



# MINUTES

## Council Meeting

---

Tuesday, 15 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.

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

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

### **Copyright**

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

---

## CONTENTS

1.	OFFICIAL OPENING	1
2.	ACKNOWLEDGEMENT OF COUNTRY	1
3.	ANNOUNCEMENT TO GALLERY	1
4.	RECORD OF ATTENDANCE	1
4.1	Attendance	1
4.2	Apologies	1
4.3	Approved	1
5.	DISCLOSURES OF INTEREST	1
5.1	Financial	1
5.2	Proximity	2
5.2.1	Mayor O’Neill – Item 13.2.5 East Fremantle Oval Precinct Project Charter	2
5.3	Impartiality	2
5.3.1	Cr Natale – Item 13.2.4 WALGA Energy and Renewables Phase 1 – Sector-wide Energy Agreement	2
6.	PUBLIC QUESTION TIME	2
6.1	Responses to previous questions from members of the public taken on notice	2
6.1.1	Friends of Fremantle Sea Scouts – Leeuwin Scout Hall	2
6.2	Public Question Time	2
7.	PRESENTATIONS/DEPUTATIONS	2
7.1	Presentations	2
7.2	Deputations	2
8.	APPLICATIONS FOR LEAVE OF ABSENCE	2
9.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	2
9.1	Meeting of Council (18 May 2021)	2
9.2	Special Meeting of Council (1 June 2021)	3
10.	ANNOUNCEMENTS BY THE PRESIDING MEMBER	3
11.	UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS	3
12.	REPORTS AND RECOMMENDATIONS OF COMMITTEES	4
12.1	Town Planning Committee Meeting (1 June 2021)	4
13.	REPORTS	5
13.1	FINANCE	5
13.1.1	Statement of Financial Activity for Period Ended 31 May 2021	5
13.1.2	Accounts for Payment – May 2021	9
13.1.3	Adoption of 2021/22 Budget	12

---

13.1.4	Outstanding Infringements	30
13.1.5	Public Art – Fremantle Biennale 2021	33
13.2	GOVERNANCE	37
13.2.1	2021 Community Scorecard	37
13.2.2	2021 Corporate Business Plan Reporting	41
13.2.3	Corporate Business Plan – Annual Review	44
13.2.4	WALGA Energy and Renewables Phase 1 – Sector-wide Energy Agreement	48
13.2.5	East Fremantle Oval Precinct Redevelopment Project Charter	52
13.3	OPERATIONS	57
13.3.1	Fremantle Traffic Bridge Upgrade	57
14.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	59
15.	NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING	59
16.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	59
17.	NEW BUSINESS OF AN URGENT NATURE	59
18.	MATTERS BEHIND CLOSED DOORS	59
19.	CLOSURE	60

---

---

**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, 135  
CANNING HIGHWAY EAST FREMANTLE ON TUESDAY 15 JUNE 2021**

**1. OFFICIAL OPENING**

The Presiding Member opened the meeting at 6.30pm.

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

**3. ANNOUNCEMENT TO GALLERY**

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

**4. RECORD OF ATTENDANCE**

**4.1 Attendance**

The following members were in attendance:

Mayor J O'Neill	Presiding Member
Cr K Donovan	
Cr J Harrington	
Cr A McPhail	
Cr M McPhail	
Cr D Nardi	
Cr A Natale	
Cr A Watkins	

The following staff were in attendance:

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

There was one member of the public in attendance.

**4.2 Apologies**

Nil.

**4.3 Approved Leave of absence**

Cr Collinson

**5. DISCLOSURES OF INTEREST**

**5.1 Financial**

Nil.

**5.2 Proximity**

**5.2.1 Mayor O’Neill – Item 13.2.5 East Fremantle Oval Precinct Project Charter**

**5.3 Impartiality**

**5.3.1 Cr Natale – Item 13.2.4 WALGA Energy and Renewables Phase 1 – Sector-wide Energy Agreement**

**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**

Nil.

**7. PRESENTATIONS/DEPUTATIONS**

**7.1 Presentations**

Nil.

**7.2 Deputations**

Nil.

**8. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**9.1 Meeting of Council (18 May 2021)**

**9.1 OFFICER RECOMMENDATION**

Moved Cr A McPhail, seconded Cr Nardi

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.

(CARRIED UNANIMOUSLY)

---

**9.2 Special Meeting of Council (1 June 2021)**

**9.2 OFFICER RECOMMENDATION**

Moved Cr A McPhail, seconded Cr Harrington

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.

(CARRIED UNANIMOUSLY)

**10. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

**10.1 Plastic Free July**

Mayor O'Neill advised that following a request from Council's Waste and Sustainability Officer, Connor Warn, he was inviting elected members and staff to participate in Plastic Free July which Council would be heavily promoting to its residents.

**11. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**

Nil.

## 12. REPORTS AND RECOMMENDATIONS OF COMMITTEES

### 12.1 Town Planning Committee Meeting (1 June 2021)

<b>File ref</b>	C/MTP1
<b>Prepared by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date:</b>	15 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	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**

**Moved Cr Natale, seconded Cr Harrington**

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

(CARRIED UNANIMOUSLY)

---

## 13. REPORTS

### 13.1 FINANCE

#### 13.1.1 Statement of Financial Activity for Period Ended 31 May 2021

<b>Applicant</b>	Not Applicable
<b>File ref</b>	F/FNS2
<b>Prepared by</b>	Sam Dolzadelli, Finance Project & Business Improvement Officer
<b>Supervised by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Meeting Date:</b>	15 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	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
<b>Opening Surplus</b>	<b>160,328</b>	<b>226,870</b>	<b>226,870</b>
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
<b>Closing Surplus</b>	<b>0</b>	<b>964,906</b>	<b>2,024,515</b>
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 received. The due date for payment of rates including the election of instalments was the 7<sup>th</sup> 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/COUNCIL RESOLUTION 020621**

**Moved Cr A McPhail, seconded Cr Watkins**

**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.**

**(CARRIED UNANIMOUSLY)**

### 13.1.2 Accounts for Payment – May 2021

<b>File ref</b>	F/FNS2
<b>Prepared by</b>	John Mondini, Manager, Finance & Administration
<b>Supervised by</b>	Peter Kocian, Executive Manager, Corporate Services
<b>Meeting Date</b>	15 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	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/COUNCIL RESOLUTION 030621**

Moved Cr Nardi, seconded Cr A McPhail

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
	<b>Total Payments</b>	<b>\$ 966,258.63</b>

(CARRIED UNANIMOUSLY)

### 13.1.3 Adoption of 2021/22 Budget

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

#### **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 3<sup>rd</sup> 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
<b>Adjusted for:</b>	
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
<b>Estimated Surplus Brought Forward 1 July 2021</b>	<b>\$689k</b>

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.

#### **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*, 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:

1. for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted as Part A above, 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

2. pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, 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 <sup>nd</sup> instalment date	3 January 2022

Four Instalments:

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

3. pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, 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).
4. pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, 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).
5. 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*, 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, provides a special payment arrangement and 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 Rate	Minimum and Maximum ESL Charges
--	----------	---------------------------------

ESL Category	(Per \$GRV)	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:

- pursuant to section 6.11 of the *Local Government Act 1995*, establishes and maintains 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.
- resolves 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*, 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:

- pursuant to section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960* and regulation 53 of the Building Regulations 2012, 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.
- pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, 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 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

*Moved Cr A McPhail, seconded Cr Natale  
The adoption of the Officer's recommendation.*



Amendment

Moved Cr M McPhail, seconded Cr Donovan

**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. resolve to increase the rate in the dollar and minimum payments for residential and commercial properties by a further 0.5% to 2.9%, resulting in additional rates income of \$40,337 that is to be transferred to the Sustainability and Environmental Initiatives Reserve.
3. 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*, **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 \$9,145,318
  - b) Statement of Comprehensive Income by Program on page 4 showing a net result for 2021/22 of \$9,145,318
  - c) Statement of Cash Flows on page 6 showing cash and cash equivalents at the end of the year of \$3,968,907
  - d) Rate Setting Statement on page 7 showing an amount to be raised from rates of \$8,289,211
  - 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

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

That Council:

1. for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted as Part A above, 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	7.6377 cents in the dollar
GRV Commercial	11.3749 cents in the dollar

1.2 Minimum Payments

GRV Residential	\$1,138
GRV Commercial	\$1,702

2. pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, **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 <sup>nd</sup> instalment date	3 January 2022

Four Instalments:

Full Payment and instalment due date	23 August 2021
--------------------------------------	----------------

2 <sup>nd</sup> instalment date	25 October 2021
3 <sup>rd</sup> instalment date	3 January 2022
4 <sup>th</sup> instalment date	28 February 2022

3. pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, 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).
4. pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, 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).
5. 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*, 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).
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, provide a special payment arrangement and resolves to WAIVE the administration charge and all penalty interest.

**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).

**PART D – RESERVE FUNDS**

That Council:

1. pursuant to section 6.11 of the *Local Government Act 1995*, maintains the Reserves as detailed in note 8 of the draft 2021/22 Budget, with \$2,126,477 budgeted to be transferred to Reserves and \$1,264,366 budgeted to be transferred from Reserves.
2. resolves 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*.

**PART E – GENERAL FEES AND CHARGES FOR 2021/22**

That Council pursuant to section 6.16 of the *Local Government Act 1995*, 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.

**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*, 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*, 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%

**PART G – MATERIAL VARIANCE REPORTING FOR 2021/22**

That 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.

**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 \$117k 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.

**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%

(CARRIED 5:3)

The substantive motion, as amended was submitted.

**13.1.3 SUBSTANTIVE MOTION/COUNCIL RESOLUTION 040621**

Moved Cr A McPhail, seconded Cr Natale

**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. resolve to increase the rate in the dollar and minimum payments for residential and commercial properties by a further 0.5% to 2.9%, resulting in additional rates income of \$40,337 that is to be transferred to the Sustainability and Environmental Initiatives Reserve.
3. 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*, **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 \$9,145,318
  - b) Statement of Comprehensive Income by Program on page 4 showing a net result for 2021/22 of \$9,145,318
  - c) Statement of Cash Flows on page 6 showing cash and cash equivalents at the end of the year of \$3,968,907
  - d) Rate Setting Statement on page 7 showing an amount to be raised from rates of \$8,289,211
  - 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

**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, 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	7.6377 cents in the dollar
GRV Commercial	11.3749 cents in the dollar

**1.2 Minimum Payments**

GRV Residential	\$1,138
GRV Commercial	\$1,702

- pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, 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 <sup>nd</sup> instalment date	3 January 2022

**Four Instalments:**

Full Payment and instalment due date	23 August 2021
2 <sup>nd</sup> instalment date	25 October 2021
3 <sup>rd</sup> instalment date	3 January 2022
4 <sup>th</sup> 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*, 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*, 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*, 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).
- 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, provide a special payment arrangement and resolves to WAIVE the administration charge and all penalty interest.

**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).

**PART D – RESERVE FUNDS**

That Council:

1. pursuant to section 6.11 of the *Local Government Act 1995*, maintains the Reserves as detailed in note 8 of the draft 2021/22 Budget, with \$2,126,477 budgeted to be transferred to Reserves and \$1,264,366 budgeted to be transferred from Reserves.
2. resolves 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.

**PART E – GENERAL FEES AND CHARGES FOR 2021/22**

That Council pursuant to section 6.16 of the *Local Government Act 1995*, 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.

**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, 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*, 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%

**PART G – MATERIAL VARIANCE REPORTING FOR 2021/22**

That 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.

**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 \$117k 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.

**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%

(CARRIED ABSOLUTE MAJORITY/UNANIMOUSLY)

Reasons for Not Supporting Officer’s Recommendation (PART A – MUNICIPAL FUND BUDGET FOR 2021/22)

- Providing additional funding to install solar panels (Approx. cost \$20,000) on Council buildings will pay itself off after three years, freeing up additional cash to spend on community services, and reduce net carbon emissions. Funding solar panel installation in this way also means our future Climate Change Reserve funds can be preserved to be spent on other local, community-based measures.
- The Town’s 2021 Community Survey made clear that our community cares deeply about streetscapes and climate action and believes that more needs to be done to address these areas. Increasing our long-term commitment to planting more trees is one of the most cost effective and impactful ways we can improve the appeal of our streetscapes and parks, reduce our urban heat island and reduce net carbon emissions.
- A total 2.9% rate yield increase enables us to invest in community infrastructure that meets the high expectations of the East Fremantle community, provide essential benefits for our future community, and more evenly and fairly spread the cost of doing so between current and future generations.
- A 2.9% rate increase had been the Officer’s initial recommendation during prior budget deliberations.



#### 13.1.4 Outstanding Infringements

<b>Applicant</b>	Town of East Fremantle
<b>File ref</b>	H/PRG1
<b>Prepared by</b>	Jessica Melia, Revenue Officer
<b>Supervised by</b>	John Mordini, Manager Finance and Administration
<b>Date of Meeting</b>	15 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Infringement Debt Management Policy 2.1.10</li><li>2. Schedule of Infringements for Write Off - Aged Infringements (Confidential)</li><li>3. Schedule of Infringements for Write Off – Interstate Registration Plates (Confidential)</li></ol>

#### 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/COUNCIL RESOLUTION 050621**

**Moved Cr Nardi, seconded Cr Watkins**

**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.**

**(CARRIED UNANIMOUSLY)**

### 13.1.5 Public Art – Fremantle Biennale 2021

<b>File Ref</b>	A/ART1
<b>Prepared by</b>	Andrew Malone Executive Manager Regulatory Services
<b>Supervised by</b>	Gary Tuffin Chief Executive Officer
<b>Meeting Date:</b>	15 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	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'.

**13.1.5 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 060621**

Moved Cr Harrington, seconded Cr M McPhail

That Council:

1. subject to a satisfactory risk assessment being received from LGIS as to the appropriateness of the product to the satisfaction of the CEO, 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.

(CARRIED UNANIMOUSLY)

## 13.2 GOVERNANCE

### 13.2.1 2021 Community Scorecard

<b>File ref</b>	A/COM1
<b>Prepared by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date</b>	15 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	1. MARKYT Community Scorecard 2021
<b>Attachments</b>	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 3<sup>rd</sup> 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 12<sup>th</sup> 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

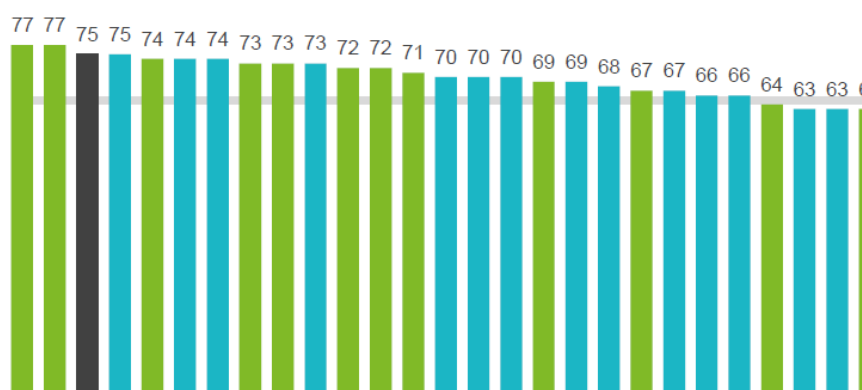
The Town has performed very well over the past two years

- 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 measure. In relation to those measures below industry standard, actions or comments have been provided on the attached table (Community Scorecard Summary 2021).

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/COUNCIL RESOLUTION 070621**

**Moved Cr Watkins, seconded Cr Natale**

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

**(CARRIED UNANIMOUSLY)**

### 13.2.2 2021 Corporate Business Plan Reporting

<b>File ref</b>	A/COM1
<b>Prepared by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date</b>	15 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	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 30<sup>th</sup> 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.

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

**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 30<sup>th</sup> 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/COUNCIL RESOLUTION 080621**

**Moved Cr Natale, seconded Cr Watkins**

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

**(CARRIED UNANIMOUSLY)**

### 13.2.3 Corporate Business Plan – Annual Review

<b>Applicant</b>	Town of East Fremantle
<b>File ref</b>	A/RSCP
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Date of Meeting</b>	15 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	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"> <li>Streetscapes, trees and verges</li> </ul>	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"> <li>Safety and crime prevention</li> </ul>	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"> <li>Sustainable practices and climate change</li> </ul>	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"> <li>Footpaths and cycleways</li> </ul>	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"> <li>Playgrounds, parks and reserves</li> </ul>	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"> <li>Youth services and facilities</li> </ul>	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"> <li>• Sport and recreation facilities and services</li> </ul>	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"> <li>• Managing responsible growth and development</li> </ul>	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"> <li>• Traffic management</li> </ul>	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/COUNCIL RESOLUTION 090621**

**Moved Cr Donovan, seconded Cr Nardi**

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

**(CARRIED UNANIMOUSLY)**

*Cr Natale made the following impartiality declaration in the matter of WALGA Energy and Renewables Phase 1 – Sector-wide Energy Agreement: “As a consequence of being a member of the Project Steering group within WALGA to deliver the final contract, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits in terms of the benefit to the Town and vote accordingly.”*

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

<b>File ref</b>	A/WALGA
<b>Prepared by</b>	Janine May, Executive Assistant
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date</b>	15 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	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 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	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/COUNCIL RESOLUTION 100621**

**Moved Cr Natale, seconded Cr Nardi**

**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.**

**(CARRIED UNANIMOUSLY)**

*Mayor O'Neill declared a proximity interest in the matter of East Fremantle Oval Precinct Redevelopment Project Charter as he lives opposite the East Fremantle Oval and left the meeting at 7.37pm.*

*In the absence of the Presiding Member, the Deputy Mayor assumed the Chair.*

### **13.2.5 East Fremantle Oval Precinct Redevelopment Project Charter**

<b>File ref</b>	R/RSO9
<b>Prepared by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date</b>	15 June 2021
<b>Voting requirements</b>	<b>Absolute Majority</b>
<b>Documents tabled</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. East Fremantle Oval Precinct Redevelopment Project Charter</li><li>2. East Fremantle Oval Precinct Redevelopment Project purchasing guidelines &amp; Delegation of Authority.</li><li>3. Special Project Delegation – East Fremantle Oval Precinct Redevelopment Project Delegation (CEO)</li></ol>

#### **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 17<sup>th</sup> March & 31<sup>st</sup> 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), and reported to 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, on the condition it is reported to Steering Committee.

Refer to Attachment 3.

*Prior to Council considering this item, the CEO advised that subsequent to the release of the Council Agenda, he had slightly amended the wording of the Project Delegation attachment and report.*

**13.2.5 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 110621**

**Moved Cr Nardi, seconded Cr Watkins**

**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).**

(CARRIED ABSOLUTE MAJORITY/UNANIMOUSLY)

*Mayor O'Neill returned to the meeting at 7.44pm and resumed the Chair. It was noted he did not speak or vote on the previous motion.*

### 13.3 OPERATIONS

#### 13.3.1 Fremantle Traffic Bridge Upgrade

<b>File ref</b>	T/SRC
<b>Prepared by</b>	Nicholas King, Executive Manager Technical Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date:</b>	15 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### **Purpose**

The purpose of this report is for Council to 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

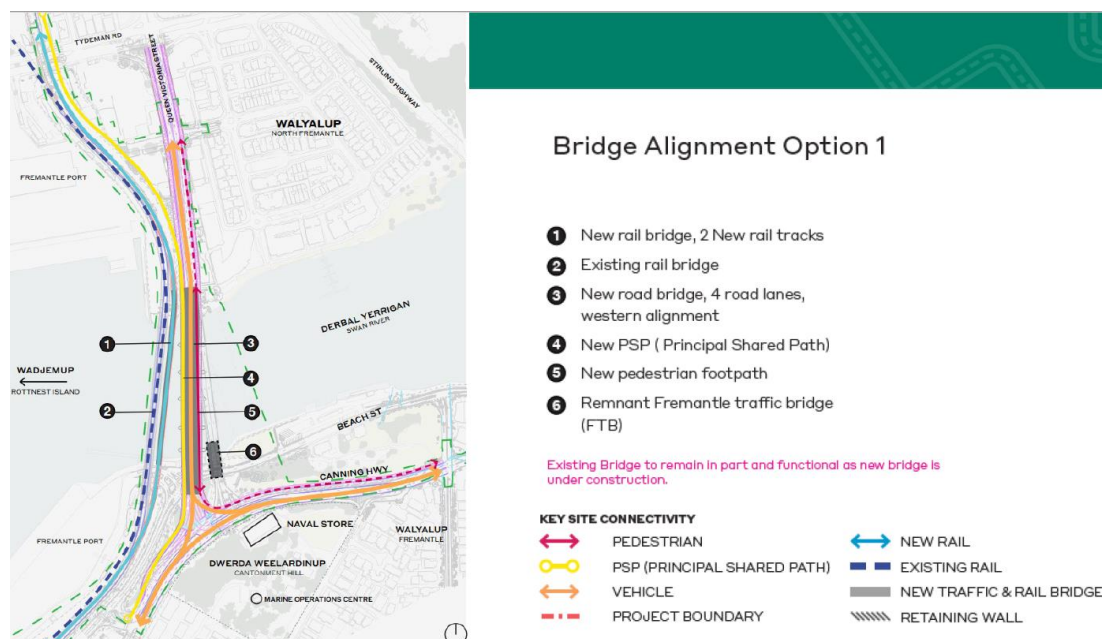
### Strategic Implications

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/COUNCIL RESOLUTION 120621**

Moved Cr Harrington, seconded Cr Natale

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 prior to the release of 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.

(CARRIED UNANIMOUSLY)

**14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**15. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING**

Nil.

**16. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil.

**17. NEW BUSINESS OF AN URGENT NATURE**

Nil.

**18. MATTERS BEHIND CLOSED DOORS**

Nil.

19. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.05pm.

*I hereby certify that the Minutes of the ordinary meeting of the Council of the Town of East Fremantle, held on 15 June 2021, Minute Book reference 1. to 19. were confirmed at the meeting of the Council on*

20 JULY 2021



Presiding Member

## ATTACHMENTS TO COUNCIL MEETING MINUTES

15 JUNE 2021

Minute No	Subject
12.1	Town Planning Committee Meeting (1 June 2021)
13.1.1	Statement of Financial Activity for Period ended 31 May 2021
13.1.2	Accounts for Payment – May 2021
13.1.3	Adoption of 2021/22 Budget
13.1.4	Outstanding Infringements
13.1.5	Public Art – Fremantle Biennale 2021
13.2.2	2021 Corporate Business Plan Reporting
13.2.3	Corporate Business Plan – Annual Review
13.2.4	WALGA Energy and Renewables Phase 1 – Sector-wide Energy Agreement
13.2.5	East Fremantle Oval Precinct Redevelopment Project Charter



---

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.

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

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

#### **Copyright**

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

---

**CONTENTS**

<b>1.</b>	<b>DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS</b>	<b>1</b>
<b>2.</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b>	<b>1</b>
<b>3.</b>	<b>ANNOUNCEMENT TO GALLERY</b>	<b>1</b>
<b>4.</b>	<b>RECORD OF ATTENDANCE</b>	<b>1</b>
<b>4.1</b>	<b>Attendance</b>	<b>1</b>
<b>4.2</b>	<b>Apologies</b>	<b>1</b>
<b>4.3</b>	<b>Leave of Absence</b>	<b>1</b>
<b>5.</b>	<b>MEMORANDUM OF OUTSTANDING BUSINESS</b>	<b>1</b>
<b>6.</b>	<b>DISCLOSURES OF INTEREST</b>	<b>1</b>
<b>6.1</b>	<b>Financial</b>	<b>1</b>
<b>6.2</b>	<b>Proximity</b>	<b>1</b>
<b>6.3</b>	<b>Impartiality</b>	<b>2</b>
<b>7.</b>	<b>PUBLIC QUESTION TIME</b>	<b>2</b>
<b>7.1</b>	<b>Responses to previous questions from members of the public taken on notice</b>	<b>2</b>
<b>7.2</b>	<b>Public Question Time</b>	<b>2</b>
<b>8.</b>	<b>PRESENTATIONS/DEPUTATIONS</b>	<b>2</b>
<b>8.1</b>	<b>Presentations</b>	<b>2</b>
<b>8.2</b>	<b>Deputations</b>	<b>2</b>
<b>9.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>	<b>2</b>
<b>9.1</b>	<b>Town Planning Committee (4 May 2021)</b>	<b>2</b>
<b>10.</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER</b>	<b>2</b>
<b>11.</b>	<b>REPORTS OF COMMITTEES</b>	<b>3</b>
<b>11.1</b>	<b>Community Design Advisory Committee (3 May 2021)</b>	<b>3</b>
<b>12.</b>	<b>REPORTS OF OFFICERS (COMMITTEE DELEGATION)</b>	<b>4</b>
<b>12.1</b>	<b>George Street No 148 (Lot 78) Proposed double storey dwelling</b>	<b>4</b>
<b>12.2</b>	<b>King Street No 64 (Lot 363) Proposed alterations and additions</b>	<b>18</b>
<b>12.3</b>	<b>Osborne Road No 1 (Lot 1) Proposed alterations additions</b>	<b>29</b>
<b>12.4</b>	<b>Fraser Street No 7 (Lot 184) Proposed alterations and additions</b>	<b>41</b>
<b>13.</b>	<b>MATTERS BEHIND CLOSED DOORS</b>	<b>49</b>
<b>14.</b>	<b>CLOSURE OF MEETING</b>	<b>49</b>

---

---

**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)**

<b>Prepared by:</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Supervised by:</b>	Gary Tuffin, Chief Executive Officer
<b>Authority/Discretion:</b>	Town Planning Committee
<b>Attachments:</b>	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**

<b>Owner</b>	R Campbell
<b>Applicant</b>	Aintree Holdings P/L T/A Beaumonde Homes
<b>File ref</b>	P21/21
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	1 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Location plan and advertising</li><li>2. Site photos</li><li>3. Place record form</li><li>4. Plans date stamped 29 April 2021</li><li>5. Community consultation checklist &amp; summary of submissions</li></ol>

#### **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: 678m<sup>2</sup>

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			
<b>Eastern wall – ground floor – ensuite 2 &amp; summer suite</b>	<b>1.8m</b>	<b>1m</b>	<b>D</b>
Eastern wall – ground floor – family room, alfresco & gym	1.5m	3m	A
Northern wall – ground floor – garage & gym	1m	1.008m	A
<b>Eastern wall – upper storey – dressing and ensuite</b>	<b>1.5m</b>	<b>1m</b>	<b>D</b>
Northern wall - upper floor – bed 4	1.2m	18m	A
Open Space	50%	51.4%	A
<b>Wall height</b>	<b>6m</b>	<b>6.5m</b>	<b>D</b>
Roof height	9m	7.3m	A
Setback of Garage	1.5m	1.8m	A
Car Parking	2 car bays	2 car bays	A
<b>Site Works</b>	<b>Excavation maximum 0.5m</b>	<b>&gt;0.5m</b>	<b>D</b>
<b>Retaining Walls</b>	<b>Maximum height 0.5m</b>	<b>&gt;0.5m</b>	<b>D</b>
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
<b>3.7.8 Roof Form and Pitch</b>	<b>D</b>
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**

<b>Owner</b>	Craig & Karina Salter
<b>Applicant</b>	Dalecki Design
<b>File ref</b>	P27/21
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	1 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Location plan and advertising</li><li>2. Site photos</li><li>3. Place record form</li><li>4. Plans date stamped 14 May 2021</li><li>5. Community consultation checklist</li></ol>

**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: 508m<sup>2</sup>

Heritage: Category B

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

Nil

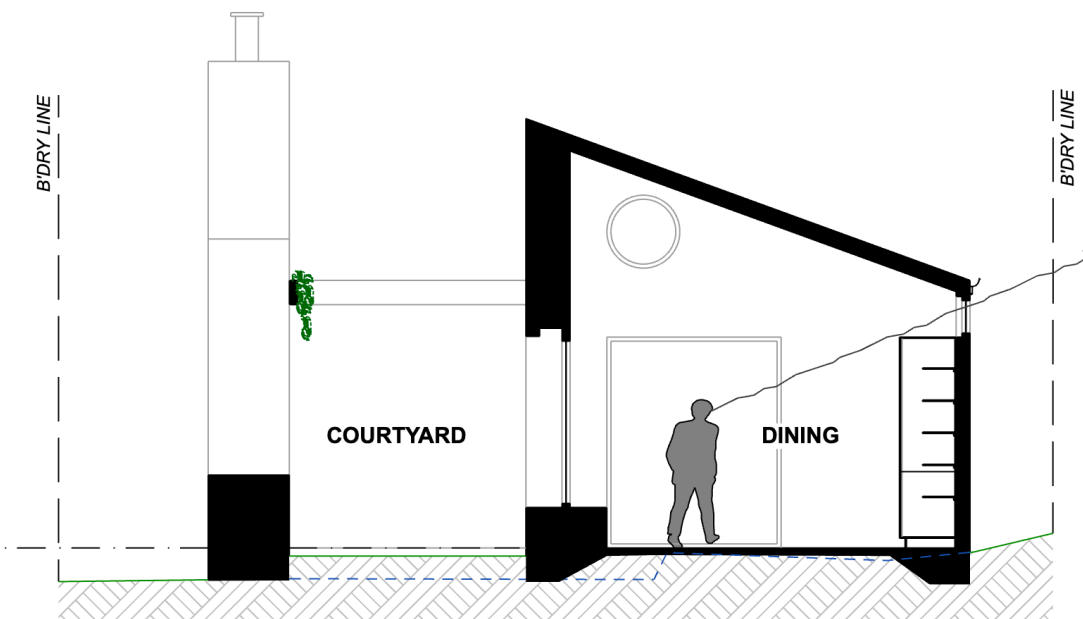
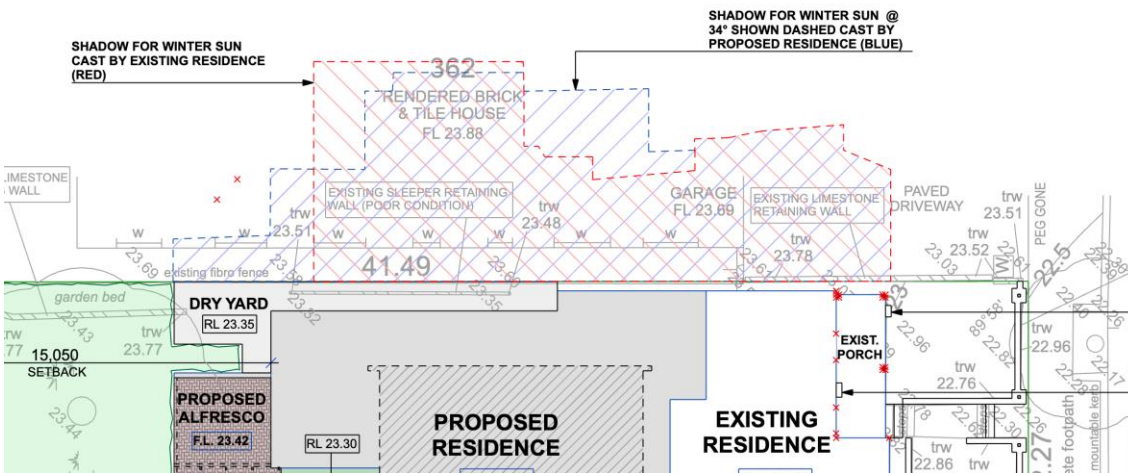
**Consultation**

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>
--	--	---



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.

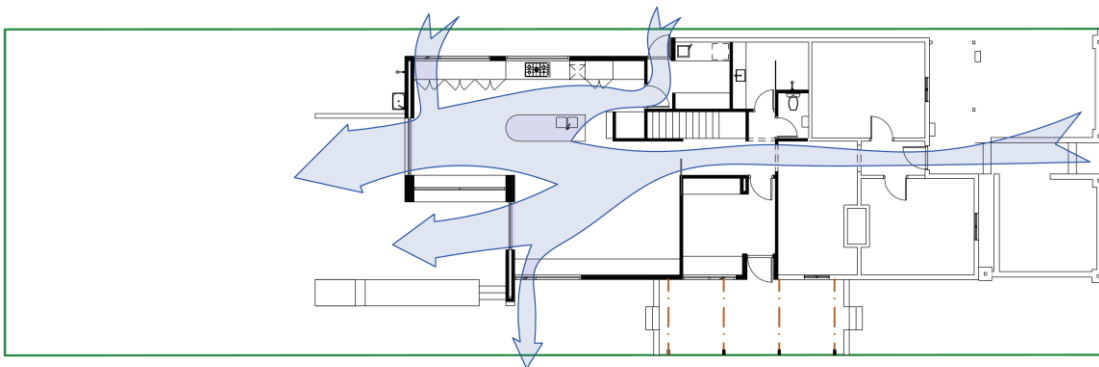
*(f) The demonstration of other qualities of best practice urban design including “Crime Prevention” Through Environmental Design performance, protection of important view corridors and lively civic places;*

- 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			
<b>Northern wall – upper storey</b>	<b>3.7m</b>	<b>1.837m</b>	<b>D</b>
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
<b>Southern wall – ground floor</b>	<b>1.5m</b>	<b>1.01m (new additions) 0.314m (existing dwelling)</b>	<b>D</b>
Eastern wall – ground floor	1.5m	11.67m	A
Open Space	50%	75%	A
<b>Wall height</b>	<b>6m</b>	<b>7.048m</b>	<b>D</b>
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
<b>3.7.8 Roof Form and Pitch</b>	<b>D</b>
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**

<b>Owner</b>	Louise Mousli
<b>Applicant</b>	Abdul Mousli
<b>File ref</b>	P28/21
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	1 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Location plan and advertising</li><li>2. Site photos</li><li>3. Place record form</li><li>4. Plans date stamped 7 April 2021</li><li>5. Community consultation checklist</li></ol>

**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: 927m<sup>2</sup>  
 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;*

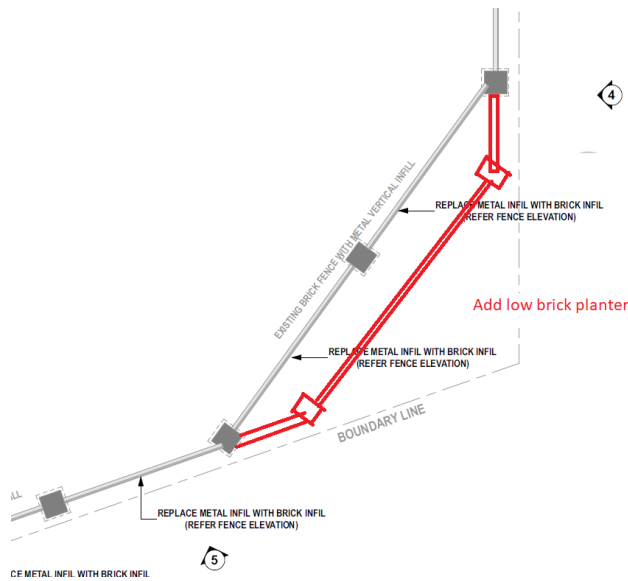
- No comment at this time.

*(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
<b>3.7.8 Roof Form and Pitch</b>	<b>D</b>
3.7.9 Materials and Colours	A
3.7.10 Landscaping	N/A
<b>3.7.11 Front Fences</b>	<b>D</b>
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	A
3.7.15.4.2.3 Fremantle Port Buffer Area	N/A
<b>3.7.15.3.3 Garages and Carports</b>	<b>D</b>

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**

<b>Owner</b>	Gerard McCann
<b>Applicant</b>	Jude Celedin
<b>File ref</b>	P30/21
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	1 June 2021
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Location plan and advertising</li><li>2. Site photos</li><li>3. Place record form</li><li>4. Plans date stamped 20 April 2021</li><li>5. Community consultation checklist</li></ol>

**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: 931m<sup>2</sup>  
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
<b>Wall height</b>	<b>6m</b>	<b>6.4m</b>	<b>D</b>
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 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 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 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*

**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**

**TABLE OF CONTENTS**

Monthly Summary Information	61 - 62
Statement of Financial Activity by Program	63
Statement of Financial Activity By Nature or Type	64
Statement of Financial Position	65
Note 1      Explanation of Material Variances	66
Note 2      Net Current Funding Position	67
Note 3      Cash and Investments	68
Note 4      Receivables	69
Note 5      Cash Backed Reserves	70
Note 6      Capital Disposals	71
Note 7      Rating Information	72
Note 8      Grants and Contributions	73

**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			
<b>Significant Projects</b>					
Purchase Property, Plant and Equipment	76%	\$ 429,559	\$ 374,663	\$ 327,817	
Purchase and Construction of Infrastructure	70%	\$ 844,130	\$ 602,792	\$ 593,044	
<b>Grants, Subsidies and Contributions</b>					
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*

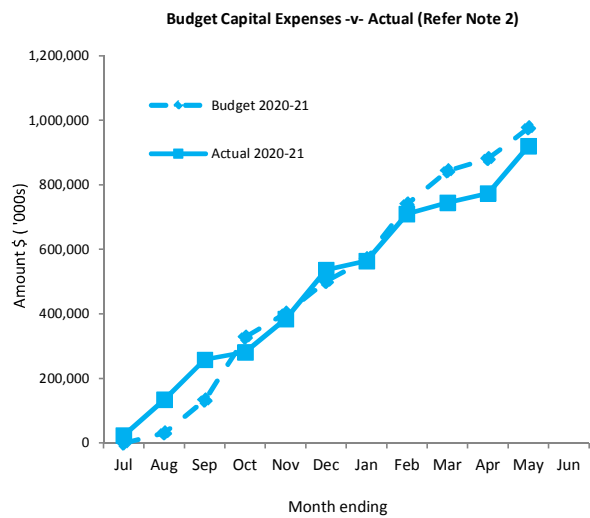
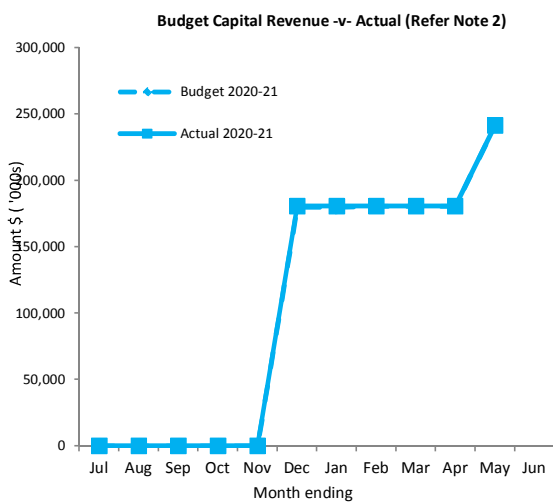
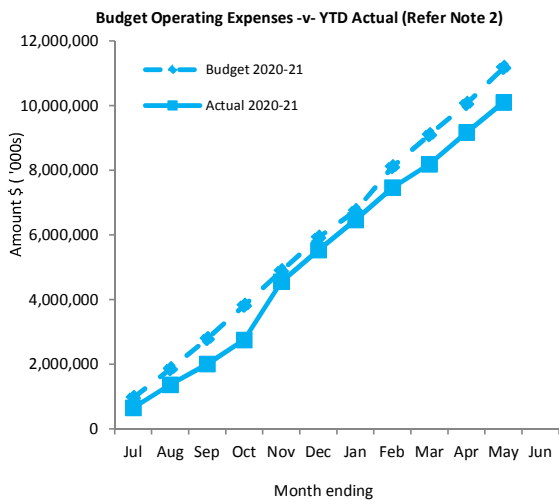
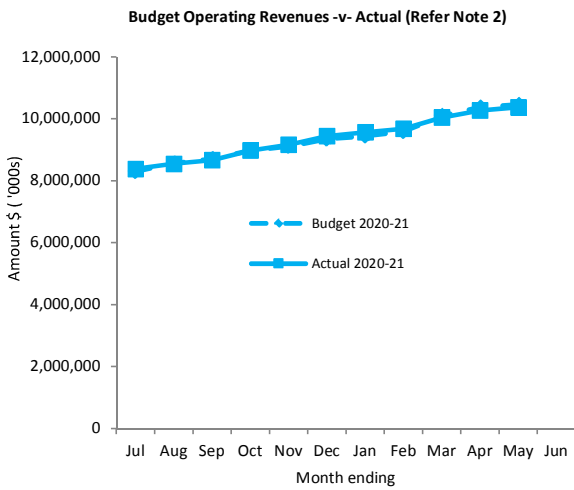
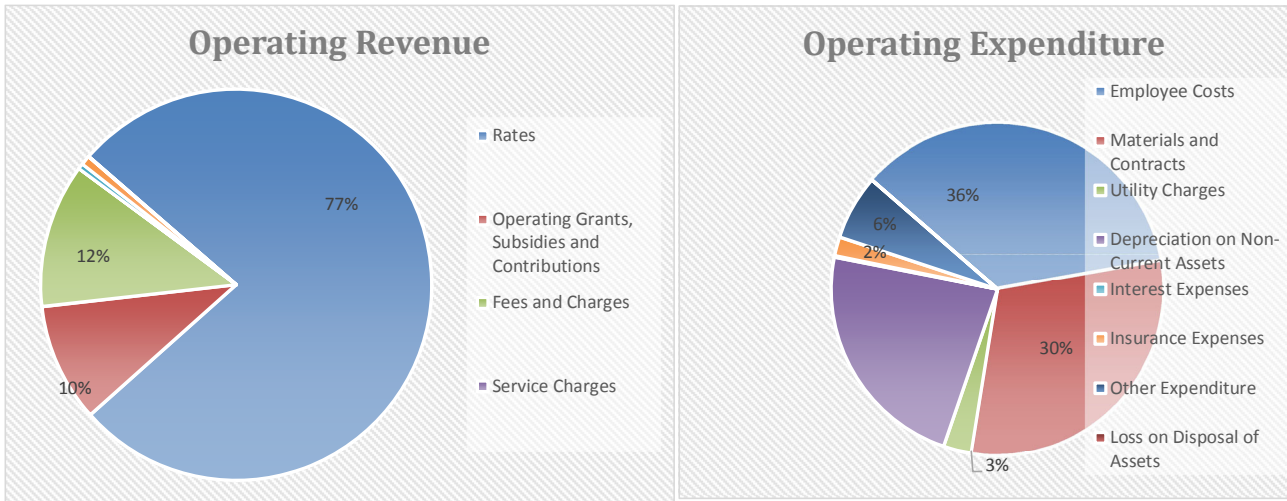
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

## 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.
		\$			\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	<b>160,328</b>	<b>160,328</b>	<b>226,870</b>	<b>226,870</b>	<b>226,870</b>	(0)	(0%)	
<b>Revenue from operating activities</b>									
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%	▲
		<b>10,517,403</b>	<b>10,517,403</b>	<b>10,591,536</b>	<b>10,463,356</b>	<b>10,371,567</b>			
<b>Expenditure from operating activities</b>									
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%)	▼
		<b>(10,969,062)</b>	<b>(10,969,062)</b>	<b>(12,309,454)</b>	<b>(11,187,780)</b>	<b>(10,108,188)</b>			
<b>Operating activities excluded from budget</b>									
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		▲
<b>Amount attributable to operating activities</b>		<b>1,578,900</b>	<b>1,578,900</b>	<b>2,499,595</b>	<b>2,291,102</b>	<b>2,321,624</b>			
<b>Investing Activities</b>									
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%	
<b>Amount attributable to investing activities</b>		<b>(816,681)</b>	<b>(816,681)</b>	<b>(990,329)</b>	<b>(736,095)</b>	<b>(679,410)</b>			
<b>Financing Activities</b>									
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%)	
<b>Amount attributable to financing activities</b>		<b>(470,888)</b>	<b>(470,888)</b>	<b>(36,192)</b>	<b>(92,547)</b>	<b>(107,948)</b>	(15,400)	(17%)	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>(0)</b>	<b>(17,974)</b>	<b>964,906</b>	<b>2,024,515</b>	<b>1,059,609</b>		



**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.
		\$			\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	<b>160,328</b>	<b>160,328</b>	<b>226,870</b>	<b>226,870</b>	<b>226,870</b>	(0)	(0%)	
<b>Revenue from operating activities</b>									
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%	
		<b>10,517,403</b>	<b>10,517,403</b>	<b>10,591,536</b>	<b>10,463,356</b>	<b>10,371,567</b>			
<b>Expenditure from operating activities</b>									
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		
		<b>(10,969,062)</b>	<b>(10,969,062)</b>	<b>(12,309,454)</b>	<b>(11,187,780)</b>	<b>(10,108,188)</b>			
<b>Operating activities excluded from budget</b>									
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		
<b>Amount attributable to operating activities</b>		<b>1,578,900</b>	<b>1,578,900</b>	<b>2,499,595</b>	<b>2,291,102</b>	<b>2,321,624</b>			
<b>Investing activities</b>									
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%	
<b>Amount attributable to investing activities</b>		<b>(816,681)</b>	<b>(816,681)</b>	<b>(990,329)</b>	<b>(736,095)</b>	<b>(679,410)</b>			
<b>Financing Activities</b>									
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%)	
<b>Amount attributable to financing activities</b>		<b>(470,888)</b>	<b>(470,888)</b>	<b>(36,192)</b>	<b>(92,547)</b>	<b>(107,948)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>0</b>	<b>(0)</b>	<b>(17,974)</b>	<b>964,906</b>	<b>2,024,515</b>	<b>1,059,609</b>	<b>110%</b>	<b>▲</b>

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

	<b>2021</b>
	<b>\$</b>
<b>CURRENT ASSETS</b>	
Cash and cash equivalents	3,976,360
Trade and other receivables	476,749
Other assets	7,726
<b>TOTAL CURRENT ASSETS</b>	<u>4,460,836</u>
<b>NON-CURRENT ASSETS</b>	
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
<b>TOTAL NON-CURRENT ASSETS</b>	<u>82,666,336</u>
<b>TOTAL ASSETS</b>	<u>87,127,171</u>
<b>CURRENT LIABILITIES</b>	
Trade and other payables	778,239
Lease liabilities	- 3,781
Borrowings	104,808
Employee related provisions	672,289
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,551,555</u>
<b>NON-CURRENT LIABILITIES</b>	
Lease liabilities	286,288
Borrowings	204,842
Employee related provisions	99,022
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>590,152</u>
<b>TOTAL LIABILITIES</b>	<u>2,141,706</u>
<b>NET ASSETS</b>	<u><u>84,985,465</u></u>
<b>EQUITY</b>	
Retained surplus	34,764,717
Reserves - cash backed	985,793
Revaluation surplus	49,234,956
<b>TOTAL EQUITY</b>	<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
<b>Operating Revenues</b>	\$	%			
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
<b>Operating Expense</b>					
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.
<b>Capital Expenses</b>					
Purchase Property, Plant and Equipment	46,845	13%		Timing	Favourable - due to unspent capex program year to date
<b>Nature and Type Classifications:</b>					
Interest Earnings	(26,317)	(36%)		Permanent	Unfavourable - Low interest rate environment
Materials and Contracts	839,939	21%		Timing	Favourable - Underspent year to date.

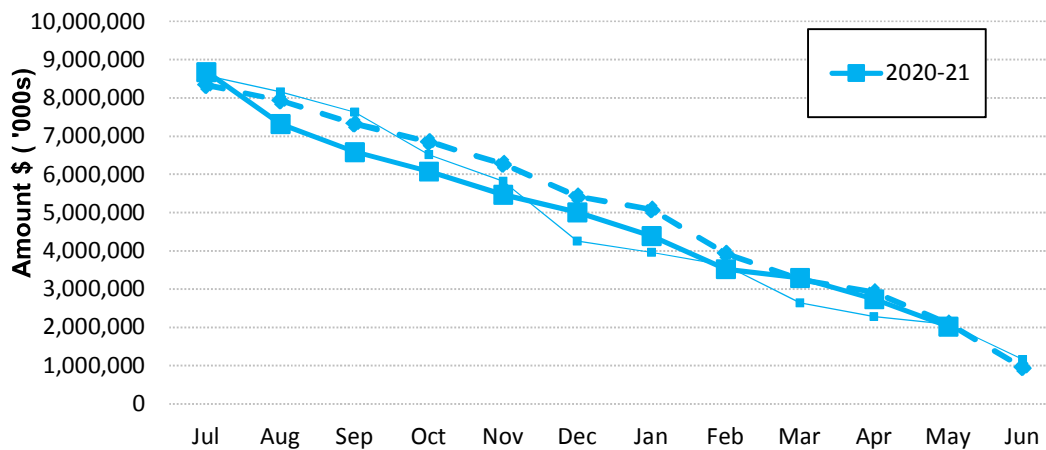
**TOWN OF EAST FREMANTLE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2021**

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2020 \$	Current 31 May 2021 \$
<b>Current Assets</b>			
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
<b>Less: Current Liabilities</b>			
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
<b>Net Current Funding Position</b>		<b>226,870</b>	<b>2,024,515</b>

**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

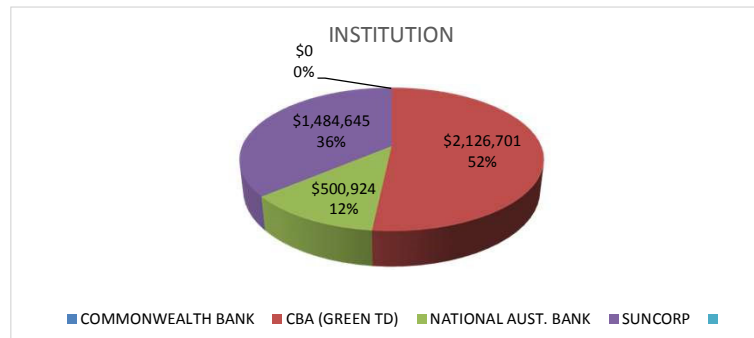
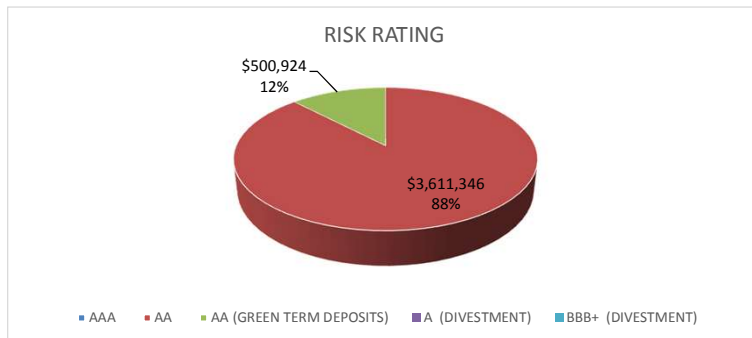
	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$				
<b>(a) Cash Deposits</b>								
Municipal Bank Account - On-Call	785,968			785,968	CBA	AA-	0.01%	At Call
Municipal Bank Account	765,771			765,771	CBA	AA-		At Call
Municipal Bonds & Deposits 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>(b) Term Deposits</b>								
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
<b>Total</b>	<b>2,990,568</b>	<b>985,793</b>	<b>137,010</b>	<b>4,113,370</b>			<b>0.10%</b>	<b>1,988</b>
Less: Cash on Hand	(1,100)			(1,100)				
	<b>2,989,468</b>	<b>985,793</b>	<b>137,010</b>	<b>4,112,270</b>				
Less: Trust Cash at Bank				(137,010)				
Add: Cash on Hand				1,100				
<b>Cash and Cash Equivalents as per SOFP</b>				<b>3,976,360</b>				

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%
		<b>\$4,112,270</b>	<b>100.00%</b>

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+
	<b>\$4,112,270</b>	<b>100.00%</b>	



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

Note 4: Receivables

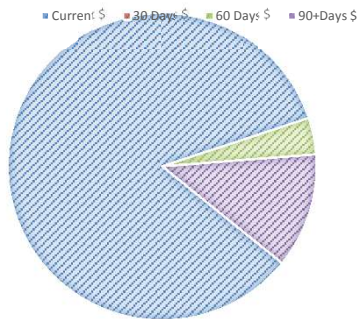
Receivables - Rates Receivable	31 May 2021	30 June 2020
Opening Arrears Previous Years	\$ 270,487	220,065
Rates, ESL and Service Charges Levied this year	9,919,318	8,049,151
Less Collections to date	-9,671,459	-7,778,664
Equals Current Outstanding (as per TB)	270,487	
<b>Net Rates Collectable</b>	<b>247,859</b>	<b>270,487</b>
% 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
<b>Total Receivables General Outstanding</b>						<b>149,539</b>

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
		<b>149,539</b>

NOTE 6 - ACCOUNTS RECEIVABLE (NON-RATES)

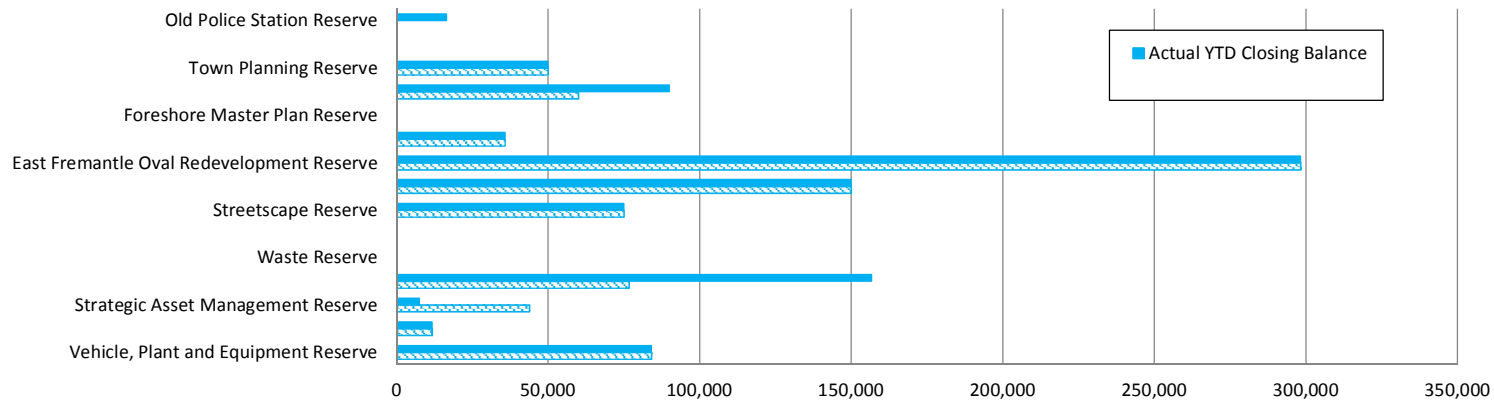


TOWN OF EAST FREMANTLE  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 May 2021

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)
			\$	\$	\$	\$	\$	\$	\$	\$
		<b>Plant and Equipment</b>								
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
			<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>17,425</b>	<b>18,855</b>	<b>1,430</b>	<b>0</b>



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
<b>Differential General Rate</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$
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
<b>Sub-Totals</b>		<b>3,069</b>	<b>97,077,883</b>	<b>7,624,979</b>	<b>18,177</b>	<b>7,643,155</b>	<b>7,621,605</b>	<b>30,000</b>	<b>0</b>	<b>7,651,605</b>
<b>Minimum Payment</b>	\$									
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
<b>Sub-Totals</b>		<b>343</b>	<b>4,404,224</b>	<b>385,934</b>	<b>2,319</b>	<b>388,253</b>	<b>388,146</b>	<b>0</b>	<b>0</b>	<b>388,146</b>
		<b>3,412</b>	<b>101,482,107</b>	<b>8,010,913</b>	<b>20,496</b>	<b>8,031,408</b>	<b>8,009,751</b>		<b>0</b>	<b>8,039,751</b>
<b>Amount from General Rates</b>						<b>8,031,408</b>				<b>8,039,751</b>
<b>Less Concessions</b>				<b>(43,055)</b>		<b>(43,055)</b>	<b>(42,476)</b>			<b>(42,476)</b>
<b>Totals</b>				<b>7,967,858</b>		<b>7,988,353</b>	<b>7,967,275</b>			<b>7,997,275</b>







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		
						\$	\$	\$	\$
<b>General Purpose Funding</b>									
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
<b>Education and Welfare</b>									
Home and Community Care Program	State/Commonwealth Dep. Health	Commonwealth Home Support Programme	31-Oct	Financial Declaration Acquittal	Operating - Tied	601,566		601,566	601,750
<b>Community Amenities</b>									
Recycling Grant	Dept. Regional Development	Better Bins Program			Operating - Tied	32,350		29,645	24,800
<b>Recreation and Culture</b>									
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
<b>Transport</b>									
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
<b>TOTALS</b>						<b>1,026,239</b>	<b>264,505</b>	<b>1,229,877</b>	<b>1,240,080</b>
<b>SUMMARY</b>									
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
<b>TOTALS</b>						<b>1,026,239</b>	<b>264,505</b>	<b>0</b>	<b>1,240,080</b>

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

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

LEGEND	
<b>Income</b>	
	Under Budget by 10% or more (YTD Actual against YTD Budget)
<b>Expenditure</b>	
	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
<b>04 - GOVERNANCE</b>									
<b>042 - ADMINISTRATION</b>									
<b>Capital Expenditure</b>									
E04606		Furniture and Equipment	67,442	67,442	64,395	0	64,395	-4.52%	95%
<b>Capital Expenditure Total</b>			<b>67,442</b>	<b>67,442</b>	<b>64,395</b>	<b>0</b>	<b>64,395</b>		
<b>08 - WELFARE</b>									
<b>082 - CARE OF FAMILIES &amp; CHILDREN</b>									
<b>Capital Expenditure</b>									
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%
<b>Capital Expenditure Total</b>			<b>185,000</b>	<b>175,000</b>	<b>187,913</b>	<b>0</b>	<b>187,913</b>		
<b>10 - COMMUNITY AMENITIES</b>									
<b>104 - OTHER COMMUNITY AMENITIES</b>									
<b>Capital Expenditure</b>									
E10629		Public Toilet - Capital	3,300	3,025	3,238	0	3,238	-1.89%	98%
<b>Capital Expenditure Total</b>			<b>3,300</b>	<b>3,025</b>	<b>3,238</b>	<b>0</b>	<b>3,238</b>		
<b>11 - RECREATION AND CULTURE</b>									
<b>112 - OTHER RECREATION &amp; SPORT</b>									
<b>Capital Expenditure</b>									
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%
<b>Capital Expenditure Total</b>			<b>340,640</b>	<b>312,224</b>	<b>223,866</b>	<b>38,261</b>	<b>262,128</b>		
<b>114 - OTHER CULTURE</b>									
<b>Capital Expenditure</b>									
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%
<b>Capital Expenditure Total</b>			<b>95,000</b>	<b>73,750</b>	<b>27,091</b>	<b>31,500</b>	<b>58,591</b>		
<b>12 - TRANSPORT</b>									
<b>122 - MAINT STREETS ROADS &amp; BRIDGES</b>									
<b>Capital Expenditure</b>									

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%
<b>Capital Expenditure Total</b>			<b>654,451</b>	<b>505,093</b>	<b>405,541</b>	<b>86,904</b>	<b>492,445</b>		
<b>123 - ROAD PLANT</b>									
<b>Capital Expenditure</b>									
E12702		Plant and Equip - Water Tank Trailer (Tandem 8x5 with brakes)	8,817	8,074	8,817	0	8,817	0.00%	100%
<b>Capital Expenditure Total</b>			<b>8,817</b>	<b>8,074</b>	<b>8,817</b>	<b>0</b>	<b>8,817</b>		
<b>14 - OTHER PROPERTY AND SERVICES</b>									
<b>144 - UNCLASSIFIED PROPERTY</b>									
<b>Capital Expenditure</b>									
E14601		Buildings - Renewals and Electrical Services	10,000	9,163	0	7,716	7,716	-22.84%	77%
<b>Capital Expenditure Total</b>			<b>10,000</b>	<b>9,163</b>	<b>0</b>	<b>7,716</b>	<b>7,716</b>		
<b>GRAND TOTAL</b>			<b>1,364,650</b>	<b>1,153,771</b>	<b>920,861</b>	<b>164,382</b>	<b>1,085,243</b>		



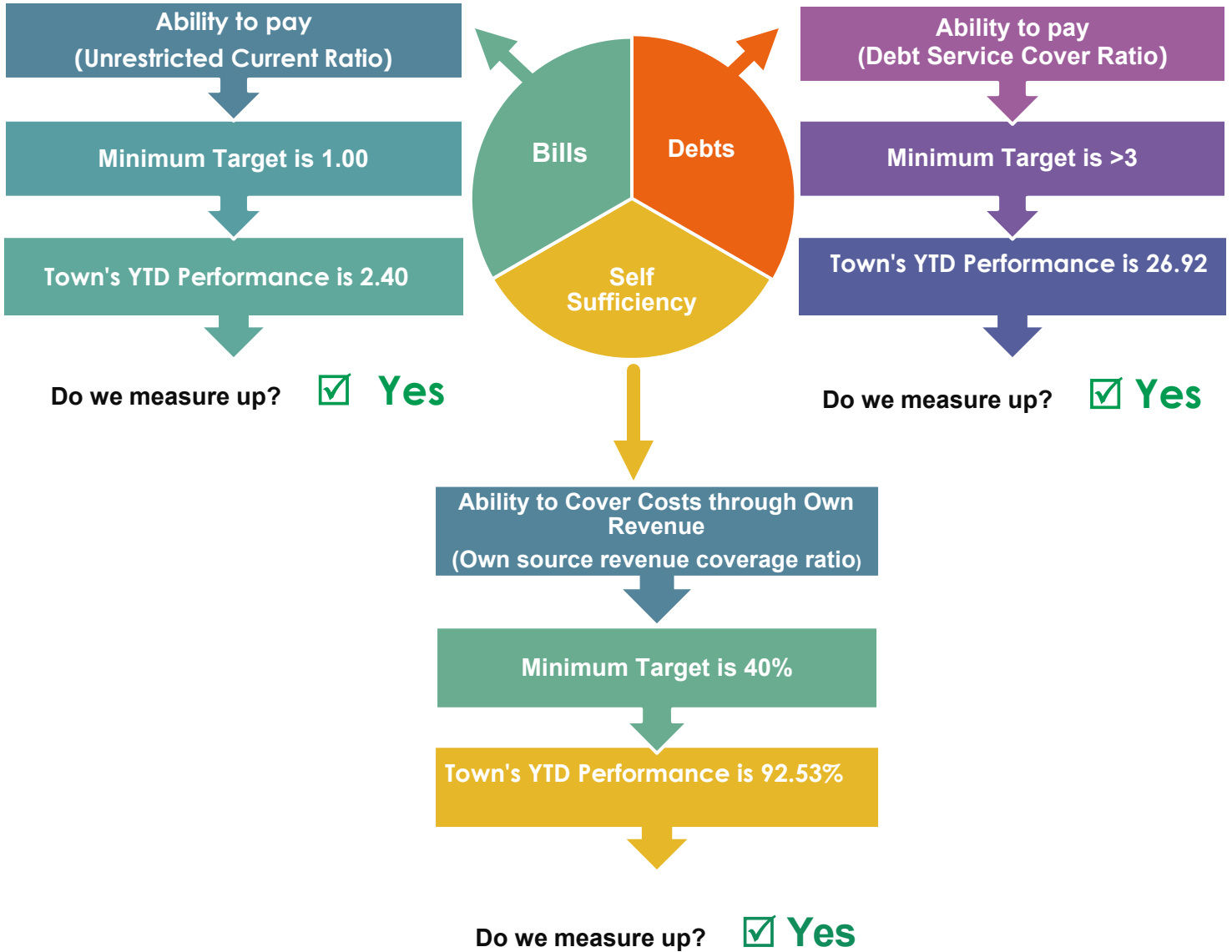
# MONTHLY FINANCIAL HEALTH CHECK

As at 31 May 2021

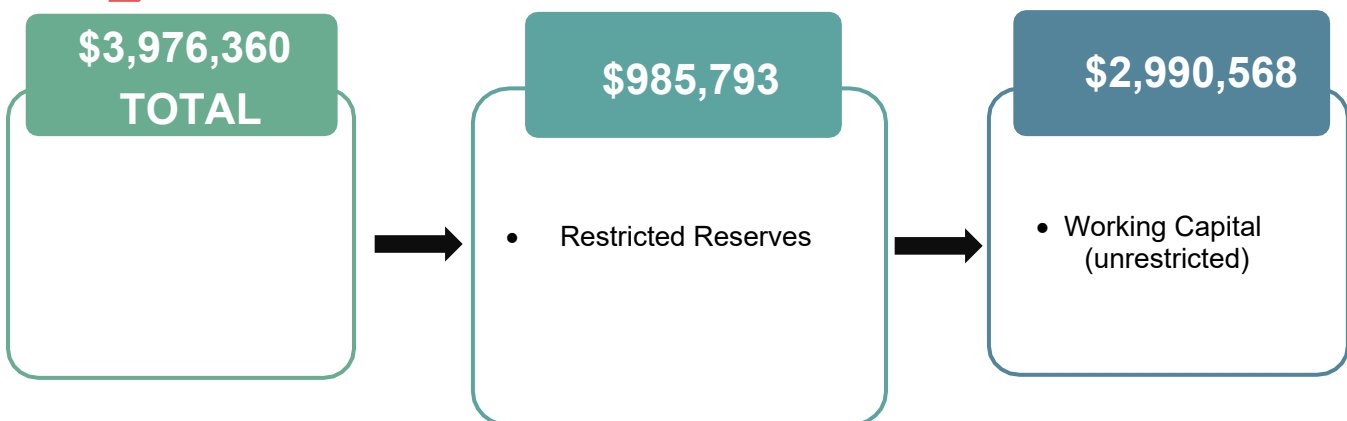
Highlighting how the Town of East Fremantle is tracking against financial ratios



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
<b>Current Municipal Surplus</b>	<b>\$2,024,515</b>



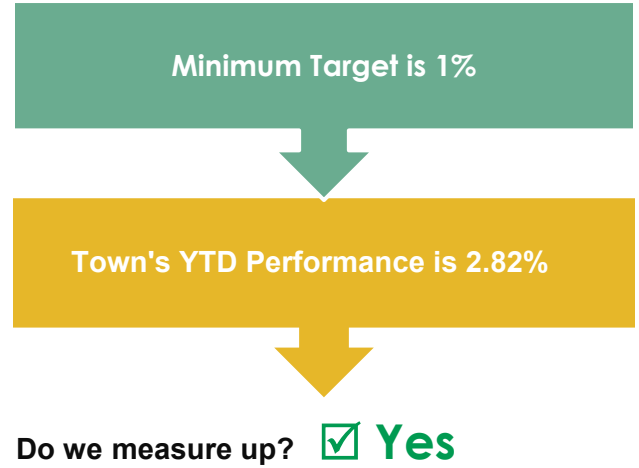
## Cash in the bank



# ▶ How are we tracking against our budgeted targets?

## Adjusted Operating Surplus

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



- 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.

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	Payment Date	Supplier	Description	Inv Amount	Cheque
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
			<b>CHEQUE TOTAL</b>	<b>\$ 328.10</b>	<b>\$ 328.10</b>
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 BARONESS 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



**TOWN OF EAST FREMANTLE****BUDGET****FOR THE YEAR ENDED 30 JUNE 2022****LOCAL GOVERNMENT ACT 1995****TABLE OF CONTENTS**

Statement of Comprehensive Income by Nature or Type	2
Basis of Preparation	3
Statement of Comprehensive Income by Program	4
Statement of Cash Flows	6
Rate Setting Statement	7
Index of Notes to the Budget	8
Supplementary Information	
- Capital Works Schedule	
- Asset Disposals	
- Chart of Accounts (Budget Upload)	
- Schedule of Fees and Charges	
- Organisational Chart	

**REPORT 13.1.3**  
**TOWN OF EAST FREMANTLE**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**ATTACHMENT 1**

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	1(a)	8,289,211	7,987,711	7,997,275
Operating grants, subsidies and contributions	10(a)	984,759	1,157,733	1,175,019
Fees and charges	9	1,328,630	1,375,713	1,187,609
Interest earnings	12(a)	105,000	50,000	120,000
Other revenue	12(b)	165,689	96,796	37,500
		10,873,289	10,667,953	10,517,403
<b>Expenses</b>				
Employee costs		(4,429,855)	(4,100,000)	(4,205,445)
Materials and contracts		(3,893,041)	(3,692,843)	(4,247,617)
Utility charges		(287,750)	(276,000)	(277,300)
Depreciation on non-current assets	5	(2,571,177)	(2,501,025)	(1,578,900)
Interest expenses	12(d)	(22,500)	(22,960)	(14,960)
Insurance expenses		(215,216)	(183,255)	(180,320)
Other expenditure		(775,034)	(727,028)	(464,520)
		(12,194,573)	(11,503,111)	(10,969,062)
<b>Subtotal</b>				
		(1,321,284)	(835,158)	(451,659)
Non-operating grants, subsidies and contributions	10(b)	10,317,662	264,505	180,000
Profit on asset disposals	4(b)	148,940	1,430	0
Loss on asset disposals	4(b)	0	0	0
		10,466,602	265,935	180,000
<b>Net result</b>				
		<b>9,145,318</b>	<b>(569,223)</b>	<b>(271,659)</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>				
		<b>9,145,318</b>	<b>(569,223)</b>	<b>(271,659)</b>

This statement is to be read in conjunction with the accompanying notes.

## **BASIS OF PREPARATION**

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Town of East Fremantle controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to the budget.

### **2020/21 ACTUAL BALANCES**

Balances shown in this budget as 2020/21 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

### **CHANGE IN ACCOUNTING POLICIES**

On the 1 July 2020 the following new accounting policies are to be adopted and may impact the preparation of the budget:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 is not expected to impact the annual budget. Specific impacts of AASB 2018-7 have not been identified.

## **KEY TERMS AND DEFINITIONS - NATURE OR TYPE**

### **REVENUES**

#### **RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### **SERVICE CHARGES**

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

Excludes rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### **PROFIT ON ASSET DISPOSAL**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

### **OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

## **REVENUES (CONTINUED)**

### **NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

### **FEES AND CHARGES**

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

### **INTEREST EARNINGS**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

### **OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

## **EXPENSES**

### **EMPLOYEE COSTS**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences safety expenses, medical examinations, fringe benefit tax, etc.

### **MATERIALS AND CONTRACTS**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

### **UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

### **INSURANCE**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

### **LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

### **DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation and amortisation expense raised on all classes of assets.

### **INTEREST EXPENSES**

Interest and other costs of finance paid, including costs of finance for loan debentures, interest on lease liabilities, overdraft accommodation and refinancing expenses.

### **OTHER EXPENDITURE**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**REPORT 13.1.3**  
**TOWN OF EAST FREMANTLE**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**ATTACHMENT 1**

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
<b>Revenue</b>	1,9,10(a),12(a),12(b)	\$	\$	\$
Governance		5,000	10,000	10,000
General purpose funding		8,598,039	8,378,188	8,325,928
Law, order, public safety		27,000	25,923	33,200
Health		21,900	14,700	13,409
Education and welfare		758,370	774,666	713,766
Housing		78,500	82,500	84,000
Community amenities		242,076	238,600	205,000
Recreation and culture		477,844	549,500	648,800
Transport		493,060	339,110	353,800
Economic services		130,000	179,170	80,500
Other property and services		41,500	75,596	49,000
		10,873,289	10,667,953	10,517,403
<b>Expenses excluding finance costs</b>	4(a),5,12(c),(e),(f)			
Governance		(1,308,739)	(1,211,340)	(1,198,448)
General purpose funding		(134,050)	(121,200)	(155,287)
Law, order, public safety		(192,744)	(184,700)	(175,539)
Health		(210,931)	(243,240)	(215,419)
Education and welfare		(1,160,391)	(1,096,549)	(1,116,999)
Housing		(40,650)	(45,820)	(45,320)
Community amenities		(2,995,934)	(2,720,981)	(2,736,038)
Recreation and culture		(2,946,981)	(2,894,069)	(2,334,470)
Transport		(2,847,092)	(2,576,877)	(2,703,195)
Economic services		(156,050)	(154,300)	(115,287)
Other property and services		(178,511)	(231,075)	(158,100)
		(12,172,073)	(11,480,151)	(10,954,102)
<b>Finance costs</b>	,7,6(a),12(d)			
Community amenities		(14,500)	(14,960)	(14,960)
Recreation and culture		(8,000)	(8,000)	0
		(22,500)	(22,960)	(14,960)
<b>Subtotal</b>		(1,321,284)	(835,158)	(451,659)
Non-operating grants, subsidies and contributions	10(b)	10,317,662	264,505	180,000
Profit on disposal of assets	4(b)	148,940	1,430	0
(Loss) on disposal of assets	4(b)	0	0	0
		10,466,602	265,935	180,000
<b>Net result</b>		<b>9,145,318</b>	<b>(569,223)</b>	<b>(271,659)</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>9,145,318</b>	<b>(569,223)</b>	<b>(271,659)</b>

This statement is to be read in conjunction with the accompanying notes.

**KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS**

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Town's Community Vision, and for each of its broad activities/programs.

**OBJECTIVE**

**ACTIVITIES**

**GOVERNANCE**

To provide a decision making process for the efficient allocation of scarce resources.

Includes the activities of members of Council and the administrative support available assisting elected members and ratepayers on matters which do not concern specific council services but are strategic in nature.

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the allocation to services.

Rating, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

To provide services to ensure bushfire prevention, animal control and community safety.

Supervision and enforcement of various local laws and acts relating to fire prevention, animal control and other aspects of public safety including emergency services.

**HEALTH**

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, food quality testing, pest control, noise control, waste disposal compliance and child health services.

**EDUCATION AND WELFARE**

To provide assistance to senior citizens welfare and home and community care.

Provision and maintenance of home and community care programs including in home care, senior outings and respite.

**HOUSING**

To assist with housing for staff and the community.

Provision and maintenance of residential rental properties.

**COMMUNITY AMENITIES**

To provide community amenities and other infrastructure as required by the community.

Rubbish collection, recycling and disposal, joint maintenance of SMRC waste management facility, administration of Town Planning Schemes, heritage protection and townscapes, maintenance of urban stormwater drainage and protection of the environment.

**RECREATION AND CULTURE**

To plan, establish and efficiently manage sport and recreation infrastructure and resources which will help the social well being and health and community.

The provision and maintenance of various community infrastructure including public halls, recreation grounds, sports pavillions, playgrounds, parks, gardens, beaches and the joint operation of the City of Fremantle Library.

**TRANSPORT**

To provide safe, effective and efficient transport infrastructure to the community.

Construction and maintenance of streets, roads, footpaths, depots, cycleways, street trees, parking facilities, traffic control, cleaning and lighting of streets.

**ECONOMIC SERVICES**

To help promote the Town and improve its economic wellbeing.

The regulation and provision of tourism, area promotion activities and building control.

**OTHER PROPERTY AND SERVICES**

To monitor and control plant and depot operations, and to provide other property services not included elsewhere.

Private works operation, plant operating costs, depot operations and unclassified property functions.



	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		8,289,211	7,987,711	7,997,275
Operating grants, subsidies and contributions		962,573	1,179,919	1,090,716
Fees and charges		1,328,630	1,375,713	1,187,609
Interest earnings		105,000	50,000	120,000
Goods and services tax		223,354	241,130	210,530
Other revenue		165,689	96,796	37,500
		11,074,457	10,931,269	10,643,630
<b>Payments</b>				
Employee costs		(4,429,855)	(4,100,000)	(4,205,445)
Materials and contracts		(3,893,041)	(3,692,843)	(4,247,617)
Utility charges		(287,750)	(276,000)	(277,300)
Interest expenses		(22,500)	(22,960)	(14,960)
Insurance expenses		(215,216)	(183,255)	(180,320)
Goods and services tax		(223,354)	(241,130)	(210,530)
Other expenditure		(775,034)	(727,028)	(464,520)
		(9,846,750)	(9,243,216)	(9,600,692)
<b>Net cash provided by (used in) operating activities</b>	3	1,227,707	1,688,053	1,042,938
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	4(a)	(15,730,400)	(410,559)	(292,500)
Payments for construction of infrastructure	4(a)	(765,064)	(919,130)	(734,181)
Non-operating grants, subsidies and contributions		10,317,662	264,505	180,000
Proceeds from sale of plant and equipment	4(b)	240,660	18,855	30,000
<b>Net cash provided by (used in) investing activities</b>		(5,937,142)	(1,046,329)	(816,681)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(95,160)	(95,160)	(95,160)
Payments for principal portion of lease liabilities	7	(45,000)	(45,000)	0
Proceeds from new borrowings	6(b)	5,000,000	0	0
<b>Net cash provided by (used in) financing activities</b>		4,859,840	(140,160)	(95,160)
<b>Net increase (decrease) in cash held</b>		150,405	501,564	131,097
Cash at beginning of year		3,818,502	3,316,938	2,313,114
<b>Cash and cash equivalents at the end of the year</b>	3	<b>3,968,907</b>	<b>3,818,502</b>	<b>2,444,211</b>

This statement is to be read in conjunction with the accompanying notes.

**REPORT 13.1.3**  
**TOWN OF EAST FREMANTLE**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**ATTACHMENT 1**

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>		689,520	226,870	160,328
		689,520	226,870	160,328
<b>Revenue from operating activities (excluding rates)</b>				
Governance		25,194	10,000	10,000
General purpose funding		308,828	390,477	328,653
Law, order, public safety		27,000	25,923	33,200
Health		36,420	14,700	13,409
Education and welfare		799,290	776,096	713,766
Housing		78,500	82,500	84,000
Community amenities		247,835	238,600	205,000
Recreation and culture		527,552	549,500	648,800
Transport		493,060	339,110	353,800
Economic services		130,000	179,170	80,500
Other property and services		59,339	75,596	49,000
		2,733,018	2,681,672	2,520,128
<b>Expenditure from operating activities</b>				
Governance		(1,308,739)	(1,211,340)	(1,198,448)
General purpose funding		(134,050)	(121,200)	(155,287)
Law, order, public safety		(192,744)	(184,700)	(175,539)
Health		(210,931)	(243,240)	(215,419)
Education and welfare		(1,160,391)	(1,096,549)	(1,116,999)
Housing		(40,650)	(45,820)	(45,320)
Community amenities		(3,010,434)	(2,735,941)	(2,750,998)
Recreation and culture		(2,954,981)	(2,902,069)	(2,334,470)
Transport		(2,847,092)	(2,576,877)	(2,703,195)
Economic services		(156,050)	(154,300)	(115,287)
Other property and services		(178,511)	(231,075)	(158,100)
		(12,194,573)	(11,503,111)	(10,969,062)
Non-cash amounts excluded from operating activities	2 (a)(i)	2,422,237	2,499,595	1,578,900
<b>Amount attributable to operating activities</b>		(6,349,798)	(6,094,974)	(6,709,706)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	10(b)	10,317,662	264,505	180,000
Purchase property, plant and equipment	4(a)	(15,730,400)	(410,559)	(292,500)
Purchase and construction of infrastructure	4(a)	(765,064)	(919,130)	(734,181)
Proceeds from disposal of assets	4(b)	240,660	18,855	30,000
<b>Amount attributable to investing activities</b>		(5,937,142)	(1,046,329)	(816,681)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(95,160)	(95,160)	(95,160)
Payments for principal portion of lease liabilities	7	(45,000)	(45,000)	0
Proceeds from new borrowings	6(b)	5,000,000	0	0
Transfers to cash backed reserves (restricted assets)	8(a)	(2,126,477)	(763,059)	(967,228)
Transfers from cash backed reserves (restricted assets)	8(a)	1,264,366	746,331	591,500
<b>Amount attributable to financing activities</b>		3,997,729	(156,888)	(470,888)
<b>Budgeted deficiency before general rates</b>		(8,289,211)	(7,298,191)	(7,997,275)
<b>Estimated amount to be raised from general rates</b>	1	8,289,211	7,987,711	7,997,275
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2 (a)(iii)	<b>0</b>	<b>689,520</b>	<b>0</b>

This statement is to be read in conjunction with the accompanying notes.

Note 1	Rates	9
Note 2	Net Current Assets	15
Note 3	Reconciliation of Cash	18
Note 4(a)	Asset Acquisitions	19
Note 4(b)	Asset Disposals	20
Note 5	Asset Depreciation	21
Note 6	Borrowings	22
Note 7	Leases	24
Note 8	Reserves	25
Note 9	Fees and Charges	27
Note 10	Grant Revenue	27
Note 11	Revenue Recognition	28
Note 12	Other Information	29
Note 13	Major Land Transactions	30
Note 14	Trust	33
Note 15	Significant Accounting Policies - Other Information	34
Note 16	Budget Ratios	35
Note 17	Supplementary Information	36

**1. RATES AND SERVICE CHARGES**

**(a) Rating Information**

<b>RATE TYPE</b>	<b>Rate in</b>	<b>Number of properties</b>	<b>Rateable value</b>	<b>2021/22 Budgeted rate revenue</b>	<b>2021/22 Budgeted interim rates</b>	<b>2021/22 Budgeted back rates</b>	<b>2021/22 Budgeted total revenue</b>	<b>2020/21 Actual total revenue</b>	<b>2020/21 Budget total revenue</b>
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rate or general rate</b>									
<b>Gross rental valuations</b>									
Residential GRV	0.076377	2,960	86,027,185	6,570,498	20,000	0	6,590,498	6,362,723	6,375,613
Commercial GRV	0.113749	114	11,467,795	1,304,450	0	0	1,304,450	1,279,790	1,275,992
<b>Sub-Totals</b>		<b>3,074</b>	<b>97,494,980</b>	<b>7,874,949</b>	<b>20,000</b>	<b>0</b>	<b>7,894,949</b>	<b>7,642,513</b>	<b>7,651,605</b>
<b>Minimum</b>									
<b>Minimum payment</b>									
\$									
<b>Gross rental valuations</b>									
Residential GRV	1,138	330	4,232,774	375,540	0	0	375,540	368,911	368,298
Commercial GRV	1,702	11	117,220	18,722	0	0	18,722	19,342	19,848
<b>Sub-Totals</b>		<b>341</b>	<b>4,349,994</b>	<b>394,262</b>	<b>0</b>	<b>0</b>	<b>394,262</b>	<b>388,253</b>	<b>388,146</b>
		<b>3,415</b>	<b>101,844,974</b>	<b>8,269,211</b>	<b>20,000</b>	<b>0</b>	<b>8,289,211</b>	<b>8,030,766</b>	<b>8,039,751</b>
Discounts (Refer note 1(h))							0	0	0
Concessions (Refer note 1(h))								(43,055)	(42,476)
<b>Total amount raised from general rates</b>							<b>8,289,211</b>	<b>7,987,711</b>	<b>7,997,275</b>
Specified area rates (Refer note 1(f))							0	0	0
Prepaid Rates (AASB 1058)							0	0	0
<b>Total rates</b>							<b>8,289,211</b>	<b>7,987,711</b>	<b>7,997,275</b>

**AASB 1058 - Income of Not for Profit Entities**

AASB 1058 Income of Not for Profit Entities applies to local governments and significantly changes income/revenue recognition for local governments.

The purpose of AASB 1058 is to more closely recognise Not for Profit income transactions that are not contracts with customers in accordance with their economic reality.

Therefore, AASB 1058 needs to be recognised in conjunction with AASB 15 Revenue from Contracts with Customers.

All land (other than exempt land) in the Town of East Fremantle is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Town of East Fremantle.

The general rates detailed for the 2021/22 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

**1. RATES AND SERVICE CHARGES (CONTINUED)**

**(b) Interest Charges and Instalments - Rates and Service Charges**

The following instalment options are available to ratepayers for the payment of rates.

<b>Instalment options</b>	<b>Date due</b>	<b>Instalment plan admin charge</b>	<b>Instalment plan interest rate</b>	<b>Unpaid rates interest rates</b>
		\$	%	%
<b>Option one</b>				
One Instalment Due (35 days)	23/08/2021	0.00	0.0%	7.0%
<b>Option two</b>				
Two Instalments Due	23/08/2021	0.00	0.0%	7.0%
	3/01/2022	16.50	5.5%	7.0%
<b>Option three</b>				
Four Instalments Due	23/08/2021	0.00	0.0%	7.0%
	25/10/2021	16.50	5.5%	7.0%
	3/01/2022	16.50	5.5%	7.0%
	28/02/2022	16.50	5.5%	7.0%

(Date of Issue of Rates Notice 19 July 2021)

	<b>2021/22 Budget revenue</b>	<b>2020/21 Actual revenue</b>	<b>2020/21 Budget revenue</b>
	\$	\$	\$
Instalment plan admin charge revenue	40,000	37,670	42,000
Instalment plan interest earned	40,000	0	0
Unpaid rates interest earned	35,000	35,000	30,000
	<b>115,000</b>	<b>72,670</b>	<b>72,000</b>

**1. RATES AND SERVICE CHARGES (CONTINUED)**

**(c) Objectives and Reasons for Differential Rating**

To provide equity in the rating of properties across the Town the following rate categories have been determined for the implementation of differential rating.

**Differential general rate**

<b>Description</b>	<b>Characteristics</b>	<b>Objects</b>	<b>Reasons</b>
Residential GRV	This differential rate category imposes a general rate on land valued on a gross rental value basis, which is zoned, held or used for residential purposes and having improvements erected on it.	The object of this proposed rate is to apply a base differential general rate to land zoned and used for residential purposes and to act as the Town's benchmark differential rate by which all other GRV rated properties are assessed.	The reason for this rate is to ensure that all ratepayers make an equitable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the Town.
Commercial GRV	This differential rate category imposes a rate on land valued on a gross rental value basis, which is zoned, held or used for commercial purposes and having improvements erected on it. This category also includes 'Sporting Clubs – Commercial'. They are the East Fremantle Lawn Tennis Club, East Fremantle Bowling Club, Fremantle Rowing Club, East Fremantle Football Club, East Fremantle Yacht Club and Swan Yacht Club. These clubs generate commercial revenue through food and beverage, as well as hire of facilities. The Town has tenure agreements in place with each of these organisations which entitles the Town to levy rates and service charges.	The object of this proposed rate is to apply a rate to commercial properties in order to raise additional revenue to offset the associated higher levels of services to properties in this category. The object of the differential rate category for Sporting Clubs – Commercial is to ensure that sporting clubs are contributing to the capital and maintenance expenses associated with the provision of dedicated infrastructure and facilities for the use of all community groups and sporting clubs. The Town has finalised the Preston Point Facilities Master Plan which identifies over \$11m worth of capital projects. The East Fremantle Tennis Club and East Fremantle Yacht Club are located within this precinct. The Town will also be budgeting circa \$15m of capital expenditure in 2021/22 to commence the East Fremantle Oval Redevelopment Project. This is a \$26m project over 2 years; and incorporates dedicated facilities for the East Fremantle Bowling Club and East Fremantle Football Club.	The reason for this rate is to ensure additional funding for parking infrastructure, road maintenance and construction, drainage, streetscape, litter control, urban style guides and regulatory compliance.

**(d) Differential Minimum Payment**

Description	Characteristics	Objects	Reasons
Residential GRV	This differential rate category imposes a general rate on land valued on a gross rental value basis, which is zoned, held or used for residential purposes.	The object of this proposed rate is to apply a base minimum payment to land zoned and used for residential purposes and to act as the Town's benchmark differential rate by which all other GRV rated properties are assessed.	The minimum payment has been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.
Commercial GRV	This differential rate category imposes a rate on land valued on a gross rental value basis, which is zoned, held or used for commercial purposes.	The object of this proposed rate is to apply a minimum payment to commercial properties in order to raise additional revenue to offset the associated higher levels of services to properties in this category.	The minimum payment has been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

**1. RATES AND SERVICE CHARGES (CONTINUED)**

**(e) Variation in Adopted Differential Rates to Local Public Notice**

The following rates and minimum payments were previously set out in the local public notice giving notice of the intention to charge differential rates.

<b>Differential general rate or general rate</b>	<b>Proposed Rate in \$</b>	<b>Adopted Rate in \$</b>	<b>Reasons for the difference</b>
Residential GRV	0.076006	0.076377	An amendment was made at the meeting when the Budget was adopted to increase the rate in the dollar and minimum payment by 2.9% instead of the originally proposed 2.4%.
Commercial GRV	0.113196	0.113749	

The rationale for the amendment was as follows, which is recorded in the minutes of the meeting:

- i) Providing additional funding to install solar panels (Approx. cost \$20,000) on our Council buildings will pay itself off after three years, freeing up additional cash to spend on community services, and reduce our net carbon emissions. Funding solar panel installation in this way also means our future Climate Change Reserve funds can be preserved to be spent on other local, community-based measures
- ii) The Town's 2021 Community Survey made clear that our community cares deeply about streetscapes and climate action and believes that more needs to be done to address these areas. Increasing our long-term commitment to planting more trees is one of the most cost effective and impactful ways we can improve the appeal of our streetscapes and parks, reduce our urban heat island and reduce net carbon emissions.
- iii) A total 2.9% rate yield increase enables us to invest in community infrastructure that meets the high expectations of the East Fremantle community, provide essential benefits for our future community, and more evenly and fairly spread the cost of doing so between current and future generations.

<b>Minimum payment</b>	<b>Proposed Minimum \$</b>	<b>Adopted Minimum \$</b>	<b>Reasons for the difference</b>
Residential GRV	1,132	1,138	See above
Commercial GRV	1,693	1,702	See above



**1. RATES AND SERVICE CHARGES (CONTINUED)**

**(f) Specified Area Rate**

The Town did not raise specified area rates for the year ended 30 June 2022.

**(g) Service Charges**

The Town did not raise service charges for the year ended 30 June 2022.

**(h) Waivers or concessions**

Rate or fee and charge to which the waiver or concession is granted	Type	Discount %	Discount (\$)	2021/22 Budget	2020/21 Actual	2020/21 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
GRV Commercial General Rate	Concession	25.0%	0	\$ 0	\$ 43,055	\$ 42,476	GRV Commercial - where properties are categorised as 'Sporting Clubs - Commercial'	Due to the economic impact arising from social distancing, and the cessation of club activities, the Town will provide rate relief for the 2020/21 financial year in accordance with the Rates Concession Policy.
				0	43,055	42,476		

**2 (a). NET CURRENT ASSETS**

**Items excluded from calculation of budgeted deficiency**

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

Note	2021/22 Budget 30 June 2022	2020/21 Actual 30 June 2021	2020/21 Budget 30 June 2021
	\$	\$	\$
<b>(i) Operating activities excluded from budgeted deficiency</b>			
The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	4(b) (148,940)	(1,430)	0
Add: Loss on disposal of assets	4(b) 0	0	0
Add: Depreciation on assets	5 2,571,177	2,501,025	1,578,900
<b>Non cash amounts excluded from operating activities</b>	2,422,237	2,499,595	1,578,900
<b>(ii) Current assets and liabilities excluded from budgeted deficiency</b>			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.			
<b>Adjustments to net current assets</b>			
Less: Cash - restricted reserves	3 (1,870,090)	(1,007,979)	(1,398,981)
- Current portion of borrowings	95,160	95,160	95,160
<b>Total adjustments to net current assets</b>	(1,729,930)	(867,819)	(1,303,821)

**2 (a). NET CURRENT ASSETS (CONTINUED)**

**EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)**

	2021/22 Budget 30 June 2022	2020/21 Actual 30 June 2021	2020/21 Budget 30 June 2021
Note	\$	\$	\$
<b>(iii) Composition of estimated net current assets</b>			
<b>Current assets</b>			
Cash and cash equivalents- unrestricted	2,098,817	2,810,523	1,045,230
Cash and cash equivalents - restricted			
Cash backed reserves	1,870,090	1,007,979	1,398,981
Receivables	646,018	646,018	516,405
Other assets	34,570	34,570	0
	4,649,495	4,499,090	2,960,616
<b>Less: current liabilities</b>			
Trade and other payables	(2,080,598)	(2,080,598)	(926,318)
Contract liabilities	0	(22,186)	0
Lease liabilities	(45,000)	(45,000)	0
Long term borrowings	(95,160)	(95,160)	(95,160)
Provisions	(698,807)	(698,807)	(635,317)
	(2,919,565)	(2,941,751)	(1,656,795)
<b>Net current assets</b>	1,729,930	1,557,339	1,303,821
<b>Less: Total adjustments to net current assets</b>	(1,729,930)	(867,819)	(1,303,821)
<b>Closing funding surplus / (deficit)</b>	0	689,520	0

**2 (b). NET CURRENT ASSETS (CONTINUED)**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Town's operational cycle. In the case of liabilities where the Town does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Town's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Town prior to the end of the financial year that are unpaid and arise when the Town of East Fremantle becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**CONTRACT ASSETS**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**PROVISIONS**

Provisions are recognised when the Town has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**INVENTORIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Superannuation**

The Town of East Fremantle contributes to a number of superannuation funds on behalf of employees.

All funds to which the Town of East Fremantle contributes are defined contribution plans.

**LEASE LIABILITIES**

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

**TRADE AND OTHER RECEIVABLES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

Provision is made for the Town of East Fremantle's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Town of East Fremantle's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Town of East Fremantle's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**LAND HELD FOR RESALE**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**CONTRACT LIABILITIES**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Town are recognised as a liability until such time as the Town satisfies its obligations under the agreement.

### 3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2021/22 Budget	2020/21 Actual	2020/21 Budget
	\$	\$	\$
Cash at bank and on hand	3,968,907	3,818,502	2,444,211
	3,968,907	3,818,502	2,444,211
- Unrestricted cash and cash equivalents	2,098,817	2,810,523	1,045,230
- Restricted cash and cash equivalents	1,870,090	1,007,979	1,398,981
	3,968,907	3,818,502	2,444,211
The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents and financial assets at amortised cost:			
Non-Current Leave Reserve	0	10,000	10,000
Unspent Grants and Restricted Cash Reserve	0	22,186	0
Vehicle, Plant and Equipment Reserve	0	84,127	84,127
Aged Services Reserve	0	11,803	32,037
Strategic Asset Management Reserve	64,920	7,542	442,567
Arts and Sculpture Reserve	131,772	156,772	97,022
Streetscape Reserve	75,000	75,000	75,000
Drainage Reserve	250,000	150,000	150,000
East Fremantle Oval Redevelopment Reserve	698,730	298,228	298,228
Preston Point Facilities Reserve	135,821	35,821	100,000
Foreshore Master Plan Reserve	100,000	0	0
Sustainability and Environmental Initiatives Reserve	210,337	90,000	60,000
Town Planning Reserve	50,000	50,000	50,000
Old Police Station Reserve	16,500	16,500	0
	1,870,090	1,007,979	1,398,981
<b>Reconciliation of net cash provided by operating activities to net result</b>			
<b>Net result</b>	9,145,318	(569,223)	(271,659)
Depreciation	5	2,571,177	2,501,025
(Profit)/loss on sale of asset	4(b)	(148,940)	(1,430)
Increase/(decrease) in contract liabilities		(22,186)	22,186
Non-operating grants, subsidies and contributions		(10,317,662)	(264,505)
<b>Net cash from operating activities</b>	1,227,707	1,688,053	1,042,938

#### SIGNIFICANT ACCOUNTING POLICES

##### CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

##### FINANCIAL ASSETS AT AMORTISED COST

The Town classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**4. FIXED ASSETS**

**(a) Acquisition of Assets**

The following assets are budgeted to be acquired during the year.

Asset class	Reporting program							2021/22 Budget total	2020/21 Actual total	2020/21 Budget total
	Governance	Health	Education and welfare	Community amenities	Recreation and culture	Transport	Other property and services			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<i>Property, Plant and Equipment</i>										
Buildings - specialised	0	0	0	0	15,262,000	0	0	15,262,000	46,300	50,000
Furniture and equipment	0	0	0	0	0	0	0	0	88,442	60,000
Plant and equipment	80,200	24,200	68,200	34,000	173,600	30,000	58,200	468,400	275,817	182,500
	80,200	24,200	68,200	34,000	15,435,600	30,000	58,200	15,730,400	410,559	292,500
<i>Infrastructure</i>										
Infrastructure - roads	0	0	0	0	0	0	0	0	220,039	160,000
Infrastructure - footpaths	0	0	0	0	0	172,600	0	172,600	264,100	90,000
Infrastructure - drainage	0	0	0	0	0	326,370	0	326,370	104,181	104,181
Infrastructure - parks and ovals	0	0	0	0	266,094	0	0	266,094	330,810	160,000
Infrastructure - Other improvements	0	0	0	0	0	0	0	0	0	220,000
	0	0	0	0	266,094	498,970	0	765,064	919,130	734,181
<b>Total acquisitions</b>	<b>80,200</b>	<b>24,200</b>	<b>68,200</b>	<b>34,000</b>	<b>15,701,694</b>	<b>528,970</b>	<b>58,200</b>	<b>16,495,464</b>	<b>1,329,689</b>	<b>1,026,681</b>

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

**SIGNIFICANT ACCOUNTING POLICIES**

**RECOGNITION OF ASSETS**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

**4. FIXED ASSETS**

**(b) Disposals of Assets**

The following assets are budgeted to be disposed of during the year.

	<b>2021/22 Budget Net Book Value</b>	<b>2021/22 Budget Sale Proceeds</b>	<b>2021/22 Budget Profit</b>	<b>2021/22 Budget Loss</b>	<b>2020/21 Actual Net Book Value</b>	<b>2020/21 Actual Sale Proceeds</b>	<b>2020/21 Actual Profit</b>	<b>2020/21 Actual Loss</b>	<b>2020/21 Budget Net Book Value</b>	<b>2020/21 Budget Sale Proceeds</b>	<b>2020/21 Budget Profit</b>	<b>2020/21 Budget Loss</b>
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program</b>												
Governance	32,546	52,740	20,194	0	0	0	0	0	0	0	0	0
Health	0	14,520	14,520	0	0	0	0	0	0	0	0	0
Education and welfare	0	40,920	40,920	0	17,425	18,855	1,430	0	30,000	30,000	0	0
Community amenities	14,641	20,400	5,759	0	0	0	0	0	0	0	0	0
Recreation and culture	27,452	77,160	49,708	0	0	0	0	0	0	0	0	0
Other property and services	17,081	34,920	17,839	0	0	0	0	0	0	0	0	0
	91,720	240,660	148,940	0	17,425	18,855	1,430	0	30,000	30,000	0	0
<b>By Class</b>												
<u>Property, Plant and Equipment</u>												
Plant and equipment	91,720	240,660	148,940	0	17,425	18,855	1,430	0	30,000	30,000	0	0
	91,720	240,660	148,940	0	17,425	18,855	1,430	0	30,000	30,000	0	0

A detailed breakdown of disposals on an individual asset basis can be found in the supplementary information attached to this budget document

**SIGNIFICANT ACCOUNTING POLICIES**

**GAINS AND LOSSES ON DISPOSAL**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**5. ASSET DEPRECIATION**

**By Program**

Governance
Law, order, public safety
Health
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Other property and services

**By Class**

Buildings
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - drainage
Infrastructure - parks and ovals
Infrastructure - car parks
Infrastructure - bus shelters
Right of use

2021/22 Budget	2020/21 Actual	2020/21 Budget
\$	\$	\$
241,109	229,600	175,000
273	300	600
11,528	11,550	800
139,786	157,968	125,500
16,429	16,500	6,000
5,137	5,175	16,800
1,180,258	1,154,682	495,000
796,286	769,500	621,000
180,371	155,750	138,200
<b>2,571,177</b>	<b>2,501,025</b>	<b>1,578,900</b>
1,137,132	1,132,000	352,094
76,519	52,000	44,051
285,846	286,350	280,097
612,010	595,000	541,595
101,461	98,250	90,266
46,832	41,500	36,106
233,568	217,875	198,585
33,655	33,750	27,080
4,278	4,300	9,027
39,876	40,000	0
<b>2,571,177</b>	<b>2,501,025</b>	<b>1,578,900</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**DEPRECIATION**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings	20 to 70 years
Furniture and equipment	2 to 20 years
Plant and equipment	3 to 12 years
Plant and equipment - Motor Vehicles - Light Fleet	5 to 10 years
Plant and equipment - Motor Vehicles - Heavy Fleet	5 to 10 years
Sealed roads, streets and carparks formation	not depreciated
Sealed pavement	50 to 60 years
Kerbing	50 to 60 years
Surface	14 to 20 years
Table drain	30 to 40 years
Footpaths - slab	20 years
Bus Shelter	20 to 30 years
Drainage - pit / pipe	50 years

**AMORTISATION**

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

Parks and Ovals - minor structure polygon	50 to 65 years
Parks and Ovals - playground polygon	5 to 35 years
Parks and Ovals - amenities	15 to 20 years
Parks and Ovals - bin	15 to 20 years
Parks and Ovals - lighting	20 years
Parks and Ovals - playground point	15 to 20 years
Parks and Ovals - playground lines	40 to 50 years
Parks and Ovals - public art	15 to 25 years
Parks and Ovals - sign	15 to 20 years
Parks and Ovals - fence	30 to 40 years
Parks and Ovals - gate	30 to 40 years
Parks and Ovals - irrigation	5 to 55 years
Parks and Ovals - minor structure	5 to 20 years
Parks and Ovals - bore and pump	20 years



**REPORT 13.1.3**  
**TOWN OF EAST FREMANTLE**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**ATTACHMENT 1**

**6. INFORMATION ON BORROWINGS**

**(a) Borrowing repayments**

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Loan Maturity Date	Interest Rate	Budget	2021/22	2021/22	Budget	2021/22	Actual	2020/21	2020/21	Actual	2020/21	Budget	2020/21	2020/21	Budget	2020/21
					Principal 1 July 2021	Budget New Loans	Budget Principal Repayments	Principal outstanding 30 June 2022	Budget Interest Repayments	Principal 1 July 2020	Actual New Loans	Actual Principal Repayments	Principal outstanding 30 June 2021	Actual Interest Repayments	Principal 1 July 2020	Budget New Loans	Budget Principal Repayments	Principal outstanding 30 June 2021	Budget Interest Repayments
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>																			
SMRC - Regional Resource Recovery Centre Loan	Various	WATC	30/06/2023	Various	313,145	0	(95,160)	217,985	(14,500)	408,305	0	(95,160)	313,145	(14,960)	310,458	0	(95,160)	215,298	(14,960)
SMRC - Administration Building Loan (9 Aldous Place)	2-6	WATC	30/06/2023	2.55%	48,240	0	0	48,240	0	48,240	0	0	48,240	0	48,240	0	0	48,240	0
					361,385	0	(95,160)	266,225	(14,500)	456,545	0	(95,160)	361,385	(14,960)	358,698	0	(95,160)	263,538	(14,960)
<b>Recreation and culture</b>																			
EF Oval Precinct Redevelopment	N/A	WATC	30/06/2042	1.91%	0	5,000,000	0	5,000,000	0	0	0	0	0	0	0	0	0	0	0
					0	5,000,000	0	5,000,000	0	0	0	0	0	0	0	0	0	0	0
					361,385	5,000,000	(95,160)	5,266,225	(14,500)	456,545	0	(95,160)	361,385	(14,960)	358,698	0	(95,160)	263,538	(14,960)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue. There is an obligation between the Town of East Fremantle and the Southern Metropolitan Regional Council (SMRC) to pay its share of the loan liability to the SMRC which will be paid to the Western Australian Treasury Corporation via the SMRC. A loan payable balance is to be recorded in the financial statements of the Town with the corresponding entry as an investment in associate. This determination is based on the Charge Agreement, with the Town's share of loan payment to SMRC formally established.

The Administration Building loan is an interest only loan and the Town does not make any payments against this loan.

The Town did not previously recognise its share of loan liability to the SMRC in its Annual Budgets, and hence there is no budget amount for 19/20. The Town previously expensed the loan repayments against the profit and loss as a contribution.

The Town will likely draw down on a \$5m loan from WATC to fund the East Fremantle Oval Precinct Redevelopment in the second-half of the 21/22 financial year. Repayments will be semi-annual, meaning no repayment of principal and interest will be incurred in the 21/22 financial year.

**6. INFORMATION ON BORROWINGS**

**(b) New borrowings - 2021/22**

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges
EF Oval Precinct Redevelopment	WATC	Fixed	20	1.91%	\$ 5,000,000	\$ 1,037,416
					<u>5,000,000</u>	<u>1,037,416</u>

**(c) Unspent borrowings**

The Town had no unspent borrowing funds as at 30 June 2021 nor is it expected to have unspent borrowing funds as at 30 June 2022.

**(d) Credit Facilities**

	2021/22 Budget	2020/21 Actual	2020/21 Budget
<b>Undrawn borrowing facilities credit standby arrangements</b>	\$	\$	\$
Bank overdraft limit	1,000,000	0	100,000
Bank overdraft at balance date	0	0	0
Credit card limit	20,000	20,000	20,000
Credit card balance at balance date	0	0	0
<b>Total amount of credit unused</b>	<u>1,020,000</u>	<u>20,000</u>	<u>120,000</u>
<b>Loan facilities</b>			
Loan facilities in use at balance date	5,266,225	361,385	263,538
Unused loan facilities at balance date	0	0	0

Overdraft details	Purpose overdraft was established	Year overdraft established	Amount b/fwd 1 July 2021	2021/22 Budgeted Increase/ (Decrease)	Amount as at 30th June 2022
CBA (3.01%)	End of year cash flow	2020/21	\$ 1,000,000	\$ 0	\$ 1,000,000
			<u>1,000,000</u>	<u>0</u>	<u>1,000,000</u>

**SIGNIFICANT ACCOUNTING POLICIES**

**BORROWING COSTS**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**7. LEASE LIABILITIES**

Purpose	Institution	Lease Interest Rate	Lease Term (Months)	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
				Lease Principal	New Leases	Lease Principal Repayments	Lease Principal Outstanding	Lease Interest Repayments	Lease Principal	New Leases	Lease Principal Repayments	Lease Principal Outstanding	Lease Interest Repayments
				1 July 2021	30 June 2022	30 June 2022	30 June 2022	30 June 2022	1 July 2020	30 June 2021	30 June 2021	30 June 2021	30 June 2021
				\$									
<b>Recreation and culture</b>													
River seabed (Mooring pens)	Department of Transport	2.6%	110	277,923	0	(45,000)	232,923	(8,000)	322,923	0	(45,000)	277,923	(8,000)
				277,923	0	(45,000)	232,923	(8,000)	322,923	0	(45,000)	277,923	(8,000)

**SIGNIFICANT ACCOUNTING POLICIES**

**LEASES**

At the inception of a contract, the Town assesses whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and a lease liability. at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Town uses its incremental borrowing rate.

**8. CASH BACKED RESERVES**

**(a) Cash Backed Reserves - Movement**

	<b>2021/22 Budget Opening Balance</b>	<b>2021/22 Budget Transfer to</b>	<b>2021/22 Budget Transfer (from)</b>	<b>2021/22 Budget Closing Balance</b>	<b>2020/21 Actual Opening Balance</b>	<b>2020/21 Actual Transfer to</b>	<b>2020/21 Actual Transfer (from)</b>	<b>2020/21 Actual Closing Balance</b>	<b>2020/21 Budget Opening Balance</b>	<b>2020/21 Budget Transfer to</b>	<b>2020/21 Budget Transfer (from)</b>	<b>2020/21 Budget Closing Balance</b>
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Current Leave Reserve	10,000	0	(10,000)	0	10,000	0	0	10,000	10,000	0	0	10,000
Unspent Grants and Restricted Cash Reserve	22,186	0	(22,186)	0	0	22,186	0	22,186	0	0	0	0
Vehicle, Plant and Equipment Reserve	84,127	0	(84,127)	0	91,627	0	(7,500)	84,127	91,627	0	(7,500)	84,127
Aged Services Reserve	11,803	0	(11,803)	0	176,803	0	(165,000)	11,803	177,037	0	(145,000)	32,037
Strategic Asset Management Reserve	7,542	57,378	0	64,920	491,049	3,645	(487,152)	7,542	502,567	40,000	(100,000)	442,567
Arts and Sculpture Reserve	156,772	45,000	(70,000)	131,772	171,772	0	(15,000)	156,772	192,022	0	(95,000)	97,022
Waste Reserve	0	1,042,250	(1,042,250)	0	0	0	0	0	0	0	0	0
Committed Works Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Streetscape Reserve	75,000	0	0	75,000	50,000	25,000	0	75,000	50,000	25,000	0	75,000
Drainage Reserve	150,000	100,000	0	250,000	0	150,000	0	150,000	0	150,000	0	150,000
East Fremantle Oval Redevelopment Reserve	298,228	400,502	0	698,730	0	298,228	0	298,228	0	298,228	0	298,228
Preston Point Facilities Reserve	35,821	100,000	0	135,821	0	100,000	(64,179)	35,821	0	100,000	0	100,000
Foreshore Master Plan Reserve	0	100,000	0	100,000	0	0	0	0	0	75,000	(75,000)	0
Sustainability and Environmental Initiatives Reserve	90,000	120,337	0	210,337	0	90,000	0	90,000	0	80,000	(20,000)	60,000
Town Planning Reserve	50,000	0	0	50,000	0	50,000	0	50,000	0	100,000	(50,000)	50,000
Business Improvement Reserve	0	0	0	0	0	0	0	0	0	75,000	(75,000)	0
Old Police Station Reserve	16,500	24,000	(24,000)	16,500	0	24,000	(7,500)	16,500	0	24,000	(24,000)	0
Payment in Lieu of Parking Reserve	0	137,010	0	137,010	0	0	0	0	0	0	0	0
Payment in Lieu of Public Open Space Reserve	0	0	0	0	0	0	0	0	0	0	0	0
	<b>1,007,979</b>	<b>2,126,477</b>	<b>(1,264,366)</b>	<b>1,870,090</b>	<b>991,251</b>	<b>763,059</b>	<b>(746,331)</b>	<b>1,007,979</b>	<b>1,023,253</b>	<b>967,228</b>	<b>(591,500)</b>	<b>1,398,981</b>

TOWN OF EAST FREMANTLE  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2022

8. CASH BACKED RESERVES (CONTINUED)

(b) Cash Backed Reserves - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

<b>Reserve name</b>	<b>Anticipated date of use</b>	<b>Purpose of the reserve</b>
Non-Current Leave Reserve	30/06/2022	To fund the non-current liability amount of annual, sick and long service leave entitlements accrued in previous financial years beyond the amount provided for in the Provision for Leave current liability account.
Unspent Grants and Restricted Cash Reserve	ongoing	To restrict unspent grants and contributions at end of year.
Vehicle, Plant and Equipment Reserve	ongoing	To support the funding of vehicle, plant and equipment purchases.
Aged Services Reserve	ongoing	To retain surplus CHSP program funds for future periods, and to fund all activities and assets relating to the provision of this service.
Strategic Asset Management Reserve	ongoing	To fund the acquisition of new and renewal of existing Town infrastructure, buildings and other assets.
Arts and Sculpture Reserve	ongoing	To provide for the commissioning and purchase of public art works in accordance with the Town's Public Arts Strategy.
Waste Reserve	ongoing	To fund and support waste management services including but not limited to refuse collection, waste management initiatives and programs, infrastructure and buildings and legal expenses associated with waste management.
Committed Works Reserve	ongoing	To transfer unspent municipal expenditure on specific projects to enable identification of carryover expenditure into the next financial year.
Streetscape Reserve	ongoing	To implement Streetscape initiatives including the redevelopment of George Street.
Drainage Reserve	ongoing	To fund drainage asset management requirements.
East Fremantle Oval Redevelopment Reserve	ongoing	To fund all costs associated with the redevelopment of the East Fremantle Oval precinct.
Preston Point Facilities Reserve	ongoing	To fund all costs associated with the implementation of the Preston Point Facilities Master Plan.
Foreshore Master Plan Reserve	ongoing	To fund all costs associated with the implementation of the Foreshore Management Plan.
Sustainability and Environmental Initiatives Reserve	ongoing	To fund sustainability and environmental initiatives as well as support actions/recommendations from the Community Climate Action Plan.
Town Planning Reserve	ongoing	To fund planning and building works associated with the protection and amenity of the built environment.
Business Improvement Reserve	ongoing	To fund the implementation of business improvement initiatives including the Town's enterprise resource planning system.
Old Police Station Reserve	ongoing	To receive the net income from the Old Police Station for building maintenance and renewal purposes.
Payment in Lieu of Parking Reserve	ongoing	New Reserve - To receive and apply funds for payments received in lieu of parking.
Payment in Lieu of Public Open Space Reserve	ongoing	New Reserve - To receive payment from developers in lieu of land set aside for public open space, with funds to be applied in accordance with section 154 of the Planning and Development Act 2005.

**9. FEES & CHARGES REVENUE**

	2021/22 Budget	2020/21 Actual	2020/21 Budget
General purpose funding	\$ 95,000	\$ 91,970	\$ 97,000
Law, order, public safety	27,000	25,923	33,200
Health	21,900	14,700	13,409
Education and welfare	167,370	173,100	112,200
Housing	77,000	81,000	81,000
Community amenities	186,000	206,250	179,000
Recreation and culture	261,310	264,600	232,800
Transport	325,000	301,900	320,000
Economic services	126,800	175,170	80,000
Other property and services	41,250	41,100	39,000
	1,328,630	1,375,713	1,187,609

**10. GRANT REVENUE**

	Unspent grants, subsidies and contributions liability				Grants, subsidies and contributions revenue			
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Total Liability 30 June 2022	Current Liability 30 June 2022	2021/22 Budget	2020/21 Actual	2020/21 Budget
<b>By Program:</b>	\$	\$	\$	\$	\$	\$	\$	\$
<b>(a) Operating grants, subsidies and contributions</b>								
General purpose funding	0	0	0	0	0	108,828	248,507	111,653
Education and welfare	0	0	0	0	0	591,000	601,566	601,566
Community amenities	22,186	0	(22,186)	0	0	56,076	32,350	26,000
Recreation and culture	0	0	0	0	0	197,805	238,100	402,000
Transport	0	0	0	0	0	31,050	37,210	33,800
	22,186	0	(22,186)	0	0	984,759	1,157,733	1,175,019
<b>(b) Non-operating grants, subsidies and contributions</b>								
Recreation and culture	0	0	0	0	0	10,055,531	0	0
Transport	0	0	0	0	0	262,131	264,505	180,000
	0	0	0	0	0	10,317,662	264,505	180,000
<b>Total</b>	22,186	0	(22,186)	0	0	11,302,421	1,422,238	1,355,019

**(c) Unspent grants, subsidies and contributions were restricted as follows:**

	Budget Closing Balance 30 June 2022	Actual Balance 30 June 2021
Current Liability - Better Bins Program Grant (received in advance)	0	22,186
	0	22,186

**11. REVENUE RECOGNITION**

REVENUE RECOGNITION POLICY								
Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:								
Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates - general rates	General rates	Over time	Payment dates adopted by council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the funding body	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations
Grants, subsidies or contributions with no contractual commitments	General appropriations and contributions with no reciprocal commitment	No obligation	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment of the licence, registration or approval
Fees and charges - pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Fees and charges - other inspections	Regulatory food, health and safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Fees and charges - waste management collections	Kerbside collection service	Over time	Payment dates adopted by council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Fees and charges - property hire	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction	On entry or at conclusion of hire
Fees and charges for other goods and services	Reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Fees and charges - fines	Fines issued for breaches of local laws	Single point in time	Payment in full within defined time	None	Adopted by council through local law	When taxable event occurs	Not applicable	When fine notice is issued
Other revenue - reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed
Fees & Charges Mooring Pen Fees	Leasing Mooring Pen	Single point in time	Payment in full in advance	Contract obligation	Adopted by Council annually	Based on timing of entry to facility	Returns limited to repayment of transaction on cancellation	On entry or at conclusion of hire
Fees & Charges - Property Leases	Leasing of Commercial or Residential Properties	Single point in time	Payment in full in advance	Contract obligation	Adopted by Council annually	Based on timing of entry to facility	Returns limited to repayment of transaction on cancellation	On entry or at conclusion of hire
Fees & Charges - Commonwealth Home Support Services	Aged Care Services	Single point in time	Payment in arrears for claimable event	None	Adopted by Council annually	Based on timing of provision of service	Not applicable	Output method based on provision of service or completion of works

**12. OTHER INFORMATION**

**The net result includes as revenues**

**(a) Interest earnings**

	2021/22 Budget	2020/21 Actual	2020/21 Budget
	\$	\$	\$
Investments			
- Reserve funds	10,000	5,000	40,000
- Other funds	20,000	10,000	50,000
Other interest revenue (refer note 1b)	75,000	35,000	30,000
	105,000	50,000	120,000

**(b) Other revenue**

Reimbursements and recoveries	165,689	96,796	37,500
	165,689	96,796	37,500

**The net result includes as expenses**

**(c) Auditors remuneration**

Audit services	55,000	40,000	35,000
	55,000	40,000	35,000

**(d) Interest expenses (finance costs)**

Borrowings (refer Note 6(a))	14,500	14,960	14,960
Interest expense on lease liabilities	8,000	8,000	0
	22,500	22,960	14,960

**(e) Elected members remuneration**

Meeting fees	149,000	149,000	149,000
Mayor/President's allowance	28,000	28,000	28,000
Deputy Mayor/President's allowance	7,000	7,000	7,000
Telecommunications allowance	27,000	27,000	27,000
	211,000	211,000	211,000

**(f) Write offs**

General rate	6,000	7,100	5,000
Fees and charges	2,000	2,500	2,000
	8,000	9,600	7,000



## 13. MAJOR LAND TRANSACTIONS

### (a) Details

The Town prepared and advertised a Business Plan in the 2020/21 financial year as per the requirements of section 3.59 of the Local Government Act 1995.

The Plan is to replace the ageing East Fremantle Oval infrastructure with an Integrated Community Sport and Leisure Facility and associated precinct.

Project Summary:

- The land is vested with the Town of East Fremantle as A Class Reserve

- Broad scope for requirements to include:

Walking tracks around the oval.

Sports oval.

Removal of perimeter fence.

Indoor multi-purpose hall.

New playgroup facilities.

Outdoor 1/2 hard court.

Outdoor adventure playground.

Enclosed dog exercise area.

Skate zone.

Improved community facilities including the oval tenant facilities as well as other amenities available for hire to the community.

The timetable is to build and open the proposed facility by the end of 2023.

### (b) Current year transactions

	Note	2021/22 Budget	2020/21 Actual	2020/21 Budget
		\$	\$	\$
<b>Operating revenue</b>				
Transfer from Trust - Developer Contributions POS		0	238,100	238,100
<b>Operating Expenditure</b>				
Preparation of East Fremantle Oval Masterplan		0	(270,143)	(270,143)
<b>Capital revenue</b>				
Proceeds from Loan Borrowings		5,000,000	0	0
State Government Grant		10,000,000	0	0
<b>Capital expenditure</b>				
Project Build as per QS Report	4(a)	(15,132,000)	0	0
		(132,000)	(32,043)	(32,043)

The projected total capital cost is \$26,594,874 funded as per below:

- Town of East Fremantle (Proposed Treasury Loan)	5,000,000
- State Government (Election Commitment)	20,000,000
- External Agencies (Federal Govt, AFL and Others)	1,594,874

NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2022

## (c) Expected future cash flows

	2021/22	2022/23	2023/24
	\$	\$	\$
<b>Cash outflows</b>			
Capital Expenditure - Project Build as per QS Report	(15,132,000)	(11,462,874)	0
Annual Principal and Interest Repayments	0	(301,870)	(301,870)
Operating Expenses**	0	0	(300,792)
	(15,132,000)	(11,764,744)	(602,662)
<b>Cash Inflows</b>			
Proceeds from Loan Borrowings	5,000,000	0	0
State Government Grant	10,000,000	10,000,000	0
Other Funding (including transfer from Reserve)	0	1,594,874	0
Net Profit - Dividend to the Town from Facilities Operations***	0	0	0
	15,000,000	11,594,874	0
<b>Net cash flows</b>	(132,000)	(169,870)	(602,662)

\*\* This is a worst case scenario for operating costs if no revenue at all was derived from the facility's commercial tenants and activities. The best case scenario is that the facility operates better than expected, and fully funds its operations, sinking fund provisions and the Town's annual loan repayments, removing any reliance on the Town for future financial contribution/support.

\*\*\*The Business Plan identifies that the Town expects to receive a share of net profit from the facility from year 2 (2024/25) onwards.

The Business Plan includes the following 10-year cashflow forecast from the operations of the Facility.

**Expected financial contribution from the Town for the first 10 years**

	Year 1	Year 2	Year 3	Year 4	Year 5
Net Profit	-\$300,792	\$328,435	\$95,978	\$117,258	\$139,564
Contribution by others	\$180,792	0	0	0	0
Finance Repayment	-\$307,947	-\$307,947	-\$307,947	-\$307,947	-\$307,947
<b>Total forecast payments by TOEF</b>	<b>-\$427,947</b>	<b>\$20,488</b>	<b>-\$211,969</b>	<b>-\$190,689</b>	<b>-\$168,383</b>

	Year 6	Year 7	Year 8	Year 9	Year 10
Net Profit	\$182,793	\$208,047	\$234,480	\$281,651	\$330,877
Finance Repayment	-\$307,947	-\$307,947	-\$307,947	-\$310,351	-\$307,947
<b>Total forecast payments by TOEF</b>	<b>-\$125,154</b>	<b>-\$99,900</b>	<b>-\$73,467</b>	<b>-\$28,700</b>	<b>\$22,930</b>

### 13. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

It is not anticipated that any trading undertakings or major trading undertakings will occur in 2021/22.

### 13. INTERESTS IN JOINT ARRANGEMENTS

It is not anticipated the Town will be party to any joint venture arrangements during 2021/22.

#### SIGNIFICANT ACCOUNTING POLICIES

##### INTERESTS IN JOINT ARRANGEMENTS

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Town of East Fremantle's interests in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

**14. TRUST FUNDS**

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Balance 30 June 2021	Estimated amounts received	Estimated amounts paid	Estimated amounts transferred to reserve	Estimated balance 30 June 2022
Developer Cash in Lieu	\$ 137,010	\$ 0	\$ 0	\$ (137,010)	\$ 0
	137,010	0	0	(137,010)	0

**15. SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION**

**GOODS AND SERVICES TAX (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

**COMPARATIVE FIGURES**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**BUDGET COMPARATIVE FIGURES**

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

**16. BUDGET RATIOS**

	<b>2021/22 Budget</b>	<b>2020/21 Actual</b>	<b>2019/20 Actual</b>
Operating Surplus	-11.75%	-8.77%	-8.00%
Funds After Operations	21.67%	22.16%	22.96%
Asset Sustainability	32.52%	26.24%	49.64%
Cash Reserves	22.19%	12.24%	11.97%
Borrowings	1.16%	3.49%	4.62%
Debt Servicing	1.40%	1.43%	2.44%
Average Rates (GRV) - Residential	2,220	2,149	2,115
Average Rates (GRV) - Commercial	11,443	11,100	11,022

The ratios are calculated as follows:

**OPERATIONS**

Operating Surplus  $\frac{\text{Operating revenue minus operating expenses}}{\text{own source operating revenue}}$

Funds After Operations  $\frac{\text{Funds remaining after operations}}{\text{General funds}}$

**ASSET RATIOS**

Asset sustainability  $\frac{\text{Capital renewal and replacement expenditure}}{\text{depreciation}}$

**FINANCING RATIOS**

Cash Reserves  $\frac{\text{Discretionary Reserve Balance}}{\text{General Funds}}$

Borrowings  $\frac{\text{Principal outstanding}}{\text{General funds}}$

Debt Servicing  $\frac{\text{Principal and interest due}}{\text{General funds}}$

**RATES RATIOS**

Average Rates  $\frac{\text{Rate revenue per category}}{\text{Number of properties per category}}$

**TOWN OF EAST FREMANTLE**  
**BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**SUPPLEMENTARY INFORMATION**

Capital Expenditure Schedule

Asset Disposal Schedule

Chart of Accounts

Schedule of Fees and Charges

Organisational Chart

Project	Project Description	Asset class	Component (Sub-class)	Program	Service Level Impact	Capital Project Value for Year	Carryover - Committed Works Reserve	Reserves	Grants	Borrowings	Funding Source	Proceeds on Sale	Gen. Revenue
Gill Street	Gill Street Footpath - Western Side	Infrastructure - Footpaths		Transport	Maintain	\$64,200							\$64,200
Irwin Street	Irwin Street Kerbing - Large quantities of kerb require replacement	Infrastructure - Footpaths		Transport	Maintain	\$10,000							\$10,000
Angwin Street	Angwin Street - Footpath - Eastern side near Canning Hwy	Infrastructure - Footpaths		Transport	Maintain	\$8,400							\$8,400
Canning Hwy	Canning Hwy Footpath - South side various sections, near Petra (westside)	Infrastructure - Footpaths		Transport	Maintain	\$90,000			\$15,761		LRCP Phase 2		\$74,239
Silas Street Drainage	Silas Street Drainage upgrade - Between St Peters & Council Place	Infrastructure - Drainage	Pipes	Transport	Increase	\$196,000			\$196,000		LRCP Phase 2		\$0
Zephyr Car Park Drainage	Zephyr Car Park Drainage upgrade - River outfall rationalisation, inc. GPT install	Infrastructure - Drainage	Pipes	Transport	Increase	\$50,370			\$50,370		LRCP Phase 2		\$0
Locke Crescent Drainage	Locke Crescent Drainage diversion works - diverting water into Habgood St	Infrastructure - Drainage	Pipes	Transport	Increase	\$80,000							\$80,000
Henry Jeffery Oval	Henry Jeffery Oval resurfacing and reticulation upgrades	Infrastructure - Parks & Ovals	Irrigation/Turf	Recreation & Culture	Increase	\$121,594			\$40,531		CSRFF		\$81,063
Stratford Park	Fence replacement at Stratford park	Infrastructure - Parks & Ovals	Ancillary - Fence	Recreation & Culture	Maintain	\$10,000							\$10,000
Softfall - Near Dome	Softfall at exercise equipment near Dome	Infrastructure - Parks & Ovals	Ancillary - Other improvements	Recreation & Culture	Maintain	\$12,000							\$12,000
Preston Point Oval	Preston Point oval - Lighting upgrade	Infrastructure - Parks & Ovals	Lighting	Recreation & Culture	Increase	\$30,000			\$15,000		CSRFF/Lacrosse Club		\$15,000
Tricolore - BBQ	BBQ replacement at Tricolore	Infrastructure - Parks & Ovals	Ancillary - Other improvements	Recreation & Culture	Maintain	\$10,000							\$10,000
Various - Bench seats	Bench seat upgrades at various locations	Infrastructure - Parks & Ovals	Ancillary - Other improvements	Recreation & Culture	Maintain	\$12,500							\$12,500
Various - Building maint/upgrades	Building maintenance/upgrades at various locations - assessment April 2021	Buildings - Specialised		Various	Increase	\$80,000							\$80,000
Camp Waller	Camp Waller Upgrades	Buildings - Specialised		Recreation & Culture	Increase	\$50,000							\$50,000
CEO Vehicle	As per plant replacement program	Plant & Equipment	Light Fleet	Governance	Maintain	\$46,200		\$13,860				\$32,340	\$0
EMRS Vehicle	As per plant replacement program	Plant & Equipment	Light Fleet	Community Amenities	Maintain	\$34,000		\$13,600				\$20,400	\$0
EMCS Vehicle	As per plant replacement program	Plant & Equipment	Light Fleet	Governance	Maintain	\$34,000		\$13,600				\$20,400	\$0
EMTS Vehicle	As per plant replacement program	Plant & Equipment	Light Fleet	Other Property & Services	Maintain	\$34,000		\$3,067				\$30,933	\$10,533
PEHO Vehicle	As per plant replacement program	Plant & Equipment	Light Fleet	Health	Maintain	\$24,200						\$14,520	\$9,680
Works Supervisor Ute	As per plant replacement program	Plant & Equipment	Light Fleet	Other Property & Services	Maintain	\$24,200						\$14,520	\$9,680
Ovals & Verges Ute	As per plant replacement program	Plant & Equipment	Light Fleet	Recreation & Culture	Maintain	\$28,600						\$17,160	\$11,440
CHSP Coordinator Vehicle	As per plant replacement program	Plant & Equipment	Light Fleet	Education & Welfare	Maintain	\$44,000		\$11,803				\$26,400	\$5,797
Works ute	As per plant replacement program	Plant & Equipment	Light Fleet	Transport	Maintain	\$30,000						\$0	\$30,000
CHSP Officer Vehicle	As per plant replacement program	Plant & Equipment	Light Fleet	Education & Welfare	Maintain	\$24,200						\$14,520	\$9,680
Parks Truck	As per plant replacement program	Plant & Equipment	Heavy Fleet	Recreation & Culture	Maintain	\$100,000		\$40,000				\$60,000	\$0
EF Oval Precinct	EF Oval Precinct Redevelopment	Buildings - Specialised		Recreation & Culture	Increase	\$15,132,000			\$10,000,000	\$5,000,000			\$132,000
Public Art	Public Art/Sculpture Program	Plant & Equipment	Equipment	Recreation & Culture	Increase	\$45,000		\$45,000					\$0
Miscellaneous Sports and Recreation Infrastructure	Youth Facilities	Infrastructure - Parks & Ovals	Ancillary - Other improvements	Recreation & Culture	Increase	\$70,000							\$70,000
						<b>\$16,495,464</b>		<b>\$140,930</b>	<b>\$10,317,662</b>	<b>\$5,000,000</b>		<b>\$240,660</b>	<b>\$795,212</b>



**Asset Disposal Schedule**

Asset Number	Plant Number	Asset Description	2021/22 Budget			
			Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$
<b>Plant and Equipment</b>						
PEMV273	P5013	CEO Vehicle	22,938	32,340	9,402	
PEMV272	P5012	EMRS Vehicle	14,641	20,400	5,759	
PEMV268	P5003	EMCS Vehicle	9,608	20,400	10,792	
PEMV269	P5006	EMTS Vehicle	9,608	20,400	10,792	
PEMV264	P4093	PEHO Vehicle	0	14,520	14,520	
PEMV266	P4098	Works Supervisor Vehicle	7,473	14,520	7,047	
PEMV262	P4091	Ford Ranger Single Cab Ute (Ovals & Verges)	0	17,160	17,160	
PEMV257	P4088	CHSP Coordinator Vehicle	0	26,400	26,400	
PEMV255	P4085	CHSP Officer Vehicle	0	14,520	14,520	
PEMV245	P4072	Mitsubishi Fuso Tip Truck (Parks)	27,452	60,000	32,548	
			<b>91,720</b>	<b>240,660</b>	<b>148,940</b>	<b>0</b>

REPORT 13.1.3

ATTACHMENT 1

Programme Description	Type Description	COA	Description	IE	Inc/Exp Analysis	21/22 Budget
Governance	Capital Expenditure	E04629	Plant & Equipment - Light Fleet - Capex - Renewal - Administration	430	Non Operating Exp Transactions	\$80,200
Health	Capital Expenditure	E07404	Plant & Equipment - Light Fleet - Capex - Renewal - Health Inspection & Admin	430	Non Operating Exp Transactions	\$24,200
Welfare	Capital Expenditure	E08626	Plant & Equipment - Light Fleet - Capex - Renewal - Care of Families & Children	430	Non Operating Exp Transactions	\$68,200
Community Amenities	Capital Expenditure	E10648	Plant & Equipment - Light Fleet - Capex - Renewal - Town Planning & Regional Development	430	Non Operating Exp Transactions	\$34,000
Recreation And Culture	Capital Expenditure	E11637	Miscellaneous Sports and Recreation Infrastructure	430	Non Operating Exp Transactions	\$70,000
Recreation And Culture	Capital Expenditure	E11685	P&E - Acquisition of Public Art (Outdoor Sculpture) - CapEx - Other Culture	430	Non Operating Exp Transactions	\$45,000
Recreation And Culture	Capital Expenditure	E11715	Buildings - Specialised - Capex - New - Other Recreation & Sport	430	Non Operating Exp Transactions	\$15,262,000
Recreation And Culture	Capital Expenditure	E11716	Plant & Equipment - Light Fleet - Capex - Renewal - Other Recreation & Sport	430	Non Operating Exp Transactions	\$28,600
Recreation And Culture	Capital Expenditure	E11718	Plant & Equipment - Heavy Fleet - Capex - Renewal - Other Recreation & Sport	430	Non Operating Exp Transactions	\$100,000
Recreation And Culture	Capital Expenditure	E11724	Infrastructure - Parks & Ovals - Lighting - Capex - New - Other Recreation & Sport	430	Non Operating Exp Transactions	\$30,000
Recreation And Culture	Capital Expenditure	E11727	Infrastructure - Parks & Ovals - Turf - Capex - New - Other Recreation & Sport	430	Non Operating Exp Transactions	\$121,594
Recreation And Culture	Capital Expenditure	E11728	Infrastructure - Parks & Ovals - Ancillary - Capex - Renewal - Other Recreation & Sport	430	Non Operating Exp Transactions	\$44,500
Transport	Capital Expenditure	E12810	Plant & Equipment - Light Fleet - Capex - Renewal - Maintenance Streets, Roads & Bridges	430	Non Operating Exp Transactions	\$30,000
Transport	Capital Expenditure	E12823	Infrastructure - Drainage - Pipes - Capex - Renewal - Maintenance Streets, Roads & Bridges	430	Non Operating Exp Transactions	\$326,370
Transport	Capital Expenditure	E12824	Infrastructure Footpaths - Surface/Pavement - Capex - Renewal - Maintenance Streets, Roads & Bridges	430	Non Operating Exp Transactions	\$172,600
Other Property And Services	Capital Expenditure	E14609	Plant & Equipment - Light Fleet - Capex - Renewal - Unclassified Property	430	Non Operating Exp Transactions	\$58,200
						\$16,495,464
Recreation And Culture	Capital Income	I11160	Non-Operating Grants, Subsidies and Contributions - Other Recreation & Sport - State - EF Oval Redevelopment	141	Grants & Subsidies - Capital	-\$10,000,000
Recreation And Culture	Capital Income	I11163	Non-Operating Grants, Subsidies and Contributions - Other Recreation & Sport - CSRF - Henry Jeffrey	141	Grants & Subsidies - Capital	-\$55,531
Transport	Capital Income	I12042	Non-Operating Grants, Subsidies and Contributions - Maint Streets Roads & Bridges - LRCP - Drainage	141	Grants & Subsidies - Capital	-\$262,131
						-\$10,317,662
General Purpose Funding	Reserve Transfer	000214	TRANSFER TO OLD POLICE STATION RESERVE	830	T/F To Reserves Line Item Rnge	\$24,000
General Purpose Funding	Reserve Transfer	000215	TRANSFER TO WASTE RESERVE	830	T/F To Reserves Line Item Rnge	\$1,042,250
General Purpose Funding	Reserve Transfer	000219	TRANSFER TO ARTS AND SCULPTURE RESERVE	830	T/F To Reserves Line Item Rnge	\$45,000
General Purpose Funding	Reserve Transfer	000224	TRANSFER TO STRATEGIC ASSET MANAGEMENT RESERVE	830	T/F To Reserves Line Item Rnge	\$57,378
General Purpose Funding	Reserve Transfer	000340	TRANSFER FROM PLANT RESERVE	810	Transfers From Reserves L/Item	-\$84,127
General Purpose Funding	Reserve Transfer	000342	TRANSFER FROM STAFF LEAVE RESERVE	810	Transfers From Reserves L/Item	-\$10,000
General Purpose Funding	Reserve Transfer	000344	TRANSFER FROM UNSPENT GRANTS RESERVE	810	Transfers From Reserves L/Item	-\$22,186
General Purpose Funding	Reserve Transfer	000345	TRANSFER FROM AGED SERVICES RESERVE	810	Transfers From Reserves L/Item	-\$11,803
General Purpose Funding	Reserve Transfer	000347	TRANSFER FROM ARTS AND SCULPTURE RESERVE	810	Transfers From Reserves L/Item	-\$70,000
General Purpose Funding	Reserve Transfer	000349	TRANSFER FROM WASTE RESERVE	810	Transfers From Reserves L/Item	-\$1,042,250
General Purpose Funding	Reserve Transfer	002420	TRANSFER TO DRAINAGE GEN	830	T/F To Reserves Line Item Rnge	\$100,000
General Purpose Funding	Reserve Transfer	002421	TRANSFER TO EAST FREMANTLE OVAL REDEVELOPMENT GEN	830	T/F To Reserves Line Item Rnge	\$400,502
General Purpose Funding	Reserve Transfer	002422	TRANSFER TO PRESTON POINT FACILITIES RESERVE	830	T/F To Reserves Line Item Rnge	\$100,000
General Purpose Funding	Reserve Transfer	002423	TRANSFER TO FORESHORE MANAGEMENT PLAN RESERVE	830	T/F To Reserves Line Item Rnge	\$100,000
General Purpose Funding	Reserve Transfer	002424	TRANSFER TO SUSTAINABILITY AND ENVIRONMENTAL PROJECTS GEN	830	T/F To Reserves Line Item Rnge	\$120,337
General Purpose Funding	Reserve Transfer	002434	TRANSFER FROM OLD POLICE STATION RESERVE	810	Transfers From Reserves L/Item	-\$24,000
General Purpose Funding	Reserve Transfer	002436	TRANSFER TO PAYMENT IN LIEU OF PARKING RESERVE	830	T/F To Reserves Line Item Rnge	\$137,010
						\$862,111
Community Amenities	Loan Repayments	E10222	Loan Principal Repayment - SMRC	435	Loan Principal Repayments	\$95,160
Recreation And Culture	Loan Proceeds	I11159	Loan Proceeds - EF Oval Precinct Redevelopment	221	Loan Proceeds	-\$5,000,000
Recreation And Culture	Lease Liability Repayments	E11730	Lease Liabilities Principal Repayments - Seabed Lease	436	Lease Liability Principal Repayments	\$45,000
						-\$4,859,840
General Purpose Funding	Operating Expenditure	003000	Materials and Contracts - Rate Revenue - Activity Based Costing Allocated	440	Activity Based Distribution	\$71,050
General Purpose Funding	Operating Expenditure	E03257	Materials and Contracts - Rate Revenue - Legal Expenses - Rates Debt Recovery Costs	500	Services	\$35,000
General Purpose Funding	Operating Expenditure	E03258	Materials and Contracts - Rate Revenue - Service Contracts - Direct Costs Of Levying Rates	500	Services	\$17,000
General Purpose Funding	Operating Expenditure	E03259	Other Expenditure - Rate Revenue - Rates - Write-Offs	390	Other Expenses	\$6,000
General Purpose Funding	Operating Expenditure	E04237	Materials and Contracts - Rate Revenue - Service Contracts - Valuation Expenses	500	Services	\$5,000
Governance	Operating Expenditure	000005	Materials and Contracts - Administration - Activity Based Costing Allocated	440	Activity Based Distribution	-\$2,835,554
Governance	Operating Expenditure	001621	Other Expenditure - Administration - Bank Fees	390	Other Expenses	\$2,000
Governance	Operating Expenditure	001622	Other Expenditure - Administration - Bank Fees - Merchant Banks - GST Applied	390	Other Expenses	\$30,000
Governance	Operating Expenditure	003500	Materials and Contracts - Members Of Council - Activity Based Costing Allocated	440	Activity Based Distribution	\$852,595
Governance	Operating Expenditure	004043	Non-Cash - Administration - Depreciation	609	Depreciation - Plant & Equipment	\$5,090
Governance	Operating Expenditure	004043	Non-Cash - Administration - Depreciation	610	Depreciation - Buildings - Specialised	\$160,000
Governance	Operating Expenditure	004043	Non-Cash - Administration - Depreciation	612	Depreciation - Furniture & Equipment	\$76,019
Governance	Operating Expenditure	E04201	Employee Costs - Administration - Salaries & Wages	300	Salaries & Wages	\$1,369,306
Governance	Operating Expenditure	E04202	Materials and Contracts - Administration - Service Contracts - Staff Health and Wellbeing Initiatives	500	Services	\$7,500
Governance	Operating Expenditure	E04203	Materials and Contracts - Administration - Service Contracts - Strategic & Business Planning	500	Services	\$80,000
Governance	Operating Expenditure	E04204	Materials and Contracts - Administration - Service Contracts - Implementation of OHS Work Plan and Cont. to WHS Resource	500	Services	\$25,000
Governance	Operating Expenditure	E04205	Employee Costs - Administration - On Costs - Superannuation & FBT	310	Employment On Costs-Direct	\$179,228
Governance	Operating Expenditure	E04205	Employee Costs - Administration - On Costs - Superannuation & FBT	311	Employment On Costs - Fbt	\$15,832
Governance	Operating Expenditure	E04207	Insurance Expenses - Administration - General	365	Insurance	\$103,671
Governance	Operating Expenditure	E04208	Works Costing - Maintenance - Buildings - Town Hall	300	Salaries & Wages	\$888
Governance	Operating Expenditure	E04208	Works Costing - Maintenance - Buildings - Town Hall	320	Overhead Costs-Allocated	\$1,694
Governance	Operating Expenditure	E04208	Works Costing - Maintenance - Buildings - Town Hall	500	Services	\$15,000
Governance	Operating Expenditure	E04209	Works Costing - Maintenance - Buildings - Office Maintenance	360	Public Utilities	\$17,500
Governance	Operating Expenditure	E04209	Works Costing - Maintenance - Buildings - Office Maintenance	500	Services	\$45,000
Governance	Operating Expenditure	E04210	Materials and Contracts - Administration - Service Contracts - Staff Placement Fees	500	Services	\$10,000
Governance	Operating Expenditure	E04211	Materials and Contracts - Administration - Materials - Printing & Stationery	500	Services	\$7,500
Governance	Operating Expenditure	E04211	Materials and Contracts - Administration - Materials - Printing & Stationery	340	Materials Purchased-Direct	\$10,500
Governance	Operating Expenditure	E04213	Utility Charges - Administration - Telephone and Internet	360	Public Utilities	\$30,000
Governance	Operating Expenditure	E04215	Materials and Contracts - Administration - Advertising	500	Services	\$10,000
Governance	Operating Expenditure	E04216	Employee Costs - Administration - Workers Compensation Insurance	366	Workers Comp	\$65,219
Governance	Operating Expenditure	E04217	Materials and Contracts - Administration - Service Contracts - Photocopier Expenses and Servicing	500	Services	\$6,000
Governance	Operating Expenditure	E04221	Materials and Contracts - Administration - Service Contracts - Computer System Support & Licenses	500	Services	\$236,000

REPORT 13.1.3

ATTACHMENT 1

Programme Description	Type Description	COA	Description	IE	Inc/Exp Analysis	21/22 Budget
Governance	Operating Expenditure	E04227	Materials and Contracts - Administration - Service Contracts - Subscriptions - Admin	500	Services	\$53,000
Governance	Operating Expenditure	E04230	Materials and Contracts - Administration - Postage and Freight	500	Services	\$20,000
Governance	Operating Expenditure	E04232	Other Expenditure - Administration - Sundry Expenses - Debtor Write Offs	390	Other Expenses	\$10,000
Governance	Operating Expenditure	E04233	Materials and Contracts - Administration - Plant Operating Costs - Vehicle Expenses (Light Fleet)	330	Plant Operating Costs-Alloc	\$26,157
Governance	Operating Expenditure	E04235	Materials and Contracts - Administration - Service Contracts - Audit Fees	500	Services	\$55,000
Governance	Operating Expenditure	E04239	Materials and Contracts - Administration - Legal Expenses	500	Services	\$50,000
Governance	Operating Expenditure	E04240	Materials and Contracts - Administration - Service Contracts - Internal and External Audit Projects	500	Services	\$15,000
Governance	Operating Expenditure	E04243	Materials and Contracts - Administration - Materials - Staff Uniform	340	Materials Purchased-Direct	\$7,500
Governance	Operating Expenditure	E04245	Employee Costs - Administration - Staff Training and Conferences	312	Staff Training	\$30,000
Governance	Operating Expenditure	E04248	Materials and Contracts - Administration - Service Contracts - Organisational Development	500	Services	\$30,000
Governance	Operating Expenditure	E04249	Materials and Contracts - Administration - Materials - Equipment Below Threshold	340	Materials Purchased-Direct	\$5,000
Governance	Operating Expenditure	E04250	Materials and Contracts - Administration - Service Contracts - Office Expenses	500	Services	\$6,250
Governance	Operating Expenditure	E04250	Materials and Contracts - Administration - Service Contracts - Office Expenses	340	Materials Purchased-Direct	\$1,000
Governance	Operating Expenditure	E04251	Materials and Contracts - Administration - Service Contracts - Website and Intranet Development and Updates	500	Services	\$25,000
Governance	Operating Expenditure	E04252	Other Expenditure - Members Of Council - Member Fees - Councillor Training Expenses	390	Other Expenses	\$36,000
Governance	Operating Expenditure	E04253	Other Expenditure - Members Of Council - Member Fees - Mayor/Councillors Sitting Fees	390	Other Expenses	\$149,000
Governance	Operating Expenditure	E04254	Works Costing - Maintenance - Other - Election Expenses	500	Services	\$30,000
Governance	Operating Expenditure	E04255	Other expenditure - Members Of Council - Member Fees - Deputy Mayoral Allowance	390	Other Expenses	\$7,000
Governance	Operating Expenditure	E04256	Other Expenditure - Members Of Council - Member Fees - Mayoral Allowance	390	Other Expenses	\$28,000
Governance	Operating Expenditure	E04258	Materials and Contracts - Members Of Council - Receptions and Refreshments	500	Services	\$47,500
Governance	Operating Expenditure	E04262	Insurance Expenses - Members Of Council - General	365	Insurance	\$34,344
Governance	Operating Expenditure	E04266	Materials and Contracts - Members Of Council - Implementation of Communication and Engagement Strategy	500	Services	\$70,000
Governance	Operating Expenditure	E04268	Other Expenditure - Members Of Council - Member Fees - Members ICT Allowance and Expenses	390	Other Expenses	\$27,000
Governance	Operating Expenditure	E04270	Other Expenditure - Members Of Council - Contributions - Community Assistance Grants	370	Contributions,Donations,Grants	\$10,000
Governance	Operating Expenditure	E08203	Other Expenditure - Members Of Council - Contributions - Donations - All Other	370	Contributions,Donations,Grants	\$10,000
Law,Order,Public Safety	Operating Expenditure	004095	Non-Cash - Other Law Order & Public Safety - Depreciation - Rangers	610	Depreciation - Buildings - Specialised	\$273
Law,Order,Public Safety	Operating Expenditure	005000	Materials and Contracts - Other Law Order & Public Safety - Activity Based Costing Allocated	440	Activity Based Distribution	\$71,050
Law,Order,Public Safety	Operating Expenditure	E05202	Other Expenditure - Fire Prevention - ESL on Council Owned Property	395	Government Fees (Statutory Fees/Taxes)	\$13,700
Law,Order,Public Safety	Operating Expenditure	E05203	Employee Costs - Other Law Order & Public Safety - Salaries & Wages	300	Salaries & Wages	\$16,824
Law,Order,Public Safety	Operating Expenditure	E05205	Employee Costs - Other Law Order & Public Safety - Superannuation - Ranger Services	310	Employment On Costs-Direct	\$2,177
Law,Order,Public Safety	Operating Expenditure	E05206	Materials and Contracts - Other Law Order & Public Safety - Plant Operating Costs - Vehicle Expenses (Light Fleet)	330	Plant Operating Costs-Alloc	\$753
Law,Order,Public Safety	Operating Expenditure	E05207	Materials and Contracts - Other Law Order & Public Safety - Office Expenses	500	Services	\$1,000
Law,Order,Public Safety	Operating Expenditure	E05207	Materials and Contracts - Other Law Order & Public Safety - Office Expenses	360	Public Utilities	\$500
Law,Order,Public Safety	Operating Expenditure	E05209	Employee Costs - Other Law Order & Public Safety - Training and Conferences - Rangers	312	Staff Training	\$2,000
Law,Order,Public Safety	Operating Expenditure	E05211	Materials and Contracts - Other Law Order & Public Safety - Materials - Protective Clothing	340	Materials Purchased-Direct	\$2,500
Law,Order,Public Safety	Operating Expenditure	E05212	Materials and Contracts - Other Law Order & Public Safety - Materials - Equipment Below Threshold	340	Materials Purchased-Direct	\$3,000
Law,Order,Public Safety	Operating Expenditure	E05229	Materials and Contracts - Animal Control - Minor Expenditure	500	Services	\$1,000
Law,Order,Public Safety	Operating Expenditure	E05230	Employee Costs - Animal Control - Salaries & Wages	300	Salaries & Wages	\$25,236
Law,Order,Public Safety	Operating Expenditure	E05231	Employee Costs - Animal Control - Superannuation	310	Employment On Costs-Direct	\$3,266
Law,Order,Public Safety	Operating Expenditure	E05232	Materials and Contracts - Animal Control - Plant Operating Costs - Vehicle Expenses (Light Fleet)	330	Plant Operating Costs-Alloc	\$9,465
Law,Order,Public Safety	Operating Expenditure	E05233	Materials and Contracts - Animal Control - Materials/Services - Consumables and Impounding Expenses	500	Services	\$6,500
Law,Order,Public Safety	Operating Expenditure	E05233	Materials and Contracts - Animal Control - Materials/Services - Consumables and Impounding Expenses	340	Materials Purchased-Direct	\$25,000
Law,Order,Public Safety	Operating Expenditure	E05234	Materials and Contracts - Animal Control - Legal Expenses	500	Services	\$1,000
Law,Order,Public Safety	Operating Expenditure	E05235	Materials and Contracts - Animal Control - Materials - Printing and Stationery	340	Materials Purchased-Direct	\$2,500
Law,Order,Public Safety	Operating Expenditure	E10226	Materials and Contracts - Other Law Order & Public Safety - Ranger Initiatives and Events	500	Services	\$5,000
Health	Operating Expenditure	004070	Non-Cash - Maternal & Infant Health - Depreciation	610	Depreciation - Buildings - Specialised	\$8,250
Health	Operating Expenditure	004070	Non-Cash - Maternal & Infant Health - Depreciation	611	Depreciation - Buildings - Non Specialised	\$3,278
Health	Operating Expenditure	007000	Materials and Contracts - Health Inspection & Admin - Activity Based Costing Allocated	440	Activity Based Distribution	\$71,050
Health	Operating Expenditure	E07201	Works Costing - Maintenance - Buildings - EH Gray Centre (Old Infant Health Clinic)	360	Public Utilities	\$1,000
Health	Operating Expenditure	E07201	Works Costing - Maintenance - Buildings - EH Gray Centre (Old Infant Health Clinic)	365	Insurance	\$859
Health	Operating Expenditure	E07201	Works Costing - Maintenance - Buildings - EH Gray Centre (Old Infant Health Clinic)	500	Services	\$1,000
Health	Operating Expenditure	E07211	Employee Costs - Health Inspection & Admin - Salaries & Wages	300	Salaries & Wages	\$73,706
Health	Operating Expenditure	E07212	Materials and Contracts - Health Inspection & Admin - Plant Operating Costs - Vehicle Expenses (Light Fleet)	330	Plant Operating Costs-Alloc	\$12,591
Health	Operating Expenditure	E07215	Employee Costs - Health Inspection & Admin - On Costs - Superannuation & FBT	310	Employment On Costs-Direct	\$10,909
Health	Operating Expenditure	E07215	Employee Costs - Health Inspection & Admin - On Costs - Superannuation & FBT	311	Employment On Costs - Fbt	\$4,288
Health	Operating Expenditure	E07218	Materials and Contracts - Health Inspection & Admin - Service Contracts - Implementation of Public Health Plan	500	Services	\$5,000
Health	Operating Expenditure	E07220	Utility Charges - Health Inspection & Admin - Telephone Expenses	360	Public Utilities	\$200
Health	Operating Expenditure	E07221	Materials and Contracts - Health Inspection & Admin - Subscriptions	500	Services	\$7,300
Health	Operating Expenditure	E07222	Employee Costs - Health Inspection & Admin - Training and Conferences	312	Staff Training	\$2,000
Health	Operating Expenditure	E07223	Materials and Contracts - Health Inspection & Admin - Service Contracts - Noise Survey Expenses	500	Services	\$1,000
Health	Operating Expenditure	E07224	Materials and Contracts - Health Inspection & Admin - Service Contracts - Food Control Expenses	500	Services	\$2,000
Health	Operating Expenditure	E07225	Materials and Contracts - Health Inspection & Admin - Materials - Furniture/Equipment Below Threshold	340	Materials Purchased-Direct	\$1,000
Health	Operating Expenditure	E07227	Materials and Contracts - Health Inspection & Admin - Service Contracts - Emergency Management	500	Services	\$1,000
Health	Operating Expenditure	E07228	Materials and Contracts - Health Inspection & Admin - Service Contracts - Swimming Pool Inspection Fees	500	Services	\$3,000
Health	Operating Expenditure	E07232	Works Costing - Maintenance - Other - Insecticides And Vermin Control - Pest Control	500	Services	\$1,000
Health	Operating Expenditure	E07232	Works Costing - Maintenance - Other - Insecticides And Vermin Control - Pest Control	340	Materials Purchased-Direct	\$500
Welfare	Operating Expenditure	004060	Non-Cash - Pre School - Depreciation - JP McKenzie & Richmond Primary	611	Depreciation - Buildings - Non Specialised	\$29,125
Welfare	Operating Expenditure	004080	Non-Cash - Care Of Families & Children - Depreciation	609	Depreciation - Plant & Equipment	\$64,367
Welfare	Operating Expenditure	004080	Non-Cash - Care Of Families & Children - Depreciation	610	Depreciation - Buildings - Specialised	\$31,294
Welfare	Operating Expenditure	004083	Non-Cash - Other Welfare - Depreciation - Glyde In	611	Depreciation - Buildings - Non Specialised	\$15,000
Welfare	Operating Expenditure	008500	Materials and Contracts - Care Of Families & Children - Activity Based Costing Allocated	440	Activity Based Distribution	\$284,199
Welfare	Operating Expenditure	E06201	Works Costing - Maintenance - Buildings - Pre School Buildings - Maintenance	360	Public Utilities	\$2,500
Welfare	Operating Expenditure	E06201	Works Costing - Maintenance - Buildings - Pre School Buildings - Maintenance	365	Insurance	\$1,453
Welfare	Operating Expenditure	E06203	Works Costing - Maintenance - Buildings - E.F. 4Yr Old P/Group JP McKenzie	365	Insurance	\$891
Welfare	Operating Expenditure	E08205	Other Expenditure - Other Welfare - Contributions - Glyde-In Centre Council	370	Contributions,Donations,Grants	\$87,000

Programme Description	Type Description	COA	Description	IE	Inc/Exp Analysis	21/22 Budget
Welfare	Operating Expenditure	E08207	Employee Costs - Care Of Families & Children - Salaries & Wages - CHSP	300	Salaries & Wages	\$426,018
Welfare	Operating Expenditure	E08208	Employee Costs - Care Of Families & Children - Superannuation - CHSP	310	Employment On Costs-Direct	\$48,969
Welfare	Operating Expenditure	E08210	HACC Service Unit - All Service Programs - Op Exp	360	Public Utilities	\$5,000
Welfare	Operating Expenditure	E08210	HACC Service Unit - All Service Programs - Op Exp	330	Plant Operating Costs-Alloc	\$32,623
Welfare	Operating Expenditure	E08210	HACC Service Unit - All Service Programs - Op Exp	500	Services	\$49,250
Welfare	Operating Expenditure	E08210	HACC Service Unit - All Service Programs - Op Exp	510	Volunteer Meals	\$9,000
Welfare	Operating Expenditure	E08210	HACC Service Unit - All Service Programs - Op Exp	340	Materials Purchased-Direct	\$17,000
Welfare	Operating Expenditure	E08210	HACC Service Unit - All Service Programs - Op Exp	311	Employment On Costs - Fbt	\$8,528
Welfare	Operating Expenditure	E08210	HACC Service Unit - All Service Programs - Op Exp	312	Staff Training	\$6,000
Welfare	Operating Expenditure	E08211	Materials and Contracts - Care Of Families & Children - Materials & Minor Equipment - CHSP Services	340	Materials Purchased-Direct	\$5,000
Welfare	Operating Expenditure	E08220	Works Costing - Maintenance - Buildings - Glyde-In Community Group	360	Public Utilities	\$300
Welfare	Operating Expenditure	E08220	Works Costing - Maintenance - Buildings - Glyde-In Community Group	365	Insurance	\$656
Welfare	Operating Expenditure	E08220	Works Costing - Maintenance - Buildings - Glyde-In Community Group	500	Services	\$1,000
Welfare	Operating Expenditure	E08234	EF Community Centre Bldg - CHSP (Tricolore)	360	Public Utilities	\$2,500
Welfare	Operating Expenditure	E08234	EF Community Centre Bldg - CHSP (Tricolore)	365	Insurance	\$2,718
Welfare	Operating Expenditure	E08234	EF Community Centre Bldg - CHSP (Tricolore)	500	Services	\$30,000
Housing	Operating Expenditure	004090	Non-Cash - Housing - Council Owned - Depreciation	610	Depreciation - Buildings - Specialised	\$16,429
Housing	Operating Expenditure	E09201	Works Costing - Maintenance - Buildings - Allen St Units	360	Public Utilities	\$8,000
Housing	Operating Expenditure	E09201	Works Costing - Maintenance - Buildings - Allen St Units	365	Insurance	\$1,221
Housing	Operating Expenditure	E09201	Works Costing - Maintenance - Buildings - Allen St Units	500	Services	\$15,000
Community Amenities	Operating Expenditure	004109	Non-Cash - Other Community Amenities - Depreciation	604	Depreciation - Infrastructure - Bus Shelters	\$4,278
Community Amenities	Operating Expenditure	004109	Non-Cash - Other Community Amenities - Depreciation	602	Depreciation - Infrastructure - Parks & Ovals	\$859
Community Amenities	Operating Expenditure	010000	Materials and Contracts - Sanitation-Household Refuse - Activity Based Costing Allocated	440	Activity Based Distribution	\$71,050
Community Amenities	Operating Expenditure	010100	Materials and Contracts - Town Planning & Regional Development - Activity Based Costing Allocated	440	Activity Based Distribution	\$284,199
Community Amenities	Operating Expenditure	010200	Materials and Contracts - Other Community Amenities - Activity Based Costing Allocated	440	Activity Based Distribution	\$71,050
Community Amenities	Operating Expenditure	E10100	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Waste Collection Costs - FOGO	500	Services	\$173,500
Community Amenities	Operating Expenditure	E10101	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Waste Collection Costs - Recycling	500	Services	\$70,000
Community Amenities	Operating Expenditure	E10102	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Waste Collection Costs - General Waste	500	Services	\$74,000
Community Amenities	Operating Expenditure	E10103	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Waste Collection Costs (Commercial Properties) - Recycling	500	Services	\$6,500
Community Amenities	Operating Expenditure	E10104	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Waste Collection Costs (Commercial Properties) - General Waste	500	Services	\$28,500
Community Amenities	Operating Expenditure	E10105	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Waste Collection Costs (Commercial Properties) - FOGO	500	Services	\$750
Community Amenities	Operating Expenditure	E10106	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Waste Collection Costs - Parks & Reserves	500	Services	\$6,500
Community Amenities	Operating Expenditure	E10107	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Waste Collection Costs - Street Bins	500	Services	\$23,000
Community Amenities	Operating Expenditure	E10108	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Waste Collection Costs - Alexandra Rd & East St (Bulk Service)	500	Services	\$19,000
Community Amenities	Operating Expenditure	E10109	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Gate Fees - Waste Disposal (Recycling)	500	Services	\$120,500
Community Amenities	Operating Expenditure	E10110	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Gate Fees - Waste Disposal - General Waste	500	Services	\$137,000
Community Amenities	Operating Expenditure	E10111	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Gate Fees - Waste Disposal - Fogo	500	Services	\$243,000
Community Amenities	Operating Expenditure	E10203	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Ratepayer Tip Pass Fees	500	Services	\$30,000
Community Amenities	Operating Expenditure	E10204	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - Annual Bulk & Green Waste	500	Services	\$80,000
Community Amenities	Operating Expenditure	E10205	Works Costing - Maintenance - Plant & Equipment - Implementation of Strategic Waste Plan	500	Services	\$22,186
Community Amenities	Operating Expenditure	E10205	Works Costing - Maintenance - Plant & Equipment - Implementation of Strategic Waste Plan	340	Materials Purchased-Direct	\$2,000
Community Amenities	Operating Expenditure	E10205	Works Costing - Maintenance - Plant & Equipment - Implementation of Strategic Waste Plan	300	Salaries & Wages	\$167
Community Amenities	Operating Expenditure	E10205	Works Costing - Maintenance - Plant & Equipment - Implementation of Strategic Waste Plan	320	Overhead Costs-Allocated	\$319
Community Amenities	Operating Expenditure	E10206	Employee Costs - Other Sanitation - Salaries & Wages - Waste Education	300	Salaries & Wages	\$76,517
Community Amenities	Operating Expenditure	E10207	Materials and Contracts - Other Sanitation - Materials - Purchase Bins	340	Materials Purchased-Direct	\$30,000
Community Amenities	Operating Expenditure	E10208	Materials and Contracts - Other Sanitation - Service Contracts - Waste Removal - Bund	500	Services	\$30,000
Community Amenities	Operating Expenditure	E10209	Employee Costs - Town Planning & Regional Development - Salaries & Wages	300	Salaries & Wages	\$544,452
Community Amenities	Operating Expenditure	E10210	Works Costing - Maintenance - Plant & Equipment - Street Bin Maintenance	300	Salaries & Wages	\$15,275
Community Amenities	Operating Expenditure	E10210	Works Costing - Maintenance - Plant & Equipment - Street Bin Maintenance	320	Overhead Costs-Allocated	\$29,134
Community Amenities	Operating Expenditure	E10211	Employee Costs - Town Planning & Regional Development - On Costs - Superannuation & FBT	310	Employment On Costs-Direct	\$80,342
Community Amenities	Operating Expenditure	E10211	Employee Costs - Town Planning & Regional Development - On Costs - Superannuation & FBT	311	Employment On Costs - Fbt	\$6,883
Community Amenities	Operating Expenditure	E10212	Materials and Contracts - Sanitation-Household Refuse - Service Contracts - City Of Fremantle Contributions - Waste Facility	500	Services	\$90,000
Community Amenities	Operating Expenditure	E10213	Materials and Contracts - Town Planning & Regional Development - Plant Operating Costs - Vehicle Expenses (Light Fleet)	330	Plant Operating Costs-Alloc	\$12,036
Community Amenities	Operating Expenditure	E10214	Materials and Contracts - Town Planning & Regional Development - Advertising	500	Services	\$5,000
Community Amenities	Operating Expenditure	E10215	Materials and Contracts - Town Planning & Regional Development - Consultation	500	Services	\$115,000
Community Amenities	Operating Expenditure	E10217	Materials and Contracts - Town Planning & Regional Development - Legal Expenses	500	Services	\$5,000
Community Amenities	Operating Expenditure	E10218	Materials and Contracts - Other Community Amenities - Service Contracts - Public Conveniences	500	Services	\$12,000
Community Amenities	Operating Expenditure	E10221	Interest Expenses - Sanitation-Household Refuse - SMRC - Loan Interest Repayments	380	Interest & Financial Costs	\$14,500
Community Amenities	Operating Expenditure	E10223	Works Costing - Maintenance - Buildings - Sumpton Green - Child Care Hall	360	Public Utilities	\$6,500
Community Amenities	Operating Expenditure	E10223	Works Costing - Maintenance - Buildings - Sumpton Green - Child Care Hall	500	Services	\$5,000
Community Amenities	Operating Expenditure	E10223	Works Costing - Maintenance - Buildings - Sumpton Green - Child Care Hall	300	Salaries & Wages	\$189
Community Amenities	Operating Expenditure	E10223	Works Costing - Maintenance - Buildings - Sumpton Green - Child Care Hall	320	Overhead Costs-Allocated	\$360
Community Amenities	Operating Expenditure	E10224	Materials and Contracts - Town Planning & Regional Development - Service Contracts - Digitisation of Planning/Building Plans	500	Services	\$5,000
Community Amenities	Operating Expenditure	E10225	Other Expenditure - Other Sanitation - Contributions - Regional Waste Management	370	Contributions,Donations,Grants	\$28,334
Community Amenities	Operating Expenditure	E10229	Other Expenditure - Town Planning & Regional Development - Sundry Expenses - Refunds	390	Other Expenses	\$1,000
Community Amenities	Operating Expenditure	E10230	Employee Costs - Other Sanitation - Superannuation - Waste Education Officer	310	Employment On Costs-Direct	\$11,054
Community Amenities	Operating Expenditure	E10232	Materials and Contracts - Other Sanitation - Service Contracts - RRRR Overhead Contribution	500	Services	\$119,000
Community Amenities	Operating Expenditure	E10235	Materials and Contracts - Other Community Amenities - Native Plant Subsidy	500	Services	\$5,000
Community Amenities	Operating Expenditure	E10240	Employee Costs - Town Planning & Regional Development - Training and Conferences	312	Staff Training	\$6,000
Community Amenities	Operating Expenditure	E10243	Materials and Contracts - Other Community Amenities - Service Contracts - Heritage Trail	500	Services	\$1,500
Community Amenities	Operating Expenditure	E10253	Materials and Contracts - Other Community Amenities - Implementation of Community Climate Action Plan	500	Services	\$10,000
Community Amenities	Operating Expenditure	E10258	Materials and Contracts - Town Planning & Regional Development - Consultation - Community Design Advisory Committee	500	Services	\$1,000
Community Amenities	Operating Expenditure	E10260	Materials and Contracts - Protection Of The Environment - Service Contracts - Fire Mitigation	500	Services	\$1,000
Community Amenities	Operating Expenditure	E10644	Materials and Contracts - Protection of the Environment - Services Contracts - Foreshore Erosion Control and Seawalls	500	Services	\$275,000
Recreation And Culture	Operating Expenditure	004115	Non-Cash - Other Recreation & Sport - Depreciation - Parks & Ovals	602	Depreciation - Infrastructure - Parks & Ovals	\$232,709

REPORT 13.1.3

ATTACHMENT 1

Programme Description	Type Description	COA	Description	IE	Inc/Exp Analysis	21/22 Budget
Recreation And Culture	Operating Expenditure	004115	Non-Cash - Other Recreation & Sport - Depreciation - Parks & Ovals	609	Depreciation - Plant & Equipment	\$63,775
Recreation And Culture	Operating Expenditure	004115	Non-Cash - Other Recreation & Sport - Depreciation - Parks & Ovals	610	Depreciation - Buildings - Specialised	\$823,731
Recreation And Culture	Operating Expenditure	004118	Non-Cash - Other Culture - Depreciation - Dovenby House	610	Depreciation - Buildings - Specialised	\$20,167
Recreation And Culture	Operating Expenditure	011100	Materials and Contracts - Other Recreation & Sport - Activity Based Costing Allocated	440	Activity Based Distribution	\$284,199
Recreation And Culture	Operating Expenditure	E10267	Works Costing - Maintenance - Parks & Ovals - Riverside Boat Ramps & Boat Pens	360	Public Utilities	\$10,200
Recreation And Culture	Operating Expenditure	E10267	Works Costing - Maintenance - Parks & Ovals - Riverside Boat Ramps & Boat Pens	500	Services	\$30,000
Recreation And Culture	Operating Expenditure	E11204	Works Costing - Maintenance - Parks & Ovals - Merv Cowan Park	300	Salaries & Wages	\$10,624
Recreation And Culture	Operating Expenditure	E11204	Works Costing - Maintenance - Parks & Ovals - Merv Cowan Park	320	Overhead Costs-Allocated	\$20,263
Recreation And Culture	Operating Expenditure	E11204	Works Costing - Maintenance - Parks & Ovals - Merv Cowan Park	330	Plant Operating Costs-Alloc	\$4,685
Recreation And Culture	Operating Expenditure	E11204	Works Costing - Maintenance - Parks & Ovals - Merv Cowan Park	360	Public Utilities	\$6,500
Recreation And Culture	Operating Expenditure	E11204	Works Costing - Maintenance - Parks & Ovals - Merv Cowan Park	340	Materials Purchased-Direct	\$3,000
Recreation And Culture	Operating Expenditure	E11205	Works Costing - Maintenance - Parks & Ovals - J. Dolan Park	300	Salaries & Wages	\$5,282
Recreation And Culture	Operating Expenditure	E11205	Works Costing - Maintenance - Parks & Ovals - J. Dolan Park	320	Overhead Costs-Allocated	\$10,074
Recreation And Culture	Operating Expenditure	E11205	Works Costing - Maintenance - Parks & Ovals - J. Dolan Park	360	Public Utilities	\$900
Recreation And Culture	Operating Expenditure	E11206	Works Costing - Maintenance - Parks & Ovals - W.H. Kitson Park	300	Salaries & Wages	\$7,751
Recreation And Culture	Operating Expenditure	E11206	Works Costing - Maintenance - Parks & Ovals - W.H. Kitson Park	320	Overhead Costs-Allocated	\$14,783
Recreation And Culture	Operating Expenditure	E11206	Works Costing - Maintenance - Parks & Ovals - W.H. Kitson Park	330	Plant Operating Costs-Alloc	\$3,525
Recreation And Culture	Operating Expenditure	E11207	Works Costing - Maintenance - Parks & Ovals - John Tonkin Park	300	Salaries & Wages	\$6,797
Recreation And Culture	Operating Expenditure	E11207	Works Costing - Maintenance - Parks & Ovals - John Tonkin Park	320	Overhead Costs-Allocated	\$12,964
Recreation And Culture	Operating Expenditure	E11207	Works Costing - Maintenance - Parks & Ovals - John Tonkin Park	330	Plant Operating Costs-Alloc	\$2,501
Recreation And Culture	Operating Expenditure	E11207	Works Costing - Maintenance - Parks & Ovals - John Tonkin Park	360	Public Utilities	\$2,100
Recreation And Culture	Operating Expenditure	E11207	Works Costing - Maintenance - Parks & Ovals - John Tonkin Park	500	Services	\$10,000
Recreation And Culture	Operating Expenditure	E11208	Works Costing - Maintenance - Parks & Ovals - Norm McKenzie Park	300	Salaries & Wages	\$5,610
Recreation And Culture	Operating Expenditure	E11208	Works Costing - Maintenance - Parks & Ovals - Norm McKenzie Park	320	Overhead Costs-Allocated	\$10,700
Recreation And Culture	Operating Expenditure	E11208	Works Costing - Maintenance - Parks & Ovals - Norm McKenzie Park	330	Plant Operating Costs-Alloc	\$2,425
Recreation And Culture	Operating Expenditure	E11208	Works Costing - Maintenance - Parks & Ovals - Norm McKenzie Park	360	Public Utilities	\$1,000
Recreation And Culture	Operating Expenditure	E11209	Works Costing - Maintenance - Parks & Ovals - W. W. Wayman Reserve	300	Salaries & Wages	\$4,549
Recreation And Culture	Operating Expenditure	E11209	Works Costing - Maintenance - Parks & Ovals - W. W. Wayman Reserve	320	Overhead Costs-Allocated	\$8,676
Recreation And Culture	Operating Expenditure	E11210	Works Costing - Maintenance - Buildings - Camp Waller	500	Services	\$10,000
Recreation And Culture	Operating Expenditure	E11210	Works Costing - Maintenance - Buildings - Camp Waller	300	Salaries & Wages	\$374
Recreation And Culture	Operating Expenditure	E11210	Works Costing - Maintenance - Buildings - Camp Waller	320	Overhead Costs-Allocated	\$713
Recreation And Culture	Operating Expenditure	E11211	Works Costing - Maintenance - Buildings - Hurricanes	300	Salaries & Wages	\$122
Recreation And Culture	Operating Expenditure	E11211	Works Costing - Maintenance - Buildings - Hurricanes	320	Overhead Costs-Allocated	\$233
Recreation And Culture	Operating Expenditure	E11211	Works Costing - Maintenance - Buildings - Hurricanes	360	Public Utilities	\$1,000
Recreation And Culture	Operating Expenditure	E11212	Works Costing - Maintenance - Buildings - East Fremantle Tennis Club	360	Public Utilities	\$750
Recreation And Culture	Operating Expenditure	E11212	Works Costing - Maintenance - Buildings - East Fremantle Tennis Club	300	Salaries & Wages	\$6,115
Recreation And Culture	Operating Expenditure	E11212	Works Costing - Maintenance - Buildings - East Fremantle Tennis Club	320	Overhead Costs-Allocated	\$11,663
Recreation And Culture	Operating Expenditure	E11212	Works Costing - Maintenance - Buildings - East Fremantle Tennis Club	340	Materials Purchased-Direct	\$500
Recreation And Culture	Operating Expenditure	E11213	Works Costing - Maintenance - Parks & Ovals - East Fremantle Oval	300	Salaries & Wages	\$6,043
Recreation And Culture	Operating Expenditure	E11213	Works Costing - Maintenance - Parks & Ovals - East Fremantle Oval	320	Overhead Costs-Allocated	\$11,526
Recreation And Culture	Operating Expenditure	E11213	Works Costing - Maintenance - Parks & Ovals - East Fremantle Oval	330	Plant Operating Costs-Alloc	\$87
Recreation And Culture	Operating Expenditure	E11213	Works Costing - Maintenance - Parks & Ovals - East Fremantle Oval	360	Public Utilities	\$10,000
Recreation And Culture	Operating Expenditure	E11213	Works Costing - Maintenance - Parks & Ovals - East Fremantle Oval	365	Insurance	\$25,700
Recreation And Culture	Operating Expenditure	E11214	Works Costing - Maintenance - Parks & Ovals - Riverside Road Reserves	300	Salaries & Wages	\$35,076
Recreation And Culture	Operating Expenditure	E11214	Works Costing - Maintenance - Parks & Ovals - Riverside Road Reserves	320	Overhead Costs-Allocated	\$67,900
Recreation And Culture	Operating Expenditure	E11214	Works Costing - Maintenance - Parks & Ovals - Riverside Road Reserves	330	Plant Operating Costs-Alloc	\$8,317
Recreation And Culture	Operating Expenditure	E11214	Works Costing - Maintenance - Parks & Ovals - Riverside Road Reserves	340	Materials Purchased-Direct	\$2,000
Recreation And Culture	Operating Expenditure	E11214	Works Costing - Maintenance - Parks & Ovals - Riverside Road Reserves	500	Services	\$5,000
Recreation And Culture	Operating Expenditure	E11215	Works Costing - Maintenance - Parks & Ovals - Henry Jeffery Oval	300	Salaries & Wages	\$12,724
Recreation And Culture	Operating Expenditure	E11215	Works Costing - Maintenance - Parks & Ovals - Henry Jeffery Oval	320	Overhead Costs-Allocated	\$24,268
Recreation And Culture	Operating Expenditure	E11215	Works Costing - Maintenance - Parks & Ovals - Henry Jeffery Oval	330	Plant Operating Costs-Alloc	\$7,692
Recreation And Culture	Operating Expenditure	E11215	Works Costing - Maintenance - Parks & Ovals - Henry Jeffery Oval	360	Public Utilities	\$8,500
Recreation And Culture	Operating Expenditure	E11215	Works Costing - Maintenance - Parks & Ovals - Henry Jeffery Oval	340	Materials Purchased-Direct	\$1,000
Recreation And Culture	Operating Expenditure	E11215	Works Costing - Maintenance - Parks & Ovals - Henry Jeffery Oval	500	Services	\$5,000
Recreation And Culture	Operating Expenditure	E11216	Works Costing - Maintenance - Parks & Ovals - Town Hall Reserve	300	Salaries & Wages	\$14,178
Recreation And Culture	Operating Expenditure	E11216	Works Costing - Maintenance - Parks & Ovals - Town Hall Reserve	320	Overhead Costs-Allocated	\$27,042
Recreation And Culture	Operating Expenditure	E11216	Works Costing - Maintenance - Parks & Ovals - Town Hall Reserve	330	Plant Operating Costs-Alloc	\$5,477
Recreation And Culture	Operating Expenditure	E11217	Works Costing - Maintenance - Parks & Ovals - East Fremantle Lacrosse	300	Salaries & Wages	\$12,373
Recreation And Culture	Operating Expenditure	E11217	Works Costing - Maintenance - Parks & Ovals - East Fremantle Lacrosse	320	Overhead Costs-Allocated	\$23,599
Recreation And Culture	Operating Expenditure	E11217	Works Costing - Maintenance - Parks & Ovals - East Fremantle Lacrosse	330	Plant Operating Costs-Alloc	\$8,606
Recreation And Culture	Operating Expenditure	E11217	Works Costing - Maintenance - Parks & Ovals - East Fremantle Lacrosse	360	Public Utilities	\$25,000
Recreation And Culture	Operating Expenditure	E11217	Works Costing - Maintenance - Parks & Ovals - East Fremantle Lacrosse	500	Services	\$5,000
Recreation And Culture	Operating Expenditure	E11219	Works Costing - Maintenance - Parks & Ovals - Wauhop Park	300	Salaries & Wages	\$21,235
Recreation And Culture	Operating Expenditure	E11219	Works Costing - Maintenance - Parks & Ovals - Wauhop Park	320	Overhead Costs-Allocated	\$40,501
Recreation And Culture	Operating Expenditure	E11219	Works Costing - Maintenance - Parks & Ovals - Wauhop Park	330	Plant Operating Costs-Alloc	\$14,611
Recreation And Culture	Operating Expenditure	E11219	Works Costing - Maintenance - Parks & Ovals - Wauhop Park	360	Public Utilities	\$15,000
Recreation And Culture	Operating Expenditure	E11219	Works Costing - Maintenance - Parks & Ovals - Wauhop Park	500	Services	\$10,000
Recreation And Culture	Operating Expenditure	E11221	Works Costing - Maintenance - Parks & Ovals - East Fremantle Croquet Club	300	Salaries & Wages	\$8,950
Recreation And Culture	Operating Expenditure	E11221	Works Costing - Maintenance - Parks & Ovals - East Fremantle Croquet Club	320	Overhead Costs-Allocated	\$17,070
Recreation And Culture	Operating Expenditure	E11221	Works Costing - Maintenance - Parks & Ovals - East Fremantle Croquet Club	360	Public Utilities	\$1,500
Recreation And Culture	Operating Expenditure	E11221	Works Costing - Maintenance - Parks & Ovals - East Fremantle Croquet Club	500	Services	\$1,000
Recreation And Culture	Operating Expenditure	E11222	Works Costing - Maintenance - Parks & Ovals - Gourley Park	300	Salaries & Wages	\$5,022
Recreation And Culture	Operating Expenditure	E11222	Works Costing - Maintenance - Parks & Ovals - Gourley Park	320	Overhead Costs-Allocated	\$9,578
Recreation And Culture	Operating Expenditure	E11222	Works Costing - Maintenance - Parks & Ovals - Gourley Park	330	Plant Operating Costs-Alloc	\$2,418
Recreation And Culture	Operating Expenditure	E11222	Works Costing - Maintenance - Parks & Ovals - Gourley Park	360	Public Utilities	\$1,500

Programme Description	Type Description	COA	Description	IE	Inc/Exp Analysis	21/22 Budget
Recreation And Culture	Operating Expenditure	E11222	Works Costing - Maintenance - Parks & Ovals - Gourley Park	500	Services	\$1,000
Recreation And Culture	Operating Expenditure	E11223	Works Costing - Maintenance - Parks & Ovals - E. I. Chapman Reserve	300	Salaries & Wages	\$4,437
Recreation And Culture	Operating Expenditure	E11223	Works Costing - Maintenance - Parks & Ovals - E. I. Chapman Reserve	320	Overhead Costs-Allocated	\$8,463
Recreation And Culture	Operating Expenditure	E11223	Works Costing - Maintenance - Parks & Ovals - E. I. Chapman Reserve	500	Services	\$500
Recreation And Culture	Operating Expenditure	E11224	Works Costing - Maintenance - Parks & Ovals - I. G. Hancock Playground	300	Salaries & Wages	\$5,213
Recreation And Culture	Operating Expenditure	E11224	Works Costing - Maintenance - Parks & Ovals - I. G. Hancock Playground	320	Overhead Costs-Allocated	\$9,943
Recreation And Culture	Operating Expenditure	E11225	Works Costing - Maintenance - Parks & Ovals - Stratford Street Park	300	Salaries & Wages	\$2,703
Recreation And Culture	Operating Expenditure	E11225	Works Costing - Maintenance - Parks & Ovals - Stratford Street Park	320	Overhead Costs-Allocated	\$5,155
Recreation And Culture	Operating Expenditure	E11225	Works Costing - Maintenance - Parks & Ovals - Stratford Street Park	360	Public Utilities	\$750
Recreation And Culture	Operating Expenditure	E11225	Works Costing - Maintenance - Parks & Ovals - Stratford Street Park	500	Services	\$500
Recreation And Culture	Operating Expenditure	E11226	Works Costing - Maintenance - Parks & Ovals - Ulrich Park	300	Salaries & Wages	\$3,079
Recreation And Culture	Operating Expenditure	E11226	Works Costing - Maintenance - Parks & Ovals - Ulrich Park	320	Overhead Costs-Allocated	\$5,873
Recreation And Culture	Operating Expenditure	E11226	Works Costing - Maintenance - Parks & Ovals - Ulrich Park	330	Plant Operating Costs-Alloc	\$123
Recreation And Culture	Operating Expenditure	E11226	Works Costing - Maintenance - Parks & Ovals - Ulrich Park	360	Public Utilities	\$1,000
Recreation And Culture	Operating Expenditure	E11226	Works Costing - Maintenance - Parks & Ovals - Ulrich Park	500	Services	\$500
Recreation And Culture	Operating Expenditure	E11227	Works Costing - Maintenance - Parks & Ovals - Locke Park	300	Salaries & Wages	\$9,442
Recreation And Culture	Operating Expenditure	E11227	Works Costing - Maintenance - Parks & Ovals - Locke Park	320	Overhead Costs-Allocated	\$18,009
Recreation And Culture	Operating Expenditure	E11227	Works Costing - Maintenance - Parks & Ovals - Locke Park	330	Plant Operating Costs-Alloc	\$4,369
Recreation And Culture	Operating Expenditure	E11227	Works Costing - Maintenance - Parks & Ovals - Locke Park	500	Services	\$2,500
Recreation And Culture	Operating Expenditure	E11228	Materials and Contracts - Other Culture - Service Contracts - Community Events (In Addition to the E.F. Festival)	500	Services	\$17,000
Recreation And Culture	Operating Expenditure	E11229	Works Costing - Maintenance - Parks & Ovals - Surbiton Road Park	300	Salaries & Wages	\$481
Recreation And Culture	Operating Expenditure	E11229	Works Costing - Maintenance - Parks & Ovals - Surbiton Road Park	320	Overhead Costs-Allocated	\$917
Recreation And Culture	Operating Expenditure	E11231	Materials and Contracts - Other Culture - Service Contracts - Business and Community Support Initiatives	500	Services	\$10,000
Recreation And Culture	Operating Expenditure	E11232	Works Costing - Maintenance - Parks & Ovals - RSL Memorial Rose Garden	300	Salaries & Wages	\$4,085
Recreation And Culture	Operating Expenditure	E11232	Works Costing - Maintenance - Parks & Ovals - RSL Memorial Rose Garden	320	Overhead Costs-Allocated	\$7,791
Recreation And Culture	Operating Expenditure	E11232	Works Costing - Maintenance - Parks & Ovals - RSL Memorial Rose Garden	360	Public Utilities	\$2,000
Recreation And Culture	Operating Expenditure	E11235	Works Costing - Maintenance - Parks & Ovals - Parks Equipment	300	Salaries & Wages	\$6,683
Recreation And Culture	Operating Expenditure	E11235	Works Costing - Maintenance - Parks & Ovals - Parks Equipment	320	Overhead Costs-Allocated	\$12,746
Recreation And Culture	Operating Expenditure	E11235	Works Costing - Maintenance - Parks & Ovals - Parks Equipment	340	Materials Purchased-Direct	\$6,000
Recreation And Culture	Operating Expenditure	E11236	Works Costing - Maintenance - Parks & Ovals - East Fremantle Bowling Club	300	Salaries & Wages	\$3,751
Recreation And Culture	Operating Expenditure	E11236	Works Costing - Maintenance - Parks & Ovals - East Fremantle Bowling Club	320	Overhead Costs-Allocated	\$7,154
Recreation And Culture	Operating Expenditure	E11236	Works Costing - Maintenance - Parks & Ovals - East Fremantle Bowling Club	500	Services	\$1,500
Recreation And Culture	Operating Expenditure	E11241	Works Costing - Maintenance - Parks & Ovals - Lee Park	300	Salaries & Wages	\$3,139
Recreation And Culture	Operating Expenditure	E11241	Works Costing - Maintenance - Parks & Ovals - Lee Park	320	Overhead Costs-Allocated	\$5,987
Recreation And Culture	Operating Expenditure	E11241	Works Costing - Maintenance - Parks & Ovals - Lee Park	360	Public Utilities	\$700
Recreation And Culture	Operating Expenditure	E11241	Works Costing - Maintenance - Parks & Ovals - Lee Park	500	Services	\$2,000
Recreation And Culture	Operating Expenditure	E11242	Works Costing - Maintenance - Parks & Ovals - Glasson Park	300	Salaries & Wages	\$4,971
Recreation And Culture	Operating Expenditure	E11242	Works Costing - Maintenance - Parks & Ovals - Glasson Park	320	Overhead Costs-Allocated	\$9,481
Recreation And Culture	Operating Expenditure	E11242	Works Costing - Maintenance - Parks & Ovals - Glasson Park	330	Plant Operating Costs-Alloc	\$3,145
Recreation And Culture	Operating Expenditure	E11242	Works Costing - Maintenance - Parks & Ovals - Glasson Park	360	Public Utilities	\$1,500
Recreation And Culture	Operating Expenditure	E11242	Works Costing - Maintenance - Parks & Ovals - Glasson Park	500	Services	\$2,500
Recreation And Culture	Operating Expenditure	E11243	Works Costing - Maintenance - Parks & Ovals - River - Stirling Bridge	300	Salaries & Wages	\$2,261
Recreation And Culture	Operating Expenditure	E11243	Works Costing - Maintenance - Parks & Ovals - River - Stirling Bridge	320	Overhead Costs-Allocated	\$4,312
Recreation And Culture	Operating Expenditure	E11245	Works Costing - Maintenance - Parks & Ovals - Pump & Reticulation Overhaul	300	Salaries & Wages	\$294
Recreation And Culture	Operating Expenditure	E11245	Works Costing - Maintenance - Parks & Ovals - Pump & Reticulation Overhaul	320	Overhead Costs-Allocated	\$561
Recreation And Culture	Operating Expenditure	E11247	Works Costing - Maintenance - Plant & Equipment - Equipment Below Threshold	500	Services	\$2,500
Recreation And Culture	Operating Expenditure	E11247	Works Costing - Maintenance - Plant & Equipment - Equipment Below Threshold	340	Materials Purchased-Direct	\$5,000
Recreation And Culture	Operating Expenditure	E11249	Other Expenditure - Libraries - Contributions - City Of Fremantle Library Shared Service	370	Contributions,Donations,Grants	\$150,000
Recreation And Culture	Operating Expenditure	E11250	Materials and Contracts - Other Recreation & Sport - Service Contracts - License Fee - East Fremantle Rowing Club	500	Services	\$3,500
Recreation And Culture	Operating Expenditure	E11252	Other Expenditure - Other Recreation & Sport - Contributions - EFBC Operating Subsidy	370	Contributions,Donations,Grants	\$22,000
Recreation And Culture	Operating Expenditure	E11257	Works Costing - Maintenance - Parks & Ovals - George Booth Park	300	Salaries & Wages	\$1,351
Recreation And Culture	Operating Expenditure	E11257	Works Costing - Maintenance - Parks & Ovals - George Booth Park	320	Overhead Costs-Allocated	\$2,577
Recreation And Culture	Operating Expenditure	E11258	Works Costing - Maintenance - Parks & Ovals - Foreshore Maintenance & Bush Regeneration	300	Salaries & Wages	\$4,082
Recreation And Culture	Operating Expenditure	E11258	Works Costing - Maintenance - Parks & Ovals - Foreshore Maintenance & Bush Regeneration	320	Overhead Costs-Allocated	\$7,786
Recreation And Culture	Operating Expenditure	E11258	Works Costing - Maintenance - Parks & Ovals - Foreshore Maintenance & Bush Regeneration	500	Services	\$2,000
Recreation And Culture	Operating Expenditure	E11259	Works Costing - Maintenance - Parks & Ovals - Raceway Park / Richmond Park	300	Salaries & Wages	\$6,476
Recreation And Culture	Operating Expenditure	E11259	Works Costing - Maintenance - Parks & Ovals - Raceway Park / Richmond Park	320	Overhead Costs-Allocated	\$12,352
Recreation And Culture	Operating Expenditure	E11259	Works Costing - Maintenance - Parks & Ovals - Raceway Park / Richmond Park	330	Plant Operating Costs-Alloc	\$2,656
Recreation And Culture	Operating Expenditure	E11259	Works Costing - Maintenance - Parks & Ovals - Raceway Park / Richmond Park	360	Public Utilities	\$1,700
Recreation And Culture	Operating Expenditure	E11259	Works Costing - Maintenance - Parks & Ovals - Raceway Park / Richmond Park	500	Services	\$1,000
Recreation And Culture	Operating Expenditure	E11261	Materials and Contracts - Other Recreation & Sport - Service Contracts - Implementation of Reconciliation Action Plan	500	Services	\$20,000
Recreation And Culture	Operating Expenditure	E11262	Insurance Expense - Other Culture - Building Insurance - Community Facilities	365	Insurance	\$13,729
Recreation And Culture	Operating Expenditure	E11263	Works Costing - Maintenance - Other - East Fremantle Festival	300	Salaries & Wages	\$3,000
Recreation And Culture	Operating Expenditure	E11263	Works Costing - Maintenance - Other - East Fremantle Festival	320	Overhead Costs-Allocated	\$5,722
Recreation And Culture	Operating Expenditure	E11263	Works Costing - Maintenance - Other - East Fremantle Festival	500	Services	\$95,000
Recreation And Culture	Operating Expenditure	E11263	Works Costing - Maintenance - Other - East Fremantle Festival	340	Materials Purchased-Direct	\$2,000
Recreation And Culture	Operating Expenditure	E11264	Materials and Contracts - Other Culture - Service Contracts - Youth Initiatives and Events	500	Services	\$8,500
Recreation And Culture	Operating Expenditure	E11268	Non-Cash-Swimming Areas/Beaches-Depreciation Expense - Right-of-use Assets	613	Depreciation- Right-Of-Use-Assets	\$39,876
Recreation And Culture	Operating Expenditure	E11269	Interest Expenses - Swimming Areas/Beaches - Seabead Lease	380	Interest & Financial Costs	\$8,000
Recreation And Culture	Operating Expenditure	E11270	Works Costing - Maintenance - Parks & Ovals - Niergarup Track	500	Services	\$10,000
Recreation And Culture	Operating Expenditure	E11271	Materials and Contracts - Other Recreation & Sport - Service Contracts - Removal of fencing at HMAS Leeuwin playing fields	500	Services	\$60,000
Recreation And Culture	Operating Expenditure	E11294	Works Costing - Maintenance - Parks & Ovals - Marjorie Green Park	320	Overhead Costs-Allocated	\$1,245
Recreation And Culture	Operating Expenditure	E11294	Works Costing - Maintenance - Parks & Ovals - Marjorie Green Park	300	Salaries & Wages	\$653
Recreation And Culture	Operating Expenditure	E11294	Works Costing - Maintenance - Parks & Ovals - Marjorie Green Park	500	Services	\$500
Recreation And Culture	Operating Expenditure	E11295	Materials and Contracts - Other Recreation & Sport - Implementation of Urban Canopy Program	500	Services	\$70,805

Programme Description	Type Description	COA	Description	IE	Inc/Exp Analysis	21/22 Budget
Recreation And Culture	Operating Expenditure	E11296	Other Expenditure - Other Culture - Contributions - Fremantle Biennale (Public Art)	370	Contributions,Donations,Grants	\$25,000
Recreation And Culture	Operating Expenditure	E11297	Works Costing - Maintenance - Buildings - Dovenby House	500	Services	\$10,000
Transport	Operating Expenditure	004121	Non-Cash - Maint Streets Roads & Bridges - Depreciation - Infrastructure Roads	600	Depreciation - Infrastructure - Roads	\$612,010
Transport	Operating Expenditure	004121	Non-Cash - Maint Streets Roads & Bridges - Depreciation - Infrastructure Roads	601	Depreciation - Infrastructure - Drainage	\$46,832
Transport	Operating Expenditure	004121	Non-Cash - Maint Streets Roads & Bridges - Depreciation - Infrastructure Roads	603	Depreciation - Infrastructure - Footpaths & Cycleways	\$101,461
Transport	Operating Expenditure	004121	Non-Cash - Maint Streets Roads & Bridges - Depreciation - Infrastructure Roads	605	Depreciation - Infrastructure - Car Parks	\$33,655
Transport	Operating Expenditure	004121	Non-Cash - Maint Streets Roads & Bridges - Depreciation - Infrastructure Roads	609	Depreciation - Plant & Equipment	\$1,328
Transport	Operating Expenditure	004130	Non-Cash - Parking Facilities - Depreciation	609	Depreciation - Plant & Equipment	\$1,000
Transport	Operating Expenditure	012000	Materials and Contracts - Road Plant - Activity Based Costing Allocated	440	Activity Based Distribution	\$284,199
Transport	Operating Expenditure	012500	Materials and Contracts - Parking Facilities - Activity Based Costing Allocated	440	Activity Based Distribution	\$142,100
Transport	Operating Expenditure	E12215	Works Costing - Maintenance - Roads - Road & Street Maintenance	300	Salaries & Wages	\$31,071
Transport	Operating Expenditure	E12215	Works Costing - Maintenance - Roads - Road & Street Maintenance	320	Overhead Costs-Allocated	\$59,262
Transport	Operating Expenditure	E12215	Works Costing - Maintenance - Roads - Road & Street Maintenance	500	Services	\$15,000
Transport	Operating Expenditure	E12215	Works Costing - Maintenance - Roads - Road & Street Maintenance	340	Materials Purchased-Direct	\$5,000
Transport	Operating Expenditure	E12230	Works Costing - Maintenance - Plant & Equipment - Works Equipment	320	Salaries & Wages	\$2,529
Transport	Operating Expenditure	E12230	Works Costing - Maintenance - Plant & Equipment - Works Equipment	320	Overhead Costs-Allocated	\$4,824
Transport	Operating Expenditure	E12230	Works Costing - Maintenance - Plant & Equipment - Works Equipment	500	Services	\$1,000
Transport	Operating Expenditure	E12230	Works Costing - Maintenance - Plant & Equipment - Works Equipment	340	Materials Purchased-Direct	\$3,000
Transport	Operating Expenditure	E12231	Works Costing - Maintenance - Footpaths & Cycleways - Footpath & Cycleways	300	Salaries & Wages	\$11,378
Transport	Operating Expenditure	E12231	Works Costing - Maintenance - Footpaths & Cycleways - Footpath & Cycleways	320	Overhead Costs-Allocated	\$21,701
Transport	Operating Expenditure	E12231	Works Costing - Maintenance - Footpaths & Cycleways - Footpath & Cycleways	330	Plant Operating Costs-Alloc	\$6,338
Transport	Operating Expenditure	E12231	Works Costing - Maintenance - Footpaths & Cycleways - Footpath & Cycleways	500	Services	\$50,000
Transport	Operating Expenditure	E12231	Works Costing - Maintenance - Footpaths & Cycleways - Footpath & Cycleways	340	Materials Purchased-Direct	\$1,000
Transport	Operating Expenditure	E12233	Utility Charges - Maint Streets Roads & Bridges - Street Lighting	300	Public Utilities	\$108,150
Transport	Operating Expenditure	E12234	Materials and Contracts - Maint Streets Roads & Bridges - Service Contracts - Street Sweeping	500	Services	\$50,000
Transport	Operating Expenditure	E12235	Works Costing - Maintenance - Roads - Verges Maintenance	300	Salaries & Wages	\$74,038
Transport	Operating Expenditure	E12235	Works Costing - Maintenance - Roads - Verges Maintenance	320	Overhead Costs-Allocated	\$143,213
Transport	Operating Expenditure	E12235	Works Costing - Maintenance - Roads - Verges Maintenance	330	Plant Operating Costs-Alloc	\$24,719
Transport	Operating Expenditure	E12235	Works Costing - Maintenance - Roads - Verges Maintenance	500	Services	\$5,000
Transport	Operating Expenditure	E12235	Works Costing - Maintenance - Roads - Verges Maintenance	340	Materials Purchased-Direct	\$5,000
Transport	Operating Expenditure	E12236	Works Costing - Maintenance - Roads - Street Cleaning	300	Salaries & Wages	\$87,509
Transport	Operating Expenditure	E12236	Works Costing - Maintenance - Roads - Street Cleaning	320	Overhead Costs-Allocated	\$169,444
Transport	Operating Expenditure	E12236	Works Costing - Maintenance - Roads - Street Cleaning	330	Plant Operating Costs-Alloc	\$12,728
Transport	Operating Expenditure	E12237	Works Costing - Maintenance - Roads - Kerbing	300	Salaries & Wages	\$539
Transport	Operating Expenditure	E12237	Works Costing - Maintenance - Roads - Kerbing	500	Services	\$5,000
Transport	Operating Expenditure	E12237	Works Costing - Maintenance - Roads - Kerbing	320	Overhead Costs-Allocated	\$1,028
Transport	Operating Expenditure	E12245	Works Costing - Maintenance - Roads - Street Trees	300	Salaries & Wages	\$61,280
Transport	Operating Expenditure	E12245	Works Costing - Maintenance - Roads - Street Trees	320	Overhead Costs-Allocated	\$117,879
Transport	Operating Expenditure	E12245	Works Costing - Maintenance - Roads - Street Trees	330	Plant Operating Costs-Alloc	\$8,581
Transport	Operating Expenditure	E12245	Works Costing - Maintenance - Roads - Street Trees	500	Services	\$40,000
Transport	Operating Expenditure	E12255	Works Costing - Maintenance - Roads - Tree Replacements	300	Salaries & Wages	\$7,003
Transport	Operating Expenditure	E12255	Works Costing - Maintenance - Roads - Tree Replacements	320	Overhead Costs-Allocated	\$13,357
Transport	Operating Expenditure	E12255	Works Costing - Maintenance - Roads - Tree Replacements	500	Services	\$40,000
Transport	Operating Expenditure	E12256	Works Costing - Maintenance - Roads - Street Tree Watering	300	Salaries & Wages	\$5,425
Transport	Operating Expenditure	E12256	Works Costing - Maintenance - Roads - Street Tree Watering	320	Overhead Costs-Allocated	\$10,347
Transport	Operating Expenditure	E12256	Works Costing - Maintenance - Roads - Street Tree Watering	330	Plant Operating Costs-Alloc	\$1,452
Transport	Operating Expenditure	E12256	Works Costing - Maintenance - Roads - Street Tree Watering	500	Services	\$40,000
Transport	Operating Expenditure	E12260	Works Costing - Maintenance - Roads - Crossovers	300	Salaries & Wages	\$130
Transport	Operating Expenditure	E12260	Works Costing - Maintenance - Roads - Crossovers	320	Overhead Costs-Allocated	\$248
Transport	Operating Expenditure	E12260	Works Costing - Maintenance - Roads - Crossovers	500	Services	\$10,000
Transport	Operating Expenditure	E12263	Works Costing - Maintenance - Drainage	300	Salaries & Wages	\$10,656
Transport	Operating Expenditure	E12263	Works Costing - Maintenance - Drainage	320	Overhead Costs-Allocated	\$20,324
Transport	Operating Expenditure	E12263	Works Costing - Maintenance - Drainage	330	Plant Operating Costs-Alloc	\$8,617
Transport	Operating Expenditure	E12263	Works Costing - Maintenance - Drainage	500	Services	\$20,000
Transport	Operating Expenditure	E12263	Works Costing - Maintenance - Drainage	340	Materials Purchased-Direct	\$2,000
Transport	Operating Expenditure	E12269	Works Costing - Maintenance - Roads - Street Name Plates & Furniture	300	Salaries & Wages	\$9,865
Transport	Operating Expenditure	E12269	Works Costing - Maintenance - Roads - Street Name Plates & Furniture	320	Overhead Costs-Allocated	\$18,815
Transport	Operating Expenditure	E12269	Works Costing - Maintenance - Roads - Street Name Plates & Furniture	330	Plant Operating Costs-Alloc	\$3,318
Transport	Operating Expenditure	E12303	Employee Costs - Parking Facilities - Salaries & Wages - Parking	300	Salaries & Wages	\$126,182
Transport	Operating Expenditure	E12305	Employee Costs - Parking Facilities - Superannuation - Parking	310	Employment On Costs-Direct	\$16,331
Transport	Operating Expenditure	E12309	Materials and Contracts - Parking Facilities - Plant Operating Costs - Vehicle Expenses (Light Fleet)	330	Plant Operating Costs-Alloc	\$12,191
Transport	Operating Expenditure	E12310	Materials and Contracts - Parking Facilities - Materials - Printing and Stationary	340	Materials Purchased-Direct	\$500
Transport	Operating Expenditure	E12311	Materials and Contracts - Parking Facilities - Service Contracts - Equipment Repairs & Maintenance	500	Services	\$10,000
Transport	Operating Expenditure	E12313	Works Costing - Maintenance - Car Parks - Implementation of Integrated Traffic Management Study	300	Salaries & Wages	\$18,326
Transport	Operating Expenditure	E12313	Works Costing - Maintenance - Car Parks - Implementation of Integrated Traffic Management Study	320	Overhead Costs-Allocated	\$35,953
Transport	Operating Expenditure	E12313	Works Costing - Maintenance - Car Parks - Implementation of Integrated Traffic Management Study	330	Plant Operating Costs-Alloc	\$1,756
Transport	Operating Expenditure	E12313	Works Costing - Maintenance - Car Parks - Implementation of Integrated Traffic Management Study	500	Services	\$30,000
Transport	Operating Expenditure	E12313	Works Costing - Maintenance - Car Parks - Implementation of Integrated Traffic Management Study	340	Materials Purchased-Direct	\$15,000
Transport	Operating Expenditure	E12315	Other Expenditure - Parking Facilities - Sundry Expenses - Fines Enforcement Recovery Costs	390	Other Expenses	\$5,000
Transport	Operating Expenditure	E12317	Materials and Contracts - Parking Facilities - Service Contracts - Towing Expenses	500	Services	\$500
Transport	Operating Expenditure	E12320	Materials and Contracts - Parking Facilities - Sundry Expenses	500	Services	\$5,000
Economic Services	Operating Expenditure	013000	Materials and Contracts - Building Control - Activity Based Costing Allocated	440	Activity Based Distribution	\$71,050
Economic Services	Operating Expenditure	E13205	Materials and Contracts - Building Control - Service Contracts - Control Expenses - All Other	500	Services	\$15,000
Economic Services	Operating Expenditure	E13206	Other Expenditure - Building Control - Building Services Levy	395	Government Fees (Statutory Fees/Taxes)	\$40,000
Economic Services	Operating Expenditure	E13207	Other Expenditure - Building Control - BCITF Payments	395	Government Fees (Statutory Fees/Taxes)	\$30,000

REPORT 13.1.3

ATTACHMENT 1

Programme Description	Type Description	COA	Description	IE	Inc/Exp Analysis	21/22 Budget
Other Property And Services	Operating Expenditure	003499	Materials and Contracts - Plant Operation Costs Allocated	330	Plant Operating Costs-Alloc	-\$277,492
Other Property And Services	Operating Expenditure	004140	Non-Cash - Public Works Overheads - Depreciation	610	Depreciation - Buildings - Specialised	\$28,197
Other Property And Services	Operating Expenditure	004140	Non-Cash - Public Works Overheads - Depreciation	611	Depreciation - Buildings - Non Specialised	\$1,388
Other Property And Services	Operating Expenditure	004140	Non-Cash - Public Works Overheads - Depreciation	612	Depreciation - Furniture & Equipment	\$500
Other Property And Services	Operating Expenditure	004143	Non-Cash - Plant Operation Costs - Depreciation	609	Depreciation - Plant & Equipment	\$150,286
Other Property And Services	Operating Expenditure	014000	Materials and Contracts - Public Works Overheads - Activity Based Costing Allocated	440	Activity Based Distribution	\$277,763
Other Property And Services	Operating Expenditure	E14201	Employee Costs - Public Works Overheads - Salaries & Wages - Supervision	300	Salaries & Wages	\$368,050
Other Property And Services	Operating Expenditure	E14203	Employee Costs - Public Works Overheads - Superannuation	310	Employment On Costs-Direct	\$146,409
Other Property And Services	Operating Expenditure	E14204	Materials and Contracts - Public Works Overheads - Consultation - Operations	500	Services	\$30,000
Other Property And Services	Operating Expenditure	E14205	Employee Costs - Public Works Overheads - Salaries & Wages - Sick / Holiday Pay / RDO'S	300	Salaries & Wages	\$141,820
Other Property And Services	Operating Expenditure	E14207	Insurance Expenses - Public Works Overheads - General	365	Insurance	\$1,163
Other Property And Services	Operating Expenditure	E14208	Materials and Contracts - Public Works Overheads - Materials - Protective Clothing and Safety and General Equipment	340	Materials Purchased-Direct	\$9,000
Other Property And Services	Operating Expenditure	E14210	Works Costing - Maintenance - Other - Admin/Safety/Training	300	Salaries & Wages	\$19,500
Other Property And Services	Operating Expenditure	E14210	Works Costing - Maintenance - Other - Admin/Safety/Training	320	Overhead Costs-Allocated	\$31,500
Other Property And Services	Operating Expenditure	E14210	Works Costing - Maintenance - Other - Admin/Safety/Training	360	Public Utilities	\$2,500
Other Property And Services	Operating Expenditure	E14210	Works Costing - Maintenance - Other - Admin/Safety/Training	500	Services	\$2,000
Other Property And Services	Operating Expenditure	E14210	Works Costing - Maintenance - Other - Admin/Safety/Training	340	Materials Purchased-Direct	\$2,000
Other Property And Services	Operating Expenditure	E14210	Works Costing - Maintenance - Other - Admin/Safety/Training	312	Staff Training	\$8,000
Other Property And Services	Operating Expenditure	E14242	Works Costing - Maintenance - Buildings - Depot	300	Salaries & Wages	\$7,000
Other Property And Services	Operating Expenditure	E14242	Works Costing - Maintenance - Buildings - Depot	320	Overhead Costs-Allocated	\$11,500
Other Property And Services	Operating Expenditure	E14242	Works Costing - Maintenance - Buildings - Depot	360	Public Utilities	\$7,000
Other Property And Services	Operating Expenditure	E14242	Works Costing - Maintenance - Buildings - Depot	500	Services	\$20,000
Other Property And Services	Operating Expenditure	E14242	Works Costing - Maintenance - Buildings - Depot	330	Plant Operating Costs-Alloc	\$5,382
Other Property And Services	Operating Expenditure	E14255	Materials and Contracts - Public Works Overheads - Plant Operating Costs - Vehicle Expenses	330	Plant Operating Costs-Alloc	\$28,148
Other Property And Services	Operating Expenditure	E14290	Materials and Contracts - Public Works Overheads - Overheads Allocated - P.W.O. Allocated to Works	320	Overhead Costs-Allocated	-\$1,148,820
Other Property And Services	Operating Expenditure	E14302	Works Costing - Maintenance - Plant & Equipment - Tyres & Tubes - Plant Operating Costs	500	Services	\$2,500
Other Property And Services	Operating Expenditure	E14303	Works Costing - Maintenance - Plant & Equipment - Parts & Repairs - Plant Operating Costs	500	Services	\$40,000
Other Property And Services	Operating Expenditure	E14304	Works Costing - Maintenance - Plant & Equipment - Insurance & Licences - Plant Operating Costs	365	Insurance	\$20,730
Other Property And Services	Operating Expenditure	E14304	Works Costing - Maintenance - Plant & Equipment - Insurance & Licences - Plant Operating Costs	311	Employment On Costs - Fbt	\$5,976
Other Property And Services	Operating Expenditure	E14304	Works Costing - Maintenance - Plant & Equipment - Insurance & Licences - Plant Operating Costs	395	Government Fees (Statutory Fees/Taxes)	\$8,000
Other Property And Services	Operating Expenditure	E14305	Works Costing - Maintenance - Plant & Equipment - Fuel & Oil - Plant Operating Costs	340	Materials Purchased-Direct	\$50,000
Other Property And Services	Operating Expenditure	E14424	Works Costing - Maintenance - Other - Graffiti Removal	300	Salaries & Wages	\$9,380
Other Property And Services	Operating Expenditure	E14424	Works Costing - Maintenance - Other - Graffiti Removal	500	Services	\$20,000
Other Property And Services	Operating Expenditure	E14424	Works Costing - Maintenance - Other - Graffiti Removal	320	Overhead Costs-Allocated	\$17,890
Other Property And Services	Operating Expenditure	E14424	Works Costing - Maintenance - Other - Graffiti Removal	340	Materials Purchased-Direct	\$1,000
Other Property And Services	Operating Expenditure	E14438	Materials and Contracts - Unclassified Property - Service Contracts - Implementation of Asbestos Register Actions	500	Services	\$25,000
Other Property And Services	Operating Expenditure	E14444	Other Expenditure - Unclassified Property - Contributions - South West Group - Local Auth & Projects	370	Contributions,Donations,Grants	\$50,000
Other Property And Services	Operating Expenditure	E14460	Works Costing - Maintenance - Buildings - General	300	Salaries & Wages	\$1,259
Other Property And Services	Operating Expenditure	E14460	Works Costing - Maintenance - Buildings - General	320	Overhead Costs-Allocated	\$2,401
Other Property And Services	Operating Expenditure	E14460	Works Costing - Maintenance - Buildings - General	365	Insurance	\$6,750
Other Property And Services	Operating Expenditure	E14460	Works Costing - Maintenance - Buildings - General	500	Services	\$15,000
Other Property And Services	Operating Expenditure	E14461	Works Costing - Maintenance - Buildings - 128 George Street	360	Public Utilities	\$4,000
Other Property And Services	Operating Expenditure	E14461	Works Costing - Maintenance - Buildings - 128 George Street	365	Insurance	\$414
Other Property And Services	Operating Expenditure	E14462	Works Costing - Maintenance - Buildings - Old Police Station	360	Public Utilities	\$500
Other Property And Services	Operating Expenditure	E14462	Works Costing - Maintenance - Buildings - Old Police Station	365	Insurance	\$917
Other Property And Services	Operating Expenditure	E14462	Works Costing - Maintenance - Buildings - Old Police Station	500	Services	\$24,000
Other Property And Services	Operating Expenditure	E14470	Employee Costs - Salaries & Wages - Gross Total Salaries and Wages	300	Salaries & Wages	\$3,770,444
Other Property And Services	Operating Expenditure	E14493	Employee Costs - Salaries & Wages Allocated	300	Salaries & Wages	-\$3,770,444
						\$12,194,573
General Purpose Funding	Operating Income	001689	Interest Earnings - Other General Purpose Income - Reserves	160	Interest On Investments	-\$10,000
General Purpose Funding	Operating Income	I03051	Rates - Rate Revenue - Interim Rates (AASB 1058)	100	Rates	-\$20,000
General Purpose Funding	Operating Income	I03055	Rates - Rate Revenue - Rates Levied (AASB 1058)	100	Rates	-\$8,269,211
General Purpose Funding	Operating Income	I03059	Interest Earnings - Rate Revenue - Rates Penalty (AASB 1058)	120	Fines & Penalties	-\$35,000
General Purpose Funding	Operating Income	I03060	Fees And Charges - Rate Revenue - Discretionary - Legal Costs Recovered (AASB 1058)	120	Fines & Penalties	-\$35,000
General Purpose Funding	Operating Income	I03070	Operating Grants, Subsidies And Contributions - General Purpose Grants - State - Grants Commission (AASB 1058)	140	Grants & Subsidies - Operating	-\$75,450
General Purpose Funding	Operating Income	I03071	Operating Grants, Subsidies And Contributions - General Purpose Grants - State - Grants Commission - Formula Local Roads (AASB 1058)	140	Grants & Subsidies - Operating	-\$33,378
General Purpose Funding	Operating Income	I03188	Interest Earnings - Other General Purpose Income - Municipal - Interest On Investments	160	Interest On Investments	-\$20,000
General Purpose Funding	Operating Income	I03190	Fees And Charges - Rate Revenue - Discretionary - Rates Admin Fees - Instalments (AASB 1058)	130	User Fees & Charges	-\$40,000
General Purpose Funding	Operating Income	I03191	Interest Earnings - Rate Revenue - Rates - Instalment Interest Charge (AASB 1058)	160	Interest On Investments	-\$40,000
General Purpose Funding	Operating Income	I04085	Fees And Charges - Rate Revenue - Discretionary - Rate Enquiries (AASB 1058)	130	User Fees & Charges	-\$20,000
Governance	Operating Income	004045	Non-Cash - Administration - Profit on Disposal of Assets	210	Gains On Asset Disposal	-\$20,194
Governance	Operating Income	I04088	Other Revenue - Administration - Reimbursements (AASB 1058)	170	Reimbursements	-\$5,000
Law,Order,Public Safety	Operating Income	I05083	Fees And Charges - Animal Control - Discretionary - Charges - Fines And Penalty (AASB 15)	120	Fines & Penalties	-\$500
Law,Order,Public Safety	Operating Income	I05084	Fees And Charges - Fire Prevention - Statutory - ESL Commission Received (AASB 15)	130	User Fees & Charges	-\$7,500
Law,Order,Public Safety	Operating Income	I05085	Fees And Charges - Animal Control - Discretionary - Impounding Fees (AASB 15)	130	User Fees & Charges	-\$1,000
Law,Order,Public Safety	Operating Income	I05087	Fees And Charges - Animal Control - Statutory - Dog & Cat Registration (AASB 15)	110	Permit	-\$17,500
Law,Order,Public Safety	Operating Income	I05089	Fees and Charges - Other Law, Order & Public Safety - Discretionary - Other Fines & Penalties	120	Fines & Penalties	-\$500
Health	Operating Income	004075	Non-Cash - Health Inspection & Admin - Profit on disposal of assets	210	Gains On Asset Disposal	-\$14,520
Health	Operating Income	I07081	Fees And Charges - Health Inspection & Admin - Discretionary - Permit Application Fees (AASB 15)	130	User Fees & Charges	-\$3,000
Health	Operating Income	I07082	Fees And Charges - Maternal & Infant Health - Discretionary - EH Gray Centre 80 Canning Hwy (AASB 15)	130	User Fees & Charges	-\$2,500
Health	Operating Income	I07083	Fees And Charges - Health Inspection & Admin - Discretionary - Outdoor Eating Area Fees (Local Law) & Annual Food Assessment (AASB 15)	130	User Fees & Charges	-\$5,000
Health	Operating Income	I07085	Fees And Charges - Health Inspection & Admin - Statutory - Swimming Pool Inspection Fees (AASB 15)	130	User Fees & Charges	-\$11,400
Welfare	Operating Income	004082	Non-Cash - Care of Families and Children -Profit on Disposal of Assets	210	Gains On Asset Disposal	-\$40,920
Welfare	Operating Income	I08025	Fees And Charges - Pre School - Discretionary - Pre Primary Lease Rent (AASB 15)	130	User Fees & Charges	-\$2,300
Welfare	Operating Income	I08081	Fees And Charges - Care Of Families & Children - Statutory - CHSP - Sundry Income (AASB 15)	130	User Fees & Charges	-\$95,000



REPORT 13.1.3

ATTACHMENT 1

Programme Description	Type Description	COA	Description	IE	Inc/Exp Analysis	21/22 Budget
Welfare	Operating Income	I08083	Fees And Charges - Care Of Families & Children - Statutory - CHSP - In Home Respite (AASB 15)	130	User Fees & Charges	-\$7,000
Welfare	Operating Income	I08086	Fees And Charges - Care Of Families & Children - Statutory - CHSP - Centre Based Respite (AASB 15)	130	User Fees & Charges	-\$50,000
Welfare	Operating Income	I08088	Operating Grants, Subsidies And Contributions - Care Of Families & Children - Commonwealth - CHSP (AASB 15)	140	Grants & Subsidies - Operating	-\$591,000
Welfare	Operating Income	I08094	Fees And Charges - Care Of Families & Children - Discretionary - CHSP Transport - Centre Based Day Care (AASB 15)	130	User Fees & Charges	-\$12,000
Welfare	Operating Income	I08205	Fees And Charges - Other Welfare - Discretionary - Glyde-In Rent Income (AASB 15)	130	User Fees & Charges	-\$1,070
Housing	Operating Income	I09081	Fees And Charges - Housing - Council Owned - Discretionary - Rent (AASB 15)	130	User Fees & Charges	-\$77,000
Housing	Operating Income	I09082	Other revenue - Housing - Council Owned - Reimbursements - Allen Street Units	170	Reimbursements	-\$1,500
Community Amenities	Operating Income	I04108	Non-Cash - Town Planning & Regional Development - Profit on disposal of assets	210	Gains On Asset Disposal	-\$5,759
Community Amenities	Operating Income	I10075	Fees And Charges - Other Community Amenities - Discretionary - Hire of Sumpton Green (AASB 15)	130	User Fees & Charges	-\$1,000
Community Amenities	Operating Income	I10076	Operating Grants, Subsidies and Contributions - Other Community Amenities - State - Bus Shelter - Maintenance Assistance Scheme	140	Grants & Subsidies - Operating	-\$4,100
Community Amenities	Operating Income	I10080	Fees And Charges - Sanitation-Household Refuse - Discretionary - Domestic Service Charge (AASB 1058)	130	User Fees & Charges	-\$18,750
Community Amenities	Operating Income	I10081	Fees And Charges - Sanitation-Household Refuse - Discretionary - Commercial Refuse (AASB 1058)	130	User Fees & Charges	-\$80,500
Community Amenities	Operating Income	I10084	Fees And Charges - Town Planning & Regional Development - Discretionary - Misc Planning Service Fees (AASB 15)	130	User Fees & Charges	-\$8,500
Community Amenities	Operating Income	I10085	Fees And Charges - Town Planning & Regional Development - Discretionary - Home Occupation Fees (AASB 15)	130	User Fees & Charges	-\$1,000
Community Amenities	Operating Income	I10086	Operating Grants, Subsidies And Contributions - Sanitation-Household Refuse - State - Recycling Grants (AASB 15)	140	Grants & Subsidies - Operating	-\$31,976
Community Amenities	Operating Income	I10088	Fees And Charges - Town Planning & Regional Development - Statutory - Development Applications (AASB 15)	130	User Fees & Charges	-\$70,000
Community Amenities	Operating Income	I10089	Fees And Charges - Town Planning & Regional Development - Discretionary - Scheme Amendments and Rezoning Application Fees	130	User Fees & Charges	-\$6,000
Community Amenities	Operating Income	I10176	Fees And Charges - Other Community Amenities - Discretionary - Sale Of History Books (AASB 15)	130	User Fees & Charges	-\$250
Recreation And Culture	Operating Income	I04117	Non-Cash - Other Recreation & Sport - Profit on disposal of assets	210	Gains On Asset Disposal	-\$49,708
Recreation And Culture	Operating Income	I10180	Fees And Charges - Swimming Areas/Beaches - Discretionary - Riverside Mooring Pen Fees (AASB 15)	130	User Fees & Charges	-\$115,000
Recreation And Culture	Operating Income	I10183	Operating Grants, Subsidies and Contributions - Other Community Amenities - Heritage Council - Municipal Inventory	140	Grants & Subsidies - Operating	-\$20,000
Recreation And Culture	Operating Income	I11161	Fees And Charges - Other Recreation & Sport - Discretionary - Swan Yacht Club Rental (AASB 15)	130	User Fees & Charges	-\$55,600
Recreation And Culture	Operating Income	I11162	Fees And Charges - Other Recreation & Sport - Discretionary - E.F. Yacht Club Rental (AASB 15)	130	User Fees & Charges	-\$33,000
Recreation And Culture	Operating Income	I11170	Other Revenue - Other Recreation & Sport - Reimbursements - E.F. Football Club (AASB 15)	170	Reimbursements	-\$4,000
Recreation And Culture	Operating Income	I11175	Fees And Charges - Other Recreation & Sport - Discretionary - Zephyr Kiosk Rental (AASB 15)	130	User Fees & Charges	-\$38,000
Recreation And Culture	Operating Income	I11177	Operating Grants, Subsidies And Contributions - Swimming Areas/Beaches - State - Swan River Trust Erosion Control Income Various (AASB 15)	140	Grants & Subsidies - Operating	-\$75,000
Recreation And Culture	Operating Income	I11187	Fees And Charges - Other Recreation & Sport - Discretionary - E.F. Bowling Club (AASB 15)	130	User Fees & Charges	-\$2,050
Recreation And Culture	Operating Income	I11190	Fees And Charges - Other Recreation & Sport - Discretionary - E.F. Tennis Club (AASB 15)	130	User Fees & Charges	-\$5,000
Recreation And Culture	Operating Income	I11191	Fees And Charges - Other Recreation & Sport - Discretionary - Leeuwin & Fremantle Sea Scouts (AASB 15)	130	User Fees & Charges	-\$1,560
Recreation And Culture	Operating Income	I11193	Fees And Charges - Other Recreation & Sport - Discretionary - Preston Pt. Lacrosse Club (AASB 15)	130	User Fees & Charges	-\$1,500
Recreation And Culture	Operating Income	I11194	Fees And Charges - Other Recreation & Sport - Discretionary - Wauhop Park Soccer Ground (AASB 15)	130	User Fees & Charges	-\$6,500
Recreation And Culture	Operating Income	I11198	Fees And Charges - Other Recreation & Sport - Discretionary - Reserve Hire Fees - Functions (AASB 15)	130	User Fees & Charges	-\$1,000
Recreation And Culture	Operating Income	I11199	Fees And Charges - Other Recreation & Sport - Discretionary - E.F. Croquet Club (AASB 15)	130	User Fees & Charges	-\$2,100
Recreation And Culture	Operating Income	I11200	Other Revenue - Other Culture - Sundry Income - Promotional Merchandise Sales (AASB 15)	180	Other Revenue	-\$1,000
Recreation And Culture	Operating Income	I11201	Other revenue - Other Recreation & Sport - Reimbursements - Building Insurance	170	Reimbursements	-\$13,729
Recreation And Culture	Operating Income	I11202	Operating Grants, Subsidies and Contributions - Other Recreation & Sport - Urban Canopy Grant Program	140	Grants & Subsidies - Operating	-\$70,805
Recreation And Culture	Operating Income	I11203	Operating Grants, Subsidies and Contributions - Other Recreation & Sport - State - Removal of fencing at HMAS Leeuwin playing fields	140	Grants & Subsidies - Operating	-\$52,000
Transport	Operating Income	I12039	Operating Grants, Subsidies And Contributions - Maint Streets Roads & Bridges - State - MRD Direct Grant (AASB 1058)	140	Grants & Subsidies - Operating	-\$18,250
Transport	Operating Income	I12040	Operating Grants, Subsidies And Contributions - Maint Streets Roads & Bridges - State - MRD - Stirling Bridge Verge Maintenance Agreement (AASB 1058)	150	Contributions & Donations - Operating	-\$8,000
Transport	Operating Income	I12086	Operating Grants, Subsidies And Contributions - Maint Streets Roads & Bridges - State - Street Lighting (AASB 1058)	140	Grants & Subsidies - Operating	-\$4,800
Transport	Operating Income	I12089	Other Revenue - Maint Streets Roads & Bridges - Trust Recoup - Transfer to reserves - Payment in Lieu of Parking	180	Other Revenue	-\$137,010
Transport	Operating Income	I12180	Fees And Charges - Parking Facilities - Discretionary - Fines And Penalties - Parking (AASB 15)	120	Fines & Penalties	-\$100,000
Transport	Operating Income	I12181	Fees And Charges - Parking Facilities - Discretionary - Parking Fees (AASB 15)	130	User Fees & Charges	-\$15,000
Transport	Operating Income	I12181	Fees And Charges - Parking Facilities - Discretionary - Parking Fees (AASB 15)	132	Simpleplay - User Fees & Charges	-\$190,000
Transport	Operating Income	I12183	Fees And Charges - Parking Facilities - Discretionary - Fines Enforcement Recovered (AASB 15)	120	Fines & Penalties	-\$20,000
Economic Services	Operating Income	I13181	Fees And Charges - Building Control - Statutory - Building Permits (AASB 15)	110	Permit	-\$50,000
Economic Services	Operating Income	I13182	Fees And Charges - Building Control - Statutory - BCITF - Receipts (AASB 15)	130	User Fees & Charges	-\$30,000
Economic Services	Operating Income	I13184	Fees And Charges - Building Control - Statutory - Building Services Levy (AASB 15)	130	User Fees & Charges	-\$40,000
Economic Services	Operating Income	I13185	Fees And Charges - Building Control - Discretionary - Verge Inspection Fees (AASB 15)	130	User Fees & Charges	-\$5,000
Economic Services	Operating Income	I13186	Other Revenue - Building Control - Sundry Income - BCITF Commission (AASB 15)	180	Other Revenue	-\$3,200
Economic Services	Operating Income	I13188	Fees And Charges - Building Control - Statutory - DA Sign Fees & Permits (AASB 15)	110	Permit	-\$1,000
Economic Services	Operating Income	I13190	Fees And Charges - Building Control - Statutory - Commission On Building Services Levy (AASB 15)	130	User Fees & Charges	-\$800
Other Property And Services	Operating Income	I04142	Non-Cash - Unclassified Property - Profit on disposal of assets	210	Gains On Asset Disposal	-\$17,839
Other Property And Services	Operating Income	I14085	Fees And Charges - Unclassified Property - Discretionary - Rental Income 128 George St. (AASB 15)	130	User Fees & Charges	-\$17,250
Other Property And Services	Operating Income	I14087	Fees And Charges - Unclassified Property - Discretionary - Rental Income - Old Police Station (AASB 15)	130	User Fees & Charges	-\$24,000
Other Property And Services	Operating Income	I14089	Other Revenue - Unclassified Property - Reimbursements - 133 Canning Hwy (Old Police Station)	170	Reimbursements	-\$250
						-\$11,022,229

2021/22 Schedule of Fees and Charges			2021/22		
Schedule	Description of Fee or Charge	Details	GST (excl) \$	GST \$	GST (incl) \$
<b>GENERAL PURPOSE FUNDING</b>					
<b>Rates</b>					
	Instalment Fee - per instalment		16.50	Exempt	16.50
	Rate Enquiry Fee	Per Written Enquiry	55.00	Exempt	55.00
	Orders & Requisitions	Per Application	69.50	Exempt	69.50
	Combined Enquiry	Per Application	112.00	Exempt	112.00
	Ownership enquiry	Per property	14.09	1.41	15.50
	Rates Instalment Fees (not including the first instalment)	Per instalment	16.50	Exempt	16.50
	Instalment Interest				5.50%
	Penalty Interest				7.00%
	Rates - Special Arrangements to Pay	Per Application	49.00	Exempt	49.00
	Rates - Special Arrangements to Pay (Financial Hardship)				
	- Administration Fee		0.00	0.00	0.00
	- Penalty Interest				0.00%
<b>GOVERNANCE</b>					
<b>General Administration</b>					
	Sale of Electoral Rolls	Per Copy	69.50	Exempt	69.50
	Sale of Street listings	Per Copy	193.64	19.36	213.00
	Sale of History Books - Small but Strong	Each	26.82	2.68	29.50
	<b>Photocopying</b>				
	- General Public - A4 Sheets (Colour)	Per Copy	0.86	0.09	0.95
	- General Public - A4 Sheets (Black & White)	Per Copy	0.45	0.05	0.50
	- General Public - A3 Sheets (Colour)	Per Copy	1.73	0.17	1.90
	- General Public - A3 Sheets (Black & White)	Per Copy	0.86	0.09	0.95
	- Community & Organisations - A4 Sheets (Colour and B &W)	Per Copy	Per Above	Yes	50% discount
	- Community & Organisations - A3 Sheets (Colour and B &W)	Per Copy	Per Above	Yes	50% discount
	Eligible community groups receive \$200 of in-kind photocopying per annum, calculated on the above rates.				
	<b>Freedom Of Information</b>				
	- Application	Per Application	30.00	Exempt	30.00
	- FOI photocopying	Per Copy	0.20	Exempt	0.20
	- Staff Time (search & discovery of documents)	Per Hour	30.00	Exempt	30.00
	<b>Trust Account Management Fee</b>				
	Administration charge for holding funds in Trust	Each and every Deposit	6.09	0.61	6.70
	- Lessor of the monthly fee or the interest earned				
	<b>Hire of Facilities</b>				
	Hire of Meeting Rooms - Town Hall - Commercial	per hour	41.00	4.10	45.10
	Hire of Meeting Rooms - Town Hall - Not for Profit	per hour	20.50	2.05	22.55
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>					
	Dog Impounding fees - Poundage	Full recovery	Cost + 15%	Exempt	Cost + 15%
	Dog Impounding fees - Sustenance	Full recovery	At Cost	Exempt	At Cost
	Release of impounded dog		Cost + 15%		Cost + 15%
	Fire Break Clearing	Actual Cost + 25%	Cost + 25%		Cost + 25%
	<b>Dog Registration Fees</b>				
	Unsterilised - 1 year		50.00	Exempt	50.00
	Unsterilised - 3 year		120.00	Exempt	120.00
	Unsterilised - Lifetime Registration		250.00	Exempt	250.00

	Sterilised - 1 year		20.00	Exempt	20.00
	Sterilised - 3 year		42.50	Exempt	42.50
	Sterilised - Lifetime Registration		100.00	Exempt	100.00
	* Dog owned by pensioner - 50% of fee otherwise payable				
	** Effective 31 May each year - 50% of normal fee on 1 year licence				
	Application to keep a third dog		136.36	13.64	150.00
	Dogs kept in an approved kennel establishment licensed under Sect 27, where not otherwise registered		200.00	Exempt	200.00
	Euthanasia for a dog	Full recovery +15%	Cost + 15%		Cost + 15%
	<b>Cat Registration Fees</b>				
	Registration - 1 Year		20.00	Exempt	20.00
	Registration - 3 Years		42.50	Exempt	42.50
	Registration - Lifetime		100.00	Exempt	100.00
	* Cat owned by pensioner - 50% of fee otherwise payable				
	** Effective 31 May each year - 50% of normal fee on 1 year licence				
	Annual application for approval or renewal of approval to breed cats (per cat)		100.00	Exempt	100.00
	Release of impounded cat	Full recovery	Cost + 15%		Cost + 15%
	Cat - Sustenance and pound costs	Full recovery	Cost + 15%		Cost + 15%
	Cat Trap Hire (Bond \$300)	Nil Hire Fee, Bond only	0.00	0.00	0.00
	<b>Recovery of Impounded Vehicles/Goods</b>				
	Vehicle Impounding Fee	Initial cost	248.95	24.90	273.85
	Vehicle Impounding Fee	Per day thereafter	39.82	3.98	43.80
	Towage Fees	Full recovery +15%	Cost + 15%		Cost + 15%
	Storage Fee - Motor Vehicle	per part or full day	20.00	Exempt	20.00
	Storage Fee - Other Goods	per part or full day	20.00	Exempt	20.00
<b>HEALTH</b>					
<b>Health</b>					
	EH Gray Centre Mid Wifery - Annual Building Hire		0.00	0.00	0.00
	EH Gray Centre - Casual Hire Fee	Per Hour	41.00	4.10	45.10
	Stall Holders permit application fee / renewal	Per Application	172.54	17.25	189.80
	Trading in Public Places - Application fee	Per Application	86.75	8.68	95.40
	Trading in Public Places - Per Day fee	Per day	52.45	5.25	57.70
	Outdoor Eating Area permit - Application fee	Per Application	0.00	0.00	0.00
	Outdoor Eating Area permit - Annual fee	Per sq mtr	29.09	2.91	32.00
	Food Hygiene & Safety Course	Per Applicant	41.91	4.19	46.10
	Registration of new Lodging Houses	Per Application	280.26	28.03	308.30
	Renewal of registration of existing Lodging Houses	Per Application	309.91	30.99	340.90
	Skin Penetration Premises Application fee	Per Application	86.36	8.64	95.00
	Skin Penetration Premises annual assessment fee		45.45	4.55	50.00
	Noise Management Plan Lodgement fee	Per Application	86.36	8.64	95.00
	Non-complying event application fee	Per Application	909.09	90.91	1,000.00
	Section 39 Certificate/inspection for licenced premises		133.64	13.36	147.00
	Septic Tank installation - Application	Per Application	121.00	Exempt	121.00
	Permit to use apparatus		118.00	Exempt	118.00
	Greywater system installation - Application	Per Application	Fee Waiver	Exempt	Fee Waiver
	Permit to use apparatus - Greywater system		Fee Waiver	Exempt	Fee Waiver
	Reissue of certificate, registration, licence or approval (not otherwise listed)		27.27	2.73	30.00
	<b>Food Business</b>				
	Notification Fee		45.45	4.55	50.00
	Registration Fee		45.45	4.55	50.00
	<b>Annual Assessment:</b>				
	High		90.91	9.09	100.00
	Medium		45.45	4.55	50.00
	Low				Exempt



	Sale of 150 Litre Compost Bins	Actual Cost + 15%	Cost +15%		Cost +15%
	Sale of Worm Cafe	Actual Cost + 15%	Cost +15%		Cost +15%
	Compostable Liners		Cost +15%		Cost +15%
<b>Community Amenities</b>					
	Room Hire (Casual) - All Council Buildings (otherwise not listed)	Per Hour	41.00	4.10	45.10
	Room Hire (Sumpton Green) - Private eg Children's Parties	Per Hour	41.00	4.10	45.10
	Room Bond (Casual) - Private & Community Groups		300.00	Exempt	300.00
<b>Town Planning Administration fees</b>					
	<b>Application Fees - Dev. value between</b>				
	(a) Less than \$50,000		147.00	Exempt	147.00
	(b) More than \$50,000 but not more than \$500,000	0.32% of estimated cost of Development	Variable	Exempt	Variable
	(c) More than \$500,000 but not more than \$2,500,000	\$1,700.00 + 0.257% for each \$1 in excess of \$500,000	Variable	Exempt	Variable
	(d) More than \$2,500,000 but not more than \$5,000,000	\$7,161.00 + 0.206% for each \$1 in excess of \$2,500,000	Variable	Exempt	Variable
	(e) More than \$5,000,000 but not more than \$21,500,000	\$12,633.00 + 0.123% for each \$1 in excess of \$5,000,000	Variable	Exempt	Variable
	(f) More than \$21,500,000		34,196.00	Exempt	34,196.00
	Penalty if development commenced or carried out prior to Approval	Twice the fee payable	Twice Fee	Exempt	Twice Fee
	Extension of Planning Approval prior to expiry	50% of Applicable Fee			Variable
	Minor modifications of approved applications	Minimum fee of \$147 up to a			
	DAP Fees	The maximum fee in accordance			
	Deemed-to-Comply Check		295.00	Exempt	295.00
	<b>Refund of Planning Application Fee</b>				
	Prior to assessment	50% of fee			50% of fee
	Following assessment	Nil			Nil
	<b>General Planning and Development Fees</b>				
	Advertising/Public Comment:				
	Newspaper Notice	Actual cost (inc GST) + Administration Fee	Cost +15%	Yes	Cost + 15%
	Sign & Notice to Neighbours	Minimum	125.83	12.58	138.40
	Notices to Neighbours only	Minimum	27.27	2.73	30.00
	Installation of Sign by Council		0.00	0.00	115.35
	Community Design Advisory Committee Referral fee		36.36	3.64	40.00
	<b>Subdivision/ Amalgamation</b>				
	Subdivision clearance (not more than 5 lots)		73.00	Exempt	73.00
	Subdivision clearance (5<195 lots) \$73.00 per lot for first 5 lots plus \$35.00 per lot thereafter		Variable	Exempt	Variable
	Subdivision clearance (>195 lots)		7,393.00	Exempt	7,393.00
	Soil Stabilisation Bond	Refundable	3,000.00	Exempt	3,000.00
	<b>Signage Application</b>				
	Application for Planning Approval	Per application	147.00	Exempt	147.00
	<b>Miscellaneous Planning Fees</b>				
	Application for change of street number		109.64	10.96	120.61
	Heritage assessment		Actual cost (inc GST)		
	Property Settlement Questionnaire / Written Planning Advice/Zoning Certificate		66.36	6.64	73.00
	L P Scheme No. 3 Text and Map		66.36	6.64	73.00
	L P Scheme No. 3 Map Only		16.64	1.66	18.30
	Archival Search Fee - Plans- (Photocopying in excess of \$15 to be charged at cost)		95.32	9.53	104.85
	Crossover Variation Application fee		137.27	13.73	151.00
	Cash-in-lieu of Parking Space - Valuation		Actual cost (inc GST)		

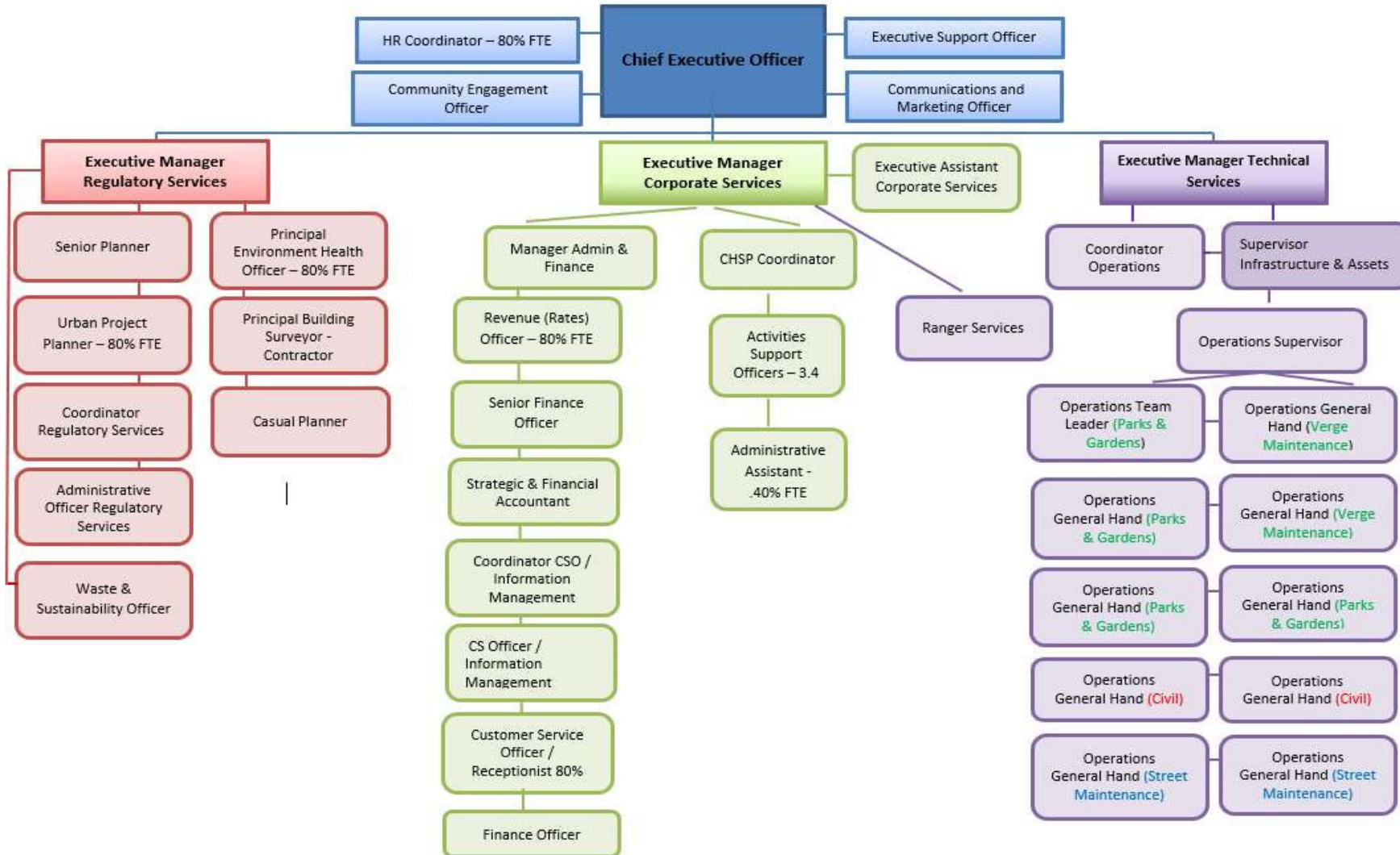
	<b>Scheme Amendments (Including advertising and gazettal) and Rezoning</b>	Price on Application			
	Application Fee - Basic/ Standard/ Complex				
	** The Town will provide a cost estimate for a Scheme Amendment on application as per Planning and Development Regulations 2009. This amount will be based on the estimated number of staff hours charged at the rates				
	Executive Manager	Hourly rate	80.00	8.00	88.00
	Manager/ Senior Planner	Hourly rate	60.00	6.00	66.00
	Planning Officer	Hourly rate	33.51	3.35	36.86
	Other Staff eg EHO	Hourly rate	33.51	3.35	36.86
	Administration	Hourly rate	27.45	2.75	30.20
	*** Structure Plans will also be charged on a cost-recovery basis and be invoiced the same way as a Scheme Amendment.				
	<b>Other Miscellaneous</b>				
	Application for change of Use		295.00	Exempt	295.00
	Penalty if commenced prior to Approval (in addition to the application fee)		590.00	Exempt	590.00
	Section 40 Certificate		147.00	Exempt	147.00
	<b>Home Occupation</b>				
	Application ( includes Public Comment Fee)		222.00	Exempt	222.00
	Penalty if commenced prior to Approval (in addition to the application fee)		444.00	Exempt	444.00
	Application for Annual Renewal		73.00	Exempt	73.00
	Application Penalty for Annual Renewal if approval has expired		146.00	Exempt	146.00
	<b>RECREATION &amp; CULTURE</b>				
	<b>Swimming Areas/beaches</b>				
	<b>Mooring Pen Fees</b>				
	- 8 Metre Pens (deposit of \$1,900)	Per annum	3,454.55	345.45	3,800.00
	- 10 Metre Pens (deposit of \$2,375)	Per annum	4,318.18	431.82	4,750.00
	- 12 Metre Pens (deposit of \$2,850)	Per annum	5,181.82	518.18	5,700.00
	- Casual Fees (minimum period 3 months)	Per month	500.00	50.00	550.00
	Replacement pens keys		69.09	6.91	76.00
	<b>Other Recreation &amp; Culture</b>				
	<b>General Reserve Hire Fees</b>				
	- Full Day Fee (8.00am - 8.00pm)		451.81	45.18	497.00
	- Per Half Day Fee (AM or PM) (6 hours)		228.73	22.87	251.60
	- Per hour Fee		41.00	4.10	45.10
	- Changeroom Bond (refundable)		290.00	Exempt	290.00
	- Liquor Permit Fee		66.69	6.67	73.35
	- Key Deposit (refundable)	Per key	70.00	Exempt	70.00
	<b>Personal Trainers</b>				
	- Application fee		56.19	5.62	61.80
	- Annual licence fee (permits up to 10 hours maximum per week)		2,000.00	200.00	2,200.00
	- Weekly hire fee (maximum 10 hours per week; annual licence fee is not app	per hour	30.00	3.00	33.00
	<b>Henry Jeffery Oval Junior Football Teams</b>				
	- Per Player Fee - Juniors	Per player (for season)	16.00	1.60	17.60
	- Training two (2) nights/week	Per season	560.45	56.05	616.50
	<b>East Fremantle Junior Cricket Teams</b>				
	- Per Player Fee - Juniors	Per player (for season)	16.00	1.60	17.60
	- Training two (2) nights/week	Per season	560.45	56.05	616.50
	<b>East Fremantle Seniors Cricket Teams</b>				
	- Per Player Fee - Seniors	Per player (for season)	60.00	6.00	66.00
	<b>East Fremantle Lacrosse</b>				
	- Per Player Fee - Juniors	Per player (for season)	16.00	1.60	17.60
	- Per Player Fee - Seniors	Per player (for season)	60.00	6.00	66.00
	<b>East Fremantle Soccer (to be replaced by Lease Fee from 20/21)</b>				
	- Training Fees	Per season	699.65	69.96	769.60
	- Per Player Fee - Juniors	Per player (for season)	16.00	1.60	17.60
	- Per Player Fee - Seniors	Per player (for season)	60.00	6.00	66.00
	<b>East Fremantle Croquet Club</b>	Annual Ground Hire Fees	2,072.23	207.22	2,279.45

<b>Other Culture</b>					
<b>East Fremantle George Street Festival</b>					
Site Only - stallholders (per 3x3 area)			120.00	12.00	<b>132.00</b>
Site Only - food vendors (stall or van)			250.00	25.00	<b>275.00</b>
Power (where available, additional cost)			50.00	5.00	<b>55.00</b>
** Note: site fees can be waived for local community groups & not for profits upon written request					
East Fremantle Art Award - per entry			27.64	2.76	<b>30.40</b>
<b>Special Events Fees</b>					
Use of Car Parking areas- Unlicenced- per m2			24.27	2.43	<b>26.70</b>
Use of Car Parking areas- Licenced- per m2			0.00	0.00	<b>0.00</b>
Left Bank Special Event Fee			3,596.45	359.65	<b>3,956.10</b>
On-call Ranger Fee - per 8 hours	Per event		0.00	0.00	<b>602.90</b>
<b>TRANSPORT</b>					
<b>Transport</b>					
<b>Road, Verge, Footpath &amp; Crossover Reinstatements and Crossover Construction</b>					
Reinstatement Inspection fees	Per hour		63.64	6.36	<b>70.00</b>
Reinstatement Works			Cost + 15%		<b>Cost + 15%</b>
Red Asphalt per m <sup>1</sup>			Cost + 15%		<b>Cost + 15%</b>
Black Asphalt per m <sup>2</sup>			Cost + 15%		<b>Cost + 15%</b>
Concrete per m <sup>2</sup>			Cost + 15%		<b>Cost + 15%</b>
Recoverable Works - Cost plus 15% administration fee			Cost + 15%		<b>Cost + 15%</b>
Recoverable Graffiti Removal - Cost plus 15% administration fee			Cost + 15%		<b>Cost + 15%</b>
<b>Parking Facilities</b>					
<b>Parking Fees</b>					
Parking Fees - Launching Ramp No1 Carpark per hour for the first 4 hours	Per hour		4.09	0.41	<b>4.50</b>
Thereafter \$18.00 per day for maximum 6 days	Maximum per 24 hours		16.36	1.64	<b>18.00</b>
Parking Fees - Various locations per hour other than Launching Ramp No1.	Per hour		4.09	0.41	<b>4.50</b>
Fee for Construction Sites for use of parking bay for storage and other use	Per day, per bay		100.00	10.00	<b>110.00</b>
<b>Miscellaneous</b>					
Reminder Letter and Final Notice Fee (28 Days)			16.40	Exempt	<b>16.40</b>
Resident Boat owners Annual Parking Permit No1 Car Park (renewals August)	Each		45.45	4.55	<b>50.00</b>
Skip Bin Permits	Each		44.45	4.45	<b>48.90</b>
Skip Bin Permits - Extension	Each		11.27	1.13	<b>12.40</b>
Jetty A mooring permits	Each		44.45	4.45	<b>48.90</b>
Sea container placement permits	Each		44.45	4.45	<b>48.90</b>
Sea container placement permits - extension	Each		11.27	1.13	<b>12.40</b>
<b>ECONOMIC SERVICES</b>					
<b>Building Fees</b>					
<b>Building Fees - Based on valuation of new building or improvements (including GST) - Minimum \$166.65</b>					
Application fee - Class 1 & 10 - Uncertified (minimum \$105)			Variable	Exempt	<b>Variable</b>
Application fee - Class 1 & 10 - Certified (minimum \$105)			Variable	Exempt	<b>Variable</b>
Application fee - Class 2 to 9 - Uncertified (minimum \$105)			Variable	Exempt	<b>Variable</b>
BCITF levy (where contract value over \$20k)			Variable	Exempt	<b>Variable</b>
Building Services Levy (minimum \$61.65)			Variable	Exempt	<b>Variable</b>
<b>Demolition fees - based on cost of construction (inc. GST) - Minimum \$166.65</b>					
Application fee - Class 1 & 10			Variable	Exempt	<b>Variable</b>
Application fee - Class 2 to 9			Variable	Exempt	<b>Variable</b>
Building Services Levy (minimum \$61.65)			Variable	Exempt	<b>Variable</b>
CTF Levy (where contract value over \$20k)			Variable	Exempt	<b>Variable</b>
Infrastructure Bond - Demolition	Refundable		2,000.00	Exempt	<b>2,000.00</b>

Infrastructure Bond - Demolition (Corner Lot)	Refundable	3,000.00	Exempt	<b>3,000.00</b>
<b>Infrastructure Bonds</b>				
If value of works under \$20,000	Refundable	1,500.00	Exempt	<b>1,500.00</b>
\$20,000 - \$100,000	Refundable	3,000.00	Exempt	<b>3,000.00</b>
Corner lot or \$100,001 - \$2 million	Refundable	5,000.00	Exempt	<b>5,000.00</b>
Over \$2 million	Refundable	Price based on replacement costs of adjacent Council assets.		
Non-refundable Inspection Fee for Infrastructure Bond		45.45	4.55	<b>50.00</b>
Materials on Verge licence		Variable	Exempt	<b>Variable</b>
<b>Building Approval Certificate for unauthorised works - based on cost of construction (inc. GST) - Minimum \$228.30</b>				
Building Services Levy (minimum \$123.30)		Variable	Exempt	<b>Variable</b>
CTF Levy (where contract value over \$20k)		Variable	Exempt	<b>Variable</b>
Application fee		105.00	Exempt	<b>105.00</b>
<b>Refund of Building Permit fee</b>				
Prior to assessment	50% of fee	50% of fee	Exempt	<b>50% of fee</b>
Following assessment	Nil	Nil		<b>Nil</b>
<b>Miscellaneous</b>				
Strata Titles (Form 7) per Strata Titles Gen Regs 1996 - Min \$105.80 + GST		Variable	Exempt	<b>Variable</b>
R-Code Compliance Assessment Fee (From 30 Nov 2015)		133.64	13.36	<b>147.00</b>
<b>Swimming Pool Fees</b>				
Pool inspection annual fee		21.25	Exempt	<b>21.25</b>
Pool inspection fee - request for inspection upon completion		60.91	6.09	<b>67.00</b>
Pool inspection request outside of pool inspection cycle		150.00	15.00	<b>165.00</b>



**Town of East Fremantle – Organisation Structure – 2021**





### 2.1.10 Infringement Debt Management

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

#### Objective

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

#### Policy Scope

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

#### Policy

##### Parking Infringement Notices Process

Infringement notice is issued - 28 days to pay.

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

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

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

##### Fines Enforcement Registry (FER)

Amounts that remain outstanding past the prescribed due date of the Final Demand 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.

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

# 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.

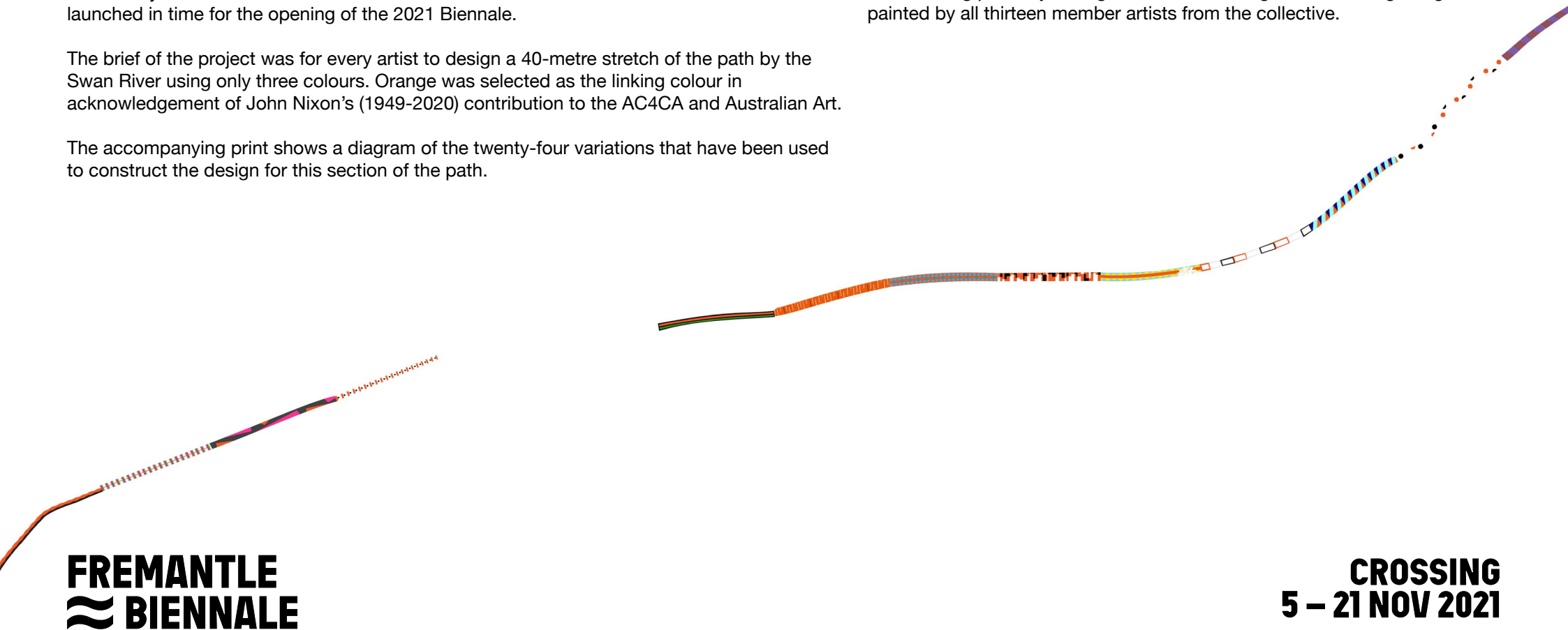
The artwork commission is the first public artwork in WA to be commissioned by a partnership of two local government authorities. The artwork will be a permanent artwork for the City of Fremantle and Town of East Fremantle's Public Art Collections and will be launched in time for the opening of the 2021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



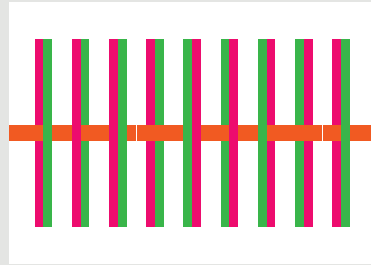


### Julian Goddard

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.



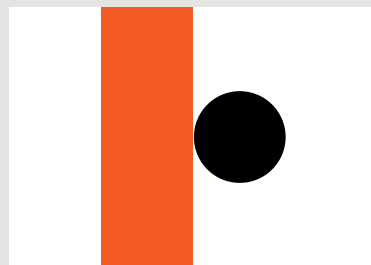
### Zora Kreuzer

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)

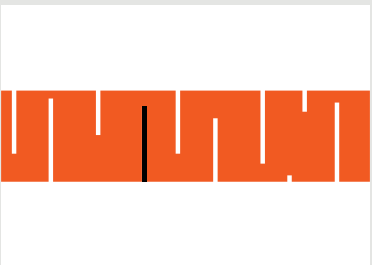
In my eyes this path has its function in encouraging people to walk along a particular piece of WA shoreline that maybe they were not used to. In our changing economies and habits, walking, cycling etc have become increasingly more commonplace and to walk the Orange path will be special, different and 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'.

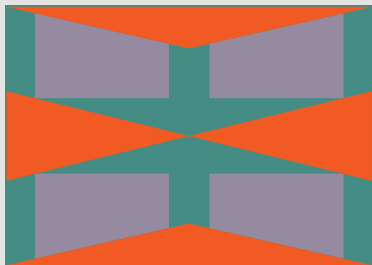


**Jeremy Kirwan-Ward**

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.



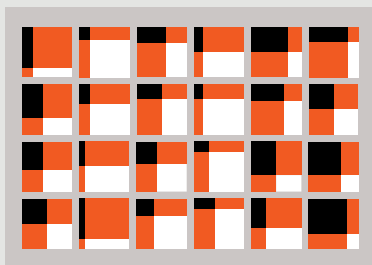
**Alex Spremberg**

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

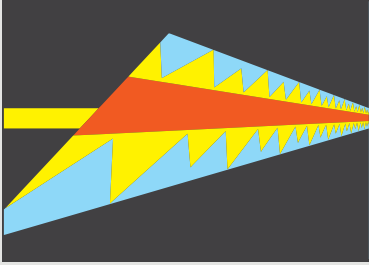
*Untitled* (2021)

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.

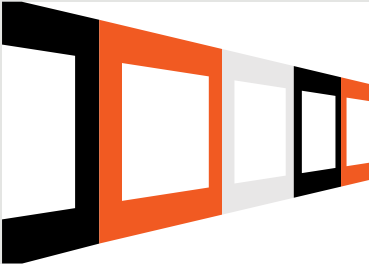


**Andrew Leslie**

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.

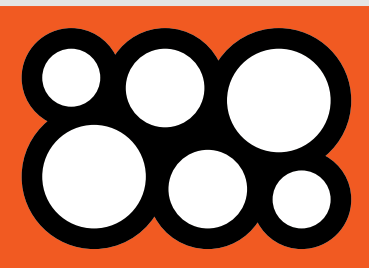


**Trevor Richards**

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.

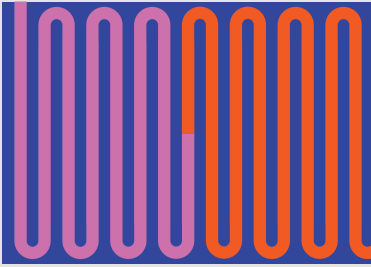


**Jan van der Ploeg**

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**

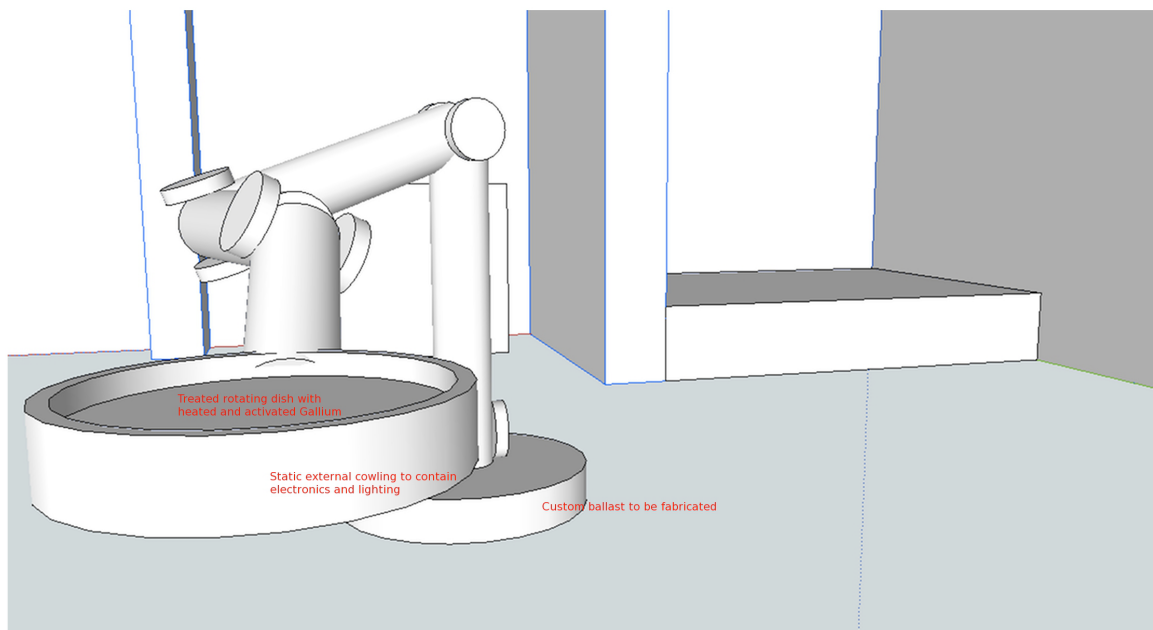
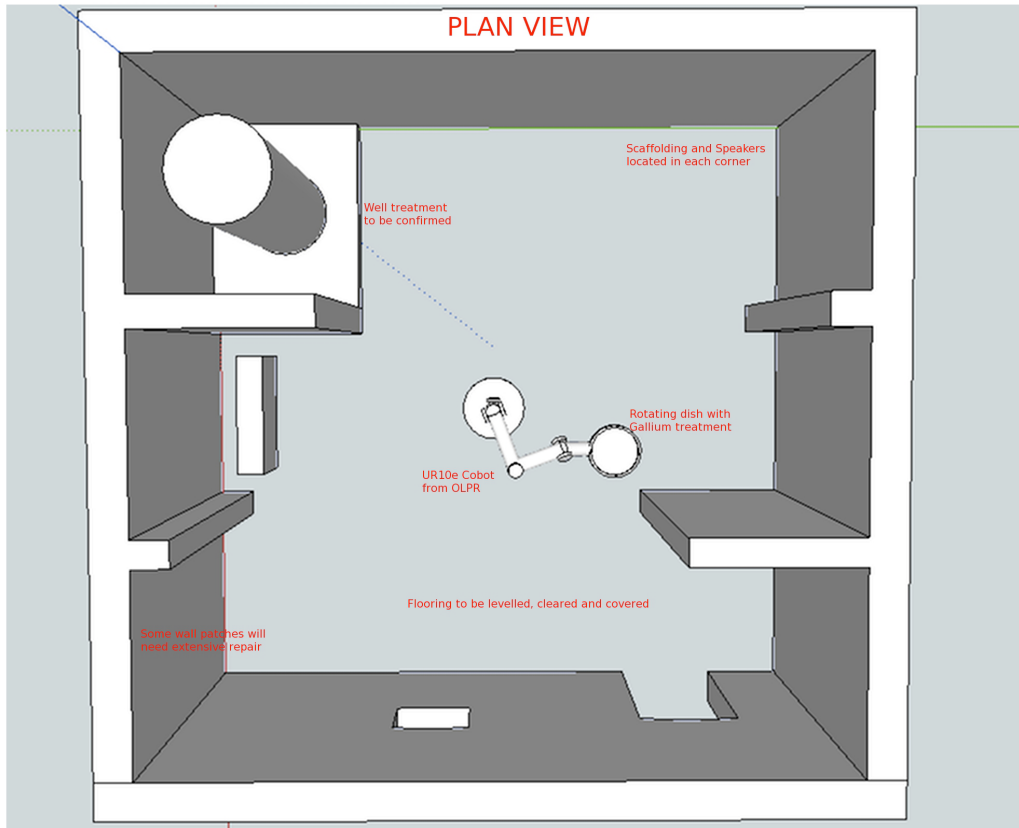
The Artist is proposing to level the floor in the Pumphouse and place down a layer of gravel to minimise dust to the robotic arm.

### **Dates and Times**

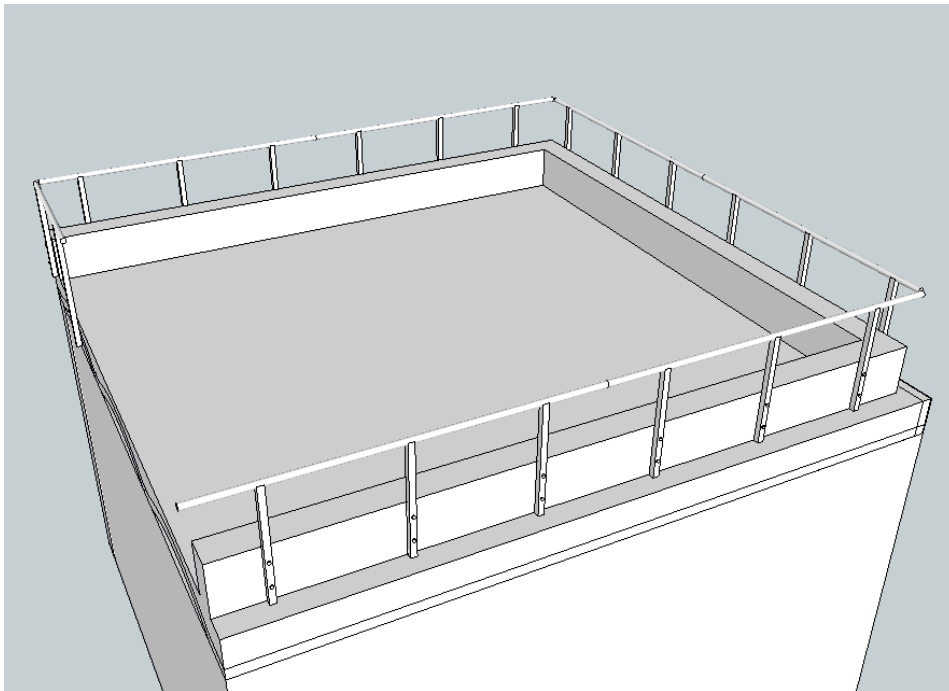
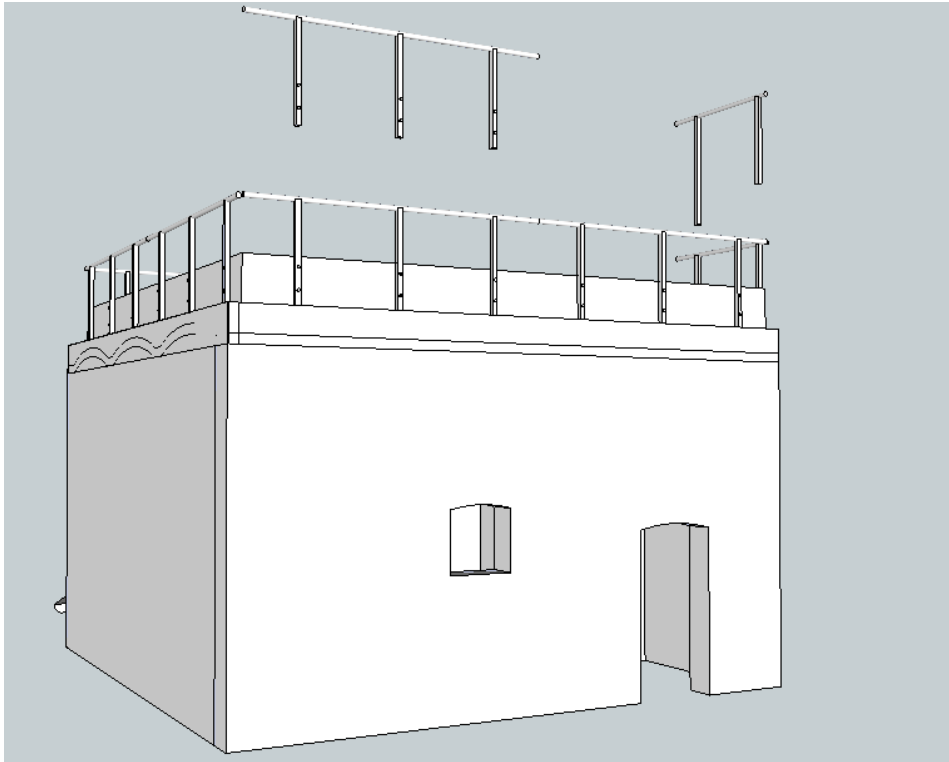
5 – 21 November

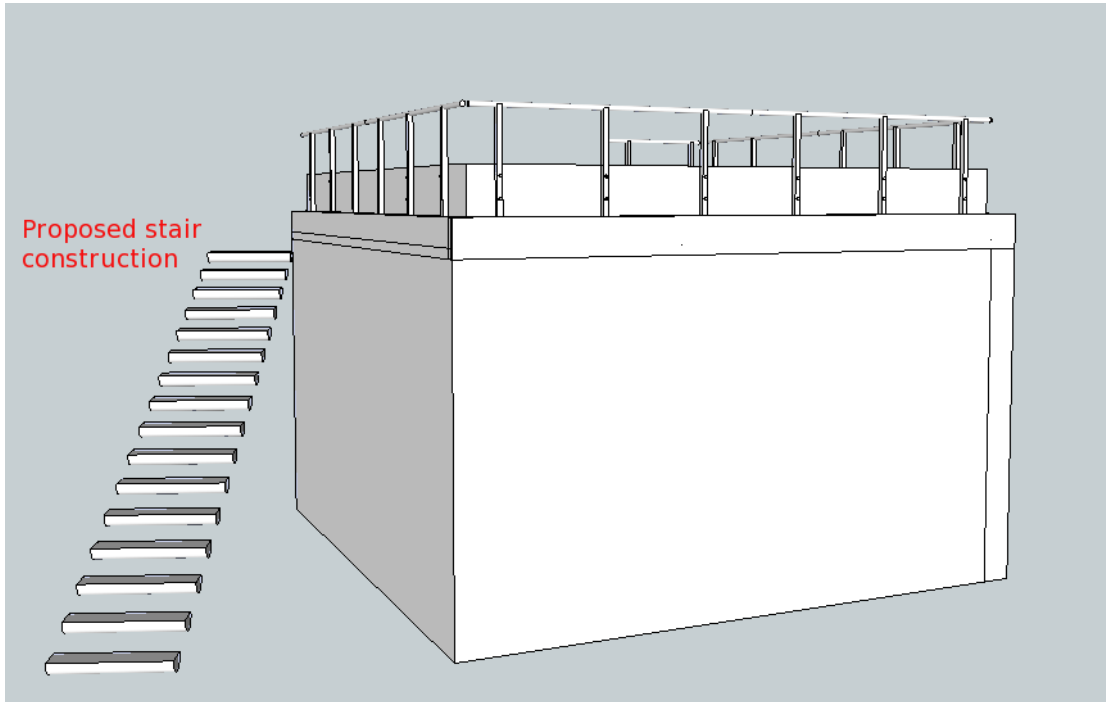
Thursday – Sunday, TIMES TBC – currently proposed 3 – 7pm

**Please see below images.**



Rotating dish detailed view





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	Licence agreement to cease 30/06/21 - Museum of Perth moving out, space will be used as additional office and meeting space for the Town's administration	EMCS	Quality heritage website "Streets of East Freo" created in return for free rent																						
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	\$ -	3yr funding agreement (2020-2023) The Glyde-In continues to provide a quality service through provision of an extensive range of adult learning courses	CEO	Access to Education and training generally rated below the Industry Average - possibly due to the limited education facilities in the Town																					
				\$ 11,500	\$ 4,852	Building Maintenance		Gylde-In provide financial statements & annual report on centre activities																					
	1.1.2.2 Prepare and implement an Age Friendly Strategy	2020/21	❌			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%																					
	1.1.2.4 Implement activities as per the Disability Access and Inclusion Plan	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%)																					
	1.1.2.5 Develop a Reconciliation Action Plan and implement priority actions	2020/21	⚠	\$ 35,000	\$ 3,468	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																					
					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
---------	--	---------	--	------------	------------	--	-----	---

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		No work undertaken - State Program no longer exists  However, in light of the recent Community feedback, further consideration should be given to this area	CEO	Whilst the score was just above the Industry Standard 55/53 it has been identified as a community priority project	
					\$ 105,000	\$ 91,893	Street Lighting	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
<b>2.1.1 Ensure a “local” focus through supporting and promoting opportunities for local business</b>	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
<b>2.2.1: Facilitate local small business access through planning and activation to support community and business growth</b>	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	
<b>3.1.1: Advocate for a desirable planning and community outcome for all major strategic development sites</b>	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
<b>3.1.2: Plan for a mix of inclusive diversified housing options</b>	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					
<b>3.2.1: Ensure appropriate planning policies to protect the Town’s existing built form</b>	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				
						Preparation undertaken, actions to be initiated	EMRS	As above				
						3.2.1.2 Review Local Planning Policies, including Residential Design Guidelines						
						3.2.1.3 Implement the Bushfire Management Plan	2020/21		\$ -	\$ -	Mitigation works undertaken in bushfire prone areas	EMTS
	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				
<b>3.3.1: Continue to improve asset management within resource capabilities</b>	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			
				\$ 40,000	\$ 24,886	Footpath Repairs		Community Buildings & Halls rated below the Industry 55/62			
<b>3.3.2 Optimal management of assets within resources capabilities</b>	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 Footpaths & Cycleways rated just above the Industry Standard 55/52			
				\$ 23,170	\$ 23,170	Retaining Walls	EMTS				
				\$ -	\$ -	Plant replacement to be deferred by 12 months to 2021/22	EMTS	No specific measure against this item			
						Review and update plant replacement policy	EMTS	Amended policy to be presented to Council at the June OCM			
						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			
<b>3.3.3: Plan and advocate for improved access and connectivity</b>	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
<b>4.1.1: Partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore</b>	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
<b>4.1.2: Plan for improved parks and reserves</b>	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
<b>4.2.1: Reduce waste through sustainable waste management practices, including effective community and business education</b>	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
<b>4.3.1: Improve systems and infrastructure standards to assist with mitigating climate change impacts</b>	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
<b>5.1.1: Strengthen governance, risk management and compliance</b>	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 <b>Rated above the Industry standard for governs local area 60/55</b>
	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	
<b>5.1.2: Ensure effective engagement with community and stakeholders</b>	5.1.2.1 Undertake a Community Perception Survey	2020/21		\$ -	\$ -	Community Perceptions Scorecard completed - May 2021	CEO <b>Council's leadership rated above the Industry Standard 57/50</b>
	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 <b>"Developed and communicated a clear vision" improved significantly to 46, with the Industry standard at 34</b>
						Comms & Engage Strategy implementation reports provided monthly to Council forums	MCO <b>"Community consultation" rated above the Industry Standard at 55/46, interestingly down 5 points from the last survey</b>
						Regular Facebook, LinkedIn, Instagram postings and press releases	MCO <b>"Social media presence" rated above the Industry Standard 57/53</b> 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 <b>Hold industry Standard for "community e-newsletter" (2021 CSC)</b> <b>However, printed newsletter was just below the Standard at 63/64</b> E-news subscribers 2,396, up from 1,300 Dec 2019
						Website upgrade	MCO <b>The Town's Website rated above the Industry Standard at 64/57</b> 5,177 website views per month
<b>5.1.3: Improve the efficiency and effectiveness of services</b>	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 <b>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, &amp; Responsive 64 to 57.</b>
	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 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	
	2020/21				Implement Operations Department Review recommendations	EMTS	

**Objective 5.2: Proactively collaborate with the community and other stakeholders**

STRATEGY	ACTIONS	Commencement Year	Status	Budget	Actual	Quarterly Comments	Measures
<b>5.2.1: Foster and promote strategic collaborative relationships with neighbouring LGAs, State and Federal government representatives and agencies, NGOs</b>	5.2.1.1 Effective regular communication with the community in accordance with Communication Plan			\$ -	\$ -		Refer above 5.1.2.2
	5.2.1.2 Retain membership of the South West Group (SWG) and Southern Metropolitan Regional Council (SMRC)	On-going				Actively participated in both groups, including attendance at meetings SWG: Regularly attend meetings - Facilitation of regional project collaboration, Economic Development Group, Natural Resource Management Group and CEO Group.	CEO 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

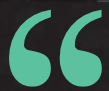
**Objective 5.3: Strive for excellence in leadership and governance**

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
			2020/21	✓		OSH Audit (Worksafe plan) undertaken April 2021 - 3 steps to safety	HR	Number of workplace incidence _____(2020/21) compared to _____2019/20 <b>OSH Audit Results - April 2021 (overall 89% achievement)</b> Management Commitment <b>88%</b> Planning <b>83%</b> Consultation & Planning <b>94%</b> Hazard Management <b>81%</b> Training & Supervision <b>100%</b>
			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
			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	"How the Town embraces technology & Innovation" rated equal to the Industry Standard 52/52
			⚠		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



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.*

## Table of Contents

4	Message from the Mayor and Chief Executive Officer
4	Our Values
5	Town of East Fremantle Ward Map
6	Meet your Local Representatives
7	Integrated Planning and Reporting
9	Forecast Statement of Funding
10	Capital Program
11	Service Delivery
11	Service Delivery Strategies
12	Strategic Priority 1: Social
14	Strategic Priority 2: Economic
15	Strategic Priority 3: Built Environment
16	Strategic Priority 4: Natural Environment
17	Strategic Priority 5: Leadership & Governance
19	Strategic Risk Management and Services
20	References and Acknowledgements



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

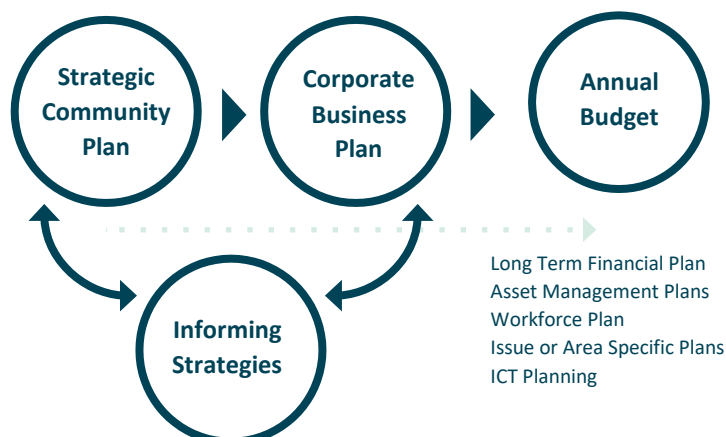
## Strategic Community Plan

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.

<b>Town of East Fremantle</b>						
Abridged Forecast Statement of Funding						
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	
	\$	\$	\$	\$	\$	
<b>FUNDING FROM OPERATIONAL ACTIVITIES</b>						
<b>Revenues</b>						
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	
<b>Expenses</b>						
Cash operating expenditure	( 9,623,396)	( 9,572,028)	( 10,011,025)	( 9,958,214)	( 10,109,289)	
<b>Net funding available from operational activities</b>	<b>1,209,556</b>	<b>1,653,862</b>	<b>1,498,796</b>	<b>1,844,816</b>	<b>1,999,490</b>	
<b>Net capital program (excloding carry over projects)</b>	<b>( 5,937,142)</b>	<b>( 1,119,909)</b>	<b>( 1,246,686)</b>	<b>( 1,587,842)</b>	<b>( 1,737,558)</b>	
<b>Net borrowings</b>	<b>4,859,840</b>	<b>( 322,559)</b>	<b>( 211,487)</b>	<b>( 215,539)</b>	<b>( 219,668)</b>	
<b>Net reserve transfers</b>	<b>( 821,774)</b>	<b>( 211,394)</b>	<b>( 40,623)</b>	<b>( 41,435)</b>	<b>( 42,264)</b>	
Opening surplus/(deficit) July 1	689,520	0	0	0	0	
<b>Estimated surplus/(deficit) for the year ended 30 June</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

### Note:

1. 2021-22 figures are in accordance with the draft budget
2. Outward years are in accordance with the Strategic Resource Plan
3. 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
		<b>\$16,072,064</b>



## 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
<b>Social:</b> <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"> <li>• Community perception of the value of services, inclusiveness and wellbeing</li> </ul>
1.2: Inviting open spaces, meeting places and recreational facilities	<ul style="list-style-type: none"> <li>• Community perception of the value of recreational facilities and meeting spaces</li> </ul>
1.3: Strong community connection within a safe and vibrant lifestyle	<ul style="list-style-type: none"> <li>• Community perception of the value of vibrancy and connectivity</li> </ul>
	<ul style="list-style-type: none"> <li>• Increase community perception of safety</li> </ul>
	<ul style="list-style-type: none"> <li>• Increase in community participation and satisfaction with events</li> </ul>
<b>Economic:</b> <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"> <li>• Increased participation in attendance at business forums held in the Town</li> </ul>
2.2: Continue to develop and revitalise local business activity centres	<ul style="list-style-type: none"> <li>• Community perception of the value of support provided to business</li> </ul>
	<ul style="list-style-type: none"> <li>• Asset Sustainability Ratio</li> </ul>
	<ul style="list-style-type: none"> <li>• Asset Consumption Ratio</li> <li>• Asset Renewal Funding Ratio</li> </ul>
<b>Built Environment:</b> <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"> <li>• Community perception of the value of strategic development site outcomes</li> </ul>
3.2: Maintaining and enhancing the Town's character	<ul style="list-style-type: none"> <li>• Community perception of the value of the Town's preservation of character.</li> </ul>
3.3: Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected	
<b>Natural Environment:</b> <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"> <li>• Community perception of the value of Town's conservation and management</li> </ul>
4.2: Enhance environmental values and sustainable natural resource use	<ul style="list-style-type: none"> <li>• Recycling Rates – kilogram per capita (maintain and aim to improve)</li> </ul>
4.3: Acknowledge the change in our climate and understand the impact of those changes	<ul style="list-style-type: none"> <li>• Waste to landfill – kilograms per capita (maintain or decrease)</li> </ul>
<b>Leadership and Governance:</b> <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"> <li>• Achieve an unqualified audit</li> </ul>
5.2: Proactively collaborate with the community and other stakeholders	<ul style="list-style-type: none"> <li>• Community perception of value of the Town's communication and consultation processes</li> </ul>
5.3: Strive for excellence in leadership and governance	<ul style="list-style-type: none"> <li>• Community satisfied with Town's responsiveness</li> </ul>
	<ul style="list-style-type: none"> <li>• % of customer requests or enquiries responded to within target timeframes</li> </ul>
	<ul style="list-style-type: none"> <li>• Financial ratio levels for benchmarking of local governments</li> </ul>

## 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						
STRATEGY	ACTIONS	2021/22	2022/23	2023/24	2024/25	2025 →		
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.

<b>Town Services</b>	
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
<b>Facilities   Infrastructure</b>	
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
<b>Community Support   Advocacy</b>	
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](http://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:  
Moore Stephens (WA) Pty Ltd  
Telephone: (08) 9225 5355  
Email: [perth@moorestephens.com.au](mailto: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



TOWN *of*  
**EAST FREMANTLE**

*P* (08) 9339 9339

*F* (08) 9339 3399

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

135 Canning Highway, East Fremantle

PO Box 1097 Fremantle 6959

[www.eastfremantle.wa.gov.au](http://www.eastfremantle.wa.gov.au)



## WALGA

### Memorandum of Understanding – Electricity Retail Arrangements

<p><b>1. Parties</b></p>	<p><b>Western Australian Local Government Association</b> (ABN 28 126 945 127) Level 1, 170 Railway Parade, West Leederville, Western Australia 6007 <b>(WALGA)</b></p> <p><b>[Insert participating entity details] (Participant)</b></p>
<p><b>2. Background</b></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 (<b>Group</b>) in the South West Interconnected System on and subject to the terms of this Document.</p>
<p><b>3. Procurement process</b></p>	<p>(a) WALGA must, as soon as practicable following the date this Document is signed by the last party to do so (<b>Effective Date</b>), 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"> <li>(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 (<b>Evaluation Criteria</b>);</li> <li>(ii) they may give no more than three separate offers based on different approaches to the Evaluation Criteria; and</li> <li>(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.</li> </ul> <p>(c) The procurement process, as between the suppliers and WALGA shall otherwise comply with the requirements of the Preferred Supplier Program.</p>

<p><b>4. Evaluation Panel</b></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 (<b>Evaluation Panel</b>).</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><b>5. Status and intent of this Document</b></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><b>6. Group buying</b></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><b>7. Mutual warranties</b></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>
<b>8. Confidentiality</b>	<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 <b>discloser</b>) 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>
<b>9. Announcements</b>	<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>
<b>10. Interpretation</b>	<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>
<b>11. Limitation of Liability</b>	<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>
<b>12. Governing law</b>	<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>
<b>13. Assignment</b>	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.
<b>14. Notices</b>	<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>
<b>15. Amendments</b>	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.
<b>16. Expenses</b>	Each of the parties will bear its own expenses relating to the preparation of this Document.
<b>17. Entire agreement</b>	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.
<b>18. Counterparts</b>	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)

# Table of Contents

<b>1.</b>	<b>Glossary .....</b>	<b>4</b>
<b>2.</b>	<b>Summary of Proposed Procurement.....</b>	<b>5</b>
2.1.	Background .....	5
2.2.	Scope.....	5
2.3.	Transition .....	6
2.4.	Contract Management Plan .....	7
2.5.	Key Performance Indicators.....	7
2.6.	Price Basis .....	7
2.7.	Local Government Data .....	8
2.8.	Contract Commencement Date .....	8
2.9.	Contract Term .....	8
2.10.	Number of Contractors .....	8
2.11.	Funding.....	8
2.12.	Governance and Probity .....	9
2.13.	Contract Conditions .....	9
2.14.	Stakeholder Research .....	9
2.15.	Approval to Proceed .....	9
<b>3.</b>	<b>Procurement Risk Analysis.....</b>	<b>10</b>
3.1.	Risk Analysis .....	10
3.2.	Management of Risks.....	12
3.3.	Assessment of Constraints and Critical Success Factors.....	12
<b>4.</b>	<b>Communications.....</b>	<b>13</b>
<b>5.</b>	<b>Procurement Specifics and Methodology.....</b>	<b>14</b>
5.1.	Procurement Methodology.....	14
5.2.	Evaluation Process .....	14
5.3.	Invited Respondents .....	15
5.4.	Request Period.....	15
5.5.	Supplier Briefing.....	16
5.6.	Approval to award.....	16
<b>6.</b>	<b>Evaluation .....</b>	<b>18</b>
6.1.	Evaluation Team.....	18
6.2.	Selection Criteria and Weightings.....	18
6.3.	Evaluation Rating Scale .....	22





7. Procurement Timeframes.....24

8. Approval.....25

Attachment 1 – Initial Project Participants .....26

Attachment 2 – Steering Group Members .....27

## 1. Glossary

<b>Contestable energy</b>	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
<b>ESA</b>	Electricity Supply Agreement
<b>Evaluation Panel</b>	The group comprising individual members who will conduct the evaluation of each Response
<b>LGC</b>	Large Scale Generation Certificate
<b>Members</b>	Members of WALGA
<b>MOU</b>	Memorandum of Understanding
<b>NMI</b>	National Meter Identifier
<b>PPA</b>	Power Purchase Agreement
<b>Project</b>	Contestable Electricity Supply for Member Local Governments falling within the greater Energy Sustainability and Renewables Project being undertaken by WALGA.
<b>REC</b>	Renewable Energy Certificate
<b>Respondent or Supplier</b>	Suppliers of energy who may respond to the RFQ
<b>RFQ or Request</b>	Request for Quote
<b>Quote, Submission or Response</b>	The offer provided by a Respondent in response to the RFQ
<b>STC</b>	Small Scale Technology Certification
<b>Steering Group</b>	A volunteer group of representatives of the Local Government's participating in the Project
<b>WALGA</b>	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
<b>Procurement Risks</b>					
Suppliers do not respond to RFQ	<ul style="list-style-type: none"> <li>Poor communication from WALGA</li> <li>Project scope too large or complex</li> </ul>	Low	High	<ul style="list-style-type: none"> <li>Engagement of current suppliers</li> <li>Identification and engagement of important suppliers to the sector</li> </ul>	Low
Members do not proceed to contract after RFQ recommendation.	<ul style="list-style-type: none"> <li>Product is not fitting to individual needs</li> <li>Pricing is not more favourable</li> <li>Communication to Members is poor</li> </ul>	Medium	Medium	<ul style="list-style-type: none"> <li>Clear Project plans and updates distributed by WALGA</li> <li>Clarity and strength of Recommendation Report.</li> <li>Memorandums of understanding signed by participating parties</li> <li>Aggregation will result in savings according to modelling, and taking a TCO approach</li> </ul>	Medium
Minimum volume not achieved	<ul style="list-style-type: none"> <li>Members withdraw after RFQ process leaving offers below minimum threshold</li> </ul>	Medium	High	<ul style="list-style-type: none"> <li>Clear Project plans and updates distributed by WALGA</li> <li>Memorandums of understanding signed by participating parties</li> <li>Evaluation phase negotiations</li> <li>Supplier proposals for minimum threshold price points.</li> </ul>	Low
ACCC interim Exemption not granted prior to market RFQ process	<ul style="list-style-type: none"> <li>Wide scope of the exemption produces many rounds of questioning from ACCC</li> </ul>	Low	Low	<ul style="list-style-type: none"> <li>Strong communication and relationships built with the ACCC exemptions team</li> <li>Legal drafting of exemption application.</li> </ul>	Low
ACCC Exemption not granted	<ul style="list-style-type: none"> <li>ACCC deem the project uncompetitive</li> </ul>	Low	High	<ul style="list-style-type: none"> <li>Strong communication and relationships built with the ACCC exemptions team</li> </ul>	Low





	<ul style="list-style-type: none"> <li>• Scope of exemption application is too broad</li> </ul>			<ul style="list-style-type: none"> <li>• Build application off Eastern States precedence.</li> <li>• Legal drafting of exemption application.</li> </ul>	
Probity and Process Risks	<ul style="list-style-type: none"> <li>• Tight timeframes on project</li> <li>• Influence of market</li> <li>• Evaluation panel size is large</li> </ul>	Low	High	<ul style="list-style-type: none"> <li>• Declarations completed</li> <li>• Evaluation handbook to outline procedural fairness</li> <li>• Division of duties</li> <li>• Use of Procurement systems</li> </ul>	Low
<b>Project Management Risks</b>					
Incorrect charging	<ul style="list-style-type: none"> <li>• Prequalified pricing is not extended at the Member Quotation stage</li> <li>• The Supplier includes additional costs or charges not in accordance with prequalified rates</li> <li>• Billing not in accordance with quotation</li> </ul>	Low	Medium	<ul style="list-style-type: none"> <li>• Spend analysis and quotation control</li> <li>• Review of reporting</li> <li>• Local Government feedback</li> <li>• Compliance audits carried out during term of contract</li> <li>• Meeting with members during the course of the contract</li> </ul>	Low
<b>Market Risks</b>					
Supplier of choice goes into administration or financial distress during the term of the contract	<ul style="list-style-type: none"> <li>• Financial viability of the company</li> <li>• Inadequate cash flow</li> <li>• Reputational risk relating to adverse publicity or market events</li> </ul>	Low	High	<ul style="list-style-type: none"> <li>• Consistent monitoring of supplier</li> <li>• Ongoing monitoring and assessment of financial due diligence during the term of the contract</li> <li>• Strength of ERA retail licensing process and requirements</li> </ul>	Low
Green energy price spikes in WA	<ul style="list-style-type: none"> <li>• Volatility of renewable projects</li> <li>• High demand for green energy</li> </ul>	Low	Medium	<ul style="list-style-type: none"> <li>• Evaluation process to identify green energy and alternative offers.</li> <li>• Begin negotiating long term PPA as soon as possible</li> <li>• Stay informed with industry</li> </ul>	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
<b>Invitation Method</b>
<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>
<b>Assessment Method</b>
<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 5<sup>th</sup> 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"> <li>• Security of bid documentation.</li> <li>• Initial Compliance and Technical Assessment</li> <li>• Oversee evaluation process &amp; meetings</li> <li>• Price Analysis</li> <li>• Consensus</li> </ul>
Jenna Waight	Finance Analyst	City of Joondalup Non-Voting	<ul style="list-style-type: none"> <li>• Price Analysis</li> <li>• Consensus</li> </ul>
Jennie Arts	Sustainable Environment Strategy Officer	City of Bayswater Voting	<ul style="list-style-type: none"> <li>• Qualitative assessment</li> <li>• Consensus</li> </ul>
Tony Natale	Strategic Procurement Manager	City of Cockburn Voting	<ul style="list-style-type: none"> <li>• Qualitative assessment</li> <li>• Consensus</li> </ul>
Jade Fong	Strategic Procurement Advisor	City of Wanneroo Voting	<ul style="list-style-type: none"> <li>• Qualitative assessment</li> <li>• Consensus</li> </ul>
Darren Turner	Strategic Procurement Lead	City of Perth Voting	<ul style="list-style-type: none"> <li>• Qualitative assessment</li> <li>• Consensus</li> </ul>
Karin Wittwer	Energy Efficiency Project Officer	City of Mandurah Voting	<ul style="list-style-type: none"> <li>• Qualitative assessment</li> <li>• Consensus</li> </ul>
William Jeon	Senior Sustainability Officer (Energy)	City of Stirling Voting	<ul style="list-style-type: none"> <li>• Qualitative assessment</li> <li>• Consensus</li> </ul>
Neil Burbridge	Manager Environmental Services	City of Armadale Voting	<ul style="list-style-type: none"> <li>• Qualitative assessment</li> <li>• Consensus</li> </ul>
Andrew Blitz	Commercial Development Manager	WALGA Non-Voting	<ul style="list-style-type: none"> <li>• Consensus in the event of an impasse</li> </ul>

### 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><b>i) Declarations</b></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><b>i) Contract Conditions</b></p> <p>Respondents are to submit their ESA which they may utilise with any resulting Award</p>
<p>c)</p>	<p><b>i) Critical Assumptions</b></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><b>i) Pricing</b></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"> <li>1. Standalone uniform rate per NMI to Local Government for direct access (bundled)</li> <li>2. Standalone uniform rate per NMI to Local Government if the group is awarded (bundled)</li> </ol> <p>At the whole of sector level, WALGA also requires:</p> <ol style="list-style-type: none"> <li>1. The offer of a single un-bundled peak/off peak structure</li> <li>2. The offer of a single rate per year for carbon offsetting or renewable energy certificates. The preferred renewable source is LGCs.</li> </ol> <p><b>Other Pricing considerations:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> </ul>



	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Renewable offering must be sourced from WA generation including the location of renewable energy supply</li> <li>• No security deposit will be payable by any participating Local Government under any circumstance.</li> <li>• 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.</li> <li>• 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.</li> <li>• Each Local Government will be provided with the aggregate project pricing alongside their specific bundled price offer.</li> <li>• No Security Deposit will be payable by any participating Local Government under any circumstance.</li> </ul> <p><b>i) CPI</b></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><b>ii) Alternative Quotes</b></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>
--	---

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
<b>a)</b>	<p><b>Contract Management and Flexibility</b></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>	<b>60%</b>



	<ul style="list-style-type: none"> <li>• Energy management services (load profiling, capacity alerts, demand management)</li> <li>• Flexibility for roll-in and roll-out</li> <li>• ESA format and structure</li> <li>• Take or pay provisions</li> <li>• Methodology to sleeve energy from locally sourced generation projects, if required</li> <li>• Information relating to process for smart metering, new installation, contestability requests with affiliated cost structures</li> <li>• Service level arrangements and capabilities</li> <li>• Post implementation annual reviews on loss factors and network tariffs</li> <li>• Dedicated and experienced/qualified account management</li> <li>• Information and Billing Systems utilised for this Contract</li> </ul> <p>(Maximum 15 page limit)</p>	
<p><b>b)</b></p>	<p><b>Sustainability and Renewable Technology</b></p> <p>Respondents are requested to provide project information and capabilities relating to this RFQ for:</p> <ul style="list-style-type: none"> <li>• RECs that are sourced from WA generation including the location of renewable energy supply and the environmental benefits of utilising these sources</li> <li>• Methodology to procure against non-contestable meters and street lighting</li> <li>• Current and evolving technology types</li> <li>• Renewables and positive climate change communications</li> <li>• Alternative supply options and contingencies</li> <li>• And any other related information</li> </ul> <p>(Maximum 10 page limit)</p>	<p><b>30%</b></p>
<p><b>c)</b></p>	<p><b>Value Added Services</b></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"> <li>• Ease of transition from current offer to future PPA or alternative contract structures</li> <li>• Batteries and storage</li> <li>• Unbundled to Bundled billing validation (for example tenant on charging services)</li> <li>• Public lighting capability</li> <li>• EV and charging infrastructure</li> <li>• Electricity buy back/feed in capabilities sub-meter monitor or other energy related products and services</li> <li>• Future project development</li> </ul> <p>(Maximum 7 page limit)</p>	<p><b>10%</b></p>

### 6.3. Evaluation Rating Scale

The following evaluation rating scale will be used to assess qualitative criteria:

Rating	Definition	Score
<b>UNACCEPTABLE</b>	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
<b>INADEQUATE</b>	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
<b>VERY POOR</b>	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
<b>POOR</b>	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
<b>MARGINAL</b>	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
<b>ADEQUATE</b>	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
<b>GOOD</b>	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
<b>VERY GOOD</b>	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
<b>SUPERIOR</b>	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
<b>OUTSTANDING</b>	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
<b>EXCELLENT</b>	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:

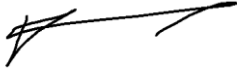
Stage	Indicative Timeframe
Procurement Plan and Evaluation Plan approved	June 2021
MOU's obtained	June – August 2021
Local Governments to provide updated forecasts of energy consumption volume compared to their standing data. (for example Covid-19 having an impact on historical volumes)	June - August 2021
Declarations of Conflict & Interest obtained from Evaluation Panel	August 2021
RFQ released to invitees	Monday 9 <sup>th</sup> August 2021
Supplier Briefing	Thursday 12 <sup>th</sup> August 2021 at 10:00AM
RFQ Closes	Monday 30 <sup>th</sup> 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 <sup>th</sup> October 2021
Member governance approval	November - December 2021
Contract transition	December 2021 – April 2022
Contract commencement date	1 <sup>st</sup> 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 &amp; Procurement</p>



TOWN *of*

**EAST FREMANTLE**

**EAST FREMANTLE OVAL PRECINCT  
REDEVELOPMENT PROJECT (EFOPRP)**

**GOVERNANCE MODEL AND  
STEERING COMMITTEE CHARTER**

Adopted by Council on June 2021

## Contents

1. Purpose.....	3
2. East Fremantle Oval Precinct Redevelopment Project.....	3
3. Governance Structure.....	4
4. Project Governance Bodies .....	4
4.1 Steering Committee.....	4
4.1.1 Remit .....	4
4.1.2 Scope .....	5
4.1.3 Responsibilities.....	6
4.1.4 General.....	7
4.1.5 Steering Committee Administration .....	7
4.2 Project Working Group (PWG).....	8
4.2.1 Remit .....	8
4.2.2 Responsibilities.....	8
4.2.3 Membership.....	9
5. Project Reference Group(s) (PRG).....	10
6. Stakeholders .....	10
APPENDIX 1- EFOPRP GOVERNANCE STRUCTURE .....	11
APPENDIX 2 - EFOPRP PURCHASING GUIDELINES AND DELEGATION OF AUTHORITY..	12
APPENDIX 3 - TOWN OF EAST FREMANTLE PURCHASING POLICY.....	20
APPENDIX 4 - DELEGATED AUTHORITY REGISTER – DA7 – CONTRACT PRICE VARIATION .....	34
APPENDIX 5 - DELEGATED AUTHORITY REGISTER – DA8 – ENGAGING CONSULTANTS/CONTRACTORS.....	35
APPENDIX 6 - DELEGATED AUTHORITY REGISTER – DA9 – ENTERING INTO CONTRACTS .....	36
APPENDIX 7 – EMPLOYEES CODE OF CONDUCT.....	36
APPENDIX 8 – DISCLOSURE OF INTEREST FORM .....	38

**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:

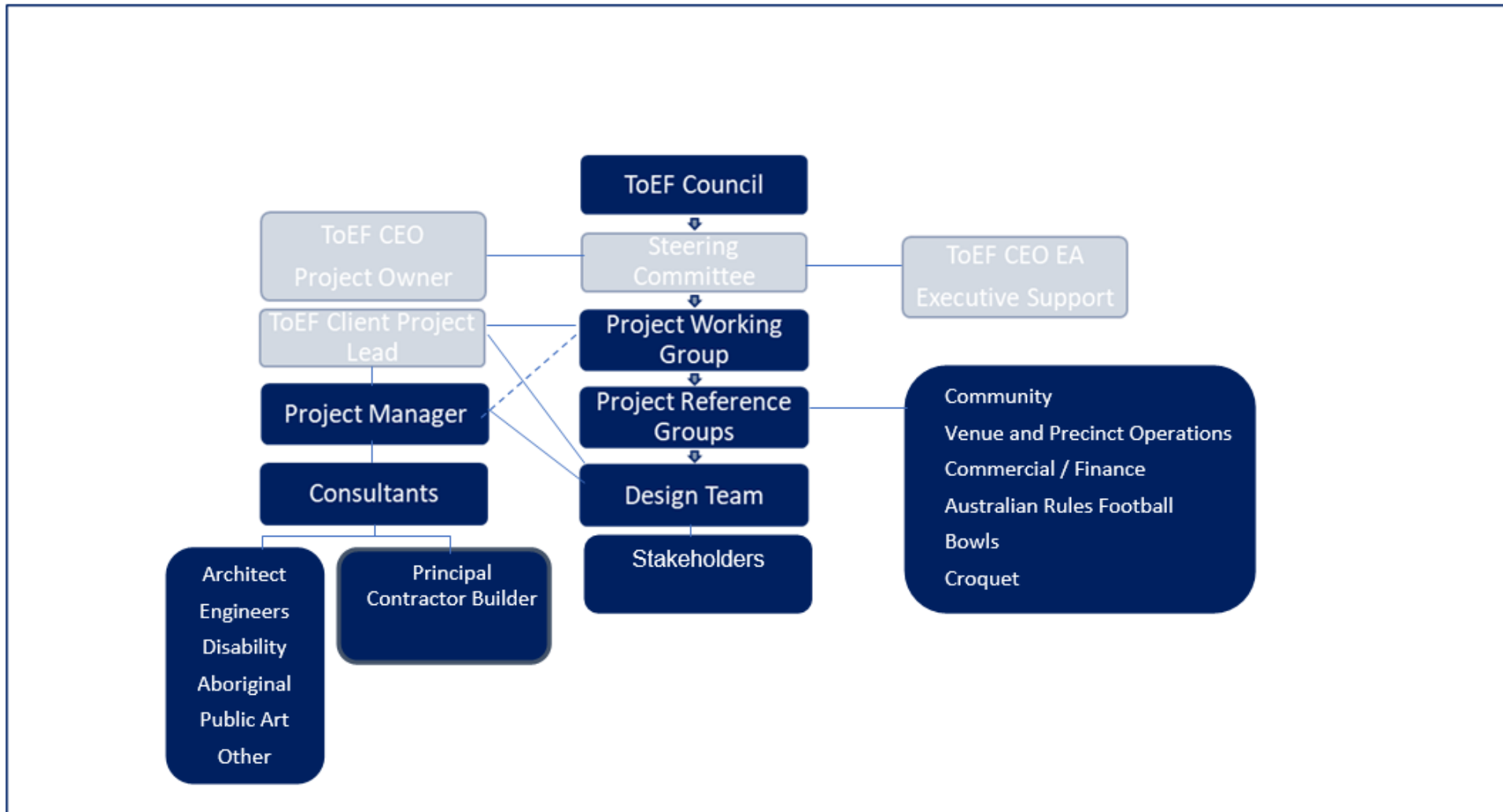
- Community
- Venue and Precinct Operations
- Commercial / Finance
- Australian Rules Football
- Bowls
- Croquet

**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 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 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"> <li>• an existing panel of pre-qualified suppliers administered by the Town; or</li> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government Common Use Arrangement (CUA); or</li> <li>• from the open market.</li> </ul> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest price.</li> <li>• The procurement decision is to be represented using the Brief Evaluation Report Template.</li> </ul>
<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"> <li>• an existing panel of pre-qualified suppliers administered by the Town; or</li> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government CUA; or</li> <li>• from the open market.</li> </ul> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a written brief outline of the specified requirement for the goods; services or works required; and</li> </ul>

	<ul style="list-style-type: none"> <li>• value for money criteria, not necessarily the lowest price.</li> </ul> <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"> <li>• an existing panel of pre-qualified suppliers administered by the Town; or</li> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or</li> <li>• from the open market.</li> </ul> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a written brief outline of the specified requirement for the goods; services or works required; and</li> <li>• value for money criteria, not necessarily the lowest price.</li> </ul> <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"> <li>• an existing panel of pre-qualified suppliers administered by the Town; or</li> <li>• a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government CUA; or</li> <li>• from the open market.</li> </ul> <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"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <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"> <li>• 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</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using the Evaluation Report template.</p>
--	--

### 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](http://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](http://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

<b>Objective of Delegation:</b>	To approve minor price variations to contracts
<b>Extent of Delegation:</b>	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.
<b>Conditions imposed:</b>	<ol style="list-style-type: none"> <li>1. For the purposes of this delegation, a minor price variation is limited to \$50,000.</li> <li>2. Sub-delegations are authorised to approve variations up to 10% of their authority limit set in DA35 &amp; Policy 2.1.3 – Purchasing.</li> <li>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.</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Corporate Services Executive Manager Regulatory Services Operations Manager
<b>Formal Record:</b>	Any contract variation is to be recorded in a register of contracts. Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – section 3.58</b></li> <li>• <b>Policy 2.1.3 Purchasing</b></li> </ul>
<b>Last Reviewed:</b>	19 May 2020
<b>Amended:</b>	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.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Executive Manager Regulatory Services Operations Manager Executive Manager Corporate Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<b><i>Local Government Act 1995 – section 6.5 – 6.10</i></b> <b><i>Policy 2.1.3 Purchasing</i></b>
<b>Last Reviewed:</b>	19 May 2020
<b>Amended:</b>	18 February 2020

## APPENDIX 6 - DELEGATED AUTHORITY REGISTER – DA9 – ENTERING INTO CONTRACTS

### DA9 ENTERING INTO CONTRACTS

<b>Objective of Delegation:</b>	To enter into contracts on behalf of the Town of East Fremantle
<b>Extent of Delegation:</b>	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"> <li>• the Council has authorised entering into a formal contract; or</li> <li>• 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</li> <li>• a formal contract is authorised under a delegated authority from the Council</li> </ul>
<b>Conditions imposed:</b>	<ol style="list-style-type: none"> <li>1. All contracts where the consideration is greater than \$150,000 must be subject to specific authorization of the Council.</li> <li>2. Compliance with the requirements of the Standing Orders Local Law in respect of signing documents under seal if applicable.</li> </ol>

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995</b></li> <li>• <b>Policy 2.1.3 Purchasing</b></li> <li>• <b>Town of East Fremantle Administration Policy –Signing of Documents</b></li> <li>• </li> </ul>
<b>Last Reviewed:</b>	19 May 2020
<b>Amended:</b>	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 reported to 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.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Nil.
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<i>Local Government Act 1995</i>
<b>Last Reviewed:</b>	
<b>Date adopted:</b>	___ June 2021