporation in regard to the sewer infrastructure to the rear of the site. The Corporation insisted that the garage be located to the rear of the site due to the sewer. This includes a construction method that will allow for access to the sewer infrastructure.
- To conclude, the current design layout of the new dwelling on the land provides for better security, a greater level of privacy for the future occupants, provides for better environmental performance and provides for improved traffic safety than the suggestion made by the Committee.

(b)

- The Committee has failed to acknowledge a number of recent developments within the area which comprise a similar bulk and scale to the proposed new dwelling on the subject land. A review of recent development activity within the immediate area, including along Allen Street and George Street, has identified a number of new dwellings which comprise a modern design, a two-storey built form and lesser front setbacks than the traditional historical dwellings within the area. Given this, it is contended that the proposed development is consistent with a number of recent approved developments within the area and is not out of character. This is reflective of a number of applications recently considered and approved by the East Fremantle Town Council that are modern in nature and are contrary to the recommendations made by the Design Advisory Committee.
- It should be noted that the proposed dwelling complies with the relevant development standards applicable to building height, setbacks and open space. These are key development standards that

control building bulk. As such, the Committee's comment to reduce building bulk is unsubstantiated and fails to have due regard to the planning framework.

- The Committee has failed to have due regard for the existing built form for the old Richmond Raceway development on the southern side of George Street which comprises a number of two storey dwellings with modern architecture that does not reflect the heritage or historical character of East Fremantle. From a review of the comments made by the Committee, it appears that only the built form along a part of May Street has been reviewed and the portion of Richmond Circus which extends from May Street and would form part of a streetscape analysis (which comprises a wider range of built form, architecture, setbacks, building height and era of development) has not been considered.
- As previously mentioned, the precinct comprises an eclectic mix of dwelling types, setbacks, material usage and bulk. Given this, it can be argued that this part of the East Fremantle locality does not comprise a consistent character and built form and that the proposed development on the subject land is not contrary to the existing and emerging built form within the area.

(c)

- The Committee's comments are confusing and questionable. The proposed development has been designed to comprise a number of major openings to habitable rooms orientated towards May Street to provide for improved passive surveillance of the street. In addition, the May Street frontage of the dwelling will include landscaping and a visually permeable fence.
- It is significant to note that the proposed dwelling comprises a greater number of windows (including major openings) orientated towards May Street than the existing dwelling on the land and any of the existing dwellings at the intersection of May Street/Richmond Circus and George Street.
- The Committee has also failed to recognize that May Street is the secondary street and that the dwelling is required to address the primary street not the secondary street. In addition, a number of openings have been provided along the dwelling's May Street frontage. In addition to the above points, the proposed dwelling complies with the R-Codes in terms of the minimum required setback to the secondary street.
- The Committee has not taken into account the character of the area in its entirety and has only referred to section of the immediate locality that comprises the older housing stock. The Committee has not recognized that a number of new dwellings have been constructed within the immediate area, include those dwellings along Richmond Circus which are not reflective of the older heritage character of East Fremantle. Given this, it is conceded that the proposed dwelling is consistent with the emerging built form within the area.

(d)

- See response above.
- The Committee and Council should note that the applicant and the landowners have been liaising extensively with the Town's planning staff (i.e. Mr James Bannerman) before and throughout the assessment process (including meeting with the Town's staff) to address any key issues raised by the staff as part of its assessment of the application. This has resulted in a number of amended plans and changes to the design layout of the dwelling to address any key issues/matters raised by the Town (including reducing building height, lowering floor levels, include an additional skillion roof structure, changing fencing along the street frontages, including additional landscaping,

including feature timber panels, altering the proposed colour/materials for the dwelling etc.). Throughout the process, the Town's planning staff have been supportive of the design layout, external design and appearance of the dwelling. In short, the landowner and applicant has worked closely and together with the Town's planning staff throughout the process.

- In addition to the above points, the dwelling has addressed both the 'deemed to comply requirements' and 'design principles criteria' of the R-Codes and any relevant local planning policies.

(e)

- Whilst we recognize that the Committee has not commented, it should be noted that the dwelling has been designed to include northern orientation for the outdoor living area. The design also allows for the morning eastern sun and northern winter sun to penetrate into the dwelling, which will assist with reducing energy costs.
- In addition to the above, the outdoor living area has been designed to be located along the eastern side of the subject land to provide protection for the hot western summer sun. In addition, the location of the outdoor living area to the eastern side of the lot, away from May Street, will provide some protection for traffic noise generated at the intersection of May Street and George Street. The proposed dwelling has been designed with a number of major opening on both side of the dwelling to allow for good cross ventilation, therefore providing for less reliance on artificial ventilation.
- In light of the above points, the dwelling has been designed to conserve resource and have due regard for the climate.

(f)

- Refer to all responses above.

Officer Response

The comments are noted from both CDAC and the applicant. It is noted the applicant has attempted to minimise impacts to the streetscape and has altered the plans, including additional materials to minimise perceived scale and bulk.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

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

Financial Implications

Nil

Strategic Implications

The Town of East Fremantle Strategic Community Plan 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 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.1.3 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.

4.1.3 Improve and protect the urban forest and tree canopy.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices, including effective community and business education.

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

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

Risk Implications

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

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

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

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	6m	6.219m	A
Secondary Street Setback	1.5m	1.5m	A
Lot Boundary Setbacks			
Eastern wall – ground floor – ensuite 2 & summer suite	1.8m	1m	D
Eastern wall – ground floor – family room, alfresco & gym	1.5m	3m	A
Northern wall – ground floor – garage & gym	1m	1.008m	A
Eastern wall – upper storey – dressing and ensuite	1.5m	1m	D
Northern wall - upper floor – bed 4	1.2m	18m	A
Open Space	50%	51.4%	A
Wall height	6m	6.5m	D
Roof height	9m	7.3m	A
Setback of Garage	1.5m	1.8m	A
Car Parking	2 car bays	2 car bays	A
Site Works	Excavation maximum 0.5m	>0.5m	D
Retaining Walls	Maximum height 0.5m	>0.5m	D
Visual Privacy			N/A
Overshadowing			N/A
Drainage	To be conditioned		

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	N/A
3.7.3 Development of Existing Buildings	N/A
3.7.4 Site Works	N/A
3.7.5 Demolition	A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	D
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	A
3.7.15.4.3.1 Fremantle Port Buffer Area	Area 3 – no requirements
3.7.15.3.3 Garages and Carports	A

This development application proposes a new double storey dwelling at 148 George Street (corner of May Street). It is a large residence with 5 bedrooms, studio, theatre, living, study and 4 bathrooms as well as a rear garage that faces May Street. Multiple variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines. The applicant has modified the design in an attempt to minimise the impact of the development to George and May Street. Additional materials have been included in the external design which do assist in minimising the bulk of the building. The variations as detailed below include matters related to lot boundary setbacks, wall height, retaining wall height, roof pitch and excavation on site in excess of 0.5m.

The current dwelling is a Category C heritage property. It is proposed to demolish the property. As such it is able to be demolished with a demolition permit only. It is not protected in the same manner as Category A and B heritage properties on the Town's heritage list.

Lot Boundary Setback - Eastern Wall – Ground Floor– Ensuite 2 & Summer Suite

The Residential Design Codes deemed to comply clause 5.1.3 C3.1 requires that a 7.12m long wall that is 3.8m high without major openings is setback 1.8m from the side boundary. In this case the eastern wall of the ensuite and summer suite on the ground floor is 1m from the side boundary. In accordance with design principles 5.1.3 P3.1 the reduced lot boundary setback can be supported for the following reasons;

- There is minimal impact from building bulk on the eastern neighbour as the building bulk is located to the front of the lot, maintaining the existing amenity of the neighbour,
- Adequate sunlight and ventilation can be accessed by the building and open spaces on site and to adjoining properties, and
- There is no overlooking or loss of privacy to adjoining properties.

To reduce the impact of development on the neighbouring site excavation is to be undertaken to reduce the impact of development on the neighbouring properties. The overall building is compliant from the height perspective. Building bulk is usually preferred to setback from the front of the dwelling. However in this case the building bulk is located on the corner of George and May Street minimising the impact to the eastern neighbour. Moving the building bulk away from George Street would create additional bulk to May Street (secondary street) and would cause a design impact to the street from a visual perspective. Whilst the design is not consistent with the street, the proposal could have a greater impact if the building bulk was moved to the middle of the dwelling.

Lot Boundary Setback - Eastern wall – Upper Storey – Dressing and Ensuite

The Residential Design Codes deemed to comply clause 5.1.3 C3.1 requires that a 9.08m long wall that is 5.4m high without major openings is 1.5m from the side boundary. In this case the eastern wall of the dressing room and ensuite on the upper floor is 1.1m from the side boundary. In accordance with design principles 5.1.3 P3.1 the reduced lot boundary setback can be supported for the following reasons;

- The variation is considered minor and the overall length and height of the wall to the upper storey is considered to have minimal impact from building bulk on eastern neighbour,
- Adequate sunlight and ventilation can be accessed by the building and open spaces on site and to adjoining properties, and
- There is minimal overlooking or loss of privacy to adjoining properties.

To reduce the impact of development on the neighbouring site excavation is to be undertaken to reduce the impact of development on the neighbouring properties. As detailed above the second

storey has been located so as to have the least impact to the eastern neighbour, however the design impact to the street is considered to be inconsistent with the wider area. That being said if the bulk was to be moved, the overall impact to May Street may be considered to have a greater detrimental impact. George Street itself has had recent additions with reduced setbacks and development of a significant scale is located within the Raceway already.

Maximum Wall Height

The height of the exterior walls of the dwelling exceeds the maximum wall height as required by clause 5.1.6 of the Residential Design Codes. The walls rise to 6.5m where a maximum height of 6m is permitted. Although it does not comply with the maximum wall height the dwelling is lower than what it possibly could be in terms of maximum roof height (7.3m compared to 9m) therefore has a lesser impact on neighbouring properties, which assists with light and ventilation. As such the increased wall height can be supported in accordance with design principles 5.1.6 P6 because the height allows adequate access to direct sun into buildings and appurtenant open spaces, adequate daylight to major openings into habitable rooms and access to views of significance (there are none). The design of the building has also been reduced by design modifications to the roof and by further excavation of the lot.

Roof Pitch

The roof pitch of structures within Woodside precinct are supposed to have a roof pitch of between 28 and 36 degrees in accordance with Residential Design Guidelines acceptable development clause 3.7.8.3 A4.1. In this case the roof pitch is 5 degrees and despite the variation the roof pitch can be supported based on performance criteria 3.7.8.3 P4 as the roof forms of the new building complement the traditional form of surrounding development in the immediate locality. The roof pitch is subtle and reduces the overall height of the dwelling to well below what the maximum height could be.

Excavation

A significant amount of excavation is proposed to be undertaken on site. Excavation is to be undertaken more than 0.5m in height. Although it does not achieve deemed to comply clause 5.3.7 it does achieve design principles 5.3.7 P7.2 such that the excavation proposed to be undertaken respects the natural ground levels at the lot boundary of the site (street level) and as viewed from the street.

It is noted that the excavation reduces the height of the dwelling and in turn reduces the impact of development on neighbouring properties and the overall impact to the character of the area.

Retaining Walls

Retaining walls are proposed to be constructed along the northern and eastern boundaries of the property. In accordance with the Residential Design Codes deemed to comply clause 5.3.8 C8 retaining walls can be constructed up to 0.5m in height above natural ground level. In this case the walls are more than 0.5m above natural ground level. These walls are up to 0.978m in height and within 0.6m of the site boundary or on the boundary. The retaining walls achieve design principles 5.3.8 P8 as it creates land that can be used for the benefit of residents and does not detrimentally affect adjoining properties, nor does it result in a loss of privacy to neighbouring properties (due to the reduction in site level that precipitated the need for retaining walls).

Design Modification/ Applicant Response

Following CDAC's response to the original design the proponents met with the Town to discuss possible amendments. The design was amended to reduce the bulk of the development and address concerns relating to the look of the dwelling from George and May Streets. Further excavation on site is proposed to remove soil from the site and lower the building. Timber was added to the George and May Street facades recognising the Town's Timber Encouragement Policy. The concealed roof on the eastern front side of the dwelling was changed to a skillion roof. The height of the wall along May Street was reduced below the original height of 3m to the required 1.8m and setback the wall from the side boundary. Images were presented that showed the retention of trees on site to soften the design and its look from George Street, as well as a site plan showing additional soft landscaping in the garden.

Whilst there are still considered to be design concerns relating to the proposal being sympathetic with the character of the area, those concerns have been addressed by the applicant and by design modifications. The current design whilst considered inconsistent with the area, is not considered so inconsistent as to warrant the proposal being refused. Through appropriate landscaping and use of materials and colours it is hoped the proposal will better integrate with the wider heritage character of the area.

Conclusion

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

OFFICER RECOMMENDATION

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks - Eastern Wall – Ground Floor– Ensuite 2 & Summer Suite – 1.8m required, 1m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Eastern wall – Upper Storey – Dressing and Ensuite - 1.5m required, 1.1m provided
- (iii) Clause 5.1.6 – Residential Design Codes – Maximum Wall Height – 6m required, 6.5m provided
- (iv) Clause 5.3.7 – Residential Design Codes – Excavation – Maximum 0.5m required, more than 0.5m provided
- (v) Clause 5.3.8 – Residential Design Codes – Retaining Walls – Maximum 0.5m required, more than 0.5m provided
- (vi) Clause 3.7.11.5 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 5 degrees provided

for a new double storey dwelling at No. 148 (Lot 78) George Street, East Fremantle, in accordance with the plans date stamped received 29 April 2021, subject to the following conditions:

- (1) Prior to the submission of a building permit application written approval is to be received from the Water Corporation for works over the rear sewer line and submitted to the Town.
- (2) The crossover widths are not to exceed the width of the crossovers indicated on the plans date stamped received 10 March 2021 and to be in accordance with Council's crossover policy as set out in the Residential Design Guidelines and the Town's Crossover Specifications.
- (3) The existing crossover on George Street is to be removed and the verge, kerb and footpath are to be made good to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owners.

- (4) All front fencing is to be in compliance with the front fence provisions of the Residential Design Guidelines including a maximum pier height of 1.8m from the footpath, a maximum solid height of 1.2m from the footpath and a maximum infill height of 0.6m which must be visually permeable to a level of 60%.
- (5) 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 Council's further approval.
- (6) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this development approval unless otherwise amended by Council.
- (7) 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 Council's attention.
- (8) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (9) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment is to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (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 of East Fremantle.
- (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 Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (12) This development approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*

- (iv) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
 - (v) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*
 - (vi) *any works that require the closure of the adjacent footpath will require submission of a pedestrian management plan for the consideration of the Town.*
 - (vii) *a traffic management plan to demonstrate contractor parking arrangements, loading, and unloading of equipment and materials and storage of materials and equipment on the verge will be required to be submitted for the consideration of the Town.*
 - (viii) *A demolition permit will be required to be submitted to the Town prior to the demolition of any structures on-site and all asbestos is to be removed and disposed of in accordance with government regulations associated with the management and disposal of asbestos products pursuant to the Health (Asbestos) Regulations 1992 and as amended.*
- Dr Tandy raised concerns about sight lines and vehicular movement and spoke against the officer's recommendation.
 - Mr Strong requested a dilapidation report be added to the officer's recommendation if approved but spoke against the officer's recommendation.
 - Mr Sinclair spoke against the officer's recommendation.
 - Mr McLeish requested a dilapidation report be added to the officer's recommendation if approved but spoke against the officer's recommendation.
 - Ms Gwynne raised inappropriate bulk, scale, safety and spoke against the officer's recommendation.
 - Mrs Campbell spoke in support of the officer's recommendation.

PROCEDURAL MOTION/COMMITTEE RESOLUTION TP010621

Moved Mayor O Neill, seconded Cr Nardi

That a decision regarding the development application for a new double storey dwelling at No. 148 (Lot 78) George Street, East Fremantle referring to plans date stamped received 29 April 2021 be deferred to a later Committee meeting subject to the applicant progressing further discussions with the Town to achieve development outcomes that address the proposed variations such that it is designed to be better integrated with the surrounding properties.

(CARRIED 5:1)

12.2 King Street No 64 (Lot 363) Proposed alterations and additions

Owner	Craig & Karina Salter
Applicant	Dalecki Design
File ref	P27/21
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	1 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Location plan and advertising2. Site photos3. Place record form4. Plans date stamped 14 May 20215. Community consultation checklist

Purpose

The purpose of this report is for Council to consider a development application for proposed alterations and additions at No 64 (Lot 363) King Street, East Fremantle.

Executive Summary

This development application proposes alterations and additions at 64 King Street. It is proposed an existing rear additions which have no heritage significance will be demolished and new additions are added to the rear of the main heritage dwelling. A second storey is included. A new living, dining, kitchen, study, alfresco, bathrooms and master bedroom are proposed. Included in the renovations of the original heritage building is the removal of the existing decramastic roof, on the original front heritage building. This will be replaced with a new metal roof.

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Northern Wall – Upper Storey – 3.7m required, 1.837m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Southern Wall – Ground Floor – 1.5m required, 0.314m provided
- (iii) Clause 5.1.6 – Residential Design Codes – Wall Height – 6m required, 7.048m provided
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided
- (v) Clause 3.7.9.3 – Residential Design Guidelines – Roof Materials – New materials have to be demonstrated as compatible with immediate area, replacement materials compatible with immediate locality

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

Background

Zoning: Residential R20

Site area: 508m²

Heritage: Category B

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

Nil

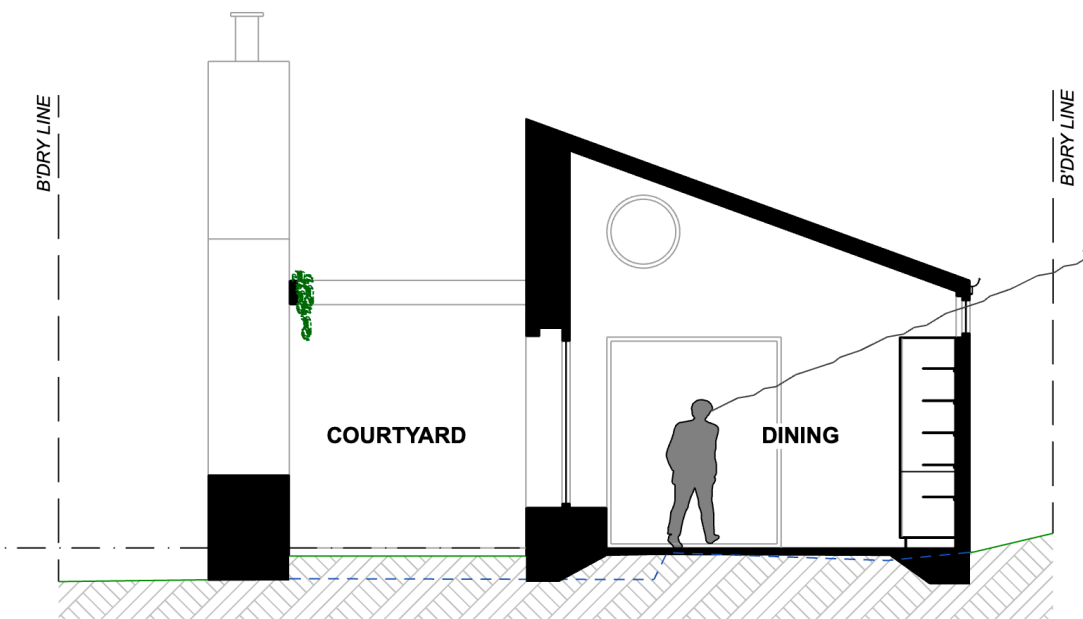
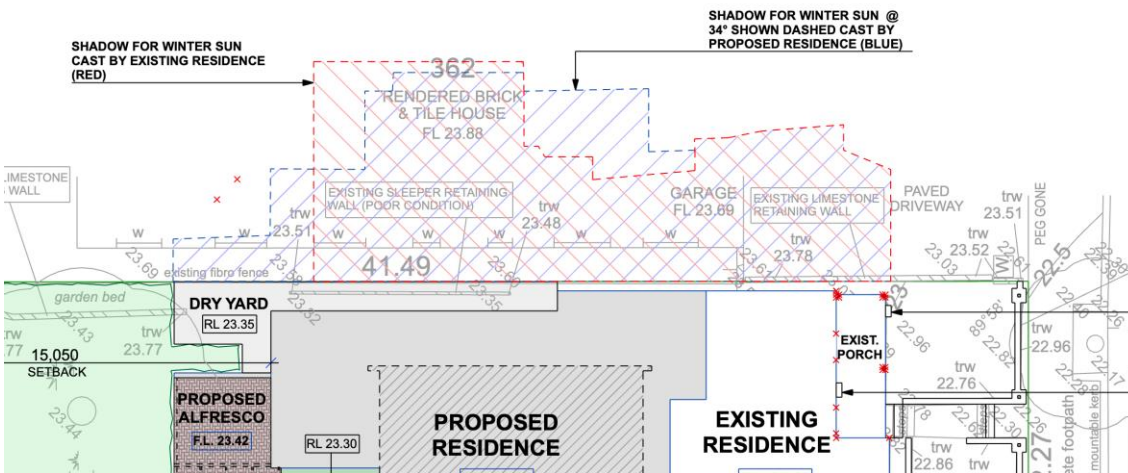
Consultation

Advertising

The application was advertised to surrounding landowners. One submission was received.

Submission	Applicant Response	Officer Response
<p>Submission 1</p> <p>We are the neighbouring property at XXXX with our northern boundary facing the proposed development. We appreciate the carefully articulated design, in particular the stepped roofscape.</p> <p>We would like to raise two concerns for consideration in the approval process, both relating to the proposed southern ground floor wall.</p> <p>1. Length of southern wall and setback</p> <p>The proposed southern ground floor wall with minor openings of 2 windows and 1 door is shown as 10m long, approximately 3.4 m high and a setback reduced to 1.01m from the boundary. When added to the existing wall, this results in a total length of approx. 19.5 metres along the boundary.</p> <p>We believe this outcome results in loss of amenity and sunlight to our habitable rooms on the northern side of our property as shown in the shadow diagram (drawing A06 of A10).</p> <p>We do not object to the design but request review of the proposed setback against Table 2a Boundary Setbacks, State Planning Policy 7.3 Residential Design Codes Volume 1, p.48. This indicates a setback of 1.5m for walls exceeding 9m long.</p> <p>2. Visual and Acoustic privacy</p> <p>We would strongly encourage for the kitchen window to be fixed (non-opening) to reduce kitchen noise directly opposite our bedroom and for the hi-light window to be opaque and</p>	<p>1. Please refer to the below diagram demonstrating the difference in proposed shadow (blue) and the existing shadow (red). While there is a very small portion of additional shadow toward the east, this will be less than shadow cast by the existing fence. The proposed additions pose no increased loss of sunlight to any of the neighbouring windows. We appreciate the ground floor setback has been reduced from the deemed to comply regulations of the R-Codes however, this is compensated by the first-floor setback which is much more than the existing structure. We believe the amenity of the neighbour will be increased by the proposed due to the stepped elevation proving more articulation and greater setback compared to the existing blank two storey wall.</p> <p>2. The kitchen window is fixed. The dining room highlight window is effectively screened. The sill of the window is at 2.6m above floor level. Refer to the section below that demonstrates how visual privacy is achieved through the placement of the window.</p>	<p>Noted.</p> <p>It is essential that dwellings have windows that open from the south and allow cross ventilation utilising the cooling summer sea breeze. In this case the kitchen window is below the fence height and the highlight window is above 1.6m finished floor level – neither are considered to present privacy issues despite the reduction in the lot boundary setback.</p> <p>The length of the wall of the proposed rear double storey addition is in a similar location and similar dimensions to the existing rear double storey addition. It is setback 1.01m (as against the deemed to comply setback distance of 1.5m). It is noted that it is shorter than the submitters wall in close proximity to the joint property boundary and the top storey which has a greater impact on the neighbouring property is setback from the boundary to minimise the bulk and scale of the development towards the southern neighbouring property. There are many properties in the Plympton precinct with reduced side boundary setbacks due to the fact that many properties were constructed in an era before contemporary planning requirements, the lots are relatively long and narrow (41m long and 12 m wide) and relatively constrained in terms of the type of design that can be created on such a lot and the reduced lot boundary setback in this case is not unusual.</p> <p>Following review of the plans by the Community Design Advisory Committee it was felt that the windows on the southern side should be able to be opened to ensure that good cross ventilation can be maintained in the building. There is no need for the window to be obscured or opaque as it is below the existing fence height which means that it cannot be seen from the neighbouring property, however the</p>

<p>predominantly fixed (non-opening) for visual privacy.</p> <p>We believe the overall design will contribute to the Plympton Ward lifestyle quality.</p> <p>Please see the sketches below supporting these comments, based on the DA drawings provided.</p> <p>Thank you for opportunity to provide comments.</p>		<p>applicant's concession is considered a suitable design approach.</p> <p>Noise is not directly controlled through the planning process and within urban areas with higher dwelling densities some noise has to be expected from dwelling residents. Diagrams were presented to Council that show how air is expected to flow through the house.</p>
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Community Design Advisory Committee (CDAC)

The application was referred to CDAC. The following comments were made.

(a) The overall built form merits;

- The Committee considered:
 - overall there was merit in the design intent of the proposal.
 - the western elevation built form is not a suitable resolution for the existing building and compromises the streetscape elevation.
 - the northern setbacks were considered appropriate to capture sunlight.
 - the southern setbacks were considered acceptable subject to greater cross ventilation being incorporated into the design.
- Committee encourage a review of the design to the western elevation, considering a change to the design from the round dominant window on the upper storey to an alternative window treatment, possibly like the eastern elevation. The window should fit with the heritage character of the front dwelling and the surrounding dwellings.

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

- The Committee felt that the round top window on the western elevation was not in keeping with the character of the area and elements of the eastern elevation should be adopted for the western elevation.
- The Committee considered the round window and the western section of the upper storey was seen not to tie in with the heritage dwelling and dominates rather than complements the heritage dwelling.
- To ensure visual privacy the kitchen window could be obscure or frosted glazing, however, should be operable for the purposes of ventilation.

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

- The Committee believed (Elevation 2 – streetline sight line) that the visual streetscape sightline is not an accurate representation of the parts of the dwelling that will be seen from the street and a revised elevation is required.
- The Committee has a concern that the northern upper storey facing the west will dominate the building and the streetscape.

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

- No comment at this time.

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

- The Committee felt that it was essential that the kitchen window can be opened to help promote cross ventilation.

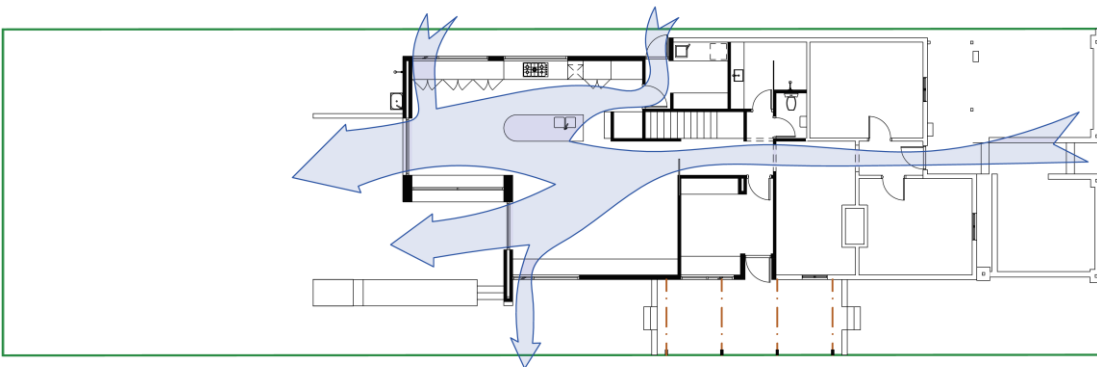
(f) The demonstration of other qualities of best practice urban design including “Crime Prevention” Through Environmental Design performance, protection of important view corridors and lively civic places;

- No comment at this time.

Applicant Response to CDAC

After receiving CDAC comments we have amended the design to the height of the first-floor roof dropped by over 400mm on the northern side and 300mm on the southern side. This reduces the bulk

impact on the streetscape as well as reducing the shadow cast on the neighbouring block. As the 2D front elevation is not an accurate representation of what the proposed would look like at a human scale in the street, a streetscape perspective has been included on the revised drawing set that demonstrates the front-on view of the proposed. The first-floor addition has been setback behind the existing heritage structure to allow for the full original roof to remain. This creates a clear division between old and new. While we acknowledge that the proposed will not be completely hidden from the street, it will be set back far enough to not dominate the streetscape or the existing structure. It is not the intention of the additions to mimic the heritage character rather complement the existing through similar materiality within contrasting forms. The town's Residential Design Guidelines section 3.7.2.2, part iv. states "Additions and alterations should visually contrast to a contributory dwelling. Differentiation may be major or subtle". The proposed is designed to 'settle in' to the streetscape by matching the roof cladding with the old and new (the existing house roof will be re-sheeted in zincalume sheeting appropriate to the heritage requirements). The vertical timber cladding will have a jarrah look that represents the material commonly used for weatherboards in the area albeit fixed vertically to distinguish old from new. We believe the round window is a crucial component to soften the angular form. It is reflective of the eclectic nature of the Plympton precinct and pays homage to the history of the Fremantle port which had a major impact on the creation of the area. It should also be noted, one of the 'non-negotiable' points in the original brief we took from the client was that the existing mature tree in the back yard was to remain. The additions have been designed to fit within the limited footprint of the existing structure and tree canopy. We believe the design includes ample cross flow ventilation. Please refer to the below diagram showing the ventilation of the living area. Larger openings on the east and north create a vacuum effect, sucking air out of the house. The swing door to the laundry provides much more effective ventilation area than the splashback window to the kitchen. We also note that the neighbours request this window to be fixed to reduce the noise transfer from normal everyday kitchen uses.



Officer Response to CDAC

Noted. In response to CDAC's comments the applicant reduced the overall maximum roof height of the proposed dwelling from 7.791m to 7.370. There was concern from CDAC as to the dominance of the addition and large round window facing west towards the street, however the change in roof height will reduce the influence of this window and prevent the rear addition being so dominant over the design when the dwelling is viewed from the street.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

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

Financial Implications

Nil

Strategic Implications

The Town of East Fremantle Strategic Community Plan 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 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.1.3 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.

4.1.3 Improve and protect the urban forest and tree canopy.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices, including effective community and business education.

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

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

Risk Implications

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

Site Inspection

A site inspection was undertaken

Comment

Statutory Assessment

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

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	6m	13.15m (upper storey)	A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Northern wall – upper storey	3.7m	1.837m	D
Southern wall – upper storey	1.5m	2.941m	A
Eastern wall – upper storey	3.5m	18.44m	A
Northern wall – ground floor	1.5m	1.854m	A
Southern wall – ground floor	1.5m	1.01m (new additions) 0.314m (existing dwelling)	D
Eastern wall – ground floor	1.5m	11.67m	A
Open Space	50%	75%	A
Wall height	6m	7.048m	D
Roof height	9m	7.37m	A
Setback of Carport/Garage			N/A
Car Parking			N/A
Site Works			N/A
Visual Privacy Master bedroom	4.5m	2.848m (screening to be included)	A
Overshadowing	25%	25%	A
Drainage	To be conditioned		

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	A
3.7.3 Development of Existing Buildings	A
3.7.4 Site Works	A
3.7.5 Demolition	A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	D
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.15.4.3.1 Fremantle Port Buffer Area	Area 2
3.7.15.3.3 Garages and Carports	N/A

This development application proposes alterations and additions at 64 King Street. The applicant is proposing that the existing rear additions which have no heritage significance are demolished and new additions added to the rear of the main heritage dwelling. A second storey is included. A new living, dining, kitchen, study, alfresco, bathrooms and master bedroom are being added to the building. Included in the renovations of the original heritage building is the replacement of the existing decramastic roof with a new metal roof at the same pitch to the existing roof (35 degrees). Such a change has previously been supported by Council in other properties across the Town. The property is a Category B heritage property.

Three variations are requested to the requirements of the Residential Design Codes and two variations are requested to the Residential Design Guidelines in relation to lot boundary setback (on 2 lot boundaries), maximum wall height, roof pitch and roof materials, respectively.

Lot Boundary Setback – Northern Wall - Upper Storey

In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 a wall that is 9.9m long and 7.474m high with major openings is required to be setback a minimum of 3.7m from the side boundary. In this case the northern wall on the upper storey is located 1.837m from the lot boundary. Based on the design principles clause 5.1.3 P3.1 the reduced lot boundary can be supported for the following reasons;

- There are minimal impacts from building bulk on adjoining properties,
- Adequate sunlight and ventilation is available to the building and the open space on site and to adjoining properties, and
- There is no overlooking or loss of privacy to adjoining properties (compliant with the deemed to comply provisions of the R-Codes).

The proposed development has been designed to be significantly consistent with the existing two storey addition to the dwelling, however the design adds character and articulation to the dwelling which is considered consistent with other such additions in the areas. The adjoining property owners have been considered in the proposed design and additional setbacks are proposed above those of the existing structure. The proposal in some respects will improve the amenity of the adjoining neighbour. The reduced lot boundary setback on the northern boundary is supported.

Lot Boundary Setback – Southern Wall – Ground Floor

In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 a wall that is 24.965m long and 3.1m high with major openings is required to be setback a minimum of 1.5m from the side boundary. In this case the southern wall on the ground floor of the new additions is located 1.01m from the boundary (the existing dwelling is 0.314m from the boundary). Based on the design principles clause 5.1.3 P3.1 the reduced lot boundary can be supported for the following reasons;

- There are minimal impacts from building bulk on adjoining properties and the proposed additions increase the setback beyond that of the original dwelling,
- Adequate sunlight and ventilation is available to the building and the open space on site and to adjoining properties, and
- There is no overlooking or loss of privacy to adjoining properties.

In this case the proposed lot boundary setback of the addition is greater than the existing dwelling lot boundary setback. The kitchen window is below fence height and the dining room window is a highlight window above 1.6m finished floor level so in both cases privacy is maintained between neighbouring properties. The bulk and scale of the proposal is considered acceptable and has minimal impact to the

adjoining neighbour. For these reasons, the reduced lot boundary setback on the southern boundary is supported.

Wall Height

The proposed additions will have a wall that is 7.048m high. In accordance with the Residential Design Codes deemed to comply clause 5.1.6 C6 and Table Category B the maximum wall height is required to be 6m. In this case the maximum wall height is 1.048m above the acceptable requirements. The increased wall height can be supported as the total roof height is still less than the maximum roof height permissible and the proposal achieves design principles 5.1.6 P6 for the following reasons;

- There is adequate access to direct sun into buildings and appurtenant open spaces as demonstrated by the applicant above. The applicant has demonstrated that there will be an improvement in the neighbour's amenity,
- Adequate daylight to major openings into habitable rooms, and
- Access to views of significance.

The upper storey is setback 2.9m from the southern lot boundary more than the 1.5m setback that is required by the Residential Design Codes, therefore whilst the proposed wall height is over the acceptable requirements, the bulk of the building is reduced and has been designed to be sympathetic to the needs of the neighbour. The design of the addition, proposed articulation and location towards the rear of the existing dwelling is considered to minimise the bulk of the additions to the streetscape and overall the proposal is considered to be sympathetic to the character of the area.

Roof Pitch

The Residential Design Guidelines acceptable development provisions 3.7.8.3 A4.1 require that the roof pitch of dwellings in the Plympton precinct are between 28 and 36 degrees. In this case the dwelling is proposed to have multiple roof pitches of 5, 8 and 20 degrees. The design of the new additions to the rear utilises 3 skillion roofs: 1 sloping down towards the south with a pitch of 5 degrees and 1 sloping down towards the north with a pitch of 8 degrees and a clerestory window facing south providing light to the upper storey master bedroom. The additional part of the rear extension includes a skillion roof facing down towards the south with a pitch of 20 degrees.

In this case the different roof pitches can be supported. On the basis of performance criteria 3.7.8.3 P4 the roof form of the new additions complements the traditional form of the surrounding development in the immediate locality. The roof pitch of the roof of the new additions clearly demonstrate that the extension is contemporary and contrasts strongly with the original heritage dwelling at the front of the property. There are many similar styles of roof that have been utilised for additions in the Plympton precinct and for these reasons it should be supported.

Roof Materials

Currently there is a decramastic tile roof on the original heritage cottage at the front of the property. It is proposed to replace this with new metal roof sheeting (zincalume finish). In accordance with the Residential Design Guidelines acceptable development provision 3.7.9.3 A2.3 requires that existing roof material is retained or replaced as required. Replacement materials should match existing materials for heritage dwellings but new materials can be proposed if they are demonstrated to be compatible with the immediate locality. In this case performance criteria 3.7.9.3 P2 requires that replacement of existing materials with new materials shall be approved where it is compatible with the immediate locality. The replacement roof which is proposed to be made of metal with a zinc finish is similar to many other properties in the Plympton precinct that have undertaken such changes. The

roof will complement the Colorbond roof proposed for the rear additions of the property, but clearly delineate the heritage cottage at the front from the more modern style of the rear additions.

Advertising

The proposed development was advertised to the surrounding property owners, but only one submission was received. Although they were generally supportive of the proposal there were 2 issues identified by the submitters. Responses are provided in the submission table and the applicant is considered to have addressed the concerns raised.

Conclusion

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

11.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP020621

Moved Mayor O Neill, seconded Cr Natale

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Northern Wall – Upper Storey – 3.7m required, 1.837m provided**
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Southern Wall – Ground Floor – 1.5m required, minimum of 0.314m provided**
- (iii) Clause 5.1.6 – Residential Design Codes – Wall Height – 6m required, 7.048m provided**
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided**
- (v) Clause 3.7.9.3 – Residential Design Guidelines – Roof Materials – New materials have to be demonstrated as compatible with immediate area, replacement materials compatible with immediate locality**

for alterations and additions at No. 64 (Lot 363) King Street, East Fremantle, in accordance with the plans date stamped received 14 May 2021, subject to the following conditions:

- (1) Visual privacy screening is to be installed adjacent to the northern window of the master bedroom. This visual privacy screening is to be a minimum of 1.6m high from the finished floor level of the master bedroom, permanent, durable, fixed and have at least 75% obscurity.**
- (2) 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 Council's further approval.**
- (3) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this development approval unless otherwise amended by Council.**
- (4) 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 Council's attention.**

- (5) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (6) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (7) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
- (8) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified, or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (9) This development approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (vi) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*

(CARRIED UNANAMOUSLY)

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 20 April 2021, this application is deemed determined, on behalf of Council, under delegated authority.

12.3 Osborne Road No 1 (Lot 1) Proposed alterations additions

Owner	Louise Mousli
Applicant	Abdul Mousli
File ref	P28/21
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	1 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Location plan and advertising2. Site photos3. Place record form4. Plans date stamped 7 April 20215. Community consultation checklist

Purpose

The purpose of this report is for Council to consider a development application for alterations and additions proposed at No 1 (Lot 1) Osborne Road, East Fremantle.

Executive Summary

This development application proposes alterations and additions to an existing Category A heritage dwelling. A double garage, kitchen, dining, living and alfresco area are being added to the home and the current wall located along the southern boundary and facing Canning Highway is proposed to be modified.

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Northern Wall - 1.5m required, 1.162m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Western Wall - 1.8m required, 1.05m provided
- (iii) Clause 5.3.7 – Residential Design Codes – Site Works – Alfresco Floor Height – Maximum of 0.5m above natural ground level required, greater than 0.5m above natural ground level provided
- (iv) Clause 5.4.1 – Residential Design Codes – Visual Privacy – 7.5m required, 1.050m (western boundary) & 1.162m (northern boundary) provided
- (v) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 25 degrees provided
- (vi) Clause 3.7.11.5 – Residential Design Guidelines – Front Fencing – Fence Height and Visual Permeability – solid 1.2m maximum & 60% visual permeability required, greater than 1.2m solid infill provided and no visual permeability
- (vii) Clause 3.7.15.3.3 – Residential Design Guidelines – Garage Setback – 1.2m behind the existing dwelling required, 1.55m behind the eastern lot boundary provided

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

Background

Zoning: Residential R12.5/40
 Site area: 927m²
 Heritage: Category A

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

P074/18 – subdivision application – approved 24 October 2018
 P084/19 – fencing modifications and crossover – development approval granted 7 November 2019
 P004/20 – strata lot 2/ 1 Osborne Road two storey dwelling – development approval granted 7 April 2020
 P005/20 – strata lot 3 /1 Osborne Road two storey dwelling – development approval granted 21 April 2020

Consultation

Advertising

The application was advertised to surrounding landowners. One submission was received.

Submission	Applicant Response	Officer Response
<p>I have some concerns I wish to address.</p> <p>In reference to plan A.02 and A.04 - specifically the Alfresco Area.</p> <p>Our concern is that the proposed Alfresco decking is extended past the covered alfresco area so that decking is approximately 500mm from western boundary fence (adjoining our property). Currently although there is no designated 'alfresco area' the flooring sits at ground level and therefore provides some privacy to our house. The proposed raising of this and proximity to boundary fence has created both privacy and noise concerns to us. This has been discussed with the Owners who have been respectful of our concerns; however, we still think raising this as a concern with Council is warranted.</p> <p>Although current boundary fence was jointly extended higher with previous owners, current owner has agreed to further extending this as a compromise for our concerns.</p> <p>In relation to noise concerns, we would be grateful for Council advice and input.</p> <p>In relation to the rest of the proposed development we have no concerns.</p>	<p>As our neighbor has noted and prior to our application with the Town, we met with our neighbors and provided them a copy of our plans to review for a week, after which we met with them face to face to explain our application to ensure they were aware of our intentions and to ensure they were engaged in the process. They advised us of their two concerns, at which point we were happy to provide them with the option of raising the fence to deal with any privacy issues to the benefit of both parties. They were happy with this point and we agreed to the works. In terms of noise, we do not agree with their position on this point. Currently our alfresco area is in the exact same location as it is proposed, the only difference is that we are building a roof over the area to provide shade and rain cover when in use. Our neighbors are aware of this and conceded in person that we are not loud people and they have never heard us make any noise. Their main concern was actually that the block was subdivided and will soon have three neighbors as opposed to one neighbor. This subdivision was not our doing, and in our view is a hangover from the previous owners' dealings with them. Furthermore, our alfresco is fully compliant from a setback point of view. Lastly our alfresco is near their kitchen window and not their outdoor living or internal living rooms, therefore we see no impact to their amenities.</p>	<p>In discussion with the applicant modifications were made to the boundary fence to ensure that there is appropriate screening to the western neighbouring property to improve visual privacy.</p> <p>Noise is not a matter that is dealt with directly by planning regulation, however, the addition of screening or higher boundary walls adjacent to the western neighbouring property will improve visual privacy for the neighbour.</p>

Community Design Advisory Committee (CDAC)

The application was referred to CDAC. The following comments were made.

(a) The overall built form merits;

- The Committee expressed the view that there was a need to break up the solid wall with planting, articulation, and materials. The Committee indicated further design work was required for the front wall, including additional articulation through the possible use of a faux entrance along the wall fronting Canning Highway to provide a point of interest and prevent the wall becoming a solid mass of red brickwork on the Highway.
- The Committee believed that visual surveillance of the street is not possible if the gaps between the piers are bricked up.
- The Committee acknowledges issues around light and noise from Canning Highway but took the view that vegetation along the inside or the outside of the wall could be used to mitigate problems without the scale and bulk of the proposed fence.

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

- The Committee believed that the garage needed to be setback away from the street to lessen the dominance of the garage to the existing heritage dwelling.
- The Committee believed eaves should be added to the garage to ensure the garage better linked to the existing heritage dwelling.

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

- There was concern from the Committee that a Category A heritage property such as this should not be hidden behind a solid wall and should be on show to those passing by.

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

- See above

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

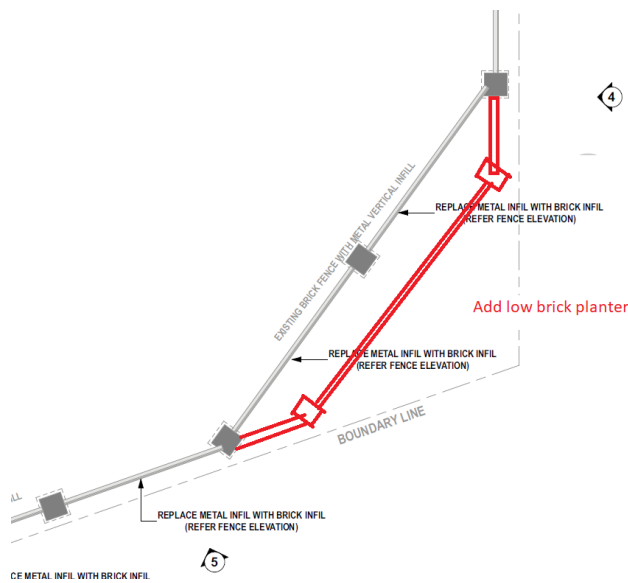
- No comment at this time.

(f) The demonstration of other qualities of best practice urban design including "Crime Prevention Through Environmental Design performance, protection of important view corridors and lively civic places;

- The Committee expressed concern about the loss of passive surveillance from the construction of a solid wall.

Applicant Response to CDAC Comments

- (a) As noted yesterday we would be happy to design a low brick wall in front of the truncation, which will measure about 8-9m along the truncation, with a height of about 500mm. This will create a space which will turn into a planter box which we will vegetate with appropriate planting that will match the dwelling and surrounds. We do not sure the view of a faux as it will detract from the purpose of the wall being for noise attenuation as well as garden privacy/safety for my child. Furthermore, we will look to add some detailing to the wall in line with a nearby heritage property on Osborne Road. See below plan markup and photo.



We do not agree with this position, however we do agree with your comment on the reduction in height as outlined below in your feedback, which we will comply with.

- (b) We do not agree with this position, no action will be taken as it will detriment the entire usability of the garage and dwelling which has been designed to work with the original fabric of the building to ensure minimal impact of the heritage dwelling itself. Furthermore, we have purposely set it back from the boundary to ensure it talks to the look and feel of the home, as opposed to other examples in the area who have built on the boundary in a style and scale that is not in keeping with the heritage property.

We agree with this comment and will add eaves to the garage to match the existing dwelling.

- (c) The front wall is already addressed in above comments. However, on this point the existing wall sits lower than the house. The house will not be hidden as it currently sits much higher than the wall height and sits proud and is visible now and will be visible in the future from the public realm.

(d) As above

(e) Noted

(f) As above

Officer Response

- (a) Main Roads Western Australia will not permit planting to be undertaken on the corner truncation between Osborne Road and Canning Highway as this is an essential sightline for vehicles exiting Osborne Road onto Canning Highway. As a result, it will not be possible to soften the wall with planting along the truncation.
- (b) Noted
- (c) Noted
- (d) Noted
- (e) Noted
- (f) Noted

External Consultation

Referred to Main Roads Western Australia. The following conditions and advice notes were received and are to be included in the final recommendation.

Conditions

- (1) No earthworks shall encroach onto the Canning Highway road reserve.
- (2) The ground levels on the Canning Highway road reserve are to be maintained as existing.
- (3) Stormwater discharge (if any) shall not exceed pre-development discharge to the Canning Highway road reserve.

Advice Notes

- (a) The property is not currently affected by a land reservation in the Metropolitan Region Scheme (MRS) for future road widening.
- (b) A review of the current MRS Primary Regional Road land requirement has been completed in this area, showing an additional land requirement for future road widening on the subject lot. The current and proposed MRS requirement can be seen in Land Protection Plan 201232-0158. This additional requirement will be subject to the Metropolitan Scheme being amended, which has yet to be advertised.
- (c) Land Protection Plan 201232-0158 is currently under review and therefore subject to change. Timing for the completion of this review is not currently known.
- (d) The project for the upgrading/widening of Canning Highway is not in Main Roads current 4 year forward estimated construction program, and all projects not listed are considered long term. Be aware that timing information is subject to change and that Main Roads assumes no liability whatsoever for the information provided.
- (e) The applicant is required to submit an application form to undertake works within the road reserve prior to undertaking any works within the road reserve. Application forms and supporting information about the procedure can be found on the Main Roads website.

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

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

Financial Implications

Nil

Strategic Implications

The Town of East Fremantle Strategic Community Plan 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 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.1.3 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.

4.1.3 Improve and protect the urban forest and tree canopy.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices, including effective community and business education.

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

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

Risk Implications

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

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

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

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback			N/A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Alfresco, dining & kitchen - northern wall	1.5m	1.162m	D
Garage – northern wall	0m	0m	A
Alfresco – western wall	1.8m	1.05m	D
Open Space	45%	>45%	A
Wall height	6m	<6m	A
Roof height	9m	<9m	A
Car Parking	2 car bays	2 car bays	A
Site Works	Maximum 0.5m above ngl	0.624m	D
Visual Privacy	7.5m from alfresco	1.05m, 1.162m	D
Overshadowing			N/A
Drainage	To be conditioned		

Local Planning Policies Assessment

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

This development application proposes alterations and additions to an existing Category A heritage dwelling. A double garage, kitchen, dining, living and alfresco area are being added to the home. Changing the current wall located along the southern boundary and facing Canning Highway is also proposed. The proposed alterations and additions includes the removal of a section of the dwelling

that was renovated in the 1980s as well as an original wall on the north western part of the building. There are minimal internal changes to the dwelling beyond the removal of the northern walls and rooms. Similar brickwork and roof tiles to the original dwelling are being utilised. Currently the home has a carport on the northern edge of the building. The streetscape appearance as a result of the addition of a garage appears to be improved.

Multiple variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines including lot boundary setbacks, wall height, infill and visual permeability, roof pitch, alfresco floor level above 0.5m from natural ground level, and visual privacy to both the northern and the western properties.

Lot Boundary Setbacks - Northern Wall – Alfresco, Dining & Kitchen

In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 the alfresco, dining and kitchen wall that is 11.77m long and 3.514m high is required to be 1.5m from the northern boundary. In this case it is 1.162m from the lot boundary. The reduced lot boundary setback can be supported in accordance with the design principles 5.1.3 P3.1 for the following reasons;

- There are minimal impacts from building bulk on adjoining properties,
- Adequate sunlight and ventilation is available to the building and the open space on site and to adjoining properties, and
- There is minimal overlooking or loss of privacy to adjoining properties.

The proposal is single storey and located to the rear of an existing heritage dwelling. The parent lot was subdivided by a previous owner, which has resulted in minimal open space to the rear of the property. The alfresco, dining and kitchen setback variation is the result of additions being located in that open area. Whilst a setback variation is requested, the impact to the neighbouring property has been addressed by the applicant through amendments to the plans. Notwithstanding this it is noted the northern wall adjoins a vacant site. For the stated reasons, the reduced lot boundary setbacks are supported.

Lot Boundary Setbacks - Western Wall - Alfresco

In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 the alfresco wall (and the attached wall of the rest of the dwelling) is 25.8m long and 3.514m high and is required to be setback 1.8m from the western boundary. In this case it is 1.05m from the lot boundary. The reduced lot boundary setback can be supported in accordance with the design principles 5.1.3 P3.1 for the following reasons;

- There are minimal impacts from building bulk on adjoining properties,
- Adequate sunlight and ventilation is available to the building and the open space on site and to adjoining properties, and
- There is minimal overlooking or loss of privacy to adjoining properties.

The proposed alfresco area as addressed above is located to the rear of the heritage dwelling in an area with limited space for redevelopment. The setback is considered acceptable based on the constraints of the site. For the stated reasons, the reduced lot boundary setbacks are supported.

Alfresco Floor Height

The rear alfresco area has an elevation that has been raised more than 0.5m above natural ground level and does not meet deemed to comply clause 5.3.7 C7.2. In this case the finished floor level of the alfresco is 0.624m above the natural ground level. The change in level can be supported in accordance

with design principles 5.3.7 P7.1 in that development considers and responds to the natural features of the site and requires minimal fill. It is noted that the increased height of the alfresco triggers the requirement for visual privacy screening as the deemed to comply visual privacy setbacks are not met. See the explanation in the Visual Privacy section below.

variations

Visual Privacy

As the alfresco is elevated above 0.5m it is required to be setback a minimum of 7.5m from the western and northern boundaries in accordance with the Residential Design Codes deemed to comply clause 5.4.1 C1.1i or be visually screened. It is setback 1.05m to the western lot boundary and 1.162m to the northern property boundary. Following discussions with the applicant it was agreed that additional height of 0.3m would be added to the boundary fencing to the north and the west of the alfresco area as indicated on the amended plans to increase privacy between the alfresco area and the northern and western properties. The additional height to the fence is considered acceptable to protect the privacy of the adjoining neighbours.

Roof Pitch

In accordance with the acceptable development provisions 3.7.8.3 A4.1 of the Residential Design Guidelines, the roof pitch in the Richmond precinct is required to be between 28 and 36 degrees. In this case the pitch of the proposed roof is 25 degrees. In accordance with performance criteria 3.7.8.3 P4 the roof pitch complements the traditional form of surrounding development in the immediate locality and that of the heritage dwelling.

Front Fence

There is a longstanding view of the Town that streetscapes are improved by the enforcement of lower and visually permeable front and side fencing (on corner lots) in accordance with the Residential Design Guidelines acceptable development provisions 3.7.11.5 A2.1 and A3. The maximum height of solid walls or fences shall be 1.2 m and the infill panels above this are required to be visually permeable.

The piers are already constructed. The existing fence has infill panels, however the applicant has raised amenity concerns relating to light spill, noise and security. It is proposed to remove the infill panels and construct a solid wall. The applicant is concerned about amenity issues from Canning Highway and in accordance with the Residential Design Guidelines performance criteria provisions 3.7.11.5 P4.1 i the proposed wall height can be supported up to a maximum average height of 2.1m. A condition will be imposed in the Officer's Recommendation that is in alignment with this. Following on from CDAC it was suggested by the applicant to add plants in the corner truncation at the intersection of the lot to Canning Highway and Osborne Road, however as this is a sightline required by Main Roads Western Australia no vegetation or structures are permitted within the existing truncation that prevents sightlines of traffic travelling along Osborne Road or Canning Highway being obstructed.

Garage Setback

In accordance with the Residential Design Guidelines acceptable development provisions 3.7.15.3.3 A3 i the garage is required to be setback 1.2m behind the existing dwelling. In this case the garage is setback 1.5m from the Osborne Road lot boundary and located forward of the side building line of the dwelling. The garage being set forward of the building line can be supported in accordance with performance criteria 3.7.15.3.3 P3 because the garage does not dominate the streetscape or the building and does not detract from the heritage character of the contributory building. Eaves were also included in the garage roof facing Osborne Road following on from a recommendation of CDAC.

Conclusion

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

- Mr Mousli spoke in support of the officer's recommendation.

12.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP030621

Moved Cr Nardi, seconded Cr Natale

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Northern Wall - 1.5m required, 1.162m provided**
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Western Wall - 1.8m required, 1.05m provided**
- (iii) Clause 5.3.7 – Residential Design Codes – Site Works – Alfresco Floor Height – Maximum of 0.5m above natural ground level required, greater than 0.5m above natural ground level provided**
- (iv) Clause 5.4.1 – Residential Design Codes – Visual Privacy – 7.5m required, 1.050m (western boundary) & 1.162m (northern boundary) provided**
- (v) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 25 degrees provided**
- (vi) Clause 3.7.11.5 – Residential Design Guidelines – Front Fencing – Fence Height and Visual Permeability – solid 1.2m maximum & 60% visual permeability required, greater than 1.2m solid infill provided and no visual permeability**
- (vii) Clause 3.7.15.3.3 – Residential Design Guidelines – Garage Setback – 1.2m behind the existing dwelling required, 1.55m behind the eastern lot boundary provided**

for alterations and additions at No. 1 (Lot 1) Osborne Road, East Fremantle, in accordance with the plans date stamped received 17 May 2021, subject to the following conditions:

- (1) No earthworks shall encroach onto the Canning Highway road reserve.**
- (2) The ground levels on the Canning Highway road reserve are to be maintained as existing.**
- (3) Stormwater discharge (if any) shall not exceed pre-development discharge to the Canning Highway road reserve.**
- (4) All solid infills on the front fence facing Canning Highway or Osborne Road (truncated wall section only) are to be in accordance with the plans submitted on 17 May 2021.**
- (5) No development or planting is to occur in the existing Canning Highway/Osborne Road truncation. The area designated as the road truncation is not be altered without the prior approval of Council in consultation with Main Roads WA.**
- (6) The crossover widths are not to exceed the width of the crossovers indicated on the plans date stamped received 17 May 2021 and to be in accordance with Council's crossover policy and the Residential Design Guidelines (2016).**
- (7) 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 Council's further approval.**

- (8) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this development approval unless otherwise amended by Council.
- (9) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received development approval, without those changes being specifically marked for Council's attention.
- (10) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (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 of East Fremantle.
- (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 Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (13) This development approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (v) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*
- (vi) *The property is not currently affected by a land reservation in the Metropolitan Region Scheme (MRS) for future road widening.*
- (vii) *A review of the current MRS Primary Regional Road land requirement has been completed in this area, showing an additional land requirement for future road widening on the subject lot. The current and proposed MRS requirement can be seen in Land Protection Plan 201232-0158. This additional requirement will be subject to the Metropolitan Scheme being amended, which has yet to be advertised.*



- (viii) Land Protection Plan 201232-0158 is currently under review and therefore subject to change. Timing for the completion of this review is not currently known.**
- (ix) The project for the upgrading/widening of Canning Highway is not in Main Roads current 4 year forward estimated construction program, and all projects not listed are considered long term. Be aware that timing information is subject to change and that Main Roads assumes no liability whatsoever for the information provided.**
- (x) The applicant is required to submit an application form to undertake works within the road reserve prior to undertaking any works within the road reserve. Application forms and supporting information about the procedure can be found on the Main Roads website.**

(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 20 April 2021, this application is deemed determined, on behalf of Council, under delegated authority

12.4 Fraser Street No 7 (Lot 184) Proposed alterations and additions

Owner	Gerard McCann
Applicant	Jude Celedin
File ref	P30/21
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	1 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Location plan and advertising2. Site photos3. Place record form4. Plans date stamped 20 April 20215. Community consultation checklist

Purpose

The purpose of this report is for Council to consider a development application for proposed alterations and additions at No 7 (Lot 184) Fraser Street, East Fremantle.

Executive Summary

This development application proposes alterations and additions to a Category B heritage dwelling at 7 Fraser Street East Fremantle. The development proposes the demolition of the existing ground level rear additions and retain the front heritage components.

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Eastern Wall – Ground Floor - Garage & Store – 1.5m required, 0m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Eastern Wall – Ground Floor - Entry Lobby, Laundry, Utility, Alfresco 1.5m required, 1.2m provided
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Eastern Wall - Games Room 1m required, 0m provided
- (iv) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Northern Wall – Games Room – 6m required, 1.2m provided
- (v) Clause 5.1.6 – Residential Design Codes – Wall Height – 6m required, 6.4m provided

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

Background

Zoning: Residential R12.5
Site area: 931m²
Heritage: Category B

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

Nil

Consultation

Advertising

The application was advertised to surrounding landowners from 29 April to 14 May 2021. No submissions were received.

Community Design Advisory Committee (CDAC)

The application was referred to 3 May 2021 CDAC. The following comments were made.

(a) The overall built form merits;

- The Committee was overall supportive of the proposal.
- The Committee was concerned the garage was out of proportion to the rest of the dwelling and the proportions should be investigated to be like the front facade of the original heritage dwelling. There was a view that the height and width of the garage needed to be increased to enhance the look of the garage against the heritage dwelling.
- The Committee felt the garage needed to have an increased setback front setback behind the existing dwelling.
- The Committee felt the entry past the garage needed to be enhanced using a colonnade or covered walkway that focused attention on the rear entrance.

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

- Committee was supportive of the overall design.

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

- No comment

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

- No comment.

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

- No comment.

(f) The demonstration of other qualities of best practice urban design including "Crime Prevention" Through Environmental Design performance, protection of important view corridors and lively civic places;

- No comment.

Applicant Response to CDAC

1. The Garage could be higher and I would like it higher, but I am concerned for the eastern neighbour's amenity. The higher the Garage, the higher the parapet wall. I've tried to strike a balance between a desirable interior Garage/Store height and the height and length of the parapet. If Council would like the Garage higher, I support this.
2. Unfortunately, the garage cannot be much wider, as this will impact on morning light into the original rooms and windows along the east side of the house. This is why I have a 1.5 metre

separation, and partly why the Garage is the height it is - so as not to occlude morning sunlight for these original rooms. As well, this separation is deliberate so as to ensure the new structure does not overly challenge the original building form, an important heritage consideration.

3. Aiming to preserve the existing tallow tree in the entry court, I have designed the Garage and Store to the size needs of the family. As the general EFTC Planning rule is no structure in front of the building line, and that the existing house is already on an 11.5 metre setback, it is felt the 0.6 metre further setback for the Garage is a reasonable compromise between the many constraints and desires at play here.
4. As mentioned above, keeping the new Garage structure visually and physically separate is a design tool driven by heritage considerations. To install a colonnade or covered walkway defeats this intention, and also reduces the amount of light able to enter the two original windows along the eastern wall of the house. Preserving the sunlight into these two rooms is a deliberate heritage design intention. Incidentally, the colonnade/covered walkway idea is a very 1970's response and is mostly removed in heritage restoration works. The idea is NOT to focus attention on the rear entrance as this is a purely functional family entry from the cars, and for children on bikes etc. The MAIN entry focus should remain with the gate, pathway, verandah and front door of the original house. This is an important point in the Burra Charter.

Officer Response to CDAC

The comments from the applicant are noted. No amendments were required of the proposed design based on the responses to CDAC comments received from the applicant.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

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

Financial Implications

Nil

Strategic Implications

The Town of East Fremantle Strategic Community Plan 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 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

- 3.1.2 Plan for a mix of inclusive diversified housing options.
- 3.1.3 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.
 - 4.1.3 Improve and protect the urban forest and tree canopy.
- 4.2 Enhance environmental values and sustainable natural resource use.
 - 4.2.1 Reduce waste through sustainable waste management practices, including effective community and business education.
- 4.3 Acknowledge the change in our climate and understand the impact of those changes.
 - 4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts.

Risk Implications

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

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

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

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	7.5m	>7.5m	A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Eastern wall – ground floor - garage & store	1.5m	0m	D

Eastern wall – ground floor - entry lobby, laundry, utility, alfresco	1.5m	1.2m	D
Eastern wall - games room	1m	0m	D
Northern wall – games room	6m	1.2m	D
Western wall – ground floor – sitting room, landing	1.5m	4.1m	A
Eastern wall – upper storey – bed 4, bath	1.2m	4.1m	A
Northern wall – upper storey - bed 2,3,4	6m	14m	A
Western wall- upper storey – bed 2, landing	1.3m	4.1m	A
Open Space	55%	68%	A
Roof height	9m	8.4m	A
Wall height	6m	6.4m	D
Car Parking	2 car bays	2 car bays	A
Site Works			N/A
Visual Privacy			
Bed 4	6m	7m	A
Bed 2	6m	6.7m	A
Overshadowing	Overshadows subject lot		A
Drainage	To be conditioned		

Local Planning Policies Assessment

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

This development application proposes alterations and additions to a Category B heritage dwelling at 7 Fraser Street East Fremantle. The development proposes the demolition of the existing ground level rear additions and retention of the front heritage components. The proposed development is concentrated to the rear of the lot with the exception of the new single width garage and storeroom on the eastern side of the lot. There is a significant increase in the size of the dwelling however, most of the development is to the rear of the dwelling. Heights have remained below the maximum allowable heights. Five variations are requested to the requirements of the Residential Design Codes in relation to lot boundary setbacks (4) and wall height.

Lot Boundary Setbacks - Eastern Wall – Ground Floor - Garage & Store

It is proposed to construct a wall that is 10.6m long and less than 3.5m high along the eastern boundary of the subject lot. In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 i a similar wall is required to be setback 1.5m from the boundary. The proposal is located on the eastern boundary. The reduced lot boundary setback can be supported according to design principles clause 5.1.3 P3.2 for the following reasons;

- There is more effective use of space for enhanced privacy for the occupants or the outdoor living areas. The garage as addressed by the applicant has been designed to minimise bulk and scale to the neighbour and does not result in a scale that is considered to have a negative impact to the neighbour,
- There is minimal impact from building bulk on adjoining properties,
- Adequate sunlight and ventilation to the building and open spaces on site and adjoining properties,
- Minimal overlooking and loss of privacy on adjoining properties,
- It does not have an adverse impact on the amenity of the adjoining property,
- Direct sunlight can reach major openings to habitable rooms and outdoor living areas for adjoining properties, and
- Positively contributes to the prevailing and future development context and streetscape as outlined in the local planning framework.

Since it is along the boundary against an existing parapet wall on the neighbouring lot privacy is maintained and the overall impact is considered to be minimal. For the above reasons the reduced lot boundary setback can be supported.

Lot Boundary Setback - Eastern Wall – Ground Floor - Entry Lobby, Laundry, Utility, Alfresco

It is proposed to construct a wall that is 11m long and 3.5m high along the eastern side of the proposed dwelling that is setback 1.2m from the eastern boundary. In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 i a similar wall is required to be setback 1.5m from the boundary. The reduced lot boundary setback can be supported according to design principles clause 5.1.3 P3.1 for the following reasons;

- There is minimal impact from building bulk on adjoining properties,
- Adequate sunlight and ventilation to the building and open spaces on site and adjoining properties, and
- Minimal overlooking and loss of privacy on adjoining properties.

The reduction in the lot boundary setback is negligible and as such can be supported.

Lot Boundary Setback - Eastern Wall - Games Room

It is proposed to construct a wall that is 7.3m long and 2.9m high along the eastern boundary of the subject lot. In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 i a similar wall is required to be setback 1m from the boundary. The reduced lot boundary setback can be supported according to design principles clause 5.1.3 P3.2 for the following reasons;

- More effective use of space for enhanced privacy for the occupants or the outdoor living areas,
- There is minimal impact from building bulk on adjoining properties,
- Adequate sunlight and ventilation to the building and open spaces on site and adjoining properties,
- Minimal overlooking and loss of privacy on adjoining properties,
- It does not have an adverse impact on the amenity of the adjoining property,

- Direct sunlight can reach major openings to habitable rooms and outdoor living areas for adjoining properties, and
- Positively contributes to the prevailing and future development context and streetscape as outlined in the local planning framework.

Since it is along the boundary privacy is maintained and sunlight and air can still reach the building and surrounding open spaces. For these reasons, the reduced lot boundary setback can be supported.

Lot Boundary Setback - Northern Wall - Games Room

It is proposed to construct a wall that is 4.6m long and 2.9m high setback 1.2m from the northern boundary of the subject lot. In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 i a wall is required to be setback 6m from the boundary. The reduced lot boundary setback can be supported according to design principles clause 5.1.3 P3.2 for the following reasons;

- The applicant has designed the proposal to meet the owner's needs and attempted to minimise the impact to the heritage dwelling and adjoining neighbours.
- There is more effective use of space for enhanced privacy for the occupants or the outdoor living areas,
- There is minimal impact from building bulk on adjoining properties,
- Adequate sunlight and ventilation to the building and open spaces on site and adjoining properties,
- Minimal overlooking and loss of privacy on adjoining properties,
- It does not have an adverse impact on the amenity of the adjoining property,
- Direct sunlight can reach major openings to habitable rooms and outdoor living areas for adjoining properties, and
- Positively contributes to the prevailing and future development context and streetscape as outlined in the local planning framework.

For the above reasons, the reduced lot boundary setback can be supported.

Wall Height

The Residential Design Codes requires that wall height should not exceed 6m in accordance to deemed to comply clause 5.1.6 C6. In this case the wall height is 6.4m on the western side of the upper storey of the development. In accordance with design principles 5.1.6 P6 the wall height creates no adverse impact on the amenity of the adjoining properties and there is adequate access to direct sun, daylight and no impact on views of significance. This can be supported based on the fact that the proposed roof height at 8.4m is less than the maximum permissible roof height of 9m.

Conclusion

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

- Mr McCann spoke in support of the officer's recommendation.

11.4 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP040621

Moved Cr Watkins, seconded Cr Harrington

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Eastern Wall – Ground Floor - Garage & Store – 1.5m required, 0m provided**
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Eastern Wall – Ground Floor - Entry Lobby, Laundry, Utility, Alfresco 1.5m required, 1.2m provided**
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Eastern Wall - Games Room - 1m required, 0m provided**
- (iv) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Northern Wall – Games Room – 6m required, 1.2m provided**
- (v) Clause 5.1.6 – Residential Design Codes – Wall Height – 6m required, 6.4m provided**

for alterations and additions at No. 7 (Lot 184) Fraser Street, East Fremantle, in accordance with the plans date stamped received 20 April 2021, subject to the following conditions:

- (1) The proposed works are not to be commenced until written approval has been received from the Water Corporation in regard to works in proximity to the rear sewerage connection.**
- (2) The crossover widths are not to exceed the width of the crossovers indicated on the plans date stamped received 20 April 2021 and to be in accordance with Council’s crossover policy as set out in the Residential Design Guidelines (2016).**
- (3) All fencing within the street setback area is to be in compliance with the front fence provisions of the Residential Design Guidelines. Any proposed new fencing or walls in the front setback area will require the submission of a development application for the consideration of the Town.**
- (4) 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 Council’s further approval.**
- (5) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this development approval unless otherwise amended by Council.**
- (6) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received development approval, without those changes being specifically marked for Council’s attention.**
- (7) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.**
- (8) If requested by Council within the first two years following installation, the roofing is to be treated to reduce reflectivity. The treatment is to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.**
- (9) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent**

damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.

- (10) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (11) This development approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (vi) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*

(CARRIED UNANAMOUSLY)

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 20 April 2021, this application is deemed determined, on behalf of Council, under delegated authority

13. MATTERS BEHIND CLOSED DOORS

Nil

14. CLOSURE OF MEETING

There being no further business the Presiding Member declared the meeting closed at 8.15pm.

I hereby certify that the Minutes of the ordinary meeting of the Town Planning Committee of the Town of East Fremantle, held on 1 June 2021, Minute Book reference 1 to 14 were confirmed at the meeting of the Committee on:

.....

Presiding Member

13. REPORTS

13.1 FINANCE

13.1.1 Statement of Financial Activity for Period Ended 31 May 2021

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Sam Dolzadelli, Finance Project & Business Improvement Officer
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date:	15 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Statement of Financial Activity 31 May 2021 2. Capital Works Report 3. Financial Health Check 31 May 2021

Purpose

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity) for the month ended 31 May 2021. A Capital Works Report and Financial Health Check summary is also appended.

Executive Summary

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

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

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

Background

The Town of East Fremantle financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.

The monthly Financial Report is appended and includes the following:

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

- Capital Disposals
- Rating Information
- Grants and Contributions

The attached Monthly Financial Report is prepared in accordance with the amended *Local Government (Financial Management) Regulations 1996*; together with supporting material to provide Council with easy to understand financial information covering activities undertaken during the financial year.

Consultation

Management team

Statutory Environment

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare its Statement of Financial Activity.

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

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

Policy Implications

Significant Accounting Policies are adopted by Council on an annual basis. These policies are used in the preparation of the statutory reports submitted to Council.

Financial Implications

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2020/21 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2020/21 for reporting material variances shall be:

- (a) 10% of the amended budget; or
- (b) \$10,000 of the amended budget.

whichever is greater. In addition, that the material variance limit be applied to total revenue and expenditure for each Nature and Type classification and capital income and expenditure in the Statement of Financial Activity.

Strategic Implications

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

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

Risk Implications

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

Risk Matrix

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

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

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

Site Inspection

Not applicable.

Comment

This report presents the Statement of Financial Activity for the period 31 May 2021. The following is a summary of headline numbers from the attached financial reports:

	Original Budget	YTD Budget	May Actuals
Opening Surplus	160,328	226,870	226,870
Operating Revenue	10,517,403	10,463,356	10,371,567

Operating Expenditure	(10,969,062)	(11,187,780)	(10,108,188)
Capital Expenditure	(1,026,681)	(977,455)	(920,861)
Capital Income	210,000	241,360	241,451
Financing Activities	(470,888)	(92,547)	(107,948)
Non-Cash Items	1,578,900	2,291,102	2,321,624
Closing Surplus	0	964,906	2,024,515
Unrestricted Cash			2,990,568
Restricted Cash			985,793

- A Capital Works Report is being auto generated within the Town's financial system and emailed to Responsible Officer's on a weekly basis to monitor projects. This Report is provided as Attachment 2 and includes actual expenditure as at **31 May 2021**. The full year capital works budget (amended) has been 72.3% expended (and 80% committed) with \$921k in actual expenditure.
- Rates were levied in the month of July with rate notices issued in the first week of August. At the end of May 97.57% of rates levied (including arrears) have been receipted. The due date for payment of rates including the election of instalments was the 7th of September.
- The asset revaluation as at 30 June 2020 resulted in an increase in asset values (buildings) of \$5.79m. Subsequently, depreciation expense has increased significantly. This will have an adverse impact on the Operating Surplus Ratio and Asset Sustainability Ratio at the end of the financial year.
- The monthly financial report now includes a Statement of Financial Position on page 6. Infrastructure and Property, Plant and Equipment has a carrying value of circa \$81.16m.

13.1.1 OFFICER RECOMMENDATION

That Council:

1. receives the **Monthly Financial Report (Containing the Statement of Financial Activity)** for the month ended **31 May 2021**, as presented as attachment 1 to this report.
2. notes the unrestricted municipal surplus of **\$2,024,172** as at **31 May 2021**.
3. receives the **Capital Works Report** dated **31 May 2021**, as presented as attachment 2 to this report.
4. receives the **Monthly Financial Health Check**, as presented as attachment 3 to this report.

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 May 2021

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

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**Town of East Fremantle
Information Summary
For the Period Ended 31 May 2021**

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2021 of \$2,024,515.

Items of Significance

The material variance adopted by the Town of East Fremantle for the 2020/21 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	%	Amended			
	Collected /	Annual		YTD Budget	YTD Actual
	Completed	Budget			
Significant Projects					
Purchase Property, Plant and Equipment	76%	\$ 429,559	\$	374,663	\$ 327,817
Purchase and Construction of Infrastructure	70%	\$ 844,130	\$	602,792	\$ 593,044
Grants, Subsidies and Contributions					
Commonwealth Home Support Programme	100%	\$ 601,566	\$	601,566	\$ 601,750
Regional Road Group Grant	100%	\$ 180,000	\$	180,505	\$ 180,505
		\$ 601,566	\$	601,566	\$ 601,750
Rates Levied	100%	\$ 7,997,275	\$	8,006,996	\$ 7,988,354

% Compares current ytd actuals to annual budget

Financial Position

	Current Year
Adjusted Net Current Assets	\$ 2,024,515
Cash and Equivalent - Unrestricted	\$ 2,990,568
Cash and Equivalent - Restricted	\$ 985,793
Receivables - Rates	\$ 311,073
Receivables - Other	\$ 126,505
Payables	\$ 778,239

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

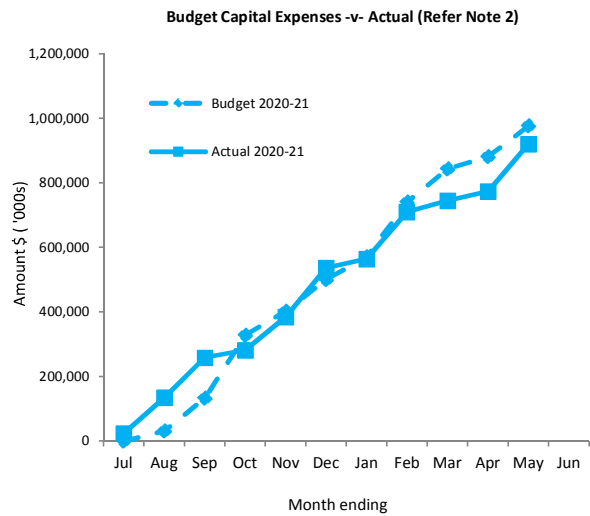
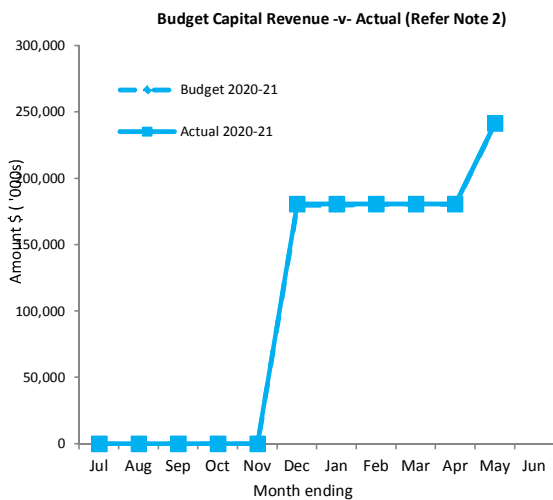
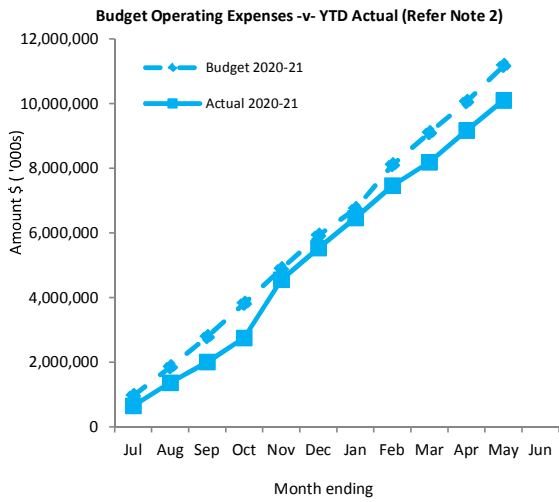
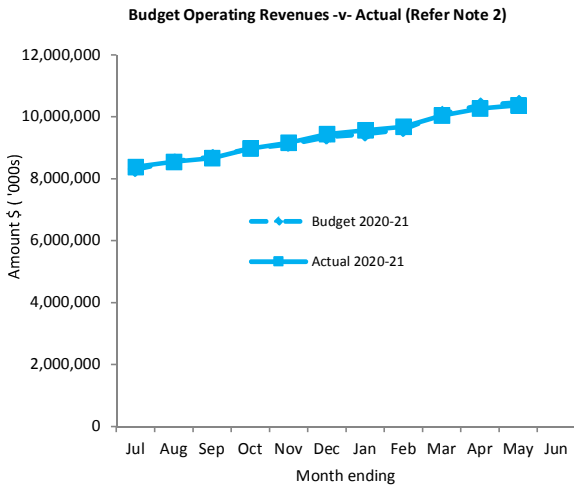
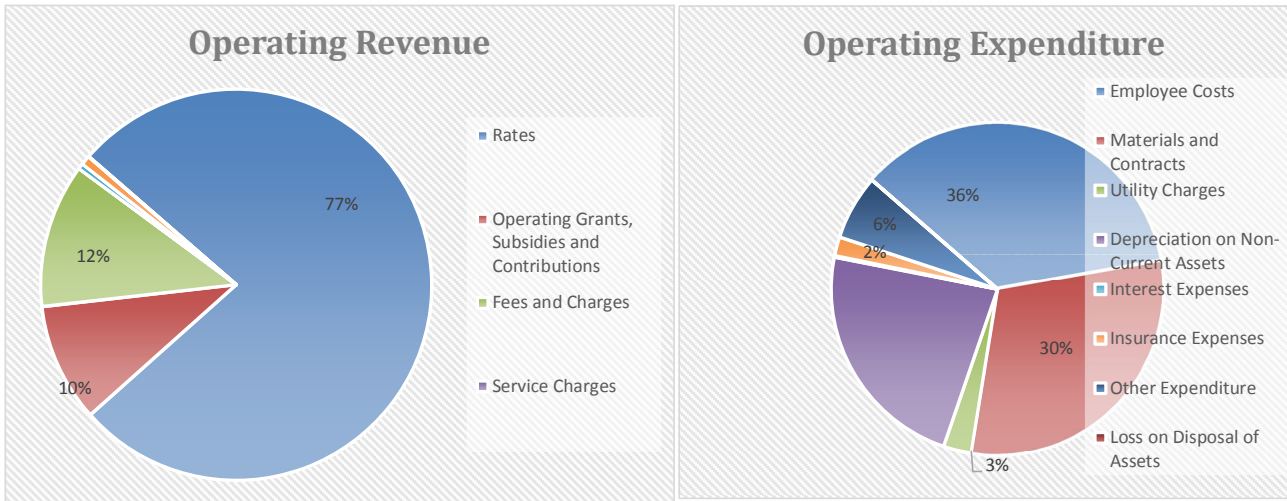
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

Prepared by: Sam Dolzadelli

Reviewed by: Peter Kocian

Date prepared: 02/06/2021



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

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 May 2021

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Current Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$			\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	160,328	160,328	226,870	226,870	226,870	(0)	(0%)	
Revenue from operating activities									
Governance		10,000	10,000	10,000	9,163	11,461	2,298	25%	
General Purpose Funding - Rates	9	7,997,275	7,997,275	8,010,558	8,006,996	7,988,354	(18,642)	(0%)	
General Purpose Funding - Other		328,653	328,653	289,783	265,617	248,308	(17,309)	(7%)	
Law, Order and Public Safety		33,200	33,200	25,923	23,738	30,382	6,644	28%	
Health		13,409	13,409	14,700	13,475	17,892	4,417	33%	
Education and Welfare		713,766	713,766	776,096	761,638	739,609	(22,030)	(3%)	
Housing		84,000	84,000	82,500	75,625	75,406	(219)	(0%)	
Community Amenities		205,000	205,000	238,600	225,479	217,234	(8,245)	(4%)	
Recreation and Culture		648,800	648,800	549,500	537,730	516,821	(20,909)	(4%)	
Transport		353,800	353,800	339,110	307,527	327,245	19,718	6%	
Economic Services		80,500	80,500	179,170	164,197	116,351	(47,846)	(29%)	▼
Other Property and Services		49,000	49,000	75,596	72,171	82,503	10,332	14%	▲
		10,517,403	10,517,403	10,591,536	10,463,356	10,371,567			
Expenditure from operating activities									
Governance		(1,198,448)	(1,198,448)	(1,211,340)	(1,077,049)	(1,024,358)	52,691	5%	
General Purpose Funding		(155,287)	(155,287)	(121,200)	(111,067)	(103,410)	7,657	7%	
Law, Order and Public Safety		(175,539)	(175,539)	(184,700)	(169,224)	(172,218)	(2,994)	(2%)	
Health		(215,419)	(215,419)	(243,240)	(219,181)	(188,903)	30,278	14%	▲
Education and Welfare		(1,116,999)	(1,116,999)	(1,196,549)	(1,104,414)	(932,905)	171,509	16%	▲
Housing		(45,320)	(45,320)	(45,820)	(42,097)	(34,931)	7,166	17%	
Community Amenities		(2,750,998)	(2,750,998)	(2,785,941)	(2,495,847)	(2,198,585)	297,262	12%	▲
Recreation and Culture		(2,334,470)	(2,334,470)	(3,168,506)	(2,890,665)	(2,596,280)	294,385	10%	▲
Transport		(2,703,195)	(2,703,195)	(2,966,782)	(2,732,162)	(2,371,985)	360,177	13%	▲
Economic Services		(115,287)	(115,287)	(154,300)	(141,416)	(123,069)	18,347	13%	▲
Other Property and Services		(158,100)	(158,100)	(231,075)	(204,658)	(361,543)	(156,885)	(77%)	▼
		(10,969,062)	(10,969,062)	(12,309,454)	(11,187,780)	(10,108,188)			
Operating activities excluded from budget									
Add back Depreciation		1,578,900	1,578,900	2,501,025	2,292,532	2,306,025	13,493	1%	
Adjust (Profit)/Loss on Asset Disposal	8	0	0	(1,430)	(1,430)	(1,430)	0	(0%)	
Movement in Deferred Rates				0	0	17,029	17,029		▲
Amount attributable to operating activities		1,578,900	1,578,900	2,499,595	2,291,102	2,321,624			
Investing Activities									
Non-operating Grants, Subsidies and Contributions	11	180,000	180,000	264,505	222,505	222,596	91	0%	
Proceeds from Disposal of Assets	8	30,000	30,000	18,855	18,855	18,855	0	0%	
Purchase Property, Plant and Equipment		(292,500)	(387,500)	(429,559)	(374,663)	(327,817)	46,845	13%	▲
Purchase and Construction of Infrastructure		(734,181)	(639,181)	(844,130)	(602,792)	(593,044)	9,748	2%	
Amount attributable to investing activities		(816,681)	(816,681)	(990,329)	(736,095)	(679,410)			
Financing Activities									
Transfer from Reserves	7	591,500	591,500	1,037,831	746,331	746,331	0	0%	
Payments for principal portion of lease liabilities				(36,635)	(36,635)	(40,416)	(3,781)	(10%)	
Repayment of Debentures	10	(95,160)	(95,160)	(95,160)	(71,370)	(72,989)	(1,619)	(2%)	
(Transfer to Reserves)	7	(967,228)	(967,228)	(942,228)	(730,873)	(740,873)	(10,000)	(1%)	
Amount attributable to financing activities		(470,888)	(470,888)	(36,192)	(92,547)	(107,948)	(15,400)	(17%)	
Closing Funding Surplus(Deficit)	3	0	(0)	(17,974)	964,906	2,024,515	1,059,609		

**TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2021**

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Current Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$			\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	160,328	160,328	226,870	226,870	226,870	(0)	(0%)	
Revenue from operating activities									
Rates	9	7,997,275	7,997,275	8,010,558	8,006,996	7,988,354	(18,642)	(0%)	
Operating Grants, Subsidies and Contributions	11	1,175,019	1,175,019	1,026,239	1,007,372	1,017,484	10,112	1%	
Fees and Charges		1,187,609	1,187,609	1,375,713	1,281,898	1,234,377	(47,521)	(4%)	
Interest Earnings		120,000	120,000	80,800	74,063	47,747	(26,317)	(36%)	▼
Other Revenue		37,500	37,500	96,796	91,597	82,175	(9,421)	(10%)	
Profit on Disposal of Assets	8	0	0	1,430	1,430	1,430	0	0%	
		10,517,403	10,517,403	10,591,536	10,463,356	10,371,567			
Expenditure from operating activities									
Employee Costs		(4,173,445)	(4,205,445)	(4,270,592)	(3,845,349)	(3,619,543)	225,806	6%	
Materials and Contracts		(4,279,617)	(4,000,617)	(4,328,092)	(3,908,058)	(3,068,119)	839,939	21%	▲
Utility Charges		(299,300)	(299,300)	(296,700)	(271,832)	(273,725)	(1,893)	(1%)	
Depreciation on Non-Current Assets		(1,578,900)	(1,578,900)	(2,501,025)	(2,292,532)	(2,306,025)	(13,493)	(1%)	
Interest Expenses		(14,960)	(14,960)	(22,960)	(15,220)	(14,724)	496	3%	
Insurance Expenses		(180,320)	(180,320)	(183,756)	(183,756)	(187,201)	(3,445)	(2%)	
Other Expenditure		(442,520)	(689,520)	(706,328)	(671,033)	(638,850)	32,183	5%	
Loss on Disposal of Assets	8	0	0	0	0	0	0		
		(10,969,062)	(10,969,062)	(12,309,454)	(11,187,780)	(10,108,188)			
Operating activities excluded from budget									
Add back Depreciation		1,578,900	1,578,900	2,501,025	2,292,532	2,306,025	13,493	1%	
Adjust (Profit)/Loss on Asset Disposal	8	0	0	(1,430)	(1,430)	(1,430)	0	(0%)	
Movement in Deferred Rates		0	0	0	0	17,029	17,029		
Amount attributable to operating activities		1,578,900	1,578,900	2,499,595	2,291,102	2,321,624			
Investing activities									
Non-operating Grants, Subsidies and Contributions	11	180,000	180,000	264,505	222,505	222,596	91	0%	
Proceeds from Disposal of Assets	8	30,000	30,000	18,855	18,855	18,855	0	0%	
Purchase Property, Plant and Equipment		(292,500)	(387,500)	(429,559)	(374,663)	(327,817)	46,845	13%	▲
Purchase and Construction of Infrastructure		(734,181)	(639,181)	(844,130)	(602,792)	(593,044)	9,748	2%	
Amount attributable to investing activities		(816,681)	(816,681)	(990,329)	(736,095)	(679,410)			
Financing Activities									
Transfer from Reserves	7	591,500	591,500	1,037,831	746,331	746,331	0	0%	
Payments for principal portion of lease liabilities		0	0	(36,635)	(36,635)	(40,416)	(3,781)	(10%)	
Repayment of Debentures	10	(95,160)	(95,160)	(95,160)	(71,370)	(72,989)	(1,619)	(2%)	
(Transfer to Reserves)	7	(967,228)	(967,228)	(942,228)	(730,873)	(740,873)	(10,000)	(1%)	
Amount attributable to financing activities		(470,888)	(470,888)	(36,192)	(92,547)	(107,948)			
Closing Funding Surplus (Deficit)	3	0	(0)	(17,974)	964,906	2,024,515	1,059,609	110%	▲

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL POSITION
For the Period Ended 31 May 2021

	2021
	\$
CURRENT ASSETS	
Cash and cash equivalents	3,976,360
Trade and other receivables	476,749
Other assets	7,726
TOTAL CURRENT ASSETS	<u>4,460,836</u>
NON-CURRENT ASSETS	
Trade and other receivables	56,873
Other financial assets	71,221
Investment in associate	1,094,618
Property, plant and equipment	32,507,419
Infrastructure	48,653,795
Right of use assets	282,410
TOTAL NON-CURRENT ASSETS	<u>82,666,336</u>
TOTAL ASSETS	<u>87,127,171</u>
CURRENT LIABILITIES	
Trade and other payables	778,239
Lease liabilities	- 3,781
Borrowings	104,808
Employee related provisions	672,289
TOTAL CURRENT LIABILITIES	<u>1,551,555</u>
NON-CURRENT LIABILITIES	
Lease liabilities	286,288
Borrowings	204,842
Employee related provisions	99,022
TOTAL NON-CURRENT LIABILITIES	<u>590,152</u>
TOTAL LIABILITIES	<u>2,141,706</u>
NET ASSETS	<u><u>84,985,465</u></u>
EQUITY	
Retained surplus	34,764,717
Reserves - cash backed	985,793
Revaluation surplus	49,234,956
TOTAL EQUITY	<u><u>84,985,465</u></u>

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
 The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Economic Services	(47,846)	(29%)		Timing	Unfavourable - Permits/DA's to be accounted for
Other Property and Services	10,332	14%		Permanent	Favourable - Insurance Claims Recovered
Operating Expense					
Health	30,278	14%		Timing	Favourable - Timing difference for contract payment for Swimming Pool inspections.
Education and Welfare	171,509	16%		Permanent	Favourable - CHSP Salary & Wages savings due to reduced activity as a result of COVID 19.
Community Amenities	297,262	12%		Timing	Favourable - Less spent in Contractors/Consultants year to date.
Recreation and Culture	294,385	10%		Timing	Favourable - Less spent in Contractors/Consultants year to date. Under allocation of Overheads, jnl to be done
Transport	360,177	13%		Timing	Favourable - Less spent in Contractors/Consultants year to date. Under allocation of Overheads, jnl to be done
Economic Services	18,347	13%		Timing	Favourable - Less spent on building surveyor contractor and timing difference for payments of BSL/BCITF
Other Property and Services	(156,885)	(77%)		Timing	Unfavourable - Under-recovery of public works overheads. \$154k at 31 May to be allocated out. Overhead rate has been adjusted in the payroll system.
Capital Expenses					
Purchase Property, Plant and Equipment	46,845	13%		Timing	Favourable - due to unspent capex program year to date
Nature and Type Classifications:					
Interest Earnings	(26,317)	(36%)		Permanent	Unfavourable - Low interest rate environment
Materials and Contracts	839,939	21%		Timing	Favourable - Underspent year to date.

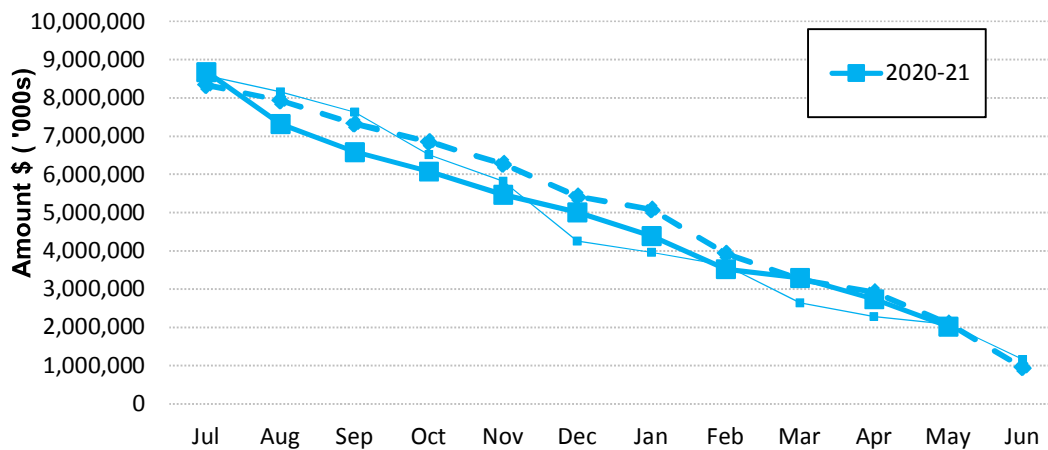
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2021

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2020	Current 31 May 2021
		\$	\$
Current Assets			
Cash Unrestricted	4	1,966,551	2,990,568
Cash Restricted - Reserves	4	1,350,387	985,793
Receivables - Rates	6	320,318	311,073
Receivables - Other	6	109,834	126,505
Interest / ATO Receivable/Trust		250,242	46,897
Inventories		0	0
		3,997,332	4,460,836
Less: Current Liabilities			
Payables		(2,080,405)	(778,239)
Provisions		(698,807)	(672,289)
		(2,779,212)	(1,450,528)
Less: Restricted Cash - Reserves	7	(991,251)	(985,793)
Less: Trust Interfund Transfer Account		0	0
Net Current Funding Position		226,870	2,024,515

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2021

Note 3: Cash and Investments

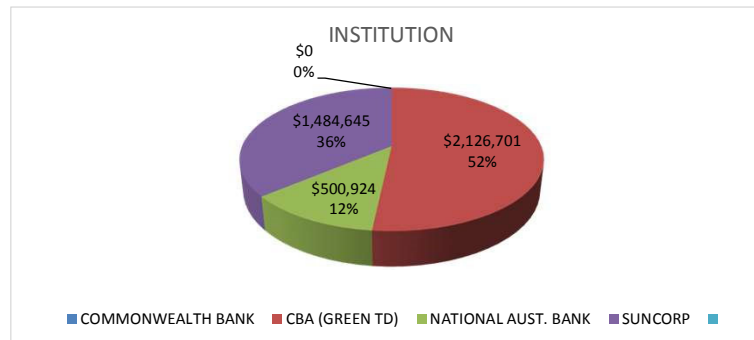
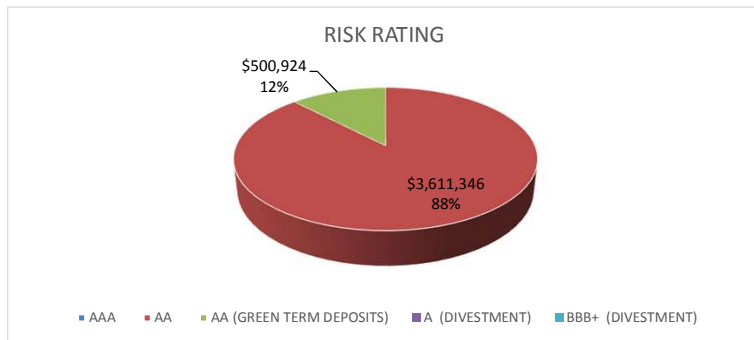
	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$				
(a) Cash Deposits								
Municipal Bank Account - On-Call	785,968			785,968	CBA	AA-	0.01%	At Call
Municipal Bank Account	765,771			765,771	CBA	AA-		At Call
Municipal Bonds & Deposits Account	436,804			436,804	CBA	AA-		At Call
Reserve Bank Account		1,148		1,148	CBA	AA-		At Call
Trust Bank Account			137,010	137,010	CBA	AA-		At Call
Cash On Hand	1,100			1,100	Petty Cash/Till Float		Nil	On Hand
(b) Term Deposits								
Municipal	500,000			500,000	NAB	AA-	0.05%	30-Jun-21 250
Municipal	500,924			500,924	CBA (GREEN TD)	AA-	0.17%	21-Jun-21 852
Municipal Bonds & Deposits	0			0				
Trust			0	0				
Reserves		984,645		984,645	NAB	AA-	0.09%	31-Jul-21 886
Total	2,990,568	985,793	137,010	4,113,370			0.10%	1,988
Less: Cash on Hand	(1,100)			(1,100)				
	2,989,468	985,793	137,010	4,112,270				
Less: Trust Cash at Bank				(137,010)				
Add: Cash on Hand				1,100				
Cash and Cash Equivalents as per SOFP				3,976,360				

Please note: Suncorp is currently not accepting term deposits less than 90 days and CBA Green Term Deposits were not being accepted in the last week of May.

Comments/Notes - Investments and Cash Deposits

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%		
AA	MAX 100%	\$3,611,346	87.82%
AA (GREEN TERM DEPOSITS)	MAX 100%	\$500,924	12.18%
A (DIVESTMENT)	MAX 80%		0.00%
BBB+ (DIVESTMENT)	MAX 80%		0.00%
		\$4,112,270	100.00%

INSTITUTION	\$	%	(LT) RISK
COMMONWEALTH BANK	\$2,126,701	51.72%	AA-
CBA (GREEN TD)	\$500,924	12.18%	AA-
NATIONAL AUST. BANK	\$1,484,645	36.10%	AA-
SUNCORP	\$0	0.00%	A+
	\$4,112,270	100.00%	



TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2021

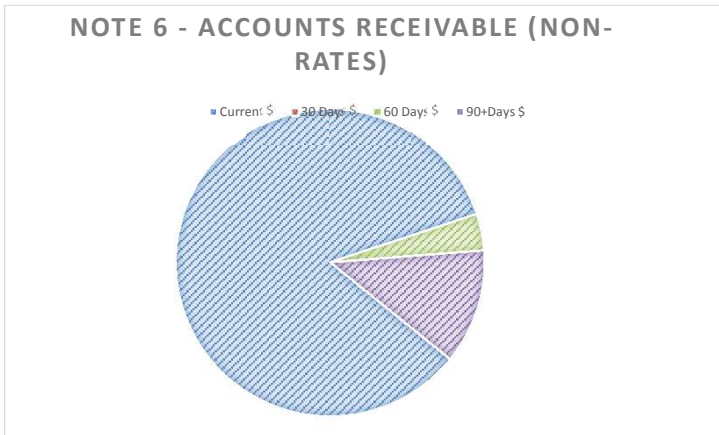
Note 4: Receivables

Receivables - Rates Receivable	31 May 2021	30 June 2020
Opening Arrears Previous Years	\$ 270,487	220,065
Rates, ESL and Service Charges Levied this year	9,919,318	8,049,151
Less Collections to date	-9,671,459	-7,778,664
Equals Current Outstanding (as per TB)	270,487	
Net Rates Collectable	247,859	270,487
% Outstanding	2.43%	

Receivables - General	Current	30 Days	60 Days	90+Days	Credit Balances	Total
Receivables - General	\$ 40,047	\$ 0	\$ 1,827	\$ 5,752		52,988
Receivables - Parking East Fremantle Lawn & Tennis Club						21,000
Total Receivables General Outstanding						149,539

Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	52,988
SSL - Current EFTC	114	0
SSL - Non-Current EFTC	1684	21,000
Infringement Debtors	180	75,551
		149,539

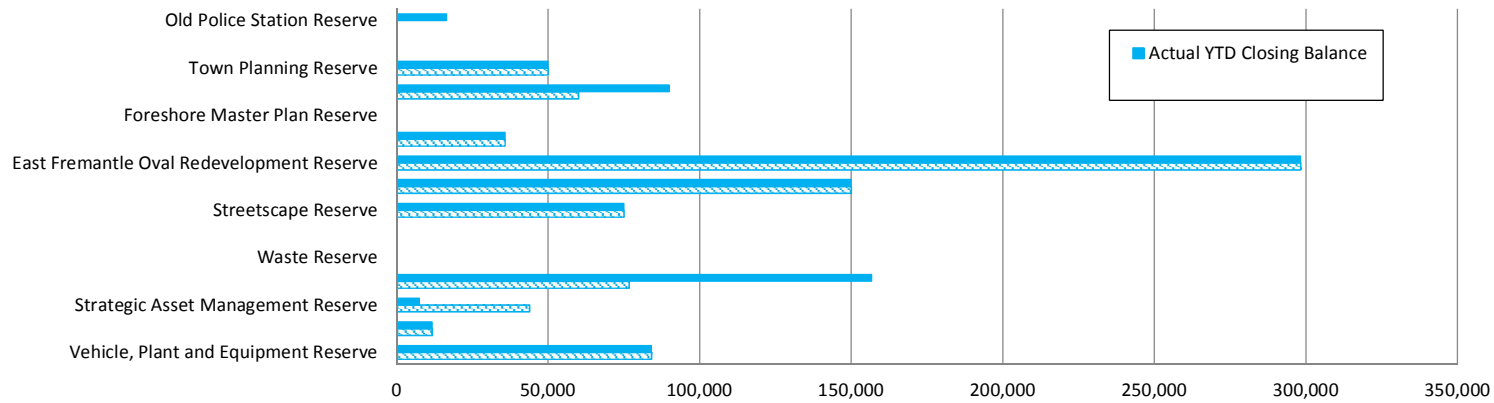


TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2021

Note 5: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Non Current Leave Entitlements Reserve	10,000		0	0	0	0	10,000	10,000
Unspent Grants and Restricted Cash Reserve	0		0	0	0	0	0	0
Vehicle, Plant and Equipment Reserve	91,627		0	0	(7,500)	(7,500)	84,127	84,127
Aged Services Reserve	176,803		0	0	(165,000)	(165,000)	11,803	11,803
Strategic Asset Management Reserve	491,049		40,000	3,645	(487,152)	(487,152)	43,897	7,542
Arts and Sculpture Reserve	171,772		0	0	(95,000)	(15,000)	76,772	156,772
Waste Reserve	0		0	0	0	0	0	0
Committed Works Reserve	0		0	0	0	0	0	0
Streetscape Reserve	50,000		25,000	25,000	0	0	75,000	75,000
Drainage Reserve	0		150,000	150,000	0	0	150,000	150,000
East Fremantle Oval Redevelopment Reserve	0		298,228	298,228	0	0	298,228	298,228
Preston Point Facilities Reserve	0		100,000	100,000	(64,179)	(64,179)	35,821	35,821
Foreshore Master Plan Reserve	0		50,000	0	(50,000)	0	0	0
Sustainability and Environmental Reserve	0		80,000	90,000	(20,000)	0	60,000	90,000
Town Planning Reserve	0		100,000	50,000	(50,000)	0	50,000	50,000
Business Improvement Reserve	0		75,000	0	(75,000)	0	0	0
Old Police Station Reserve	0		24,000	24,000	(24,000)	(7,500)	0	16,500
	991,251	0	942,228	740,873	(1,037,831)	(746,331)	895,648	985,793

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



TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2021

Note 6: Disposal of Assets

Asset Number	Plant Number	Asset Description	2020/21 Budget				2020/21 Actuals			
			Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	
		Plant and Equipment								
PEMV242	P4069	Mitsubishi Rosa 1DXU938	30,000	30,000	0	0	17,425	18,855	1,430	0
PE263	P4055	Water Trailer 1TMB281	0	0	0	0	0	0	0	0
			30,000	30,000	0	0	17,425	18,855	1,430	0

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2021

Note 7: Rating Information

RATE TYPE	YTD Actual						Adopted Budget			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
Differential General Rate	\$		\$	\$	\$	\$	\$	\$	\$	\$
Residential GRV	0.074225	2,954	85,530,640	6,348,512	14,854	6,363,366	6,345,613	30,000		6,375,613
Commercial GRV	0.110543	115	11,547,243	1,276,467	3,323	1,279,789	1,275,992			1,275,992
Sub-Totals		3,069	97,077,883	7,624,979	18,177	7,643,155	7,621,605	30,000	0	7,651,605
Minimum Payment	\$									
Residential GRV	1,106.00	331	4,263,529	366,086	2,825	368,911	368,298			368,298
Commercial GRV	1,654.00	12	140,695	19,848	(506)	19,342	19,848			19,848
Sub-Totals		343	4,404,224	385,934	2,319	388,253	388,146	0	0	388,146
		3,412	101,482,107	8,010,913	20,496	8,031,408	8,009,751		0	8,039,751
Amount from General Rates						8,031,408				8,039,751
Less Concessions				(43,055)		(43,055)	(42,476)			(42,476)
Totals				7,967,858		7,988,353	7,967,275			7,997,275

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2021

Note 8: Grants and Contributions

	Grant Provider	Purpose of Grant	Acquittal Date	Acquittal Requirement	Type	Amended Budget		YTD Budget	YTD Actual Revenue
						Operating	Capital		
						\$	\$	\$	\$
General Purpose Funding									
Grants Commission - General	WALGGC	Untied - General Purpose	NA	NA	Operating	83,113		76,186	83,113
Grants Commission - Roads	WALGGC	Untied - Road	NA	NA	Operating	33,900		31,075	33,825
Education and Welfare									
Home and Community Care Program	State/Commonwealth Dep. Health	Commonwealth Home Support Programme	31-Oct	Financial Declaration Acquittal	Operating - Tied	601,566		601,566	601,750
Community Amenities									
Recycling Grant	Dept. Regional Development	Better Bins Program			Operating - Tied	32,350		29,645	24,800
Recreation and Culture									
East Fremantle Oval Redevelopment	Town of East Fremantle - Trust	Business Case			Operating - Tied	238,100		238,100	238,966
Foreshore Erosion	DBCA				Operating - Tied	0		0	0
Youth Event	Lisa O'Malley	Attendance of St John Ambulance at Youth Event	NA	NA	Operating	0	0	0	500
Transport									
Regional Road Group - Cap	Main Roads	Road Renewal	31-May	Certificate of Completion	Non-operating		180,505	180,505	180,505
Direct Grant	Main Roads	Direct Grant	July	GST Free Invoice	Operating	18,000		18,000	18,170
Federal Government Stimulus Payment	Department of Infrastructure	Local Roads and Community Infrastructure Program			Non-operating	0	84,000	42,000	42,091
Street Lighting Subsidy	Main Roads	Street Lighting Subsidy	September		Operating	4,800		4,800	5,177
Integrated Traffic Study	Town of East Fremantle - Trust	Traffic and Parking Management Plan - Whole of District			Operating - Tied	6,410		0	2,000
Reinstatement of trees	DBCA	Reinstatement of vandalised trees - Riverside rd	NA	NA	Operating - Tied	0		0	850
Stirling Bridge Verge Maintenance Agreement	Main Roads	Stirling Highway Verge Maint. Agreement	September	GST Inc. Invoice	Operating	8,000		8,000	8,334
TOTALS						1,026,239	264,505	1,229,877	1,240,080
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions					147,813	0		149,119
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions					878,426	0		868,365
Non-operating	Non-operating Grants, Subsidies and Contributions					0	264,505		222,596
TOTALS						1,026,239	264,505	0	1,240,080

Budget Year: 20/21
Data as at: Monday, 31 May 2021

Run at 10:35AM on 31/05/2021
92% of Year Lapsed

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

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
04 - GOVERNANCE									
042 - ADMINISTRATION									
Capital Expenditure									
E04606		Furniture and Equipment	67,442	67,442	64,395	0	64,395	-4.52%	95%
Capital Expenditure Total			67,442	67,442	64,395	0	64,395		
08 - WELFARE									
082 - CARE OF FAMILIES & CHILDREN									
Capital Expenditure									
E08607		Plant and Equip - Replace Mitsubishi Bus HACC	175,000	175,000	177,381	0	177,381	1.36%	101%
E08612		HACC Furniture & Equipment	10,000	0	10,532	0	10,532	5.32%	105%
Capital Expenditure Total			185,000	175,000	187,913	0	187,913		
10 - COMMUNITY AMENITIES									
104 - OTHER COMMUNITY AMENITIES									
Capital Expenditure									
E10629		Public Toilet - Capital	3,300	3,025	3,238	0	3,238	-1.89%	98%
Capital Expenditure Total			3,300	3,025	3,238	0	3,238		
11 - RECREATION AND CULTURE									
112 - OTHER RECREATION & SPORT									
Capital Expenditure									
E11600		East Fremantle Football Club Building Renewal	33,000	30,250	28,404	0	28,404	-13.93%	86%
E11613		Inf - Dog Park Fencing and Equipment	1,940	1,771	1,940	0	1,940	0.00%	100%
E11622		Capex - Lee Park - Bore Renewal	53,000	48,576	0	0	0	-100.00%	0%
E11630		Capex - Electrical - Lighting/Bore - Wauhop Park	40,000	36,663	4,423	33,385	37,808	-5.48%	95%
E11633		Inf - Cliff Management - Niergarup Track	30,000	27,500	29,985	0	29,985	-0.05%	100%
E11678		EF Junior Football Club - Install Floodlighting	29,200	26,763	29,179	0	29,179	-0.07%	100%
E11695		Inf Chapman / Preston Point Reserve - Returfing and Irrigation	150,000	137,500	126,449	4,877	131,326	-12.45%	88%
E11713		INF - Parks/ Reserve Sign Replacement	3,500	3,201	3,487	0	3,487	-0.39%	100%
Capital Expenditure Total			340,640	312,224	223,866	38,261	262,128		
114 - OTHER CULTURE									
Capital Expenditure									
E11685		P&E - Acquisition of Public Art (Outdoor Sculpture) - CapEx - Other Culture	95,000	73,750	27,091	31,500	58,591	-38.33%	62%
Capital Expenditure Total			95,000	73,750	27,091	31,500	58,591		
12 - TRANSPORT									
122 - MAINT STREETS ROADS & BRIDGES									
Capital Expenditure									

Budget Year: 20/21
Data as at: Monday, 31 May 2021

Run at 10:35AM on 31/05/2021
92% of Year Lapsed

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
E12656		Footpath - Stratford Street	74,100	0	74,217	0	74,217	0.16%	100%
E12761		Inf - Drainage	104,181	95,491	9,883	32,481	42,364	-59.34%	41%
E12784		Inf - Roads - Road Resurfacing - Riverside Road	375,000	343,750	265,426	28,167	293,593	-21.71%	78%
E12801		Capex - Footpath Repair - Hazards & Defects	40,000	36,663	24,886	0	24,886	-37.79%	62%
E12815		Plant & Equipment - Mobile Plant - Capex - New - Maintenance Streets Roads & Bridges	38,000	7,959	7,959	26,255	34,214	-9.96%	90%
E12831		Capex - Retaining Walls	23,170	21,230	23,170	0	23,170	0.00%	100%
Capital Expenditure Total			654,451	505,093	405,541	86,904	492,445		
123 - ROAD PLANT									
Capital Expenditure									
E12702		Plant and Equip - Water Tank Trailer (Tandem 8x5 with brakes)	8,817	8,074	8,817	0	8,817	0.00%	100%
Capital Expenditure Total			8,817	8,074	8,817	0	8,817		
14 - OTHER PROPERTY AND SERVICES									
144 - UNCLASSIFIED PROPERTY									
Capital Expenditure									
E14601		Buildings - Renewals and Electrical Services	10,000	9,163	0	7,716	7,716	-22.84%	77%
Capital Expenditure Total			10,000	9,163	0	7,716	7,716		
GRAND TOTAL			1,364,650	1,153,771	920,861	164,382	1,085,243		



MONTHLY FINANCIAL HEALTH CHECK

As at 31 May 2021

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



Financial Snapshot (Year to Date)	Actual
Operating Revenue	\$10,371,567
Operating Expenditure (Including Non-Cash Items)	-\$10,108,188
Non-Cash Items	\$2,321,624
Capital Revenue	\$241,451
Capital Expenditure	-\$920,861
Loan Repayments	-\$72,989
Lease Liability Principal Repayments	-\$40,416
Transfers to/from Reserves	\$5,458
Surplus Brought Forward 1 July 2020	\$226,870
Current Municipal Surplus	\$2,024,515



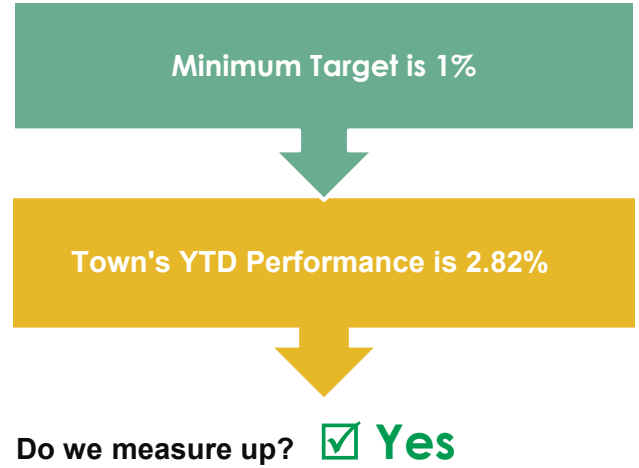
Cash in the bank



▶ How are we tracking against our budgeted targets?

Adjusted Operating Surplus

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



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

Asset Sustainability Ratio

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



- A reduced Capital Works Program (including renewals) and an increase in depreciation expense as a result of asset revaluations has had a two-fold effect on the asset sustainability ratio resulting in a deterioration.

13.1.2 Accounts for Payment – May 2021

File ref	F/FNS2
Prepared by	John Mondini, Manager, Finance & Administration
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	15 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – May 2021

Purpose

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, RECEIVES the list of payments made under delegated authority for the month ended 31 May 2021 and recorded in the minutes of the Council.

Executive Summary

Council has an Executive role in receiving the list of payments pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 May to 31 May 2021, as per the summary table.

Background

The Chief Executive Officer has delegated authority to make payments from the Municipal and Trust Accounts in accordance with budget allocations.

The Town provides payments to suppliers by electronic funds transfer, cheque or credit card. Attached is an itemised list of all payments made under delegated authority during the said period.

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

Consultation

Nil.

Statutory Environment

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

Policy Implications

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

Financial Implications

Accounts for Payment are sourced from budget allocations.

All amounts quoted in this report are inclusive of GST.

Risk Implications

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

Risk Matrix

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

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

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

Strategic Implications

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

STRATEGIC PRIORITY 5: Leadership and Governance

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Comment

Payments for the period include the following significant items:

Payee	Particulars	Amount (GST Inc)
J & M Asphalt	Footpath Resurfacing Stratford Street	81,638.40
SMRC	Waste Fees April 2021, FOGO Gate Fee March 2021.	85,029.45
EF Junior Football Club	Contribution to Lighting Upgrade	29,179.00
Daimler Trucks	Supply of Community Bus	190,919.60

13.1.2 OFFICER RECOMMENDATION

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, **RECEIVES** the list of payments made under delegated authority for the month ended 31 May 2021 as recorded in the Minutes of the Council.

MAY 2021		
Voucher No	Account	Amount
5328 - 5329	Municipal (Cheques)	\$232.15
EFT31290 – EFT31424	Municipal (EFT)	\$656,449.74
Payroll	Municipal (EFT)	\$263,409.02
Direct Debits	Municipal (Direct Debit)	\$46,071.77
	Total Payments	\$ 966,258.63

TOWN OF EAST FREMANTLE

List of Accounts paid by the Chief Executive for May 2021 & submitted for the information of the Council Meeting to be held on 22 June 2021

Cheque CHEQUE	Payment Date	Supplier	Description	Inv Amount	Cheque
5328	26/05/2021	TOWN OF EAST FREMANTLE	ADMIN PETTY CASH RECOUP APRIL 2021	232.15	232.15
5329	26/05/2021	TOWN OF EAST FREMANTLE	HACC PETTY CASH RECOUP MARCH - MAY 21	95.95	95.95
			CHEQUE TOTAL	\$ 328.10	\$ 328.10
EFTs		Supplier	Description	Inv Amount	EFT
EFT31290	06/05/2021	MAYOR JIM O'NEILL	SITTING FEES , ICT ALLOWANCE & MAYORAL ALLOWANCE - MAY 21	4,416.68	4,416.68
EFT31291	06/05/2021	CR. JENNY HARRINGTON	SITTING FEES, ICT ALLOWANCE & DEPUTY MAYORAL ALLOWANCE - MAY 21	2,062.84	2,062.84
EFT31292	06/05/2021	CR. CLIFF COLLINSON	SITTING FEES & ICT ALLOWANCE - MAY 21	1,542.00	1,542.00
EFT31293	06/05/2021	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE - MAY 21	1,542.00	1,542.00
EFT31294	06/05/2021	CR. MICHAEL MCPHAIL	SITTING FEES & ICT ALLOWANCE - MAY 21	1,542.00	1,542.00
EFT31295	06/05/2021	CR. TONY WATKINS	SITTING FEES & ICT ALLOWANCE - MAY 21	1,542.00	1,542.00
EFT31296	06/05/2021	CR. ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE - MAY 21	1,542.00	1,542.00
EFT31297	06/05/2021	CR. TONY NATALE	SITTING FEES & ICT ALLOWANCE - MAY 21	1,542.00	1,542.00
EFT31298	06/05/2021	CR. KERRY DONOVAN	SITTING FEES & ICT ALLOWANCE - MAY 21	1,542.00	1,542.00
EFT31299	10/05/2021	AUSTRALIAN TAXATION OFFICE	BUSINESS ACTIVITY STATEMENT - PAYG & GST PAYABLE APRIL 21	23,940.00	23,940.00
EFT31300	12/05/2021	APACE AID (INC)	20 NATIVE PLANTS FOR CITIZENSHIP CEREMONY 26/01/21	62.04	
			WEED CONTROL AT JOHN TONKIN PARK	825.00	887.04
EFT31301	12/05/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	216.72	216.72
EFT31302	12/05/2021	BUNNINGS BLDG SUPPLIES LTD	FOGO EDUCATION ITEMS	57.63	
			GARDEN HOSE AND INSECTICIDE	98.18	
			ROLL OF BLACK PLASTIC	153.90	309.71
EFT31303	12/05/2021	CITY OF COCKBURN	TIP FEES - APRIL 2021	975.00	975.00
EFT31304	12/05/2021	FREMANTLE HERALD	ADVERTISING - AMENDMENT 17 - FREMANTLE HERALD 13/3/21	402.71	
			ADVERTISING - PUBLIC COMMENT - CARG STRATEGIC OBJECTIVES 15/05/21	227.82	630.53
EFT31305	12/05/2021	IT VISION	ALTUS PAYROLL SUBSCRIPTION - APRIL 21	220.00	220.00
EFT31306	12/05/2021	MCLEODS	PROFESSIONAL FEES - RATES DEBT RECOVERY COSTS	183.48	
			PROFESSIONAL FEES - REVIEW OF LICENCE	490.38	
			PROFESSIONAL FEES - PROPOSED LEASE	473.62	1,147.48
EFT31307	12/05/2021	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONES 22/02/2021 - 21/03/2021	407.88	407.88
EFT31308	12/05/2021	PERTH AUTO ALLIANCE TRADING AS TITAN FORD	45,000KM SERVICE, WHEEL ALIGNMENT. TYRE ROTATION AND BALANCE ON FORD RANGER	766.00	766.00
EFT31309	12/05/2021	WA FIRE PROTECTION	FIRE EQUIPMENT INSPECTION CHSP - TRICOLORE COMMUNITY CENTRE	77.44	77.44
EFT31310	12/05/2021	SYNERGY	POWER SUPPLY STREET VARIOUS LOCATIONS	19,247.60	19,247.60
EFT31311	12/05/2021	ELLENBY TREE FARM	SUPPLY AND DELIVER 3 X 150 LITRE AGONIS FLEXUOSA, 2 X 75 LITRE EUCALYPTUS FOECUNDA AND 1 X EUCALYPTUS ERYTHROCORYS 75 LITRE	1,870.00	1,870.00
EFT31312	12/05/2021	ALCHEMY TECHNOLOGY	ANNUAL REGISTRATION OF ALCHEMY SMS SOFTWARE FOR 2 USERS INCLUDING SUPPORT 1 JULY 2021 - 30 JUNE 2022	2,409.00	2,409.00
EFT31313	12/05/2021	J & M ASPHALT (MERGER CONTRACTNG PTY LTD)	FOOTPATH RESURFACING - STRATFORD STREET	81,638.40	81,638.40
EFT31314	12/05/2021	SOUTHERN METROPOLITAN REGIONAL COUNCIL	RECYCLING DIVERSION TO SUEZ - DECEMBER 20	1,003.62	
			FOGO GATE FEE FOR MARCH 2021	21,190.30	
			GATE FEES WASTE DISPOSAL (GENERAL WASTE) - APRIL 21	13,756.05	
			RRRC OVERHEADS CONTRIBUTION 2020/21 APRIL 2021	23,383.80	
			GATE FEES - WASTE DISPOSAL (RECYCLING) APRIL 2021	4,877.60	
			FOGO GATE FEE FOR APRIL 2021	20,818.08	85,029.45
EFT31315	12/05/2021	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY COLLECTED APRIL 2021	1,529.99	1,529.99
EFT31316	12/05/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF REGISTRATION 2021 NETWORK FORUM	400.00	400.00
EFT31317	12/05/2021	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION	CEO ATTENDANCE AT WALGA BREAKFAST EVENT - HON JOHN CAREY MLA MINISTER FOR LOCAL GOVERNMENT 20/5/21	55.00	
			COUNCILLOR ATTENDANCE AT WALGA BREAKFAST EVENT - HON JOHN CAREY MLA MINISTER FOR LOCAL GOVERNMENT 20/5/21	55.00	110.00
EFT31318	12/05/2021	SATELLITE SECURITY SERVICES	SECURITY MONITORING FOR THE PERIOD 1/05/2021 - 31/08/2021 - TOWN HALL, DOVENBY HOUSE, DEPOT, OLD POLICE STATION & RANGER OFFICE	1,092.94	1,092.94
EFT31319	12/05/2021	PETRA CLEAN	CLEANING APRIL 21 - SUMPTON GREEN, DEPOT , TOWN HALL , TRICOLORE, GLASSON PARK TOILETS & CONSUMABLES	7,678.53	7,678.53
EFT31320	12/05/2021	BATTERY WORLD	REPLACEMENT BATTERY FORD RANGER	285.00	285.00
EFT31321	12/05/2021	WOOLWORTHS SUPERMARKETS	CATERING 22/04/21	76.90	
			GROCERIES FOR CHSP CLIENT 30/04/21 - TO BE REIMBURSED BY DIRECT DEBIT	85.72	
			GROCERIES FOR CHSP CLIENT 04/05/21 - TO BE REIMBURSED BY DIRECT DEBIT	35.10	
			GROCERIES FOR CHSP CLIENT 05/05/21 - TO BE REIMBURSED BY DIRECT DEBIT	29.75	
			GROCERIES FOR CHSP CLIENT 06/05/21 - TO BE REIMBURSED BY DIRECT DEBIT	55.58	
			GROCERIES FOR CHSP CLIENT 07/5/21 - TO BE REIMBURSED BY DIRECT DEBIT	25.50	308.55
EFT31322	12/05/2021	EAST FREMANTLE JUNIOR FOOTBALL CLUB	CONTRIBUTION TO LIGHTING UPGRADE AS PER FUNDING AGREEMENT	29,179.00	29,179.00
EFT31323	12/05/2021	MARQUEE MAGIC	EQUIPMENT HIRE - EAST FREQ YOUTH MEET UP INFRASTRUCTURE (MARQUEES/TABLES/CHAIRS)	1,427.00	1,427.00
EFT31324	12/05/2021	HYDRO JET	GRAFFITI REMOVAL - ST PETERS & GEORGE STREET UNDERPASSES AND VARIOUS LOCATIONS	1,116.50	
			GRAFFITI REMOVAL - KITSON PARK & PUMP HOUSE	236.50	1,353.00
EFT31325	12/05/2021	CARINYA OF BICTON	RESPIRE CENTRE MEALS FOR APRIL 2021	1,583.40	1,583.40
EFT31326	12/05/2021	FOCUS NETWORKS	FOUR HP 640 LAPTOPS, CARE WARRANTIES, DOCKING STATIONS, CARRYING CASES, LOGITECH KEYBOARD AND MOUSE, DESTOP IMAGING FOR TRICOLORE FINAL PAYMENT	5,792.69	
			MONTHLY SUPPORT PLUS ADDITIONAL TIME CHARGES - APRIL 21	1,253.23	

			MANAGED PROACTIVE SERVICE - MONTHLY COMPUTER SERVICES - MAY 21	4,160.20	
			DNS HOSTING 2YR FOR eastfremantle.wa.gov.au	27.50	11,233.62
EFT31327	12/05/2021	FREMANTLE CHAMBER ORCHESTRA	MAYORAL DONATION ACCOUNT	2,000.00	2,000.00
EFT31328	12/05/2021	ENVIRO SWEEP	STREET SWEEPING - APRIL 2021	4,158.00	4,158.00
EFT31329	12/05/2021	THE TURBAN INDIAN RESTAURANT	CATERING - 10 MAY 2021	335.10	335.10
EFT31330	12/05/2021	DAIMLER TRUCKS PERTH	SUPPLY AND DELIVERY OF COMMUNITY BUS, FUSO-ROSA BE64DJRMBFAF INCLUDING SIDELIFT WHEELCHAIR	190,919.60	190,919.60
EFT31331	12/05/2021	THE WORKWEAR GROUP	2020 - 2021 UNIFORM STAFF ALLOWANCE	399.00	399.00
EFT31332	12/05/2021	LANDGATE	SCHEDULES OF GROSS RENTAL VALUATIONS - 12/12/2020 - 22/01/2021	78.40	
			SCHEDULES OF GROSS RENTAL VALUATIONS - 20/02/2021 - 05/03/2021	232.69	
			SCHEDULES OF GROSS RENTAL VALUATIONS - 30/04/2021 - 16/04/2021	151.50	
			LANDGATE IMAGERY FEBRUARY 2021	567.60	1,030.19
EFT31333	12/05/2021	VOCUS COMMUNICATIONS	INTERNET - TOWN HALL - 01/06/2021 - 30/06/2021	1,171.50	
			INTERNET - TOWN HALL - 01/04/2021 - 30/04/2021	469.14	1,640.64
EFT31334	12/05/2021	MARKETFORCE	SEEK ADVERTISEMENTS - COMMUNITY ENGAGEMENT OFFICER	247.50	
			SEEK ADVERTISEMENTS - CUSTOMER SERVICE OFFICER / INFORMATION MANAGEMENT	247.50	
			TENDER - EAST FTLE OVAL CLIENT PROJECT LEAD RFT -01-2020/21 (WEST AUST 3/4/21)	588.27	1,083.27
EFT31335	12/05/2021	CELLARBRATIONS AT EAST FREMANTLE	REFRESHMENTS	375.00	375.00
EFT31336	12/05/2021	KEYS THE MOVING SOLUTION	FURNITURE STORAGE - HISTORIC AND CHAMBER FURNITURE - 25/04/2021 - 29/05/2021	325.00	325.00
EFT31337	12/05/2021	EMBROID ME MYAREE	NEIGHBOURHOOD LINK STAFF JACKETS X 8 WITH LOGO AND NAME	668.80	668.80
EFT31338	12/05/2021	SUEZ RECYCLING & RECOVERY PTY LTD	MONTHLY WASTE COLLECTION - 46 EAST STREET - APRIL 2021	786.50	
			LEEUEWIN BOAT RAMP - BULK BIN COLLECTION - APRIL 2021	206.80	993.30
EFT31339	12/05/2021	SHRED-X PTY LTD	240 LITRE SECURITY BIN EXCHANGE FOR TOWN HALL AND DEPOT APRIL 21	20.24	20.24
EFT31340	12/05/2021	CONTRA-FLOW PTY LTD	TRAFFIC MANAGEMENT - RIVERSIDE ROAD FOOTPATH UPGRADE - 25/03/21	437.48	
			TRAFFIC MANAGEMENT - RIVERSIDE ROAD FOOTPATH UPGRADE - 10/03/21 & 12/03/21	1,781.74	2,219.22
EFT31341	12/05/2021	PTC IRRIGATION	RAISE VALVE BOXES AT RICHMOND RACEWAY PARK AND REPAIR LEAKING VALVE	2,134.99	
			SUPPLY FITTINGS AND PIPE AND REPAIR MAINLINE LEAK AT E.F. OVAL	1,809.90	3,944.89
EFT31342	12/05/2021	THE FRUIT BOX GROUP	TOWN HALL AND DEPOT FRUIT BOX 29/03 - 19/04	204.00	204.00
EFT31343	12/05/2021	GRACE RECORDS MANAGEMENT (AUSTRALIA)	SCAN ON DEMAND FOR PLANNING BUILDING APRIL 2021	711.10	
			TRANSPORT AND STORAGE OF RECORDS 01/04/2021 - 31/04/2021	362.37	1,073.47
EFT31344	12/05/2021	FRESH PROVISIONS BICTON	CATERING - 13/04/21	34.99	
			CATERING - 13/04/21	234.13	269.12
EFT31345	12/05/2021	E & MJ ROSHER PTY LTD	1 X PAIR SOLID GAUGE WHEELS FOR KUBOTA F3690 MOWER, 1 X PAIR OF HINGES FOR KUBOTA BARONNESS GM2800B MOWER	380.72	380.72
EFT31346	12/05/2021	KYOCERA DOCUMENT SOLUTIONS	COPY CHARGES APRIL 21	87.10	87.10
EFT31347	12/05/2021	PAATSCH CONSULTING PTY LTD	PROFESSIONAL FEES - FUNDING PROCUREMENT SERVICES FOR EAST FREMANTLE OVAL MARCH - APRIL 21	1,544.40	1,544.40
EFT31348	12/05/2021	M2M ONE PTY LTD	TOWN HALL LIFT EMERGENCY SIM CARD - MAY 2021	13.20	13.20
EFT31349	12/05/2021	TPG NETWORK PTY LTD	FAST FIBRE AND IP LINE LINK, TOWN HALL, DEPOT, TRICOLORE MONTHLY CHARGE 01/04/2021 - 30/04/2021	1,920.60	1,920.60
EFT31350	12/05/2021	JUDITH FORREST	FABRICATION AND INSTALLATION, WITH ENGINEERING CERTIFICATION, OF A CONTEMPORARY ART PIECE WITHIN THE SILAS STREET - ST PETERS ROAD ROUNDABOUT AS VER VISUAL PUBLIC ART AGREEMENT	14,850.00	14,850.00
EFT31351	12/05/2021	PROTEC ASPHALT	SUPPLY & LAY RED ASPHALT TO 4 STREET LOCATIONS - 6 TONNES	5,346.00	5,346.00
EFT31352	12/05/2021	SERVICEFM PTY LTD	WORKPLACE ELECTRICAL TESTING & TAGGING - DEPOT, TRICOLORE & SUMPTON GREEN APRIL 2021	1,034.44	1,034.44
EFT31353	12/05/2021	I MAHER	REFUND OF OVERPAYMENT OF PARKING FEES - LAUNCHING RAMP CAR PARK	16.00	16.00
EFT31354	12/05/2021	R BRACEWELL	RATES REFUND	74.64	74.64
EFT31355	12/05/2021	HUBB CONSULTANTS AUSTRALIA PTY LTD (CORPORATE LIVING)	SUPPLY AND INSTALL 1 X WHITE DRAWER SET- RECEPTION AREA	1,430.00	1,430.00
EFT31356	12/05/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD (CALTEX)	FUEL USE 01/04/2021 - 30/04/2021	3,470.97	3,470.97
EFT31357	19/05/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	216.72	216.72
EFT31358	19/05/2021	MAYOR JIM O'NEILL	MAYORAL ALLOWANCE AND ICT ALLOWANCE PAYMENT ADJUSTMENT 2020 - 2021	3,208.26	3,208.26
EFT31359	19/05/2021	CR. JENNY HARRINGTON	DEPUTY MAYORAL ALLOWANCE AND ICT ALLOWANCE PAYMENT ADJUSTMENT 2020 - 2021	1,145.76	1,145.76
EFT31360	19/05/2021	CR. CLIFF COLLINSON	ICT ALLOWANCE PAYMENT ADJUSTMENT 2020 - 2021	458.26	458.26
EFT31361	19/05/2021	CR. DEAN NARDI	ICT ALLOWANCE PAYMENT ADJUSTMENT 2020 - 2021	458.26	458.26
EFT31362	19/05/2021	CR. MICHAEL MCPHAIL	ICT ALLOWANCE PAYMENT ADJUSTMENT 2020 - 2021	458.26	458.26
EFT31363	19/05/2021	CR. TONY WATKINS	ICT ALLOWANCE PAYMENT ADJUSTMENT 2020 - 2021	458.26	458.26
EFT31364	19/05/2021	CR. ANDREW MCPHAIL	ICT ALLOWANCE PAYMENT ADJUSTMENT 2020 - 2021	458.26	458.26
EFT31365	19/05/2021	CR. TONY NATALE	ICT ALLOWANCE PAYMENT ADJUSTMENT 2020 - 2021	458.26	458.26
EFT31366	19/05/2021	CR. KERRY DONOVAN	ICT ALLOWANCE PAYMENT ADJUSTMENT 2020 - 2021	458.26	458.26
EFT31367	20/05/2021	TOWN OF EAST FREMANTLE	TOWN OF EAST FREMANTLE TRUST TRANSFER 20/05/2021	17,019.50	17,019.50
EFT31368	20/05/2021	INNOVATIVE CONSTRUCTIONS & BUILDERS	BOND REFUND 20/05/2021	1,500.00	1,500.00
EFT31369	20/05/2021	R REGNARD	BOND REFUND 20/05/2021	300.00	300.00
EFT31370	20/05/2021	INDIAN OCEAN HOMES	BOND REFUND 20/05/2021	1,500.00	1,500.00
EFT31371	20/05/2021	PERTH PATIO BUILDERS	BOND REFUND 20/05/2021	2,000.00	2,000.00
EFT31372	20/05/2021	EMPIRE BUILDING COMPANY PTY LTD	BOND REFUND 20/05/2021	2,000.00	2,000.00
EFT31373	20/05/2021	ANDHU P/L TA NUCHANGE BUILDING	BOND REFUND 20/05/2021	2,000.00	2,000.00
EFT31374	20/05/2021	R & K JOB	BOND REFUND 20/05/2021	2,000.00	2,000.00
EFT31375	20/05/2021	G & T KERR	BOND REFUND 20/05/2021	1,500.00	1,500.00
EFT31376	20/05/2021	CLASSIC HOME & GARAGE ENHANCEMENTS	BOND REFUND 20/05/2021	2,000.00	2,000.00
EFT31377	20/05/2021	K KIANI	BOND REFUND 20/05/2021	2,000.00	2,000.00
EFT31378	26/05/2021	AUSTRALIA POST	POSTAGE COSTS APRIL 2021	596.99	596.99
EFT31379	26/05/2021	CONSTRUCTION TRAINING FUND	BCITF DUE APRIL 21	126.14	126.14
EFT31380	26/05/2021	BUNNINGS BLDG SUPPLIES LTD	2 X FIRST AID KITS FOR CHSP VEHICLES , BROOM AND STORAGE TUB	50.58	
			CONCRETE & VARIOUS HARDWARE	476.61	527.19

EFT31381	26/05/2021	BOORAGOON TYRE SERVICE	NEW TYRES FOR FORD RANGER DUAL CAB	920.00	920.00
EFT31382	26/05/2021	BOC LIMITED	CONTAINER SERVICE - APRIL 2021	34.75	34.75
EFT31383	26/05/2021	FREMANTLE HERALD	ADVERTISING - FREMANTLE HERALD - NOTICE OF HMAS MEMORIAL 22/05/21	442.96	442.96
EFT31384	26/05/2021	S LIMBERT	REIMBURSEMENT CHSP VOLUNTEER MEALS 24/05/21	9.50	9.50
EFT31385	26/05/2021	MCLEODS	PROFESSIONAL FEES - WITHDRAWAL OF CAVEAT & REPLACEMENT EASEMENT	3,040.82	3,040.82
EFT31386	26/05/2021	TELSTRA CORPORATION LIMITED	MOBILE REPAYMENT AND DATA X 11 MOBILE DEVICES 04/05/21 - 03/06/21	678.69	
			TOEF DIRECTORY CHARGES AND SUMPTON GREEN PHONE 07/05/2021	525.24	
			HACC MOBILE PHONE TO 03/05/21, DEPOT MOBILE DATA BACKUP 04/05/21 - 03/06/21	19.12	
			CEO MOBILE PHONE 16/04/21 - 15/05/21	88.00	1,311.05
EFT31387	26/05/2021	WORK CLOBBER	OP STAFF UNIFORM - 1 X JACKET	53.10	
			FIVE PAIRS OF STEEL CAP BOOTS	726.30	
			OPS STAFF UNIFORM - VARIOUS	344.70	
			OPS STAFF UNIFORM - 2 X SAFETY BOOTS	261.00	
			OPS STAFF UNIFORM - 1 X SAFETY BOOTS	157.50	
			OPS STAFF UNIFORM - VARIOUS	314.20	1,856.80
EFT31388	26/05/2021	LGISWA	ACTUAL WAGE ADJUSTMENT 30/06/19 - 30/06/20	6,511.82	6,511.82
EFT31389	26/05/2021	FASTA COURIERS	COURIER COSTS - 01/05/21 - 15/05/21	33.36	33.36
EFT31390	26/05/2021	STEANN PTY LTD	GREENWASTE REMOVAL FROM BUND - MAY 2021	2,464.00	2,464.00
EFT31391	26/05/2021	TREE PLANTING & WATERING	STREET TREE WATERING FOR FEBRUARY	4,999.84	
			STREET TREE WATERING FOR MARCH	5,624.82	
			STREET TREE WATERING FOR APRIL	5,624.82	16,249.48
EFT31392	26/05/2021	FLEXI STAFF PTY LTD	OPS STAFF LABOUR HIRE W.E 07/05/21	1,580.87	1,580.87
EFT31393	26/05/2021	KOOL LINE ELECTRICAL & REFRIGERATION	WAUHOP CARPARK - REINSTALL DAMAGED LIGHT	2,765.00	
			JOHN TONKIN - INSTALL LIGHT AT TURN AROUND	2,885.00	5,650.00
EFT31394	26/05/2021	STRATA GREEN	200 X TREE STAKES, FERTILISER TABS AND TREE TIE X 2	1,874.19	1,874.19
EFT31395	26/05/2021	BATTERY WORLD	NEW BATTERY FOR WATER TRAILER	137.55	137.55
EFT31396	26/05/2021	WOOLWORTHS SUPERMARKETS	CATERING - 12/5/21	122.29	
			RESPIRE CENTRE GROCERIES FOR WEEK BEGINING 17/05/2021	145.27	267.56
EFT31397	26/05/2021	WEST COAST SHADE	DISMANTLE SHADE SAIL FOR WINTER 2021 VARIOUS PARKS AND RESERVES - EI CHAPMAN, ULRICH, NORM MCKENZIE, STRATFORD STREET PARK, GLASSON PARK, JOHN TONKIN, LOCKE PARK, LEE PARK, RACEWAY PARK	3,421.00	3,421.00
EFT31398	26/05/2021	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA BIZHUB C658 PHOTOCOPY CHARGES - PLANNING 2020/21 - 13/04/21 - 12/05/21	478.08	
			DEPOT PHOTOCOPIER - KONICA MINOLTA BIZHUB C224E - PRINTING COSTS - 13/04/21 - 12/05/21	112.68	590.76
EFT31399	26/05/2021	FOODWORKS EAST FREMANTLE	MEETING, ADMIN, WORKS AND EVENTS CONSUMABLES APRIL 21	346.72	346.72
EFT31400	26/05/2021	FOCUS NETWORKS	NEW UPS FOR TRICOLORE IT CABINET - SN P346M05LJV	399.30	
			MONTHLY CHARGES FOR MICROSOFT OFFICE 365, VISIO, EMAIL PROTECTION, ANTI VIRUS, MANAGED RECOVERY SERVICE AND DUO MULTI-FACTOR AUTHENTICATION LICENCE - MAY 21	4,955.26	
			1 x VISIO LICENCE	21.62	5,376.18
EFT31401	26/05/2021	ADCO SERVICES	128 GEORGE STREET - REPLACE WATER DAMAGED REAR EXTERNAL DOOR & FRAME	2,524.50	2,524.50
EFT31402	26/05/2021	DVG MELVILLE VOLKSWAGEN	76000 KM SERVICE FOR VW AMAROK	1,006.98	1,006.98
EFT31403	26/05/2021	THE WORKWEAR GROUP	2020 - 2021 UNIFORM STAFF ALLOWANCE	67.16	67.16
EFT31404	26/05/2021	INDUSTRIAL FOUNDATION FOR ACCIDENT PREVENTION (IFAP)	STAFF SAFETY AND HEALTH REP TRAINING 17/05 - 21/05	990.00	990.00
EFT31405	26/05/2021	SONIC HEALTH PLUS	PRE-EMPLOYMENT MEDICALS	148.50	
			PRE-EMPLOYMENT MEDICALS	148.50	
			PRE-EMPLOYMENT MEDICALS	148.50	
			PRE EMPLOYMENT MEDICALS	148.50	594.00
EFT31406	26/05/2021	MOORE (MOORE STEPHENS)	PROFESSIONAL SERVICES - LONG TERM FINANCIAL PLAN, STAGE 1 - REVIEW THE SRP FOR COMPLETENESS AND UPDATE WORKSHEETS, STAGE 2 - MOORE TO UPDATE SRP WORKBOOK AND CALCULATE DEFICIT POSITION	2,585.00	
			STAFF ENROLLMENT FOR 2021 WALGA TAX WEBINAR - YEAR END REPORTING AND TPAP 26/05/21	242.00	2,827.00
EFT31407	26/05/2021	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS APRIL 2021	316.27	316.27
EFT31408	26/05/2021	WINC	PLANET ARK COPY PAPER 50 REAMS & OFFICE STATIONERIES ORDERED ON 12.05.2021	415.39	415.39
EFT31409	26/05/2021	AMBIUS (RENTOKIL INITIAL PTY LTD)	OFFICE PLANT HIRE 27/06/21 - 26/07/21	278.58	278.58
EFT31410	26/05/2021	THE FRUIT BOX GROUP	TOWN HALL AND DEPOT FRUIT BOX 26/04 - 17/05	204.00	204.00
EFT31411	26/05/2021	FRESH PROVISIONS BICTON	CATERING - 10/5/21	27.98	
			CATERING - 12/5/21	244.66	
			CATERING - 12/5/21	12.57	285.21
EFT31412	26/05/2021	JANI MURPHY & ASSOCIATES	EMAIL MASTERY WORKSHOP - 17 STAFF ATTENDANCE	3,465.00	3,465.00
EFT31413	26/05/2021	ERIN MADELEY CONSULTING	EAST FREMANTLE'S GEORGE STREET FESTIVAL 2021 - STALLHOLDER COORDINATION, INCLUDING STALLHOLDER MARKETING SUPPORT - 2ND PAYMENT OF 25%	2,296.25	2,296.25
EFT31414	26/05/2021	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	PARTICIPATION IN RECONCILIATION WEEK BANNERS PROJECT	500.00	500.00
EFT31415	26/05/2021	SOUTHERN BINS	BULK BINS - WAUHOP ROAD MAY 2021 - 14/05/21	570.00	
			BULK BINS - WAUHOP ROAD MAY 2021 - 21/05/21	570.00	
			BULK BINS - WAUHOP ROAD MAY 2021 - 19/05/21	1,140.00	
			BULK BINS - WAUHOP ROAD MAY 2021 - 19/05/21	570.00	2,850.00
EFT31416	26/05/2021	THE ROYAL LIFE SAVING SOCIETY WA INC	POOL INSPECTIONS 2020/21 - 01/03/21 - 31/03/21	1,215.50	
			POOL INSPECTIONS 2020/21 - 01/04/21 - 30/04/21	11,407.00	12,622.50
EFT31417	26/05/2021	THINKPROJECT AUSTRALIA PTY LTD (PREVIOUSLY RAMM SOFTWARE PTY LTD)	RAMM ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD 01/07/2021 - 30/06/2022	7,673.79	7,673.79
EFT31418	26/05/2021	MARSH ADVISORY	FRAUD AWARENESS TRAINING WORKSHOPS X 2	3,685.00	3,685.00
EFT31419	26/05/2021	CONNOR WARN	REIMBURSEMENT FOR COST OF ITEMS FOR APRIL YOUTH FESTIVAL - BUNNINGS	57.63	57.63
EFT31420	26/05/2021	L ADIE	REFUND OF OVERPAYMENT OF PARKING FEES - LAUNCHING RAMP CAR PARK	16.00	16.00
EFT31421	26/05/2021	C MAHER	MOORING PEN FEE REFUND B3 8 METRE 03/05/21 - 30/06/21 - LEASE CANCELLED	581.74	581.74
EFT31422	26/05/2021	M LIMBERT	REIMBURSEMENT CHSP VOLUNTEER MEALS 24/05/21	9.50	9.50

13.1.3 Adoption of 2021/22 Budget

File ref	Budget
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	15 June 2021
Voting requirements	Absolute Majority
Documents tabled	Nil.
Attachments	1. Statutory Budget for the Year Ended 30 June 2022

Purpose

To consider and adopt the Budget for the 2021/22 financial year together with supporting schedules, including the striking of differential general rates and minimum payments, adoption of fees and charges, and other consequential matters arising from the budget papers.

Executive Summary

Section 6.32 (1) of the *Local Government Act 1995 (Act)* states that when adopting the annual budget, a Local Government, in order to make up the budget deficiency, is to impose a general rate and minimum payment on rateable land. In adopting its annual budget, the Council must also consider its Strategic Community Plan and Corporate Business Plan under section 5.56 of the Act.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget.

The draft 2021/22 Budget as presented is considered to meet statutory requirements and is commended to Council for adoption.

Background

The draft 2021/22 Budget is compiled on the principles contained within the Strategic Community Plan and Corporate Business Plan.

The Town of East Fremantle Corporate Business Plan 2021-2025 was adopted at the June 2021 Council Meeting. The Corporate Business Plan converts the Strategic Community Plan into action through the adoption of the Annual Budget. The Corporate Business Plan contains a total of 74 specific activities, many of which are anticipated to be undertaken in 2021/22 financial year and resourced in the annual budget.

The draft Budget is prepared based on presentations made to elected members at the budget workshops over the last few months. Its basis was the 15-year rolling Strategic Resource Plan that was adopted by Council at the May 2019 Council Meeting. The Town is now in year 3 of this Plan.

Council also endorsed the differential general rates and minimum payments at the Ordinary Meeting of 20 April 2021 for advertising. Council resolved on a 2.4% increase in the rate in the dollar and minimum payments for residential and commercial properties.

The effective date for commencement of local public notice was 24 April 2021, with the notice of intention published in the Fremantle Gazette on 24 April 2021 (and placed on the Towns website along with the Statement of Rating Objects and Reasons). Submissions closed on 21 May 2021 (27 clear days after the date of notice). No public submissions were received.

Consultation

Elected member workshops.

Ratepayer submissions were invited on the proposed differential general rates and minimum payments. No public submissions were received.

Statutory Environment

Section 6.2 of the *Local Government Act 1995* requires, that no later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt by ABSOLUTE MAJORITY, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2021/22 Budget as presented is considered to meet statutory requirements.

Section 5.63 (1) of the *Local Government Act 1995* specifically excludes the need to declare a financial interest where matters; have an interest in common to a significant number of ratepayers/electors; relate to the imposition of any rate, charge or fee; relate to a fee, reimbursement of an expense or an allowance payable to elected members.

Sections 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995* prescribe the fees and allowances applicable to Elected Members, Mayor or President and Deputy Mayor or President.

The *Local Government (Administration) Regulations 1996* prescribe further details on limits and extent of fees, allowances and expenses for reimbursement:

- Regulation 30 Meeting Attendance Fees
- Regulation 31 Expenses to be reimbursed
- Regulation 32 Expenses that may be approved for reimbursement
- Regulation 33 Annual local government allowance for mayors or presidents
- Regulation 33A Annual local government allowance for deputies
- Regulation 34 Annual attendance fees

Section 6.33 and 6.36 of the *Local Government Act 1995* reads:

6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*;
 - (b) a purpose for which the land is held or used as determined by the local government;
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

6.36. *Local government to give notice of certain rates*

- (1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*
- (2) *A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*
- (3) *A notice referred to in subsection (1) —*
 - (a) *may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;*
 - (b) *is to contain —*
 - (i) *details of each rate or minimum payment the local government intends to impose;*
 - (ii) *an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and*
 - (iii) *any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and*
 - (c) *is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.*
- (4) *The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*
- (5) *Where a local government —*
 - (a) *in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or*
 - (b) *proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),**it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.*

The Town has complied with sections 6.33 and 6.36 of the *Local Government Act 1995*.

Policy Implications

Council Policy 2.1.13 Rubbish Collection Charge Applies. The Policy states that Council will not levy separate charges for rubbish or recycling collections for household/domestic properties.

Financial Implications

The draft 2021/22 Budget is a balanced budget. The annual budget is effectively the 3rd year of the 15-year Strategic Resource Plan, which was developed and informed by all existing strategic planning documents such as the Long-Term Financial Plan, Asset Management Plans, Workforce Plan, ICT Plan, and various land use planning documents.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency.

5.3 Strive for excellence in leadership and governance.

Site Inspection

Not applicable

Comment

Estimated Surplus Brought Forward 1 July 2021

The draft 2021/22 Budget is framed on an estimated surplus brought forward from the 2020/21 financial year of circa \$689k. This estimate is derived as follows:

Description	Amount
Mid-Year Budget Review – Estimated Surplus 30 June 2021	\$0
Adjusted for:	
Savings in Employee Costs	\$170k
Savings in Materials and Contracts	\$460k
Advance Payment of Financial Assistance Grants	\$131k
Unspent Capital Works – Ute Replacement	\$30k
Additional Capital Works – Fortescue Footpath	(\$75k)
Reduction in Interest Earnings	(\$31k)
Reduction in Interim Rates	(\$23k)
Other	\$27k
Estimated Surplus Brought Forward 1 July 2021	\$689k

Underlying Budget Principles

The following budget measures/principles were considered when framing the 2021/22 Budget:

- Council’s adopted Strategic Resource Plan (SRP) is underpinned by a **3%** annual increase in rate revenue against actual rate yield in the prior year. At the Ordinary Meeting of 20 April 2021, Council resolved to advertise a 2.4% increase in the rate in the dollar and minimum payments for residential and commercial properties.
- Increases in the general rate yield for the last 5 financial years were 4.15%, 2.0%, 2.5%, 2.4% and 0% (COVID), with a 2.4% increase proposed in 2021/22. Thus, in the last five financial years, the increase in rate yield has been below the stable pricing pathway assumed in the SRP.
- In setting rates for the next financial year, Council needs to be cognisant of longer-term variables such as:
 - (i) The cumulative difference in total revenue over 15 years between a 2% annual rate increase and 3% annual rate increase is \$10.5m. This additional rate revenue would provide greater funding from operations, enabling the Town to better to fund capex requirements (or debt obligations) associated with the implementation of the East Fremantle Oval Redevelopment project, Preston Point Facilities Master Plan and Foreshore Master Plan, to name a few.
 - (ii) The East Fremantle Oval Business Plan indicates that the Town may be required to provide an operational subsidy and contribution to start-up capital, which will require an own source funding contribution.
 - (iii) As detailed in the SRP, the Current Ratio, Operating Surplus Ratio and Asset Sustainability Ratios are all projected to be below the Department’s benchmark for several years. The adverse trends in ratios have featured as a significant audit finding in the last 2 years. The Town needs to grow its revenue base relative to expenditure to create available surplus for investing and financing activities.

-
- (iv) To meet the objectives and future funding requirements as outlined in Council's Cash Backed Reserves Policy, a replenishment strategy of Reserves should be considered.
- The Local Government Cost Index (LGCI) is an accurate indicator of cost movements affecting Local Governments as it makes better distinction between operating and capital costs and uses price indices that align more closely to the nature of goods and services used by Local Governments. The LGCI predicts that costs will rise by 1.4% in 2021/22 and 2% in 2022/23, and reflects an expected increase in wage, construction and machinery and equipment costs, as the economic recovery gathers pace.
 - The following cost drivers will amount to a 0.4% rate increase for the Town in 2021/22; street lighting tariffs will increase by 3.03% (an increase of \$4k) and insurance will increase by between 10-15% (an increase of \$30k).

Councils are being required to demonstrate operational efficiencies when setting the level of rates. A fundamental objective for the Town should be to improve its operating surplus ratio (by increasing revenue relative to expenditure) to release more funds for investment in asset renewals and new capital. This is generally achieved by a combination of operational efficiencies, cost restraint and revenue diversification.

Draft 2021/22 Budget Details

The draft 2021/22 Budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The key features of the draft Budget include:

- Net rate revenue of \$8,248,874. This is comprised of \$8.23m in rates raised plus an estimated \$20k to be raised in interim rates. Interim rates are generated by an increase in gross property valuations, because of either property improvements, or additional rateable properties being developed.
- The schedule of Fees and charges was adopted by Council at the May OCM and has been included in the supplementary information of the draft budget. The draft Budget provides for total fees and charges revenue of \$1.329m, which is an increase of \$141k from the 20/21 adopted budget. Discretionary fees and charges were frozen for the 20/21 budget (\$nil increase) and the majority have no increase for the 21/22 budget. Notable changes include but are not limited to: Instalment interest has been re-imposed at 5.5%, mooring pen licence fees increased by 5.5% and an increase in the swimming pool inspection fee. The \$141k increase is mainly attributable to; CHSP income from additional services (reduced budget 20/21 due to COVID), building/development applications, mooring pen fees, parking fees and revised rental fees. The majority of fees and charges revenue is derived from commercial waste services, lease income, parking fees and building fees.
- Commercial refuse and recycling charges to remain at \$500 per annum with additional services charges at \$250 per MGB. Some commercial properties are also receiving the 3 bin FOGO service which is also levied at \$500 per annum. The budgeted cost of providing waste services in 2021/22 is circa \$1.64m. The cost of the waste service is made up of a combination of directly attributable costs such as waste collection costs (\$400k) and waste disposal costs (\$900k), plus other direct costs (\$140k) and indirect costs such as corporate overheads (\$200k).
- A capital works program totalling circa \$16.495m for investment in infrastructure, land and buildings, plant and equipment, and furniture and equipment is planned, with the East Fremantle Oval Precinct Redevelopment budgeted at \$15.132m for 21/22. Projects

are itemised in the Capital Expenditure Program included in the Supplementary Information to the draft budget.

- Total operating and non-operating grant funding of circa \$11.28m. The majority of grant revenue is funding received for the East Fremantle Oval Precinct Redevelopment (\$10m) Commonwealth Home Support Program (\$591k) and Local Roads and Community Infrastructure Program (\$262k) for Silas Street and Zephyr car park drainage upgrades.
- Council has established various reserve accounts to which monies are set aside at the discretion of the Council to fund future service delivery requirements. These reserve accounts are itemised in note 8 of the draft 2021/22 Budget. The draft budget includes circa \$2.086m transfer to reserve and circa \$1.264m transfer from reserves in the 21/22 financial year (including a \$1.042m transfer in and out of the waste reserve to capture waste expenditure in totality as a stand-alone service unit).
- Whilst not explicitly included in the draft Budget, as it is a balance sheet item only, the Town does administer the collection of the Emergency Services Levy on behalf of the Government of Western Australia. The Town has been advised of the new rates as follows; ESL rates have generally been increased by over 4.4%.

ESL Category	ESL Rate (Per \$GRV)	Minimum and Maximum ESL Charges By Property Use			
		Residential, Farming and Vacant Land		Commercial, Industrial and Miscellaneous	
		Minimum	Maximum	Minimum	Maximum
1	0.015497	\$88	\$446	\$88	\$254,000
2	0.011623	\$88	\$335	\$88	\$191,000
3	0.007748	\$88	\$223	\$88	\$127,000
4	0.005424	\$88	\$156	\$88	\$89,000
5	Fixed Charge \$88				
Mining Tenements	Fixed Charge \$88				

Elected Member Fees and Allowances for 2021/22

Section 7B(2) of the *Salaries and Allowances Act 1995* requires the Salaries and Allowances Tribunal each year to determine the setting of fees, allowances and reimbursement of expenses to be paid under the *Local Government Act 1995* to Elected Members.

The Salaries and Allowances Tribunal recommends that each local government should conduct a remuneration review of Elected Member Fees and Allowances on an annual basis, following each determination. The Tribunal has determined there will be no increase in maximum thresholds for remuneration, fees, expenses and allowance ranges provided to CEOs and elected members for 2021/22.

Elected Member Fees and Allowances are currently set as follows, in comparison to the minimum/maximum amounts determined by the Tribunal:

Fee/Allowance	Current Amount 20/21	Maximum Amount Prescribed	% Maximum
Annual Meeting Attendance Fee – Mayor	\$25,000	\$25,342	99%
Annual Meeting Attendance Fee – Elected Members	\$15,500	\$16,367	95%
Annual Allowance - Mayor	\$28,000	\$36,957	76%
Annual Allowance – Deputy Mayor	\$7,000	\$9,329	75%
Annual Information Communication and Technology Allowance	\$3,500	\$3,500	100%

Elected Members are entitled to the following fees and allowances:

1. Meeting Attendance Fees – either an annual allowance or per meeting fee for attendance at Council and Committee Meetings;
2. Annual Allowance for Mayor – paid in addition to meeting attendance fees and recognises a range of factors including; the leadership role of the Mayor, the statutory functions for which the Mayor is accountable, the ceremonial and civic duties required of the Mayor and the relative ‘size’ of the local government;
3. Annual Allowance for Deputy Mayor – 25% of the mayoral allowance;
4. Information Communication Technology – either an annual allowance (maximum \$3,500) or reimbursement of rental charges for one telephone and one facsimile machine.

13.1.3 OFFICER RECOMMENDATION

PART A – MUNICIPAL FUND BUDGET FOR 2021/22

That Council:

1. **note that no public submissions were received regarding the proposed 2.4% increase in differential general rates and minimum payments during the advertising period.**
2. **pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Council **ADOPTS** the Municipal Fund Budget as contained as attachment 1 of this agenda and the minutes, for the Town of East Fremantle for the 2021/22 financial year which includes the following:**
 - a) **Statement of Comprehensive Income by Nature and Type on page 2 showing a net result for 2021/22 of \$9,104,981**
 - b) **Statement of Comprehensive Income by Program on page 4 showing a net result for 2021/22 of \$9,104,981**
 - c) **Statement of Cash Flows on page 6 showing cash and cash equivalents at the end of the year of \$3,928,570**
 - d) **Rate Setting Statement on page 7 showing an amount to be raised from rates of \$8,248,874**
 - e) **Notes to and Forming Part of the Budget**
 - f) **Transfers to/from Reserve Accounts as detailed in Note 8**
 - g) **Budget program schedules and other Supplementary Information**

ABSOLUTE MAJORITY REQUIRED

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS AND CONCESSIONS

That Council:

- for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted as Part A above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* IMPOSES the following differential general rates and minimum payments on Gross Rental Values:

1.1 General Rates

GRV Residential	7.6006 cents in the dollar
GRV Commercial	11.3196 cents in the dollar

1.2 Minimum Payments

GRV Residential	\$1,132
GRV Commercial	\$1,693

- pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, Council OFFERS the following due dates for the payment of rates in full by two and four instalments:

Two Instalments:

Full Payment and instalment due date	23 August 2021
2 nd instalment date	3 January 2022

Four Instalments:

Full Payment and instalment due date	23 August 2021
2 nd instalment date	25 October 2021
3 rd instalment date	3 January 2022
4 th instalment date	28 February 2022

- pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council IMPOSES an instalment administration charge where the owner has elected to pay rates and service charges through an instalment option of \$16.50 for each instalment after the initial instalment is paid (excluding eligible pensioners).
- pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council IMPOSES an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option (excluding eligible pensioners).
- pursuant to section 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council IMPOSES an interest rate of 7% for rates and service charges and costs of proceedings to recover such charges that remains unpaid after becoming due and payable (excluding eligible pensioners), with 7% being the maximum rate pursuant to the *Local Government Amendment (COVID-19 Response) Act 2020*.

6. in accordance with the provisions of section 6.49 of the *Local Government Act 1995*, **AUTHORISES** the Chief Executive Officer to enter into special payment arrangements with ratepayers for the payment of general rates, emergency services levy, refuse charges and private swimming pool inspection fees during the 2021/22 financial year.
7. Pursuant to section 6.45 and 6.49 of the *Local Government Act 1995*, where a person is able to demonstrate financial hardship as defined under Council Policy, a special payment arrangement will be provided, and Council resolves to **WAIVE** the administration charge and all penalty interest.

ABSOLUTE MAJORITY REQUIRED

PART C – EMERGENCY SERVICES LEVY

That Council:

1. in accordance with the provisions of sections 36B and 36L of the *Fire and Emergency Services Authority of Western Australia Act 1998*, **IMPOSES** the 2021/22 Emergency Services Levy Rates and Minimum and Maximum Payments on land as follows:

ESL Category	ESL Rate (Per \$GRV)	Minimum and Maximum ESL Charges By Property Use			
		Residential, Farming and Vacant Land		Commercial, Industrial and Miscellaneous	
		Minimum	Maximum	Minimum	Maximum
1	0.015497	\$88	\$446	\$88	\$254,000
2	0.011623	\$88	\$335	\$88	\$191,000
3	0.007748	\$88	\$223	\$88	\$127,000
4	0.005424	\$88	\$156	\$88	\$89,000
5	Fixed Charge \$88				
Mining Tenements	Fixed Charge \$88				

2. in accordance with the provisions of section 36S of the *Fire and Emergency Services Authority of Western Australia 1998*, **IMPOSES** interest on all current and arrears amounts of emergency services levy at the rate of 7% per annum which remain unpaid after the due date (excluding eligible pensioners).

SIMPLE MAJORITY REQUIRED

PART D – RESERVE FUNDS

That Council:

1. pursuant to section 6.11 of the *Local Government Act 1995*, that Council establish and maintain the Reserves as detailed in note 8 of the draft 2021/22 Budget, with \$2,086,140 budgeted to be transferred to Reserves and \$1,264,366 budgeted to be transferred from Reserves.
2. resolve to transfer 100% of interest earnings from the investment of Reserves into the East Fremantle Oval Redevelopment Reserve with the exception of any interest earned on the developer contribution reserves which must be applied to those Reserves under section 154 of the Planning and Development Act 2005.

ABSOLUTE MAJORITY REQUIRED

PART E – GENERAL FEES AND CHARGES FOR 2021/22

That Council pursuant to section 6.16 of the *Local Government Act 1995*, Council ADOPTS the Schedule of Fees and Charges as included in the Supplementary Information of the draft 2021/22 Budget as contained as attachment 1 of this agenda and the minutes.

ABSOLUTE MAJORITY REQUIRED

PART F – OTHER STATUTORY FEES AND CHARGES FOR 2021/22

That Council:

1. pursuant to section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960* and regulation 53 of the Building Regulations 2012, Council IMPOSES a private swimming pool four yearly inspection fee of \$85.00 inclusive of GST for each property where a private swimming pool is located, charged at \$21.25 per annum.
2. pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council IMPOSES the following charges for the removal and deposit of 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	\$500.00 per annum
3 Bin FOGO Service for eligible Commercial Properties	\$500.00 per annum
120L/240L General Waste Bin/FOGO Bin – Additional Service	\$250.00 per annum
240L/360L Recycling Bin (Yellow Lid) – Additional Service	\$250.00 per annum
Bulk Bin Services	Cost + 15%

ABSOLUTE MAJORITY REQUIRED

PART G – MATERIAL VARIANCE REPORTING FOR 2021/22

That Council:

1. 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 2021/22 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.

SIMPLE MAJORITY REQUIRED

PART H – FINANCIAL ASSISTANCE GRANTS TO LOCAL GOVERNMENT

That Council:

1. acknowledges the importance of Federal funding through the Financial Assistance Grants Program for the continued delivery of services and infrastructure;
2. acknowledges the receipt of circa \$109k in Financial Assistance Grants in 2021/22.

3. will ensure that the federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications, including annual reports.

SIMPLE MAJORITY REQUIRED

PART I – ELECTED MEMBER FEES AND ALLOWANCES

That Council, pursuant to sections 5.98, 5.99, 5.99A of the *Local Government Act 1995* and regulations 33, 33A 34, 34A and 34AA of the *Local Government (Administration) Regulations 1996* adopts the following annual amounts for elected member fees and allowances for the 2021/22 financial year:

Fee/Allowance	Maximum Amount Prescribed	Proposed Amount 21/22	% Maximum
Annual Meeting Attendance Fee – Mayor	\$25,342	\$25,000	99%
Annual Meeting Attendance Fee – Elected Members	\$16,367	\$15,500	95%
Annual Allowance - Mayor	\$36,957	\$28,000	76%
Annual Allowance – Deputy Mayor	\$9,329	\$7,000	75%
Annual Information Communication and Technology Allowance	\$3,500	\$3,500	100%

SIMPLE MAJORITY REQUIRED

13.1.4 Outstanding Infringements

Applicant	Town of East Fremantle
File ref	H/PRG1
Prepared by	Jessica Melia, Revenue Officer
Supervised by	John Mordini, Manager Finance and Administration
Date of Meeting	15 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Infringement Debt Management Policy 2.1.102. Schedule of Infringements for Write Off - Aged Infringements (Confidential)3. Schedule of Infringements for Write Off – Interstate Registration Plates (Confidential)

Purpose

This report is requesting Council to consider writing off bad debts for unpaid Infringement Notices that have been outstanding for more than three (3) years and writing off bad debts for unpaid Infringement Notices identified as having interstate registration plates that are not able to be traced and collected.

Executive Summary

A review has been performed of all outstanding infringements notices before 30 June 2018 to identify infringement notices that are unable or unlikely to be recovered by the Fines Enforcement Registry. Pursuant to section 6.12 of the *Local Government Act 1995*, Council is requested to approve the write off of unpaid Infringement notices outstanding for more than three (3) years.

The review also includes unpaid infringement notices within the financial year identified as having interstate registration plates. Pursuant to Council Policy 2.1.10 Infringement Debt Management, under delegated authority the amount to be written off can be approved by the Chief Executive Officer.

Background

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

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

Process of the Recovery of Parking Infringement Notices

Ranger Services issue infringement notices for contraventions of various Local Laws (ie Parking Local Laws) as well as the *Dog Act 1976* and the *Litter Act 1979*. Final notices are issued after a period of 28 days from the date of issue of the infringement notice, providing 14 days for payment.

Parking Infringement Notices not paid are sent to the Fines Enforcement Registry for collection in accordance with the Infringement Debt Management Policy.

Unpaid fines are kept on the registry for eight years, however, Council has the discretion to withdraw fines before the eight year period. We consider that a period of three years is sufficient for these debts to be actively pursued for collection after which it is proposed that unpaid fines will be written off.

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

Parking Infringement Withdrawals

When a notice has not been paid, owner details are requested from the Department of Transport. Where the vehicle has been unregistered for some time, it is common for no owner to be supplied and it is then not possible to identify the offender. Occasionally, the make or type of vehicle shown on the Infringement Report does not match that supplied by the Department of Transport and it is therefore impossible to pursue the debt through the Fines Enforcement Registry. Where the driver of a vehicle is identified as being from another State or another Country, it is often impractical to pursue the matter. A final notice is then sent to the address provided but, if it is not paid, the notice is not enforced.

The Infringement Debt Management Policy gives delegated authority to the Chief Executive Officer to write off any uncollectable debts if the driver of the vehicle has been identified as being from interstate or overseas.

Parking Infringement Debtors Ledger

An analysis of the Infringements Debtors (subsidiary) Ledger in SynergySoft has identified 562 Infringement Notices that total \$75,550.91 as at 28 May 2021. Of this amount, 70 infringement notices, totalling, \$10,064.35 have been outstanding for more than three (3) years and 29 notices totalling \$3,146.70 have been identified as having interstate registration plates.

These listings are provided as Confidential attachments 2 and 3, and it is recommended that the amount be written off in accordance with the Infringement Debt Management Policy.

Consultation

Executive Manager Corporate Services
Senior Ranger
WA Fines Enforcement Register

Statutory Environment

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

Policy Implications

Infringement Debt Management Policy that deals with debt management for infringement notices. The Policy was specifically developed to outline the process for collection of

infringements, referral to the Fines Enforcement Registry and the process to write off debt for overdue infringements.

Financial Implications

Infringement debtors raised before 30 June 2018 to be assigned a status of inactive and deregistered with FER. Amount to be written off - \$10,064.35.

Infringement Notices outstanding and identified as having interstate registrations to be assigned a status of inactive. Amount to be written off - \$3,146.70.

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2020-30 states as follows:

STRATEGIC PRIORITY 5: Leadership and Governance

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Comment

To improve financial internal controls, an itemised listing from the infringement's module is produced monthly and reconciled to the infringement debtors balance sheet account. A manual monthly balancing journal is prepared. Pursuant to Council Policy, infringement debts over 3 years old are to be written-off, with a report to be provided to the Audit Committee or Council. There are 70 infringements totalling \$10,064.35. These infringements will be de-registered with the Fines Enforcement Registry and the 29 Infringements notices with interstate registration plates totalling \$3,146.70 to be written off to be assigned a status of Inactive in the infringements module.

13.1.4 OFFICER RECOMMENDATION

That Council approve the write-off of:

- 1. all parking infringements pre-dating 30 June 2018 as per the schedule contained in Confidential Attachment 2, amounting to \$10,064.35 pursuant to Section 6.12 (1) of the *Local Government Act 1995* and Council's Infringement Debt Management Policy, which will impact the Statement of Comprehensive Income for the year ending 30 June 2021.**
- 2. twenty nine parking infringements identified as having interstate registration plates as per the schedule contained in Confidential Attachment 3, amounting to \$3,146.70.**



2.1.10 Infringement Debt Management

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

Objective

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

Policy Scope

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

Policy

Parking Infringement Notices Process

Infringement notice is issued - 28 days to pay.

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

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

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

Fines Enforcement Registry (FER)

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

Interstate and International Drivers

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

Management Reporting

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

Each year a report (including the Parking Infringements Status Summary Report) is to be submitted to the Audit Committee identifying total infringements outstanding by 1, 2 and 3 years. Fines

outstanding greater than three years will be referred to Council for information advising the amount written off by the Chief Executive Officer under delegation.

Financial Hardship

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

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

Roles and Responsibilities

- Ranger Services shall be responsible for the issuance of Infringement Notices under Delegation Authority DA21.
- The Rates Officer shall be responsible for the issuance of the Final Demand Letter.
- The Executive Manager Corporate Services shall be responsible for referring matters to Council in regards to this Policy and the collection of outstanding Infringements.
- The Manager Administration and Finance shall be responsible for the review and monitoring of the operations of this Policy.
- The Corporate Service Team shall be responsible for the day-to-day operations of this policy.

Responsible Directorate:	Corporate Services
Reviewing Officer:	Manager Administration and Finance
Decision making Authority:	Council
Policy Adopted:	18/9/18
Policy Amended/Reviewed:	20/8/19, 17/9/19
Former Policy No:	4.4.3

13.1.5 Public Art – Fremantle Biennale 2021

File Ref	A/ART1
Prepared by	Andrew Malone Executive Manager Regulatory Services
Supervised by	Gary Tuffin Chief Executive Officer
Meeting Date:	15 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Orange Path 2. Overload 3. Transition

Purpose

The purpose of this report is to endorse the Fremantle Biennale three art installation themed 'The Crossing' as part of the Fremantle Biennale 2021 and to authorise the payment of \$25,000 from the Art Reserve for support of the proposal and scope of works for the projects.

Executive Summary

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

The Fremantle Biennale 2021 theme is "The Crossing", which references the river. It is proposed that the series of ephemeral installations and performances (dance, poetry, walking tours) be held throughout November 2021. The Fremantle Biennale committee is hoping to form a collaboration between Fremantle, Cockburn, Melville, Mosman Park and East Fremantle Council providing a variety of venues, whilst incorporating the "Crossing" theme.

This request is for:

1. support for three installations. A fourth installation is proposed however this installation is still being progressed and a final concept has not been presented to the Town for consideration.
2. a request for funding support for \$25,000 funding for the scope of works/ project funding from the Public Arts Reserve.
3. endorsement of the painting of Council infrastructure – a section of footpath between East Street and Stirling Bridge. The artwork 'Orange Path' is a painted ground plane artwork created by thirteen leading Australian and International Artists connected to the AC4CA collective. This 500m long walkable artwork spans the pathway between the Old Traffic Bridge and Stirling Bridge on the Fremantle foreshore. It is proposed that this artwork is a permanent art piece as opposed to the temporary nature of the previous proposal. Council's permission is requested to enable this piece to be permanent.

Background

Nil

Consultation

- Public Art Panel
- Council

- Internal: Operations/ Regulatory Services
- External Stakeholder information – Fremantle Biennale project team and associated consultants.

Statutory Environment

Prior to any installation of artworks, the necessary approvals must be sought from all associated regulatory authorities, including but not limited to the City of Fremantle, the Department of Biodiversity, Conservation and Attractions and Department of Transport.

Policy Implications

Nil

Financial Implications

Financial support of up to \$25,000 to be provided from the Public Art Reserve fund during the 2021-2022 budget process for the Fremantle Biennale.

Strategic Implications

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

Social

A socially connected, inclusive and safe community

1.2 Inviting open spaces, meeting places and recreational facilities.

1.2.2 Activate inviting open spaces that encourage social connection across all age groups.

1.3 Strong community connection within a safe and vibrant lifestyle

1.3.2 Facilitate opportunities to develop community connections through events and celebrations.

1.3.3 Facilitate community group capacity building.

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.

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.

Risk Implications

LGIS has been requested to provide a risk assessment of the 'Orange Path' installation and provide feedback on Council's liability. Should potential risks be identified, the Town will work with the Fremantle Biennale project team to mitigate potential risk and liabilities for Council.

Site Inspection

A site inspection was undertaken with the Executive Manager Technical Services and the Biennale project team.

Comment

Support for the Fremantle Biennale is sought relating to three art installations 'Orange Path', Overload and Transition (see attached). A fourth installation is being discussed however nothing formal has been submitted to Council.

'Orange Path' will be a permanent installation, which will be bonded to a section of footpath between the Old Traffic Bridge and Stirling Bridge. A financial contribution was requested for \$25,000.

Further information is provided on the permanent installation 'Orange Path'. 'Orange Path' is a painted ground plane artwork created by thirteen leading Australian and International Artists connected to the AC4CA collective. This 500m long walkable artwork spans the pathway between the Old Traffic Bridge and Stirling Bridge. The artwork is commissioned by the Fremantle Biennale as part of CROSSING 21 in partnership with the City of Fremantle and the Town of East Fremantle. The artwork commission is the first public artwork in WA to be commissioned by a partnership of two local government authorities. The artwork will be a permanent artwork for the City of Fremantle and Town of East Fremantle's Public Art Collections and will be launched in time for the opening of the 2021 Biennale. The brief of the project was for every artist to design a 40-metre stretch of the path by the Swan River using only three colours. Orange was selected as the linking colour in acknowledgement of John Nixon's (1949-2020) contribution to the AC4CA and Australian Art. A works costing has also been provided illustrating the streetbond to enable permanency of the artwork which is costing \$48,000.

Administration did raise concerns regarding the temporary nature of the artwork initially proposed for safety and environmental reasons, not least leaching of paint into the river. The solution was the suggestion the proposed artworks become permanent. A risk assessment has been requested to be undertaken by LGIS on behalf of Council.

Further, the additional scope of works is considered appropriate regarding upgraded works to the old pumphouse comprising a viewing platform. Engineering investigations have concluded the roof of the pumphouse has potential as a viewing platform of the path artwork and sunken boat. The project team will install a roof terrace (including safety barrier) and steps to the pumphouse to facilitate a viewing platform. It is considered the platform can be so built to allow for a longer-term viewing area for the permanent path artwork if Council so wished.

It is recommended support be provided to the three art installations, allocation of \$25,000 for the works and the permanent use of Council infrastructure for the installation called 'Orange Path'.

OFFICER RECOMMENDATION:

That Council:

- 1. endorse the installation of the art installation 'Orange Path' on a section of public footpath between East Street and Stirling Bridge, by various artists;**
- 2. support the three art installations proposed with East Fremantle themed 'The Crossing' as part of the Fremantle Biennale 2021;**
- 3. contribute \$25,000 from the Public Art Reserve as financial support for the Fremantle Biennale project.**

AC4CA

ORANGE PATH (2021)

About the Project

ORANGE PATH is a painted ground plane artwork created by thirteen leading Australian and International Artists connected to the AC4CA collective. This 500m long walkable artwork spans the pathway between the Old Traffic Bridge and Stirling Bridge on the Fremantle foreshore.

The artwork is commissioned by the Fremantle Biennale as part of CROSSING 21 in partnership with the City of Fremantle and the Town of East Fremantle.

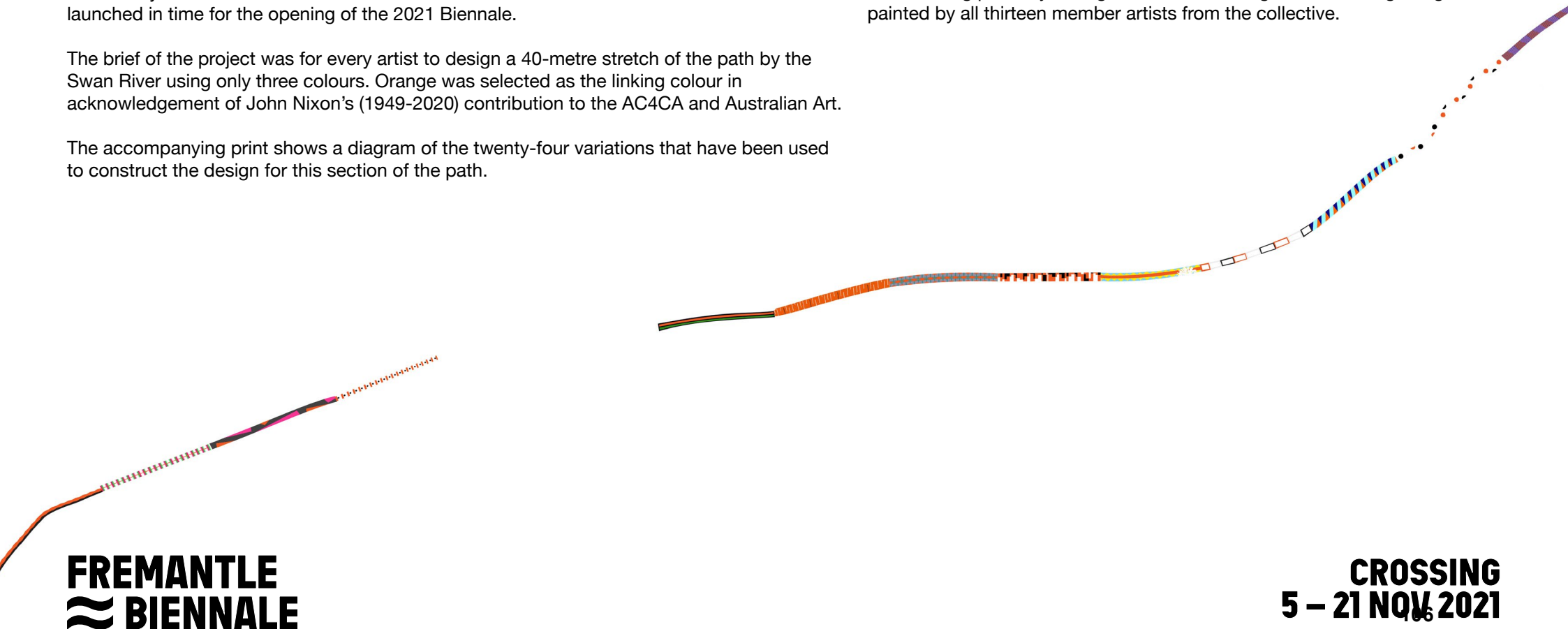
The artwork commission is the first public artwork in WA to be commissioned by a partnership of two local government authorities. The artwork will be a permanent artwork for the City of Fremantle and Town of East Fremantle's Public Art Collections and will be launched in time for the opening of the 2021 Biennale.

The brief of the project was for every artist to design a 40-metre stretch of the path by the Swan River using only three colours. Orange was selected as the linking colour in acknowledgement of John Nixon's (1949-2020) contribution to the AC4CA and Australian Art.

The accompanying print shows a diagram of the twenty-four variations that have been used to construct the design for this section of the path.

About AC4CA

The Australian Centre for Concrete Art' (AC4CA) was established by its Perth members in 2002 and was based on the ideals of Dutch De Stijl artist Theo van Doesburg and an interest in Minimalism and hard-edge geometric abstraction. The driving concept for the group is to transform outdoor community spaces with their striking site-specific non-representational works painted directly on urban walls, often with the help of friends and art students. Often the works are temporary and have since been painted over to make room for new projects by someone else in the group. It's collegiate, open-ended and moves with the times and conversations around public art. A 500m long pathway linking the old traffic bridge to the Stirling bridge is painted by all thirteen member artists from the collective.

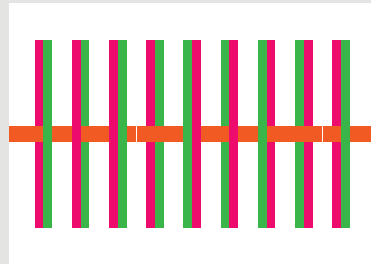


**Julian Goddard**

born 1952 Subiaco WA, lives and works in Melbourne VIC

Untitled (2021)

I am interested in aesthetics. Its impact. Its languages. Its meanings. Its experience. Its ordinariness. Its spectacle. Its presence. Its practice. I like it when it is a verb. My most recent exhibition, 2020, was informed by a structure - Kogetsudai - in the Ginkak-ji Zen garden (c1460) in Kyoto. It is a truncated cone-shaped mound made from fine white gravel about 2 meters high with a similar diameter at the base. Its meaning/purpose has been lost in antiquity, but it is still revered and loved by millions. I am interested in it for its simplicity and minimalist presence. It reminds me that a highly reductive aesthetic to express objecthood and our relations with the natural world, is shared by both Western and Eastern cultures. It is transcultural, as is aesthetic experience. Kogetsudai is experienced by walking around it, stopping to consider it.

**Jurek Wybraniec**

born 1958 Perth WA, lives and works in Fremantle WA

Untitled (2021)

The Fremantle Biennale 2021 theme; Crossings, has a personal relevance to me as my parents both arrived in Fremantle as displaced persons post WWII, in 1950. My parent's arrival in Fremantle was the start of a safe and prosperous life, in the aftermath of being forcibly evicted from their homes in Poland. Fremantle holds many personal and collective stories of journeys, arrivals and paths fortuitously crossed.... The design for the AC4CA path project responds to 'place' as a constructed environment which is used as meeting point and link. As a print it follows uniform divisions on the paper, whereas on the concrete path the design layout is governed by a sequence of irregular placed joints for the two-colour vertical band intervals and the breaks in the orange strip. Also, the two-colour vertical band length is guided by the depth of the path.

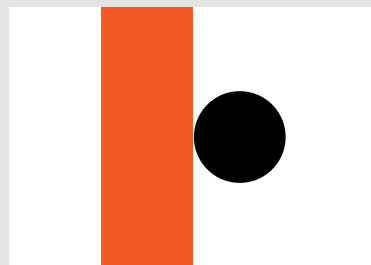
**Zora Kreuzer**

born 1986 Bonn, Germany, lives and works Berlin, Germany

Tilt (2021)

In my work colour and light are used to explore architectural spaces. Through imagery based on minimal, geometric shapes, I make interventions in both exhibition and public spaces. I respond to the architectural structure and aesthetic of a space; through colour and light I communicate with the spectator, creating an alternative and new perception of it.

Tilt, my design for ORANGE PATH consists of several rectangular shapes in neon pink and orange which overlap a dark grey background. The diagonal shapes cross the parallel concrete slabs of the footpath to create a dynamic composition. The colours and shapes generate a high contrast to the surrounding landscape and invite the passersby to play and walk over the painting.

**Helen Smith**

born 1963 Cooma NSW, lives and works in Sydney NSW

Untitled (2021)

Helen Smith's practice is influenced by a formal, minimalist view-point with simplicity of form and geometric abstraction generally contributing to the outcome. She has been an active member of the Australian Centre for Concrete Art (AC4CA) since 2002. This design describes an animated progression of a circle (from start to finish points) within the length of the designated section, with the work quietly changing as one steps along the path.



David Tremlett

born 1945 Dartford, Kent, UK, lives and works Bovingdon, Herts, UK

Untitled (2021)

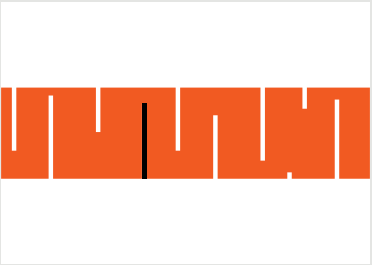
In my eyes this path has its function in encouraging people to walk along a particular piece of WA shoreline that maybe they were not used to. In our changing economies and habits, walking, cycling etc have become increasingly more commonplace and to walk the Orange path will be special, different and memorable. Not a 'Yellow Brick Road' but a 'Colourful Road', a path where we all pay tribute to John Nixon with the colour Orange, then our lines, angles, squares, circles etc link to make a joint statement of collaboration.

Guillaume Bouley

born 1987 Dijon, France, lives and works Saint-Etienne, France

Untitled (2021)

There are two principles to be found in my body of work with the first being that I draw inspiration from my immediate surroundings which inform my concrete paintings, whilst the second principle is one of a technical nature related to the application of paint. By following the shape of the path which reflects the contours of the river, my design emulates this rhythm and invites the visitor to walk the 'river'.

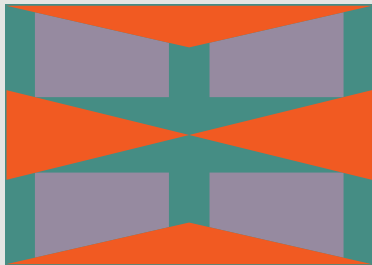


Jeremy Kirwan-Ward

born 1949 Perth WA, lives and works in Sydney NSW

Untitled (2021)

The image for the Orange Path project is a formal structure that derives from adhering to a set of given measurements and a limit of three colours that includes orange.



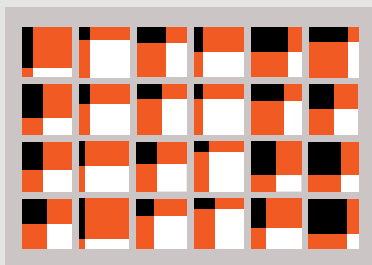
Alex Spremberg

born 1950 Hamburg, Germany, lives and works in Perth WA

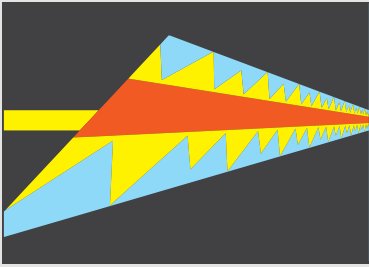
Untitled (2021)

The path consists of concrete slabs roughly 2m square. Each square has been divided into 4 sections. The two diagonally opposed sections are designated to be orange while the remaining two sections will be black and white (blank).

The accompanying print shows a diagram of the twenty-four variations that have been used to construct the design for this section of the path.



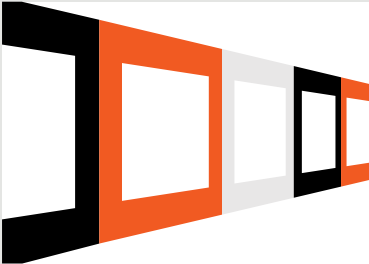
By painting the footpath we are directing the viewer's attention to what is under their feet and what lies ahead. In this unique situation, the viewer walks to discover the artworks underfoot. They actually walk on the artworks and with every step the artworks are changing and keep revealing more of themselves. Walking the path is an experience of space but also of time. It is not unlike watching a movie; only in this case the viewer is not static but moves along the painted film/path. Perceiving the constantly changing visual information enhances and intensifies the experience of the environment as well as their physical movements.

**Andrew Leslie**

born in Geelong VIC, lives and works in Sydney NSW

Untitled (2021)

Walking with JN
With his orange in the middle
and my blue
and yellow
at each side

**Daniel Göttin**

born 1959 Basel, Switzerland, lives and works Basel, Switzerland

FRAMING (2021)

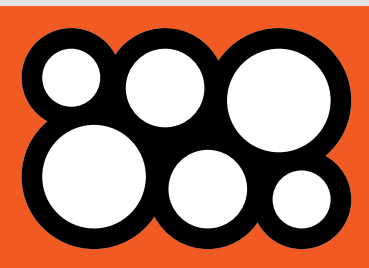
The concept of the promenade painting FRAMING is based on the size and rhythm of the concrete plates building the pathway. Frames of three different colours (White, Orange, Black) are painted onto the pathway, repeating the process several times in the same order. Each colour frame ends at the edge of the following concrete plate. The size of each concrete plate is defined by the size of each frame on all four sides, creating a slightly irregular image of the frames. The inner parts of all concrete plates remain unpainted, therefore the visible concrete is integrated into the flow of the 'frame chain', becoming an equal part of the design. Seen in perspective when standing on the pathway, FRAMING appears as a rhythm of converging frames creating a playfully integrated image of visual depth along the pathway.

**Trevor Richards**

born 1954 Merredin WA, lives and works in Fremantle WA

Untitled (2021)

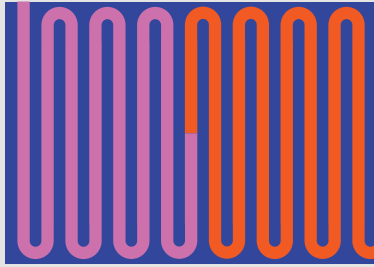
This repeating pattern was influenced by my non representational studio practice. It also can be seen to connect with the geographic location in which it is placed. The light and dark blue colours refer to the sea and sky of the coast nearby, while orange echoes the industrial workings of the Fremantle port, as well as an homage to John Nixon. The diagonal thrust of the design also suggests the dynamic structures of the harbour, enabling a sense of space to emerge.

**Jan van der Ploeg**

born 1959 Amsterdam, The Netherlands, lives and works The Netherlands

Untitled (2021)

My design for ORANGE PATH consists of 21 circles, which will be painted directly on the concrete path. The circles are sometimes placed in the middle of the path, some are placed right against the edge of the path, some are placed over the edge of the path, so that they are only half visible. The colors I have used in my design are black, white and orange, these colors always follow each other in the same order.



George Howlett

born 1989 Perth, lives and works in Fremantle WA

Untitled (2021)

This artwork continues my experiments with minimal and reductive approaches to image making. The design traces a path within a path, moving left and right as it slowly travels forward across the page. I liken it to wipers slowly moving across a windscreen. Colours have been chosen to pop and heighten the flatness of the design.

The prints can be purchased as a limited box set of 25 containing each of the 13 x prints for \$5,000, or as individual (unframed) prints for \$500 each.

Print details: 53 x 75cm; giclée print on 310gsm canson photographique paper.

Accompanied by a signed certificate of authenticity.







REPORT 13.1.5**ORANGE PATH Partnerships**

Local Government Authority – City of Fremantle, Town of East Fremantle

Consultations and Approvals

Asset Owner - City of Fremantle, Town of East Fremantle

Commissioning Budget

<u>Design and development</u>		<u>\$13,000</u>
Funded by –		
Town of East Fremantle	confirmed	\$3,000
City of Fremantle	confirmed	\$5,000
Australia Council for the Arts	confirmed	\$5,000
<u>Production</u>		<u>\$60,000</u>
Funded by –		
Dpt. of Sport, Local Gov. and Cult Ind.	confirmed	\$5,000
City of Fremantle	confirmed	\$5,000
Biennale Benefactor (Mary Hill)	confirmed	\$10,000
Town of East Fremantle	not-confirmed	\$5,000
Sales of prints	not-confirmed	\$35,000

Production

Painting technicians - Westcoast FM (See documentation attached)

Presentation

Presentation for the Fremantle Biennale 5 -21 Nov 2021

It is planned that 'ORANGE PATH' will be completed for the opening event, scheduled for the weekend of 5 November 2021. The artwork will be promoted throughout the Biennale. Visitors will be able to view the artwork from multiple vantage points including the two bridges, Beach st, the waterway, and via self-managed tours.

Evaluation

Feedback via social media & public surveys

Technical production information

Estimated duration of completing the artwork is 2 – 3 weeks and assumes 5 working days per week. Maximum duration is forecast at 20 days.

Applied paint will be anti-slip, Dulux Weathershield with sand grit mixed through.

Equipment onsite

Paint will be applied with rollers and brushes. Spray will not be used in this marine environment. The footpath will be coned off as the artists progress. Pedestrians and cyclists will be directed around working areas. The artworks will take approximately 2 hrs till touch dry.

KEY PEOPLE

Pete Stone

Fremantle Biennale Inc. Chair of the Board
stonepete30@gmail.com

Tom Müller

Fremantle Biennale Artistic Director, CEO
tom@fremantlebiennale.com.au
0468 684 119

Corine Van Hall

Fremantle Biennale Program Associate / City of Fremantle Public Art Coordinator
corine@fremantlebiennale.com.au
0419 194 058

Katherine Wilkinson

Fremantle Biennale Program Director, Executive Producer
katherine@fremantlebiennale.com.au

Trevor Richards and Alex Spremberg

AC4CA Lead Artists
traxbema@inet.net.au
alex.spremberg@westnet.com.au

ABOUT THE FREMANTLE BIENNALE

VISION AND MISSION – OUR PURPOSE

The Fremantle Biennale is curated to acknowledge the river and sea as resonant cultural sites. Our program invites the public to interact with Fremantle through artworks that respond to the complexities of place. We aim to engage with diverse demographics of audiences and recognise our visitors as contributors, participants and active spectators. Our program includes visual, sound and performance and live contemporary arts practices alongside contemporary dance, architectural interventions, and public and education programs.

PEOPLE

The Fremantle Biennale is a not-for profit entity with ACNC charity status led by a team of artists, producers and curators, who are supported by a Board of Directors and an Advisory Curatorial Committee of national standing.

HISTORY

The Fremantle Biennale was founded in 2017 by Swiss-West Australian artist Tom Müller with the City of Fremantle’s former Arts & Culture Manager, Pete Stone and Public Art Coordinator, Corine Van Hall with the intention to create a festival which expanded contemporary artistic and cultural programming within wider Fremantle (Walyalup). The Fremantle Biennale is held every two years in the season of Kambarang (November), at the beginning of the Western Australian arts festival season. We pay our respects to the traditional owners of the Fremantle (Wayalup) region, and to elders past, present and future.

EXCELLENCE & DEVELOPMENT – OUR COMMITMENT

The Fremantle Biennale presents ambitious and experimental new works by local, national and international artists who are invited to respond to and work with the history, landscape and communities of Fremantle (Walyalup). We support the sector by developing major new projects from local and Australian-based artists. Our commissioning and expanded site-responsive approach allows artists to experiment with their practice, and engage with partners, sites and communities they would not otherwise have access to. The Fremantle Biennale looks to be a leading voice and event in the cultural and artistic landscape of Australia.

GUIDING VALUES

Our model contributes to diversifying and providing a vibrant cultural landscape of Western Australia by:

ENABLING – Creating a platform for the development and presentation of nationally and internationally recognised and experimental site-responsive contemporary art practices;

ADVOCATING – Promoting cultural dialogues and exchange of ideas (through a program of local, national and international artists, intersecting with our audiences and visitors);

CELEBRATING – Celebrating the cultural, social and historical distinctiveness of Fremantle and Western Australia, through artistic projects that respond to place, site and local histories.

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

INTEGRITY – We are open, honest and fair

ACCOUNTABILITY – We are responsible for our actions

INNOVATION – We always look for better ways to work



World-renowned artist Felice Varini’s installation, Arc d’Élípse spans 800 meters of High Street and is custom designed to cascade from the Round House to the Town Hall. This monumental artwork was revealed over the course of one month and will require a small army of assistants, volunteers and specialised equipment. Arc d’Élípse emerged for the first time on Saturday 28 October as the work was sequentially applied over twenty five heritage listed buildings within Fremantle’s historic West End precinct. This was Varini’s first major commission in Australia and his largest in the Southern Hemisphere.



An Australian premiere in Fremantle, Studio Roosegaarde presented a large-scale light installation illustrating the universal power and poetry of water. ‘WATERLICHT’ is larger-than-life; cascading waves of blue light soared in the middle of Esplanade Park, simulating a virtual flood and calling attention to rising water levels along Fremantle’s shoreline. The work embraced the unique physical features of the site while acknowledging its past. A soundscape accompanied the work, including local stories about Fremantle’s waterfront by traditional custodians, prominent civic figures, historians, artists and community members.

Title: 'Overload': Crossing 21

Artist: Andrew Sunley Smith.

Materials: 8.5 meter 5 tonne Boat / endemic limestone rock/spall / Derbal Yerrigan / Swan River.

Fremantle Biennale / Crossing 21 - 5th- 21st November 2021.

This large scale project will see the purposeful sinking of a 8.5 meter 5 tonne commercial boat via overloading with rocks.

The Project placement will be visible from both sides of Derbal Yerrigan / Swan River shoreline and also from both elevated rail and traffic bridges crossing the expanse of water. (North South & West East Scope)

The vessel will partially sink and submerge to the riverbed. It will be marooned on a tilt, ceased and be made static due to its excessive and *intentional* overloading.

On the shore line - at the implied departure and loading point of the boat - a large pile of limestone spall rocks will remain. The rock pile and boat will be visible at all times throughout the duration of the Biennale. Small on board lights will punctuate the project and highlight the overloaded on-board rocks at night.

Sinking the vessel via direct use of the landscape itself (using local limestone spall/rocks - a key symbolic element here) - suggests the land taking back, stopping and forcibly submerging a modernist/industrial form directly representational of western colonial use of the waters and our attached economies and ideologies. Status, leisure, wealth, greed, pleasure, privilege, industry and so on.

The work from this perspective, in its intentionally disastrous action - is a post-colonial gesture ; as we witness the revenge of land - and human interaction loading onto and over a developed form used for leisure, exploration and exploitation of resources.

The excessively loaded vessel *may perhaps be further added too - over the duration of the Biennale in both a poignant and absurd gesture - of continual overloading and *keeping down* of the vessel.

*This will be determined by how close or far the boat can be placed safely to shoreline.

The project also explores notions of objects and hopes being fallible. The work shows by direct and simple poetic action - the unstable nature of our times. It highlights the profound instability of our infrastructures, greater surroundings and guiding unsustainable ideologies.

This loaded, poetically simple but logistically complex project - also locates a vital dialogue with the continual colonial use of land, river and sea for commerce and export. The action and placement of it sinking and marooning enters dialogue with the skills and history of Fremantle's maritime culture. It also is aimed to resonate internationally and exponentially as it locates its necessary dystopian form.

The project is also born of observing and accruing our more human (arguably capitalist) behavioural attributes of quashing submerging and killing off ideas, romanticisms, aspirations, freedoms, ambitions and so forth that do not align compliantly with our dominant and un-sustainable turbo-capitalist culture.

The gesture of overloading is an excessive act - one of mal-intent, greed, insensitivity and conscious oppression.

The work is by extension - unavoidably now, sadly analogous to the fatal overloading realities of contemporary international refugee plights. The vast oceans and major rivers of our contemporary political and geographic delineations, now function as dangerous support routes for radical acts of survival - yet sadly through all too common acts of exploitation, driven by traffickers greed - more often than not - become profoundly tragic and finite aquatic graveyards.

The project methodology is purposely aimed and designed to conscript specialised local maritime knowledge available in Fremantle's extensive and rich seafaring history - as much as it seeks to respectfully align and find resonance from within the Whadjuk - Noongar first nations experiences of The Walyalup/Fremantle area.

An acutely relational and contemporary pragmatic project in its very fabric - the work involves learning and accessing specialised skills sourced from seafarers and maritime workers to aid in its realisation.

It's everyday, common and familiar base form and materiality - aims to peak interest and embed lasting connection through the concept of its layered meanings and its careful, yet dramatic placement in such a significant river within Western Australia and Walyalup / Fremantle.





Overload : Site Exploration - Derbarl Yerrigan / Swan River

Tides - River Explorations 1. For Fremantle Biennale Crossing 21.
Sunley Smith 2020

TRANSITIONS | by NATHAN THOMPSON
Plympton Pumphouse

Prepared for Town of East Fremantle – April 2021

About

Transitions is a site-specific kinetic artwork by artist Nathan Thompson proposed for the Fremantle Biennale 2021 (5 – 21 November 2021) inside the Plympton Pumphouse in East Fremantle.

The basic premise of the work is making visible the sonic histories of the location through vibrations emitted into and interfaced with a liquid metal, Gallium. Gallium is used because of its constant 'transitional' like state and its ability to reflect.

In the time leading up to the Biennale event, the intent is to gather sound recordings of various elements to build a deeper understanding of the site - from which a final sound piece will be constructed. Methods of recording will include electromagnetic pulses from manmade machinery, vibration from the bridges, geological movements, field recordings, spoken word, pre-recorded stories, and waterway movements.

The resulting 'prepared' sounds will be allocated geographic way points. These sounds and geographic points will be fed into the **vibrational body**, which will make these sounds visible to the public. It is expected there to be 3-5 different composed parts or 'scenes' that will total out at 30-40 minute duration.

The Vibrational Body

This vibrational body is a large dish spun from 2mm aluminium sheet approximately 500mm in diameter. The dish is heated to a temperature which causes the gallium placed onto this surface to remain in a liquid state. On the underside of the vibrational body/dish are transducers that transfer the recorded sounds into vibrations, which causes the liquid gallium to pulse and move.

The vibrational dish is affixed to a collaborative robot arm (UR10e) that is centrally situated inside the pumphouse and moves purposefully to assist with synchronisation of the geographic waypoints of the collated sound piece. The dish's location, pitch and rotation can be precisely controlled by the UR10e to both assist with the conveyance of narrative, the position of vibration and also add drama to the sonic environment.

The UR10e arm will be on loan from OLP Robotics at 5 Morse Rd, Bibra Lake.

Sound

The recorded sound piece will also be played through a stereophonic speaker system setup in the space. The Artist will also explore possibilities to feed live sound in from various locations nearby.

Well and Roof Integration

The Artist and the Biennale propose a simple stair and balustrade installation to allow audience members to safely access the roof area. See attached renders and drawings.

An attendant would also be present at all times during the event opening hours.

The Artist is seeking more information on uses of the well, to understand how this might be integrated into the work.

Floor

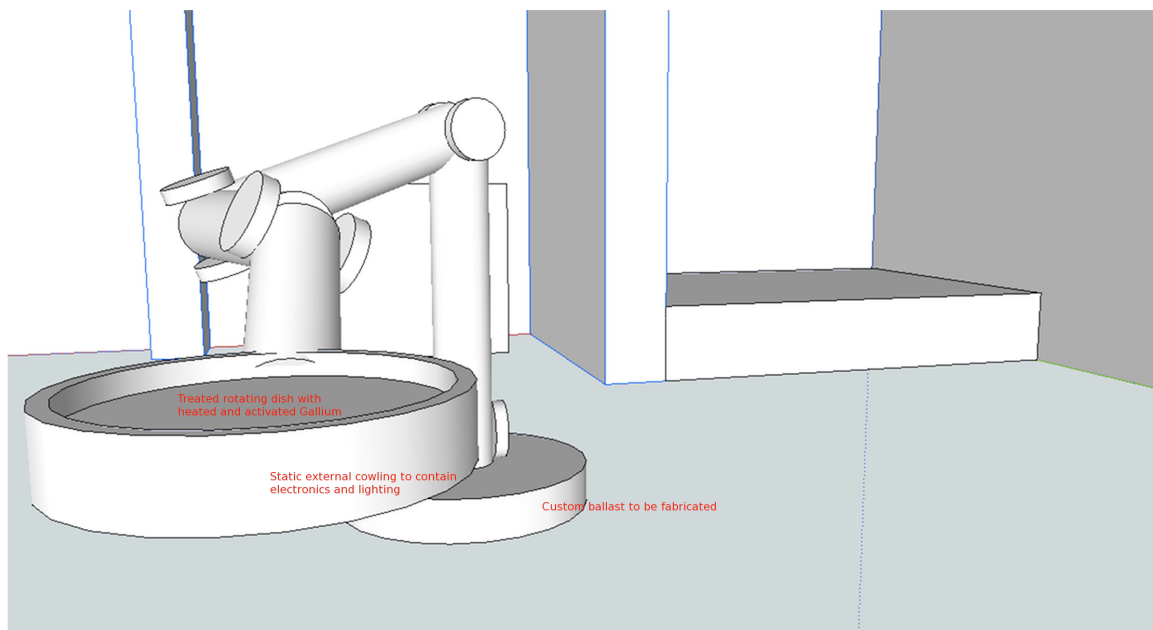
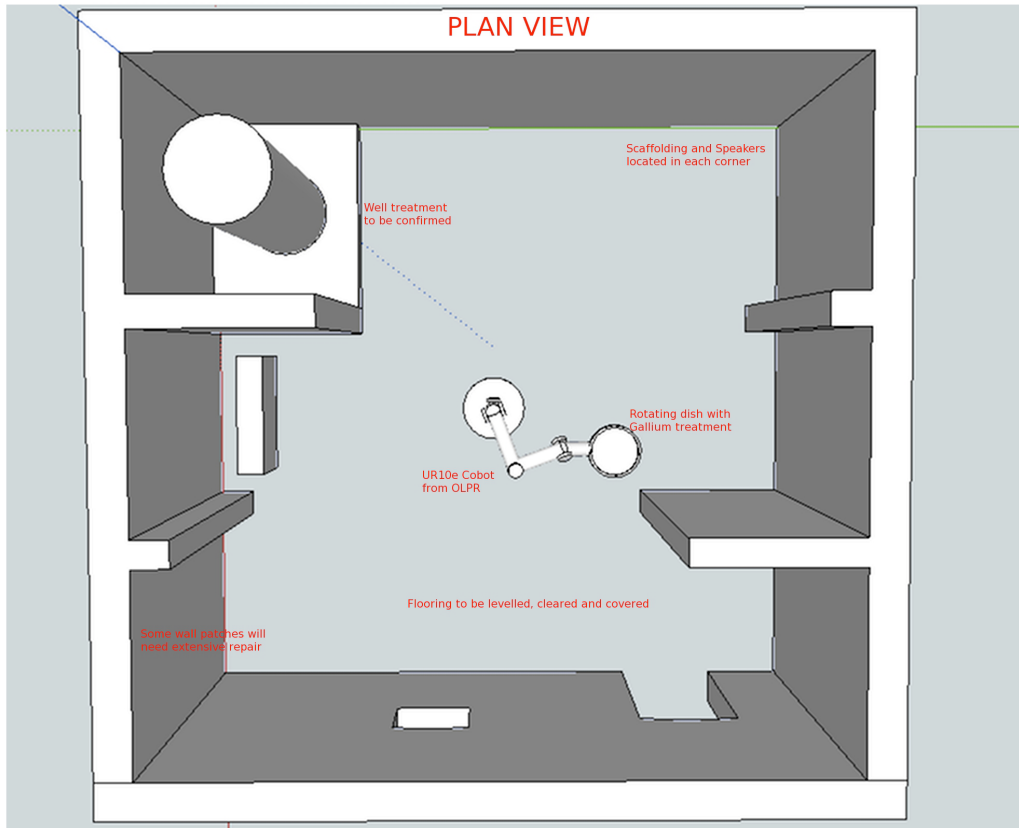
The Artist is proposing to level the floor in the Pumphouse and place down a layer of gravel to minimise dust to the robotic arm.

Dates and Times

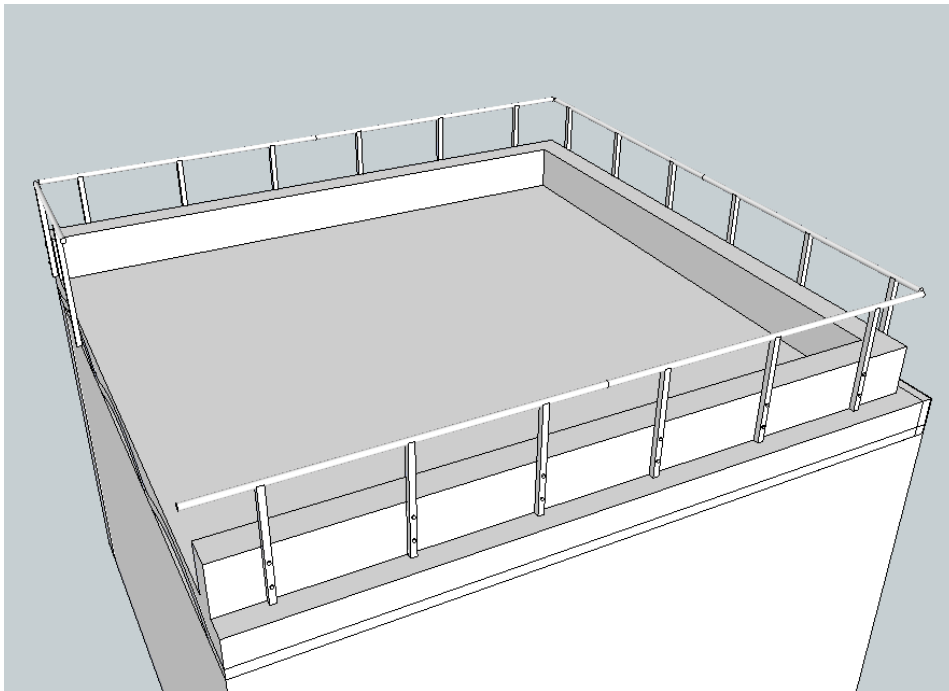
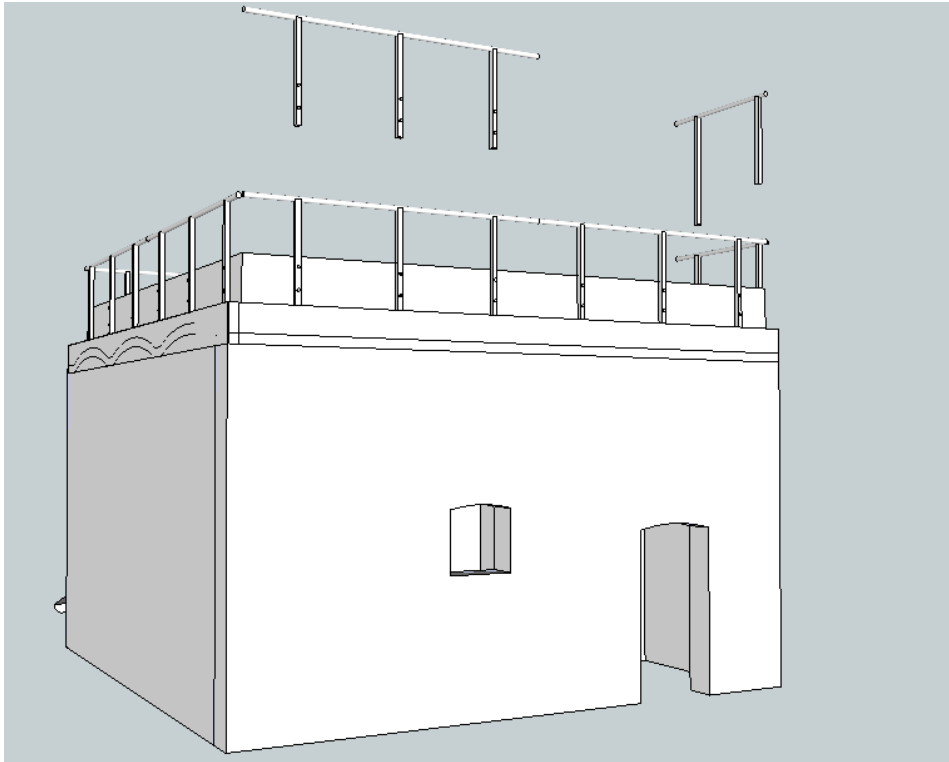
5 – 21 November

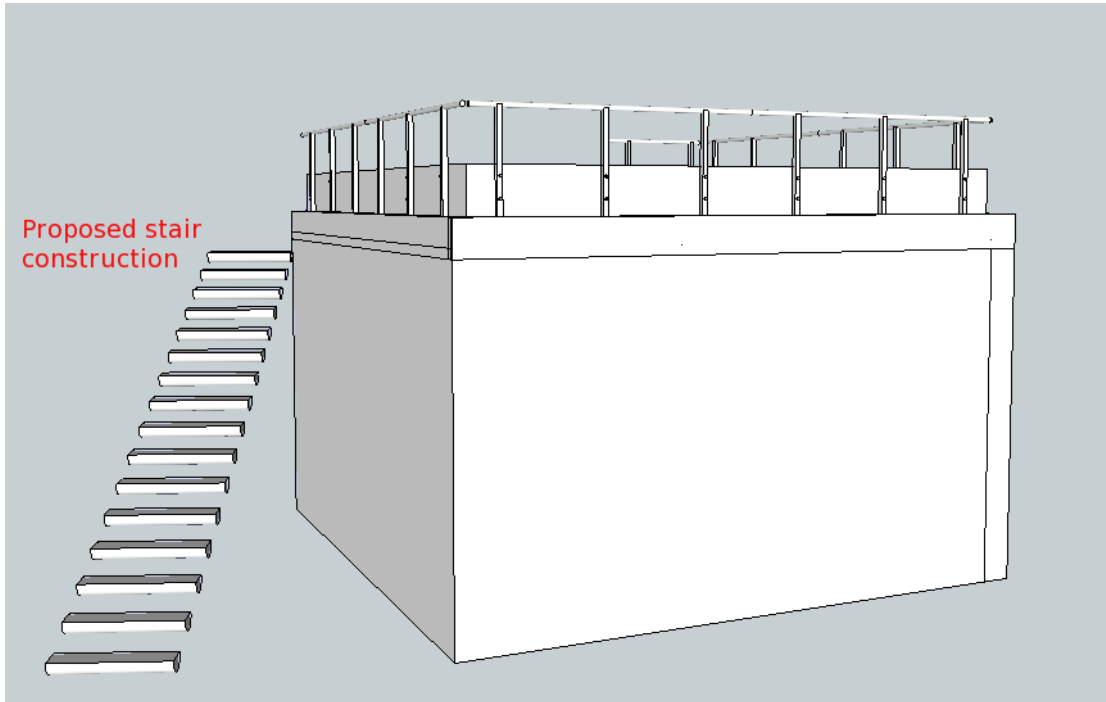
Thursday – Sunday, TIMES TBC – currently proposed 3 – 7pm

Please see below images.



Rotating dish detailed view





13.2 GOVERNANCE

13.2.1 2021 Community Scorecard

File ref	A/COM1
Prepared by	Gary Tuffin, Chief Executive Officer
Meeting Date	15 June 2021
Voting requirements	Simple Majority
Documents tabled	1. MARKYT Community Scorecard 2021
Attachments	Nil

Purpose

To receive and note the results of the 2021 Community (Perception) Scorecard Survey results.

Executive Summary

Since 2014 Council has every two years engaged CATALYSE to undertake a MARKYT Community (Perception) Scorecard Survey to evaluate community priorities, and measure Council's performance against key indicators in the Strategic Community Plan. The results of the survey are benchmark against the other 66 participating local governments across WA.

The Town has once again performed very well over the past two years, with an overall performance score of 75 out of 100, placing it as the 3rd highest performing council in this index.

Background

Since 2014 Council has, every two years, engaged CATALYSE to undertake a Community Scorecard Survey, to evaluate community priorities, and measure Council's performance against key indicators in the Strategic Community Plan.

The survey was undertaken in March 2021 via direct post out to each household and electronically via the Town's contact database. In total, 626 responses were received, this represents an approximate participation rate of 18% of households.

Consultation

CATALYSE provided a presentation on the survey results to the elected members & senior staff on the 12th May 2021.

A copy of the Community Scorecard (Survey) results has been placed on the Town's website.

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

The survey was undertaken at a cost of \$18,000 (ex GST).

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
No identified risk – information item only	Rare (1)	Minor (2)	Low (1-4)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'no news' item	Accept Officer Recommendation

Risk Matrix

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

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

Risk Rating	2
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

The results of this survey will be used to measure the Town's success against the objectives (1.1, 1.2, 1.3, 2.2, 3.1, , 3.2, 4.1, 5.1 & 5.2) set out in its Strategic Community Plan 2020 – 30.

Site Inspection

Not applicable.

Comment

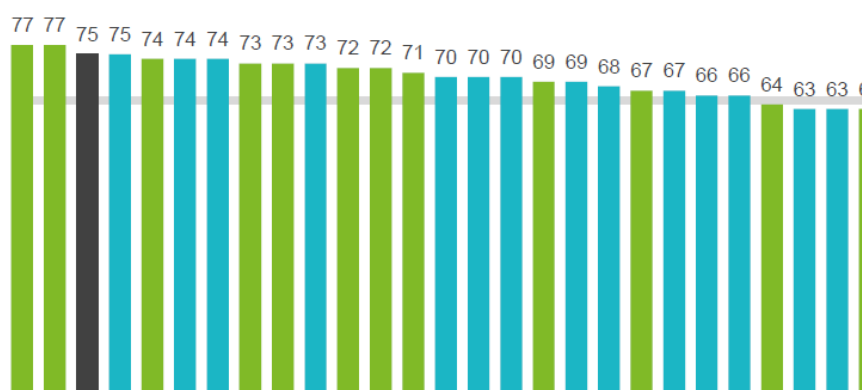
The Town has performed very well over the past two years

- Overall performance score is 75, making it the third highest performing council.
- As a place to live, the performance index score is 90 out of 100, 15 index points above the MARKYT® Industry Standard.
- As a governing organisation, the performance index score is 60; 5 index points above the MARKYT® Industry Standard.

Overall Performance Index Score

average of 'place to live' and 'governing organisation'

- Town of East Fremantle
- Metropolitan Councils
- Regional Councils



The Town's highest performing areas were.

- Place to live
- Place to visit
- Marine facilities (boat ramps, jetties, etc)
- Waste management services
- Access to public transport

The biggest improvers were:

- Developed and communicated a clear vision for the area – up 13 points from 33 to 46.
- The Town has a good understanding of community needs – up 16 points from 27 to 43.
- Set the industry standard (benchmark) for its e-newsletter 66 points

In summary, the report identified the community would like the Town to focus on the following priorities:

- Streetscapes, trees and verges
- Safety and crime prevention
- Sustainable practices / climate change
- Footpaths and cycleways
- Playgrounds, parks and reserves
- Youth services and facilities
- Sport and recreation facilities and services
- Managing responsible growth and development
- Traffic management on local roads

Overall, the Town rate above the "Industry Standard" for 42 out 55 performance measures. In relation to those measures below industry standard, actions have been identified to attempt improvements in these areas.

The information contained within the survey report will be used to inform and assess the Town's performance against our Strategic Community Plan.

13.2.1 OFFICER RECOMMENDATION

That Council receives and notes the 2021 Community Scorecard Survey results.

13.2.2 2021 Corporate Business Plan Reporting

File ref	A/COM1
Prepared by	Gary Tuffin, Chief Executive Officer
Meeting Date	15 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. 2021 Corporate Business Plan Reporting table

Purpose

For Council to receive the Corporate Business Plan Progress Report.

Executive Summary

The Corporate Business Plan 2020-2024 contains a range of strategic and planning priorities which the Town proposes to deliver over the four-year period which and is aligned to the strategic direction and priorities set within the 10-year Strategic Community Plan 2021. It is intended that future reports will be provided on a quarterly basis.

It is therefore recommended that Council RECEIVES the:

Corporate Business Plan Progress Report for the period ending 1 July 2020 to 31 May 2021 which is shown as Attachment 1 to this Report

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 will drive the development of each local government's annual budget and through a process of continuous improvement, local governments should be better able to plan for and meet the needs of their communities.

The reporting element is the process by which local government informs the community and statutory bodies on its 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 current Corporate Business Plan was adopted by Council at a Special Council meeting held on the 30th June 2020.

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.

Policy Implications

Nil.

Financial Implications

All 2020-21 projects and programs in the Corporate Business Plan were included in the 2020-21 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 interest.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
No identified risk – information item only	Rare (1)	Minor (2)	Low (1-4)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'no news' item	Accept Officer Recommendation

Risk Matrix

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

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

Risk Rating	2
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

Strategic Priority 5: Leadership and Governance

Objective 5.1 - Strengthen organizational accountability and transparency

Site Inspection

Not applicable.

Comment

The Corporate Business Plan Progress Report provides information on progress against the milestones for the 2020-21 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.

The Corporate Business Plan Progress Report will provide a mechanism for tracking progress against milestones for major projects and programs.

The review has identified the following programs/projects at risk

1. Community Development Strategy by 30th June 2021
2. Age Friendly Strategy
3. Opportunities for additional shared services – currently Library & Recycle Centre, no new opportunities identified.
4. George Street Festival 2020 – cancelled due to COVID-19 restrictions
5. Development of a shared Business Hub – business community feedback, not supportive of concept, therefore, project was not pursued.
6. Commercial Centre Development Strategy. Scoping work prepared, to be undertaken in 2021/22.
7. Drainage works (Silas Street) – works have been incorporated into the Pipes for Perth Program (Water Corp) and will be delivered in 2021/22
8. Foreshore Management Plan (unexpected maintenance works on a section of the seawall near Swan Yacht Club) – design work currently been undertaken, construction to be undertaken during 2021/22. \$275,000 in draft 2021/22 budget allocated to seawall/erosion works.
9. Sustainability & Environment Project – Swimming Pool Cover Policy adopted. \$90,000 allocation to be transferred to Sustainability & Environment Reserve fund for future projects.
10. Urban Forest Strategy. Verge Policy and Guidelines, and tree planting resulting from \$78,000 Urban Canopy grant will form the basis for a strategy.
11. Major review of the Town's website – review placed on hold whilst SharePoint is further explored as an alternative.

13.2.2 OFFICER RECOMMENDATION

That Council receives and notes the 2021 Corporate Business Plan report.

CORPORATE BUSINESS PLAN REPORTING (2020/21)

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	Commencement Year	Status	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)	2020/21	⚠	\$ 107,290	\$ 96,460	Operating costs for Environmental Health Program	PEHO	<table border="1"> <tr> <td></td> <td>(2019/20)</td> <td>(2020/21)</td> </tr> <tr> <td>River samplings</td> <td>12</td> <td>35</td> </tr> <tr> <td>Asbestos Sampling</td> <td>5</td> <td>5</td> </tr> <tr> <td>Public Building inspections</td> <td>23</td> <td>20</td> </tr> <tr> <td>Food premises inspections</td> <td>96*</td> <td>76</td> </tr> <tr> <td>Foodsafe Audits</td> <td>8</td> <td>7</td> </tr> <tr> <td>Microbiocidal food samples</td> <td>0</td> <td>10</td> </tr> </table>		(2019/20)	(2020/21)	River samplings	12	35	Asbestos Sampling	5	5	Public Building inspections	23	20	Food premises inspections	96*	76	Foodsafe Audits	8	7	Microbiocidal food samples	0	10
					(2019/20)	(2020/21)																							
	River samplings	12	35																										
	Asbestos Sampling	5	5																										
	Public Building inspections	23	20																										
Food premises inspections	96*	76																											
Foodsafe Audits	8	7																											
Microbiocidal food samples	0	10																											
	\$ 45,500	\$ 17,255	Swimming Pool inspection program	EMRS	Number of Swimming pool inspected 300 out of 600 - inspection ongoing																								
				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	2020/21	✅	\$ 150,000	\$ 145,397	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	<p>Library services continues rate low as the Town does not have a Library 48/71</p> <table border="1"> <tr> <td></td> <td>(2019/20)</td> <td>(2020/21)</td> </tr> <tr> <td>Library membership</td> <td>2,862</td> <td>3,028</td> </tr> <tr> <td>total active members</td> <td>620</td> <td>756</td> </tr> <tr> <td>Toy Library membership (Families)</td> <td>19</td> <td>23</td> </tr> </table> <p>63 home deliveries to housebound people in the East Fremantle area.</p>		(2019/20)	(2020/21)	Library membership	2,862	3,028	total active members	620	756	Toy Library membership (Families)	19	23										
	(2019/20)	(2020/21)																											
Library membership	2,862	3,028																											
total active members	620	756																											
Toy Library membership (Families)	19	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	2019/20	⚠	\$ 660,100	\$ 449,836	HACC Program (as at 27/05/21) - Social support program 12,589 service hours - Transport 2,022 trips - individual support 1,403 hours - Centre meals 2,257 - COVID phone contacts 253 hrs	HACC	Meet required service hours in accordance with funding agreement																						
1.1.1.4 Continuation of Licence Agreement with the Museum of Perth for Dovenby House	Agreement terminated	✅	\$ 175,000	\$ 177,381	New HACC bus - delivered	EMCS	Client satisfaction with Transport Service																						
1.1.1.5 Continue service partnership with the Glyde In Community Learning Centre	2019/20	⚠	\$ 87,000	\$ 87,000	3yr funding agreement (2020-2023) The Glyde-In continues to provide a quality service through provision of an extensive range of adult learning courses	EMCS	Access to Education and training generally rated below the Industry Average - possibly due to the limited education facilities in the Town																						
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	2020/21	❌	\$ 15,000	\$ -	Draft RFQ has been developed for external consultants to be engaged to assist with strategy	CEO	Industry High for Place to live 90/90 Reasonable level of awareness of community services 77%																					
	1.1.2.2 Prepare and implement an Age Friendly Strategy	2020/21	❌			RFQ to be drafted	CEO	General theme for more youth services & improved access for disabled Aged care overall rated reasonably well above the Industry Average (58/54)- Knowledge of services could be increased (54%)																					
	1.1.2.4 Implement activities as per the Disability Access and Inclusion Plan	2020/21	⚠	\$ -	\$ -	Updated/revised Plan 2020-2025 presented to Council August 2020 Identified activities and improvements to be undertaken across the organisation	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																					
	1.1.2.5 Develop a Reconciliation Action Plan and implement priority actions	2020/21	⚠	\$ 35,000	\$ 3,468	Cultural awareness training undertaken by all staff and Elected Members Reconciliation Action Working Group formed Draft Reconciliation Action Plan (Reflect) forwarded to the Reconciliation Australia on March 2021. Yet to receive formal endorsement	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	Commencement Year	Status	Budget	Actual	Quarterly Comments	Responsible officer	Measures
1.2.1: Provision of adequate facilities to support healthy and active lifestyles	1.2.1.1 Prepare and implement the Preston Point Road North Recreation Facility Master Plan (PPMP)	On-going	✅	\$ 150,000	\$ 126,449	Preston Point Oval resurfaced & reticulation upgrade completed	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
	1.2.1.2 Implement actions from the Recreation and Community Facilities Strategy	On-going	✅			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	On-going	⚠	\$ 53,000	\$ -	Asset Management Plans incorporated into Strategic Resource Plan & Asbestos Management Report 2020	EMCS	Excluding Youth, generally facilities rated just above the Industry Standard
			⚠	\$ 40,000	\$ 4,423	Lee Park - Bore Renewal, delayed due to bore licence issues	EMTS	Playgrounds, Parks & Reserve rated just below the Industry Standard at 67/68
			✅	\$ 30,000	\$ 29,985	Electrical - Lighting/Bore - Wauhop Park	EMTS	Completion of works within Budget
		✅	\$ 74,100	\$ 74,217	Cliff Management - Niergarup Track	EMTS	Completion of works within Budget	
		✅	\$ 29,200	\$ 29,179	Footpath - Stratford Street - complete, not paid	EMTS	Completion of works within Budget	
		⚠	\$ -	\$ -	EF Junior Football Club - Install Floodlighting	EMTS	Completion of works within Budget	
		⚠	\$ -	\$ -	Annual Playground Safety Audit	EMTS	Audit to be undertaken	

1.2.2: Activate inviting open spaces that encourage social connection across all ages	1.2.2.1	Develop and implement a Business Case for the revitalisation of the East Fremantle Oval Precinct	2020/21		\$ 270,143	\$ 234,400	s3.59 business case developed and adopted by Council April 2021 RFQ for Client lead role prepared, tendered & appointed June 2021	CEO	Identified as a priority community project in CSC & SCP Completed 100% schematic design Secured \$20 million funding commitment from State Government Complete project on Time & within Budget
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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	Prepare/update and implement Community Safety and Crime Prevention Plan	2021/22	NC	\$ 105,000 \$ 91,893	No work undertaken - State Program no longer exists However, in light of the recent Community feedback, further consideration should be given to this area Street Lighting	CEO Identified in the most recent SC as lacking... a perception more lighting is needed
	1.3.1.2	Partner with neighbouring local governments and state agencies to promote community health and safety				Refer to 1.1.1.1	PEHO No specific CSS measure against this item
	1.3.1.3	Provide effective regulatory (ranger) services and associated community education	On-going		\$ 20,600 \$ 28,267	Law Order & Safety	Rangers Not directly assessed - loosely falls within Crime & Safety
					\$ 30,900 \$ 26,336	Animal Control	Animal Management rated just above the Industry Standard at 58/55 Monthly statistics provided to EMs
	1.3.1.4	Review the Emergency Management Plan	On-going		\$ 1,000 \$ 264	The Town has formed a joint LEMC & LEMA with the City of Fremantle Enacted BCP due to Global Coronavirus Pandemic (COVID-19) Numerous BCP meetings were held during the FY 2020/21	CEO Natural Disaster Management scored below the Industry Standard 52/57 and general awareness in this area was very low 40%
1.3.2: Facilitate opportunities to develop community connections through events and celebrations	1.3.2.1	Provide / facilitate grants for community led initiatives	Ongoing		\$ 8,000 \$ 643	Community Assistance Grants	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	On-going		\$ 8,500 \$ 6,758	Inaugural "Youth Meet Up" held 18/04/21 Information gathered from event to be used to develop Youth Strategy	EO Slight decline in this measure, however, still above the Industry standard 59/54
	1.3.2.3	Investigate shared activity opportunities with neighbouring local governments	On-going			Actively participant in SWG discussions regarding possible shared services - no service identified yet.	All No specific CSS measure against this item
1.3.3: Enrich identity, culture and heritage through programs, events and celebrations	1.3.3.1	Implement the 4-year public art program in line with the Public Arts Strategy	2020/21		\$ 95,000 \$ 27,091	Silas Street Roundabout, sculpture commissioned, art agreement executed, engineering design work currently underway	EO Festivals, events art & Culture activities rated below the industry standard 59/64
	1.3.3.2	Deliver the East Fremantle George Street Festival	2020/21			Cancelled for 2020 (COVID-19)	EO As above
			2021/22		\$ 10,000 \$ 6,409	Arrangements are in place for the 5th December 2021 - new additional Budget 2021/22 allocation	EO
	1.3.3.3	Prepare and implement an Annual Calendar of Events	Annually			Annual Calendar of Events developed 2021 - George Street Festival - Pioneers Annual Lunch - NAIDOC Week	EO As Above
	1.3.3.4	Facilitate the attraction of public events	On-going			Sponsored the Highway to Hell concert No other events held due to COVID-19	EO As above
	1.3.3.5	Undertake local heritage survey	2020/21		\$ 40,000 \$ -	Received \$20,000 (DPLH) in funding to undertake heritage survey work reassess Cat C homes & create new Heritage Precincts (Plympton & Woodside) RFQ released May 2021 to undertake Heritage Survey works Heritage Consultant appointed June 2021	EMIRS Heritage preservation rated just above the Industry standard at 61/59 Undertaken project within Budget(\$40k) & set timeframe (December 2021)
	1.3.3.6	Continue to promote the Town's culture and heritage	On-going			East Fremantle Heritage Trail Map re-printed, promotion continues	EO As above
1.3.3: Facilitate community group capacity building	1.3.4.1	Fund annual Community Assistance Grants Program	On-going			Community Engagement Officer developed and distributed Club kits to all community & sporting groups in Town	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	Commencement Year	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	On-going	ⓘ	\$ 15,000	\$ 1,012	Communication of opportunities via email through “Business List” and “Group/Club List”, with personalised facilitation undertaken with those organisations who register an interest Expansion of the Business List to include commercial properties in order to engage property owners	EO 37 local businesses completed the survey Place to operate a business rated just above the industry standard 72/70
	2.1.2.1 Investigate the development of business hubs and shared offices spaces	To be removed	✘			During the recent review of the SCP, it was recommended by the businesses that attended the workshop that this initiative be dropped.	CEO No specific measure against this item
	2.1.3.1 Maintain strong relationships with business community	On-going	ⓘ			Previously facilitated quarterly Business-to-Business Networking sessions, however, due to low participation these have been discontinued - moved to “Here to Help” model	EO No specific measure against this item

Objective 2.2: Continue to develop and revitalise local business activity centres





STRATEGY	ACTIONS	Commencement Year	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	On-going	✔			Bi-annual and annual reports submitted	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	On-going	ⓘ	\$ 199,300	\$ 163,722	Statistics included in monthly reports to Council	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 Prepare and implement a Commercial Centre Development Strategy		✘	\$ 107,000	\$ 10,205	Awaiting Department of Planning, Lands & Heritage advice with regards to preferred timing	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	Commencement Year	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	2020/21	 NC NC NC			Major planning developments include;	Managing responsible growth & development rated above the Industry standard at 56/49 - Industry High 59	
						Royal George (AMD 15) - DA Lodged with the SDUA May 2021	EMRS	DA lodged with SDAU
						Woodside - DA under development	EMRS	DA not yet lodged
						Roofing 2000 (Amd 14) - proposal with SDRP	EMRS	DA not yet lodged
						Leeuwin Barracks	CEO/EMRS	Project on hold, subject to National Defence review
3.1.2: Plan for a mix of inclusive diversified housing options	3.1.2.1 Review and adopt the Local Planning Strategy (LPS)	2020/21		\$ -	\$ -	Draft LPS has been reviewed by the Department of Planning, Lands & Heritage and a series of modifications were requested. DPLH to provide further feedback or endorsement	EMRS	"Access to housing that meets your needs" rated above the Industry Standard at 61/57

Objective 3.2: Maintaining and enhancing the Town’s character

STRATEGY	ACTIONS	Commencement Year	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 and implement major review of the Town Planning Scheme (TPS)	2020/21				Awaiting finalisation of 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			Preparation undertaken, actions to be initiated	EMRS	As above		
						3.2.1.3 Implement the Bushfire Management Plan	2020/21		\$ -	\$ -	Mitigation works undertaken in bushfire prone areas	EMTS	No specific measure against this item
						3.2.1.4 Develop and implement Heritage Precincts	2020/21		\$ -	\$ -	Heritage Precinct status implemented for George Street	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	Commencement Year	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	On-going	 	\$ 104,181	\$ 9,883	Drainage Works (Silas Street) - work has been incorporated into the Water Corps "Perth Pipes" program - will be undertaken during 2021/22	EMTS	Marine Facilities set Industry high 71/71					
						Footpath Repairs			Community Buildings & Halls rated below the Industry 55/62				
3.3.2 Optimal management of assets within resources capabilities	3.3.2.1 Implement the 15 year capital works program in line with integrated strategic planning	On-going	 	\$ 375,000	\$ 265,426	Completion of Riverside Road project	EMTS	Road maintenance rated above the Industry Standard at 59/52					
						Retaining Walls	EMTS	Footpaths & Cycleways rated just above the Industry Standard 55/52					
						3.3.2.2 Review of suitability and utilisation of light and heavy fleet	2020/21		\$ -	\$ -	Plant replacement to be deferred by 12 months to 2021/22	EMTS	No specific measure against this item
							2020/21				Review and update plant replacement policy	EMTS	Amended policy to be presented to Council at the June OCM
	3.3.2.3 Develop and implement proactive asset maintenance schedules	2020/21				Service Level Review undertaken by CORE - Implement recommendations	EMTS	Formal maintenance program to be provided by 30 June 2021					
	3.3.2.4 Ongoing optimisation of Council assets in accordance with Asset Management Plans	2020/21				Capital works identified in accordance with the various Asset Management Plans	EMTS	Annual capital works program to be completed by 30th June 2021					
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	2020/21				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 South West Group	On-going		\$ 50,000	\$ 38,503	Contribution to South West Group Operating expenses 2020/21	CEO	Attendance at SWG meetings Funding secured for the Fremantle Traffic Bridge replacement - IA submission
						3.3.3.3 Prepare and implement the Integrated Traffic Management and Movement Strategy	2020/21		\$ 87,560	\$ 59,119	Strategy completed May 2021 - majority of expenditure incurred 2019/2020 Implementation of recommendations to occur 2021/22	EMTS	Traffic Management rated below the Industry Standard 54/56 and has been identified as a priority area A draft Implementation Plan has been developed

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	Commencement Year	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	2020/21	✘	\$ 59,100	\$ 9,021	Unexpected maintenance work to be undertaken near Swan Yacht Club seawall	EMTS Management of Foreshore & River rated above Industry Standard at 65/60 Engineer design currently being undertaken, work to be completed 2021/22
		2020/21	!	\$ 15,724	\$ 9,484	Foreshore maintenance & bush restoration	EMTS On-going revegetation program in conjunction with DBCA
	4.1.1.2 Continue to partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore	2020/21	✓	\$ 110,000	\$ 80,864	Headland works, river clean-ups and links to other relevant plans Submitted annual grant (DBCA) for erosion control works 2021/22	EMTS Riverside Clean-up 300kgs of waste collected, compared to 400kgs the prior year
4.1.2: Plan for improved parks and reserves	4.1.2.1 Prepare & Implement the Urban Streetscape and Public Realm Style Guide	On-going	✓	\$ -	\$ -	Urban Streetscape and Public Realm Style Guide - completed	EMRS Refer to 3.1.3.1
	4.1.2.2 Install Town entry statements and branded park signage	2019/2020	✓			Installed May 2020	CEO/EMTS No specific measure against this item
	4.1.2.3 Investigate opportunities for activating public open spaces	On-going	!			Refer to Action 1.3.2.1 and liaison with local organisations to encourage use of POS for events / activities	EMRS No specific measure - some comments in CSC included Provide more public toilets within reasonable walking distance, more trees (Shade), More Dog friendly spaces

Objective 4.2: Enhance environmental values and sustainable natural resource use

STRATEGY	ACTIONS	Commencement Year	Status	Budget	Actual	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	On-going	!	\$ 395,000	\$ 329,382	FOGO Collection & Disposal costs - Rollout completed to 95% of residential properties	SWO 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
				\$ 185,000	\$ 151,097	Recycling Collection & Disposal costs (Yellow bin)	EMTS/SWO Bin tagging program delivered to 3/4 of the Town & Waste Audit program
				\$ 222,000	\$ 163,677	General Waste Collection & Disposal (red bin)	EMTS/SWO 10 Community Waste Education session held
				\$ 24,200	\$ 23,566	Commercial bins - collection & disposal	EMTS
				\$ 237,600	\$ 207,591	SMRC Overheads charge	EMTS Already have met State Waste Avoidance & Resource Recovery Strategy 2030
				\$ 26,700	\$ 20,175	Street & Parks bins	EMTS Target of 65% waste diversion rate by 2020, Current diversion rate 67%
				\$ 19,000	\$ 10,565	Alexandra Rd - Special service	EMTS Increase recovery rate to 70% by 2025
				\$ 20,000	\$ 14,418	Cockburn tip pass	EMTS
				\$ 80,000	\$ 86,987	Bulk Verge Collection services	EMTS 164 mattresses, up from 82 last year Hard Waste 61 tonnes down from 91 tonnes the prior year Green waste 141 tonnes down from 203 tonnes the prior year
				4.2.1.2 Partner with the City of Fremantle to provide free community access to the Fremantle Recycling Centre	On-going	✓	\$ 87,000
4.2.1.3 Ongoing implementation of the Regional Waste Strategy	2020/21	✓			Waste Strategy developed in-house and adopted by Council at the December 2020 OCM	PEHO Perhaps suggesting more effort is needed to promote the Town’s Waste Services	
					Entered into a long term Waste to Energy Contract with AVERTAS - January 2021 OCM	CEO Expected completion date for construction October 2021	
					Sustainability Events Policy & Kit adopted August 2020	SWO	

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

STRATEGY	ACTIONS	Commencement Year	Status	Budget	Actual	Quarterly Comments	Measures
4.3.1: Improve systems and infrastructure standards to assist with mitigating climate change impacts	4.3.1.1 Investigate further climate change and mitigation initiatives	2020/21	✓			Formed a Climate Action Reference Group (CARG) 7 Strategic Objectives developed & advertised for comment April 2021	SWO As above in 4.1.3.1 - CSC comments: "Insufficient action taken, lack of information, and poor comms regarding climate change" Development of Sustainable Events Policy & Sustainable Events Kits Recyclable items (Batteries, Light globes, Mobiles, printer cartridges, bottle tops, Aerosols) collected at the Town Hall totalling 336kgs
		On-going	✘	\$ 80,000	\$ 90,000	Established a Sustainability & Environmental Projects Reserve - \$80k to be Transferred in 2020/21	Conservation & Environmental management rated just below the Industry Standard 56/57
	4.3.1.2 Develop and implement Urban Forest Strategy	2020/21	✘			No work commenced on this project	EMRS
				\$ 212,746	\$ 151,102	Annual Street Tree program (Maintenance)	Planted 130 trees (2020/21), compared to 91 last year (2019/20) Successful grant application - WALGA Urban Canopy Grant Program of \$78,000 (400 trees to be planted in 2021/2022)
				\$ 70,797	\$ 23,000	Annual Tree planting program	Planted 130 trees (2020/21), compared to 91 last year (2019/20)
		✓	\$ 57,227	\$ 46,863	Annual Tree watering program		
4.3.1.3 Register as a Water Wise Council and implement water wise initiatives	2020/21	✓			Registration complete and related reporting underway Developed & Adopted a Waterwise Verge Policy & Guidelines - May 2021 OCM	SWO Maintained Waterwise accreditation 2021 Developed new Verge Treatment Policy & Verge Greening Guidelines Developed and adopted Waterwise Pool & Spa Cover Policy	
					Working towards Waterwise Gold endorsement	SWO	
4.3.1.5 Investigate opportunities for capital investment into energy efficient solutions	2020/21	✓	\$ 10,000	\$ -	Allocation transferred to S & E Reserve	SWO As above in 4.1.3.1 - comments like Insufficient action taken, advocate for renewable energy, solar power	

Leadership and Governance - A proactive, approachable Council which values community consultation, transparency and accountability

Objective 5.1: Strengthen organisational accountability and transparency

STRATEGY	ACTIONS	Commencement Year	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	On-going		\$ 40,000	-\$ 904	Annual (OAG) Audit signed off 22/12/20	EMCS Unqualified audit received for 2019-2020 & No significant issues recorded in the Annual Compliance Return
				\$ 25,000	\$ -	Internal Audit Projects completed in house	EMCS Internal Audit Reports and presented to the Audit Committee on a periodic basis
						Prepared & adopted Governance Framework 2021	CEO Rated above the Industry standard for governs local area 60/55
	5.1.1.2 Review the Policy Manual & Delegations	Annually				Policy review undertaken, endorsed 17 September 2020 Also Delegated Authority Register reviewed and endorsed April 2021 OCM	CEO Reviews undertaken
	5.1.1.3 Review the ICT Plan and IT Disaster Recovery Plan	2020/21		\$ -	\$ -	Tested annually	EMCS Updated & Tested annually
				\$ 250,000	\$ 271,291	Strategic ICT Plan being reviewed and updated July 2021 Computer support & licences	EMCS No business (ICT) interruption experienced - Nil recorded to date
	5.1.1.4 Maintain the Strategic Risk Register	On-going				Reviewed by the Audit Committee Prepared and Adopted Risk Framework 2021	EMCS CEO Identified Reg 17/ FMR risks actioned No major risk events experienced - Nil recorded to date
5.1.1.5 Implement the Internal Audit Plan	2021/22				Audit Committee Resolution to submit a rsk-based Internal Audit Work Plan to the December 2021 Meeting	EMCS Requisitions audit for purchases over \$5k General Computer Controls	
5.1.1.6 Implement Record Keeping Plan	2018/19				Reviewed and approved (State Records Office) 2018, 5 year Improvement Plan (to 2023)	EMCS New Records Management Plan endorsed	
5.1.2: Ensure effective engagement with community and stakeholders	5.1.2.1 Undertake a Community Perception Survey	2020/21		\$ -	\$ -	Community Perceptions Scorecard completed - May 2021	CEO Council's leadership rated above the Industry Standard 57/50
	5.1.2.2 Develop and implement a Communications & Engagement Strategy	2020/21		\$ 70,000	\$ 18,359	Communications and Engagement Strategy 2020-2024 adopted by Council 18th August 2020	CEO "Developed and communicated a clear vision" improved significantly to 46, with the Industry standard at 34
						Comms & Engage Strategy implementation reports provided monthly to Council forums	MCO "Community consultation" rated above the Industry Standard at 55/46, interestingly down 5 points from the last survey
						Regular Facebook, LinkedIn, Instagram postings and press releases	MCO "Social media presence" rated above the Industry Standard 57/53 2,925 Facebook members, up from 2,302 Dec 2019 Instagram (new) 1,038 followers LinkedIn followers of 504, up from 276 Dec 2019
						E-newsletter produced monthly & 4 hard copy newsletters	MCO Hold industry Standard for "community e-newsletter" (2021 CSC) However, printed newsletter was just below the Standard at 63/64 E-news subscribers 2,396, up from 1,300 Dec 2019
						Website upgrade	MCO The Town's Website rated above the Industry Standard at 64/57 5,177 website views per month
5.1.3.1 Develop Service Team Plans for all Business Units	On-going				Draft Department Service Plan for the Office of CEO Draft Service Team Plan (activity based) prepared for Corporate Services.	Exe Group Customer Service rated equal to the Industry standard at 61/61 A drop of 4 out of 5 measures was recorded, the largest decreases in Courteous (80 to 73), Knowledgeable 66 to 60, & Responsive 64 to 57.	
5.1.3.2 Review current service partnerships and opportunities for shared services (Library, Rangers, Youth, Engineering)	On-going				Library (1.1.1.2) & Recycle Centre (4.2.1.2) with City of Fremantle	Exe Group New 5 year Service (Funding) Agreement with the City of Fremantle (August OCM 2020).	
					Animal Care with City of South Perth	Rangers	
5.1.3.3 Develop and implement Business Improvement Plan	2021/22	NC	\$ -	\$ -	Business Plan to be prepared assessing options for ERP replacement	EMCS	
					Implement Operations Department Review recommendations	EMTS Implemented minor realignment - appointed EMTS & Supervisor Assets and Infrastructure Developed an Ops Review implementation schedule Established maintenance schedules - Parks & Reserves Established maintenance schedule - Engineering services Reviewed a number of services contract - established term contracts to ensure compliance with Purchasing Policy & Regs. Review and created a new customer service matrix - roles & responsibilities	

Objective 5.2: Proactively collaborate with the community and other stakeholders

STRATEGY	ACTIONS	Commencement Year	Status	Budget	Actual	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 Effective regular communication with the community in accordance with Communication Plan			\$ -	\$ -		Refer above 5.1.2.2
						Actively participated in both groups, including attendance at meetings	CEO The Town was represented at all meetings
	5.2.1.2 Retain membership of the South West Group (SWG) and Southern Metropolitan Regional Council (SMRC)	On-going				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
					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	Maintain working relationships with key stakeholders and actively advocate on behalf of the community	On-going	✓		Lobbied State Government for \$20 million funding commitment for EF Oval Project	CEO	Advocacy & Lobbying on behalf of the community rated above the Industry Standard at 56/50
		On-going	✓		Maintained positive relationships with State and Federal Members	CEO	The Town Listens to & Respects Views was rated just above the Industry Standard 35/32
		2020/21	✓		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 Maintain the Workforce Plan in accordance with other Strategic Plans	On-going	⚠		Review & update currently in progress	CEO/HR	Staff turnover for past 12 months _____ Employee numbers _____(2020/21) compared to _____2019/20
		2020/21	✓		Elected Member & CEO Training & Personal Development Policy, adopted May 2020	CEO	Elected member training provided (3)
		2020/21	⚠	\$ 36,000 \$ 8,150	Series of professional development sessions provided to EMs	CEO	Staff training provided for the past 12 months _____
		2020/21	✓	\$ 35,000 \$ 27,447	Training undertaken including Governance, Cultural Awareness and Legal / Legislative training	CEO	22 Online courses developed, and _____ completed by staff
		2020/21	✓		Learn Rite (in-house) online training provided to all staff	HR	OSH Committee formed , meets monthly Online OHS/WHS training provided to all staff
	5.3.1.3 Foster a healthy and safe workplace	On-going	✓		OSH Audit (Worksafe plan) undertaken April 2021 - 3 steps to safety	HR	Number of workplace incidence _____(2020/21) compared to _____2019/20 OSH Audit Results - April 2021 (overall 89% achievement) Management Commitment 88% Planning 83% Consultation & Planning 94% Hazard Management 81% Training & Supervision 100%
		2020/21	✓		In person contractor inductions undertaken & Online induction introduced	EMTS/HR	Inductions provided to 15 Contractors (in-person) and 5 online so total inductions 20
	5.3.1.4 Demonstrate sound financial planning and management	2020/21	✓		Corporate Business Plan to be reviewed annually	CEO/EMCS	"Value for Money from Council Rates" scored above the Industry Standard at 51/44
		2020/21	⚠	\$ - \$ -	Strategic Resource Plan (Long term Financial Plan) updated annually (next June 2021)	EMCS	
	5.3.2: Improve organisational systems with a focus on innovation	5.3.2.1 Maximise online functionality for Council systems and services	2020/21	⚠	\$ 30,000 \$ -	Automate meeting agenda & minutes - via software solution	EAs
			⚠		Continual review and refinement of E Services		Coordinator Customer Service to provide a quarterly report on the number of people using E Services
		2020/21	✓	\$ - \$ -	Implementation of the new payroll system - Definitiv	EMCS	Processing time efficiency gained increased staff satisfaction with electronic timesheets, leave requests & direct access to records
		2020/21	⚠	\$ 15,000 \$ -	Introduced SharePoint intranet site for Elected Members	CEO	Reduction in number of paper copies for Council & Committee agendas
		2020/21	✗	\$ - \$ -	Major review of Town's website functionality & updates	MCO	Placed on hold whilst further review of SharePoint as possible alternative solution - 2021/22 project
		2020/21	✓		In person & online contractor inductions developed in conjunction with LGIS.	EMTS/HR	Number of Contractor inductions undertaken in person ____ Number of Online induction _____
5.3.2.2 Fully implement the Customer Service Charter and Customer Service Policy (and associated procedures, workflow, and management reporting)		On-going	⚠		Implementation continues monthly customer service reports provided to staff processing mapping commenced	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
5.3.2.3 Continuous review and improvement of policies, systems and procedures		⚠		Review of Administration policies annually	CSO	Introduced Softphone app to allow staff to work from home	

At Risk
On track
Complete

13.2.3 Corporate Business Plan – Annual Review

Applicant	Town of East Fremantle
File ref	A/RSCP
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	15 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Town of East Fremantle Corporate Business Plan 2021-2025

Purpose

In adopting its Annual Budget, Council must consider its Strategic Community Plan and Corporate Business Plan under section 5.56 of the *Local Government Act 1995*. Council is requested to adopt the Corporate Business Plan 2021-2025.

Executive Summary

A local government's Corporate Business Plan outlines the organisation's key initiatives and activities to achieve delivery of their Strategic Community Plan. The Corporate Business Plan converts the Strategic Community Plan into action through the adoption of the Annual Budget.

Background

Council adopted the Town of East Fremantle Strategic Community Plan 2020-2030 at its Ordinary Meeting of 8 December 2020.

Some of the Objectives and Strategies in the revised Strategic Community Plan were amended, resulting in the requirement to update the Corporate Business Plan to reflect these priorities.

Council also received a presentation on the Community Scorecard at a Workshop on the 12 May 2021. One of the recommendations stemming from this community engagement process was to review the Corporate Business Plan to reflect the community's current priorities:

- Streetscapes, trees and verges
- Safety and crime prevention
- Sustainable practices and climate change
- Footpaths and cycleways
- Playgrounds, parks and reserves
- Youth services and facilities
- Sport and recreation facilities and services
- Managing responsible growth and development
- Traffic management

Statutory Environment

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of the district. The requirements are prescribed in Regulation 19DA of the *Local Government (Administration) Regulations 1996*, which requires the preparation and adoption of a Strategic Community Plan and a Corporate Business Plan.

Local Government Act 1995

Section 5.56(1) & (2) – requires that each local government is ‘to plan for the future of the district’, by developing plans in accordance with the regulations.

Local Government (Administration) Regulations 1996

Section 19DA – Corporate business plans, requirements (Act s.5.56)

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to –*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Policy Implications

The Department of Local Government has developed an Integrated Planning and Reporting Advisory Standard.

Financial Implications

To ensure the delivery of the Corporate Business Plan, appropriate financial and human resources are to be allocated in the Annual Budget.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency.

5.3 Strive for excellence in leadership and governance.

Site Inspection

Not applicable.

Comment

The Town's Corporate Business Plan 2021— 2025, together with the Strategic Community Plan 2020 – 2030, is East Fremantle's Plan for the Future. It has been prepared to achieve compliance with the *Local Government (Administration) Regulations 1996* and is deemed to meet the requirements of the Department of Local Government, Sport and Cultural Industries Framework and Guidelines for Integrated Planning and Reporting.

In relation to the priorities raised in the Community Scorecard, the following actions have been assigned in the Corporate Business Plan:

Priority	Action
<ul style="list-style-type: none"> Streetscapes, trees and verges 	4.1.3.1 Continue with annual street planting program. 4.3.1.2 Undertake a tree audit to determine requirements for tree plantings and tree replacement. 3.1.3.1 Implement a Verge Policy and Urban Streetscape Guidelines. 4.1.2.1 Prepare and implement an Urban Streetscape and Public Realm Style Guide.
<ul style="list-style-type: none"> Safety and crime prevention 	1.3.1.1 Undertake an assessment of CCTV options for community hotspots. 1.3.1.2 Partner with neighbouring local governments and state agencies to promote community health and safety.
<ul style="list-style-type: none"> Sustainable practices and climate change 	4.1.1.1 Ongoing implementation of the Foreshore Management Plan subject to funding. 4.1.1.2 Continue to partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore. 4.2.1.1 Implement Food Organics and Green Organics (FOGO) waste collection and disposal services. 4.2.1.2 Partner with the City of Fremantle to provide free community access to the Fremantle Recycling Centre. 4.2.1.3 Ongoing implementation of the Regional Waste Strategy. 4.3.1.1 Investigate further climate change and mitigation initiatives. 4.3.1.3 Implement actions under the Climate Emergency Strategy
<ul style="list-style-type: none"> Footpaths and cycleways 	3.3.1.1 Maintain and implement current Asset Management Plans. 3.3.1.4 Develop and implement proactive asset maintenance schedules. 1.2.1.3 Provide community facilities and infrastructure in line with asset management planning.
<ul style="list-style-type: none"> Playgrounds, parks and reserves 	3.3.1.1 Maintain and implement current Asset Management Plans. 3.3.1.4 Develop and implement proactive asset maintenance schedules. 1.2.1.3 Provide community facilities and infrastructure in line with asset management planning.
<ul style="list-style-type: none"> Youth services and facilities 	1.1.2.1 Prepare and implement the Community Development Strategy. 1.3.2.2 Encourage youth and general community engagement and participation.

	1.2.1.3 Provide community facilities and infrastructure in line with asset management planning.
<ul style="list-style-type: none"> Sport and recreation facilities and services 	1.2.1.1 Implement the Preston Point Road North Recreation Facility Master Plan subject to funding. 1.2.1.2 Implement actions from the Recreation and Community Facilities Strategy subject to funding. 1.2.2.1 Undertake the redevelopment of the East Fremantle Oval Precinct subject to budget parameters.
<ul style="list-style-type: none"> Managing responsible growth and development 	3.1.1.1 Actively represent the local community in relation to any major planning development projects. 3.1.2.1 Review and adopt the Local Planning Strategy. 3.2.1.1 Finalise, advertise and implement major review of the Town Planning Scheme. 3.2.1.2 Review Local Planning Policies – Residential Design Guidelines. 3.2.1.4 Develop and implement Heritage Precincts.
<ul style="list-style-type: none"> Traffic management 	2.2.1.2 Undertake regular and frequent parking patrols to ensure parking availability and turnover in the Town Centre and George Street. 3.3.2.3 Prepare and implement the Integrated Traffic Management and Movement Strategy.

13.2.3 OFFICER RECOMMENDATION

That Council adopt the Town of East Fremantle Corporate Business Plan 2021-2025.



TOWN *of*
EAST FREMANTLE



Our Vision

*Inclusive
community and
lifestyle, balancing
growth and
sustainability*



Corporate Business Plan 2021-2025

Endorsed: 30 June 2021



TOWN *of*
EAST FREMANTLE



The Town of East Fremantle acknowledges the Whadjuk Nyoongar people as the traditional custodians of this land on which we govern and pays respect to Elders past, present and emerging.

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Message from the Mayor & Chief Executive Officer

The Town of East Fremantle is proud to present our Corporate Business Plan 2021–2025, which details how we will deliver on the objectives and strategies set in our long-term planning document, the Strategic Community Plan 2020–2030.

The Corporate Business Plan 2021–2025 lists actions, services and projects in five focus areas:

- Social: “A socially connected, inclusive and safe community.”
- Economic: “Sustainable, “locally” focused and easy to do business with.”
- Built Environment: “Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces.”
- Natural Environment: “Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.”
- Leadership and Governance “A proactive, approachable Council which values community consultation, transparency and accountability.”

The Town remains committed to continuous improvement, and that current service delivery standards are well received by our community. The 2019 Community Perceptions Survey revealed our performance across 39 areas had improved in two years, rating the Town as the second-highest performing local government in the MARKYT Industry index. Building on these gains, over the next four years, the Town will improve our overall efficiency and effectiveness in customer services through a mix of technological enhancements, innovations and process improvements and we will track our progress through meaningful and transparent performance measures.

An independent review of the Town’s Operations Department has recommended improvements that will be actioned as a priority in the coming year. Despite our small size, our Town has developed with our community ambitious plans for the redevelopment of key assets including the recreation precinct at Preston Point Road, and East Fremantle Oval. Plans for both projects are nearing finalisation and the Town will be working closely with government partners and others to source the funding for their delivery.

We present this Corporate Business Plan 2021–2025 as an important part of our overall ‘Plan for the Future’ and with effective forward planning, hard work and consistent service delivery, the future continues to shine brightly for the Town of East Fremantle.

Jim O’Neill
Mayor

Gary Tuffin
Chief Executive Officer

Our Values

Town of East Fremantle Elected Members and employees are committed to achieving outcomes in the RITE way.

Respect	Integrity	Teamwork	Empathy
Being courteous at all times and valuing the views and opinions of others by having due regards to their rights and responsibilities.	Holding oneself to consistent standards exemplified by being honest and having a strong moral code, upholding the reputation of the organisation.	Working together to achieve agreed outcomes by building and sustaining a high performance work environment underpinned by trust and commitment.	Willing to develop an understanding of someone’s concerns and consider their needs and feelings in working with them to address work related issues and solve problems.

Town of East Fremantle Ward Map



Meet your Local Representatives

<p>Mayor Jim O'Neill</p> <p><i>Mayor 2017 - 2021</i></p>	<p>72 Allen Street East Fremantle WA 6158 0413 211 873 mayor.oneill@eastfremantle.wa.gov.au</p>	
<p>Councillor Jenny Harrington</p> <p>Deputy Mayor <i>Councillor 2017 - 2021</i> <i>Plympton Ward</i></p>	<p>31 Allen Street East Fremantle WA 6158 0418 911 777 cr.harrington@eastfremantle.wa.gov.au</p>	
<p>Councillor Tony Natale</p> <p><i>Councillor 2019-2023</i> <i>Preston Point Ward</i></p>	<p>4 Woodhouse Road East Fremantle WA 6158 0419 929 825 cr.natale@eastfremantle.wa.gov.au</p>	
<p>Councillor Andrew McPhail</p> <p><i>Councillor 2017 - 2021</i> <i>Richmond Ward</i></p>	<p>11 Angwin Street East Fremantle WA 6158 0412 936 772 cr.ajmcphail@eastfremantle.wa.gov.au</p>	
<p>Councillor Dean Nardi</p> <p><i>Councillor 2019-2023</i> <i>Richmond Ward</i></p>	<p>120 Marmion Street East Fremantle WA 6158 (08) 9339 5632 cr.nardi@eastfremantle.wa.gov.au</p>	
<p>Councillor Michael McPhail</p> <p><i>Councillor 2017 - 2021</i> <i>Preston Point Ward</i></p>	<p>78 East Street East Fremantle WA 6158 0404 979 273 cr.mcphail@eastfremantle.wa.gov.au</p>	
<p>Councillor Cliff Collinson</p> <p><i>Councillor 2019-2023</i> <i>Plympton Ward</i></p>	<p>48 King Street East Fremantle WA 6158 (08) 9339 6452 cr.collinson@eastfremantle.wa.gov.au</p>	
<p>Councillor Tony Watkins</p> <p><i>Councillor 2017 - 2021</i> <i>Woodside Ward</i></p>	<p>63 Irwin Street East Fremantle WA 6158 0427 980 907 cr.watkins@eastfremantle.wa.gov.au</p>	
<p>Councillor Kerry Donovan</p> <p><i>Councillor 2019-2023</i> <i>Woodside Ward</i></p>	<p>3A Oakover Street East Fremantle WA 6158 0407 985 832 cr.donovan@eastfremantle.wa.gov.au</p>	

Integrated Planning and Reporting

All Western Australian local governments are required to prepare a Plan for the Future for their district, comprising of two key strategic documents, a Strategic Community Plan and a Corporate Business Plan, which the local government is required to have regard for when forming its annual budget.

This Corporate Business Plan 2021-2025, together with the Strategic Community Plan 2020 - 2030, is the Town of East Fremantle’s Plan for the Future.

Under Local Government (Administration) Regulations 1996 Regulation 19DA (3), a Corporate Business Plan is to:

- a) set out, consistent with any relevant priorities included in the Strategic Community Plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

In the preparation of the annual budget, the local government is to have regard to the contents of the Plan for the Future in terms of Section 6.2(2) of the Local Government Act 1995.

The development of the Plan has also been influenced by the Department of Local Government and Sport and Cultural Industries Framework and Guidelines for Integrated Planning and Reporting.

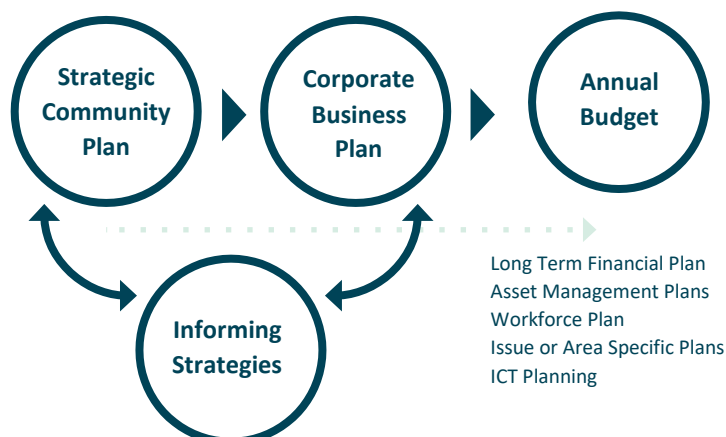
Strategic Community Plan

The Strategic Community Plan is Council’s principal 10-year strategy and planning tool, guiding the remainder of the Town’s strategic planning. Community engagement is central to the Strategic Community Plan.

The Town of East Fremantle community had a strong involvement and voice in the development of the Strategic Community Plan 2020-2030. The community were invited to share their vision, aspirations and objectives for the future of the Town of East Fremantle, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

This information provided a valuable insight into the key issues and aspirations, as held by the local community. Importantly for the Council, these views helped establish clear priorities and shaped the visions, values, objectives and strategies contained within the previous Corporate Business Plan 2022-2025.

Elements of the Integrated Planning and Reporting Framework



Integrated Planning and Reporting (continued)

Corporate Business Plan

Achieving the community's vision and the Town's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the objectives and desired outcomes due to the limited resources available. This planning process is formalised by the development of the Corporate Business Plan. The Corporate Business Plan then converts the Strategic Community Plan into action through the adoption of an Annual Budget.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. Along with achieving the community aspirations and objectives, the Corporate Business Plan draws on information contained within the following strategic documents.

Workforce Plan

The Workforce Plan provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Town's Strategic Community Plan.

Workforce issues have been considered during the development of this Corporate Business Plan and the financial impacts of the Workforce Plan captured within the Strategic Resource Plan (Long-term Financial Plan). A combination of workforce and financial constraints has influenced the prioritisation of actions within this Plan.



Strategic Resource Plan

The Town took a combined approach to asset management and long-term financial planning processes to produce an overarching Strategic Resource Plan. A key objective of the Strategic Resource Plan is to highlight and define key long term strategies to maintain financial and asset services to the community over the long term.

Asset Management Planning Component

The Town has developed an Asset Management Plan for major asset classes in accordance with Council's Asset Management Policy. The Asset Management Plan forms a component of an overall Asset Management Strategy which addresses the Town's current processes and sets out the steps required to continuously improve the management of Town controlled assets.

Capital renewal estimates are contained within the Strategic Resource Plan and have been considered within this document.

Long Term Financial Planning

The Town of East Fremantle is planning for a positive and sustainable future. The Town seeks to maintain, and where possible, improve service levels into the future while maintaining a healthy financial position.

During the development of this Corporate Business Plan, the Strategic Resource Plan was updated to confirm the financial capability to undertake the planned actions and ensure integration with this Plan. The results of this update are reflected within the Forecast Statement of Funding included within this document.

Review of Plan

In accordance with statutory requirements, the Corporate Business Plan is reviewed and updated annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.

Forecast Statement of Funding

The following Forecast Statement of Funding (operations) is extracted from the Strategic Resource Plan to provide an indication of the net funding available. The forecast statement should be read in conjunction with the full Long Term Financial Plan and its underlying assumptions and predictions.

Town of East Fremantle						
Abridged Forecast Statement of Funding						
	1	2	3	4	5	
	2021-22	2022-23	2023-24	2024-25	2025-26	
	\$	\$	\$	\$	\$	
FUNDING FROM OPERATIONAL ACTIVITIES						
Revenues						
Rates	8,248,874	8,548,091	8,795,986	9,051,070	9,313,551	
All other operating revenue	2,584,078	2,677,799	2,713,835	2,751,960	2,795,228	
	10,832,952	11,225,890	11,509,821	11,803,030	12,108,779	
Expenses						
Cash operating expenditure	(9,623,396)	(9,572,028)	(10,011,025)	(9,958,214)	(10,109,289)	
Net funding available from operational activities	1,209,556	1,653,862	1,498,796	1,844,816	1,999,490	
Net capital program (exclusing carry over projects)	(5,937,142)	(1,119,909)	(1,246,686)	(1,587,842)	(1,737,558)	
Net borrowings	4,859,840	(322,559)	(211,487)	(215,539)	(219,668)	
Net reserve transfers	(821,774)	(211,394)	(40,623)	(41,435)	(42,264)	
Opening surplus/(deficit) July 1	689,520	0	0	0	0	
Estimated surplus/(deficit) for the year ended 30 June	0	0	0	0	0	

Note:

- 2021-22 figures are in accordance with the draft budget
- Outward years are in accordance with the Strategic Resource Plan
- Outward years need to be rebalanced due to COVID impacts on underlying assumptions in the Strategic Resource Plan

Capital Program

The continued provision of community infrastructure remains one of the key priorities and major expenditure items for the Town. The redevelopment of the East Fremantle Oval and other community infrastructure remains a high priority due to the social, community and economic benefit these assets provide. However, funding the renewal of these assets is likely to be a significant financial challenge beyond the Town’s forecast capacity if external funding is not available. The Town has approximately \$1.5m available annually from operational activities for investing and financing activities.

An extensive capital works program has been planned over the term of the Plan with a mixture of new/upgrade assets and asset renewals aimed at ensuring the continued provision of high-quality community infrastructure to residents of the Town. The following is the capital works program for 2021/22:

Project	Project Description	Capital Project Value for Year
Gill Street	Gill Street Footpath - Western Side	\$64,200
Irwin Street	Irwin Street Kerbing - Large quantities of kerb require replacement	\$10,000
Angwin Street	Angwin Street - Footpath - Eastern side near Canning Hwy	\$8,400
Canning Hwy	Canning Hwy Footpath - South side various sections, near Petra (westside)	\$90,000
Silas Street Drainage	Silas Street Drainage upgrade - Between St Peters & Council Place	\$196,000
Zephyr Car Park Drainage	Zephyr Car Park Drainage upgrade - River outfall rationalisation, inc. GPT install	\$50,370
Locke Crescent Drainage	Locke Crescent Drainage diversion works - diverting water into Habgood St	\$80,000
Henry Jeffery Oval	Henry Jeffery Oval resurfacing and reticulation upgrades	\$121,594
Stratford Park	Fence replacement at Stratford park	\$10,000
Softfall - Near Dome	Softfall at exercise equipment near Dome	\$12,000
Preston Point Oval	Preston Point oval - Lighting upgrade	\$30,000
Tricolore - BBQ	BBQ replacement at Tricolore	\$10,000
Various - Bench seats	Bench seat upgrades at various locations	\$12,500
Various - Building maint/upgrades	Building maintenance/upgrades at various locations - assessment April 2021	\$80,000
Camp Waller	Camp Waller Upgrades	\$50,000
EF Oval Precinct	EF Oval Precinct Redevelopment	\$15,132,000
Miscellaneous Sports and Recreation Infrastructure	Youth Facilities	\$70,000
Public Art	Public Art/Sculpture Program	\$45,000
		\$16,072,064



Service Delivery

Based on the community feedback received, the Town of East Fremantle set five key priority areas within the Strategic Community Plan as it delivers services to the community. Strategic performance indicators provide an indication of progress, as the Town strives to achieve these objectives and the community will be kept informed by means of the Annual Report.

Priority Areas	Measuring our Success
Social: <i>A socially connected, inclusive and safe community</i>	
1.1: Facilitate appropriate local services for the health and wellbeing of the community	<ul style="list-style-type: none"> • Community perception of the value of services, inclusiveness and wellbeing
1.2: Inviting open spaces, meeting places and recreational facilities	<ul style="list-style-type: none"> • Community perception of the value of recreational facilities and meeting spaces
1.3: Strong community connection within a safe and vibrant lifestyle	<ul style="list-style-type: none"> • Community perception of the value of vibrancy and connectivity
	<ul style="list-style-type: none"> • Increase community perception of safety
	<ul style="list-style-type: none"> • Increase in community participation and satisfaction with events
Economic: <i>Sustainable, locally focussed and easy to do business with</i>	
2.1: Actively support new business activity and existing local businesses	<ul style="list-style-type: none"> • Increased participation in attendance at business forums held in the Town
2.2: Continue to develop and revitalise local business activity centres	<ul style="list-style-type: none"> • Community perception of the value of support provided to business
	<ul style="list-style-type: none"> • Asset Sustainability Ratio
	<ul style="list-style-type: none"> • Asset Consumption Ratio • Asset Renewal Funding Ratio
Built Environment: <i>Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces</i>	
3.1: Facilitate sustainable growth with housing options to meet future community needs	<ul style="list-style-type: none"> • Community perception of the value of strategic development site outcomes
3.2: Maintaining and enhancing the Town's character	<ul style="list-style-type: none"> • Community perception of the value of the Town's preservation of character.
3.3: Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected	
Natural Environment: <i>Maintaining and enhancing our river foreshore and other green, open spaces with a focus on environmental sustainability and community amenity</i>	
4.1: Conserve, maintain and enhance the Town's open spaces	<ul style="list-style-type: none"> • Community perception of the value of Town's conservation and management
4.2: Enhance environmental values and sustainable natural resource use	<ul style="list-style-type: none"> • Recycling Rates – kilogram per capita (maintain and aim to improve)
4.3: Acknowledge the change in our climate and understand the impact of those changes	<ul style="list-style-type: none"> • Waste to landfill – kilograms per capita (maintain or decrease)
Leadership and Governance: <i>A proactive, approachable Council which values community consultation, transparency and accountability</i>	
5.1: Strengthen organisational accountability and transparency	<ul style="list-style-type: none"> • Achieve an unqualified audit
5.2: Proactively collaborate with the community and other stakeholders	<ul style="list-style-type: none"> • Community perception of value of the Town's communication and consultation processes
5.3: Strive for excellence in leadership and governance	<ul style="list-style-type: none"> • Community satisfied with Town's responsiveness
	<ul style="list-style-type: none"> • % of customer requests or enquiries responded to within target timeframes
	<ul style="list-style-type: none"> • Financial ratio levels for benchmarking of local governments

Service Delivery Strategies

The following strategies describe, at a high level, what we will do to meet the priorities and aspirations expressed by our community. The detailed actions reflect the planned prioritisation over the next four years.

Service Delivery – Strategic Priority 1

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	2021/22	2022/23	2023/24	2024/25	2025 →		
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	■	■	■	■	→
		1.1.1.2	Continue support/provision for the ongoing shared public library services	■	■	■	■	→
		1.1.1.3	Continue the provision of the Commonwealth Home Support Program subject to ongoing funding	■	■	■	■	→
		1.1.1.4	Continue service partnership with the Glyde In Community Learning Centre	■	■	■	■	→
1.1.2	Strengthen the sense of place and belonging through inclusive community interaction and participation	1.1.2.1	Prepare and implement the Community Development Strategy	■	■	■	■	→
		1.1.2.2	Implement activities as per the Disability Access and Inclusion Plan	■	■	■	■	→
		1.1.2.3	Implement activities as per the Reconciliation Action Plan	■	■	■	■	→
Objective 1.2		Inviting open spaces, meeting places and recreational facilities						
STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →		
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 subject to funding	■	■	■	■	→
		1.2.1.2	Implement actions from the Recreation and Community Facilities Strategy subject to funding	■	■	■	■	→
		1.2.1.3	Provide community facilities and infrastructure in line with asset management planning	■	■	■	■	→
1.2.2	Activate inviting open spaces that encourage social connection across all age groups	1.2.2.1	Undertake the redevelopment of the East Fremantle Oval Precinct subject to budget parameters	■	■	■	■	→

Service Delivery – Strategic Priority 1 (continued)

Objective 1.3 Strong community connection within a safe and vibrant lifestyle			2021/22	2022/23	2023/24	2024/25	2025 →
STRATEGY	ACTIONS						
1.3.1 Partner and educate to build a strong sense of community safety	1.3.1.1 Undertake an assessment of CCTV options for community hotspots	■	■	■	■	■	→
	1.3.1.2 Partner with neighbouring local governments and state agencies to promote community health and safety	■	■	■	■	■	→
	1.3.1.3 Provide effective regulatory services and associated community education	■	■	■	■	■	→
	1.3.1.4 Continue the partnership with the City of Fremantle with respect to joint emergency management arrangements	■		■			→
1.3.2 Facilitate opportunities to develop community connections through events and celebrations	1.3.2.1 Provide/facilitate community assistance grants	■	■	■	■	■	→
	1.3.2.2 Encourage youth and general community engagement and participation	■	■	■	■	■	→
	1.3.2.3 Implement the 4-year public art program in line with the Public Arts Strategy	■	■	■	■	■	→
	1.3.2.4 Deliver the East Fremantle George Street Festival	■	■	■	■	■	→
	1.3.2.5 Prepare and implement an Annual Calendar of Events	■	■	■	■	■	→
	1.3.2.6 Undertake local heritage survey	■					→
	1.3.2.7 Continue to promote the Town's culture and heritage	■	■	■	■	■	→
1.3.3 Facilitate community group capacity building	1.3.3.1 Fund a single annual round of the Community Grants Program	■	■	■	■	■	→

Service Delivery – Strategic Priority 2

Economic – Sustainable, locally focussed and easy to do business with

Objective 2.1		Actively support new business activity and existing local businesses						
STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →		
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	■	■	■	■	→
2.1.2	Facilitate opportunities/ forums where local business people can meet and share ideas	2.1.2.1	Maintain strong relationships with the business community	■	■	■	■	→
Objective 2.2		Continue to develop and revitalise local business activity centres						
STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →		
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	■	■	■	■	→
		2.2.1.2	Undertake regular and frequent parking patrols to ensure parking availability and turnover in the Town centres and George Street	■	■	■	■	→
		2.2.1.3	Prepare and implement a Commercial Development Strategy	■	■	■	■	→

Service Delivery – Strategic Priority 3

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	2021/22	2022/23	2023/24	2024/25	2025 →
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	■	■	■	■	→
3.1.2 Plan for a mix of inclusive diversified housing options	3.1.2.1 Review and adopt the Local Planning Strategy	■				→
3.1.3 Plan for improved streetscapes	3.1.3.1 Implement a Verge Policy and Urban Streetscape Guidelines	■	■	■	■	→

Objective 3.2 Maintaining and enhancing the Town’s character

STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →
3.2.1 Ensure appropriate planning policies to protect the Town’s existing built form	3.2.1.1 Finalise, advertise, and implement a major review of the Town Planning Scheme	■	■			→
	3.2.1.2 Review Local Planning Policies – Residential Design Guidelines	■	■			→
	3.2.1.3 Implement the Bushfire Management Plan	■	■	■	■	→
	3.2.1.4 Develop and implement Heritage Precincts	■				→

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

STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →
3.3.1 Continue to improve asset management within resource capabilities	3.3.1.1 Maintain and implement current Asset Management Plans	■	■	■	■	→
	3.3.1.2 Implement the 15-year capital works program in line with integrated strategic planning	■	■	■	■	→
	3.3.1.3 Annual review of suitability and utilisation of light and heavy fleet	■	■	■	■	→
	3.3.1.4 Develop and implement proactive asset maintenance schedules	■	■	■	■	→
3.3.2 Plan and advocate for improved access and connectivity	3.3.2.1 Maintain community facilities in accordance with the Disability Access and Inclusion Plan	■	■	■	■	→
	3.3.2.2 Continued involvement and support with the South West Group	■	■	■	■	→
	3.3.2.3 Prepare and implement the Integrated Traffic Management and Movement Strategy	■	■	■	■	→

Service Delivery – 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

Objective 4.1		Conserve, maintain and enhance the Town's open spaces					
STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →	
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	■	■	■	■	→
		4.1.1.2 Continue to partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore	■	■	■	■	→
4.1.2	Plan for improved streetscapes, parks and reserves	4.1.2.1 Prepare and implement an Urban Streetscape and Public Realm Style Guide	■	■	■	■	→
		4.1.2.2 Investigate opportunities for activating public open spaces	■	■	■	■	→
4.1.3	Improve and protect the urban forest and tree canopy	4.1.3.1 Continue with annual street planting program	■	■	■	■	→
Objective 4.2		Enhance environmental values and sustainable natural resource use					
STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →	
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	■	■	■	■	→
		4.2.1.2 Partner with the City of Fremantle to provide free community access to the Fremantle Recycling Centre	■	■	■	■	→
		4.2.1.3 Ongoing implementation of the Regional Waste Strategy	■	■	■	■	→
Objective 4.3		Acknowledge the change in our climate and understand the impact of those changes					
STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →	
4.3.1	Improve systems and infrastructure standards to assist with mitigating climate change impacts	4.3.1.1 Investigate further climate change and mitigation initiatives	■	■	■	■	→
		4.3.1.2 Undertake a tree audit to determine requirements for tree plantings and tree replacement	■	■	■	■	→
		4.3.1.3 Implement actions under the Climate Emergency Strategy	■	■	■	■	→

Service Delivery – Strategic Priority 5

Leadership and Governance - A proactive, approachable Council which values community consultation, transparency and accountability

Objective 5.1		Strengthen organisational accountability and transparency						
STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →		
5.1.1	Strengthen governance, risk management and compliance	5.1.1.1	Maintain a high level of legislative compliance across the organisation	■	■	■	■	→
		5.1.1.2	Review the Policy Manual	■	■	■	■	→
		5.1.1.3	Review the ICT Plan and IT Disaster Recovery Plan	■	■	■	■	→
		5.1.1.4	Maintain the Strategic Risk Register	■	■	■	■	→
		5.1.1.5	Develop and Implement a risk-based Internal Audit Plan	■	■	■	■	→
		5.1.1.6	Implement Record Keeping Plan	■	■	■	■	→
5.1.2	Ensure effective engagement with community and stakeholders	5.1.2.1	Undertake a Community Perception Survey	■		■		
		5.1.2.2	Implement the Communication and Engagement Strategy subject to funding	■	■	■	■	→
5.1.3	Improve the efficiency and effectiveness of services	5.1.3.1	Develop Service Team Plans for all Business Units	■	■	■	■	→
		5.1.3.2	Continue current service partnerships including library services and waste services	■	■	■	■	→
		5.1.3.3	Develop and implement Business Improvement Plan	■	■	■	■	→
Objective 5.2		Proactively collaborate with the community and other stakeholders						
STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →		
5.2.1	Foster and promote strategic collaborative relationships with neighbouring LGAs, State and Federal government representatives and agencies, NGOs	5.2.1.1	Effective regular communication with the community in accordance with the Communication and Engagement Strategy	■	■	■	■	→
		5.2.1.2	Retain membership of the South West Group and Southern Metropolitan Regional Council	■	■	■	■	→
		5.2.1.3	Maintain working relationships with key stakeholders and actively advocate on behalf of the community	■	■	■	■	→
Objective 5.3		Strive for excellence in leadership and governance						
STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →		
5.3.1	Deliver community outcomes through sustainable finance and human resource management	5.3.1.1	Maintain the Workforce Plan in accordance with other Strategic Plans	■	■	■	■	→
		5.3.1.2	Provide opportunities for training and development for staff and elected members	■	■	■	■	→
		5.3.1.3	Foster a healthy and safe workplace	■	■	■	■	→
		5.3.1.4	Demonstrate sound financial planning and management	■	■	■	■	→

5.3.2	Improve organisational systems with a focus on innovation	5.3.2.1	Maximise online functionality for Council systems and services	■	■	■	■	➔
		5.3.2.2	Continuous review and improvement of policies, systems and procedures	■	■	■	■	➔
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)	■	■	■	■	➔

Strategic Risk Management and Services

It is important to consider the external and internal context in which the Town of East Fremantle operates, relative to risk, in order to understand the environment in which the Town seeks to achieve its strategic objectives.

The external and internal factors identified and considered during the preparation of this Plan are set out below.

External Factors

- Increasing community expectations in relation to service levels and delivery
- Rapid changes in information technology, changing the service delivery environment
- Increased compliance requirements due to Government Policy and Legislation
- Cost shifting by Federal and State Governments
- Reducing external funding for infrastructure and operations
- Climate change and subsequent response
- State Government recycling rates

Internal Factors

- The objectives and strategies contained in the current Strategic Community Plan
- The timing and actions contained in the Corporate Business Plan
- Organisational size, structure, activities and location
- Human resourcing levels and staff retention
- Level of stakeholder and community engagement
- The financial capacity of the Town
- Allocation of resources to achieve strategic outcomes
- Maintenance of corporate records

Services and facilities provided by the Town have been linked with the relevant strategies in the Strategic Community Plan, providing a connection with the desired outcomes and community vision.

Town Services	
Customer service	5.3.2
Community consultation engagement	5.1.2 5.2.1
Asset maintenance planning	3.3.1 3.3.2 3.3.3
Financial management	5.3.1
Town planning	3.2.1
Economic development	2.1.1 2.1.2
Regional collaboration	5.2.1
Festival event management	1.3.3
Emergency services	1.3.1
Ranger services	5.1.3
Natural resource management	4.1.1 4.1.2 4.2.1 4.3.1
Waste collection	4.2.1
Recycling	4.2.1
Building control	1.3.1
Health administration inspection	1.3.1
Facilities Infrastructure	
Parks gardens reserves	4.1.2
Quality of town centre	4.1.2
Sport recreation facilities	1.2.1
Foreshore boat ramps	3.3.3
Council buildings heritage assets	1.3.3
Community town halls	3.3.2
Library services	1.1.1
Roads infrastructure	3.3.2
Public toilets	3.3.2
Community Support Advocacy	
Medical health services	1.1.1
Youth services	1.3.2
Aged disabled services	1.1.2
Support for community groups and volunteers	2.1.1

References and Acknowledgements

Reference to the following documents or sources were made during the preparation of the Corporate Business Plan 2021 – 2025:

- Town of East Fremantle Strategic Community Plan 2020 - 2030.
- Council website: www.eastfremantle.wa.gov.au;
- Town of East Fremantle Corporate Business Plan 2020-2024.
- Town of East Fremantle Strategic Resource Plan 2021-2036.
- Town of East Fremantle Workforce Plan 2020; and
- Town of East Fremantle Annual Financial Report 2019–2020.

Prepared with the assistance of:
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Email: perth@moorestephens.com.au

Disclaimer

This Plan has been prepared for exclusive use by the Town of East Fremantle.

This Plan contains quantitative and qualitative statements, including projections, estimates, opinions and forecasts concerning the anticipated future performance of the Town of East Fremantle, based on a large number of assumptions, and will be, subject to significant uncertainties and contingencies many, if not all, of which are outside the control of the Town of East Fremantle.

This Plan is supplied in good faith for public information purposes and the Town of East Fremantle and Moore Stephens accepts no responsibility for any loss occasioned by any person acting or refraining from action as a result of reliance on the Plan.

Review of the Corporate Business Plan

In accordance with statutory requirements, the Corporate Business Plan is reviewed and updated annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.

Document Management

Version	2021 – 2025 V1.1
Status	Draft
Date of Adoption	Proposed 30/06/2021



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13.2.4 WALGA Energy and Renewables Phase 1 – Sector-wide Energy Agreement

File ref	A/WALGA
Prepared by	Janine May, Executive Assistant
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	15 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Memorandum of Understanding – Electricity Retail Arrangements 2. Procurement Plan – Phase 1

Purpose

To advise elected members of WALGA's progress regarding the Energy Sustainability and Renewables project and recommend the Town sign the Memorandum of Understanding (MOU) for Phase 1 of this program.

Executive Summary

It is considered Council's participation in this local government cooperative Agreement and the resulting aggregate collective sector spend, will realise a competitive energy structure and a more affordable option to obtain renewable energy.

It is recommended that Council authorise the Mayor and CEO to sign the MOU with WALGA.

Background

As of January 2021, forty-six (46) local governments have made declarations acknowledging that climate change is occurring, and that climate change will continue to have significant effects on the WA environment, society, economy, and local government sector. Many of these local governments have adopted environmental policies with carbon neutral targets included.

WALGA was requested by its members to explore alternative options for a whole of sector Power Purchase Agreement (PPA). In the course of engaging with Members it emerged that a PPA would deliver some benefits, but other aspects of energy procurement aggregation that sit beyond the scope of a PPA could also be integrated into a broader Energy Procurement Project.

The founding members of the Steering Group include: Stirling, Mandurah, Perth, Fremantle, Cockburn, Bayswater, Canning, Joondalup, Wanneroo, Gosnells and Armadale.

WALGA is assisting the local government sector in order to facilitate an aggregate market process to reduce the cost of conventional energy supply and renewable energy. WALGA is seeking a cost-effective solution to enable local governments to achieve their renewable energy and carbon emissions targets. The sector sits in the level of government closest to the community and seeks a solution that is able to clearly report and articulate sustainable accomplishments.

The scope of the procurement is the aggregation of contestable energy supply, as part of the greater Energy Sustainability and Renewables Project. In general terms the phasing is as follows:

- | | |
|---------|---|
| Phase 1 | Contestable energy supply and Renewable Energy options |
| Phase 2 | Load shifting, minimising cost (i.e. energy management systems, contestability assessments, understanding emissions, prepare for carbon offsets and PPA. Un-contestable supply investigation and renewables). |

- Phase 3 Carbon offsets, other technologies
- Phase 4 Transport Vehicles and sustainable infrastructure technologies
- Phase 5 Large scale Local Government sustainability projects

WALGA has now commenced Phase One of this project. Activity through this first phase aims to reduce Members' current energy supply costs whilst also providing a commercial solution to renewable energy utilising Western Australian wind, solar and biomass projects.

Consultation

WALGA Steering Group

Statutory Environment

Nil.

Policy Implications

2.1.3 Purchasing (Sustainable Procurement)

Financial Implications

No significant financial implications identified.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not participating in this initiative may result in a lost opportunity to participate in a sustainable and financially beneficial program	Unlikely (2)	Minor (2)	Low (1-4)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'no news' item	Accept Officer Recommendation

Risk Matrix

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

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

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

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2020 – 30 states as follows:

Strategic Priority 4: Natural Environment

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

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

Site Inspection

Not applicable.

Comment

The attached MOU proposal, once signed, will provide a formal commitment to participate in the Request for Quote (FRQ) stage of the project. In participating, the Town will authorise WALGA to include its load profile within the aggregate procurement process and express an intention to participate in the resulting Contract if the outcome proves advantageous to Council.

Signing the MOU will not commit the Town to purchase through the resultant contract and Members will be provided with an evaluated best value offer and recommendation with sufficient time to present to Council for consideration if required.

WALGA remains confident that the aggregate collective sector spend will realise a competitive energy structure and a more affordable option for Member Councils to obtain renewable energy. By collaborating, aggregating and aligning our energy, renewable and carbon spending, the sector is best positioning itself as industry leader in achieving net zero energy policy targets.

13.2.4 OFFICER RECOMMENDATION

That Council resolve to:

- 1. enter into a Memorandum of Understanding with WALGA for Electricity Retail arrangements**
- 2. authorise the Mayor and Chief Executive Officer to sign and affix the Town's Common Seal to the MOU**

WALGA

Memorandum of Understanding – Electricity Retail Arrangements

<p>1. Parties</p>	<p>Western Australian Local Government Association (ABN 28 126 945 127) Level 1, 170 Railway Parade, West Leederville, Western Australia 6007 (WALGA)</p> <p>[Insert participating entity details] (Participant)</p>
<p>2. Background</p>	<p>(a) WALGA administers the Preferred Supplier Program in relation to, among other things, the procurement of electricity by Local Governments in Western Australia.</p> <p>(b) Participation in the Preferred Supplier Program by suppliers and Local Governments is voluntary and Local Governments are free to procure the supply of electricity independently of the Preferred Supplier Program and WALGA.</p> <p>(c) WALGA and the Participant intend, without the establishment of legal obligations between the parties except to the extent expressly described in this Document, that WALGA will facilitate a group buying arrangement in respect of the purchase of electricity by the Participant and other WALGA members (Group) in the South West Interconnected System on and subject to the terms of this Document.</p>
<p>3. Procurement process</p>	<p>(a) WALGA must, as soon as practicable following the date this Document is signed by the last party to do so (Effective Date), collate such information about the historical and forecast electricity requirements of the Participant and other members of the Group and will seek no fewer than three offers from suppliers in the South West interconnected system that participate in the WALGA Preferred Supplier Program.</p> <p>(b) In obtaining offers from suppliers, WALGA is to notify suppliers that:</p> <ul style="list-style-type: none"> (i) an Evaluation Panel comprised of persons appointed by WALGA will assess the offer on the basis of price, contract term, take or pay obligations (if any), and sustainability, as well as such other criteria that WALGA may consider material from time to time (Evaluation Criteria); (ii) they may give no more than three separate offers based on different approaches to the Evaluation Criteria; and (iii) they should prepare their offers on the basis that the successful supplier(s) will obtain 100% of the electricity requirements of the Group, subject to the termination or expiry of current contracts. However, to avoid doubt, suppliers should be advised that any decision to enter into a supply contract with the successful supplier rests solely with each individual member of the Group and not with WALGA. <p>(c) The procurement process, as between the suppliers and WALGA shall otherwise comply with the requirements of the Preferred Supplier Program.</p>

<p>4. Evaluation Panel</p>	<p>(a) WALGA must, within seven days of the Effective Date, appoint not fewer than six people to comprise a panel for the purposes of assessing the offers submitted by suppliers (Evaluation Panel).</p> <p>(b) WALGA must use reasonable endeavours to ensure that members of the Evaluation Panel have a reasonable degree of experience and/or sufficient expertise in procurement, electricity and/or local government to enable them to make an informed assessment of the Evaluation Criteria.</p> <p>(c) WALGA may remove members of the Evaluation Panel if:</p> <p>(i) a member of the Evaluation Panel fails to attend three consecutive meetings; or</p> <p>(ii) in WALGA's view, a member of the Evaluation Panel fails to diligently scrutinise or contribute to deliberations in relation to assessment of offers against the Evaluation Criteria.</p> <p>(d) WALGA may appoint new members of the Evaluation Panel from time to time provided that appointments are made in accordance with clause 4(b).</p> <p>(e) WALGA must keep records of all meetings of the Evaluation Panel, including in relation to the assessment of offers against the Evaluation Criteria.</p> <p>(f) WALGA must use its reasonable endeavours to ensure that the Evaluation Panel arrives at a single recommendation in relation to an offer for electricity supply as soon as practicable, based on a simple majority of members of the Evaluation Panel.</p> <p>(g) WALGA must give notice to the Participant following a recommendation by the Evaluation Panel.</p>
<p>5. Status and intent of this Document</p>	<p>(a) With the exception of this clause 5 and clauses 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18, which are legally binding on the parties, this document does not establish any legally binding obligation on any party.</p> <p>(b) This Document takes effect on the Effective Date.</p> <p>(c) A party may terminate this Document on not less than seven days written notice to all the other parties to this Document.</p> <p>(d) Each of the clauses described in clause 5(a) survive termination of this Document.</p>
<p>6. Group buying</p>	<p>Each party acknowledges and agrees that nothing in this document operates to oblige a party to enter into an electricity supply contract with a particular electricity supplier, whether recommended under this Document, the Preferred Supplier Program or otherwise.</p>
<p>7. Mutual warranties</p>	<p>Each party warrants and represents to the other party that, as at the date of this Document and each subsequent day prior to a party terminating its participation in this Document:</p> <p>(a) the party is validly incorporated, organised and subsisting in accordance with the laws of its place of incorporation;</p> <p>(b) the party has the power, capacity and authorisation to enter into and perform its obligations under this Document;</p> <p>(c) the party has obtained all necessary authorisations for the execution, delivery and performance by it of this Document in accordance with its terms;</p>

	<p>(d) its execution, delivery and performance of this Document complies with its constitution and does not breach any law, obligation or agreement by which it is a party or it is bound; and</p> <p>(e) no party enters into this Document as trustee for or nominee for any other person.</p>
8. Confidentiality	<p>All information exchanged between the parties under, concerning or in connection with the contents of this Document or during the negotiations preceding or subsequent to the date of this Document in relation to the Proposed Transaction is confidential to the parties which disclosed that information (each a discloser) and may not be disclosed to any person except:</p> <p>(a) in accordance with the requirements of this Document;</p> <p>(b) to any senior officers (direct or indirect) of a party who have a requirement to know the confidential information for the furtherance of the matters contemplated in this Document:</p> <p>(i) the recipient's senior officers first agree to keep the information disclosed confidential as required by this Document; and</p> <p>(ii) the recipient will be responsible for any breach of confidence by the recipient's senior officers;</p> <p>(c) to employees, legal advisers, auditors or other consultants of the recipient or its affiliates who have a requirement to know the confidential information for the furtherance of the matters contemplated in this Document;</p> <p>(d) if the information is generally and publicly available other than as a result of a breach of confidence by the person receiving the information; or</p> <p>(e) with the prior written consent of the discloser.</p>
9. Announcements	<p>No party may make any public announcement in relation to this Document, the transactions contemplated by this Document or the matters contained in this Document without first providing each other party with a copy of such announcement and obtaining the prior written approval of each other party, which approval must not be unreasonably withheld, delayed or conditioned.</p>
10. Interpretation	<p>In this Document headings are for convenience only and do not affect the interpretation of this Document, and unless the context otherwise requires:</p> <p>(a) if a word or phrase is given a defined meaning, that word or phrase has a corresponding meaning in this Document;</p> <p>(b) a word importing the singular includes the plural and vice versa, and a word of any gender includes the corresponding words of any other gender;</p> <p>(c) the word "including" or any other form of that word is not a word of limitation;</p> <p>(d) if a word or phrase is given a defined meaning, any other part of speech or grammatical form of that word or phrase has a corresponding meaning;</p> <p>(e) a reference to a person includes an individual, the estate of an individual, a corporation, an authority, an association or parties in a joint venture, a partnership and a trust;</p> <p>(f) a reference to a party includes that party's executors, administrators, successors and permitted assigns, including persons taking by way of</p>

	<p>novation and, in the case of a trustee, includes any substituted or additional trustee;</p> <p>(g) a reference to a statute includes its delegated legislation and a reference to a statute or delegated legislation or a provision of either includes consolidations, amendments, re-enactments and replacements;</p> <p>(h) a reference to a document (including this Document) is to that document as varied, novated, ratified or replaced from time to time;</p> <p>(i) a reference to a party, clause, schedule or annexure is a reference to a party, clause, schedule or annexure to or of this Document, and a reference to this Document includes all schedules and annexures to it; and</p> <p>(j) if the day on or by which a person must do something under this Document is not a business day in Perth, Western Australia, the person must do it on or by the next business day in Perth, Western Australia.</p>
11. Limitation of Liability	<p>(a) No party is liable to the other party for, and each party releases the other party in respect of, any loss, cost, liability, proceedings, claim or amount of money suffered or incurred by another party arising in connection with this Document. To the extent that WALGA's liability cannot be entirely limited as a consequence of the operation of any law, WALGA's liability is limited to providing anything amounting to services under this Document a further time.</p> <p>(b) The parties acknowledge that the limitation of liability and release described in clause 11(a):</p> <p>(i) does not extend to amounts payable in relation to the Preferred Supplier Program, generally; and</p> <p>(ii) may be pleaded as a bar to suit in a Court of competent jurisdiction.</p>
12. Governing law	<p>(a) This Document is governed by and will be construed in accordance with the laws of Western Australia.</p> <p>(b) Each party irrevocably, generally and unconditionally submits to the non-exclusive jurisdiction of the Courts of Western Australia in relation to both itself, its property and any disputes arising in relation to this Document.</p>
13. Assignment	A party must not assign its rights under this Document without the prior written consent of each other party, such consent not to be unreasonably withheld, delayed or conditioned.
14. Notices	<p>(a) Any notice to or by a party under this Document must be in writing and signed by the sender or, if a corporate party, an authorised officer of the sender.</p> <p>(b) Any notice may be served by delivery in person or by prepaid post or transmission by facsimile or electronic mail to the address or number of the recipient set out as follows or otherwise as most recently notified by the recipient to the sender:</p> <p style="text-align: center;">Western Australia Local Government Association 170 Railway Parade, Leederville West Western Australia 6007 Attention: Toby Costanzo Email: TCostanzo@walga.asn.au</p>

	<p>[insert party name] [insert party notice address] Attention: [insert] Email: [insert]</p> <p>(c) Any notice is taken to be received on:</p> <p>(i) in the case of prepaid post sent to an address in the same country, on the fifth day after posting;</p> <p>(ii) in the case of delivery by hand, upon delivery to the recipient;</p> <p>(iii) in the case of email, unless the party sending the email knows or reasonably ought to suspect that the email and the attached communication were not delivered to the addressee's domain specified in the email address notified for the purposes of this clause 14, 24 hours after the email was sent.</p>
15. Amendments	Any amendment to this Document has no force or effect, unless effected by a document signed by or on behalf of all of the parties.
16. Expenses	Each of the parties will bear its own expenses relating to the preparation of this Document.
17. Entire agreement	This Document embodies the entire understanding of the parties and constitutes the entire terms agreed by the parties in relation to the subject matter of this Document and supersedes any prior written or other agreement between the parties in relation to that subject matter.
18. Counterparts	This Document may be executed in any number of counterparts, all of which taken together are deemed to constitute one and the same agreement.

Executed as a Memorandum of Understanding:

Executed by Western Australian Local)
Government Association (**ABN 28 126 945**)
127) [in accordance with its constitution]:)
)

[insert]

[insert]

[insert]

[insert]

Date of execution

Executed by [insert] in accordance with)
[insert]:)
)

[insert]

[insert]

[insert]

[insert]

Date of execution



Procurement Plan

RFQ 06/21

Contestable Electricity Supply for Member Local Government

Principal: WALGA (on behalf of Member Local Governments)

Prepared by: Toby Costanzo

Title: WALGA Contract Manager,
Management (Project Manager)

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1. Glossary

Contestable energy	Means, in the context of this Project, any supply point with its own unique National Meter Identifier that is able to be under a contract or sits outside the Synergy gazetted tariff
ESA	Electricity Supply Agreement
Evaluation Panel	The group comprising individual members who will conduct the evaluation of each Response
LGC	Large Scale Generation Certificate
Members	Members of WALGA
MOU	Memorandum of Understanding
NMI	National Meter Identifier
PPA	Power Purchase Agreement
Project	Contestable Electricity Supply for Member Local Governments falling within the greater Energy Sustainability and Renewables Project being undertaken by WALGA.
REC	Renewable Energy Certificate
Respondent or Supplier	Suppliers of energy who may respond to the RFQ
RFQ or Request	Request for Quote
Quote, Submission or Response	The offer provided by a Respondent in response to the RFQ
STC	Small Scale Technology Certification
Steering Group	A volunteer group of representatives of the Local Government's participating in the Project
WALGA	WA Local Government Association

2. Summary of Proposed Procurement

2.1. Background

As the peak representative body for Local Government in Western Australia, WALGA continually adapts and innovates to meet the needs of our Members. The Organisation is uniquely situated to facilitate positive collaboration between Local Governments across the state. WALGA's Corporate Strategy 2020-2025 set a sector vision in which Local Governments enhance community well-being and enable economic prosperity.

As of January 2021, forty-six (46) Local Governments have made declarations acknowledging that climate change is occurring, and that climate change will continue to have significant effects on the WA environment, society, economy, and Local Government sector. Many of these Local Governments have adopted environmental policies with carbon neutral targets included.

WALGA was requested by its Members to explore alternative options for a whole of sector PPA. In the course of engaging with Members it emerged that a PPA would deliver some benefits, but other aspects of energy procurement aggregation that sit beyond the scope of a PPA could also be integrated into a broader Energy Procurement Project.

The founding members of the Steering Group include: Stirling, Mandurah, Perth, Fremantle, Cockburn, Bayswater, Canning, Joondalup, Wanneroo, Gosnells and Armadale.

WALGA is assisting the Local Government sector in order to facilitate an aggregate market process to reduce the cost of conventional energy supply and renewable energy. WALGA is seeking a cost-effective solution to enable Local Government in Western Australia to achieve their renewable energy and carbon emissions targets. The sector sits in the level of government closest to the community and desires a solution that is able to clearly report and articulate sustainable accomplishments.

2.2. Scope

The scope of the procurement is the aggregation of contestable energy supply, as part of the greater Energy Sustainability and Renewables Project. In general terms the phasing is as follows:

Phase 1 – Contestable energy supply and Renewable Energy options

Phase 2 – Load shifting, minimising cost (i.e. energy management systems, contestability assessments, understanding emissions, prepare for carbon offsets and PPA. Un-contestable supply investigation and renewables).

Phase 3 – Carbon offsets, other technologies

Phase 4 – Transport Vehicles and sustainable infrastructure technologies

Phase 5 – Large scale Local Government sustainability projects

There are varying levels of commitment to renewable energy across the sector. Many of the Local Governments participating in this market process have a strong desire to procure renewable energy however are limited by the current options being offered individually in the market. Respondents will be requested to demonstrate best value through their response.

WALGA is assisting to facilitate a three-year (3) agreement in order to align Local Government contracts for the future development of a long-term r PPA in order to secure affordable long-term renewable energy for the sector.

Using a staged approach, WALGA is looking to develop a long-term partner, or consortium of partners, to provide energy and sustainability solutions for the sector.

Three key objectives for the greater project include:

- enhance access to renewable energy for WALGA Members thereby driving positive climate change outcomes;
- diversify supply options and use of new energy technology; and
- leverage the best price outcomes for energy supply.

2.3. Transition

The successful Respondent must comply and manage a smooth transition from any existing supply arrangements into the new agreement, if applicable, including:

1. All the required arrangements with Western Power to transfer sites over, as applicable, in a timely manner prior to commencement of the new Electricity Supply Contract (Contract).
2. Establishment of account data (billing data, contact details, billing arrangements and similar items).
3. Introduction of the Account Manager to the relevant Local Government Officers upon request.
4. Changes associated with the transfer and new arrangements including meter upgrade where required.
5. Compliance to the achieved Sector-wide pricing arrangement and contract structures for individual contracts.
6. A non-commodity cost schedule to analyse unbundled viability for Local Governments who are not familiar with the structure. This schedule will be provided to the successful supplier upon approval to participate from and for each Local Government who has confirmed their participation after award from WALGA. The project manager may assist with analysis at the request of each Local Government who has confirmed.
7. Where Local Governments have contracts that expire prior to commencement Respondents are expected to, in their best efforts, provide a similar price presented in the successful bid.
8. Where Existing Local Government contracts expire past the commencement date of 1st April 2022, Respondents are expected to offer the rates provided in the successful bid commencing during any period between the 1st April 2022 – 31st March 2025.
9. It is preferred that there will be flexibility to transfer contestable sites in or out of resulting Local Government contracts, I.e. NMIs, meters, without affecting either peak and/or off peak bundled/un-bundled pricing as agreed under the contract.
10. The successful Respondent will be required to provide annual reviews on loss factors, network tariffs included with any cost saving optimisation services. The WALGA Project Manager will assist with reviews.

2.4. Contract Management Plan

A contract management plan will be developed for this project. Elements will include but may not be limited to:

- a) Transition in / transition out of participating Local Governments.
- b) Performance Monitoring of Contractor(s).
- c) Dispute resolution issues.
- e) Assistance when requested for billing and payments.
- f) Statutory compliance assistance with issues such as OH&S, Environmental, Industrial and Human Resource Management.
- g) Assistance with Commonwealth, State and Local government licenses and approvals.
- h) Monitoring of the currency of relevant insurance coverage.

2.5. Key Performance Indicators

The criteria that may be used to measure the performance of the contractor by each Local Government respective to their contract with assistance from the Project Manager and participating Members are as follows:

- a) Billing accuracy.
- b) Customer satisfaction.
- c) Delivery.
- d) Value for money outcomes.
- e) Conversion rate of non-contestable energy.

2.6. Price Basis

In its simplest form, pricing is for: (1) peak, and (2) off-peak, rates for Contestable energy and daily supply charge.

The Supplier's price/s will be fixed for the duration of the three-year contract term.

It is WALGA's preference that there should be no minimum take or pay provisions applied to any Local Government contracts. However, when required, respondents can demonstrate their ability to manage take or pay obligations as a total group volume. For example, provisions that measure the sum of the electricity consumption of all contestable sites provided in the RFQ will form the combined agreed annual consumption for the purpose of measuring minimum take or pay across the collective project participants.

Alternative offers inclusive of renewable energy offers may be received through the RFQ.

The format for pricing lodgement is in the RFQ documentation and entails the completion of a pricing schedule in a prescribed format alongside an offer document. Further pricing requirements are set out in the response criteria.

2.7. Local Government Data

Respondents are authorised by participating Local Governments to collect meter data from Western Power for the purpose of development of their submission in response to this Request for Quotation ('RFQ'). All Local Governments participating in this RFQ have provided data consent forms authorising Western Australia Local Government Association to:

1. Obtain the electricity meter standing data and historical consumption data, including interval data, billing data, contract information, invoices and data in any online systems, for the purpose of delivering services and in order to prepare a quotation for our electricity supply both individually and as an aggregate body with any other supplies at the discretion of Western Australia Local Government Association.
2. Site lists (NMI, Meter, Supply Address) Contestable and Non-contestable.
3. Obtain and identify standing data and NMI information on un-contestable meters relating to our business from our supplying Electricity and Gas Retailers and the Electricity Network Operator, Western Power with the intent of making our aggregate load contestable.
4. Local Governments will provide an estimate of their future load, taking into account renewable installs, likely increases, EV implications.

2.8. Contract Commencement Date

The proposed contract commencement date is 1 April 2022.

Member contracts shall commence from 1 April 2022 in accordance with the Members transition requirements.

2.9. Contract Term

The proposed contract term is three (3) years, 1 April 2022 – 31 March 2025. WALGA's sustainability procurement will have broader objectives that extend beyond the contract term.

2.10. Number of Contractors

Ideally a single supplier will be appointed from the WALGA Waste & Energy – Preferred Supplier Panel (PSP007). However, this market approach relies on the merits of responses, and WALGA reserves the right to appoint one or multiple suppliers, depending on the best outcome for all Local Governments.

2.11. Funding

The availability of appropriate funding is within the remit of each participating Member. The management of the procurement process and ongoing project contract management sits with WALGA on behalf of its Members. Members will contract manage their Local Government's ESA.

2.12. Governance and Probity

The WALGA Energy Preferred Supplier Panel will be utilised for the RFQ. All current major energy retailers in WA sit on the WALGA Preferred Supplier Panel, complemented by a number of smaller retailers who supply infrastructure and operate as vertically integrated companies.

The Steering Group Members will endorse the recommendation report prior to the report being presented to the WALGA Finance and Services Committee as a delegate of State Council for approval. Members may have their own governance processes including presentation of the recommendation to their Council or Delegation as required.

Due to the complexity, value and stakeholder engagement required, WALGA will consider additional probity measures to be undertaken throughout the process. Probity advisory may be engaged for the evaluation phase. Probity may be sourced from the WALGA Governance Team or externally from a registered probity advisor.

Each Member is able to immediately adopt the energy contract which is Tender exempt through WALGA, under the Local Government Act 1995 and Local Government (Functions and General) Regulations. WALGA will perform a competitive process on behalf of its Members.

The Principal to each Energy Supply Contract is each participating Member. A full list of anticipated, participating Local Governments at date of this Procurement Plan is included in Attachment 1.

2.13. Contract Conditions

It is WALGA's intention to execute a Term Sheet under the framework of its Preferred Supplier Panel to reference the project activity.

Electricity Supply Agreement documentation will be collated; pending review this will be the direct terms for supplying energy to this project.

ESA documentation forming part of this project may be further subject to legal review and negotiation with the intention that this becomes the member contract conditions. Members will have the ability to negotiate departures if required.

2.14. Stakeholder Research

The Steering Group have had extensive input into the development of the project and executive level briefing was hosted by WALGA. Industry has also been consulted on the upcoming project.

An exemption application will be lodged with the ACCC

2.15. Approval to Proceed

WALGA will receive signed MOU's from participating Members which will be accepted as an authorisation to proceed to RFQ.



3. Procurement Risk Analysis

3.1. Risk Analysis

Risk	Causes	Likelihood	Consequence	Treatment	Revised Risk After Treatment
Procurement Risks					
Suppliers do not respond to RFQ	<ul style="list-style-type: none"> Poor communication from WALGA Project scope too large or complex 	Low	High	<ul style="list-style-type: none"> Engagement of current suppliers Identification and engagement of important suppliers to the sector 	Low
Members do not proceed to contract after RFQ recommendation.	<ul style="list-style-type: none"> Product is not fitting to individual needs Pricing is not more favourable Communication to Members is poor 	Medium	Medium	<ul style="list-style-type: none"> Clear Project plans and updates distributed by WALGA Clarity and strength of Recommendation Report. Memorandums of understanding signed by participating parties Aggregation will result in savings according to modelling, and taking a TCO approach 	Medium
Minimum volume not achieved	<ul style="list-style-type: none"> Members withdraw after RFQ process leaving offers below minimum threshold 	Medium	High	<ul style="list-style-type: none"> Clear Project plans and updates distributed by WALGA Memorandums of understanding signed by participating parties Evaluation phase negotiations Supplier proposals for minimum threshold price points. 	Low
ACCC interim Exemption not granted prior to market RFQ process	<ul style="list-style-type: none"> Wide scope of the exemption produces many rounds of questioning from ACCC 	Low	Low	<ul style="list-style-type: none"> Strong communication and relationships built with the ACCC exemptions team Legal drafting of exemption application. 	Low
ACCC Exemption not granted	<ul style="list-style-type: none"> ACCC deem the project uncompetitive 	Low	High	<ul style="list-style-type: none"> Strong communication and relationships built with the ACCC exemptions team 	Low



	<ul style="list-style-type: none"> • Scope of exemption application is too broad 			<ul style="list-style-type: none"> • Build application off Eastern States precedence. • Legal drafting of exemption application. 	
Probity and Process Risks	<ul style="list-style-type: none"> • Tight timeframes on project • Influence of market • Evaluation panel size is large 	Low	High	<ul style="list-style-type: none"> • Declarations completed • Evaluation handbook to outline procedural fairness • Division of duties • Use of Procurement systems 	Low
Project Management Risks					
Incorrect charging	<ul style="list-style-type: none"> • Prequalified pricing is not extended at the Member Quotation stage • The Supplier includes additional costs or charges not in accordance with prequalified rates • Billing not in accordance with quotation 	Low	Medium	<ul style="list-style-type: none"> • Spend analysis and quotation control • Review of reporting • Local Government feedback • Compliance audits carried out during term of contract • Meeting with members during the course of the contract 	Low
Market Risks					
Supplier of choice goes into administration or financial distress during the term of the contract	<ul style="list-style-type: none"> • Financial viability of the company • Inadequate cash flow • Reputational risk relating to adverse publicity or market events 	Low	High	<ul style="list-style-type: none"> • Consistent monitoring of supplier • Ongoing monitoring and assessment of financial due diligence during the term of the contract • Strength of ERA retail licensing process and requirements 	Low
Green energy price spikes in WA	<ul style="list-style-type: none"> • Volatility of renewable projects • High demand for green energy 	Low	Medium	<ul style="list-style-type: none"> • Evaluation process to identify green energy and alternative offers. • Begin negotiating long term PPA as soon as possible • Stay informed with industry 	Low

3.2. Management of Risks

Strategies to manage the risks identified include:

a) Develop energy literacy, hands on education and procurement guidance through strong communication during the project – via communications plan – which includes TCO (total cost of ownership approach).

This may include the benefits of renewable energy, contract protections, renewables, and future phases may source carbon and hydrogen technologies (all only achievable with an aggregated approach).

b) Contractual provisions e.g. removal of take or pay terms, standard industry terms and conditions;

c) Assistance by WALGA to Members in transition to ensure cost savings achieved;

d) Ongoing contract management by WALGA and determined performance measures.

3.3. Assessment of Constraints and Critical Success Factors

Whilst an MOU establishes everyone's intentions to participate in the quotation process, there is no obligation to accept the outcome where preferential value is not identified from the process. Members will be able to reserve the right not to proceed to Contract if they are not satisfied with the process outcome.

In order to mitigate challenges at key decision making points WALGA has engaged with Members early and intends to facilitate open and clear lines of communication with senior management. This poses significant risk as Member commitment will remain unclear until the end of the initial quotation process and how much load will be required to successfully contract with the successful Respondent(s). The reverse dynamic may also evolve with greater than anticipated participation in the project from Members. The collective level of spend over time will grow and continue to inform aggregate pricing mechanisms over time. WALGA will not guarantee a minimum spend level through the market process but will guide the anticipated level of spend with meaningful data and analysis. The evaluation phase determined by offers and alternative offers may entail negotiation to secure a minimum load before proceeding to contract.



4. Communications

Communication with Members will be coordinated by the WALGA Project Manager, primarily through the Steering Group and as set out below.

Stakeholder	Communication method	Who
Steering Group	Ad hoc meetings Newsletters	Project Manager
Evaluation Panel	Weekly meetings Ad hoc meetings RFQ Briefing Consensus meeting	Project Manager (WALGA Commercial Development Manager may attend in the event of an impasse)
Member	General updates, requests for input, endorsements	SG member
	Monthly updates	Project Manager
LG CEOs	Updates, engagement	WALGA CEO
LG Procurement Officers	Advice on process	WALGA Commercial Manager
Suppliers	Updates on process progress RFQ process Intelligence sharing Early RFQ Advice Industry & RFQ Briefings RFQ Clarifications	Project Manager



5. Procurement Specifics and Methodology

5.1. Procurement Methodology

METHODOLOGY
Invitation Method
<p>A closed RFQ through the WALGA Energy Preferred Supplier Panel on APET360 will be utilised to invite Suppliers to respond.</p> <p>WALGA has determined that the closed RFQ process will allow WALGA and the Steering Group to effectively communicate needs throughout the procurement process.</p>
Assessment Method
<p>An Evaluation Panel has been established by the Steering Group, and chaired by WALGA. The Evaluation Panel – made up of the members set out in section 6.1 – is responsible for conducting evaluations and assessments in accordance with the Evaluation Plan. It is recommended where possible that individuals of the evaluation panel differ from individuals on the steering group. Concession may be made where there are limited resources for a Steering Group Local Government Member to delegate two representatives for the Steering Group and the expertise of the delegate is crucial to the Evaluation Panel.</p> <p>The RFQ will incorporate non weighted and weighted assessment criterion with consideration of presented pricing to determine overall value presented.</p> <p>The process will require consensus from the Evaluation Panel.</p>

5.2. Evaluation Process

The following evaluation process will be used in respect of this Request:

- a) Submissions are assessed against the Selection Criteria: Compliance, Qualitative and then Pricing, using a Value for Money approach.
- b) Responses are firstly checked for completeness and compliance by the WALGA Chairperson. Responses that do not contain all information, or do not comply with compliance criteria requested (e.g. completed Offer and Attachments) may be excluded from evaluation.
- c) Each voting Evaluation Panel member will score each Submission against the qualitative criteria. Each criterion is weighted to indicate the relative degree of importance that the Principal places on the different aspects of the submission
- d) It is anticipated that three (3) individual cost models will be prepared for price analysis (Bundled, Unbundled and Renewables). Any alternative price offers will be separately evaluated concurrent to the conforming offers, however will not be considered unless accompanied with a conforming offer. The Project Manager and designated non scoring evaluators will undertake initial price analysis. The cost models will be provided as part of the evaluation consensus meeting to determine best value for money.
- e) A shortlisting process may occur through the evaluation process and additional assessment undertaken. This may include; clarifications, pricing rounds, value for money



considerations, further price analysis, respondent presentations, and any other assessment as required. An additional consensus meeting with the evaluation panel may be required.

- f) A Value for Money decision that includes qualitative ranking, cost, and the risk of each Respondent is made by the Evaluation Panel, and a recommendation report completed.
- g) The recommendation report will be provided, signed off by all evaluators and presented to the Steering Group for endorsement. Upon endorsement, the recommendation report will then be presented to the WALGA Finance and Services Committee for approval. Participating Members may also use or adapt the Recommendation Report to satisfy their own governance requirements.
- h) An award of the RFQ may then be provided to the Respondent whose submission is considered the most advantageous to the Local Government sector.
- i) The award of the contract will be followed by a process of acceptance by each project participant. Should participants withdraw from the project, reducing the minimum requirements of the price offer, alternative negotiations may be required. Upon completion of project participant’s approval to proceed to contract, the project term sheet will be executed.
- j) Unsuccessful Respondents will be notified that their offer(s) was not accepted.

5.3. Invited Respondents

The following Preferred Suppliers of WALGA with the identified capacity to supply to the project will be invited to the Request for Quote:

- Avertas Energy Limited
- Alinta Energy
- Infinite Energy
- Perth Energy
- Shell Energy
- Synergy

Other smaller and boutique suppliers to the WALGA Panel that supply contestable energy may not have the capacity to supply energy at the anticipated volume required at this stage of the project. However they may have future opportunities to supply to the WALGA project for sustainable energy generation, PPA development and other renewable developments.

These suppliers will be notified of the quotation process and extended the opportunity to nominate to be invited into the RFQ, if they consider they have the capacity to supply the total number of meters and collective energy volume included in the RFQ. This ensures the entire WALGA Panel is extended notification of the process and the opportunity to respond if relevant.

5.4. Request Period

The Request period will be managed as follows:

Activity	Description
RFQ Number	RFQ 06/21



Activity	Description
Notice of Request	APET 360
Supplier registration on APET360	APET 360
Method of Obtaining Request Documentation	APET 360
Response Period (Days)	29 Days
Questions to be lodged to	APET 360
Management of Questions	Toby Costanzo
Last Day Clarifications to be submitted (prior to deadline)	Five (5) Days
Method of Quote Lodgement	APET 360

5.5. Supplier Briefing

Attendance at this meeting not mandatory.

The purpose of the Briefing session will be to give an overview of the entire project and estimated volumes to the market, formally. The Supplier Briefing will provide Respondents with the opportunity to clarify any uncertainties with the Project Manager prior to the closing of the RFQ.

Suppliers will be requested to lodge questions to the Project Manager prior to the briefing, for example by Close of Business Thursday the 5th August.

Notes will be taken during the Briefing and disseminated to Invited Suppliers shortly thereafter.

5.6. Approval to award

This award may be contingent on a minimum quantity that is specified through the quotation process. WALGA’s award will be subject to Members acceptance to the level of the minimum quantity. WALGA Members will be extended a period to commit to the offer (either through delegated authority or Council resolution) prior to WALGA proceeding with the project. WALGA recommends pre-approval for to proceed on the successful offer prior to returning the Memorandum of Understanding. The RFQ recommendation and acceptance of the offer will be constructed on this basis.

WALGA remains the primary approver for the project and through the evaluation will establish the minimum contractual commitment from Members to proceed with the execution of Member contracts.

A Steering Group has been agreed – including the founding members – refer to Attachment 2 for stakeholder names. This group is responsible for taking information back to their respective Local Government, as well as providing directional decisions to support the overall project strategy.

Please see the table below for the key approvals required from RFQ close to acceptance of an Energy contract by a Member.

Approval Milestones for RFQ Process to award



What	Who
Evaluation completed by individual panel members prior to a consensus meeting	Evaluation Panel Chair convenes
Evaluation Panel provides Recommendation to Steering Group via Project Manager	Steering Group endorse
WALGA obtains award of RFQ from WALGA Finance and Services Committee.	WALGA
Local Governments receive and approve offer through their internal governance.	Local Government approve
WALGA collates approved and committed offers.	WALGA Project Manager
WALGA confirms and proceeds to Contract with Supplier(s)	WALGA Project Manager
Suppliers present ESA Contracts to Members.	Member

6. Evaluation

6.1. Evaluation Team

The Evaluation Panel involvement is subject to change due to unknown circumstances such as conflict of interest or unavailability. The evaluation team is to comprise of:

Name	Position	Organisation / Role	Responsibility
Toby Costanzo	Contract Manager (Project Manager)	WALGA Non-Voting Chairperson	<ul style="list-style-type: none"> • Security of bid documentation. • Initial Compliance and Technical Assessment • Oversee evaluation process & meetings • Price Analysis • Consensus
Jenna Waight	Finance Analyst	City of Joondalup Non-Voting	<ul style="list-style-type: none"> • Price Analysis • Consensus
Jennie Arts	Sustainable Environment Strategy Officer	City of Bayswater Voting	<ul style="list-style-type: none"> • Qualitative assessment • Consensus
Tony Natale	Strategic Procurement Manager	City of Cockburn Voting	<ul style="list-style-type: none"> • Qualitative assessment • Consensus
Jade Fong	Strategic Procurement Advisor	City of Wanneroo Voting	<ul style="list-style-type: none"> • Qualitative assessment • Consensus
Darren Turner	Strategic Procurement Lead	City of Perth Voting	<ul style="list-style-type: none"> • Qualitative assessment • Consensus
Karin Wittwer	Energy Efficiency Project Officer	City of Mandurah Voting	<ul style="list-style-type: none"> • Qualitative assessment • Consensus
William Jeon	Senior Sustainability Officer (Energy)	City of Stirling Voting	<ul style="list-style-type: none"> • Qualitative assessment • Consensus
Neil Burbridge	Manager Environmental Services	City of Armadale Voting	<ul style="list-style-type: none"> • Qualitative assessment • Consensus
Andrew Blitz	Commercial Development Manager	WALGA Non-Voting	<ul style="list-style-type: none"> • Consensus in the event of an impasse

6.2. Selection Criteria and Weightings

6.2.1. Compliance and Disclosure Criteria (Non Weighted)

The following compliance and disclosure criteria is to apply for this procurement:



<p>a)</p>	<p>i) Declarations</p> <p>The Respondent declares that to the best of its knowledge, no actual or potential conflict of interest in the performance of obligations under the Agreement exist if the organisation is awarded, nor that any such conflicts of interest is likely to arise during the Contract. If not, provide details.</p> <p>The Respondent agrees that there will be no cost payable by the Principal towards the preparation or submission of this Request irrespective of its outcome.</p>
<p>b)</p>	<p>i) Contract Conditions</p> <p>Respondents are to submit their ESA which they may utilise with any resulting Award</p>
<p>c)</p>	<p>i) Critical Assumptions</p> <p>Respondents are to specify any assumptions they have made that are critical to the Quote, including assumptions relating to pricing and ability to provide the Requirements in the manner specified in this Request.</p>
<p>d)</p>	<p>i) Pricing</p> <p>Respondents are required to provide pricing options under the structure outlined in the pricing schedule provided.</p> <p>Bundled prices must be excluding GST but inclusive of all other items such as Energy Charge, Capacity Charge, Network Charge, Renewable Energy Charge (LGC, STC), Loss Factors, Market Fee and Load Following Ancillary Service Charges etc. Daily Supply Charge if applicable may be quoted separately.</p> <p>WALGA requires that Respondents are able to offer both of the whole of participating Local Government unbundled energy rates and individual bundled rates for each participating Local Government. A portion of Local Governments may elect a bundled structure whilst others may elect for unbundled.</p> <p>For comparative purposes and to determine project level value WALGA requires that respondents provide two price options eligible for each participating Local Government as follows:</p> <ol style="list-style-type: none"> 1. Standalone uniform rate per NMI to Local Government for direct access (bundled) 2. Standalone uniform rate per NMI to Local Government if the group is awarded (bundled) <p>At the whole of sector level, WALGA also requires:</p> <ol style="list-style-type: none"> 1. The offer of a single un-bundled peak/off peak structure 2. The offer of a single rate per year for carbon offsetting or renewable energy certificates. The preferred renewable source is LGCs. <p>Other Pricing considerations:</p> <ul style="list-style-type: none"> • WALGA requires a bundled and un-bundled option for all participating Local Governments with 100% renewable surcharge per contract year, 100% offset fixed surcharge per contract year, peak and off-peak, all connection, daily use charges and cancellation fees. (The participating Local Governments intend that all contestable sites will be awarded to a single supplier).



	<ul style="list-style-type: none"> • For Bundled offers, with the exception of pass-through of changes to Network Charges, and any variations to costs due to changes of operating Energy Laws, the offered price must remain fixed for the duration of the new Contract. • Renewable offering must be sourced from WA generation including the location of renewable energy supply • No security deposit will be payable by any participating Local Government under any circumstance. • Suppliers must provide a minimum threshold of consumption across the aggregate load of supply in this RFQ and additional threshold margins based on lesser levels of collective participation. The mechanism must be based around total volume only and agnostic of bundled and unbundled proportional take up from the sector. • The Price Schedule covers the period from 1 April 2022 – 31 March 2025 without extension. Renewables pricing for the period applicable from 1 April 2024 – 31 March 2025 will be a crucial consideration. • Each Local Government will be provided with the aggregate project pricing alongside their specific bundled price offer. • No Security Deposit will be payable by any participating Local Government under any circumstance. <p>i) CPI</p> <p>WALGA prefers no CPI-related increases during the term of Contract. If required, respondents must clearly outline how CPI adjustments are applied.</p> <p>ii) Alternative Quotes</p> <p>Any Alternative Quote must be accompanied by a conforming Quote. Quotes submitted as Alternative Quotes must in all cases be clearly marked “Alternative Quote”. The Principal may in its absolute discretion reject any Alternative Quote.</p>
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Conforming submissions that are not fully compliant to the requirements set in the 6.2.1. Compliance and Disclosure Criteria (Non Weighted) will not be considered. Where a compliant offer is submitted the Evaluation Panel will consider non-compliant offers and must disclose which criteria specifics their respective offer does not adhere too and provide explanation to why the criteria departure is beneficial for the sector. The evaluation panel must agree to accept on the evidence provided and will disclose the specifics relating to the concession in the evaluation report.

6.2.2. Qualitative Criteria (Weighted)

The following qualitative criteria is to apply for this procurement:

Qualitative Criteria		Weighting
a)	<p>Contract Management and Flexibility</p> <p>Respondents are requested to provide project information and capabilities relating to this RFQ for contract management and flexibility. Key consideration include the following but are not limited to:</p>	60%



	<ul style="list-style-type: none"> • Energy management services (load profiling, capacity alerts, demand management) • Flexibility for roll-in and roll-out • ESA format and structure • Take or pay provisions • Methodology to sleeve energy from locally sourced generation projects, if required • Information relating to process for smart metering, new installation, contestability requests with affiliated cost structures • Service level arrangements and capabilities • Post implementation annual reviews on loss factors and network tariffs • Dedicated and experienced/qualified account management • Information and Billing Systems utilised for this Contract <p>(Maximum 15 page limit)</p>	
<p>b)</p>	<p>Sustainability and Renewable Technology</p> <p>Respondents are requested to provide project information and capabilities relating to this RFQ for:</p> <ul style="list-style-type: none"> • RECs that are sourced from WA generation including the location of renewable energy supply and the environmental benefits of utilising these sources • Methodology to procure against non-contestable meters and street lighting • Current and evolving technology types • Renewables and positive climate change communications • Alternative supply options and contingencies • And any other related information <p>(Maximum 10 page limit)</p>	<p>30%</p>
<p>c)</p>	<p>Value Added Services</p> <p>Respondents are requested to provide project information and capabilities (including emerging capabilities) relating to this RFQ for value added services such as:</p> <ul style="list-style-type: none"> • Ease of transition from current offer to future PPA or alternative contract structures • Batteries and storage • Unbundled to Bundled billing validation (for example tenant on charging services) • Public lighting capability • EV and charging infrastructure • Electricity buy back/feed in capabilities sub-meter monitor or other energy related products and services • Future project development <p>(Maximum 7 page limit)</p>	<p>10%</p>

6.3. Evaluation Rating Scale

The following evaluation rating scale will be used to assess qualitative criteria:

Rating	Definition	Score
UNACCEPTABLE	Was not evaluated as it did not provide any requested information relevant to the evaluation criterion. The Evaluation Panel is not confident that the Respondent would be able to meet the requirements of the Request.	0
INADEQUATE	Totally unconvincing and requirement has not been met. The Respondent provided an inadequate response to the criterion. Claims against the evaluation criterion were not relevant to the requirements. The Evaluation Panel is not confident that the Respondent would be able to meet the requirements of the Request to the required standard.	1
VERY POOR	Significantly flawed and fundamental details are lacking. The Respondent provided a very poor response to the criterion. Minimal information provided in response to the evaluation criterion. The Evaluation Panel has critical reservations that the Respondent would be able to meet the requirements of the Request to the required standard.	2
POOR	Unconvincing. The Respondent provided a poor response to the criterion. Significant shortcomings in claims made against the evaluation criterion. The Evaluation Panel has major reservations that the Respondent would be able to meet the requirements of the Request to the required standard.	3
MARGINAL	The Respondent has provided a marginal response to the criterion and may not cover all aspects. Response has some shortcomings and deficiencies in demonstrating claims against the evaluation criterion. The Evaluation Panel has some reservations that the Respondent would be able to meet the requirements of the Request to the required standard.	4
ADEQUATE	The Respondent has provided an adequate response to the criterion. Claims against the evaluation criterion cover the basic requirements. The Evaluation Panel is reasonably confident that the Respondent would be able to meet the requirements of the Request to the required standard.	5
GOOD	Response complies and is credible. The Evaluation Panel is reasonably confident that the Respondent would be able to meet the requirements of the Request to a good standard.	6
VERY GOOD	Response complies, is convincing and credible. No uncertainties or shortcomings in claims against the criterion. The Evaluation Panel is confident that the Respondent would be able to meet the requirements of the Request to a very good standard.	7



Rating	Definition	Score
SUPERIOR	Response complies, is convincing and credible. All claims substantiated and supported. The Evaluation Panel is highly confident that the Respondent would be able to meet the requirements of the Request to a high standard.	8
OUTSTANDING	Highly convincing and credible. Respondent demonstrates outstanding quality in response to the criterion. All claims demonstrated and substantiated. The Evaluation Panel is very confident that the Respondent would be able to meet the requirements of the Request to a high standard.	9
EXCELLENT	Highly convincing and credible. Respondent demonstrates excellent quality in response to the criterion. Comprehensively documented with all claims fully substantiated. The Evaluation Panel is extremely confident that the Respondent would be able to meet the requirements of the Request to a very high standard.	10

7. Procurement Timeframes

The following table provides an estimated timeline from the commencement of developing the procurement plan, through to the award of a contract.

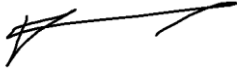
The indicative timeframes for each stage of the procurement process are as follows:

Stage	Indicative Timeframe
Procurement Plan and Evaluation Plan approved	June 2021
MOU's obtained	June – August 2021
Local Governments to provide updated forecasts of energy consumption volume compared to their standing data. (for example Covid-19 having an impact on historical volumes)	June - August 2021
Declarations of Conflict & Interest obtained from Evaluation Panel	August 2021
RFQ released to invitees	Monday 9 th August 2021
Supplier Briefing	Thursday 12 th August 2021 at 10:00AM
RFQ Closes	Monday 30 th August 2021 at 2:00PM WST
Evaluation of RFQ submissions	September 2021
Recommendation Report complete and Steering Group Endorsement	October 2021
WALGA award of contract	11 th October 2021
Member governance approval	November - December 2021
Contract transition	December 2021 – April 2022
Contract commencement date	1 st April 2022

8. Approval

Prior to presentation to the CEO, the Steering Group has received and endorsed this Procurement Plan:

Prepared By:



Toby Costanzo
Contract Manager, WALGA

Chairperson

Endorsed By:



Zac Donovan
Executive Manager Business Solutions, WALGA

Approved By:



Nick Sloan
CEO, WALGA



Attachment 1 – Initial Project Participants

WALGA has received meter consumption data from the following Members, which is intended to be represented into the RFQ on the basis of an MOU. The following list is subject to change

City of Albany	City of Armadale
Shire of Augusta Margaret River	Town of Bassendean
City of Bayswater	City of Belmont
Bunbury-Harvey Regional Council	City of Bunbury
City of Busselton	Town of Cambridge
City of Canning	Shire of Carnamah
Shire of Corrigin	Town of Cottesloe
Shire of Cuballing	East Metropolitan Regional Council
City of Fremantle	City of Greater Geraldton
City of Gosnells	City of Joondalup
City of Kalamunda	City of Kwinana
City of Mandurah	Shire of Manjimup
City of Melville	Town of Mosman Park
Mindarie Regional Council	Shire of Mundaring
Shire of Northampton	City of Perth
City of Rockingham	Shire of Serpentine-Jarrahdale
City of South Perth	City of Stirling
City of Subiaco	City of Swan
Town of Victoria Park	City of Vincent
City of Wanneroo	Shire of Williams
West Metropolitan Regional Council	City of Kalgoorlie
City of Cockburn	Shire of Plantagenet
City of Nedlands	Shire of Northam
Town of East Fremantle	Town of Claremont



Attachment 2 – Steering Group Members

<p>Armadale/Gosnells/Serpentine-Jarrahdale – Jessie Parrish, Switch your thinking Program Officer</p>
<p>Bayswater - Dan West, Acting Manager Sustainability and Environment</p>
<p>Canning - Melanie Bainbridge, Sustainability Lead</p>
<p>Cockburn – Tony Natale, Strategic Procurement Manager Procurement</p>
<p>Gosnells – Jessie Parrish, Switch your thinking Program Officer</p>
<p>Joondalup – David Hale, Electrical Projects Engineer Infrastructure Management Services</p>
<p>Mandurah - Karin Wittwer, Energy Efficiency Project Officer, Environmental Services</p>
<p>Perth – Phill Raso, WA CitySwitch Program Manager</p>
<p>Stirling – Clayton Chipper, Coordinator Sustainability Parks and Sustainability</p>
<p>Wanneroo - Manager Contracts & Procurement</p>

13.2.5 East Fremantle Oval Precinct Redevelopment Project Charter

File ref	R/RSO9
Prepared by	Gary Tuffin, Chief Executive Officer
Meeting Date	15 June 2021
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. East Fremantle Oval Precinct Redevelopment Project Charter2. East Fremantle Oval Precinct Redevelopment Project purchasing guidelines & Delegation of Authority.3. Special Project Delegation – East Fremantle Oval Precinct Redevelopment Project Delegation (CEO)

Purpose

For Council to consider adopting the following documents;

1. East Fremantle Oval Precinct Redevelopment Project Charter
2. East Fremantle Oval Precinct Redevelopment Project purchasing guidelines & Delegation of Authority.
3. Special Project Delegation – East Fremantle Oval Precinct Redevelopment Project Delegation (CEO)

Executive Summary

The purpose of this Charter is to document the roles, responsibilities and accountabilities of parties involved in the planning and delivery of the East Fremantle Oval Redevelopment Project. The project will be delivered in five phases as follows:

- Phase 1 – Project Establishment
- Phase 2 – Planning and Preliminary Design
- Phase 3 – Detailed Design and Tenders
- Phase 4 – Construction
- Phase 5 – Transition to Operations.

As the owner, the Town of East Fremantle Council is ultimately responsible for the project planning and delivery of the EFOPRP. The Governance Structure recognises the Council's various accountabilities to the funding partners

The fundamental principle underpinning the governance structure is identifying the decision-making responsibilities at the appropriate level. None of the proposed groups have any delegated authority.

Background

The Town in partnership with the East Fremantle Football Club, the East Fremantle Bowls Club, the East Fremantle Croquet Club, East Fremantle Playgroup and other local community groups are jointly pursuing the development of a new Integrated Community, Sport and Leisure Precinct on the East Fremantle Oval site.

Project work completed to date;

1. Concept Design – Inclusive of feasibility and business plan.
2. 100% Schematic Design - Inclusive of market sounding and business plan update.

Consultation

Council briefings/workshops on proposed Project Charter 17th March & 31st March 2021.

Statutory Environment

Section 5.42 of the *Local Government Act 1995* provides:

Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

Policy Implications

2.1.3 Purchasing Policy

Financial Implications

No financial implications associated with the Project Charter – guiding document.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not having an appropriate project governance framework in place.	Possible (3)	Major (4)	High (10-16)	FINANCIAL IMPACT More than \$1,000,000	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	4
Does this item need to be added to the Town's Risk Register	Yes
Is a Risk Treatment Plan Required	Yes

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2020 – 30 states as follows:

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

- 5.1 Strengthen organisational accountability and transparency
- 5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Comment

Project Charter

The fundamental principle underpinning the governance structure is identifying the decision-making responsibilities at the appropriate level. In this regard, detailed project reporting and issue resolution will be dealt with by the relevant Groups for further consideration by the CEO or Council subject to the CEO's delegations. Those issues that are beyond the CEO delegated authority or that involve unresolved, conflicting objectives will be referred to the Steering Committee for its endorsement and recommendation to the Council.

The project charter recommends the establishment of two working groups, the Steering Committee (SC) and a Project Working Group (PWG).

Steering Committee (SC)

It is not intended that the Steering Committee would be an official committee of Council, rather a working group, with its main role to provide recommendations and strategic advice to Council. The SC is responsible for overall guidance on the Project at a strategic level ensuring that the Business Case, Vision, and Objectives of the Project are being met or, where possible exceeded.

Further details regarding the SC scope and responsibilities is contained within section 4.1.2 of the Project Charter (pages 5 & 6)

Proposed membership of the Steering Committee;

- Chair – Town of East Fremantle Mayor or Proxy
- Deputy Chair – Town of East Fremantle CEO
- Two (2) additional Town of East Fremantle Council Member
- One representative from the State Government – Department of Local Government, Sport and Cultural Industries
- Up to three independent members as required

Project Working Group (PWG)

The EFOPRP Project Working Group (PWG) is responsible for managing and monitoring the day-to-day definition, planning and delivery of the Project ensuring that agreed program, cost, and quality targets are achieved. The PWG will manage the delivery of the EFOPRP through planning, design, commission, transition to operations and defects resolution.

Further details regarding the PWG responsibilities is contained within section 4.4.2 of the Project Charter (pages 8 & 9).

The PWG will comprise the following:

- Town of East Fremantle CEO (Chair)
- Client Project Lead
- Town of East Fremantle Executive Staff Members x 3
- Funding Partners – 1 representative each
- Project Manager (ex officio)
- Design Team Lead (ex officio)
- Quantity Surveyor (ex officio)
- Other Project Consultants as required (ex-officio)

General & Stakeholder Working Groups

It is proposed in the Project Charter that various Project Reference groups are formed as and when required to assist with the delivery of the project. In addition, that Stakeholder Group(s) be formed to ensure appropriate consultation and engagement continues throughout the project.

East Fremantle Oval Precinct Redevelopment Project (EFOPRP) purchasing guidelines and delegation of authority

The EFOPRP Purchasing Policy stipulates how purchases must be made and the purchasing framework and delegative authority for purchases within the EFOPRP. This policy is to be read in conjunction with the current overall Town of East Fremantle Purchasing Policy & Delegations.

East Fremantle Oval Precinct Redevelopment Project Delegation (CEO)

It is recommended that a special project delegation be granted to the CEO for the life of the project only. The Current delegation is limited to \$50,000 in total which is not considered practical for a project of this nature and size \$26 million.

The proposed delegation would provide authority to the CEO only for individual variations up to a maximum of \$50,000, subject to an aggregate project limit of \$500,000.

Any variations not included in the Project Budget could only be incurred with written approval from the Chief Executive Officer (CEO) with the recommendation of the Project Steering Committee. If the additional unbudgeted item of expenditure for contract variations is more than \$50,000, Council approval is required.

Proposed delegation condition.

If the variation is below \$50,000 it can be approved by the CEO following the approval of the SC and the recommendation of the PWG.

Refer to Attachment 3.

13.2.5 OFFICER RECOMMENDATION

That Council resolve to adopt:

- 1. the East Fremantle Oval Precinct Redevelopment Project Charter**
- 2. the East Fremantle Oval Precinct Redevelopment Project purchasing guidelines & delegation of authority**
- 3. the East Fremantle Oval Precinct Redevelopment Project Delegation (CEO).**



TOWN *of*

EAST FREMANTLE

**EAST FREMANTLE OVAL PRECINCT
REDEVELOPMENT PROJECT (EFOPRP)**

**GOVERNANCE MODEL AND
STEERING COMMITTEE CHARTER**

Adopted by Council on June 2021

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1. Purpose

The purpose of this Charter is to document the roles, responsibilities and accountabilities of parties involved in the planning and delivery of the East Fremantle Oval Redevelopment Project. The project will be delivered in five phases as follows:

- Phase 1 – Project Establishment
- Phase 2 – Planning and Preliminary Design
- Phase 3 – Detailed Design and Tenders
- Phase 4 – Construction
- Phase 5 – Transition to Operations.

The Charter will be reviewed and updated at the conclusion of each phase to reflect the status of the Project.

2. East Fremantle Oval Precinct Redevelopment Project

The Town of East Fremantle in partnership with the East Fremantle Football Club, the East Fremantle Bowls Club, the East Fremantle Croquet Club, East Fremantle Playgroup and other local community groups are jointly pursuing the development of a new Integrated Community, Sport and Leisure Precinct on the East Fremantle Oval site. A \$20M funding commitment has been secured from the State Government.

The new state of the art hub will be a welcoming and vibrant local space where sports, leisure and recreation thrive together. The redevelopment is being guided by the mantra “a community facility for people of all ages and interests with a community at its heart”.

The redevelopment of the East Fremantle Oval Precinct is being actioned as a priority major project for the Town of East Fremantle to achieve the following objectives:

- To maximise the opportunities for local residents to pursue a healthy and active lifestyle through a range of sporting and leisure pursuits and for personal development for all ages and abilities.
- To provide a venue where local teams can develop excellence by competing at the highest level, in high quality facilities that can be enjoyed equally by local and visiting teams, coaches and spectators.
- To provide a place where people can develop and impart skills and to fulfil their potential in their chosen sport/activity.
- To build social connectedness and cohesion amongst our community.
- To build a space where East Fremantle can gather, share and celebrate, start conversations and host functions.
- To reflect on our shared history (both ancient and contemporary) and to make new stories.
- To create opportunities for new businesses to be created and to thrive.
- To create an environmentally and socially sustainable precinct.
- To maintain the precinct as an A-class reserve.

3. Governance Structure

As the owner, the Town of East Fremantle Council is ultimately responsible for the project planning and delivery of the EFOPRP. The Governance Structure recognises the Council's various accountabilities to the funding partners.

The fundamental principle underpinning the governance structure is identifying the decision-making responsibilities at the appropriate level. In this regard, detailed project reporting and issue resolution will be dealt with by the relevant Groups for further consideration by the CEO or Council subject to the CEO's delegations. Those issues that are beyond the CEO delegated authority or that involve unresolved, conflicting objectives will be referred to the Steering Committee for its endorsement and recommendation to the Council.

The Governance Structure to be approved by the Council for the planning phase of the Project is outlined Appendix 1.

4. Project Governance Bodies

4.1 Steering Committee

4.1.1 Remit

To act as the Steering Committee (SC) of the Town of East Fremantle Council for the East Fremantle Oval Precinct Redevelopment Project (EFOPRP), providing recommendations & strategic advice to the Council.

The SC is responsible for overall guidance on the Project at a strategic level ensuring that the Business Case, Vision, and Objectives of the Project are being met or, where possible exceeded.

The EFOPRP will comprise the following in line with the business and master planning process:

- East Fremantle Football Club WAFL facilities
- East Fremantle Bowls Club facilities
- East Fremantle Croquet Club Facilities
- Playgroup facilities
- Health club
- Café/restaurant
- Allied health tenancies
- Function room
- Adventure playground
- Community hall
- Outdoor hard courts
- Skate park zone
- Dog exercise area
- Landscaped paths
- Community garden
- Open green space
- Reinstated native landscape
- Community meeting rooms

Funding has been committed in writing by the following parties:

- State Government - \$20m
- Town of East Fremantle up to - \$6m

Further funding is being sought from the Federal Government, the AFL/WAFC and the commercial sector.

Please note formal documentation outlining key milestones etc. is yet to be finalized between the funding partners and the Town of East Fremantle.

4.1.2 Scope

- (a) Oversee the EFOPRP and make recommendations to the Council in line with the Project's governance model, commercial opportunities, business model for the completed project, business case and project brief.
- (b) Ensure that strategic directions are given in line with the approved Business Plan or where relevant develop the approved Business Plan to align with any adaptations required for consideration by the Town of East Fremantle Council.
- (c) Provide advice on issues brought forward by the Project Working Group (PWG) and endorse recommendations made by the PWG and any other strategic recommendations required to maintain the Project.
- (d) Provide recommendations and advice to the Council on the Project.
- (e) Review the PWG and Project Team's management of risk and provide direction and advice where necessary on mitigating risk.
- (f) Review the communications principles and public relations strategies ensuring that the Project Team has adequately informed/engaged stakeholders as required.
- (g) Assess and recommend to Council the appointment of key consultants, including but not limited to:
 - a. Project Manager
 - b. Design Team
 - c. Quantity Surveyor

Note: It is assumed that the Client Project Lead is appointed by the Town of East Fremantle Council prior to the implementation of the Charter.
- (h) Proactively monitor overall Project progress, including:
 - a. Brief Development
 - b. Stakeholder engagement
 - c. Design solutions
 - d. Construction Works
 - e. Achievement of time cost and quality standards
- (i) Encourage innovative ideas and initiatives, that will:
 - a. Enhance the value for money
 - b. Encourage leading edge designs that enhance sport, spectator and community experiences
 - c. Deliver quality facilities and systems

- d. Incorporate environmentally sustainable design to minimise the facility's carbon footprint
- e. Ensure efficient use of landed property, building assets and funding resources
- f. Facilitate commercial partnerships
- g. Achieve the Town of East Fremantle vision and values

4.1.3 Responsibilities

- (a) Review and recommend to the Town of East Fremantle Council the project scope, detailed planning; budget and program parameters and ensure the content of the works to be included meet the Project's performance requirements.
- (b) Prepare and present proposals to the Town of East Fremantle Council on matters of strategic direction associated with the EFOPRP.
- (c) Ensure only those functional, cost and program matters contained in the approved brief are implemented and all changes to the brief and budget are sufficiently reported to permit review and recommend to the Town of East Fremantle Council such changes.
- (d) Recommend to the Town of East Fremantle Council the scope, design and content of the Project brief for all approved consultants. Monitor services, responsibilities and duties of the consultants throughout all stages of the appointment.
- (e) Recommend to the Town of East Fremantle Council key design and scope initiatives that will ensure the environmental sustainability of the venue.
- (f) Make recommendations to the Town of East Fremantle Council on the appointment and engagement of major consultant appointments such as the project manager, design team, quantity surveyor and other consultants as necessary.
- (g) Ensure all recommendations and processes are in line with the Town of East Fremantle's policies and procedures as contained in this Charter and other relevant Town of East Fremantle Governance documents.
- (h) Finalise and update as required the Town of East Fremantle Ground Improvement Project Governance Model and Steering Committee Charter.
- (i) Ensure that the existing knowledge of operational, functional planning, management, financial and Project delivery aspects is being efficiently and effectively applied in the review of all Project decisions.
- (j) Establish and recommend to the Town of East Fremantle Council the criteria for project success and monitor throughout the Project life.
- (k) Monitor overall Project progress against the set time, cost and quality parameters through receipt, critical review and endorsement of the SC Report prepared by the Project Team and quantity surveyor.

4.1.4 General

- (a) The SC has the authority to access information and consult with and interview Organisation and Project Team personnel, and through the Town of East Fremantle CEO, may contract independent professional advisers it considers appropriate to provide advice on matters within the scope of its remit.
- (b) The SC may be requested by the Town of East Fremantle Council to perform other related tasks.

4.1.5 Steering Committee Administration

The structure and timing of the meetings for the Steering Committee are below:

(a) Meetings

At least 6 meetings per year or as required. In early project implementation the SC is likely to meet on a 4-6 weekly basis.

At least 4 working days prior to each meeting, the following shall occur:

- Preparation and distribution of the agenda
- Preparation and distribution of the SC Report which will include as appropriate to the stage of the Project concise details of:
 - Any decisions required from the SC (including supporting documentation)
 - Decisions received from the previous SC
 - Overall Progress
 - Occupational Health and Safety
 - Design Progress and Issues
 - Budget and Financial Update
 - Stakeholder Engagement
 - Statutory Authorities and Approvals
 - Quality
 - Procurement
 - Risk
- Minutes of the meetings will be distributed within 1 week of the meeting.

(b) Membership of the Steering Committee

- Chair – Town of East Fremantle Mayor or Proxy
- Deputy Chair – Town of East Fremantle CEO
- Two (2) additional Town of East Fremantle Council Member
- One representative from the State Government – Department of Local Government, Sport and Cultural Industries
- Up to three independent members as required

- The following are ex-officio members of the SC:
 - Client Project Lead
 - Project Manager
 - Design Team Lead
 - Quantity Surveyor

The SC reports to the Town of East Fremantle Council through the Chair of the SC and the Town of East Fremantle CEO.

4.2 Project Working Group (PWG)

4.2.1 Remit

The EFOPRP Project Working Group (PWG) is responsible for managing and monitoring the day-to-day definition, planning and delivery of the Project ensuring that agreed program, cost, and quality targets are achieved. The PWG will manage the delivery of the EFOPRP through planning, design, commission, transition to operations and defects resolution.

The PWG shall provide direction to the Project Team ensuring the progress of the Project and shall provide advice to the Steering Committee and the Town of East Fremantle Council.

4.4.2 Responsibilities

- Monitor the Project to ensure scope and budgeted costs are met.
- Monitor detailed Project progress against the time, cost and quality parameters for the Project;
- Manage the Project to ensure all approved scope is implemented in an efficient manner.
- Manage the Project to ensure the overall budget is adhered to and all construction and non-construction cost components are achieved within their defined limits.
- Be the detailed decision-making Group for efficient, effective and quality outcomes of the Project.
- Provide direction and advice where necessary and review the role of the Project Team in adequately managing the planning, design, fit-out, construction, commissioning and transition to operations of the EFOPRP.
- Ensure schematic design, design development, procurement and other key deliverables are completed for consideration by the Steering Committee.
- Ensure timely rectification of any defects.
- Provide advice on issues brought forward by the Design Team and Project Reference Group(s).
- Provide advice to the SC as to the number, purpose and composition of Project Reference Groups.
- Through the SC, provide the Town of East Fremantle Council with advice on the EFOPRP.
- Oversee the statutory planning approval process and ensure all statutory approvals are obtained.
- Through the Steering Committee, provide advice to the Council on matters related to the EFOPRP.
- Advise on, and review the identification, mitigation and management of risk including the management of risk by the Project Team and provide advice

where necessary on mitigating risks.

- Provide advice and review the communications principles and public relations strategies ensuring that the Project Team has adequately informed and engaged stakeholders as required.
- Encourage, assess and recommend for implementation those ideas of an innovative or world's best practice nature.
- Ensure relevant stakeholder input is received for all aspects of the Project.
- Review and approve the design drawings and relevant project documentation as prepared by the consultant team.
- Monitor a stakeholder engagement, communication, consultation and organisational strategy.

The PWG will undertake its responsibilities cognisant:

- That in order to constitute a quorum at any meeting of the PWG, at least four members must be present;
- That the SC may determine procedural and governance rules for the PWG from time to time, with which all representatives must comply;
- Of the need to ensure that the design and construction of the EFOPRP is consistent with the masterplan, business plan/operating model, design and specifications;
- Of the need to ensure all statutory requirements are met;
- Of the need for appropriate control systems to be in place to protect the Town of East Fremantle from unnecessary risk; and
- Of the need for effective communication with all relevant stakeholders to ensure clarity.

4.2.3 Membership

The PWG will comprise the following:

- Town of East Fremantle CEO (Chair)
- Client Project Lead
- Town of East Fremantle Executive Staff Members x 3
- Funding Partners – 1 representative each
- Project Manager (ex officio)
- Design Team Lead (ex officio)
- Quantity Surveyor (ex officio)
- Other Project Consultants as required (ex-officio)

5. Project Reference Group(s) (PRG)

The PRG's will be established as required by the Project. The SC reserves the right to add and/or delete PRG(s) as required. The initial PRGs will be as follows:

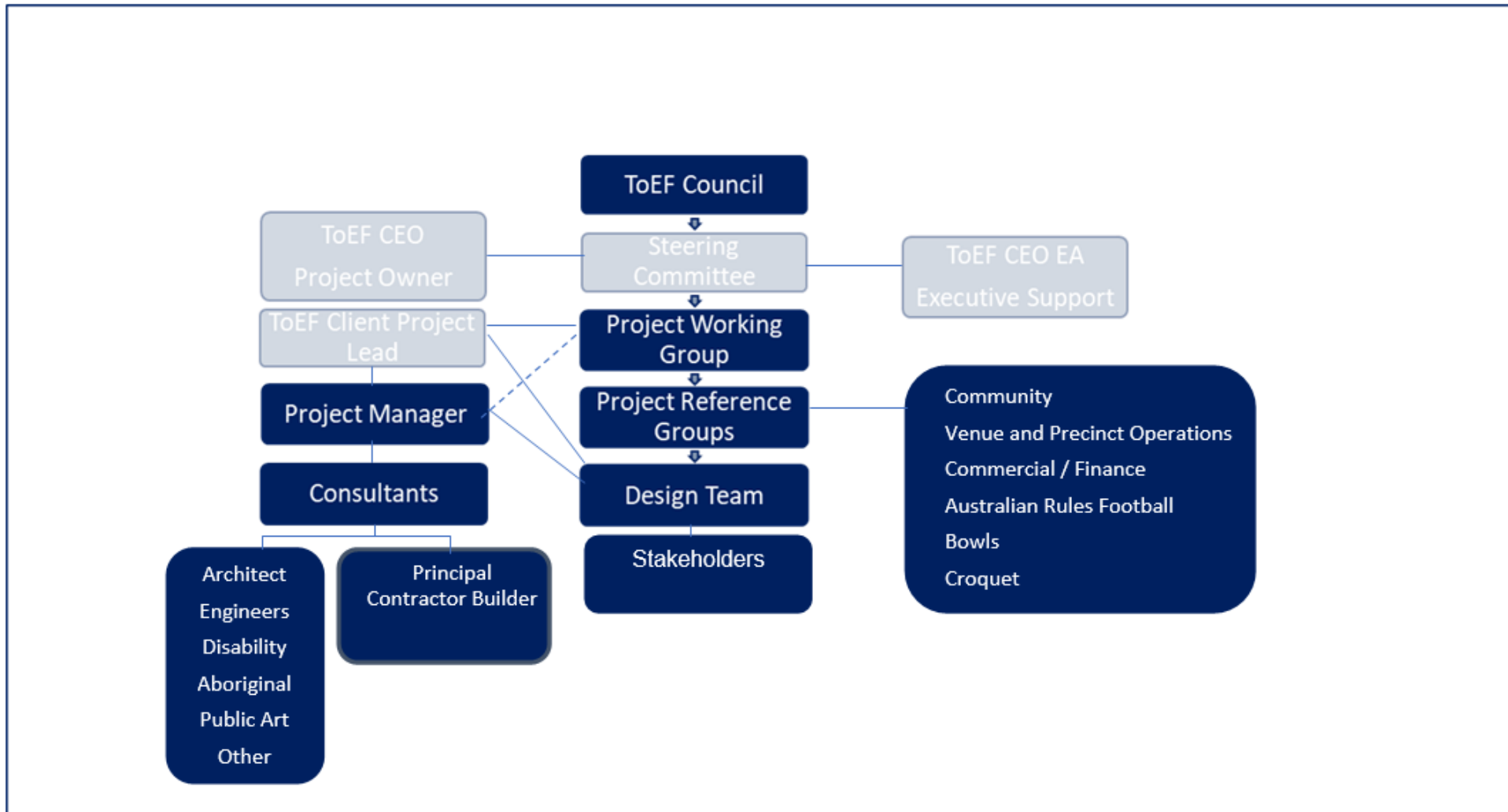
- Community
- Venue and Precinct Operations
- Commercial / Finance
- Australian Rules Football
- Bowls
- Croquet

6. Stakeholders

Stakeholders Groups are to be consulted as required throughout the Project and are to include but not be limited to:

- Residents Groups
- East Fremantle Football Club and WAFC
- East Fremantle Bowls Club and Bowls WA
- East Fremantle Croquet Club and Croquet WA
- East Fremantle Playgroup
- Health club, food and beverage and precinct operator(s).

APPENDIX 1- EFOPRP GOVERNANCE STRUCTURE



APPENDIX 2 - EFOPRP PURCHASING GUIDELINES AND DELEGATION OF AUTHORITY

1. General Purpose and Principle

The Town of East Fremantle will incur many millions of dollars of expenditure on behalf of its rate payers and project partners as it delivers the EFOPRP. Therefore, it is vital that this expenditure is incurred appropriately and efficiently to maximise the resources available to the EFOPRP and the Town of East Fremantle.

A significant proportion of EFOPRP project expenditure will involve “purchases” of goods and services from third parties involved in planning and delivery of the Project.

The EFOPRP Purchasing Policy stipulates how purchases must be made and the purchasing framework and delegative authority for purchases within the EFOPRP. This policy is to be read in conjunction with the current overall Town of East Fremantle Purchasing Policy.

All purchases for the project shall be as per the Town of East Fremantle Purchasing Policy (included in Appendix 3).

2. Responsibility for Policy

The Town of East Fremantle Council retains ultimate accountability for this Policy, with the Town of East Fremantle Council seeking and accepting guidance and recommendation from the Project Steering Committee as to implementation of this policy.

The Town of East Fremantle has delegated to the CEO the responsibility for the administration of this Policy (including its reporting to the Council, and/or the Audit & Risk Committee as appropriate). The CEO will work with the SC in terms of implementation of this policy.

The CEO will also be assisted in the administration of this policy by the Client Project Lead and the Project Manager (once appointed).

3. Code of Conduct (Consultants & Contractors)

In part the *Local Government (Administration) Regulations 1996* state;

19AA local government employee means a person —

(a) employed by a local government under section 5.36(1);

or

(b) engaged by a local government under a contract for services;

In accordance with *Local Government Act 1995*, s5.51A and associated Regulations, all committee members are required to comply with the Town’s Codes of Conduct for employees, which now includes consultants and contractors. A copy of the Code of Conduct has been provided as Appendix (7)

All conflicts of Interest are to be disclosed in accordance with the LG Act and recorded using the Town’s Disclosure of Interest form Appendix (8).

This requirement will be incorporated into all procurement documents.

4. Major Items of Purchase

- Design
- Construction
- Demolition
- Consultants
- Project Lead
- Project Manager
- Waste Removal
- Contract Labour
- Legal advice
- Other as required

The above purchases will not impact operating results and will be capitalised to the balance sheet and be offset by the funding received to complete the Project. This Project will provide benefits to the Town of East Fremantle and the Community over future periods.

The EFOPRP will deliver a range of ongoing benefits for the community, the East Fremantle Football Club, the East Fremantle Bowls Club, the East Fremantle Croquet Club, and Playgroup, the region and local sporting clubs and community groups, including:

- Enhancement and provision of quality recreation facilities
- Creation and access to a quality community centre
- Creation of integrated recreational facilities
- Football participation development pathways
- Secures long-term future of the East Fremantle Football Club, the East Fremantle Bowls Club, the East Fremantle Croquet Club and the East Fremantle Playgroup and Child Nurse
- Genuine support and improved delivery of Government priorities
- Creation of employment opportunities.

The funding to offset these purchases will be received from the following key stakeholders:

- State Government - \$20m
- Town of East Fremantle up to - \$6m

Further funding is being sought from the Federal Government, the AFL/WAFC and the commercial sector.

5. Budgets

The Town of East Fremantle will use a Project Budget to plan, control and measure these costs. All costs expected to be incurred during the Project life will be included in the Project Budget. This budget is to be broken up into the following stages:

1. Concept Design – Inclusive of feasibility and business plan – **Complete**;
2. 100% Schematic Design - Inclusive of market sounding and business plan update – **Complete**;
3. Procurement model selection;
4. Next Stage design (dependent on procurement model);
5. Construction of Project; and
6. Commissioning and Transition to Operations.

The Project Budget is to be prepared by the Project Working Group, reviewed by the SC and the Audit & Risk Committee and ultimately approved by the Town of East Fremantle Council.

All costs included in the Project Budget process must be in accordance with Delegation of Authority.

Costs not included in the Project Budget can only be incurred with written approval from the Chief Executive Officer (CEO) with the recommendation of the Project Steering Committee and endorsement of the PWG. If the additional unbudgeted item of expenditure for contract variations is more than \$50,000, Council approval is required. This CEO approval limit of up to \$50,000 per item for variations is subject to an aggregate annual limit of \$500,000 (refer Delegation of Authority).

6. Authorisations

All Purchases must be approved in writing by the CEO prior to commitment, refer section 8, Purchase Orders.

The managerial positions with responsibility for budgeted costs are:

Chief Executive Officer

The above position has authority for budgeted costs for the Project and are subject to the requirements of this Purchasing Policy.

The Chief Executive Officer shall seek the advice and recommendation of the Client Project Lead in approving Purchase Orders.

7. Contract Variations

Contract variations shall be as per as per Delegated Authority Register DA7 in Attachment 4.

Any variations not included in the Project Budget can only be incurred with written approval from the Chief Executive Officer (CEO) with the recommendation of the Project Steering Committee. If the additional unbudgeted item of expenditure for contract variations is more than \$50,000, Council approval is required.

If the variation is below \$50,000 it can be approved by the CEO following the approval of the SC and the recommendation of the PWG.

This CEO approval limit of up to \$50,000 per item is subject to an aggregate project limit of \$500,000 (refer Delegation of Authority).

8. Quotes – Value up to \$250,000

(a) Purchasing that is \$250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under the Town of East Fremantle Purchasing Policy.

(b) The following quotation requirements shall apply at each threshold:

- Up to \$5,000 – single (1) oral or written quote;

- \$5,000 - \$20,000 – at least two (2) written quotes;
- \$20,000 - \$50,000 – at least three (3) written quotations;
- \$50,000 - \$250,000 – at least three (3) written quotations by formal invitations under a request for Quotation

All quotations shall contain price and detailed specification of goods and services prior to the raising of a purchase order.

- (c) The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations.
- (d) The only exceptions to this are when:
- A formal written supply agreement is in place; or
 - Written approval has been obtained from the Town of East Fremantle Council with the recommendation of the Steering Committee.
- (e) The quotes must be on a “like by like” basis so that an appropriate purchasing decision can be made.
- (f) A quotation number should be shown on each purchase order.
- (g) After receiving the quotes as required where the value is greater than \$50,000, the decision to purchase must be discussed with the Project Working Group for recommendation to the SC.
- (h) All quotes under \$50,000 can be authorised by the CEO following discussion at the Project Working Group. The purchase shall then be noted by the Steering Committee.

Notwithstanding the above, where it can be effectively demonstrated that there is a limited availability of suitably qualified and experienced suppliers, the minimum requirements can be reduced.

Refer Town’s Purchasing policy in Appendix 3

9. Procurement Value greater than \$250,000

Tenders

Where the value of the scope exceeds (\$250,000) being the value in which a quote system will be applied the procurement of the scope will be done through a tender process.

The tender process will be an open process in accordance with the *Local Government Act 1995 and associated Regulations*, using AS Suite of contracts, this applies to all aspects described in 7.2, 7.3 and 7.4

Construction and Funding Contracts and Agreements

- (a) Construction and Funding Contracts and Agreements are agreed written terms and conditions for the supply of goods or services and the receipt of funding for the Project for an estimated total value more than \$150,000 or for an extended period, being at least six (6) months. These Agreements include Contracts and Agreements entered with:

- Project consultants
 - Construction companies
 - State Government
 - AFL/WAFC - TBC
- (b) These agreements must be for a maximum duration of one (1) year unless otherwise approved by the Council (refer 7,2 (d) below). The supplier must be subject to due diligence and tender process before a supply agreement is entered.
- (c) The CEO and Client Project Lead must review all Agreements with the CEO to sign all contracts under \$150,000.
- (d) If a contract and agreement is for longer than 1 year, or for a total value of \$150,000 or more, Council Approval for the entering into this Contract or Agreement is required.

Engagement of Consultants (Tender Process)

- (e) For the engagement of Project consultants, this will be managed in-house by the Town of East Fremantle with the support of the Project Client Lead and the Project Manager (once appointed) in accordance with this Charter. Documentation will be reviewed by the PWG and if required the SC prior to issue.
- (f) Consultant engagements will be based on a predetermined assessment criteria in accordance with Regulation 14 of the **Local Government (Functions and General) Regulations 1996 and will** primarily be based on their ability to achieve a successful outcome for the Town of East Fremantle .

Selection of preferred Contractors (Tender process)

- (g) As a result of the Project value the main construction works will be procured via some form of public tender in accordance with the Town's Purchasing Policy 2.1.3 and section 3.57 of the *Local Government Act 1995* and relevant Regulations.
- (h) This process will be managed by the Project Manager (once appointed) in conjunction with the Client Project Lead in accordance with this Charter. A procurement workshop will consider the Project scope, objectives and risks. By analysing this information, and through discussion and analysis of the available options, a consensus will be reached on an optimal procurement strategy for the works.
- (i) An Expression of Interest (EOI) process may be considered to shortlist proven contractors separately for the main building works. An EOI would cover organisational details, management structure, financial capacity, previous experience, resourcing capacity, experience of topside down construction (if any) and any other relevant information. Subject to sufficient EOI's being received, between four and five Contractors would be selected from this process. This process reduces the number of contractors pricing and creates improved responses from the market and improves competition.
- (j) It is anticipated that the Contractor will be appointed using the AS Suite of contracts, with special amendments to reflect Project specific requirements. The final Contract form will be resolved through the procurement workshop.

Engagement of contractor

- (k) Contractor engagements will be based on a predetermined assessment criterion in accordance with Regulation 14 of the *Local Government (Functions and General) Regulations 1996* and will primarily be based on their ability to achieve a successful outcome for the Town of East Fremantle.
- (l) The Project Manager (once appointed) in conjunction with the Client Project Lead will provide a detailed assessment report of tenders submitted, with a recommendation for a preferred contractor discussed and agreed with the PWG and endorsed by the SC for the council's consideration and approval.

Price Considerations (Consultants & Contractors)

Non Weighted Cost Criteria

The non-weighted cost method is used where functional considerations such as capacity, quality, transitional and adaptability are seen to be crucial to the outcome of the contract. The evaluation panels will make a series of value judgements based on the capability of the Consultant/Contractor to complete the Requirements and a number of factors will be considered including:

- (a) the qualitative ranking of each Consultant or Contractor; and
- (b) the pricing submitted by each Consultant or Contractor.

Once the submissions have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each submission, in order to determine the submission which is most advantageous to the Town.

Use of Common Seal

Any contract requiring the affixing of the Town's Common Seal will be subject to receiving formal authorisation from Council in accordance with section 9.49A of the *Local Government Act 1995*.

Supplier Procurement

- (m) The procurement routes for remaining work packages including: Workstations; Loose Furniture; ICT; and Art are likely (but not yet confirmed) will be determined at the appropriate time but maintain an approach within this Charter.

Exceptions

Exceptions to this Charter will only be agreed when best value for money has been clearly demonstrated.

10. Purchase Orders (PO)

- (a) All purchases must be subject to a written and authorised purchase order. A requisition must be raised prior to generating the purchase order and prior to commitment to the expenditure. This gives the CEO and/or Client Project Lead the opportunity to review and decline the requisition.
- (b) The PO must be authorised by the CEO for the relevant item of budgeted expenditure or the CEO as per the Delegation of Authority shown in [this document \(Appendix 2\)](#) and the [Town of East Fremantle Purchasing Policy in Appendix 3](#).

- (c) It is the responsibility of the authorising person to ensure the PO is coded correctly.
- (d) All queries in relation to the PO system must be referred to the Finance Manager.

11. Purchases where no ABN Quoted

Purchases through suppliers without an ABN should be avoided where possible. If a supplier does not have an ABN, the Town of East Fremantle will, as obliged by the ATO rules, deduct income tax at the top rate from the payment.

12. Breach of Policy

- (a) It is a condition of employment that employees of the Town of East Fremantle (including the Town of East Fremantle Project Lead) comply with this policy and all other applicable laws.
- (b) A breach of this policy will be considered serious and appropriate disciplinary action will be taken which may include a verbal warning, written warning or termination of employment/contract.

13. Subject to Change

- (a) This policy and other Town of East Fremantle policies will be regularly reviewed considering legislation and company changes. The Town of East Fremantle will provide employees (including the Town of East Fremantle Client Project Lead) with 7 days' notice of any proposed change either in writing, electronic transmission, Town of East Fremantle Intranet or by other means considered appropriate.
- (b) Employees (including the Town of East Fremantle Project Lead) will be required to comply with the policy as amended from time to time:
 - By way of transparency and accountability; and
 - To promote the obligations of the Policy.

14. Accountability

Reporting and accountability in the terms of this Policy will be a periodic item on the Town of East Fremantle Council and the SC Agenda.

15. Ethical Behaviours

All individuals who contribute to procurement activities must comply with the standards of integrity, probity, professional conduct, and ethical behavior as stated below:

- To deal fairly, impartially and consistently with all suppliers.
- To keep confidential all sensitive information obtained as part of the procurement process.
- To formally declare any actual, potential or perceived conflict of interest prior to the commencement of a procurement activity and abstain from any procurement activity where it has been deemed that a potential, perceived or actual conflict of interest exists.
- To ensure that the entire procurement process is documented in such a way as

to demonstrate that decisions and purchases were made in accordance with this Charter.

- Staff, contractors and external parties who conduct, or are involved in, procurement activities on behalf of the Town of East Fremantle during the planning, sourcing and/or contract formation phase will not elicit or accept gifts, benefits or hospitality from respondents. Where respondent(s) are the incumbent contracted supplier, then involvement with the supplier should be minimised to day to day contract operations only during the planning, sourcing or contract formation phases.

16. Delegation of Authority

The overall EFORP Project budget is to be prepared by the Project Working Group and reviewed by the SC and the Audit & Risk Committee before being approved by the Town of East Fremantle Council.

Once approved by the Town of East Fremantle Council the following delegation of authority must be adhered to. If a situation falls outside the below matrix and/or there is confusion where the cost sits, Town of East Fremantle Council approval must be obtained.

Commitment	Council	CEO	Relevant Doc
Contract or Deed which must be signed under Seal	Yes	No	
Contract – more than \$150,000	Yes	No	As per Delegated Authority Register DA9 in Attachment 6
Contract – more than 1 years	Yes	No	As per Delegated Authority Register DA9 in Attachment 6
Contracts – less than \$150,000 and less than 1 years	N/A	Yes	As per Delegated Authority Register DA9 in Attachment 6
Project Purchases – In Budget	N/A	Yes	
Project Purchases & Contracts – Not in Budget and less than \$50,000 and less than 1 years	Items >\$50k	Yes - Items <\$50k (aggregate \$500k p.a.)	Will be treated as variations as per Delegated Authority Register DA7 in Attachment 4
Tender Process – more than \$250,000	Yes	No	As per Delegated Authority Register DA8 in Attachment 5

APPENDIX 3 - TOWN OF EAST FREMANTLE PURCHASING POLICY



2.1.3 Purchasing

Type:	Corporate Services – Financial Management
Legislation:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Delegation:	DA35 Ordering Thresholds
Other Related Document:	Purchasing Procedures PRO2.1.3

Objective

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Town;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Town;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Town and that ethical decision making is demonstrated.

Policy Scope

This policy will affect all staff members.

Policy

The Town of East Fremantle (the “Town”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the Local Government Act 1995 (the “Act”) and Part 4 of the Local Government (Functions and General) Regulations 1996, (the “Regulations”). Procurement processes and practices to be complied with are defined within this Policy and the Town’s prescribed procurement procedures.

Ethics and Integrity

Code of Conduct

All officers and employees of the Town undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Town must act in an honest and professional manner at all times which supports the standing of the Town.

Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Town’s policies and Code of Conduct;

- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Town's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money

Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Town.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Town's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

Purchasing Requirements

Legislative / Regulatory Requirements

The requirements that must be complied with by the Town, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Town.

Purchasing that is \$250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 7 of this Purchasing Policy.

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under section 8 of this Policy is not deemed to be suitable.

Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Town will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

Purchasing from Existing Contracts

Where the Town has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Town must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

Purchasing Thresholds

The table below prescribes the purchasing process that the Town must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
<p>Up to \$5,000 (exc GST)</p>	<p>Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Town, or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government Common Use Arrangement (CUA); or • from the open market. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. • The procurement decision is to be represented using the Brief Evaluation Report Template.
<p>Over \$5,001 and up to \$20,000 (exc GST)</p>	<p>Request at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government CUA; or • from the open market. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a written brief outline of the specified requirement for the goods; services or works required; and

	<ul style="list-style-type: none"> • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>Over \$20,001 and up to \$50,000</p>	<p>Request at least three (3) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a written brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>Over \$50,001 and up to \$250,000 (exc GST)</p>	<p>Request at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Town through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
<p>Over \$250,000 (exc GST)</p>	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 8 of this Policy, conduct a public</p>

	<p>Request for Tender process in accordance with the Regulations, this policy and the Town's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
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Requirement for Contracts

Purchases over \$50,000 ex GST will require a written contract for the following supply categories:

- Consultants (General Conditions of Contract AS4122-2010)
- Minor Works
- General Goods and Services
- Building and Construction Services
- ICT Services
- Waste Services

A copy of the executed contract must be provided to the Executive Assistant Corporate Services prior to the Purchase Order being released. The contract details will be entered into the Contract Register which has been prepared in accordance with Treasurers Instruction 820 'Register of Contracts'.

Contract Reviews – all contracts established by the Town shall contain a requirement to review the performance of the Contractor/Supplier/Consultant at least annually and prior to the extension, if any, of the Contract term.

Strategic Purchasing Value Assessments

The Town will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Town will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

Quotation Exemptions

An exemption to Request for Quotations may apply in accordance with Regulation 11 of the Local Government (Functions & General) Regulations 1996.

Insufficient Suppliers / Waiver of Quotation

Where this policy requires a certain number of quotations to be obtained, but it is not possible to obtain that number of quotations, then best endeavours must be used to obtain as many quotes as possible.

If it is not possible to obtain the required number of quotations then:

1. the requirement to obtain that number of quotations may be waived by the Chief Executive Officer or Executive Manager Corporate Services if the purchase is below \$20,000 and justification has

been provided by an officer with appropriate authority to incur the liability. The following are examples of where an exemption may be approved:

- Supplier is a sole provider registered in the Town of East Fremantle
 - Supplier is an Aboriginal Business
 - Supplier is Disability Enterprise
 - Delivery of goods or services is time critical
2. all other requirements of this policy applicable to that type or value of purchase apply.

Purchasing from Legal Service Providers

The Town of East Fremantle will utilise the WALGA preferred supplier contract for legal services. The selection of the service provider will be undertaken by the Chief Executive Officer or relevant Executive Manager (under delegated authority) based on factors including the panel provider undertaking similar work on behalf of the Town, specialist expertise as well as being based on standard contract performance.

Buying Local

Where possible, suppliers operating with the Town of East Fremantle and neighbouring local government areas are to be given the opportunity to quote for goods and services required by the Town. Officers are required to review the local Business Directory when determining possible suppliers. However, it is recognised that not every category of goods or services required by the Town will lend itself to supply by local businesses.

Standing Offer Agreement

This is an agreement where a supplier(s) agrees to provide specified goods (which are considered commodities off the shelf which are readily available from multiple suppliers and frequently purchased), at an agreed price fixed for a set period of time (usually for one year). Standing Offers are a commitment by suppliers to provide agreed products at the fixed price on receipt of a Town Purchase Order. Standing offers do not commit the Town to any minimum volume. A standing offer once accepted by the Town is deemed to have met the quotation process.

Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the supply of the goods or services is associated with a State of Emergency which has been declared in accordance with section 3 of the Emergency Management Act 2005;
- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement;
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- the purchase is from a pre-qualified supplier under a Panel established by the Town; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, the Town may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the Town's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Town is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Town must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

From time to time, the Town may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

The Town shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Town in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Record Management

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA); the Town's Records Keeping Plan and associated procurement procedures.

For each procurement activity, such documents may include:

- the Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- request for Quotation/Tender documentation;
- copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- copies of quotes/tenders received;
- evaluation documentation, including individual evaluators note and clarifications sought;
- negotiation documents such as negotiation plans and negotiation logs;
- approval of award documentation;
- all correspondence to respondents notifying of the outcome to award a contract;
- contract Management Plans which describes how the contract will be managed; and
- copies of contract(s) with supplier(s) formed from the procurement process.

Sustainable Procurement and Corporate Social Responsibility

The Town is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Town shall

endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Town's sustainability objectives.

For formal procurement decisions, the Town may weight sustainability up to a total of 20%, with a maximum of 10% able to be assigned for any one of the following elements:

1. Environmental

Procurement that minimises unnecessary resource consumption, considers whole of life costs and delivers beneficial environmental economic outcomes is encouraged.

The Town will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Town's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- (a) Demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used and disposed; and
- (c) Encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

2. Social

Procurement from organisations such as Aboriginal controlled businesses and social enterprises including Australian Disability Enterprises is encouraged.

3. Local Economy (with boundaries of the South West Group)

The Town will provide supply opportunities for local organisations that can demonstrate economic benefits, either through being a local business, the use of local sub-contractors or local employees. This will be dependent on the extent to which the local business can demonstrate a contribution to the local economy but does not include any preferential; treatment of pricing in the evaluation process.

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

Examples of criteria include the following:

- 1. The Tenderer must provide details of the benefits to the local community from their involvement in this contract. Examples may include, but should not be limited to things such as:
 - Local employment
 - Use of local service providers
 - Use of local food and beverage providers
 - Sourcing of materials and consumables locally

2. Community Participation and Benefits – provide commentary on initiatives to support Aboriginal business and indigenous community, local trade support, Australian manufacturing, and community benefit (i.e. corporate philanthropy or employment development programs for Corporate Social Responsibility such as disability enterprise or special needs)

Local Economic Benefit

The Town encourages the development of competitive local businesses within its boundary and as much as practicable, the Town will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider buying practices, procedures and specifications that encourage the inclusion of local businesses and employment of local residents;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans, and analysis is undertaken prior to developing Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the district for inclusion in selection criteria;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders;
- provide adequate and consistent information to potential suppliers.

Purchasing from Disability Enterprises

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Town is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

Purchasing from Aboriginal Businesses

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Town is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

Panels of Pre-Qualified Suppliers

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers (“Panel”) may be created where most of the following factors apply:

- the Town determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of ‘value for money’;
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and

- the Town has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Town will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

Establishing a Panel

Should the Town determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Town.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Town will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Town must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Town intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 20; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 19 (b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Town is to invite the highest ranked

Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Town may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications may be made through eQuotes, or any other electronic quotation facility or otherwise must all be captured on the Town's electronic records system. A separate file is to be maintained for quotation processes made under each Panel that captures all communications between the Town and Panel members.

Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- the Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- request for Applications documentation;
- copy of public advertisement inviting applications;
- copies of applications received;
- evaluation documentation, including clarifications sought;
- negotiation documents such as negotiation plans and negotiation logs;
- approval of award documentation;
- all correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- contract Management Plans which describes how the contract will be managed; and
- copies of framework agreements entered into with pre-qualified suppliers.

The Town is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Town.

Authorisation of Expenditure

Acceptance of tenders and quotations and the authorisation of expenditure is to comply with the Town's purchasing requirements, associated policies and procedures and within the relevant delegation or limit of authority.

All purchases of goods or services other than those goods or services deemed an emergency or those outside of normal business hours are only to be purchases after the approval of an appropriate purchase requisition and the receipt of a relevant purchase order.

The confirmation of any purchase after the completion of a quotation / tender process must be authorised by an officer to whom authority to incur a liability has been delegated ensuring that sufficient funds have been provided for in the Town's annual budget.

Issuing Purchase Orders where a quotation or tender process has been undertaken will be required to be released by the Manager Finance and Administration , who is required to ensure that all details in the Register of Contracts have been complied with, and that the required number of quotes and the contract have been attached to the purchase requisition.

Responsible Directorate:	Corporate Services
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	16/8/16
Policy Amended/Reviewed:	19/6/18, 17/9/19, 19/11/19, 10/12/19, 19/5/20, 15/9/20, 8/12/20
Former Policy No:	4.2.4

Attachment
Purchasing Procedures



PURCHASING PROCEDURES (PRO2.1.3)

1. Council purchase orders are to be signed only by Officers authorised by Council, namely the :
 - Chief Executive Officer; (unlimited)
 - Executive Manager Corporate Services; Limit \$50,000
 - Executive Manager Regulatory Services; Limit \$50,000
 - Principal Environmental Health Officer; Limit \$1,500
 - Operations Supervisor; Limit \$15,000
 - Operations Manager; Limit \$50,000
 - Manager Administration and Finance, Limit \$15,000
 - Communications & Marketing Officer; Limit \$1,500
 - HR Coordinator; Limit \$5,000
 - Senior Ranger; Limit \$2,000
 - Coordinator Capacity Building; Limit \$1,500
 - Executive Assistant Corporate Services; Limit \$1,500
 - Executive Assistant to CEO; Limit \$1,500
 - Coordinator Planning and Building; Limit \$500
 - Coordinator CHSP (CHSP related purchases only); Limit \$1,500
 - Administration Support Officer – Operations; Limit \$500

or those Officers acting in the positions from time to time;
2. Authority limitations apply to any purchase including signing of contracts in accordance with Delegation DA8 and DA9;
3. An official purchase order must be placed for all goods or services (including consultants' opinions, eg legal, engineering, town planning, etc) ordered;
4. Standing Purchase Order – these are commitments made against a particular supplier for good or services that are regularly procured over a specified period, usually one financial year. The full value of the commitment is restricted to the amount in the approved budget, allowing for a spread over more than one supplier. Standing order numbers will need to be quoted to the supplier for inclusion in their invoice. Do not provide a printed copy of "Standing Purchase Orders" to suppliers. Standing orders will be expedited by Finance at the end of each financial year and will need to be re-established in the new financial year.
5. Emergency Order – emergency orders can only be processed outside the procurement process when any of the following events are likely to occur:
 - Possible cause of injury or loss of life
 - Potential to result in destruction of property
 - Possible loss or disruption to the Town's stakeholders or core functions
 - Will seriously impair the reputation of the Town in the local or wider community

In such cases, the purchaser will initially make a purchase commitment with a third party without following all the processes in this procedure. The purchase order is to be raised as soon as possible following the initial commitment.
6. When ordering by telephone a purchase order number must be quoted and the original of the order to be forwarded to the supplier endorsed "Confirmation of Telephone Order on "(date)";
7. All Officers are to ensure that when issuing a Council order for goods or services that a current account number (which will reflect the Budget estimate for those goods or services) be quoted on the Council order. This will ensure that:-

- 7.1 expenditure is allocated to the correct Budget item (with the job number account being noted on the Council order); and
 - 7.2 that sufficient funds are identified against the job number account before expenditure is authorised.
8. In order that costs are adequately controlled before issuing a Council purchase order Officers must check against their current Budget estimates for the current financial year and monthly expenditure reports to ensure that there are sufficient funds to cover the cost of the goods or services being ordered;
9. Roles of Finance:
 - Finance Officers will provide initial training and support to Authorised Purchasing Officer;
 - Finance staff will review purchase orders prior to paying invoices to ensure compliance with the Purchasing Policy including ensuring that all relevant quotes are attached. Should there be any non-compliance, payment of the invoice will be placed on hold. An email will be sent to the Purchaser seeking a valid reason which will need to be confirmed by the CEO. Once this has been received, payment will be processed.
 - Goods receipt amounts will be matched to supplier's invoice and processed for payment in line with their terms. Any variance greater than 10% will be referred back to the Purchaser.
 - Purchase orders will be reviewed every three months to ensure obsolete orders are expedited.
10. Where possible, Council use environmentally friendly paper products including recycled paper;
11. All purchases must also comply with Policy 2.1.3 – Purchasing Policy.

APPENDIX 4 - DELEGATED AUTHORITY REGISTER – DA7 – CONTRACT PRICE VARIATION

DA7 CONTRACT PRICE VARIATION

Objective of Delegation:	To approve minor price variations to contracts
Extent of Delegation:	The power to approve a minor price variation for a contract subject to sufficient funds being available within the approved expenditure budget and that the price variation is necessary.
Conditions imposed:	<ol style="list-style-type: none"> 1. For the purposes of this delegation, a minor price variation is limited to \$50,000. 2. Sub-delegations are authorised to approve variations up to 10% of their authority limit set in DA35 & Policy 2.1.3 – Purchasing. 3. Pursuant to Regulation 21A of the Local Government (Functions and General) Regulations 1996, the contract must not be varied unless the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Regulatory Services Operations Manager
Formal Record:	Any contract variation is to be recorded in a register of contracts. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 – section 3.58 • Policy 2.1.3 Purchasing
Last Reviewed:	19 May 2020
Amended:	19 May 2020

APPENDIX 5 - DELEGATED AUTHORITY REGISTER – DA8 – ENGAGING CONSULTANTS/CONTRACTORS

DA8 ENGAGING CONSULTANTS/CONTRACTORS

- Objective of Delegation:** To appoint consultants/contractors to the Town of East Fremantle
- Extent of Delegation:** The power to:
- appoint consultants, such as architects, valuers, planning consultants etc. for projects and tasks where specific external skills or knowledge are required.
 - Engage private contractors to assist and complement the Town’s work staff in implementing the works program.
- Conditions imposed:**
- Consultants
- Any applicable Council Policy must be implemented.
 - The consideration for the consultancy is less than \$150,000
 - Specific budget provision exists
- Contractors
1. Applies to Contracts under \$150,000.
 2. In exercising this authority, the Chief Executive Officer must be satisfied that it will be in the best interest of Town and have regard for:
 - adequate budget provision exists;
 - the engagement of contractors is made in accordance with the Town’s purchasing policy;
 - that all contracts are in writing; and
 - that appropriate performance measures are in place and performance is subject to supervision.
 3. The payment for any work carried out under contract must be specifically authorised by the responsible senior officer and certified as carried out to a satisfactory standard.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services Operations Manager Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995 – section 6.5 – 6.10</i> <i>Policy 2.1.3 Purchasing</i>
Last Reviewed:	19 May 2020
Amended:	18 February 2020

APPENDIX 6 - DELEGATED AUTHORITY REGISTER – DA9 – ENTERING INTO CONTRACTS

DA9 ENTERING INTO CONTRACTS

Objective of Delegation:	To enter into contracts on behalf of the Town of East Fremantle
Extent of Delegation:	The administrative duty to prepare the necessary documentation to execute documents taking into account any specific policy requirements of Council where: <ul style="list-style-type: none"> • the Council has authorised entering into a formal contract; or • a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council and where the consideration under the contract is less than \$150,000; or • a formal contract is authorised under a delegated authority from the Council
Conditions imposed:	<ol style="list-style-type: none"> 1. All contracts where the consideration is greater than \$150,000 must be subject to specific authorization of the Council. 2. Compliance with the requirements of the Standing Orders Local Law in respect of signing documents under seal if applicable.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Policy 2.1.3 Purchasing • Town of East Fremantle Administration Policy –Signing of Documents •
Last Reviewed:	19 May 2020
Amended:	19 May 2020

APPENDIX 7 – EMPLOYEES CODE OF CONDUCT

A copy will be provided as a separate attachment.

APPENDIX 8 – DISCLOSURE OF INTEREST FORM



Disclosure of interest

(completed form must be handed to the minute secretary at the meeting)

Name:

Meeting of the: Council/Town Planning/Audit Committee or Other (please circle)

Date of meeting: _____

Item number: _____ **Name of item:** _____

Brief description of interest: _____

(Financial interest extent includes value and amount of interest - not necessary if you wish to leave the meeting)

I wish to disclose an interest as follows:

- 1. **Proximity interest in accordance with the LG Act**
- 2. **Financial interest in accordance with the LG Act**
- 3. **Impartiality**

- I wish to:
- 1. Leave
 - 2. Stay and observe
 - 3. Stay and discuss
 - 4. Stay, discuss and vote

Signature: _____

Date: _____

Under [Part 5, Division 6 of the Local Government Act 1995](#), Elected Members are obliged to declare any interests, and the extent of the interest, in regard to any matter being considered at a Council or Committee meeting. An Elected Member is considered to have an 'interest' in a matter if the Elected Member, or a person closely associated with the Elected Member, has a direct or indirect financial interest, or a proximity interest.

Elected Members are exempted for declaring an interest in certain circumstances that are prescribed in [Section 5.63 of the Local Government Act 1995](#).

It is essential that Elected Members fully understand and comply with [Part 5, Division 6 of the Local Government Act 1995](#)

Financial Interest

A person has a 'financial interest' in a matter if it is reasonable to expect that the matter will, if dealt with by the council in a particular way, result in a financial gain, loss, benefit or detriment for the person, regardless of the amount.

Proximity Interest

A person has a 'proximity interest' in a matter if the matter contains a proposed development or a proposed change to a planning scheme, zoning or land use in relation to and adjoining the persons' land or land of a person with whom the person is closely associated. Adjoining land is land with a common boundary or directly across a thoroughfare from the person's land.

Interest Affecting Impartiality

An Elected Member or Committee Member must regard himself or herself as having an interest affecting impartiality in any matter if the matter relates to:

- (a) General control or management of a:
 - (i) Body to which he or she has been appointed or nominated by the local government as its representative where the local government is not a member of that organisation;
 - (ii) Public authority or body exercising functions of a public nature;
 - (iii) Incorporated body, charity or body directed to charitable purposes;
 - (iv) Professional body or association;
 - (v) Sporting, leisure or social club of any description
- (b) Any subject or matter other than a personal belief or philosophy which significantly affects the Elected Member or Committee Member to a greater extent than other local government ratepayers or residents of the local government generally.
- (c) A relative, known friend or known adversary.

Depending on the type of interest an Elected Member or Committee Member has in relation to a matter, the member may be required to leave a Council or Committee meeting to ensure they do not participate in, or are present during, any discussion or decision making procedure that relates to a matter under consideration by Council or Committee.

[Part 5, Division 6 of the Local Government Act 1995](#) defines Elected Member and Committee Member responsibilities in this regard. Non-compliance can result in severe penalties for an Elected Member.

EAST FREMANTLE OVAL PRECINCT REDEVELOPMENT PROJECT PURCHASING GUIDELINES AND DELEGATION OF AUTHORITY

1. General Purpose and Principle

The Town of East Fremantle will incur many millions of dollars of expenditure on behalf of its rate payers and project partners as it delivers the EFOPRP. Therefore, it is vital that this expenditure is incurred appropriately and efficiently to maximise the resources available to the EFORP and the Town of East Fremantle.

A significant proportion of EFOPRP project expenditure will involve “purchases” of goods and services from third parties involved in planning and delivery of the Project.

The EFOPRP Purchasing Policy stipulates how purchases must be made and the purchasing framework and delegative authority for purchases within the EFOPRP. This policy is to be read in conjunction with the current overall Town of East Fremantle Purchasing Policy.

All purchases for the project shall be as per the Town of East Fremantle Purchasing Policy (included in Appendix 3).

2. Responsibility for Policy

The Town of East Fremantle Council retains ultimate accountability for this Policy, with the Town of East Fremantle Council seeking and accepting guidance and recommendation from the Project Steering Committee as to implementation of this policy.

The Town of East Fremantle has delegated to the CEO the responsibility for the administration of this Policy (including its reporting to the Council, and/or the Audit & Risk Committee as appropriate). The CEO will work with the SC in terms of implementation of this policy.

The CEO will also be assisted in the administration of this policy by the Client Project Lead and the Project Manager (once appointed).

3. Code of Conduct (Consultants & Contractors)

In part the *Local Government (Administration) Regulations 1996* state;

19AA local government employee means a person —

(a) employed by a local government under section 5.36(1);

or

(b) engaged by a local government under a contract for services;

In accordance with *Local Government Act 1995*, s5.51A and associated Regulations, all committee members are required to comply with the Town’s Codes of Conduct for employees, which now includes consultants and contractors. A copy of the Code of Conduct has been provided as Appendix (7)

All conflicts of Interest are to be disclosed in accordance with the LG Act and recorded using the Town’s Disclosure of Interest form Appendix (8).

This requirement will be incorporated into all procurement documents.

4. Major Items of Purchase

- Design
- Construction
- Demolition
- Consultants
- Project Lead
- Project Manager
- Waste Removal
- Contract Labour
- Legal advice
- Other as required

The above purchases will not impact operating results and will be capitalised to the balance sheet and be offset by the funding received to complete the Project. This Project will provide benefits to the Town of East Fremantle and the Community over future periods.

The EFOPRP will deliver a range of ongoing benefits for the community, the East Fremantle Football Club, the East Fremantle Bowls Club, the East Fremantle Croquet Club, and Playgroup, the region and local sporting clubs and community groups, including:

- Enhancement and provision of quality recreation facilities
- Creation and access to a quality community centre
- Creation of integrated recreational facilities
- Football participation development pathways
- Secures long-term future of the East Fremantle Football Club, the East Fremantle Bowls Club, the East Fremantle Croquet Club and the East Fremantle Playgroup and Child Nurse
- Genuine support and improved delivery of Government priorities
- Creation of employment opportunities.

The funding to offset these purchases will be received from the following key stakeholders:

- State Government - \$20m
- Town of East Fremantle up to - \$6m

Further funding is being sought from the Federal Government, the AFL/WAFC and the commercial sector.

5. Budgets

The Town of East Fremantle will use a Project Budget to plan, control and measure these costs. All costs expected to be incurred during the Project life will be included in the Project Budget. This budget is to be broken up into the following stages:

1. Concept Design – Inclusive of feasibility and business plan – **Complete**;
2. 100% Schematic Design - Inclusive of market sounding and business plan update – **Complete**;
3. Procurement model selection;
4. Next Stage design (dependent on procurement model);
5. Construction of Project; and
6. Commissioning and Transition to Operations.

The Project Budget is to be prepared by the Project Working Group, reviewed by the SC and the Audit & Risk Committee and ultimately approved by the Town of East Fremantle Council.

All costs included in the Project Budget process must be in accordance with Delegation of Authority.

Costs not included in the Project Budget can only be incurred with written approval from the Chief Executive Officer (CEO) with the recommendation of the Project Steering Committee and endorsement of the PWG. If the additional unbudgeted item of expenditure for contract variations is more than \$50,000, Council approval is required. This CEO approval limit of up to \$50,000 per item for variations is subject to an aggregate annual limit of \$500,000 (refer Delegation of Authority).

6. Authorisations

All Purchases must be approved in writing by the CEO prior to commitment, refer section 8, Purchase Orders.

The managerial positions with responsibility for budgeted costs are:

Chief Executive Officer

The above position has authority for budgeted costs for the Project and are subject to the requirements of this Purchasing Policy.

The Chief Executive Officer shall seek the advice and recommendation of the Client Project Lead in approving Purchase Orders.

7. Contract Variations

Contract variations shall be as per as per Delegated Authority Register DA7 in Attachment 4.

Any variations not included in the Project Budget can only be incurred with written approval from the Chief Executive Officer (CEO) with the recommendation of the Project Steering Committee. If the additional unbudgeted item of expenditure for contract variations is more than \$50,000, Council approval is required.

If the variation is below \$50,000 it can be approved by the CEO following the approval of the SC and the recommendation of the PWG.

This CEO approval limit of up to \$50,000 per item is subject to an aggregate project limit of \$500,000 (refer Delegation of Authority).

8. Quotes – Value up to \$250,000

(a) Purchasing that is \$250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under the Town of East Fremantle Purchasing Policy.

(b) The following quotation requirements shall apply at each threshold:

- Up to \$5,000 – single (1) oral or written quote;

- \$5,000 - \$20,000 – at least two (2) written quotes;
- \$20,000 - \$50,000 – at least three (3) written quotations;
- \$50,000 - \$250,000 – at least three (3) written quotations by formal invitations under a request for Quotation

All quotations shall contain price and detailed specification of goods and services prior to the raising of a purchase order.

- (c) The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations.
- (d) The only exceptions to this are when:
- A formal written supply agreement is in place; or
 - Written approval has been obtained from the Town of East Fremantle Council with the recommendation of the Steering Committee.
- (e) The quotes must be on a “like by like” basis so that an appropriate purchasing decision can be made.
- (f) A quotation number should be shown on each purchase order.
- (g) After receiving the quotes as required where the value is greater than \$50,000, the decision to purchase must be discussed with the Project Working Group for recommendation to the SC.
- (h) All quotes under \$50,000 can be authorised by the CEO following discussion at the Project Working Group. The purchase shall then be noted by the Steering Committee.

Notwithstanding the above, where it can be effectively demonstrated that a there is a limited availability of suitably qualified and experienced suppliers, the minimum requirements can be reduced.

Refer Town’s Purchasing policy in Appendix 3

9. Procurement Value greater than \$250,000

Tenders

Where the value of the scope exceeds (\$250,000) being the value in which a quote system will be applied the procurement of the scope will be done through a tender process.

The tender process will be an open process in accordance with the *Local Government Act 1995 and associated Regulations*, using AS Suite of contracts, this applies to all aspects described in 7.2, 7.3 and 7.4

Construction and Funding Contracts and Agreements

- (a) Construction and Funding Contracts and Agreements are agreed written terms and conditions for the supply of goods or services and the receipt of funding for the Project for an estimated total value more than \$150,000 or for an extended period, being at least six (6) months. These Agreements include Contracts and Agreements entered with:

- Project consultants
 - Construction companies
 - State Government
 - AFL/WAFC - TBC
- (b) These agreements must be for a maximum duration of one (1) year unless otherwise approved by the Council (refer 7,2 (d) below). The supplier must be subject to due diligence and tender process before a supply agreement is entered.
- (c) The CEO and Client Project Lead must review all Agreements with the CEO to sign all contracts under \$150,000.
- (d) If a contract and agreement is for longer than 1 year, or for a total value of \$150,000 or more, Council Approval for the entering into this Contract or Agreement is required.

Engagement of Consultants (Tender Process)

- (e) For the engagement of Project consultants, this will be managed in-house by the Town of East Fremantle with the support of the Project Client Lead and the Project Manager (once appointed) in accordance with this Charter. Documentation will be reviewed by the PWG and if required the SC prior to issue.
- (f) Consultant engagements will be based on a predetermined assessment criteria in accordance with Regulation 14 of the **Local Government (Functions and General) Regulations 1996 and will** primarily be based on their ability to achieve a successful outcome for the Town of East Fremantle .

Selection of preferred Contractors (Tender process)

- (g) As a result of the Project value the main construction works will be procured via some form of public tender in accordance with the Town's Purchasing Policy 2.1.3 and section 3.57 of the *Local Government Act 1995* and relevant Regulations.
- (h) This process will be managed by the Project Manager (once appointed) in conjunction with the Client Project Lead in accordance with this Charter. A procurement workshop will consider the Project scope, objectives and risks. By analysing this information, and through discussion and analysis of the available options, a consensus will be reached on an optimal procurement strategy for the works.
- (i) An Expression of Interest (EOI) process may be considered to shortlist proven contractors separately for the main building works. An EOI would cover organisational details, management structure, financial capacity, previous experience, resourcing capacity, experience of topside down construction (if any) and any other relevant information. Subject to sufficient EOI's being received, between four and five Contractors would be selected from this process. This process reduces the number of contractors pricing and creates improved responses from the market and improves competition.
- (j) It is anticipated that the Contractor will be appointed using the AS Suite of contracts, with special amendments to reflect Project specific requirements. The final Contract form will be resolved through the procurement workshop.

Engagement of contractor

- (k) Contractor engagements will be based on a predetermined assessment criterion in accordance with Regulation 14 of the *Local Government (Functions and General) Regulations 1996* and will primarily be based on their ability to achieve a successful outcome for the Town of East Fremantle.
- (l) The Project Manager (once appointed) in conjunction with the Client Project Lead will provide a detailed assessment report of tenders submitted, with a recommendation for a preferred contractor discussed and agreed with the PWG and endorsed by the SC for the council's consideration and approval.

Price Considerations (Consultants & Contractors)

Non Weighted Cost Criteria

The non-weighted cost method is used where functional considerations such as capacity, quality, transitional and adaptability are seen to be crucial to the outcome of the contract. The evaluation panels will make a series of value judgements based on the capability of the Consultant/Contractor to complete the Requirements and a number of factors will be considered including:

- (a) the qualitative ranking of each Consultant or Contractor; and
- (b) the pricing submitted by each Consultant or Contractor.

Once the submissions have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each submission, in order to determine the submission which is most advantageous to the Town.

Use of Common Seal

Any contract requiring the affixing of the Town's Common Seal will be subject to receiving formal authorisation from Council in accordance with section 9.49A of the *Local Government Act 1995*.

Supplier Procurement

- (m) The procurement routes for remaining work packages including: Workstations; Loose Furniture; ICT; and Art are likely (but not yet confirmed) will be determined at the appropriate time but maintain an approach within this Charter.

Exceptions

Exceptions to this Charter will only be agreed when best value for money has been clearly demonstrated.

10. Purchase Orders (PO)

- (a) All purchases must be subject to a written and authorised purchase order. A requisition must be raised prior to generating the purchase order and prior to commitment to the expenditure. This gives the CEO and/or Client Project Lead the opportunity to review and decline the requisition.
- (b) The PO must be authorised by the CEO for the relevant item of budgeted expenditure or the CEO as per the Delegation of Authority shown in [this document \(Appendix 2\)](#) and the [Town of East Fremantle Purchasing Policy in Appendix 3](#).

- (c) It is the responsibility of the authorising person to ensure the PO is coded correctly.
- (d) All queries in relation to the PO system must be referred to the Finance Manager.

11. Purchases where no ABN Quoted

Purchases through suppliers without an ABN should be avoided where possible. If a supplier does not have an ABN, the Town of East Fremantle will, as obliged by the ATO rules, deduct income tax at the top rate from the payment.

12. Breach of Policy

- (a) It is a condition of employment that employees of the Town of East Fremantle (including the Town of East Fremantle Project Lead) comply with this policy and all other applicable laws.
- (b) A breach of this policy will be considered serious and appropriate disciplinary action will be taken which may include a verbal warning, written warning or termination of employment/contract.

13. Subject to Change

- (a) This policy and other Town of East Fremantle policies will be regularly reviewed considering legislation and company changes. The Town of East Fremantle will provide employees (including the Town of East Fremantle Client Project Lead) with 7 days' notice of any proposed change either in writing, electronic transmission, Town of East Fremantle Intranet or by other means considered appropriate.
- (b) Employees (including the Town of East Fremantle Project Lead) will be required to comply with the policy as amended from time to time:
 - By way of transparency and accountability; and
 - To promote the obligations of the Policy.

14. Accountability

Reporting and accountability in the terms of this Policy will be a periodic item on the Town of East Fremantle Council and the SC Agenda.

15. Ethical Behaviours

All individuals who contribute to procurement activities must comply with the standards of integrity, probity, professional conduct, and ethical behavior as stated below:

- To deal fairly, impartially and consistently with all suppliers.
- To keep confidential all sensitive information obtained as part of the procurement process.
- To formally declare any actual, potential or perceived conflict of interest prior to the commencement of a procurement activity and abstain from any procurement activity where it has been deemed that a potential, perceived or actual conflict of interest exists.

- To ensure that the entire procurement process is documented in such a way as to demonstrate that decisions and purchases were made in accordance with this Charter.
- Staff, contractors and external parties who conduct, or are involved in, procurement activities on behalf of the Town of East Fremantle during the planning, sourcing and/or contract formation phase will not elicit or accept gifts, benefits or hospitality from respondents. Where respondent(s) are the incumbent contracted supplier, then involvement with the supplier should be minimised to day to day contract operations only during the planning, sourcing or contract formation phases.

16. Delegation of Authority

The overall EFORP Project budget is to be prepared by the Project Working Group and reviewed by the SC and the Audit & Risk Committee before being approved by the Town of East Fremantle Council.

Once approved by the Town of East Fremantle Council the following delegation of authority must be adhered to. If a situation falls outside the below matrix and/or there is confusion where the cost sits, Town of East Fremantle Council approval must be obtained.

Commitment	Council	CEO	Relevant Doc
Contract or Deed which must be signed under Seal	Yes	No	
Contract – more than \$150,000	Yes	No	As per Delegated Authority Register DA9 in Attachment 6
Contract – more than 1 years	Yes	No	As per Delegated Authority Register DA9 in Attachment 6
Contracts – less than \$150,000 and less than 1 years	N/A	Yes	As per Delegated Authority Register DA9 in Attachment 6
Project Purchases – In Budget	N/A	Yes	
Project Purchases & Contracts – Not in Budget and less than \$50,000 and less than 1 years	Items >\$50k	Yes - Items <\$50k (aggregate \$500k p.a.)	Will be treated as variations as per Delegated Authority Register DA7 in Attachment 4
Tender Process – more than \$250,000	Yes	No	As per Delegated Authority Register DA8 in Attachment 5



Delegated Authority Register

DA85 EAST FREMANTLE OVAL PRECINCT REDEVELOPMENT PROJECT (CEO)

- Objective of Delegation:** To ensure the timely process for approval of project variations for the East Fremantle Oval Precinct Redevelopment Project (Only).
- Extent of Delegation:** 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
- Conditions imposed:**
1. Project Variations up to \$50,000 must be recommended by the Project Working Group and approved by the Project Steering committee.
 2. Contract variations more than \$50,000 require Council's approval.
 3. This authority is only valid for the delivery of the East Fremantle Oval Precinct Redevelopment Project.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil.
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	
Date adopted:	___ June 2021

13.3 OPERATIONS

13.3.1 Fremantle Traffic Bridge Upgrade

File ref	T/SRC
Prepared by	Nicholas King, Executive Manager Technical Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	15 June 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to provide a preferred option in relation to the Swan River Crossing (Fremantle traffic bridge) upgrade.

Executive Summary

Main Roads WA as the project leader in early 2021 created the Fremantle Bridges Alliance, with its goal to review the four proposed Fremantle traffic bridge designs, in seeing if they were all viable and could be accommodated considering the current topography. The Alliance reviewed the four designs, concluding that all four designs were still viable, however trade-offs and impacts would vary between the options.

Background

The creation of the Fremantle Bridges Alliance brought a new set of eyes in terms of reviewing the initial four designs, where feedback from the public in late 2020 was negative in terms of not enough thought had gone into the options. The Alliance looked into more specific connections, traffic impacts, topography, riverbed impacts and many other factors that had not been looked at in the early stages of the conceptual designs.

On Thursday 20 May 2021 representatives from the Alliance presented to the Towns Executive Manager of Technical Services and Supervisor of Infrastructure and Assets, as well as representative from the City of Fremantle met to discuss the details of the four options and in particular the impact of option four, which closes the existing bridge for the whole construction duration. Feedback was provided from East Fremantle Council and Fremantle Council in relation to the impact on its residents and businesses. In particular it has been estimated that option four would put a lot of extra strain on streets within East Fremantle, which would see proposed changes to intersections that see a large increase in traffic numbers.

On Tuesday 25 May 2021 representatives from the Alliance and Main Roads WA presented to the Town's elected members, running through all four options in less detail, noting that all four options were still on the table for consideration. It was noted that the online survey was to close on Tuesday 1 June 2021, with consideration to the options consisting of a mixed criteria evaluation, and eventually being presented to Main Roads WA for review, which in turn would progress to the Minister for Transport, Planning and Ports for final approval.

Although all options would see an impact on East Fremantle and its surrounding streets, option four has the largest impact, with the trade-off being the reduced construction timeframe. Considering this impact, the Town should attempt to endorse one of the four options, with the trade-off being Main Roads WA investigating the upgrade of affected intersections within the

Town. The options to be looked at may include upgrading Marmion Street and East Street intersection to a roundabout, traffic signals or increased pedestrian access.

Consultation

To date, Main Roads WA have undertaken an online survey to seek feedback from the public which was open for approximately one month and closed on Tuesday 1 June 2021.

Statutory Environment

Nil

Financial Implications

No direct impact on Council finances, however impact may flow through to local businesses if traffic is diverted for long periods of time.

Policy Implications

Nil

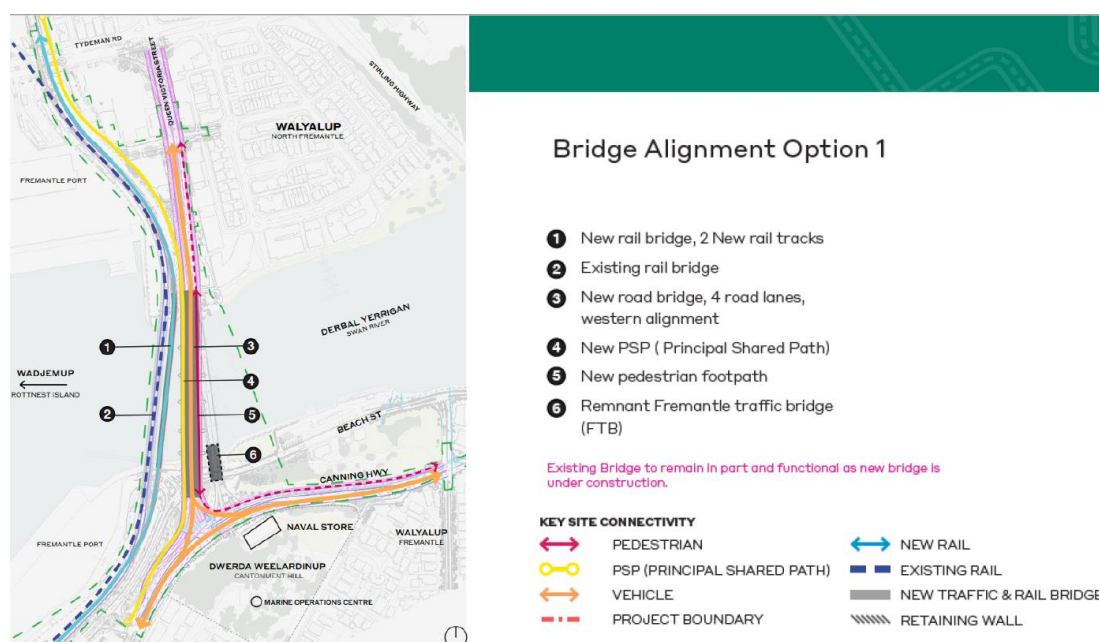
Strategic Implications

Strategy 3.3.3 plan to advocate for improved access and connectivity

Comment

It is recommended that Council endorse bridge alignment option 1 as below, however informing the Fremantle Bridges Alliance and Main Roads WA that due to the traffic impact within East Fremantle it looks at impacted intersections, including but not limited to:

1. Canning Highway and Stirling Highway;
2. Marmion Street and East Street intersection; and
3. Petra Street and Canning Highway.



13.3.1 OFFICER RECOMMENDATION

That Council:

- 1. provide feedback to Fremantle Bridges Alliance (FBA) and Main Roads WA, that its preferred alignment is option 1, however due to the possible traffic impact to the Towns network, Main Roads WA as part of this project investigate possible upgrades to intersections:
 - Canning Highway and Stirling Highway;
 - Marmion Street and East Street; and
 - Petra Street and Canning Highway.**
- 2. provide feedback to Fremantle Bridges Alliance and Main Roads WA, that it strongly opposes option 4, due to the highly detrimental impact on the Town's traffic network during the construction process.**
- 3. express its concern in relation to the lack of consultation with the Town around the four options provided in their most recent survey and therefore requests that the Fremantle Bridge Alliance conducts a higher level of engagement for future proposals in relation to the traffic bridge project prior to a formal decision being made by the Minister on the preferred option.**

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