

# MINUTES

## Works Committee Minutes Tuesday, 22 July 2025 at 6:30 PM

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# MINUTES

## MINUTES OF THE ORDINARY MEETING OF THE WORKS COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY, 22 JULY 2025

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

As the Presiding Member, Cr Wilson, had advised he would be delayed, it was agreed that Cr Natale would assume the Chair and he opened the meeting at 6.32pm

### 2 ACKNOWLEDGEMENT OF COUNTRY

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

### 3 RECORD OF ATTENDANCE

#### 3.1 ATTENDANCE

The following members were in attendance:

Cr T Natale Presiding Member  
Cr A White  
Cr C Collinson  
Cr M Wilson (from 6.58pm)

The following staff were in attendance:

Ms J Executive Manager Technical Services  
Ms H McCulloch Operations Coordinator / Minute Secretary

#### 3.2 APOLOGIES

Mr J Throssell Chief Executive Officer  
Cr A McPhail

### 4 MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

### 5 DISCLOSURES OF INTEREST

Nil.

### 6 PUBLIC QUESTION TIME

Nil.

### 7 PRESENTATIONS/DEPUTATIONS

Nil.

## 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 8.1 WORKS COMMITTEE TUESDAY, 27 MAY 2025

#### OFFICER RECOMMENDATION

Moved Cr White, seconded Cr Collinson

That the minutes of the Works Committee meeting held on Tuesday, 27 May 2025, be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY 3:0)

For: Crs Natale, White, Collinson

Against: Nil

## 9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

## 10 REPORTS

Reports start on the next page

## 10.1 CAPITAL WORKS 2025/ 26

<b>Report Reference Number</b>	WCR-385
<b>Prepared by</b>	Jacqueline Scott, Executive Manager Technical Services
<b>Supervised by</b>	Jonathan Throssell, Chief Executive Officer
<b>Meeting date</b>	Tuesday, 22 July 2025
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments:</b>	1. 25/26 Works Projects Program

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### PURPOSE

This report provides details of the proposed schedule for the 2025/26 works program of operational and capital projects.

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### EXECUTIVE SUMMARY

The 2025/26 works program consists of projects with a combined total of \$2,869,610. This report presents the indicative schedule for the delivery of the full program.

Projects impacting on the road network have been prioritised for completion prior to the closure of the Fremantle Traffic Bridge, and the Norm McKenzie River Wall has been prioritised for completion in Summer during low water levels. The schedule is further impacted by the need to accommodate the caretaker period during the Ordinary Council Elections in October 2025.

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### BACKGROUND

The 2025/26 works program consists of projects with a combined total of \$2,869,610. These are split into the following sub-programs:

- Plant and Equipment \$254,769
- Buildings \$1,077,925
- Roads \$360,000
- Drainage \$77,148
- Parks and Ovals \$875,188
- Footpaths \$224,580

The project program is developed from the priorities in the Strategic Capital Plan and aligning to the Corporate Business Plan schedule. This is formalised for 2025/26 with the adoption of the Annual Budget. The annual budget was endorsed at a Special Council Meeting on 24 June 2025.

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### CONSULTATION

The Town has undertaken consultation with the following parties:

- Fremantle Bridge Alliance regarding the scheduling of roadworks that will be impacted by the closure of the Fremantle Traffic Bridge
- Department Biodiversity Conservation and Attractions (DBCA) regarding the Norm McKenzie River Wall project.
- Main Roads WA (MRWA) regarding grants for the Riverside Road Renewal Project.

- Department of Water and Environmental Regulation (DWER) regarding the WA Tree Recovery Grant.
- Department of Local Government, Sport and Cultural Industries (DLGSC) and Fremantle City Football Club regarding the grant for the Lower Wauhop Sports Lighting Upgrade. Noting that DLGSC will in future be known as the Department of Local Government Industry Regulation and Safety (DLGIRS)

Any need for future consultation regarding projects will be identified during the preparation of detailed project plans in the delivery phases.

Progress on the Works Program will be reported at future Works Committee Meetings.

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## STATUTORY ENVIRONMENT

### Local Government Act 1995

#### 1.4A and 3.73

Requires a caretaker period, due to the ordinary election, during which the local government must not to a significant act.

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

**(3A)** entering into a contract is a significant act if the local government is to provide or receive consideration, or acquire or dispose of property of greater than \$250,000 in value.

#### **(11)**

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

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## POLICY IMPLICATIONS

Purchasing Policy 2.1.3

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## FINANCIAL IMPLICATIONS

The full program value is \$2,869,610

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## STRATEGIC IMPLICATIONS

The project program delivers on a number of objectives of the Corporate Business Plan and the Strategic Community Plan, as provided for through the Annual Budgetary Process.

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## RISK IMPLICATIONS

### RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Delays to program arising from circumstances outside of the Town's control	Likely (4)	Minor (2)	Moderate (5-9)	FINANCIAL IMPACT \$10,000 - \$50,000	Control through <b>improved program management controls.</b>

## RISK MATRIX

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

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

## RISK RATING

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

Construction Projects necessarily bring an inherently higher level of risk. Each project will have a project risk assessment completed. Where the initial review identified a moderate to high level of risk a more detailed project risk assessment will be completed, including mitigating strategies and the impact on residual risk following their implementation.

## SITE INSPECTION

A number of site visits have been undertaken in the scoping and development of the projects within the program.

## COMMENT

The program has been scheduled throughout the year to best align with project requirements and resource availability (Attachment 1).

A key impact to be managed in 2025 is the compulsory caretaker period during the ordinary election required under Clause 1.4A of the Local Government Act 1995. This prevents tendering or award of any contract greater than \$250,00 in value between close of nominations on 4 September 2025 and the day after the returning officer declares the result, forecast to be on 18 October 2025. The first available Council Meeting at which contracts >\$250,000 can be awarded is on 18 November 2025.

The projects expected to be impacted by the caretaker period are: Solar and Battery Installation, Riverside Road Renewal, Norm McKenzie River Wall Upgrade Project. These are scheduled to be tendered prior to the commencement of the caretaker period with Council Approval for award scheduled for the first decision making Ordinary Council Meeting following the election on 18 November 2025.

It is necessary to complete the Riverside Road Renewal project and the Preston Point Road Footpath renewal projects prior to the forthcoming closure of the Fremantle Road Bridge. This is forecast to be closed

during the construction of the new bridge for approximately 12 months commencing any from end January to March 2026. Accordingly, these projects are the first to be prioritised with the footpaths to commence on site in November, and the Roadworks targeted for completion in December to January.

The Norm McKenzie River Wall replacement relies on the low tides during Summer, and is scheduled for completion in late January, commencing as soon as possible after the completion of the adjacent Riverside Road renewal project.

The remaining projects will then follow as resources permit.

An additional project has been included for the WA Tree Recovery Replacement Grant. The Town has submitted an application for funding under a State Government initiative to replace canopy lost due tree removals resulting from infestation with the exotic pest: Polyphagous Shot Hole Borer. The grant outcomes will be known at the end of August. Stock will be ordered once the grant is confirmed, with planting scheduled in the 2026 planting season.

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## CONCLUSION

The June budget adoption has allowed for the early completion of program scheduling, and confirmation of the indicative schedule of works for the 2025/26 Financial Year, as detailed in Attachment 1.

*Cr Wilson entered at 6.58pm.*

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## 10.1 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution 012207**

**OFFICER RECOMMENDATION:**

**Moved Cr White, seconded Cr Collinson**

**That the Works Committee receives and notes the 2025/26 Works Project Program.**

**(CARRIED UNANIMOUSLY 4:0)**

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

**Against: Nil**

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## REPORT ATTACHMENTS

Attachments start on the next page

## 2025/26 Works Projects Program

[illegible]

Totals	\$2,869,610
Variance	-\$10,000

Planned

- Design and Scoping
- Procurement
- Mobilisation/Order Period/By Others
- Construction/Implementation
- Council or Third Party Approval
- Project Close Out

Completed

## School Holidays

 Christmas Period

## 11 MATTERS BEHIND CLOSED DOORS

Nil.

## 12 CLOSURE OF MEETING

There being no further business, Cr Natale declared the meeting closed at 7.20pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Works Committee** of the Town of East Fremantle, held on **22 July 2025**, Minute Book reference **1. to 12.** were confirmed at the meeting of the Committee on*

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*Presiding Member*