



AGENDA

Council Meeting

Tuesday, 19 May 2020 at 5.30pm

Disclaimer

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

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NOTICE OF MEETING

Elected Members

Due to the current COVID-19 meeting restrictions, the Ordinary Meeting of the Council will be held at **5.30pm** on Tuesday, 19 May 2020 via video-conferencing.



GARY TUFFIN
Chief Executive Officer

AGENDA

1. OFFICIAL OPENING

2. ACKNOWLEDGEMENT OF COUNTRY

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

PROCEDURAL MOTION

The suspension of clauses 5.7, 5.9, 5.10 and 7.1 of the *Town of East Fremantle Meeting Procedures Local Law 2016* for the duration of this electronic meeting

3. RECORD OF ATTENDANCE

3.1 Attendance

3.2 Apologies

3.3 Approved

4. DISCLOSURES OF INTEREST

4.1 Financial

4.2 Proximity

4.3 Impartiality

5. PUBLIC QUESTION TIME

5.1 Responses to previous questions from members of the public taken on notice
Nil.

5.2 Public Question Time

5.2.1 Moyna & Roger Haraland, 75 King Street

"What are the developments re the Royal George Hotel? When is work on the refurbishment due to start?"

Response from Executive Manager Regulatory Services

The Minister for Planning has granted final approval of Amendment No. 15 regarding the Royal George Hotel and the Amendment was gazetted on 14 February 2020.

The purpose of the Amendment is to:

- Supplement the 'Special Zone - Royal George Hotel' provisions in the Planning Scheme.
- Modifying the Zoning Table to indicate the permissibility of uses listed under the Planning Scheme for the 'Special Zone – Royal George Hotel'.
- Provide site and development standards for referral to the State Design Review Panel, residential floor space, plot ratio, building height, building setbacks and vehicle parking.

The State Design Review Panel (SDRP) is now working through the initial stages of a concept design with the project team for the development. It is expected the design review process will be undertaken over several month and the Town is involved in this process as an observer. The SDRP is a multi-disciplinary panel of highly-experienced built environment professionals from industry and government that provides independent advice to improve the design of buildings and infrastructure projects.

Due to the COVID-19 pandemic the owners of the property experienced some delays in March/April which slowed down progress of the refurbishment work. It is expected a Building Permit will be lodged with the Town and commencement of works will both be in May 2020.

This first phase of restoration work due to commence shortly will involve the full restoration of the cupola, chimneys and western and southern street facing facades and is estimated to take approximately nine months. Other restoration and stabilisation works focussed around stopping the degradation to the building and ensuring the building is watertight will also be undertaken.

Planning through the SDRP will probably be another 6 months, if not more as the Town has requested the early involvement of Heritage Office and Main Roads. A planning application will be another 3-4 months and then development of full working drawings and engineering another 3-4 months. It could be a year and a half before the actual proposal at the rear starts which pushes it into 2022.

6. PRESENTATIONS/DEPUTATIONS

6.1 Presentations

Nil.

- 6.2 Deputations
- 7. APPLICATIONS FOR LEAVE OF ABSENCE
- 8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING
- 8.1 Meeting of Council (21 April 2020)

8.1 OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 21 April 2020 be confirmed as a true and correct record of proceedings.

- 9. ANNOUNCEMENTS BY THE PRESIDING MEMBER
- 10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS
- 10.1 Waste Services – Cr Natale

11. REPORTS AND RECOMMENDATIONS OF COMMITTEES

11.1 Town Planning Committee Meeting (5 May 2020)

File ref	C/MTP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	19 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Town Planning Committee Minutes

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 5 May 2020, exercised its delegation in five statutory matters where at least four members voted in favour of the Reporting Officer's recommendations.

A sixth application for a change of use from office to shop at No 22 (Lot 67) May Street was deferred pending advertising to adjoining neighbours.

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.

11.1.1 COMMITTEE RECOMMENDATION

That the unconfirmed Minutes of the Town Planning Committee Meeting held on 5 May 2020 be received.

TOWN OF
EAST FREMANTLE



MINUTES

Town Planning Committee

Tuesday, 5 May 2020 at 5.32pm

Disclaimer

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

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Copyright

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5. DISCLOSURES OF INTEREST

5.1 Financial
Nil

5.2 Proximity
Nil

5.3 Impartiality
Nil

6. PUBLIC QUESTION TIME

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

6.2 Public Question Time
Nil

7. PRESENTATIONS/DEPUTATIONS

7.1 Presentations
Nil

7.2 Deputations
Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Town Planning Committee (7 April 2020)

8.1 OFFICER RECOMMENDATION

Moved Cr Harrington, seconded Cr Nardi

That the minutes of the Town Planning Committee meeting held on Tuesday 7 April 2020 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER
Nil

10. REPORTS OF COMMITTEES
Nil

11. REPORTS OF OFFICERS (COMMITTEE DELEGATION)

11.1 Hillside Road No 6 (Lot 11) Proposed home business at an existing residential dwelling

Owner	Amanda Stonehouse
Applicant	Amanda Stonehouse
File ref	P020/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	5 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Submission summary

Purpose

The purpose of this report is for Council to consider a planning application for a change of use for a proposed home business at No 6 (Lot 11) Hillside. Road, East Fremantle.

Executive Summary

The applicant is seeking Council approval for change of use for the operation of a home business from a residential dwelling. The business provides professional consulting services relating to renewable energy systems with a particular focus on energy storage. The business adheres with the requirements of the home business as defined in the Local Planning Scheme No 3.

It is considered that the additional use for the home business can be supported subject to conditions of planning approval being imposed.

Background

Zoning: Residential R12.5

Site area: 1390m²

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

- P133/13 planning approval for alterations and additions granted by the Council on 10 December 2013
- P133/13 planning approval extension issued 17 December 2015
- There have been ongoing issues between 5, 6, & 8 Hillside Road in relation to compliance matters from previous development and works undertaken around the crossover.

Consultation

Advertising

The application was advertised to surrounding land owners from 9 March to 23 March 2020. Upon follow up communications with the neighbor, it was discovered that the original correspondence was not received possibly due to Australia Post failing to deliver the letters. Details of advertising were then emailed to these properties for their comment. The following submissions were received.

(An attachment at the end of the document contains a summary of submissions and responses.)

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC as it relates to a change of use and has no streetscape implications.

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 2017 – 2027 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.*
- 3.2 *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 practices.*
 - 3.3.2 *Optimal management of assets within resource capabilities.*
 - 3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

- 4.1 *Conserve, maintain and enhance the Town's open spaces.*
 - 4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.*
 - 4.1.2 *Plan for improved streetscapes parks and reserves.*
- 4.2 *Enhance environmental values and sustainable natural resource use.*
 - 4.2.1 *Reduce waste through sustainable waste management practices.*
- 4.3 *Acknowledge the change in our climate and understand the impact of those changes.*
 - 4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts.*

Risk Implications

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. 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

Criteria	
Employees- 2 or less not members of the occupier's household	A
Will not cause injury to or adversely affect the amenity of the neighbourhood	A
Does not occupy an area greater than 50m ²	A
Does not involve the retail sale, display or hire of goods of any nature	A
Does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight	A
Does not involve the use of an essential service of greater capacity than normally required in the zone	A

This development application proposes an additional use to allow for the operation of a home business from a residential dwelling located at 6 Hillside Road East Fremantle. The proposed business is a consultancy that specialises in renewable energy and energy storage systems. The proposed business is fully compliant with the requirements of the home business as required by Local Planning Scheme No 3 Schedule 1 Section 2 Land Use Definitions;

- No more than 2 people not members of the occupier's household are employees;
- The business is considered to not adversely affect the amenity of the neighbourhood;
- The business will occupy less than 50m² within the dwelling;
- There is no retail sale or hire of goods;
- There is no impact on parking or increased traffic volumes; and
- Only standard essential services are required.

A condition will be recommended that requires the applicant to re-apply for the approval to operate the home business in twelve months to ensure that there is compliance with the recommended conditions of approval and to enable Council to monitor any potential impacts to the amenity of the locality. Failure to comply may result in the approval being revoked. For these reasons the proposed change of use can be supported.

Comments have been made in a submission responding to the advertising of the proposed change of use that claims that this application is a rezoning of residential land to commercial or mixed use zoning. It has to be noted that this is not the case. There is no intention to rezone the area around Hillside Road such that it has commercial or mixed use zoning. Rather there is a clause in Local Planning Scheme No 3 that allows applicants to make a proposal for the operation of a home business within the residential

zone. This is not the only application that has been made to the Town for such operations. There are numerous examples of home businesses and home occupations across the Town of businesses operating from residential dwellings for a range of reasons. The question of whether they are permitted depends on the quality of their application and the appropriateness of the business. Typically low impact consultancies that utilise modern telecommunications infrastructure that allow businesses to operate from home with minimal impacts on the surrounding environment are well-suited to the home and are more likely to be approved rather than higher impact businesses that create significant noise, traffic and fumes or dust.

The Officer's recommendation also imposes conditions that limit the operations such that smaller home businesses can operate from residential dwellings, however, if they grow larger and become a concern in terms of becoming too large or busy for the home then consideration has to be given to not permit such businesses. The current business is considered appropriate for the area and the 12 month approval will allow Council to monitor the business to ensure continued compliance. The lot is large, with sufficient car parking located on site. Whilst Hillside Road is considered constrained with respect to vehicular access, the additional vehicular movements created by this home business is not considered such that there is a significant safety or amenity impact. A condition has also been recommended to ensure only 2 employees not members of the direct family can be employed. In this case the proposed business meets the criteria for a home business and is therefore recommended for conditional approval.

Conclusion

Based on the preceding assessment that has been completed for this development and the explanation provided in this report, the proposed change of use to permit the operation of a home business from a residential dwelling is recommended to be supported subject to planning conditions.

11.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP010520

Moved Cr Watkins , seconded Cr Nardi

That Council approve an additional use for a home business to operate from a residential dwelling at No. 6 (Lot 11) Hillside Road, East Fremantle, in accordance with the plans date stamped received 27 February 2020, subject to the following conditions:

- 1. All employees' vehicles are to be parked on site and are not to be parked on the verge, crossover or street.**
- 2. No signage shall be displayed that is exceeding 0.2 square metres. All other signage proposals shall require the submission of a development application for the consideration of Council.**
- 3. The hours of operation of the home business are limited to 9am to 5pm Monday to Friday. The business/consultancy is not to operate on a Saturday or Sunday.**
- 4. The home business is not to occupy any other area of the dwelling other than the rooms indicated on the submitted plans date stamped received 27 February 2020.**
- 5. All parking associated with the home occupation is to be accommodated within the subject property only and as indicated on the submitted plans date stamped received 27 February 2020. On-street parking is not permitted.**
- 6. No equipment, supplies or materials relating to the business shall be stored on site at any time.**
- 7. No goods shall be sold or hired from the subject site at any time.**
- 8. The home business shall not occupy an area in excess of 50m².**
- 9. A maximum of 2 employees not members of the occupier's household shall be employed by the business and use the premises at any time.**

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. The approval may be revoked by Council, prior to the expiration of the 12 month period referred to in (12) below if there are any adverse impacts involving noise, parking, vehicle traffic and surrounding amenity which are unable to be controlled by the applicant in a timely and effective manner which is to the satisfaction of the Council.
12. The home business approval is valid for 12 months only from the date of the "Approval to Commence Development" and the applicant is required to seek renewals thereafter to enable continuance of the business. During the review of the renewal process, assessment of car parking, noise, and vehicle traffic to and from 6 Hillside Road will be undertaken.

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.*
- (iii) *Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.*
- (iv) *An Annual Renewal Fee for this Home Business is required to be paid prior to the expiry date to enable continuation of the practice.*
- (v) *The applicant be advised that failure to comply with the above conditions of this approval or if the activity causes a nuisance or annoyance to owners or occupiers of land in the neighbourhood, Council may revoke its approval of the home business.*
- (vi) *If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal Act 2004 in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.*

(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 19 March 2019 this application deemed determined, on behalf of Council, under delegated authority.

11.2 Allen Street No 8 (Lot 2, 3 & 4) Proposed Three Dwelling Units

Owner	Caesar Holdings (WA) Pty Ltd
Applicant	Sidi Construction Pty Ltd
File ref	P024/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	5 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for three (3) dwelling units that are proposed at No 8 (Lot 2, 3 & 4) Allen Street, East Fremantle.

Executive Summary

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Lot 2 – deck - 1m required, 0.77m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks Lot 2 - kitchen & laundry – 1m required, 0m provided
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks - Lot 4 – living – north – 1.2m required, 1.1m provided
- (iv) Clause 5.1.4 – Residential Design Codes – Wall Heights – Lot 2 - 6m maximum, greater than 6m provided
- (v) Clause 5.1.4 – Residential Design Codes – Wall Heights – Lot 3 - 6m maximum, greater than 6m provided
- (vi) Clause 5.1.4 – Residential Design Codes – Wall Heights – Lot 4 - 6m maximum, greater than 6m provided
- (vii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – Lot 2 - 28 to 36 degrees required, less than 28 degrees provided
- (viii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – Lot 3 - 28 to 36 degrees required, less than 28 degrees provided
- (ix) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – Lot 4 - 28 to 36 degrees required, less than 28 degrees provided
- (x) Clause 5.4.1 - Residential Design Codes - Visual Privacy – Lot 2- 7.5m required, less than 7.5m provided
- (xi) Clause 5.4.1 - Residential Design Codes - Visual Privacy – Lot 3- 7.5m required, less than 7.5m provided
- (xii) Clause 5.4.1 - Residential Design Codes - Visual Privacy – Lot 4- 7.5m required, less than 7.5m provided

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

Background

Zoning: Residential R12.5/40

Site area: Lot 2 - 280m², Lot 3 - 290m², Lot 4 - 329m²

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

DA P008/18 – two storey residence

DA P059/18 – alterations and additions including second storey extension

DA P141/14 – demolition intrusive stud frame additions, trees and outbuildings

Consultation

Advertising

The application was advertised to surrounding land owners 18 March to 2 April 2020. The following submissions were received.

Submission	Applicant Response	Officer Response
1. I do not oppose the development providing it meets the Building Code (as I have been advised it does by the owner/ builder)	No comment	All works on site will require the issuance of a building permit in accordance with the National Construction Code. In terms of planning approval there are multiple variations to the Residential Design Codes and the Residential Design Guidelines which are the subject of this report. All variations are considered relatively minor and are considered acceptable. A full explanation of each variation is considered later in this report.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 emergency.

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 2017 – 2027 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.*
- 3.2 *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 practices.*
 - 3.3.2 *Optimal management of assets within resource capabilities.*
 - 3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

- 4.1 *Conserve, maintain and enhance the Town's open spaces.*
 - 4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.*
 - 4.1.2 *Plan for improved streetscapes parks and reserves.*
- 4.2 *Enhance environmental values and sustainable natural resource use.*
 - 4.2.1 *Reduce waste through sustainable waste management practices.*
- 4.3 *Acknowledge the change in our climate and understand the impact of those changes.*
 - 4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts.*

Risk Implications

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	4m	>4m	A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Lot 2 bed 4 & ensuite	1m	2.617m	A
Lot 2 deck	1.1m	2.617m	A
Lot 2 kitchen - north	1m	6.617m	A
Lot 2 deck - north	1m	0.77m	D
Lot 2 kitchen & laundry - east	1m	0m	D
Lot 2 lounge	1m	2.37m	A
Lot 2 garage -	1m	8.21m	A
Lot 2 garage	1m	0m	A
Lot 2 bed 1, WIR, ensuite, bed 2	4m	5.6m	A
Lot 2 bed 2, bath & bed 3	1.2m	1.987m	A
Lot 2 bed 3, games/living & balcony	1.9m	3.8m	A
Lot 3 garage	0m	0m	A
Lot 3 deck	1.1m	1.21m	A
Lot 3 lounge- north	1.5m	7.3m	A
Lot 3 deck - east	1.1m	2.3m	A
Lot 3 dining –east	1.5m	8.5m	A
Lot 3 lounge - east	1.5m	5.1m	A
Lot 3 ensuite - east	1m	16m	A
Lot 3 ensuite & bed	0m	0m	A
Lot 3 balcony & lounge	1.2m	1.2m	A
Lot 3 corridor & bath	1.2m	4.343m	A
Lot 3 lounge - east	1.2m	8.45m	A
Lot 3 bath	1.2m	2.29m	A
Lot 3 bath & bed 3	1.2m	8.5m	A
Lot 3 bed 3, bed 2 & WIR	1.2m	3.8m	A
Lot 3 ensuite	1.2m	2.2m	A
Lot 4 study/theatre	0m	0m	A
Lot 4 deck	1m	1m	A
Lot 4 deck & lounge	1.5m	5.6m	A
Lot 4 southern wall	1.5m	1.58m	A
Lot 4 living- north	1.2m	1.1m	D
Lot 4 passage & bed 3	1.5m	3.5m	A
Lot 4 WIR & bed 3	1.2m	5.5m	A
Lot 4 southern wall	2.2m	2.55m	A
Lot 4 bed 1	1.2m	4.32m	A
Lot 4 balcony	1.2m	2.5m	A
Lot 4 garage	0m	0m	A
Open Space	45%	Lot 2 71% Lot 3 75% Lot 4 72%	A A A
Wall height	6m	Lot 2 6.5m Lot 3 6.4m Lot 4 6.8m	D D D

Roof Height	9m	Lot 2 6.5m Lot 3 6.4m Lot 4 6.8m	A A A
Setback of Carport	4.5m	>4.5m	A
Private Street Manoeuvring	6m	6m	A
Car Parking	1-2 car bays	2 car garage for each unit	A
Site Works	<0.5m	<0.5m	A
Visual Privacy	Lot 2 7.5m Lot 3 7.5m Lot 4 7.5m	<7.5m <7.5m <7.5m	D D D
Overshadowing	35%	Lot 2 over lot 3 26% Lot 3 over lot 4 29% Lot 4 over 18 Allen Street 11%	A A A
Drainage	All water draining from roofs, driveways and other impermeable surfaces to be retained on site	To be conditioned	A

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	A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	D
3.7.8 Roof Form and Pitch	D
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.15.4.3.1 Fremantle Port Buffer Area	N/A
3.7.15.3.3 Garages and Carports	A

This development application proposes three (3) new dwelling units to be located on 3 strata lots with a private laneway located at No 8 Allen Street, East Fremantle. The design of the dwellings are consistent with the previous approvals issued by Council. The lots are approved through a previous subdivision of the lot and are not newly created lots. Multiple variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines although it is across the 3 units, however these variations are considered minor and can be supported subject to conditions.

Lot Boundary Setbacks

There are minimal variations requested to lot boundary setbacks in accordance with deemed to comply clause 5.1.3 C3.1i of the Residential Design Codes. The unit at lot 2 has a deck that is required to be 1m from the northern boundary but is located 0.77m instead. In the same dwelling the kitchen and laundry is located on the eastern boundary where it is supposed to be 1m away. In the lot 4 unit the living area is located 1.1m from the northern boundary where a 1.2m setback is required.

For the unit on lot 1 the proposed design achieves design principles 5.1.3 P3.1 and the variation can be supported for the following reasons;

- Reduced impact from building bulk on adjoining properties;
- Adequate sunlight and ventilation to the building and open spaces; and
- Overlooking and loss of privacy is minimised

For the unit on lot 4 the proposed design achieves design principles 5.1.3P3.2 the variation can be supported for the following reasons;

- Makes effective use of the space for enhanced privacy for the occupants and outdoor living areas;
- Reduced impact from building bulk on adjoining properties;
- Adequate sunlight and ventilation to the building and open spaces;
- Overlooking and loss of privacy is minimised;
- Does not have an adverse impact on the amenity of the adjoining property;
- Ensures direct sun to 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

It is noted that of the above setback variations, the impact to adjoining neighbouring properties is minimal. The impacts from the setbacks are predominantly located to internal boundaries are therefore only impact on the individual units themselves. As previously noted the design of the dwellings is consistent with the existing new dwellings onsite. The dwellings are located to the rear of existing dwellings are have no significant streetscape impact, with the exception of glimpses of the units through the common property access leg.

Wall Heights

Each unit exceeds the maximum wall height in accordance with Table 3 of the Residential Design Codes. There is a requirement that walls should not exceed 6m for wall heights, however, the lot 2 unit has a maximum wall height of 6.5m, lot 3 until has a maximum wall height of 6.4m and the lot 4 unit has a maximum wall height of 6.8m.

In each case even though the deemed to comply heights are exceeded each unit achieves clause 5.1.6 P6 design principles in that there is no adverse impact on the amenity of adjoining properties or the streetscape, especially considering the lower pitch of the roof which minimises the overall bulk and scale of each unit. There is adequate access to direct sunlight into buildings and open spaces, adequate daylight to major openings into habitable rooms and no impact on views of significance. Even though the wall height is more than permitted the total roof height is significantly less than that permitted by the Residential Design Codes, and as a result the bulk of the buildings is smaller than what might be possible if unit designs were proposed that were built to the maximum roof height of 9m. The overall impact is minimal to neighbouring properties and the dwellings represent as an overall consistent height to the built form in the area.

Roof Pitch

According to the Residential Design Guidelines clause 3.7.8.3 A4.1 the roof pitch of dwellings is required to be between 28 and 36 degrees. However, in this case the units have roof pitches less than this. The

lot 2 unit has a roof pitch of 2, 4 and 8 degrees. The unit at lot 3 has a roof pitch of 4 and 5 degrees. The unit at lot 4 has a roof pitch of 2, 3, 5 and 20 degrees. In each case the roof pitch is compatible with 16 Allen Street and fits in with other new dwellings in the locality. It is a contemporary roof pitch that clearly demonstrates these are new dwellings and not attempting to copy or mimic heritage dwellings in the street. The proposed roof pitch of each unit are supported because they achieve performance criteria clause 3.7.8.3 P4 of the Residential Design Guidelines.

Visual Privacy

The balcony of lot 2 does not achieve the minimum required 7.5m visual privacy setback required by the Residential Design Codes clause 5.4.1 C1.1. The balcony overlooks the private laneway that provides access to the unit and also the rear of 6 Allen Street which is comprised of a 1.75m wide by 12m long area. This narrow area is not considered an active outdoor living area as the dwelling is oriented such that the outdoor living area is on the western and northern side of the 6 Allen Street.

The balcony of lot 3 does not achieve the minimum required 7.5m visual privacy setback required by the Residential Design Codes clause 5.4.1 C1.1. The balcony overlooks the private laneway that provides access to the unit and also the rear of 6 Allen Street which is comprised of a 1.75m wide by 12m long area. This narrow area is not considered an active outdoor living area as the dwelling is oriented such that the outdoor living area is on the western side of the 6 Allen Street.

The balcony of lot 4 does not achieve the minimum required 7.5m visual privacy setback required by the Residential Design Codes clause 5.4.1 C1.1. The balcony of lot 4 overlooks the private laneway and the rear of the dwelling at 16 Allen Street, however, this comprises a roof and a parapet wall without major openings.

In each case the balconies achieve the Residential Design Codes design principles clause 5.4.1 P1.1. There is minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings as a result of the design ensuring that on balance privacy is protected and overlooking is minimised by utilising walls that screen balconies where necessary or ensuring that the balconies look over the private laneway rather than looking directly into backyards. It is considered beneficial that the properties overlook the laneway as it increases the potential for passive surveillance within the strata development. For these reasons the proposed balcony locations can be supported.

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 minimal with no significant adverse impact and are therefore considered acceptable. The proposed development will ensure that the current vacant lots are developed in accordance with the Local Planning Scheme No 3 and achieve the desired density increase in close proximity to Canning Highway, but at a human scale, consistent with the previously approved development on site and with the overall built form within the street. The streetscape impact is considered minimal as each property is located behind existing dwellings and are accessed via the common property access leg.

Each unit has been designed to have maximum solar access, will be liveable, maximising outdoor usable space and are sustainable and located close to both public transport and the Town Centre. Given that 3 units are being proposed on previously approved strata lots and the variations to the Residential Design Codes and Residential Design Guidelines are relatively minor, it is recommended that the proposed development be supported subject to planning conditions

11.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP020520

Moved Cr Collinson, seconded Cr Natale

That development approval is granted and discretion is exercised in regard to the following;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Lot 2 – deck - 1m required, 0.77m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks Lot 2 - kitchen & laundry – 1m required, 0m provided
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks - Lot 4 – living – north – 1.2m required, 1.1m provided
- (iv) Clause 5.1.4 – Residential Design Codes – Wall Heights – Lot 2 - 6m maximum, greater than 6m provided
- (v) Clause 5.1.4 – Residential Design Codes – Wall Heights – Lot 3 - 6m maximum, greater than 6m provided
- (vi) Clause 5.1.4 – Residential Design Codes – Wall Heights – Lot 4 - 6m maximum, greater than 6m provided
- (vii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – Lot 2 - 28 to 36 degrees required, less than 28 degrees provided
- (viii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – Lot 3 - 28 to 36 degrees required, less than 28 degrees provided
- (ix) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – Lot 4 - 28 to 36 degrees required, less than 28 degrees provided
- (x) Clause 5.4.1 - Residential Design Codes - Visual Privacy – Lot 2- 7.5m required, less than 7.5m provided
- (xi) Clause 5.4.1 - Residential Design Codes - Visual Privacy – Lot 3- 7.5m required, less than 7.5m provided
- (xii) Clause 5.4.1 - Residential Design Codes - Visual Privacy – Lot 4- 7.5m required, less than 7.5m provided

for three (3) strata units at No 8 (Lot 2, 3 & 4) Allen Street, East Fremantle, in accordance with the plans date stamped received 11 March 2020, subject to the following conditions:

1. The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
2. 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 planning approval unless otherwise amended by Council.
3. 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 planning approval, without those changes being specifically marked for Council's attention.
4. All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan to be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
5. 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.

6. 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.
7. 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.
8. This planning 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) *under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document – "An Installers Guide to Air Conditioner Noise".*

(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 19 March 2019 this application deemed determined, on behalf of Council, under delegated authority.

11.3 Bedford Street No 15 (Lot 407) Proposed face brick and wrought iron boundary fence

Owner	Morbrae Pty Ltd
Applicant	Brent de Pledge
File ref	P033/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	5 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for a proposed face brick and wrought iron boundary fence at No 15 (Lot 407) Bedford Street, East Fremantle.

Executive Summary

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

- (i) Clause 3.7.11.5 – Residential Design Guidelines – Height of Infill – maximum height of wall 1.2m required, greater than 1.2m provided;
- (ii) Clause 3.7.11.5 – Residential Design Guidelines – Height of Piers – maximum height of wall 1.8m required, greater than 1.8m provided;
- (iii) Clause 5.2.5 – Residential Design Codes - Sight Lines – maximum height of wall 0.75m required, greater than 0.75m provided

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

Background

Zoning: Residential R20/40

Site area: 588m²

Heritage: Category B

Fremantle Port Buffer: Area 3 – no requirements have to be imposed

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

P040/16 – approval given for 2 storey residence adjoining existing residence – 7 June 2016

P069/16 – subdivision clearance provided for lot subdivision – 19 August 2016

Consultation

Advertising

No advertising deemed necessary

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

External Consultation

The development application was referred to Main Roads Western Australia. No objections were expressed to the proposed development, but two notes of advice were required to be included in the final recommendation (Footnote items (vi) and (vii)).

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 2017 – 2027 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.*

3.2 *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 practices.*

3.3.2 *Optimal management of assets within resource capabilities.*

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

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

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

4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.*

4.1.2 *Plan for improved streetscapes parks and reserves.*

4.2 *Enhance environmental values and sustainable natural resource use.*

4.2.1 *Reduce waste through sustainable waste management practices.*

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

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

Risk Implications

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			N/A
Secondary Street Setback			N/A
Lot Boundary Setbacks			N/A
Open Space			N/A
Wall Height			N/A
Roof Height			N/A
Setback of Carport			N/A
Car Parking			N/A
Sightlines	1.5m truncation or 0.75m wall height	Visually permeable fence and gate	D
Site Works			N/A
Visual Privacy			N/A
Overshadowing			N/A
Drainage			N/A

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	N/A
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	N/A
3.7.8 Roof Form and Pitch	N/A
3.7.9 Materials and Colours	A
3.7.10 Landscaping	N/A
3.7.11 Front Fences	D
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.15.3 Garages and Carports	N/A
3.7.15.4.3 Fremantle Port Buffer Area	A

This development application proposes a front boundary wall around the eastern, northern and western boundaries of the property. The wall is comprised of face brick piers with wrought iron infill between the piers and above the solid lower section. The proposed fence does not have an impact on the existing heritage listed dwelling built circa 1910 (Category B). The style of the fence is not overly contemporary, and has a style more reminiscent of structures built in the early 20th century. The wrought iron infills and brick piers are more befitting of a Category B heritage property. One variation is requested to the requirements of the Residential Design Codes and two variations are requested to the Residential Design Guidelines. It is further noted there is a retaining wall to the front of the property and the proposed height of the fence addresses this via the additional height of the fence.

Height of Infill

On the Bedford Street side of the fence the infill panels vary between 0.57m and 1.223m in height. The average height is less than 1.2m and the variation is minimal, however, the infill height does not achieve the Residential Design Guidelines acceptable development clause 3.7.11.5 A3. The height of the infill should not exceed 1.2m, however, in accordance with performance criteria clause 3.7.11.5 P4.1 iii less permeable fences above 1.2m may be approved where the contours of the ground or the difference in levels between one side of the fence and the other side warrant consideration of a higher fence. The slope of the road relative to the lot and the staggering of the fence as well as the existing height of the front yard has resulted in a section of the fence exceeding the maximum solid section of infill of 1.2m. It is a minimal variation and as such can be supported.

Height of Piers

There are a number of piers that exceed the 1.8m maximum height as required by the Residential Design Guidelines acceptable development clause 3.7.11.5 A2.1 iv. In accordance with the performance criteria clause 3.7.11.5 P4.1 iii less permeable fences above 1.2m may be approved where the contours of the ground or the difference in levels between one side of the fence and the other side warrant consideration of a higher fence. The slope of the road relative to the lot and the staggering of the fence as well as the existing height of the front yard has resulted in sections of the fence being higher than the maximum 1.8m. For this reason the increased pier height can be supported

Sight Lines

There are no truncations or reductions in wall height either side of the gate that allows vehicle access to the site in accordance with Residential Design Codes deemed to comply clause 5.2.5 C5. However, the design does achieve design principles 5.2.5 P5 which provides for fences without a height reduction or truncations because of the lack of visual obstruction. For this reason the proposed fence design can be supported. Sightlines through the infill panels is considered appropriate in this instance. The application has been referred to Main Roads, no comment has been provided with respect to the access and egress of the site, which was previously approved by Main Roads at the previous subdivision of the parent lot. It is also noted that the area is located adjoining the intersection of Bedford and Canning Highway and as such pedestrians and vehicular movement will be slower, establishing a safer egress from the lot.

Conclusion

Based on the preceding 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. The proposed new boundary fence is befitting of the location and assimilates well with the existing Category B heritage dwelling. It provides

both security and visual surveillance to the property that abuts Canning Highway. As such it is recommended that the proposed development be supported subject to planning conditions.

11.3 OFFICER RECOMMENDATION COUNCIL RESOLUTION TP030520

Moved Cr Nardi , seconded Cr Natale

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

- (i) Clause 3.7.11.5 – Residential Design Guidelines – Height of Infill – maximum height of wall 1.2m required, greater than 1.2m provided
- (ii) Clause 3.7.11.5 – Residential Design Guidelines – Height of Piers – maximum height of wall 1.8m required, greater than 1.8m provided
- (iii) Clause 5.2.5 – Residential Design Codes - Sight Lines – maximum height of wall 0.75m required, greater than 0.75m provided

for face brick and wrought iron boundary fence at No 15 (Lot 407) Bedford Street, East Fremantle, in accordance with the plans date stamped received 31 March 2020, subject to the following conditions:

1. It is noted the proposal abuts Canning Highway and the applicant should undertake all necessary safety and precaution measures during the construction of the fence, including where necessary liaison with Main Roads.
2. The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning 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 planning approval unless otherwise amended by Council.
4. 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 planning approval, without those changes being specifically marked for Council's attention.
5. The western boundary wall facing 169 Canning Highway is to be fair faced brickwork, cement rendered or as agreed to the adjacent property face by way of agreement between the property owners and at the applicant's expense.
6. 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.
7. 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.
8. This planning 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) Main Roads is considering utilising a portion of this lot for future widening. This is a part of the Land Protection Plan LPP201232-0158 for Canning Highway.*
- (vii) 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. Please be aware that timing information is subject to change and that Main Roads assumes no liability for the information provided.*

(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 19 March 2019 this application deemed determined, on behalf of Council, under delegated authority.

11.4 May Street No 22 (Lot 67) Proposed beauty therapy salon

Owner	David Cockburn
Applicant	TBS Risk Pty Ltd ATF The Sussex Trust
File ref	P025/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	5 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for a proposed change of use from an office to a shop for a beauty therapy salon and the associated signage located at No 22 (Lot 67) May Street, East Fremantle.

Executive Summary

The applicant is seeking Council approval for a change of use from an office to a shop and also for the signage associated with the business. A shop is a "P" use (or permitted), however, the parking requirements for such a use are not met at the location and the signage is relatively compliant with the exception of being located below the awning fascia, but located on a Category B heritage property and as such development approval is required.

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

Background

Zoning: Town Centre
Site area: 663m²

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

P155/07 – development application and approval from Council for alterations to existing residence and the addition of 2 double storey rear dwelling units.

Consultation

Advertising

Nil

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC. There are minimal streetscape impacts.

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 2017 – 2027 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.

3.2 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 practices.

3.3.2 Optimal management of assets within resource capabilities.

3.3.3 Plan and advocate for improved access and connectivity.

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

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

4.1.1 Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.

4.1.2 Plan for improved streetscapes parks and reserves.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices.

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

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

Risk Implications

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 Signage Design Guidelines (LPP3.1.2) and the Town Centre Redevelopment Guidelines (LPP 3.1.3). 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

This development application proposes a change of use from office to shop and the installation of the associated signage for the respective business at the subject property. The property is currently a real estate office (Yard Property) who have vacated the property. The business is proposed to be relocated from suite 6/163 Canning Highway to 22 May Street and therefore the existing capacity for utilisation will remain consistent within the street. The current owner has operated the business in the East Fremantle area for the past 10 years. In this case the beauty therapy clinic will occupy the front four rooms of the building for treatments and employ four people. The business will service approximately 4 customers per hour in individual rooms within the building. The operation of the business is considered consistent with the existing premises.

Parking

In accordance with Schedule 10 of Local Planning Scheme No 3 the parking requirement for a shop is a minimum of 4 car bays with 1 space for every 20m² net lettable area. There is only 1 car bay onsite for premises with a net lettable area of approximately 140m². As such the shop should have 7 car bays and therefore has a deficit of 6 car bays. However, there is significant on street parking available along May Street. Although it may not be earmarked specifically for this business, the movement of customers means that street parking will become available as customers finish their appointments. Additionally the business has been operating on May Street for 10 years and therefore clients are familiar with the operation of car parking within the vicinity. The applicant makes the comment in his application that some clients may also opt to use the bus services located on Canning Highway or ride their bicycle. The business is located in close proximity to Canning Highway which is a high frequency bus route and therefore able to encourage customers to utilise buses as an alternative to driving cars. Additionally, due to the business operating in the area for such a lengthy time period, the business would have a local clientele base. It is also in close proximity to residential areas with a relatively safe cycling environment.

The real estate business that is currently located on site is also operating on the same basis and has significantly more workers within the office. According to the applicant there are between 15 and 20 workers within the office and there is no compensating parking provided.

Given that the subject site is in close proximity to the Town Centre, May Street is a wide street with generous street parking for its full length and is also in close proximity to public transport along Canning Highway and the area is both a relatively pedestrian and bike friendly environment it is recommended that the change of use with the reduced parking provision be supported. It is also noted that the business will have a relatively high customer turnover which means that customers will come and go and as a result parking will become available on the street while the business is operating. According to the applicant the business tends to be very busy on Saturday when demand is potentially lower from other surrounding businesses so it is considered there will be ample parking available along May Street.

Signage

It is proposed to attach signage to the fascia of the verandah of the subject building. It will be located in a similar position to the current real estate office advertising. The dimensions of the signage are proposed to be 12m long by 0.4m high and 0.05m deep. The underside of the sign will be 2.2m above the finished floor level. It will not interfere with people arriving or leaving the premises as it is located above customer entry points to the building. The graphic on the sign will read Bella's Skin Care Centre with blue writing and a white background. The sign does not impact on the heritage character or affect the structural integrity of the Category B listed heritage building.

According to the Local Planning Policy 3.1.2 Signage Design Guidelines this sign would be defined as awning fascia signage and as such has the following criteria to be assessed against;

Acceptable Solution (Permitted)	Alternative performance Criteria (Discretionary)
Shall not project beyond the fascia line of an approved or existing awning	Shall not project beyond the fascia line of an approved or existing awning
Shall not project above or below the fascia of the awning	Maximum height of 500mm
Maximum height 450mm	

In this case the signage is 0.4m high which is less than the maximum height of 0.45m stated in the policy. It does not project beyond the existing verandah of the building in accordance with the policy, however, it does project below the verandah which means that the alternative performance criteria is required to assess the signage proposal. The proposed signage achieves both criteria from the alternative assessment criteria. It is less than the maximum height of 500mm and does not project beyond the fascia line of an approved or existing awning. As stated above the proposed signage is proposed to be like for like to the existing signage. For these reasons the signage should be supported.

Conclusion

Based on the preceding assessment that has been completed for this development and the explanation provided in this report, the proposed change of use for this Town Centre property and the associated signage are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

11.4 OFFICER RECOMMENDATION

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

- (i) Schedule 10 – Local Planning Scheme No 3 – 7 car bays required, 1 car bay provided
- (ii) Attachment 1 – Local Planning Policy 3.1.2 Signage Design Guidelines – Shall not project above or below the fascia of the awning - required, projected below the fascia of the awning – provided

for a change of use from office to shop and signage at No. 22 (Lot 67) May Street, East Fremantle, in accordance with the plans and information date stamped received 13 March 2020, subject to the following conditions:

1. This planning approval does not include approval for any other signage other than that approved in accordance with the plans and information date stamped received 13 March 2020. No other unauthorised signage is to be displayed.
2. Any change to the type, design, location or illumination of signage shall be the subject of another development approval application for Council's consideration.



3. The change of use approval is for a shop (beauty therapy clinic) only. If any other use is proposed then a further development approval application will be required to be submitted for Council's consideration as to the suitability of the use and parking availability and requirements in the Town Centre.
4. 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 planning approval, without those changes being specifically marked for Council's attention.
5. The proposed use is not to be commenced until all conditions attached to this planning approval have been finalised to the satisfaction of the Chief Executive Officer in consultation with relevant officers.
6. The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
7. 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.
8. This planning 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) *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).*
- (iv) *the applicant be advised that following receipt of planning approval the Town's Principal Environmental Health Officer is to be contacted to arrange for an inspection of the premises (telephone 9339 9315).*

Moved Cr Nardi, seconded Cr Collinson

The adoption of the Officer's recommendation

11.4 PROCEDURAL MOTION/COMMITTEE RESOLUTION TP040520

Moved Mayor O'Neill, seconded Cr Watkins

That Item 11.4 be deferred, pending advertising to adjoining neighbours.

(CARRIED 5:1)

11.5 May Street No 44 (Lot 76) Proposed alterations and additions

Owner	Marshall & Kathryn Hood
Applicant	Jeff Swinyard – Studio Atelier
File ref	P017/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	5 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for proposed alterations and additions at No 44 (Lot 76) May Street, East Fremantle.

Executive Summary

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 – 1m required, less than 1m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 1m required, less than 1m provided
- (iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided

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

Background

Zoning: Residential R20
Site area: 663m²

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

Nil

Consultation

Advertising

The application was advertised to surrounding land owners from 9 to 23 March 2020. No submissions were received.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC as the development is concentrated to the rear of the property.

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 2017 – 2027 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.*

3.2 *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 practices.*

3.3.2 *Optimal management of assets within resource capabilities.*

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

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

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

4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.*

4.1.2 *Plan for improved streetscapes parks and reserves.*

4.2 *Enhance environmental values and sustainable natural resource use.*

4.2.1 *Reduce waste through sustainable waste management practices.*

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

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

Risk Implications

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
Kitchen- north	1.1m	3.2m	A
Alfresco- north	1m	0.932m	D
Alfresco- east	1m	6.2m	A
Bed 2 - east	1m	6.2m	A
Shed- east	1m	<1m	D
Shed- south	1m	1m	A
Laundry & bathroom - south	1m	1.18m	A
Entry	1m	2.6m	A
Open Space	50%	69.1%	A
Wall height	6m	<6m	A
Roof height	9m	<6m	A
Setback of Carport			N/A
Car Parking			N/A
Site Works			N/A
Visual Privacy			N/A
Overshadowing	25%	7.85%	A
Drainage	Retain on site	Will be conditioned	A

Local Planning Policies Assessment

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

This development application proposes alterations and additions to an existing heritage dwelling (Category B). Two variations are requested to the requirements of the Residential Design Codes in regards to lot boundary setbacks, and one variation is requested to the Residential Design Guidelines with regards to roof pitch.

Heritage

The proposed alterations and additions do not significantly impact on the heritage characteristics of the dwelling given that it is a Category B dwelling. The majority of the new development cannot be seen from the front of the property with a wall to a side entry being the only visible section. The roof of the additions are below the existing roof of the heritage building so do not interfere with roofline and as such are in alignment with the Residential Design Guidelines which requires alterations and additions to not be readily visible from the front of the property. Likewise there should be a contrast between the older heritage building and the newer additions such that the heritage components can be readily distinguished from the newer parts of the dwelling. This proposal achieves this. For these reasons the changes to the category B heritage property are supported.

Lot Boundary Setback

The alfresco area wall located along the northern boundary of the dwelling is 6.89m long, 2.6m high and setback 0.932m from the boundary where it should be 1m. As such it does not achieve the deemed to comply setback requirements of clause 5.1.3 C3.1. There is a chimney that projects 0.75m within this setback area, but this is permitted under the Residential Design Codes clause 5.1.3 C3.1 iv. However, in this case the dwelling achieves design principles 5.1.3 P3.1 of the Residential Design Codes for the following reasons;

- there is a reduced impact of building bulk on adjoining property;
- adequate sunlight and ventilation is provided to the building and open spaces on the site and adjoining properties; and
- overlooking and loss of privacy is minimised.

The proposed setback variation is considered minor. For this reason the reduced setback can be supported.

Lot Boundary Setback

The eastern wall of the shed located along the eastern boundary is 3.2m long, 2.9m high and setback less than 1m from the boundary where it should be 1m. As such it does not achieve the deemed to comply setback requirements of clause 5.1.3 C3.1. However, in this case the dwelling achieves design principles 5.1.3 P3.1 of the Residential Design Codes because;

- there is a reduced impact of building bulk on adjoining properties;
- adequate sunlight and ventilation is provided to the building and open spaces on the site and adjoining property; and
- overlooking and loss of privacy is minimised.

The proposed setback variation is considered minor. For this reason the reduced setback can be supported.

Roof Pitch

The Residential Design Guidelines clause 3.7.8.3 A4.1 acceptable development requirements permit the pitch of the roof to be between 28 and 36 degrees. In this case a roof pitch of less than 28 degrees is

proposed. Although it does not achieve acceptable development clause 3.7.8.3 A4.1 it does achieve performance criteria 3.7.8.3 P4 because the proposed new roof attached to the additions complement the traditional form of surrounding development in the immediate locality. For this reason the reduced roof pitch can be supported.

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 minor and are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

11.5 OFFICER RECOMMENDATION /COUNCIL RESOLUTION TP050520

Moved Cr Nardi , seconded Cr Watkins

That development approval is granted and discretion is exercised in regard to the following;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 1m required, less than 1m provided**
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 1m required, less than 1m provided**
- (iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided**

for alterations and additions at 44 May Street, East Fremantle, in accordance with the plans date stamped received 26 February 2020, subject to the following conditions:

- 1. The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council’s further approval.**
- 2. 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 planning approval unless otherwise amended by Council.**
- 3. 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 planning approval, without those changes being specifically marked for Council’s attention.**
- 4. 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.**
- 5. 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.**
- 6. 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.**
- 7. 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.

8. This planning 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) under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document – "An Installers Guide to Air Conditioner Noise".*

(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 19 March 2019 this application deemed determined, on behalf of Council, under delegated authority.

11.6 East Street No 50 (Lot 1) Proposed alterations and additions

Owner	Susan & Timothy Sexton
Applicant	Yang Yang Lee/Philip Stejskal Architecture
File ref	P030/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	5 May
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for proposed alterations and additions at No 50 (Lot 1) East Street, East Fremantle.

Executive Summary

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks (Carport Wall Height) – 3m average height of carport required, 3.2m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Patio – 1.5m required, 1.2m provided
- (iii) Clause 5.4.1 – Residential Design Codes – Visual Privacy Setback – Patio – 7.5m required, 1.2m provided

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

Background

Zoning: Residential R20

Site area: 683m²

Heritage: Category C

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

Nil

Consultation

Advertising

The application was advertised to surrounding land owners from 2 to 16 April 2020. One submission was received.

Submission	Applicant Response	Officer Response
Proposed Alterations and Addition to existing single residential dwelling No. 50 (Lot 1), East Street, East Fremantle We object to the above development proposal,	The new development does not seek to redraw established boundary lines. Our house is currently set back from the Right of Carriageway lot line, and the side garden space is to be built to this boundary. The proposed development includes setting back a portion of the southern wall further	The carriageway at the side of the subject property which has an easement attached permits the owners of the neighbouring property at 52 East Street access to their rear yard. Ownership of the land lies with the owners of 50 East

<p>seeking to selectively redraw established boundary lines. Given the disproportionate size of our blocks, 758m2 and 258m2 respectively, we feel it's unnecessary for the development to encroach on the carriageway shared by our properties (see proposed 'New Side Garden'). The proposal also assumes we will relocate the boundary fence adjoining their garage, which is currently in line with the existing garage and Colourbond boundary fencing. We would like the proposed 'New Side Garden' to remain within the line of the existing residence, so the carriageway remains fully accessible, as it's the only access we have to our rear yard.</p>	<p>from this boundary to provide space for the garden. It is irrelevant what size the neighbours block is to our development - and we are not encroaching on the Right of Carriageway. Our understanding is that The Right of Carriageway is not 'shared' as such, we own the land and they have a right to use it as an access way only. We are assuming this recently constructed fence will be moved. It has been built outside of the lot line on our land, despite our objections, and is not in line with the neighbours' house (the house is already over the lot boundary as per survey). We raised this with the neighbours when it was built and asked why it had been built on our land and were told that they had not known where the boundary was and agreed to move the fence to align with their house before our renovation began. The new build will be set back further from the existing building line to allow space for the garden, and the garden remains entirely within our lot boundary with the Right of Carriageway. We are allowed to build a fence on our boundary. The carriageway remains fully accessible, we have no plans to build on the carriageway. Any reduction in width of the carriageway is entirely due to the works that the neighbours themselves have built on our land without our consent.</p> <p>Notes: The Right of Carriageway in question is a historic note on title that provides access to the rear of the neighbours' lot for the purposes of waste removal etc., and to our rear garage. It is our land and is clearly marked on the survey. The new southern wall will be set back further from its current position and the carriageway boundary, allowing for the fence for the proposed side garden to be outside the current wall alignment, without any encroachment on the carriageway. The purpose of the side garden is to provide an outlook, light and air to the bathrooms, without comprising privacy. The garden wall is not a solid structure, it is a privacy screen/fence. With regard to any encroachment on to the Right of Way, the neighbours' recent development is encroaching on the southern side of the ROW as follows: Encroachment: •At the front of the lot, they have built a low retaining wall in the front setback area that is entirely constructed on the ROW. •A new paved area has been created at the rear of the lot, and new fence that encroaches on to the</p>	<p>Street. Development is proposed that does not impact on the carriageway or access by the neighbours at 52 East Street.</p> <p>Issues relating to the location of boundaries and dividing fences are a civil matter for the adjacent owners to settle and are not relevant to this development application.</p> <p>It is recommended that a survey be carried out before any boundary fences are installed to ensure that the fences are located on the boundary between properties.</p> <p>All drainage is required to be retained on site.</p> <p>Encroachment from existing development is not a matter relevant to this development application.</p> <p>The Town will discuss the matters raised in response to the submission with the applicant.</p>
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	<p>carriageway. There was no fence between the two dwellings before they undertook their renovations. When they started this work we agreed on a position for this fence in relation to our garage, but it has been built so that it juts out into the carriageway (on our land) in order to provide more space for their courtyard, and they have subsequently filled and paved this area, raising the level above the level of the ROW.</p> <ul style="list-style-type: none"> •The fence to the rear courtyard includes a large gate that swings across the front of our garage. <p>Drainage: In addition, the neighbours' new development is draining on to the right of carriageway area, at both the rear and front of the lot, from garden and the roof. The gutters directing water onto the ROW with no downpipes installed. The new paved area also directs water flows towards our garage door, and we have recently had drainage installed, but it will silt up if it also has to deal with water from the neighbours' lot. We understand that this is a separate matter, but thought it should be noted.</p> <p>It appears that the neighbours believe that the existence of the right of carriageway means they can use this land as if they owned it, as opposed to the legal right to use the space only to access the rear of their lot. We have been probably unnecessarily reasonable in our negotiations with Anthony and Tiffany over these issues, and have had no success in achieving any substantial rectification issues raised. We have also discussed our intentions for our house renovation over the planning period with them, and they raised no objections at the time.</p> <p>In summary, the proposed new side garden is wholly within our lot, and as such maintains access to the Right of Carriageway for our Neighbour, and any concerns about a reduced width of the carriageway area is due to their illegal encroachments onto the carriageway.</p>	
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Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

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 2017 – 2027 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.

3.2 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 practices.

3.3.2 Optimal management of assets within resource capabilities.

3.3.3 Plan and advocate for improved access and connectivity.

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

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

4.1.1 Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.

4.1.2 Plan for improved streetscapes parks and reserves.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices.

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

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

Risk Implications

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			N/A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Carport – north boundary	0m (3m average height)	0m (3.3m average height)	D
Patio – north boundary	1.5m	1.205m	D
Patio - south	1m	2.65m	A
Open Space	50%	64%	A
Wall height	6m	4.65m	A
Roof Height	9m	6.35m	A
Setback of Carport	4.5m	5.195m	A
Car Parking	1-2 car bays	2 car bays	A
Site Works			N/A
Visual Privacy	7.5m (patio- north)	1.205m (screening to be conditioned)	D
Overshadowing	25%	25%	A
Drainage	Contain on site	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	N/A
3.7.16.4.3 Fremantle Port Buffer Area	A
3.7.16.3.1 Garages and Carports	A

This development application proposes alterations and additions to the existing Category C heritage dwelling at 50 East Street East Fremantle. Three variations are requested to the requirements of the Residential Design Codes including nil side boundary setback for the carport, reduced side boundary setback for the patio and a reduced privacy setback for the same patio. The majority of the changes with the exception of the carport are concentrated to the rear of the existing dwelling.

Lot Boundary Setback – Carport – North Boundary

The carport is 10.07m long and 3.3m high. It is proposed to be located on the boundary. Although it achieves part of the Residential Design Codes deemed to comply clause 5.1.3 C3.2 ii in that it is proposed to be built along the boundary for less than 1/3 of the boundary length behind the front setback line, however this assumes an average height of 3m rather than the 3.2m proposed. This is considered a minor variation and as such can be supported because it achieves design principles 5.1.3 P3.2;

- It makes more effective use of the space on the lot and utilises side access for vehicular parking;
- Provides adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties;
- Minimises the extent of overlooking and resultant loss of privacy on adjoining properties
- Does not have an adverse impact on adjoining properties;
- Ensures direct sunlight to major openings to habitable rooms and outdoor living areas for adjoining properties; and
- Positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework. The proposed carport has minimal streetscape impact and when considered as a development as a whole, the carport is consistent with the prevailing development in the area.

Lot Boundary Setback – Patio – North Boundary

The patio located on the northern side of the property which is 9.25m long and 3.72m high is required to have a setback of 1.5m but is only 1.205m from the boundary. As a result it does not achieve the Residential Design Codes deemed to comply clause 5.1.3 C3.1 i. However, it does achieve design principles 5.1.3 P3.2 for the following reasons;

- It makes more effective use of the space for enhanced privacy for the occupants or outdoor living areas;
- Provides adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties;
- Minimises the extent of overlooking and resultant loss of privacy on adjoining properties
- Does not have an adverse impact on adjoining properties;
- Ensures direct sunlight to major openings to habitable rooms and outdoor living areas for adjoining properties; and
- Positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework. The patio has no streetscape impact and provides quality open space to the owner providing for development that achieves a consistent built form.

For these reasons the reduced boundary setback can be supported.

Visual Privacy – Patio – North Boundary

The patio on the northern side of the property is elevated above 0.5m above natural ground level. It is required to be located 7.5m from the side boundary rather than the 1.205m in accordance with the Residential Design Codes deemed to comply clause 5.4.1 C1.1 i. In order to achieve the design principles of 5.4.1 P1.1 and P1.2, visually impermeable screening is to be conditioned to be installed in the final recommendation to reduce the chance of overlooking and improve privacy between the neighbouring dwellings. The neighbour has not provided comment on any privacy implications. For this reason the reduced visual privacy setback to the boundary can be supported.

Screening is to be provided on the northern side of the patio that is at least 75% obscure, permanently fixed, made of durable material and restrict views in the direction of the overlooking into the adjoining property.

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 planning conditions.

11.6 OFFICER RECOMMENDATION/COUNCIL RESOLUTION TP060520

Moved Mayor O'Neill, seconded Cr Natale

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks (Carport Wall Height) – 3m average height of carport required, 3.2m provided**
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Patio – 1.5m required, 1.2m provided**
- (iii) Clause 5.4.1 – Residential Design Codes – Visual Privacy Setback – Patio – 7.5m required, 1.2m provided**

for alterations and additions at 50 East Street, East Fremantle, in accordance with the plans date stamped received 24 March 2020, subject to the following conditions:

- 1. The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.**
- 2. Screening is to be provided for the 9.25m length of the northern side of the patio to a minimum height of 1.6m from the finished floor level of the patio deck that is at least 75% obscure, permanently fixed, made of durable material and restrict views in the direction of the overlooking into the adjoining property.**
- 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 planning approval unless otherwise amended by Council.**
- 4. 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 planning 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 to 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 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.**
- 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 planning 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).*
- (iv) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*

(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 19 March 2019 this application deemed determined, on behalf of Council, under delegated authority.

12. MATTERS BEHIND CLOSED DOORS

Nil.

13. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 6.23 pm

I hereby certify that the Minutes of the ordinary meeting of the Town Planning Committee of the Town of East Fremantle, held on 5 May 2020, Minute Book reference 1. to 13. were confirmed at the meeting of the Committee on:

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Presiding Member

UNCONFIRMED

Submission	Applicant Response	Officer Response
<p>Submission 1</p> <p>The area is not zoned for commercial use or office use it has a residential zoning and this is why we have purchased here, to enjoy peace and quiet in a family environment. My neighbour at 2 Hillside Road Mr. Matt Delroy-Carr is an architect and has taken up office space opposite the Council Building which has a dual zoning. If this proposal was to go ahead it would set a precedent for every other resident in the street to apply for a similar allowance. Many of the residents in this street do work from home, particularly in this current climate, but they do not have employees coming and going and have office space offsite.</p> <p>Mr Stonehouse does not have a history of abiding by his proposed applications. On Drawing 2 it shows the office on the ground floor, yet at present the office is on the first floor and has been for many years. If you drive past you can see all the files in the window up on the first floor. The fact that Mr. Stonehouse has been operating this business for quite some years without a permit would indicate he does not have the propensity to follow the rules.</p> <p>This current office completely looks over the street and my property. I or my family cannot enter my property with privacy particularly as Mr. Stonehouse has cameras that he monitors. I have 4 very young children who live with me. For all the years the current office has been in place, the employees have NEVER parked in the allocated lots shown on drawing 1. They either park down the road, down the driveway or on the street, or in the vacant block. Our street is a tiny street that only allows for one car to pass at a time.</p> <p>I would like to see photographic evidence that the office is actually in place where he says it will be, or at the very least a site visit. The problem</p>	<p>Response to the 2 submissions received from advertising the proposed home business:</p> <p>It is apparent that the 2 responding neighbors are frustrated with our renovation project, we are sympathetic and are doing our best. However, we do believe that both submissions include some things that are incorrect or not relevant to this application. We ask that the Council just take account of the matters in the submissions that are relevant to the home business application and we have provided responses to the key points in the "HOME BUSINESS MATTERS" section below.</p> <p>We are happy to address the other matters with the Town's planning department outside of this application and have made some further comments in the "OTHER MATTERS" section at the bottom. We had been liaising with the Town's planning department and were arranging to meet but the timing of this is impacted by the COVID-19 pandemic.</p> <p>HOME BUSINESS MATTERS Zoning</p> <p>The zoning of the area has been raised, this property is zoned residential. In the Local Planning Scheme No. 3 the operation of a home office is permitted and the operation of a home business is permitted subject to the discretion of the Town. The definitions and criteria are set out in the Planning Scheme, our application is not a precedent.</p> <p>Previous office use For a number of years since having the premises we have had a home office, which is permitted. Before we understood the need for the Town's approval and submitted this application, from the start of 2018 to early this year we had up to 2 employees that worked at the premises at any time. Whilst we</p>	<p>Home businesses are permitted in accordance with Local Planning Scheme No 3 provided the proposed business meets the criteria laid down in the Scheme or alternatively the Council is prepared to vary these requirements. It is not dual zoning. Decisions regarding business operations are a matter for the business. Residents without employees are permitted to operate their business from home if they have minimal amenity impacts on neighbouring properties.</p> <p>A resident can occupy any room in their house and use it as an office. It is only when an application is made for a business which is the subject of this report that there is a requirement to demonstrate where the business will operate from within a dwelling.</p> <p>The current application is referring to a home business that has been proposed to operate from the office indicated on the plans and does not relate to other workspaces utilised by the owners and residents of the dwelling. Property owners are permitted to have security cameras. I cannot make comment as to whether they are monitored or not. People are permitted to park in the street if there is room, however, it would be a condition if an approval is granted to require that employees park their vehicles on site in the car bays indicated on the plans.</p> <p>Any evidence regarding business operations will not be made publicly available. Privacy issues relating to overlooking from the rear yard are not a matter for consideration in this</p>

<p>with the proposed location on the drawing is if the employees or clients use the entrance on the west side of the building the doors there look straight into my back garden and pool area where my family swim and entertain. I would have strangers looking straight into my property. Mr. Stonehouse entertains people in his back outdoor area which may be used for clients and this looks completely into my back garden.</p> <p>I have completely lost ALL of my privacy as a result of the present renovation the Stonehouses have built. In this current proposal the plan does not show any toilet, kitchen facilities, boardroom facilities that a consultation business usually has. At the very least kitchen and toilet facilities that the employees can use, if the employees DO NOT have these facilities, my concern is they will use the Stonehouses kitchen area which overlooks my property.</p> <p>Recently when I met with Andrew Malone he said the council were considering to turn our street into an area where the road would become a pedestrian/car shared zone where we all have use of the street. This would not be suitable to people running a business out of their property with outsiders coming and going who do not know where the children live and play. We do only have 5 houses in our street.</p> <p>At present we have 6 children in the street under the age of 8 they all ride their bikes on the street as the Stonehouses have destroyed the footpath. My daughter cannot push her pram down the footpath but has to use the road outside the Stonehouses property due to the damage they have caused and not repaired. I understand this will be done with the bond you are holding, however the approval for the renovation was given over 8 years ago.</p> <p>This current situation is not conducive to adding extra employees coming</p>	<p>now know this was not approved, we believe it would have been acceptable had we applied for and received approval for a home business at that time.</p> <p>Outside of this we have had part-time interns from Curtin University that we provide work experience to for one day per week and there have been days when there were 2 interns. Presently we have no interns, and 2 employees that normally work from their home except when we ask that they visit to look after the premises while we are away. This arrangement is due to COVID-19 but also until we know the outcome of this application.</p> <p>Office location and use The area on the ground floor designated in this application for the home business is presently a home office and only recently completed to a state that it can be used. The entry is presently from the east. A proposed entry door from the west has not been fitted yet but directly faces a 2.5m concrete block parapet wall on the boundary that is part of the neighbours' garage and prevents any overlooking. The use of the office is for engineering design work for zero net carbon and clean power supplies. These projects are located remotely around Australia, no clients or suppliers visit the office.</p> <p>As indicated in the submissions, the home office has previously been on the first floor in an area that was not part of the main renovation works. This part of the house has been unchanged for more than 40 years with the outlook being only of the front yard, street and not of private areas. When this first floor area was used as a home office the windows had curtains closed to avoid glare on the computer screen, which further mitigated issues of privacy and neighbors movements. This area is now used for household storage so it would not be</p>	<p>application. Residents are permitted to entertain their guests in the rear yard of their property.</p> <p>The proposed home business appears to meet the criteria as laid down in the Local Planning Scheme No 3. People are permitted to use the kitchen in their dwelling as approved previously. How a business operates in terms of rooms and purpose of these rooms is a matter for the business.</p> <p>If there are only 5 houses in the street then there would not be significant amounts of traffic. No shared pedestrian and car space has been created as of yet. Car drivers always have to be alert to pedestrians crossing the road.</p> <p>If the road is not busy then it will be relatively safe to push a pram and allow children to ride their bikes. Operating a home business does not preclude anyone from arriving or departing from their address.</p> <p>The proposed change of use application is for a home business</p>
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<p>and going. At present they say they have 2 employees but in the past I believe there have been more. What happens if the business expands and they have more clients coming for consultation.</p> <p>I know in our conversation you said you hold a lot of business where people never come into your office, I imagine you also hold a lot of business where people do come into your office. I know I have had quite a few meetings at the council over the years and at some time I am sure Mr. Stonehouse will have clients coming and going, that is what consultation companies do, consult in person, over the phone and by mail.</p> <p>There is plenty of commercial office space around this area I do not see why a home office where employees and clients can come and go should be afforded or why is it necessary?</p> <p>If I wanted to live in a commercial area I would have purchased there. Our properties are very valuable, and we have purchased them to live in a residential zone, not a mixed zone.</p>	<p>unexpected if boxes, shelves and even files can be seen from outside.</p> <p>Parking Parking has been raised in the submissions but this does not seem to be a real issue. The area designated for both office and household parking is now cleared and ready for use. We have had a labourer working for a number of weeks cleaning up these and other areas. The area designated for office parking will accommodate 2 cars, still leaving reversing and turnaround space. This is separate from the household parking that is in the courtyard area and sufficient for the household cars including reversing and turnaround.</p> <p>The two employees would normally arrive in the morning and leave in the afternoon, with no need to come and go during the day. Whilst the street is narrow, the car movements are slow and few (we believe typically 51 movements per day from our research), and despite the concerns in the submissions there is no material impact from this home business application on the local traffic.</p> <p>OTHER MATTERS</p> <p>Other matters in the submissions mostly relate to our home renovation works. We don't believe they are relevant to this application and should not be considered in that context. However, we provide the following responses should it assist the Council, and to facilitate separate discussions with the Town's planning department.</p> <p>Renovation works The duration of our renovation works has been raised in the submissions with over 6 years being incorrectly mentioned, it may have seemed like a long time but that is not the case. The building permit was received at the start of 2016 but we did not kick-off the main construction straight away because</p>	<p>which limits employees to 2 people that are not residents of the dwelling. As the current pandemic emergency has shown much business can be operated from a home office without the need for face to face meetings. The criteria also requires that no traffic difficulties are created. If there is the occasional vehicle driving down the road as is possible on a public road then this will not create a serious traffic difficulty.</p> <p>Decisions regarding business operations and whether they locate within a commercial area or their residential dwelling are a matter for the owners of the business and the residential dwelling and subject to compliance with the Local Planning Scheme No 3.</p> <p>There is no proposal to rezone the area as a commercial zone or a mixed use zone. The applicants have made a development application in accordance with the Planning and Development Act and the Local Planning Scheme No 3.</p>
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	<p>the Town was working through a major rezoning strategy that we wanted to know the outcome of first since it was potentially very material to us.</p> <p>The main works have been only over a 20 month period split between July 2017 - June 2018 for lock-up and June 2019 - March 2020 for fitting out, which is reasonable for the complexity of the renovation. The intervening break was due to a major family health crisis that took all of our attention over mid 2018 - mid 2019. Before we purchased the house it was uninhabited for more than 5 years and was in bad condition, we also had to move out for a period of time before the renovations due to deterioration in the house, which may have added to the time-frame perception.</p> <p>Privacy We have been accused in the submissions and in other complaints by the owner of 4 Hillside Road of not abiding by applications but we don't accept this assertion. We believe we have followed respective requirements and are liaising with the Town's planning department to ensure this is the case.</p> <p>Tree removal Removal of a tree in our front yard was objected to in one submission. We consulted with the Town regarding the tree, did not wish to remove it but it was unavoidable due to major rotting in its core, spanning the boundary unsafely, damaging the boundary wall and root damage to water and power systems. We are sad having to remove it and note that a similar tree at 4 Hillside had also been removed.</p> <p>Renovation parking Parking during our renovation works is raised in the submissions. In our experience, during the main renovation works we would have</p>	
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	<p>had less neighbor impact from car parking than normal for similar building projects. There has been the normal deliveries of materials which have all been within our front yard and parking also in our front yard. There has been some overflow parking on the neighboring vacant lot at 8 Hillside Road, which has been with informal agreement of the owner including that we slashed the lot ahead of fire season as a repayment. Parking in the street or verge is normal for 3 out of the other 5 houses in the street (number 10, 5 and 14 Angwin St), we sometimes had to do this when trades needed access to our driveway but not normally and not any longer now that the trade work is substantially complete.</p> <p>There have been only two occasions that we know of where someone briefly parked on the opposite verge and each time we immediately explained that they can't park there and had them move.</p> <p>Driveway and sewer We have not contributed in any way to the driveway issues raised for 5 Hillside Road, namely, being a single driveway with difficult access at 5 Hillside Road or how dangerous it is. They often use our driveway for turning around and we don't object.</p> <p>We contracted a plumbing company for the sewer that was recommended by and does significant work for the owners of 5 Hillside Road. It appears their discussions between themselves has resulted in being misinformed, is improper and could have been avoided if they had spoken with us. We have no plans (let alone approval) for subdivision and we are following due process regarding the crossover, which we would like to move approximately 3 m east and cannot see how this would affect 5 Hillside Road. We have consulted with the Town regarding what is required for the crossover and then submitted an enquiry that</p>	
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	<p>incorporates the requirements that were explained to us (point 1 in email attached). We are awaiting a response before knowing how to proceed.</p> <p>Cameras There are incorrect statements in one of the submissions regarding cameras. Cameras were installed for an approximate 2 year period up to mid-2018 in response to a series of break-ins and considerable loss but were then disconnected and later removed. Over this period we spoke quite a few times with the neighbors at 4 Hillside Road who were distressed by the break-ins since the offenders had also been on their property. This was a contributing factor for us in installing the cameras and no objections were raised by the neighbors. The cameras were carefully positioned to not overlook neighboring properties and could not see any neighboring activities.</p> <p>There were 4 break-ins after the cameras were installed, we were very proactive and liaised closely with the police. In each case the offenders were found (mostly due to the camera footage). We are told there were 2 resulting imprisonments and the other offenders were warned. There have been no further break-ins.</p> <p>Verge and shared-use street We endorse the initiative of the council mentioned in one of the submissions, to turn our street into an area where the road would become a pedestrian/car shared zone where we all have use of the street as indicated in one of the submissions. This is a concept that we have proposed in communication dated 23 December 2019 (copy attached) and don't believe this presents any issues for our home business application. We have no visiting suppliers or clients and an immaterial level of traffic from 2 employees normally arriving and leaving once per day that would</p>	
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	<p>be even safer in a shared low speed zone.</p> <p>We have not had a practical impact on the amenity of the verge in front of our property. Our sewer pipe works is immediately adjacent to a light pole that impedes the verge from being passable by prams or even pedestrians irrespective of the sewer work. In addition, we have consulted with the Town regarding plans for verge remediation (in point 2 of the same email referenced above for the crossover) and are awaiting a response before we can know what action to take.</p> <p>Unrelated to our work, the verge throughout the street isn't safe or unusable by pedestrians and cannot reasonably be a footpath. Even the verge for the responding neighbor at 4 Hillside also has a large tree stump (painted yellow for safety), the driveway is uneven and is impeded for prams and pedestrians by a combination of raised square curb and overflow of garden bed.</p>	
<p>Submission 2</p> <p>We are writing to you in regards to the above mentioned application. We are the owners and residents of 5 Hillside Rd, East Fremantle which is directly opposite 6 Hillside Rd. We have viewed the plans and object to the use of this property for business purposes for reasons presented below.</p> <ul style="list-style-type: none"> The land use for 6 Hillside Rd is zoned residential not commercial. This is a residential street. We did not buy in a residential street to live opposite a business. It would be unreasonable to all residents of this street for the Council to allow this exception to the use of this property and approve this application. Hillside Road is a narrow and short "no through" road. It is difficult for 2 cars to pass each other on the road. Hillside Rd struggles to cope with the parking needs of the existing residents and 		<p>There is no proposal to rezone the area as a commercial zone or a mixed use zone. The applicants have made a development application in accordance with the Planning and Development Act and the Local Planning Scheme No 3. There are currently a number of businesses across the Town that have approval to operate a home occupation or home business in accordance with Local Planning Scheme No 3.</p> <p>All parking at 6 Hillside Road will be required to park onsite and no street parking will be permitted.</p>

<p>the small number of visitors to the street. Approving this home based business and consulting services from 6 Hillside Rd will increase traffic and parking issues and be a huge inconvenience to those of us who live in this residential street.</p> <ul style="list-style-type: none"> 7 households currently access their properties from Hillside Rd. The residents include adults, 6 children under 8, a couple of teenagers and a five young adults . The young ones walk and ride to the local schools and kindy and ride their bikes and scooters in the street. The proposed homebased business and professional consulting services at 6 Hillside Rd will generate more traffic and noise, create further parking issues and have a negative impact on our neighbourly environment. <p>Submitted Plan 1 shows 2 allocated parking bays for the proposed office. Are these bays intended for the employees or for people visiting the proposed business?</p> <ul style="list-style-type: none"> We take this opportunity to make the Town Planning Committee aware that Mr Stonehouse has been operating his business from 6 Hillside Rd since before July 2017. While Mr & Mrs Stonehouse lived at the Leighton Apartments, the business operated from 6 Hillside Rd with at least 4 employees and Mr Stonehouse working from there from level 1. The proposed parking bays highlighted in pink on Plan 1 currently exist but the employees do not use these bays for parking. Mr Stonehouse’s employees currently park on the left hand side of 6 Hillside Rd towards the front of the property. Previously there has been more than 2 employees also parking on the vacant block adjacent to number 6. The existing “proposed” bays are mainly used as a necessary turn-around area due to the steep slope of the driveway and limited area to turn 		<p>Home businesses that create minimal amenity issues are permitted to operate from residential dwellings in accordance with Local Planning Scheme No 3. Hillside Road is not a private road and as a result vehicles are permitted to drive up and down the road as required. The fact that there are only a few dwelling son the street means that it is relatively safe for children to use as a shared space.</p> <p>The allocated parking bays are intended to be used for the employees and if there any visitors then they can utilise the generous driveway that is located on the subject site.</p> <p>A condition will be included that requires that all employees (maximum of 2) park onsite in the marked parking bays.</p> <p>As above.</p>
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<p>a vehicle around without the reversing bay.</p> <ul style="list-style-type: none"> As well as running an unauthorised business from 6 Hillside Rd, Mr & Mrs Stonehouse have been renovating their home for over 6 years. It is still in progress and incomplete. Hillside Rd residents have had to contend with the inconvenience of increased traffic and the street parking of trucks, service vehicles and private vehicles belonging to the Stonehouses and their employees for a very long time. These issues are on-going and something we would like to see the end of. On several occasions visitors and trades to Mr Stonehouse's business/renovation have parked on our verge which is an inconvenience to us. We have 3 drivers in our family, a single driveway with difficult access, people coming and going at different times and limited street parking. We need our verge free for our own use. <p>Submitted Plan 2 shows a massive window on level 1 which forms part of the ensuite to the master bedroom.</p> <ul style="list-style-type: none"> The use of this area as a bathroom is highly inappropriate. How did this ever get approved? Until recently viewing the plans due to this business application, we were unaware that this was going to be a bathroom. We were concerned about a living room being there with such an enormous window (30c x 4350) but now realising that it's a bathroom, it is quite confronting as it faces directly south and we can't avoid looking at that window every time we enter and exit our property. We hope that appropriate screening measures are in place for this area and it is definitely something the council needs to revisit. The huge peppermint tree that once existed in the front right corner as well as the olive and fig trees shown on the stamped council plans have all been removed. The peppermint tree in particular provided us with established and natural screening. 	<p style="text-align: center; opacity: 0.5; font-size: 48px; transform: rotate(-45deg);">UNCONFIRMED</p>	<p>The verge area is owned by the local government and as such can be used temporarily by vehicles having to park. Ultimately it is not owned by the adjacent property owners. Access to a single driveway and the difficulty you have with catering for 3 drivers on your property is not relevant to this planning application unless there are parking issues in the street. It has previously been noted that a condition will be imposed that requires all parking for the home business to occur on site at 6 Hillside Road.</p> <p>This development application is for the home business and not the existing approved dwelling or the surrounding landscaping at 6 Hillside Road.</p> <p>This development application is for the home business and not the existing approved dwelling or the surrounding landscaping at 6 Hillside Road.</p> <p>Noted.</p>
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<p>Hillside Rd residents have endured years of disruptions from the owners of this property because of their homebased business and renovation. Please see below earlier correspondence we have had with the council regarding the homebased business and parking issues. This has been an ongoing concern and we would greatly appreciate your support with this matter. We do not want the homebased business to continue operating at 6 Hillside Rd because of the impact it has on ourselves and other residents.</p> <p>We urge the Town Planning Committee to reject the application (P020/20) for a homebased business at 6 Hillside Rd.</p>  <p>Please see the attached photo above of 6 Hillside Rd taken today. With the situation of Covid 19 there are far less visitors than usual and the red car at the top normally parks at the bottom left of the property.</p> <p>The following submission was made previously regarding the development at 6 Hillside Road.</p> <p>I am at 5 Hillside Rd and I am concerned about the works taking place across the road at number 6.</p> <p>Today, there is plumbing work taking place for number 6 to connect to the sewer main. I was advised by one of the plumbers that the road would not be bitumened today and that a new crossover was going to be established directly opposite my current crossover.</p> <p>This is going to be a concern and make exiting my driveway more</p>		<p>Noted</p> <p>Noted</p>
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<p>dangerous than it already is because of the narrowness of Hillside Road, the steepness of our driveway in relation to the road, and visibility issues.</p> <p>We have had not consultation whatsoever regarding moving the crossover at 6 Hillside Road. The neighbours have not advised us nor have the council and in this situation it would have been appreciated. One of the contractors told us.</p> <p>Please clarify the following: Has the crossover been approved? Has the property been subdivided? Why have we not been advised of this at any point? Will the driveway be 1 m away from the existing light pole? A crossover in the new location contravenes the East Fremantle Council Crossover Specifications as it will be too close to the streetlight pole. Have you attended hillside Road to inspect the property and the situation? Please feel free to enter our driveway and reverse out.</p> <p>As there is a business run from number 6 and adult residents with friends and partners, there's already a number of people coming and going from that premises. A crossover opposite ours will make it worse for us.</p> <p>There is a perfectly good crossover on that property that can stay there and they have plenty of room to play with the driveway to the house and any future residents. They have already monopolized on views at the expense of all surrounding neighbours. It is disappointing enough that a massive old tree was already removed for these works which has changed the street, our outlook and privacy.</p> <p>Please consider my concerns seriously.</p>		
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12. REPORTS

12.1 FINANCE

12.1.1 Statement of Financial Activity for Period Ended 30 April 2020

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	19 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Statement of Financial Activity 30 April 2020 2. Capital Works Report 8 May 2020

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 30 April 2020.

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 2020.

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
- Notes to the Statement of Financial Activity including:
 - Statement of capital acquisitions and capital funding
 - Significant Accounting Policies
 - Explanation of Material Variances
 - Net Current Funding Position
 - Cash and Investments
 - Budget amendments
 - Receivables
 - Cashed Back Reserves
 - Capital Disposals
 - Rating Information
 - Information on Borrowings
 - 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 2019/20 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 2019/20 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 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

Site Inspection

Not applicable.

Comment

The following is a summary of headline numbers from the attached financial reports:

	Original Budget	Year to Date Budget - April	April Actuals
Opening Surplus	758,451	951,855	951,855
Operating Revenue	10,632,263	10,008,681	10,080,947
Operating Expenditure	(12,141,244)	(9,502,100)	(8,890,996)
Capital Expenditure	(3,816,857)	(3,679,345)	(1,722,322)
Capital Income	919,567	42,000	36,398

Net Transfers from Reserves	1,182,814	520,000	501,465
Non-Cash Items	2,465,204	1,376,750	1,326,708
Closing Surplus	0	(282,158)	2,284,055
Unrestricted Cash			3,292,774
Restricted Cash			1,692,711

- Depreciation, plant cost recoveries and activity based cost distributions have been processed;
- 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 7 May. 39% of budgeted capital works has been expended, whilst 86% of the total budget has been committed under contract/purchase order;
- 95% of total rates levied (including arrears) were collected by the end of April. The due date for rates was the 6 September 2019 and the due date for fourth instalments was 11 March 2020. Final notices have been issued, and debt recovery processes have been implemented. Approximately \$140k in rates are subject to formal debt recovery processes.

The Statements of Financial Activity have been updated to include additional columns; being the annual budget entered in the financial system (SynergySoft), and the current budget. The current budget captures all budget variations that have approved by Council since the original budget adoption.

12.1.1 OFFICER RECOMMENDATION

That Council:

- 1. receives the Monthly Financial Report (Containing the Statement of Financial Activity) for the month ended 30 April 2020.**
- 2. notes the municipal surplus of \$2,284,055, which comprises of \$3,292,774 in unrestricted cash and \$1,605,904 in payables/provisions, as at 30 April 2020.**
- 3. receives the Capital Works Report dated 8 May 2020.**

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2020

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

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	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Current Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$			\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	758,451	758,451	951,855	951,855	951,855	0	0%	
Revenue from operating activities									
Governance		10,000	10,000	25,000	20,830	12,261	(8,569)	(41%)	
General Purpose Funding - Rates	9	8,045,480	8,451,394	8,248,005	8,154,061	8,162,621	8,560	0%	
General Purpose Funding - Other		405,914							
Law, Order and Public Safety		33,700	33,700	28,700	23,900	28,739	4,839	20%	
Health		14,400	14,400	17,900	14,900	16,115	1,215	8%	
Education and Welfare		819,933	819,933	839,933	699,910	879,125	179,215	26%	▲
Housing		85,140	85,140	85,140	70,940	68,563	(2,377)	(3%)	
Community Amenities		194,000	194,000	221,000	184,140	159,333	(24,807)	(13%)	▼
Recreation and Culture		509,884	509,884	435,384	370,230	333,962	(36,268)	(10%)	
Transport		360,744	360,744	410,744	342,270	312,902	(29,368)	(9%)	
Economic Services		79,000	79,000	79,000	65,800	71,485	5,685	9%	
Other Property and Services		74,068	74,068	74,068	61,700	35,841	(25,859)	(42%)	▼
		10,632,263	10,632,263	10,464,874	10,008,681	10,080,947			
Expenditure from operating activities									
Governance		(1,256,860)	(1,256,860)	(1,172,703)	(977,130)	(1,014,136)	(37,006)	(4%)	
General Purpose Funding		(161,878)	(161,878)	(234,878)	(195,710)	(179,959)	15,751	8%	
Law, Order and Public Safety		(173,561)	(173,561)	(177,061)	(147,490)	(135,295)	12,195	8%	
Health		(191,298)	(191,298)	(192,365)	(160,230)	(153,425)	6,805	4%	
Education and Welfare		(1,043,896)	(1,043,896)	(1,141,958)	(951,530)	(861,977)	89,553	9%	
Housing		(50,200)	(50,200)	(43,200)	(35,990)	(32,158)	3,832	11%	▲
Community Amenities		(2,854,492)	(2,854,492)	(2,954,062)	(2,461,540)	(2,290,287)	171,253	7%	
Recreation and Culture		(3,590,406)	(3,590,406)	(2,577,407)	(2,147,120)	(1,824,823)	322,297	15%	▲
Transport		(2,544,657)	(2,544,657)	(2,648,858)	(2,207,070)	(2,064,897)	142,173	6%	
Economic Services		(121,878)	(121,878)	(119,878)	(99,890)	(84,043)	15,847	16%	▲
Other Property and Services		(152,316)	(152,316)	(142,316)	(118,400)	(249,995)	(131,595)	(111%)	▼
		(12,141,442)	(12,141,444)	(11,404,686)	(9,502,100)	(8,890,996)			
Operating activities excluded from budget									
Add back Depreciation		2,472,904	2,472,904	1,661,354	1,384,450	1,298,368	(86,082)	(6%)	
Adjust (Profit)/Loss on Asset Disposal	8	(7,700)	(7,700)	(7,700)	(7,700)	28,340	36,040	(468%)	
Amount attributable to operating activities		2,465,204	2,465,204	1,653,654	1,376,750	1,326,708			
Investing Activities									
Non-operating Grants, Subsidies and Contributions	11	881,867	881,867	1,211,214	0	0	0		
Proceeds from Disposal of Assets	8	37,700	37,700	42,000	42,000	36,398	(5,602)	(13%)	
Land and Buildings		(477,385)	(488,105)	(569,500)	(474,550)	(413,736)	60,814	13%	▲
Infrastructure Assets - Roads		(1,314,300)	(1,314,300)	(1,916,500)	(1,597,080)	(90,005)	1,507,075	94%	▲
Infrastructure Assets - Public Open Space		(396,720)	(446,000)	(412,000)	(350,800)	(139,256)	211,544	60%	▲
Infrastructure Assets - Footpaths		(247,132)	(247,132)	(252,826)	(210,670)	(175,105)	35,565	17%	▲
Infrastructure Assets - Drainage		(100,000)	(100,000)	(133,000)	(113,375)	(111,260)	2,115	2%	
Infrastructure Assets - Other		(393,000)	(433,000)	(289,000)	(240,820)	(35,732)	205,088	85%	▲
Infrastructure Assets - Carparks		(494,000)	(494,000)	(386,000)	(321,660)	(352,147)	(30,487)	(9%)	
Plant and Equipment		(319,320)	(219,320)	(369,500)	(307,900)	(369,782)	(61,882)	(20%)	▼
Furniture and Equipment		(75,000)	(75,000)	(75,000)	(62,490)	(35,299)	27,191	44%	▲
Amount attributable to investing activities		(2,897,290)	(2,897,290)	(3,150,112)	(3,637,345)	(1,685,924)			
Financing Activities									
Transfer from Reserves	7	1,242,814	1,242,814	1,534,777	550,000	535,309	(14,691)	3%	
(Transfer to Reserves)	7	(60,000)	(60,000)	(48,000)	(30,000)	(33,844)	(3,844)	(13%)	
Amount attributable to financing activities		1,182,814	1,182,814	1,486,777	520,000	501,465	(18,535)	4%	
Closing Funding Surplus(Deficit)	3	0	(2)	2,362	(282,158)	2,284,055			
Check against Net Current Assets						2,284,055			
						0			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 April 2020

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Current Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	758,451	758,451	951,855	951,855	951,855	0	0%	
Revenue from operating activities									
Rates	9	8,045,480	8,045,480	7,872,352	7,841,051	7,872,756	31,704	0%	
Operating Grants, Subsidies and Contributions	11	1,171,341	1,171,341	1,125,080	945,040	944,186	(854)	(0%)	
Fees and Charges		1,124,467	1,124,467	1,195,467	996,040	1,098,994	102,954	10%	▲
Interest Earnings		221,000	221,000	182,000	151,650	128,991	(22,659)	(15%)	▼
Other Revenue		62,275	62,275	82,275	68,490	33,811	(34,679)	(51%)	▼
Profit on Disposal of Assets	8	7,700	7,700	7,700	6,410	2,210	(4,200)	(66%)	
		10,632,263	10,632,263	10,464,874	10,008,681	10,080,947			
Expenditure from operating activities									
Employee Costs		(4,126,285)	(4,126,285)	(4,260,832)	(3,550,340)	(3,610,103)	(59,763)	(2%)	
Materials and Contracts		(4,427,824)	(4,427,826)	(4,308,396)	(3,589,150)	(3,082,785)	506,365	14%	▲
Utility Charges		(320,000)	(320,000)	(330,000)	(274,900)	(243,394)	31,506	11%	▲
Depreciation on Non-Current Assets		(2,472,904)	(2,472,904)	(1,661,354)	(1,384,450)	(1,298,368)	86,082	6%	
Insurance Expenses		(167,605)	(167,605)	(185,781)	(154,720)	(178,282)	(23,562)	(15%)	▼
Other Expenditure		(626,824)	(626,824)	(658,324)	(548,540)	(447,514)	101,026	18%	▲
Loss on Disposal of Assets	8	0	0	0	0	(30,551)	(30,551)		
		(12,141,442)	(12,141,444)	(11,404,686)	(9,502,100)	(8,890,996)			
Operating activities excluded from budget									
Add back Depreciation		2,472,904	2,472,904	1,661,354	1,384,450	1,298,368	(86,082)	(6%)	
Adjust (Profit)/Loss on Asset Disposal	8	(7,700)	(7,700)	(7,700)	(7,700)	28,340	36,040	(468%)	
Amount attributable to operating activities		2,465,204	2,465,204	1,653,654	1,376,750	1,326,708			
Investing activities									
Non-operating Grants, Subsidies and Contributions	11	881,867	881,867	1,211,214	0	0	0		
Proceeds from Disposal of Assets	8	37,700	37,700	42,000	42,000	36,398	(5,602)	(13%)	
Land and Buildings		(477,385)	(488,105)	(569,500)	(474,550)	(413,736)	60,814	13%	▲
Infrastructure Assets - Roads		(1,314,300)	(1,314,300)	(1,916,500)	(1,597,080)	(90,005)	1,507,075	94%	▲
Infrastructure Assets - POS		(396,720)	(446,000)	(412,000)	(350,800)	(139,256)	211,544	60%	▲
Infrastructure Assets - Footpaths		(247,132)	(247,132)	(252,826)	(210,670)	(175,105)	35,565	17%	▲
Infrastructure Assets - Drainage		(100,000)	(100,000)	(133,000)	(113,375)	(111,260)	2,115	2%	
Infrastructure Assets - Other		(393,000)	(433,000)	(289,000)	(240,820)	(35,732)	205,088	85%	▲
Infrastructure Assets - Carparks		(494,000)	(494,000)	(386,000)	(321,660)	(352,147)	(30,487)	(9%)	
Plant and Equipment		(319,320)	(219,320)	(369,500)	(307,900)	(369,782)	(61,882)	(20%)	▼
Furniture and Equipment		(75,000)	(75,000)	(75,000)	(62,490)	(35,299)	27,191	44%	▲
Amount attributable to investing activities		(2,897,290)	(2,897,290)	(3,150,112)	(3,637,345)	(1,685,924)			
Financing Activities									
Transfer from Reserves	7	1,242,814	1,242,814	1,534,777	550,000	535,309	(14,691)	(3%)	
(Transfer to Reserves)	7	(60,000)	(60,000)	(48,000)	(30,000)	(33,844)	(3,844)	(13%)	
Amount attributable to financing activities		1,182,814	1,182,814	1,486,777	520,000	501,465			
Closing Funding Surplus (Deficit)	3	0	(2)	2,362	(282,158)	2,284,055	2,566,214	(909%)	
Check against Statement by Program						2,284,055			
						0			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

**Town of East Fremantle
Information Summary
For the Period Ended 30 April 2020**

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 30 April 2020 of \$2,284,055.

Items of Significance

The material variance adopted by the Town of East Fremantle for the 2019/20 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	%	Amended			
	Collected /	Annual		YTD Budget	YTD Actual
	Completed	Budget			
Significant Projects					
Road Resurfacing Program	5%	\$ 1,916,500	\$	1,597,080	\$ 90,005
Footpath Program	69%	\$ 252,826	\$	210,670	\$ 175,105
Carpark Projects	91%	\$ 386,000	\$	321,660	\$ 352,147
Grants, Subsidies and Contributions					
Commonwealth Home Support Programme	105%	\$ 722,683	\$	602,230	\$ 759,088
Roads to Recovery Non-Operating Grant	0%	\$ 236,818	\$	197,340	\$ -
Regional Road Group Grant	0%	\$ 974,396	\$	811,990	\$ -
		\$ 959,501	\$	799,570	\$ 759,088
Rates Levied	98%	\$ 8,045,480	\$	7,841,051	\$ 7,872,756

% Compares current ytd actuals to annual budget

Financial Position

	Current Year
Adjusted Net Current Assets	\$ 2,284,055
Cash and Equivalent - Unrestricted	\$ 3,292,774
Cash and Equivalent - Restricted	\$ 1,692,711
Receivables - Rates	\$ 420,362
Receivables - Other	\$ 176,823
Payables	\$ 980,355

% 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

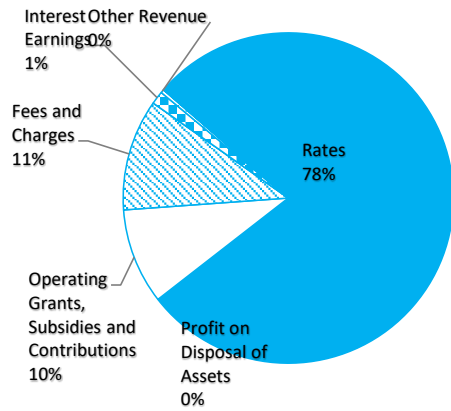
Preparation

Prepared by:

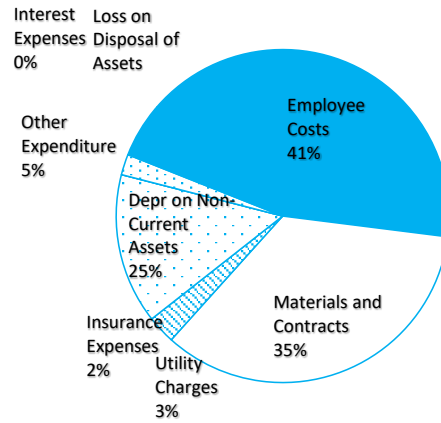
Reviewed by: Peter Kocian

Date prepared:

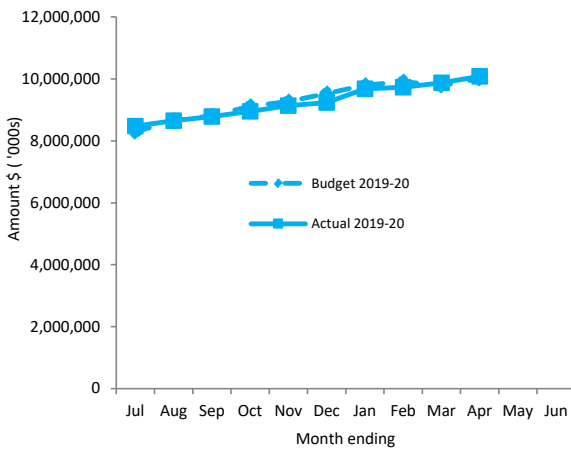
Operating Revenue



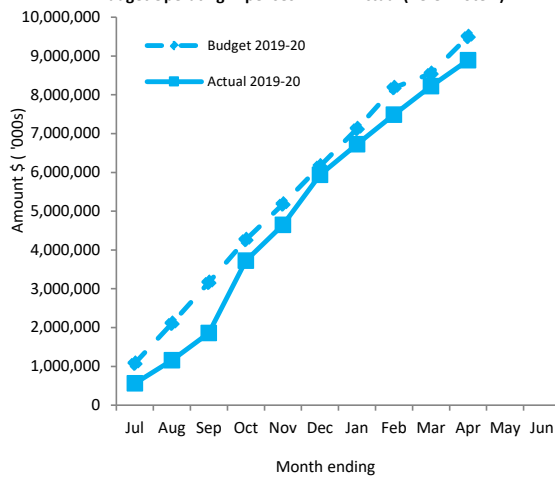
Operating Expenditure



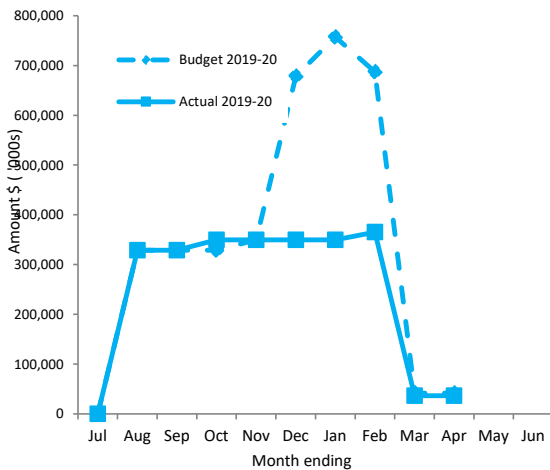
Budget Operating Revenues -v- Actual (Refer Note 2)



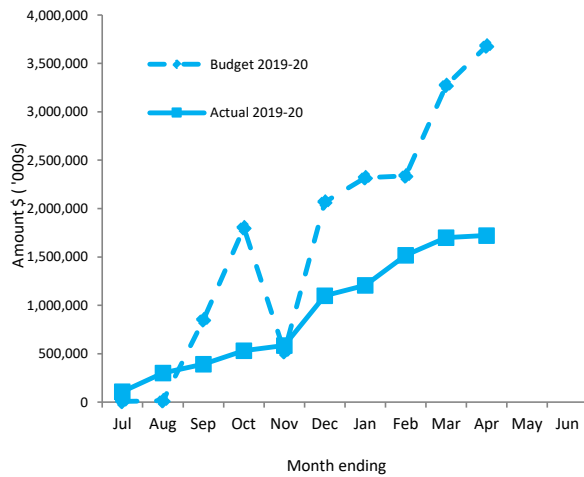
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



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

TOWN OF EAST FREMANTLE
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 April 2020

Capital Acquisitions

	Amended YTD Budget	Amended Annual Budget	YTD Actual Total	Variance (d) - (c)
	\$	\$	\$	\$
Land and Buildings	474,550	569,500	413,736	(60,814)
Infrastructure Assets - Roads	1,597,080	1,916,500	90,005	(1,507,075)
Infrastructure Assets - POS	350,800	412,000	139,256	(211,544)
Infrastructure Assets - Footpaths	210,670	252,826	175,105	(35,565)
Infrastructure Assets - Drainage	113,375	133,000	111,260	(2,115)
Infrastructure Assets - Other	240,820	289,000	35,732	(205,088)
Infrastructure Assets - Carparks	321,660	386,000	352,147	30,487
Plant and Equipment	307,900	369,500	369,782	61,882
Furniture and Equipment	62,490	75,000	35,299	(27,191)
Capital Expenditure Totals	3,679,345	4,403,326	1,722,322	(1,957,023)
Capital acquisitions funded by:				
Capital Grants and Contributions			1,211,214	
Other (Disposals & C/Fwd)			42,000	
Council contribution - Cash Backed Reserves:				
Vehicle, Plant and Equipment Reserve			79,620	
HACC Reserve			100,000	
Strategic Asset Management Reserve			161,110	
Committed Works Reserve			737,885	
Arts and Sculpture Reserve			75,000	
Council contribution - operations			1,996,497	
Capital Funding Total	0	0	4,403,326	

Note 1: Significant Accounting Policies**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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.

Critical Accounting Estimates

The preparation of a financial report 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.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. 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.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

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.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and 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 reported as short term borrowings in current liabilities in the statement of financial position.

(g) 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.

(h) 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.

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.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Note 1: Significant Accounting Policies**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

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.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

Note 1: Significant Accounting Policies**(o) 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 Council's operational cycle. In the case of liabilities where Council 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 resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications**Rates**

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

Operating Grants, Subsidies and Contributions

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

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.

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

Fees and Charges

Revenues (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.

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. Exclude 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.

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, rebates etc.

Employee Costs

All costs associate 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.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, 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.

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

Town operations as disclosed in these financial statements encompass the following service orientated activities/programs.

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.

PROGRAM NAME	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 meals on wheels, in home care, home maintenance, senior outings, respite and school holiday programs.
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 2: 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 2019/20 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues					
	\$	%			
Education and Welfare	179,215	26%		Timing	favourable
Community Amenities	(24,807)	(13%)		Timing	unfavourable
Other Property and Services	(25,859)	(42%)		Timing	contra - reimbursements of workers comp and insurance less than budget - reflects lower actual expenditure
Operating Expense					
Housing	3,832	11%		Timing	favourable
Recreation and Culture	322,297	15%		Permanent	Favourable variance - decrease in depreciation (turf)
Economic Services	15,847	16%		Timing	favourable
Other Property and Services	(131,595)	(111%)		Timing	\$70k in unallocated salaries and wages due to outside staff shutdown
Capital Revenues					
Grants, Subsidies and Contributions	0	0%		Timing	Regional Road Group and Roads to Recovery Grants have been transferred to the balance sheet as grants are largely unspent and grant conditions have not been met
Capital Expenses					
Land and Buildings	60,814	13%		Timing	Tricolore buildings works has not substantially commenced
Infrastructure Assets - Roads	1,507,075	94%		Timing	Works on Riverside Road have not substantially commenced and were postponed due to COVID-19
Infrastructure Assets - POS	211,544	60%		Timing	Returfing, bore and irrigation works has not substantially commenced.
Infrastructure Assets - Footpaths	35,565	17%		Permanent	Saving on Canning Highway Footpath project. Allen St, Fletcher St, Reynolds St, Staton Road all completed. Oakover St outstanding.
Infrastructure Assets - Other	205,088	85%		Timing	Foreshore erosion control and publics arts projects yet to substantially commence
Plant and Equipment	(61,882)	(20%)		Permanent	Plant replacement program has been completed
Furniture and Equipment	27,191	44%		Timing	Desktop Replacements has not commenced
Nature and Type Classifications:					
Fees and Charges	102,954	10%		Timing	favourable
Interest Earnings	(22,659)	(15%)		Permanent	due to low interest rate environment
Other Revenue	(34,679)	(51%)		Timing	unfavourable
Materials and Contracts	506,365	14%		Timing	favourable
Utility Charges	31,506	11%		Timing	favourable
Insurance Expenses	(23,562)	(15%)		Timing	unfavourable
Other Expenditure	101,026	18%		Timing	favourable

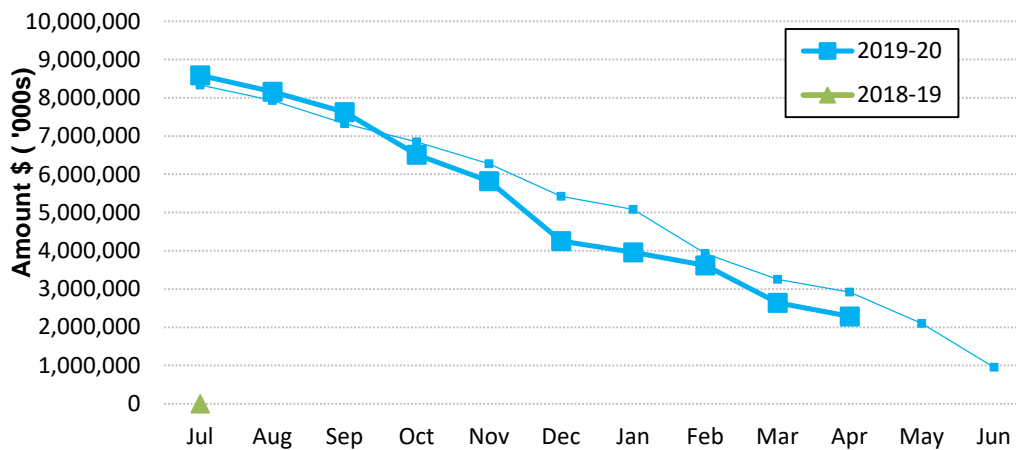
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2019	30 Apr 2020
		\$	\$
Current Assets			
Cash Unrestricted	4	1,997,084	3,292,774
Cash Restricted - Reserves	4	2,194,176	1,692,711
Receivables - Rates	6	265,114	420,362
Receivables - Other	6	154,027	176,823
Interest / ATO Receivable/Trust			
Inventories		0	0
		4,610,401	5,582,670
Less: Current Liabilities			
Payables		(829,054)	(980,355)
Provisions		(635,316)	(625,549)
		(1,464,370)	(1,605,904)
Less: Cash Reserves	7	(2,194,176)	(1,692,711)
Net Current Funding Position		951,855	2,284,055

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 30 April 2020

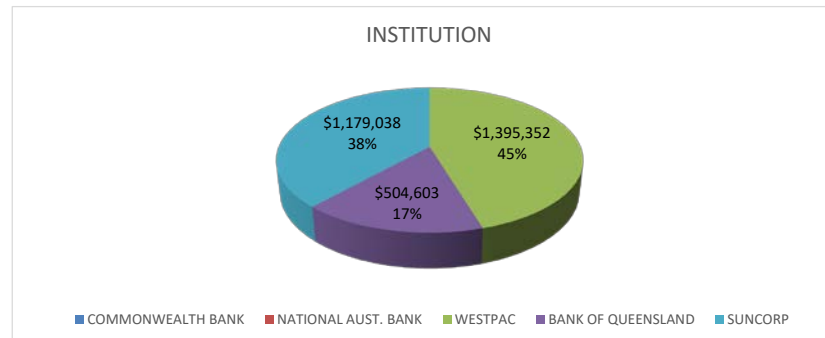
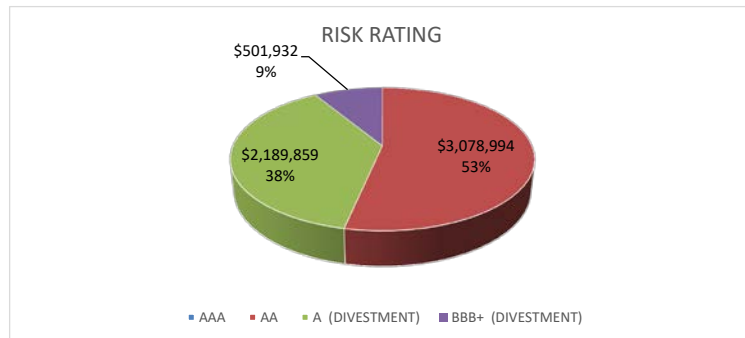
Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$				
(a) Cash Deposits								
Municipal Bank Account - On-Call	584,554			584,554	CBA	AA-	0.20%	At Call
Municipal Bank Account	196,511			196,511	CBA	AA-		At Call
Reserve Bank Account		36		36	CBA	AA-		At Call
Trust Bank Account			100,614	100,614	CBA	AA-		At Call
Cash On Hand	1,300			1,300	Petty Cash/Till Float		Nil	On Hand
(b) Term Deposits								
Municipal	500,000			500,000	SUNCORP	A+	1.40%	25-Jun-20
	500,000			500,000	SUNCORP	A+	0.84%	29-May-20
	504,086			504,086	SUNCORP	A+	1.15%	16-Jul-20
	501,932			501,932	BOQ	BBB+	0.85%	18-May-20
	504,603			504,603	NAB	AA-	0.51%	18-May-20
Trust			685,773	685,773	SUNCORP	A+	1.40%	12-May-20
Reserves		1,179,038		1,179,038	WESTPAC	AA-	0.50%	10-May-20
Reserves		513,637		513,637	CBA	AA-	1.40%	12-May-20
Total	3,292,987	1,692,711	786,387	5,772,085				
Less Cash on Hand	(1,300)			(1,300)				
	3,291,687			5,770,785				

Comments/Notes - Investments and Cash Deposits

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%		
AA	MAX 100%	\$3,078,994	53.35%
A (DIVESTMENT)	MAX 80%	\$2,189,859	37.95%
BBB+ (DIVESTMENT)	MAX 80%	\$501,932	8.70%
		\$5,770,785	100.00%

INSTITUTION	\$	%	(LT) RISK
COMMONWEALTH BANK	\$1,395,352	24.18%	AA-
NATIONAL AUST. BANK	\$504,603	8.74%	AA-
WESTPAC	\$1,179,038	20.43%	AA-
BANK OF QUEENSLAND	\$501,932	8.70%	BBB+
SUNCORP	\$2,189,859	37.95%	A+
	\$5,770,785	100.00%	



TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 April 2020

Note 5: Budget Amendments
 Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Budget Adoption							
Permanent Changes							
Opening Surplus							
Account Number	Description	19/20 Budget	19/20 Amended Budget	Change in Net Current Assets	Comment		
E12784	Riverside Road Resurfacing	(1,232,800)	(1,409,618)	(176,818)	Approved Sep OCM		
I12097	Grant - Roads to Recovery	60,000	236,818	176,818	Approved Sep OCM		
E11707	Plant Purchases	(122,320)	(137,500)	(15,180)	Approved August OCM		
	Proceeds from Disposal of Assets	37,700	42,000	4,300	Approved August OCM		
E14604	Depot Admin Buildings and Surrounds	(45,385)	(72,385)	(27,000)	Approved August OCM		
	Carried Forward Surplus	758,451	775,201	16,750	Un-Audited Figure		
E10608	3 Bin FOGO Implementation	0	(185,000)	(185,000)	As per explanation sheet		
E10629	Public Toilet	0	(111,110)	(111,110)	As per explanation sheet		
Transfer from Strategic Asset Management							
341	Reserve	50,000	161,110	111,110	Fund Public Toilet Project		
E12671	Stormwater Audit	0	(15,255)	(15,255)	As per explanation sheet		
I11177	Grant - Foreshore Erosion Control	129,000	0	(129,000)	Notification received that grant applications unsuccessful		
E11687	Foreshore Erosion Control Works	(238,000)	(70,000)	168,000	Contra budget adjustment against nil grant plus reduced allocation		
E04203	Strategic and Business Planning	(350,000)	(150,000)	200,000	Business Improvement allocation reduced from \$266,611 to \$66,611		
E11250	Licence Fee - East Fremantle Rowing Club	0	(2,000)	(2,000)	As per Licence Agreement, Town is required to reimburse rates for public use of parkland		
E12306	Integrated Parking and Traffic Strategy	0	(50,000)	(50,000)	Carryover project		
I12087	Recoup from Trust Fund - Integrated Parking and Traffic Strategy	0	50,000	50,000	Contra budget adjustment against E12306		
E12737	Tricolore Carpark	(337,000)	(255,000)	82,000	Reallocation of Carpark Budgets		
E12661	EF Football Club Carpark	0	(37,000)	(37,000)	Reallocation of Carpark Budgets		
E12700	EF Yacht Club Carpark	0	(45,000)	(45,000)	Reallocation of Carpark Budgets		
E12710	Footpath - Fraser Street	(45,000)	0	45,000	Reallocation of Footpath Budget		
E12793	Footpath - Oakover Street	0	(55,000)	(55,000)	Reallocation of Footpath Budget		
E12626	Footpath - Fletcher Street	(23,000)	(58,000)	(35,000)	Additional scope		
E12763	Footpath - Bolton Street	(17,550)	0	17,550	Low priority		
E12789	Footpath - Allen Street	(35,000)	(17,826)	17,174	Project completed		
E12786	Roads - View Terrace	(20,000)	0	20,000	Funded from maintenance budget		
E11666	Playground Equipment	(25,000)	(35,000)	(10,000)			
E10205	FOGO and Waste Education Initiatives	(50,000)	(60,000)	(10,000)	Allocation of compostable liners from CAPEX account		
E11256	Preston Point North Recreation Facilities Master Plan	0	(15,000)	(15,000)	Carryover project		
		(1,505,904)	(1,515,565)	(9,661)			
				0	0	0	0

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the period ending April 2020

Note 6: Receivables

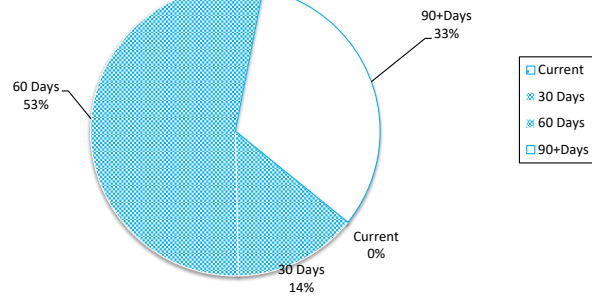
Receivables - Rates Receivable	30 April 2020	30 June 2019
Opening Arrears Previous Years	\$ 133,299	\$ 220,065
Rates, ESL and Service Charges Levied this year	\$ 10,003,081	9,684,412
Less Collections to date	-\$ 9,540,063	(9,551,113)
Equals Current Outstanding (as per TB)	463,018	133,299
Net Rates Collectable	463,018	133,299
% Outstanding	4.57%	

Receivables - General	Current	30 Days	60 Days	90+Days	Total
Receivables - General	\$ 622	\$ 120	\$ 10,039	\$ 5,768	16,549
Receivables - Parking					78,743
East Fremantle Lawn & Tennis Club					24,000
Total Receivables General Outstanding				0	119,292

Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	16,549
SSL - Current EFTC	114	3,000
SSL - Non-Current EFTC	1684	21,000
Parking Debtors	180	78,743
		119,292

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

[Insert explanatory notes and commentary on trends and timing]

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Debtors Trial Balance
As at 31.03.2020

Town of East Fremantle

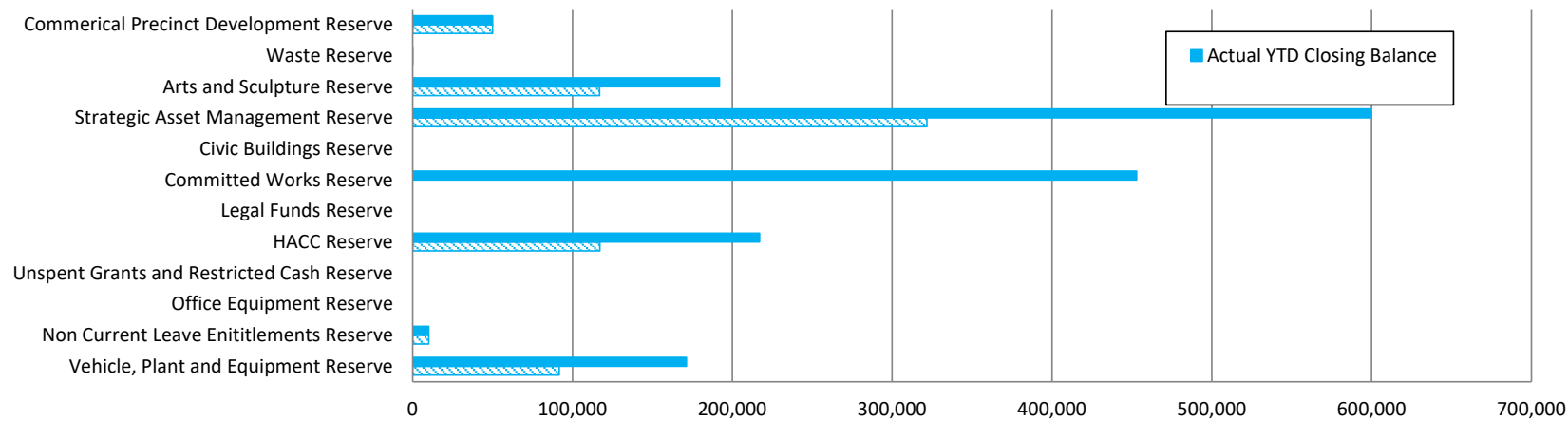
-----Rate Balances-----

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 April 2020

Note 7: 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
Vehicle, Plant and Equipment Reserve	\$ 171,247	\$	\$	\$	\$ (79,620)	\$ 0	\$ 91,627	\$ 171,247
Non Current Leave Entitlements Reserve	10,000						10,000	10,000
Office Equipment Reserve	0						0	0
Unspent Grants and Restricted Cash Reserve	0						0	0
HACC Reserve	217,037				(100,000)	0	117,037	217,037
Legal Funds Reserve	0						0	0
Committed Works Reserve	737,885				(737,885)	(285,000)	0	452,885
Civic Buildings Reserve	0						0	0
Strategic Asset Management Reserve	615,677	48,000		33,844	(341,963)	(50,000)	321,714	599,521
Arts and Sculpture Reserve	192,022				(75,000)	0	117,022	192,022
Waste Reserve	200,308				(200,309)	(200,309)	(1)	(1)
Commerical Precinct Development Reserve	50,000						50,000	50,000
	2,194,176	48,000	0	33,844	(1,534,777)	(535,309)	707,399	1,692,711

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 30 April 2020

Note 8: Disposal of Assets

Asset Number	Asset Description	2019/20								
		YTD Actual				Amended Budget				
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	
		\$	\$	\$	\$	\$	\$	\$	\$	
	Plant and Equipment									
PE270	Toro Groundmaster 3500D (P4082)		6,422		(21,058)	10,000	10,000	0		
PE272	Toro Groundmaster		9,067		(9,493)	0	7,700	7,700		
PEMV259	CEO Vehicle		20,909	2,210		20,000	20,000			0
		0	36,398	2,210	(30,551)	30,000	37,700	7,700		0

Note 9: Rating Information

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	YTD Actual			Amended Budget				
				Rate Revenue \$	Interim Rates \$	Non-Rateable Properties	Total Revenue \$	Rate Revenue \$	Interim Rate \$	Back Rate \$	Total Revenue \$
Differential General Rate											
Residential GRV	0.069949	3,010	91,297,417	6,386,163	\$ -		6,386,163	6,385,878	30,000		6,415,878
Commercial GRV	0.106227	123	12,451,307	1,322,665	\$ -		1,322,665	1,318,318			1,318,318
Sub-Totals		3,133	103,748,724	7,708,828			7,708,828	7,704,196	30,000	0	7,734,196
Minimum Payment	\$										
Residential GRV	1,106.00	264	3,560,073	291,984	\$ -		291,984	293,090			293,090
Commercial GRV	1,654.00	11	146,106	18,194	\$ -		18,194	18,194			18,194
Sub-Totals		275	3,706,179	310,178			310,178	311,284	0	0	311,284
		3,408	107,454,903	8,019,006	26,580		8,045,586	8,015,480	30,000	0	8,045,480
Amount from General Rates							8,045,586				8,045,480
Less Prepaid Rates							(176,653)				
Totals							7,868,933				8,045,480

Comments - Rating Information

Page No. : 1

Town of East Fremantle
STATEMENT OF RATING INFORMATION
For The Financial Year Ending 30 JUN 2020

PARTICULARS	RATEABLE VALUE \$,000	RATE IN \$ (C.)	YIELD \$	MINIMUMS NO.	YIELD \$	TOTAL \$
General Rate GRV						
RESIDENTIAL	91297	6.9949	6386163	264	291984	6678147
COMMERCIAL	10903	10.6227	1158215	11	18194	1176409
RATEABLE ORGANISATION	1548	10.6227	164450	0	0	164450
Total GRV	103749		7708828	275	310178	8019006
Total Rates Levied						8019006

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2019	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
Governance			\$	\$	\$	\$	\$	\$
Housing								
Recreation and Culture								
	0	0	0	0	0	0	0	0

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.







TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 April 2020

Note 11: Grants and Contributions

Grant Provider	Purpose of Grant	Acquittal Date	Acquittal Requirement	Type	Amended Operating	Budget Capital	YTD Budget	Annual Budget (d)	Expected (d)+(e)	YTD Actual Revenue	
					\$	\$	\$			\$	
General Purpose Funding											
Grants Commission - General	WALGGC	Untied - General Purpose	NA	NA	Operating	77,726	0	64,770	77,726	77,726	58,295
Grants Commission - Roads	WALGGC	Untied - Road	NA	NA	Operating	33,927	0	28,270	33,927	33,927	25,445
Education and Welfare											
Home and Community Care Program	State/Commonwealth Dep. Health	Commonwealth Home Support Programme			Operating	722,683	0	602,230	722,683	722,683	759,088
Community Amenities											
Recycling Grant	Dept. Regional Development	Better Bins Program			Operating	51,000	0	42,500	51,000	51,000	0
Recreation and Culture											
Minor Grants - Rec and Culture	Various		To be applied for		Operating	45,000	0	0	45,000	45,000	46,500
East Fremantle Oval Redevelopment	Dept. Sport and Recreation	Business Case	To be applied for		Operating	0	0	0	0	0	0
Foreshore Erosion	DBCA				Operating	84,000		70,000	84,000	84,000	0
East Fremantle Festival	Lotterywest				Operating	30,000		16,660	30,000	30,000	28,500
Transport											
Integrated Traffic Strategy	Recoup from Trust		NA	NA	Operating	50,000		41,660	50,000	50,000	0
Roads To Recovery Grant - Cap	Commonwealth Dep Transport	Road Renewal	31-Oct	Audited Annual Report	Non-operating		236,818	197,340	236,818	236,818	0
Regional Road Group - Cap	Main Roads	Road Renewal	31-May	Certificate of Completion	Non-operating		974,396	811,990	974,396	974,396	0
Direct Grant	Main Roads	Direct Grant	July	GST Free Invoice	Operating	18,024		15,020	18,024	18,024	18,024
Street Lighting Subsidy	Main Roads	Street Lighting Subsidy	September		Operating	4,800		4,000	4,800	4,800	0
Stirling Bridge Verge Maintenance Agreement	Main Roads	Stirling Highway Verge Maint. Agreement	September	GST Inc. Invoice	Operating	7,920		6,600	7,920	7,920	8,334
TOTALS						1,125,080	1,211,214	1,901,040	2,336,294	2,336,294	944,186
SUMMARY											
Operating	Operating Grants, Subsidies and Contributions					1,125,080	0		1,125,080	944,186	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions					0	0		0	0	
Non-operating	Non-operating Grants, Subsidies and Contributions					0	1,211,214		1,211,214	0	
TOTALS						1,125,080	1,211,214	0	0	2,336,294	944,186
Pending Grants:											
Grant Provider	Purpose of Grant	Date Applied	Expected Date of Outcome	Type						Amount Applied	Required Co Contribution
										\$	\$

Budget Year: 19/20
Data as at: Friday, 8 May 2020

Run at 9:25AM on 08/05/2020
85% of Year Lapsed

LEGEND	
Income	
	Under Budget by 10% or more (YTD Actual against YTD Budget)
Expenditure	
	Greater than 10% over budget (Total Committed against Current Budget)
	Over Budget by 5% but less than 10%
	Over Budget by less than 5%
	No budget exists against actual - immediate attention required
	FY1 - Less than 20% expenditure spent (Total Committed against Current Budget)

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
04 - GOVERNANCE									
042 - ADMINISTRATION									
Capital Expenditure									
E04601		Plant Replacement - CEO Vehicle	45,000	41,250	45,876	0	45,876	1.95%	102%
E04604		Buildings - Town Hall Remedial Works	15,000	13,750	2,240	7,266	9,506	-36.62%	63%
E04606		Furniture and Equipment	40,000	36,663	0	12,011	12,011	-69.97%	30%
E04620		Town Hall AV Equipment	35,000	32,076	35,299	0	35,299	0.85%	101%
Capital Expenditure Total			135,000	123,739	83,415	19,277	102,692		
05 - LAWORDERPUBLIC SAFETY									
052 - ANIMAL CONTROL									
Capital Expenditure									
E05208		Plant Replacement - Ranger Vehicle	0	0	0	0	0		
E05210		Ranger Accommodation and Fit-Out	0	0	0	0	0		
Capital Expenditure Total			0	0	0	0	0		
08 - WELFARE									
081 - PRE SCHOOL									
Capital Expenditure									
E06601		Buildings - Richmond Pre-Primary School	20,000	18,326	21,230	0	21,230	6.15%	106%
Capital Expenditure Total			20,000	18,326	21,230	0	21,230		
082 - CARE OF FAMILIES & CHILDREN									
Capital Expenditure									
E08601		Buildings - Tricolore Community Centre	100,000	91,663	0	40,234	40,234	-59.77%	40%
Capital Expenditure Total			100,000	91,663	0	40,234	40,234		
083 - OTHER WELFARE									
Capital Expenditure									
E08613		Glyde-In Community Learning Centre	33,500	30,701	33,533	0	33,533	0.10%	100%
Capital Expenditure Total			33,500	30,701	33,533	0	33,533		
09 - HOUSING									
019 - HOUSING - COUNCIL OWNED									
Capital Expenditure									
E09604		Buildings - Allen Street Units Complex - Renewal CapEx	0	0	0	0	0		
Capital Expenditure Total			0	0	0	0	0		
10 - COMMUNITY AMENITIES									
101 - SANITATION-HOUSEHOLD REFUSE									

Budget Year: 19/20
Data as at: Friday, 8 May 2020

Run at 9:25AM on 08/05/2020
85% of Year Lapsed

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
Capital Expenditure									
E10608		3 Bin FOGO Implementation	185,000	169,576	184,370	0	184,370	-0.34%	100%
Capital Expenditure Total			185,000	169,576	184,370	0	184,370		
103 - TOWN PLANNING & REGIONAL DEVELOPMENT									
Capital Expenditure									
E10639		Plant Replacement - EMRS Vehicle	0	0	0	0	0		
Capital Expenditure Total			0	0	0	0	0		
104 - OTHER COMMUNITY AMENITIES									
Capital Expenditure									
E10605		Inf - Jetty Treatment and Major Maintenance Program - Infrastructure CapEx	30,000	27,500	10,500	0	10,500	-65.00%	35%
E10607		Sumpton Green Fence Replacement	0	0	0	0	0		
E10628		Sumpton Green Play Equipment	0	0	0	0	0		
E10629		Public Toilet - Capital	113,000	103,576	112,838	0	112,838	-0.14%	100%
Capital Expenditure Total			143,000	131,076	123,338	0	123,338		
11 - RECREATION AND CULTURE									
111 - SWIMMING AREAS/BEACHES									
Capital Expenditure									
E11687		Inf - Swimming Areas - Foreshore Erosion Control	154,000	141,163	19,932	77,084	97,016	-37.00%	63%
E11699		Inf - Dinghy Storage Units	10,000	9,163	0	0	0	-100.00%	0%
Capital Expenditure Total			164,000	150,326	19,932	77,084	97,016		
112 - OTHER RECREATION & SPORT									
Capital Expenditure									
E11600		East Fremantle Football Club Roof Repairs-CapEx	28,000	25,663	28,214	0	28,214	0.76%	101%
E11607		EF Bowling Club - Building Renewal CAPEX	18,000	16,500	15,710	0	15,710	-12.72%	87%
E11608		Buildings - EF Tricolore Soccer Club	0	0	0	0	0	No Budget	
E11609		Buildings - EF Cricket / Lacrosse Club Bldg - Upgrade CapEx	0	0	0	0	0		
E11613		Inf - Dog Park Fencing and Equipment	17,000	15,576	16,471	0	16,471	-3.11%	97%
E11617		Infr Foreshore - Restore Steps	0	0	4,800	0	4,800	No Budget	
E11621		CROQUET CLUB	0	0	0	0	0		
E11623		Buildings - EF Junior Football Clubroom - CapEx	0	0	0	0	0		
E11630		Infra - Public Open Space - Lighting	15,000	13,750	0	0	0	-100.00%	0%
E11633		Inf - Cliff Management - Niegerup Track	20,000	18,326	0	0	0	-100.00%	0%
E11641		Inf - Gourley Park	10,000	9,163	0	0	0	-100.00%	0%
E11649		Park Bins and Dog Bag Dispensers	27,000	24,750	27,504	9,601	37,105	-37.43%	137%
E11652		Inf- Parks and Ovals Perimeter Fence	0	0	0	0	0		
E11666		Inf. - Playground Equipment Upgrade Program - Various Locations	35,000	32,076	9,907	0	9,907	-71.69%	28%
E11667		Inf. - Parks - Community Garden	20,000	18,326	0	1,750	1,750	-91.25%	9%
E11678		EF Junior Football Club - Install Floodlighting	45,000	45,000	45,000	0	45,000	0.00%	100%
E11692		Plant Replacement - Parks and Ovals	0	0	0	0	0		
E11695		Inf - Chapman Reserve - Returfing and Irrigation	145,000	132,913	24,348	51,690	76,038	-47.56%	52%

Budget Year: 19/20
Data as at: Friday, 8 May 2020

Run at 9:25AM on 08/05/2020
85% of Year Lapsed

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
E11701		Inf - Henry Jeffrey Cricket Nets	0	0	0	0	0		
E11704		Inf - John Tonkin Power Upgrade	0	0	0	0	0		
E11707		Purchase of Plant and Equipment - Parks and Ovals	87,500	80,201	86,584	0	86,584	-1.05%	99%
E11708		Richmond Raceway - Security Bars	22,000	20,163	0	20,250	20,250	-7.95%	92%
E11709		EFFC - Upgrade of Toilets and Showers Contrib. (Unisex Convers)	0	0	0	0	0		
E11710		EF Football Club - Contribution to Building Upgrades/Security	0	0	0	0	0		
E11711		EF Tennis Club - Contribution to Building Upgrades/Universal Toilet	108,000	99,000	108,000	0	108,000	0.00%	100%
E11712		INF - Bore Replacement Parks and Ovals	40,000	36,663	0	60,000	60,000	50.00%	150%
E11713		INF - Parks/ Reserve Sign Replacement	85,000	77,913	43,531	16,450	59,981	-29.43%	71%
Capital Expenditure Total			722,500	665,983	410,068	159,741	569,809		
114 - OTHER CULTURE									
Capital Expenditure									
E11685		Inf-Acquisition of Public Art (Outdoor Sculpture) - CapEx - Other Culture	75,000	68,750	500	10,000	10,500	-86.00%	14%
Capital Expenditure Total			75,000	68,750	500	10,000	10,500		
12 - TRANSPORT									
121 - CONSTR STS ROADS & BRIDGESDEP									
Capital Expenditure									
E12616		Inf. Roads - Marmion Street Median Strip	16,500	15,125	0	0	0	-100.00%	0%
Capital Expenditure Total			16,500	15,125	0	0	0		
122 - MAINT STREETS ROADS & BRIDGES									
Capital Expenditure									
E12607		Inf. - Roads - Preston Pt. Rd - Roads to Recovery Project	0	0	0	0	0		
E12608		Inf. - Roads - Sewell Street - Roads to Recovery Project	0	0	0	0	0		
E12615		Plant Replacement - Works	0	0	0	0	0		
E12622		Footpath - May St	0	0	0	0	0		
E12626		Inf - Footpath - Fletcher St	58,000	53,163	55,655	0	55,655	-4.04%	96%
E12643		Footpath - Easton Street	0	0	0	0	0		
E12645		Infra - Footpath Renewal - Staton Road	26,000	23,826	26,000	0	26,000	0.00%	100%
E12656		Footpath - Stratford Street	0	0	0	0	0		
E12668		Inf. - Footpath - Reynolds Street	15,000	13,750	15,000	0	15,000	0.00%	100%
E12671		Stormwater Audit	0	1,274	0	0	0		
E12676		Inf. - Roads - Allen Street - Widen Road Pavement	0	0	0	0	0		
E12693		Footpath - East Street	0	0	0	0	0		
E12694		Footpath-Riverside Road.	0	0	0	0	0		
E12695		Footpath-John Tonkin Park.	0	0	0	0	0		
E12699		Inf - Footpath - Canning H'Way	61,000	55,913	60,857	0	60,857	-0.23%	100%
E12710		Infra - Roads - Fraser Street - Asphalt Resurfacing	0	0	0	0	0	No Budget	
E12716		Inf - Roads - Glyde St - Asphalt Resurfacing	0	0	0	0	0		
E12726		Inf - Roads - Glyde Street (North) - Ashphalt Resurfacing	0	0	0	0	0		
E12750		Inf - Roads - Reconstruct Pavement and Ashphalt Overlay Chauncy St. CapEx	0	0	0	0	0		

Budget Year: 19/20
Data as at: Friday, 8 May 2020

Run at 9:25AM on 08/05/2020
85% of Year Lapsed

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
E12761		Inf - Drainage	133,000	121,913	111,260	24,647	135,907	2.19%	102%
E12763		Inf. - Footpath Renewal - Bolton St.	0	0	0	0	0	No Budget	
E12776		Infra - Roads - Council Place - Asphalt Resurfacing	0	0	0	0	0		
E12782		Inf - Roads - Moss Street - Asphalt Resurfacing	0	0	0	0	0		
E12784		Inf - Roads - Road Resurfacing - Riverside Road	1,900,000	1,741,663	103,927	1,653,821	1,757,749	-7.49%	93%
E12786		Inf - Roads - View Terrace	0	0	0	0	0	No Budget	
E12788		Inf - Roads - Woodhouse Road - Asphalt Resurfacing	0	0	0	0	0		
E12789		Infr - Footpath Renewal - Allen Street	17,826	16,335	17,592	0	17,592	-1.31%	99%
E12793		Infr - Footpath Renewal - Oakover Street	75,000	68,750	0	0	0	-100.00%	0%
Capital Expenditure Total			2,285,826	2,096,587	390,292	1,678,469	2,068,761		
123 - ROAD PLANT									
Capital Expenditure									
E12613		Plant and Equipment Purchases - Transport	0	0	0	0	0		
E12701		Plant and Equip. - Solar Powered Variable Message Trailer	25,000	22,913	25,448	0	25,448	1.79%	102%
Capital Expenditure Total			25,000	22,913	25,448	0	25,448		
124 - PARKING FACILITIES									
Capital Expenditure									
E12661		Inf. - Carpark - EF Football Club	53,000	48,576	53,190	0	53,190	0.36%	100%
E12700		Inf. Car Park - EF Yacht Club	48,000	44,000	48,357	0	48,357	0.74%	101%
E12737		Inf - Carpark Tricolore Community Centre and Sports Field	285,000	261,250	250,600	49,086	299,686	5.15%	105%
E12739		Inf - Carpark Upgrades and Machines Leeuwin	0	0	0	0	0	No Budget	
E12747		Inf - Roads - Parking Machines	0	0	0	0	0		
E12759		Inf - Carpark East Fremantle Tennis Club	0	0	0	0	0		
E12770		Inf - John Tonkin Carpark Construction New - CapEx	0	0	0	0	0		
Capital Expenditure Total			386,000	353,826	352,147	49,086	401,233		
14 - OTHER PROPERTY AND SERVICES									
144 - UNCLASSIFIED PROPERTY									
Capital Expenditure									
E14601		Buildings - Renewals and Electrical Services	72,000	66,000	71,725	0	71,725	-0.38%	100%
E14604		Depot Administration Building and Surrounds	40,000	36,663	20,246	0	20,246	-49.39%	51%
Capital Expenditure Total			112,000	102,663	91,971	0	91,971		
GRAND TOTAL			4,403,326	4,041,254	1,736,244	2,033,891	3,770,136		

12.1.2 Accounts for Payment – April 2020

File ref	F/FNS2
Prepared by	John Mondini, Manager, Finance & Administration
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	19 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – April 2020

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 30 April 2020 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 April to 30 April 2020, 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 2017 – 2027 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 month of April 2020 include the following significant items:

Payee	Particulars	Amount
East Fremantle Junior Football Club	Contra Payment for Lighting as per funding agreement	45,000.00
Prime Civil Pty Ltd	Riverside Road Culverts	44,757.90
GFG Consulting	Irrigation Upgrades – Progress Claim 1	26,782.33
Aust Taxation Office	PAYG & GST Payments March 2020	37,958.00
SMRC	Waste/Gate Fees March 2020	40,795.05
South West Group	2 nd Instalment Contributions	21,143.65

12.1.2 OFFICER RECOMMENDATION

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, **RECEIVES** the list of payments made under delegated authority for the month ended 30 April 2020 and recorded in the Minutes of the Council.

APRIL 2020		
Voucher No	Account	Amount
EFT29382 – EFT29527	Municipal (EFT)	\$300,875.95
Payroll	Municipal (EFT)	\$229,121.25
Direct Debits	Municipal (Direct Debit)	\$54,767.92
	Total Payments	\$ 584,765.12

TOWN OF EAST FREMANTLE					
List of Accounts paid by the Chief Executive for April 2020 & submitted for the information of the Council Meeting to be held on 19 May 2020.					
Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
CHEQUES				\$	\$
			NO CHEQUES DRAWN IN APRIL		
			CHEQUE TOTAL	\$ -	\$ -
EFTs		Supplier	Description	Inv Amount	EFT
EFT29382	01/04/2020	AUSTRALIA POST	POSTAGE COSTS - FEBRUARY 20	2,003.83	2,003.83
EFT29383	01/04/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS MARCH 20	300.36	300.36
EFT29384	01/04/2020	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND COLLECTED DEC 19	151.50	
			CONSTRUCTION TRAINING FUND COLLECTED JAN 20	1,277.40	
			CONSTRUCTION TRAINING FUND COLLECTED FEB 20	2,229.72	3,658.62
EFT29385	01/04/2020	BUNNINGS BLDG SUPPLIES LTD	VARIOUS CLEANING PRODUCTS AND PROTECTIVE EQUIPMENT	173.82	173.82
EFT29386	01/04/2020	CITY OF COCKBURN	TIP FEES FEBRUARY 2020 24 X VOUCHERS	1,560.00	1,560.00
EFT29387	01/04/2020	FREMANTLE HERALD	ADVERTISEMENT - SPECIAL COUNCIL MEETING 25/2/20	92.04	92.04
EFT29388	01/04/2020	IMPRINT PLASTIC	ID CARD - RANGER	25.85	25.85
EFT29389	01/04/2020	LO-GO APPOINTMENTS	LABOUR HIRE FINANCE OFFICER (TEMP) - W/E 14/03/20	874.72	874.72
EFT29390	01/04/2020	MCLEODS	PROFESSIONAL FEES - PRESENTATION ON DISCLOSURE OF INTERESTS AND GIFTS	1,102.75	
			PROFESSIONAL FEES - LEGAL ADVICE - DOG EXERCISE PARK	214.75	1,317.50
EFT29391	01/04/2020	MAYOR JIM O'NEILL	MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR APRIL 20	4,416.68	4,416.68
EFT29392	01/04/2020	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	48-50 ALEXANDRA ROAD WASTE COLLECTION FEBRUARY 2020	419.28	
			RECYCLING, GENERAL WASTE, COMMERCIAL RECYCLING, COMMERCIAL WASTE, PARKS & RESERVES WASTE AND STREET BINS WASTE COLLECTION - FEB 20	13,550.80	13,970.08
EFT29393	01/04/2020	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY SERVICES SUMPTON GREEN, LAUNCHING RAMP & TRICOLORE 24/04/20 - 23/10/20	226.97	226.97
EFT29394	01/04/2020	TELSTRA CORPORATION LIMITED	SUMPTON GREEN PHONE CHARGES TO 07/03/20, TOEF DIRECTORY LISTINGS	529.34	
			CEO MOBILE PHONE COSTS - 16/02/20 - 15/03/20	101.00	630.34
EFT29395	01/04/2020	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	4,482.51	4,482.51
EFT29396	01/04/2020	FASTA COURIERS	COURIER COSTS FEB 20	49.21	49.21
EFT29397	01/04/2020	STEANN PTY LTD	BULK GREENWASTE COLLECTION - MARCH 2020	13,970.00	13,970.00
EFT29398	01/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF MEMBER REGISTRATION FOR LIFT OFF MENTORING PROGRAM 2020	700.00	700.00
EFT29399	01/04/2020	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WEBSITE DEVELOPMENT - ADDITIONAL DESIGN TEMPLATE MODULE	2,786.00	2,786.00
EFT29400	01/04/2020	PETRA CLEAN	CLEANING SERVICES SUMPTON GREEN, DEPOT, TRICOLORE, TOWN HALL & GLASSON PARK PUBLIC TOILET MARCH 20	7,608.18	7,608.18
EFT29401	01/04/2020	STRATA GREEN	240 PAIRS OF RUBBER GLOVES AND 200 PAIRS OF DISPOSABLE GLOVES	928.80	928.80
EFT29402	01/04/2020	KONNECT	CITRAFORCE CLEANER	1,261.73	1,261.73
EFT29403	01/04/2020	CR. JENNY HARRINGTON	DEPUTY MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR APRIL 20	2,062.84	2,062.84
EFT29404	01/04/2020	NUMERO UNO CATERING	CATERING 10/03/20	420.00	420.00
EFT29405	01/04/2020	EAST FREMANTLE JUNIOR FOOTBALL CLUB	CONTRA PAYMENT FOR LIGHTING UPGRADE AS PER FUNDING AGREEMENT EF JUNIOR FOOTBALL CLUB	45,000.00	45,000.00
EFT29406	01/04/2020	CR. CLIFF COLLINSON	SITTING FEES & ICT ALLOWANCE FOR APRIL 20	1,542.00	1,542.00
EFT29407	01/04/2020	ASSA ABLOY ENTRANCE SYSTEMS AUSTRALIA PTY LTD	TOWN HALL BUILDING ADMIN BUILDING AUTOMATIC KEY REPAIR	484.00	484.00
EFT29408	01/04/2020	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE FOR APRIL 20	1,542.00	1,542.00
EFT29409	01/04/2020	HYDRO JET	GRAFFITI REMOVAL - CANNING HIGHWAY & VARIOUS LOCATIONS	1,452.00	
			GRAFFITI REMOVAL - PRESTON POINT ROAD AND VARIOUS LOCATIONS	533.50	
			GRAFFITI REMOVAL - 23X STENCILS ON VARIOUS FOOTPATHS	717.20	
			GRAFFITI REMOVAL - KITSON PARK, MIDWIVES CENTRE	698.50	
			GRAFFITI REMOVAL - HENRY JEFFERY OVAL & NEAR DOME STEPS	753.50	4,154.70
EFT29410	01/04/2020	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA BIZHUB C658 PHOTOCOPY CHARGES PLANNING 13/02/20 - 12/03/20	535.69	535.69
EFT29411	01/04/2020	GRIME FIGHTERS	GRAFFITI REMOVAL REAR WALL - DUKE OF GEORGE	748.00	748.00
EFT29412	01/04/2020	FOCUS NETWORKS	SSL CERTIFICATE RENEWAL - 2 YEARS	715.00	
			SYNERGYAPI.EASTFREMANTLE.WA.GOV.AU(TEFFRMADMZ1 - ALTUS		
			SSL CERTIFICATE RENEWAL - 2 YEARS INTRANET.EASTFREMANTLE.WA.GOV.AU - INTRANET	539.00	
			SONICWALL FIREWALL SSL VPN REMOTE WORK OPTIONS - 25 USERS	1,829.83	3,083.83
EFT29413	01/04/2020	TRENCHBUSTERS	BULK BINS - WAUHOP ROAD - FEB 2020	20.00	
			BULK BINS - WAUHOP ROAD - FEB 2020	664.00	
			BULK BINS - WAUHOP ROAD - FEB 2020	630.00	
			BULK BINS - WAUHOP ROAD - MARCH 2020	1,260.00	2,574.00
EFT29414	01/04/2020	LOCAL GOVERNMENT INSURANCE SERVICES	PUBLIC & PRODUCTS LIABILITY INSURANCE 23/03/20 - 30/05/20	2,175.22	
			CONTRACT WORKS INSURANCE 23/03/20 - 30/05/20	1,717.87	3,893.09
EFT29415	01/04/2020	PRIME CIVIL PTY LTD	RQF-14-2019/20 - RIVERSIDE ROAD CULVERTS	41,875.90	44,757.90
			RIVERSIDE ROAD CULVERTS VARIATION 1 - SIDE ENTRY PIT	1,859.00	
			RIVERSIDE ROAD CULVERT VARIATION 2 - BREAK OUT CONCRETE	1,023.00	
			SITTING FEES & ICT ALLOWANCE FOR APRIL 20	1,542.00	1,542.00
EFT29417	01/04/2020	CR. TONY WATKINS	SITTING FEES & ICT ALLOWANCE FOR APRIL 20	1,542.00	1,542.00
EFT29418	01/04/2020	SCULPTURE AT BATHERS	ARTIST LED TOUR AT SCULPTURE AT BATHERS 2020 - 10 PEOPLE	275.00	
			ARTIST LED TOUR SCULPTURE AT BATHERS - 4 ADDITIONAL PEOPLE	110.00	385.00
EFT29419	01/04/2020	MARKET CREATIONS	WEBSITE SUPPORT - 10 HOURS	1,430.00	
			FACEBOOK BOOST X 3 RIVERSIDE ROAD RECONSTRUCTION	150.00	1,580.00
EFT29420	01/04/2020	CR. ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE FOR APRIL 20	1,542.00	1,542.00
EFT29421	01/04/2020	SONIC HEALTH PLUS	PRE EMPLOYMENT MEDICAL	148.50	148.50
EFT29422	01/04/2020	MOORE STEPHENS	2020 MANAGEMENT REPORTING WORKSHOP, 2020 FINANCIAL REPORTING WORKSHOP	2,191.20	2,191.20
EFT29423	01/04/2020	CR. TONY NATALE	SITTING FEES & ICT ALLOWANCE FOR APRIL 20	1,542.00	1,542.00
EFT29424	01/04/2020	READY TRACK PTY LTD T/AS LINXIO	GPS TRACKING FOR OPERATIONS VEHICLES MARCH 2020	193.60	193.60
EFT29425	01/04/2020	RICHMOND PRIMARY SCHOOL P & C ASSOCIATION (INC)	EVENT COLLABORATION DONATION - RIDE 2 SCHOOL DAY	400.00	400.00
EFT29426	01/04/2020	GO2CUP	GO2CUP COFFEE, PLATES, CUPS - CLEAR, DELIVERY AND COLLECTION WITHIN PERTH METROPOLITAN AREA	185.00	185.00
EFT29427	01/04/2020	THE FRUIT BOX GROUP	DEPOT FRUIT BOX FEB 20,	130.50	
			FRUIT BOX TOWN HALL - FEB 20	148.50	279.00
EFT29428	01/04/2020	GFG CONSULTING	RFQ-12-2019/20 - IRRIGATION UPGRADES - CHAPMAN RESERVE - PROGRESS CLAIM 1 TO 24/03/20	26,782.33	26,782.33
EFT29429	01/04/2020	FRESH PROVISIONS BICTON	CATERING 18/2/20	34.46	
			CATERING 24/3/20	19.28	53.74
INV APRIL 20	01/04/2020	CR KERRY DONOVAN	SITTING FEES & ICT ALLOWANCE FOR APRIL 20	1,542.00	1,542.00

EFT29431	01/04/2020	LIAM DEE ILLUSTRATION & DESIGN	CONCEPT DESIGN FOR SILAS STRTEET ROUNDABOUT PUBLIC ART INSTALLATION	500.00	500.00
EFT29432	01/04/2020	C'EST BIEN THAI	CATERING - 24 MARCH 2020	333.60	333.60
EFT29433	01/04/2020	LO PRESTI & SON	REFUND OF 50% OF FOOD BUSINESS REGISTRATION FEE - MEDIUM RISK	50.00	50.00
EFT29434	01/04/2020	CLASSIC HOME & GARAGE INNOVATIONS PTY LTD	REFUND OF DUPLICATE PAYMENT OF BUILDING APPLICATION FEES	166.65	166.65
EFT29435	01/04/2020	SHELLEY COCKS	REIMBURSEMENT OF COST OF PURCHASE OF 8 X COVERALLS	52.00	52.00
EFT29436	01/04/2020	CR. TONY NATALE	SITTING FEES & ICT ALLOWANCE FOR APRIL 20	1,542.00	1,542.00
EFT29437	12/04/2020	NIGEL ANTHONY GIBBS T/AS POSITIVA BUILDING	BOND REFUND	1,500.00	1,500.00
EFT29438	12/04/2020	REBECCA REGNARD	BOND REFUND CANCELLED SUMPTON GREEN HIRE	300.00	300.00
EFT29439	12/04/2020	MICHAEL SLATTERY	BOND REFUND	1,500.00	1,500.00
EFT29440	12/04/2020	SHAPE PROJECTS PTY LTD	BOND REFUND	1,500.00	3,000.00
EFT29441	12/04/2020	RANLAK PTY LTD T/AS KRE8 CONSTRUCTIONS WA	BOND REFUND	1,500.00	1,500.00
EFT29442	12/04/2020	BARRIER REEF POOLS WA P/L	BOND REFUND	1,500.00	1,500.00
EFT29443	12/04/2020	NATALIE GINGER	PARTIAL BOND REFUND	1,200.00	1,200.00
EFT29444	12/04/2020	ANDY POLLARD HOMES	BOND REFUND	1,500.00	1,500.00
EFT29445	12/04/2020	PAUL DAVOREN	BOND REFUND	1,500.00	1,500.00
EFT29446	12/04/2020	CARCIONE NOMINEES T/AS BELVISTA HOMES	BOND REFUND	1,500.00	1,500.00
EFT29447	12/04/2020	ALAN PLACANICA	BOND REFUND	2,000.00	2,000.00
EFT29448	17/04/2020	AUSTRALIAN TAXATION OFFICE	PAYG & GST PAYABLE MARCH 20	37,958.00	37,958.00
EFT29449	17/04/2020	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND COLLECTED MARCH 20	1,620.16	1,620.16
EFT29450	17/04/2020	BUNNINGS BLDG SUPPLIES LTD	10 X KEY CUTTING AND HARDWARE SUPPLIES FOR CHSP RESPITE CENTRE	72.44	
			HARDWARE SUPPLIES FOR CHSP	88.74	161.18
EFT29451	17/04/2020	FREMANTLE HERALD	ADVERTISING - ELECTRONIC COUNCIL/COMMITTEE MEETINGS	189.83	
			FULL PAGE ADVERTISEMENT - TOWN INFORMATION COVID-19 AND OTHER MATTERS	1,113.42	1,303.25
EFT29452	17/04/2020	LO-GO APPOINTMENTS	LABOUR HIRE FINANCE OFFICER (TEMP) W/E 21/03/20	874.72	
			LABOUR HIRE FINANCE OFFICER (TEMP) W/E 28/03/20	874.72	1,749.44
EFT29453	17/04/2020	MCLEODS	PROFESSIONAL FEES - LEASE	367.18	367.18
EFT29454	17/04/2020	O'CONNOR LAWNMOWER & CHAINSAW CENTRE	SPARK PLUGS FOR GARDENING SERVICE CHSP	39.00	39.00
EFT29455	17/04/2020	TELSTRA CORPORATION LIMITED	DEPOT NEXT G MOBILE BACKUP 04/03/20 - 03/04/20, HACC MOBILE PHONE TO 03/03/20,	20.94	
			RESPITE CENTRE PHONE	95.77	116.71
EFT29456	17/04/2020	SYNERGY	POWER SUPPLY STREET LIGHTS 25/02/20 - 24/03/20	9,257.09	9,257.09
EFT29457	17/04/2020	FASTA COURIERS	COURIER COSTS FEB 20	140.51	
			COURIER COSTS MARCH 20	81.92	222.43
EFT29458	17/04/2020	TOTAL PACKAGING (WA) PTY LTD	15 CARTONS (60 BOXES) BIODEGRADABLE BAGS	3,775.20	3,775.20
EFT29459	17/04/2020	SOUTHERN METROPOLITAN REGIONAL COUNCIL	MRF GATE FEES FOR MARCH 20 - FOGO RECYCLABLES	11,095.94	
			GREEN WASTE GATE FEES FOR MARCH 20 1X TRAILER PASS,	30.00	
			GREENWASTE GATE FEES MARCH 20	7,898.35	
			GENERAL WASTE DISPOSAL FEES FOR MARCH 20 - DIVERSION TO SUEZ	21,770.76	40,795.05
EFT29460	17/04/2020	CARDNO (WA) PTY LTD	PLYMPTON SURVEYS, PRESTON POINT SURVEYS, RIVERSIDE ROAD AND SMART PARKING LEEUWIN- PROFESSIONAL FEES FOR PERIOD ENDING 27/03/20	1,122.00	1,122.00
EFT29461	17/04/2020	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WEBSITE UPGRADE - INSTALL ALERTS MODULE	1,155.00	1,155.00
EFT29462	17/04/2020	SATELLITE SECURITY SERVICES	DEPOT - ADDITIONAL CCTV SECURITY CAMERA	1,114.30	
			ALARM PANEL MAINTENANCE - BATTERY FAULT	139.50	
			ALARM CODE SET UP - VARIOUS LOCATIONS	50.00	1,303.80
EFT29463	17/04/2020	W.A. BLUEMETAL	1 X LOAD OF ROADBASE	467.50	467.50
EFT29464	17/04/2020	MUSEWARES	CHRISTMAS CAROLLERS FOR EAST FREMANTLE FESTIVAL 2019	200.00	200.00
EFT29465	17/04/2020	WOOLWORTHS SUPERMARKETS	RESPITE CENTRE GROCERIES 09/03/2020	189.12	
			RESPITE CENTRE GOCERIES 16/03/2020	139.47	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	98.00	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	112.94	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	39.19	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	80.23	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	139.97	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	44.64	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	43.84	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	54.72	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	55.67	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	60.56	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	50.29	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	38.10	
			CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	72.13	1,218.87
EFT29466	17/04/2020	EAST FREMANTLE LAWN TENNIS CLUB	COMMUNITY ASSISTANCE GRANTS 2019-2020 - REFERENCE COUNCIL RESOLUTION 050719 - PORTABLE SHADE EQUIPMENT	1,100.00	1,100.00
EFT29467	17/04/2020	HYDRO JET	GRAFFITI REMOVAL - CANNING HIGHWAY AND VARIOUS LOCATIONS	698.50	698.50
EFT29468	17/04/2020	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA BIZHUB C658 PHOTOCOPY CHARGES PLANNING - 13/03/20 - 12/04/20	501.83	501.83
EFT29469	17/04/2020	SUNNY SIGN COMPANY PTY LTD	6X PARKING FEE SIGNAGE - REPLACEMENTS & 2X MOORING PEN GATE SIGNAGE	236.50	236.50
EFT29470	17/04/2020	FOODWORKS EAST FREMANTLE	ADMIN, WORKS, & HACC CONSUMABLES MARCH 20	170.74	170.74
EFT29471	17/04/2020	FOCUS NETWORKS	ANNUAL SUPPORT COSTS AND PROJECT COSTS - MONTHLY SUPPORT HOURS PLUS ADDITIONAL TIME CHARGED OUT OF SCOPE OF AGREEMENT	803.55	
			MICROSOFT LICENSING ANNUAL CSP SUBSCRIPTION	7,763.80	
			MICROSOFT OFFICE 365 ENTERPRISE E3 MONTHLY SUBSCRIPTION FOR FOUR MONTHS	1,367.69	
			MANAGED PROACTIVE SERVICE - MONTHLY COMPUTER SERVICES - APRIL 20	3,775.20	
			SSL VPN LICENCES	540.55	14,250.79
EFT29472	17/04/2020	TRENCHBUSTERS	BULK BINS - WAUHOP ROAD - MARCH 2020	1,260.00	1,260.00
EFT29473	17/04/2020	ENVIRO SWEEP	STREET SWEEPING MARCH 2020	4,158.00	4,158.00
EFT29474	17/04/2020	KEVREK	STANDARD SERVICE ON KEVREK CRANE	743.16	743.16
EFT29475	17/04/2020	WA POLICE	2 x HACC VOLUNTEERS NATIONAL POICE CHECK	32.80	32.80
EFT29476	17/04/2020	VOCUS COMMUNICATIONS	INTERNET UNLIMITED - ENHANCED - 20 MBPS - 135 CANNING HIGHWAY - MAY 20	1,171.50	
			SESSION INITIATION PROTOCOL (SIP) LINES/SERVICES CHARGES FOR VOICE OVER INTERNET PROTOCOL (VOIP) - MARCH 20	560.99	1,732.49
EFT29477	17/04/2020	MARKET CREATIONS	DESIGN AND SUPPLY VALUES POSTERS	858.00	
			ANNUAL SOCIAL MEDIA AUDIT	1,170.00	
			SOCIAL MEDIA MANAGEMENT - MARCH 20	1,200.00	
			BUSINESS CARDS X 2 - ELECTED MEMBERS	275.00	3,503.00

EFT29478	17/04/2020	DONALD VEAL CONSULTANTS	CONSULTANT FEES - REVIEW OF RIVERSIDE ROAD VERGE PARKING	2,348.50	
			VIEW TERRACE - SAFETY AUDIT	2,750.00	5,098.50
EFT29479	17/04/2020	KEYS THE MOVING SOLUTION	STORAGE CHARGES - HISTORIC AND EXCESS FURNITURE FROM TOWN HALL 2019/20 - 27/10/19 - 30/11/19	325.00	
			STORAGE CHARGES - HISTORIC AND EXCESS FURNITURE FROM TOWN HALL 29/03/20 - 25/04/20,	260.00	585.00
EFT29480	17/04/2020	EYRES ROCKET	XL BITE SIZE AD - MENU MAGAZINE	4,587.00	4,587.00
EFT29481	17/04/2020	SUEZ RECYCLING & RECOVERY PTY LTD	WASTE COLLECTION FOGO , COMMERCIAL WASTE, PARKS & RESERVES WASTE & STREET BINS WASTE COLLECTION - FEB 20	18,143.12	
			RUBBISH COLLECTION - LEEUWIN BOAT RAMP MARCH 20	198.00	
			MONTHLY COLLECTION OF WASTE AT 46 EAST STREET - MARCH 2020	1,290.59	19,631.71
EFT29482	17/04/2020	KELVIN WONG	REIMBURSEMENT - HOME OFFICE CONSUMABLES - PRINTER INK	53.95	53.95
EFT29483	17/04/2020	PTC IRRIGATION	IRRIGATION REPAIRS RACEWAY PARK	797.50	797.50
EFT29484	17/04/2020	MOJO DIGITAL STUDIO	UPDATE TO BRIDAL TRAIL BROCHURE	375.00	375.00
EFT29485	17/04/2020	JANE HARRISON	RATES REFUND	100.00	100.00
EFT29486	17/04/2020	SOURCE SEPARATION SYSTEMS PTY LTD	PURCHASE OF COMPOSTABLE BAGS FOR FOGO BINS - 30 CARTONS X 75 ROLLS	5,422.02	5,422.02
EFT29487	17/04/2020	WA FENCEWORKS PTY LTD	SILAS STREET - DOG FENCE	9,059.05	9,059.05
EFT29488	17/04/2020	WA CUSTOM GLASS	CRICKET CLUB - BROKEN WINDOW REPLACEMENT	290.82	290.82
EFT29489	17/04/2020	RAW CREATIVE	QUARTER PAGE ADVERT AND EMAIL BANNER	195.00	195.00
EFT29490	17/04/2020	HEIGHT CONSTRUCTION AND CARPENTRY PTY LTD	JETTY REPAIR	5,280.00	5,280.00
EFT29491	17/04/2020	JANI MURPHY & ASSOCIATES	TRAINING AND PROFESSIONAL DEVELOPMENT	866.25	866.25
EFT29492	17/04/2020	WILLIAM BUCK (WA) PTY LTD	WILLIAM BUCK COVID - 19 MITIGATION BUSINESS ADVICE SESSION, UP TO 10 BUSINESSES	1,980.00	1,980.00
EFT29493	17/04/2020	NATALIE MCGILL	REIMBURSEMENT - WORK FROM HOME CONSUMABLES - PRINTER INK	58.14	58.14
EFT29494	17/04/2020	ROSE YING	REIMBURSEMENT OF WORK FROM HOME CONSUMABLES PRINTER INK AND PAPER	64.85	64.85
EFT29495	17/04/2020	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL USE MARCH 20	4,010.79	4,010.79
EFT29496	17/04/2020	ASHLEIGH MARIE HUNT	REFUND OF RESERVE HIRE FEES - EVENT CANCELLED	225.50	225.50
EFT29497	17/04/2020	REBECCA REGNARD	REFUND OF HIRE FEES SUMPTON GREEN - EVENT CANCELLED	129.15	129.15
EFT29498	29/04/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS APRIL 20	313.35	313.35
EFT29499	29/04/2020	TRISSET BOSS FORMS	PRINTING OF 500 X TOEF CHEQUES FOR TRUST ACCOUNT - COMMONWEALTH BANK 066-121_00540342	715.00	715.00
EFT29500	29/04/2020	LO-GO APPOINTMENTS	LABOUR HIRE FINANCE OFFICER (TEMP) W/E 11/04/20	820.05	820.05
EFT29501	29/04/2020	MCLEODS	COSTS ASSOCIATED WITH DEBT RECOVERY - RATES	837.74	
			COSTS ASSOCIATED WITH DEBT RECOVERY - RATES	268.53	1,106.27
EFT29502	29/04/2020	MELVILLE TOYOTA	MECHANICAL SERVICE FOR TOYOTA TARAGO	253.97	253.97
EFT29503	29/04/2020	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	48-50 ALEXANDRA ROAD WASTE COLLECTION MARCH 2020	495.83	495.83
EFT29504	29/04/2020	SOUTH WEST GROUP	SOUTH WEST GROUP MEMBER COUNCIL CONTRIBUTIONS IN RESPECT OF SWG ADMINISTRATION AND PROJECTS - SECOND INSTALLMENT	21,143.65	21,143.65
EFT29505	29/04/2020	WA FIRE PROTECTION	FIRE EQUIPMENT INSPECTION - TRICOLORE COMMUNITY CENTRE	76.45	76.45
EFT29506	29/04/2020	WORK CLOBBER	WORK BOOTS FOR RANGER	173.70	173.70
EFT29507	29/04/2020	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	4,654.30	4,654.30
EFT29508	29/04/2020	WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	39.39	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	32.94	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	101.86	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	125.11	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	47.20	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	54.70	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	103.26	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	47.90	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	113.08	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	116.85	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	17.44	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	110.14	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	20.60	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	79.82	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	76.84	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	63.40	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	140.69	
		WOOLWORTHS SUPERMARKETS	CLIENT SHOP BY LIST -REIMBURSE BY DIRECT DEBIT	54.42	1,345.64
EFT29509	29/04/2020	WEST COAST SHADE PTY LTD	SUMPTON GREEN - REPLACEMENT SHADE SAIL COLUMN & REPAIRS	1,650.00	1,650.00
EFT29510	29/04/2020	HYDRO JET	GRAFFITI REMOVAL - BUS SHELTERS - MARMION STREET / CANNING HIGHWAY	539.00	539.00
EFT29511	29/04/2020	FOCUS NETWORKS	ANNUAL SUPPORT COSTS AND PROJECT COSTS - APRIL 20 - EMAIL PROTECTION. HOSTED ANTI VIRUS, HOSTED WIFI ETC	3,247.59	
			WIFI ADAPTER FOR STAFF MEMBER	113.30	3,360.89
EFT29512	29/04/2020	WILD HONEY AUSTRALIA	BEE HIVE REMOVAL	350.00	350.00
EFT29513	29/04/2020	RACHAEL GARDNER	STAFF REIMBURSEMENT WORK FROM HOME CONSUMABLES -BROTHER TONER AND A4 COPY PAPER	238.28	238.28
EFT29514	29/04/2020	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS MARCH 20	165.00	165.00
EFT29515	29/04/2020	TREE'S A CROWD TREE CARE	TREE PRUNING AND DEAD TREE REMOVAL AT VARIOUS SITES	2,750.00	
			DEAD TREE REMOVAL STRATFORD STREET & ALLEN STREET	1,430.00	
			REMOVE FALLEN LIMB FROM GLASSON PARK 16/04/20,	1,210.00	
			TREE PRUNING AT VARIOUS SITES - PIER & GEORGE STREETS	2,475.00	7,865.00
EFT29516	29/04/2020	READY TRACK PTY LTD T/AS LINXIO	GPS TRACKING FOR OPERATIONS VEHICLES APRIL 2020	193.60	193.60
EFT29517	29/04/2020	SHRED-X PTY LTD	240 LITRE AND 125 LITRE SECURITY BIN EXCHANGE FOR 12 MONTHS 2019 /2020 - MARCH 20	20.24	20.24
EFT29518	29/04/2020	UDLA	DEVELOPMENT OF REQUEST FOR TENDER FOR LANDSCAPE PLAN FOR RIVERSIDE ROAD	2,640.00	2,640.00
EFT29519	29/04/2020	GRACE RECORDS MANAGEMENT (AUSTRALIA)	SCAN ON DEMAND FOR PLANNING BUILDING SERVICES RECORDS 2019/2020 - 01/04/20 - 30/04/20	305.83	305.83
EFT29520	29/04/2020	WA FENCEWORKS PTY LTD	SILAS STREET - DOG FENCE	9,059.05	9,059.05
EFT29521	29/04/2020	PERROTT PAINTING	PAINTING - BOWLING CLUB DOWN PIPES & SERVICE PIPES	2,409.00	2,409.00
EFT29522	29/04/2020	MUSTANG THREE PTY LTD T/AS KEY2CREATIVE PTY LTD	PROFESSIONAL FEES - PROMOTING NEIGHBOURHOOD LINK - STAGE 1 CONSULTATION	1,298.00	1,298.00
EFT29523	29/04/2020	LEE HATTON	REFUND OF PAYMENT OF PARKING INFRINGEMENT 101700259 - INFRINGEMENT WITHDRAWN	100.00	100.00
EFT29524	29/04/2020	PETER JAMES JOSEPH STOKES	RATES REFUND	182.95	182.95
EFT29525	29/04/2020	KELLY LAMPERD & ANDREW CLIFF	RATES REFUND	50.82	50.82
EFT29526	29/04/2020	GLYNN AND NATALIE WARD	RATES REFUND	185.86	185.86
EFT29527	29/04/2020	ALINTA ENERGY	GAS USE RESPITE CENTRE 22/11/19 - 28/02/20	54.40	54.40
			EFT TOTAL	\$ 300,875.95	\$ 300,875.95

	Direct Debit	Supplier	Description	Inv Amount	EFT
		EXETEL	NBN ACCESS - APRIL 20	\$ 297.00	\$ 297.00
		SUPERCHOICE PTY LTD	EMPLOYEES SUPERANNUATION - APRIL 20	\$ 48,091.03	\$ 48,091.03
		CBA	MERCHANT FEES - 5353 1096 9354 2099	\$ 713.03	\$ 713.03
		CBA	MERCHANT FEES - 5353 1096 9215 5448	\$ 408.09	\$ 408.09
		CBA	ACCOUNT SERVICE TRANSACTION FEES	\$ 28.81	\$ 28.81
		CBA	BPAY TRANSACTION FEES	\$ 449.46	\$ 449.46
		CBA	COMMBIZ TRANSACTION FEES	\$ 129.58	\$ 129.58
		CBA	BPOINT TRANSACTION FEES	\$ 29.01	\$ 29.01
		CREDIT CARD - GARY TUFFIN	EAST FREMANTLE PHARMACY	\$ 46.00	\$ 46.00
		CREDIT CARD - PETER KOCIAN	FOODWORKS EAST FREMANTLE	\$ 19.60	\$ 19.60
			ZOOM	\$ 86.39	\$ 86.39
			HARVEY NORMAN	\$ 3,427.00	\$ 3,427.00
			DIGITAL RIVER - AUTOCAD SUBSCRIPTION	\$ 590.00	\$ 590.00
			ADOBE ACRPRO SUBS	\$ 49.98	\$ 49.98
			ZOOM	\$ 138.53	\$ 138.53
			QR CODE GENERATOR	\$ 257.96	\$ 257.96
			INTERNATIONS TRANSACTION FEE	\$ 6.45	\$ 6.45
			DIRECT DEBIT TOTAL	\$54,767.92	\$54,767.92
			Description	Inv Amount	EFT
			PAYROLL P/E 07/04/20	\$ 101,370.81	\$ 101,370.81
			PAYROLL P/E 21/04/20	\$ 127,750.44	\$ 127,750.44
			PAYROLL TOTALS	\$ 229,121.25	\$ 229,121.25
			GRAND TOTAL	\$ 584,765.12	\$ 584,765.12

12.1.3 Review of Policy 2.1.5 Donation

File ref	C/POL1
Prepared by	Janine May, EA to CEO
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	19 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Policy 2.1.5 Donations (with tracked changes)

Purpose

The purpose of this report is for Council to give consideration to making minor amendments to the Youth Sponsorship section of its existing Donations Policy

Executive Summary

That Council adopt revised Policy 2.1.5 Donations attached to this report.

Background

Council's current Policy, in respect to Youth Sponsorship, states:

"Youth Sponsorship

- i. Applications from individuals who are representing the State or competing at national or international level whether as an individual or as part of a team.*
- ii Applications for intellectual and cultural representation will be considered with this item.*

Limit interstate \$300 and international \$500 as a contribution to travel costs.

Applications cannot be considered from persons who previously received a sponsorship in the current or previous financial year."

Delegation DA51 Donation Requests authorises the Chief Executive Officer to approve these applications, following support from the Mayor.

Consultation

Elected Members – Concept Forum 10 March 2020

Statutory Environment

Section 2.7 2(b) *Local Government Act 1995*

(2) *Without limiting subsection (1), the council is to —*

- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies.*

Policy Implications

The amended Policy forms part of Council's Policy Register and is reviewed annually.

Financial Implications

An annual donation allocation is provided for in Council's budget.

Strategic Implications

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

5.1 Strengthen organisational accountability and transparency

5.1.1 Strengthen governance, risk management and compliance

5.1.3 Improve the efficiency and effectiveness of services.

5.3 Strive for excellence in leadership and governance

5.3.1 Deliver community outcomes through sustainable finance and human resource management.

Site Inspection

Not applicable

Comment

Council receives a number of requests for youth sponsorship each year. Staff would appreciate some further clarity in processing these requests.

Firstly the criteria for “youth”. It has been normal practice to consider youth as under 18 years, however this is not stipulated in the Policy. The United Nations defines youth as persons between the ages of 15 and 24. The 2010 National Strategy for Young Australians defines youth in general as 12-24 years of age. Whilst it is considered Council’s policy was meant to include “children” the maximum age requires clarification.

Secondly, part 1 of Youth Sponsorship section stipulates:

“Applications from individuals who are representing the State or competing at national or international level whether as an individual or as part of a team.”

During early 2020, Council received five applications from young East Fremantle residents, members of a Club located in a neighbouring suburb, who were selected in teams to compete at a sporting meet in another State. Although they satisfied the criteria and each received \$300 to compete at this event, staff believe that the original intent of the Policy was for state representation rather than interclub competition that just happens to be held in the eastern states.

It is proposed the Policy to be amended to read:

“Applications from individuals who are representing the State or Australia at national or international level whether as an individual or as part of a team.”

Arising from discussions at the March Concept Forum, it is recommended that the following changes be made to the policy:

- Youth be defined as between the ages of 12-24 years of age
- National representation be included.
- There should only ever be one Council donation to each recipient.

12.1.3 OFFICER RECOMMENDATION

That Council amend Policy 2.1.5 Donations attached to this report, as per tracked changes.

2.1.5 Donations

Type:	Corporate Services – Financial Management
Legislation:	Local Government Act 1995
Delegation:	DA51 Donations to Community Groups and Individuals
Other Related Document:	Community Grants & Sponsorship Policy 2.1.11

Objective

To ensure that funds allocated within the budget for donations to the community and recreation clubs are allocated in a rational manner without Council being required to consider such requests in what might be considered an emotive atmosphere.

Council shall adopt a schedule of donations to organisations for inclusion in the annual budget and when an application is received from such an organisation then administrative action shall be taken in accordance with the amounts stated in the policy.

Policy

Council will make an allocation in the annual budget of an amount for donations requested on an adhoc basis during the year. The criteria for allocating to requests will be on the following basis:

(a) **Charitable and Community Benefit Organisations**

Public Appeals from organisations that provide a service to persons resident in the community of East Fremantle – Limit \$200

(b) **Youth* Sponsorship**

i. Applications from individuals who are representing the State or **Australia** competing at national or international level whether as an individual or as part of a team.

ii. Applications for intellectual and cultural representation will be considered with this item.

Limit interstate \$300 and international \$500 as a contribution to travel costs.

Applications cannot be considered from persons who previously received a sponsorship ~~in the current or previous financial year.~~

*** Youth be defined as between 12 and 24 years of age.**

(c) **Amounts Determined by Council**

i. Funding for appeals, which arise from major events or catastrophes and are usually part of a Lord Mayor's Appeal such as Floods, Fire, Cyclones etc.

ii. Council may determine contribution in excess of the limits specified above where there are extraordinary costs involved in the funding application.

Responsible Directorate:	Office of the CEO
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	16/12/1997
Policy Amended:	18/3/2008, 20/11/2018, 17/9/19, 19/5/20
Former Policy No:	4.2.11

12.1.4 Review of Policy 2.1.3 Purchasing

File ref	C/POL1
Prepared by	Janine May, EA to CEO
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	19 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Policy 2.1.3 Purchasing (with tracked changes)

Purpose

The purpose of this report is for Council to give consideration to amending its current Purchasing Policy:

- in line with recent statutory changes to legislation
- to provide purchasing authorisation for the newly appointed Communications & Marketing Officer.

Executive Summary

That Council adopt revised Policy 2.1.3 Purchasing attached to this report.

Background

On 9 May 2020 the *Local Government (Functions and General) Regulations 1996* were amended increasing the tender and purchasing policy thresholds from \$150,000 to \$250,000.

Council's existing Purchasing Policy has a tender threshold of up to \$150,000, therefore, it needs to be amended accordingly.

Consultation

N/A

Statutory Environment

Regulation 11A & 11 of the *Local Government (Functions and General) Regulations 1996* state:

11A Purchasing policies for local governments

(1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be **\$250,000** or less or worth **\$250,000** or less.*

11. When tenders have to be publicly invited

(1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than **\$250,000** unless subregulation (2) states otherwise.*

(2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*

- (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
- (aa) *the supply of the goods or services is associated with a state of emergency; or*

- (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*

Policy Implications

The amended Policy forms part of Council's Policy Register and is reviewed annually.

Financial Implications

Whilst tenders are no longer required to be called unless the amount is expected to be or exceed \$250,000, staff will use their discretion to determine which procurement method will be most advantageous to achieve best value for money.

Strategic Implications

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

5.1 Strengthen organisational accountability and transparency

5.1.1 Strengthen governance, risk management and compliance

5.1.3 Improve the efficiency and effectiveness of services.

5.3 Strive for excellence in leadership and governance

5.3.1 Deliver community outcomes through sustainable finance and human resource management.

Site Inspection

Not applicable

Comment

Tender Threshold

As the tender threshold is a statutory requirement, the change to Council's Purchasing Policy is recommended.

Communications & Marketing Officer

To enable this officer to work efficiently, an initial purchasing authority of \$1,500 is recommended. It is also recommended that the reference to the purchasing authority for the Project Officer (formerly Wendy Cooke's position) be removed. These small changes are to be reflected in the Procedures Attachment to the Policy.

12.1.4 OFFICER RECOMMENDATION

That Council amend Policy 2.1.3 Purchasing and Procedures Attachment appended to this report, as per tracked changes.



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 ~~\$150,000~~ \$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 ~~\$150,000~~ \$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
Up to \$5,000 (exc GST)	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: <ul style="list-style-type: none">• an existing panel of pre-qualified suppliers administered by the Town; or• a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government Common Use Arrangement (CUA); or

	<ul style="list-style-type: none"> • from the open market. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. • The procurement decision is to be represented using the Brief Evaluation Report Template.
<p>Over \$5,001 and up to \$20,000 (exc GST)</p>	<p>Request at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government CUA; or • from the open market. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a written brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>Over \$20,001 and up to \$50,000</p>	<p>Request at least three (3) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a written brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>Over \$50,001 and up to \$150,000 <u>\$250,000</u> (exc GST)</p>	<p>Request at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p>

	<ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Town through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
<p>Over \$150,000 <u>\$250,000</u> (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 Request for Tender process in accordance with the Regulations, this policy and the Town's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>

Quotation Exemptions

An exemption to Request for Quotations may apply in accordance with Regulation 11 of the Local Government (Functions & General) Regulations 1996.

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
- 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.

• [State of emergency declaration has the meaning given in the Emergency Management Act 2005 section 3.](#)

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 ~~\$150,000~~ \$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.

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 indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders
- avoid bias in the design and specifications for Requests for Quotation and Tenders
- provide adequate and consistent information to potential suppliers.

Purchasing from Disability Enterprises

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Town is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

Purchasing from Aboriginal Businesses

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Town is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

Panels of Pre-Qualified Suppliers

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Town determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Town has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Town will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

Establishing a Panel

Should the Town determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Town.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Town will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Town must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Town intends to:

- i. obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 20; or
- ii. purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. 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:

- a) 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
- b) 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.

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
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
 - ~~Projects Coordinator; Limit \$5,000~~
 - 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 \$1000
 - Coordinator Planning and Building; Limit \$500
 - Coordinator CHSP (CHSP related purchases only); Limit \$1,500
 - Assistant Coordinator CHSP (CHSP related purchases only); Limit \$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.

12.2 COMMUNITY

12.2.1 Endorsement of the Preston Point Road North Recreation Precinct Master Plan

File ref	A/PNRM
Prepared by	Karen Dore, Coordinator Capacity Building
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date	19 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Preston Point Road North Recreation Precinct Master Plan (draft)2. Summary of Public Comment Submissions3. Summary of Proposed Priorities

Purpose

Council is requested to consider endorsing the Preston Point Road North Recreation Precinct Master Plan, as attached with deliberation of the officer's comments.

Executive Summary

The requirement for the preparation of a Preston Point Road North Recreation Precinct Master Plan was identified in the Town's Recreation and Community Facilities Strategy (adopted 13 December 2016).

A Master Plan for the Preston Point Road North Recreation Precinct will provide a blueprint to enable effective planning for the diverse sporting and active recreation requirements of the precinct to meet the needs of the community, providing clear direction in the short and medium term for the redevelopment / upgrade of and investment in recreation facilities.

Better meeting the recreational needs of our community could be reasonably expected to:

- increase the physical activity participation of the community;
- reduce the percentage of residents who are overweight and obese;
- increase the recognition of the value of sport and active recreation in the community; and
- develop social capital leading to a stronger, happier and more connected community.

The following items should also be noted when considering the criticality of this Plan;

- probable growth area due to the proposed redevelopment of the Leeuwin Barracks site;
- proposed co-location of facilities where appropriate and / or the assurance that with the three proposed upgrade / redevelopments there is not a duplication of facilities; and
- expectation of increased participation through new users, special interest groups and the wider community.

The Sporting Clubs that utilise the Precinct are identified as;

- East Fremantle Cricket Club
- East Fremantle Junior Cricket Club
- East Fremantle Junior Football Club
- East Fremantle Lacrosse Club
- East Fremantle Tennis Club

- East Fremantle Yacht Club
- First Fremantle Sea Scouts' (Camp Waller)
- Fremantle City Football Club (formerly EF Tricolore Soccer Club)

Background

A Scope of Works for the Plan was released in November 2018, with six (6) submissions received. In late December 2018 A Balanced View Leisure Consultancy Services (ABV) were engaged to undertake the preparation of the Master Plan. Extensive consultation and research has been undertaken by ABV since February 2019.

The draft Plan was released for public comment period on 21 February 2020, with submissions accepted up until close of business on 20 March 2020. A forum for precinct users was facilitated by the Town on Tuesday 25 February 2020

Forty submissions were received (summary below) and reviewed.

- 06 x Local Resident 15%
- 01 x Local Member 2%
- 04 x Club Representative 10%
- 02 x Non Resident 5%
- 26 x Unknown (no address) 66%
- 01 x State Sporting Association 2%

The submissions were broken down to one hundred and one "observations";

- 24 Local Resident 24%
- 01 Local Member 1%
- 35 Club Representative 35%
- 11 Non Resident 11%
- 28 Unknown (no address) 27%
- 02 State Sporting Association 2%

Consultation

- Businesses, Community Groups & Sporting Clubs
 - Online survey
 - One-on-one meetings
 - Breakfast presentation
 - Public comment period
- Community
 - Online / hard copy survey
 - Drop-in session onsite (2)
 - Breakfast presentation
 - Public comment period
- Department of Biodiversity, Conservation and Attractions (Swan River Trust)
- Town of East Fremantle "Neighbourhood Link"
- Neighbouring LGAs
- State Sporting Associations

Statutory Environment

Not applicable.

Policy Implications

Community Engagement Framework.

Financial Implications

There is no financial implication associated directly with the endorsement of this document.

Strategic Implications

The Town's Recreation and Community Facilities Strategy, adopted in December 2016, identified a range of strategic issues and principles to guide future development of recreation and community facilities in East Fremantle. Relevant to this project is Action 3.

Facility

Parks and Playgrounds

Rationale

Sporting reserves north of Preston Point Road comprise a significant open space precinct.

Comments

Master plan to include sporting facilities and passive recreation facilities (play spaces, trails and community meeting spaces) and amenities such as car parks.

Master plan to integrate the total area and create linkages which allow for multipurpose use and long term flexibility.

Designate reserves north of Preston Point Road as sites for major multi age play spaces, incorporating drinking water fountains, shade, seating and toilets in close proximity.

Action

Prepare a master plan for the sporting reserves north of Preston Point Road (Wauhop Park, Henry Jeffery Oval, Chapman Oval and Preston Point Reserve*).

Timeframe

2018-2019

*This 'precinct' also includes the following built facilities; East Fremantle Yacht Club, Camp Waller, Tennis Club Pavilion, East Fremantle Cricket & Lacrosse 'Clubhouse', East Fremantle Junior Cricket & Junior Football 'Clubhouse' and Tricolore Community Centre.

Site Inspection

ABV undertook various site inspections during the course of consultation and Plan preparation.

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 not endorse this document.	Unlikely (2)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	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	6
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

The Master Plan's Summary of Proposed Priorities is a suggested timeline with indicative costings. The listed projects are not final, and any identified project will be subject to a rigorous project planning process with further approval sought prior to commencement.

The focus area was gifted the quite onerous title of Preston Point Road North Recreation Facilities Precinct through the Town's Recreation and Community Facilities Strategy. It is recommended that this be simplified to "Preston Point Precinct", with the final document edited to reflect this change.

In deference to the review of submissions it is suggested that;

- an access audit (on buildings, reserves and existing pathways) be undertaken by Town staff.
- an end-of-trip facilities audit be undertaken by Town staff.
- a lighting audit be undertaken by Town staff.



12.2.1 OFFICER RECOMMENDATION

That Council:

- 1. note the forty submissions presented in Attachment 2;**
- 2. endorse the Preston Point Road North Recreation Precinct Master Plan with the amended title of Preston Point Precinct Master Plan;**
- 3. endorse the priority projects outlined in Part 14 of the Master Plan with projects to be reviewed and prioritised on an annual basis as part of the budget process; and**
- 4. support the proposed audits (access, end-of-trip facilities and lighting) to be undertaken by Town staff.**

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

No.	Submittor	Reference	Summary of Submission	Officers Comment
18.10	Resident	IEM83172	Access and Inclusion: The Disability Access and Inclusion Plan 2016-2020 mentions the need for access and improvements to the PPRNRP site. It appears very little to date has been done to improve this. Generally access to the playing fields is difficult. It is important this plan is inclusive of all park users including local residents, elderly and disabled.	Acknowledged. If this is not covered as part of the Cardno Traffic Management Plan, it is suggested that an access audit (on buildings, reserves and existing pathways) be undertaken by Town staff to identify what areas might not be compliant. This can build upon the observations made on pages 93 and 94 of the Plan. The assessment could then be extrapolated to identify when a remedy might be possible.
5.1	Club Representative (Junior Football)	IEM82786	Addition: relocation of the 20 foot sea container which is currently behind the cricket nets needs to be considered (estimated cost \$14,000).	Community consultation has been undertaken concerning this with the preferred outcome being to leave the container 'as is'. The Plan indicates the possibility of future storage on the Preston Point Road side of the reserve, the location of the container can/will be reviewed at that time.
18.9	Resident	IEM83172	Ageing Population: The Town has an older population than WA as a whole. I think additional passive recreation needs to be an integral part of the Master Plan.	The proposed walking paths with seating under trees provide the opportunity for passive recreation. They will also open up the possibility of including local interpretative plaques at the rest spots as a future project.
36.9	Club Representative (Table Tennis)	IEM83272	Ageing Population: The Town of East Fremantle is likely to experience increased local demand for senior sports programs and a minimal increase in demand for introductory level sports programs for young children aged 5-14 years. Table Tennis will help with increased demand at minimal cost. Older persons seek lower impact activities at more convenient and flexible times of the day, Table Tennis will provide this.	The inclusion of, and increase in, Masters and Veterans competitions in many sports is a positive sign of the times.
3.5	Non-resident	IEM82621	Camp Waller (8): colocate Scouts to EFYC (16) and reutilise site as a pleasant public space for river access.	This proposal would require in-principle support from both the Scouts and Yacht Club prior to the preparation of a feasibility study. Potential issues that would require

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

				consideration could include the possible conflict between children, various boats, traffic and licenced facilities.
36.19	Club Representative (Table Tennis)	IEM83272	<p>Colocation: Address of stated weaknesses of Table Tennis colocating with the East Fremantle Lawn Tennis Club;</p> <ul style="list-style-type: none"> - Estimated \$1m building cost, would require minimum funds from Town of East Fremantle, if Table Tennis are given a target and reasonable tenure. - Table Tennis is not currently an East Fremantle Club, a Table Tennis facility would be a huge added benefit to ALL Town residents and to the EFLTC with an immediate boost of a considerable number of social/playing members. - Capital expense of two buildings, the new building location has less relationship to the river aspect than the existing building and has been addressed in the EFLTC presentation. - 2 storey building height impact on residents, will be addressed by EFLTC. - Car parking impact, as there are no event days for Table Tennis, impact on car parking will be minimal. 	<p>Building Cost – Table Tennis appear to have approximately \$110k to invest, with \$13kpa (hire) which indicates that considerable time, or a loan, will be needed to raise the amount required.</p> <p>New Club – as a small local government there is not necessarily the capacity to support an additional club without adversely affecting an existing club or group. Concerning additional members, it is possible that the immediate take up has been catered for, with further growth from outside East Fremantle.</p> <p>Building Height – the minimum height request (4m) equates to a 2-storey building. It is acknowledged that an alternative is to build lower into the ground but this would add to site building costs.</p> <p>Car Park – if this were to be considered a State facility (as indicated in the Table Tennis submission) it would be expected that State, and possible National, tournaments would be held. This could impact parking. Also there is an anecdotally acknowledged that there is a shortage of parking in the area (predominantly when the Yacht Club and field sports coincide) and an additional could be reasonably expected to add cars to the area.</p> <p>An alternative that could be considered is the continued use of the current, and then the planned, Tennis Club Hall as a permanent hire venue.</p>

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3.10	Non-resident	IEM82621	Colocation: co sharing of current building space would provide a fiscal benefit and should be a priority when considering future planning.	This is supported by Master Plan.
6.3	Club Member (Yacht Club)	IEM82976	Colocation: Given discussions of the Bowling Club & Croquet Club relocating to the Tennis Club area, I would think the MOU with Tennis Club & Table Tennis is not in the best interests of all the existing East Fremantle Sporting Clubs.	There is no mention of the East Fremantle Croquet Club relocating to this Precinct, and concerning the East Fremantle Bowling Club, this was a contemplation rather than a discussion.
36.10	Club Representative (Table Tennis)	IEM83272	Colocation: Rather than facility sharing by Summer and Winter sports Table Tennis is played, and uses the facility, all year round. It will be available to all Preston Point Precinct users all year round.	Noted.
36.18	Club Representative (Table Tennis)	IEM83272	Colocation: Strengths of Table Tennis colocating with the East Fremantle Lawn Tennis Club; <ul style="list-style-type: none"> - MOU (27/9/2018) - Currently working together EFLTC, first table tennis session March 2019 - Winter / all year option for tennis players to continue participation at the facility - Similar sports and cultures, many top East Fremantle tennis players also played Table Tennis - Table Tennis will activate the area in traditional non peak times providing additional security 	Noted.
18.12	Resident	IEM83172	Consultation: <i>"Can you please make sure I'm kept aware and up to date with all developments"</i> .	All submitters will continue to be informed as the document progresses, information will also be shared through the Town's normal communication channels (email newsletter, website, social media, monthly Fremantle Herald advertisement and – ultimately – the Annual Report).
11.2	Resident	ICORR83033	Consultation: Feel local resident input was limited. Very few residents saw the few small signs advertising the community forum. Consultation sessions were held when very few working people could attend.	Consultation was undertaken in line with the Town's Community Engagement Plan, with details of consultation detailed on Page 1 of the Plan.

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				Resident opinions are considered integral to the endorsement of the Plan.
18.1	Resident	IEM83172	Consultation: Firstly I am disappointed and concerned with the lack of local resident and ratepayer involvement. My understanding is that the meeting was set up for sporting clubs only and the resident invitation was an afterthought. The initial acknowledgement from ABV does not even mention residents in its opening statement regarding the PPRNP. It appears the opinions and protections for local residents is given very little consideration and is not a priority for the Council.	Consultation was undertaken in line with the Town's Community Engagement Plan, with details of consultation detailed on Page 1 of the Plan. Resident opinions are considered integral to the endorsement of the Plan.
3.6	Non-resident	IEM82621	Dipping Deck (12): consider additional installation at EFYC end of car park.	Noted.
39.1	Address not provided	IEM83317	Dipping Deck: Applaud the proposed upgrades to the sporting facilities and public amenities associated with them. However, deeply troubled by the proposed "improvements" to the riverfront section between the scout hall and EFYC. This is only remaining un-manicured section of river frontage in East Fremantle. It is enjoyed by children, dogs, exercisers and seekers of solace on a daily basis. Indeed, generations beyond enumeration have delighted in it's natural wildness. It is a haven, our Secret Beach. Spare us from dipping pool decks.	Noted.
11.1	Resident	ICORR83033	Dog Exercise Area: concern re dog droppings on ovals [might be addressed with a fenced area].	Feedback from dog-owners indicates that open spaces are preferred to run dogs. There are detrimental aspects identified concerning a fenced area, such as urine concentration, worn grassed areas and too small for medium and large sized dogs. For these reasons, the consideration was removed from the draft Plan.
1.1	Resident	IEM82554	Dog Exercise Area: fenced for the protection of dogs, nesting birds, cyclists and pedestrians.	Feedback from dog-owners indicates that open spaces are preferred to run dogs. There are detrimental aspects identified concerning a fenced area, such as urine concentration, worn grassed areas and too small for

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				medium and large sized dogs. For these reasons, the consideration was removed from the draft Plan.
36.21	Club Representative (Table Tennis)	IEM83272	East Fremantle Oval: it is suggested that this redevelopment includes suitable facilities for Table Tennis activities however this option is not suitable for a designated Table Tennis facility. History shows that equipment, if set up / put down / away, and is used by unsupervised participants unfamiliar to racquet sport, soon deteriorates. A couple of tables could be provided for use by those at the EFFC oval.	It should be noted that there is a vision that the 'new' East Fremantle Oval complex includes a purpose built indoor sports hall, Table Tennis could be considered an ideal partner at such a venue due to their heavy daytime usage. It is acknowledged that they would have to pack up but with suitable arrangements in place it could be successful. It is noted anecdotally that a number of table tennis venues operate this way.
36.13	Club Representative (Table Tennis)	IEM83272	Environmental: Table Tennis needs mainly toilets and drinking water with showers usually taken at home. There is also no requirement for grass maintenance (watering, fertilizing, mowing).	Unfortunately, this is <i>"comparing apples with oranges"</i> . Whilst a new building costs \$1m, a new playing field might be \$500k, but they then both need replacing over about 40 years so 2% of capital costs need to be apportioned pa. This means that the building is double the cost of the oval. There are additional values associated with playing fields, such as anyone can use it when not being used for sport bookings (25 hrs a week).
3.4	Non-resident	IEM82621	Foreshore: consider closing steps permanently and have public access at Camp Waller (8) and EFYC (16).	Staff at the Department of Biodiversity, Conservation and Attractions suggested that more access points can be better as this is the best option to eradicate erosion. This is one of the known / natural pathways used by residents and visitors.
25.2	Address not provided	IEM83238	Idea: A clay based bike pump track (or BMX track, or mountain bike trail) installed near the kids playground.	It is suggested that this is not compatible with this area (insufficient space). These facilities get very busy, requiring vehicle parking and bike access. This could be considered as part of a youth facilities could include a skate park and 3-on-3 basketball pad. It should also be noted for future reference that clay based tracks are proving to requiring ongoing repair with many being replaced by bitumen.
1.3	Resident	IEM82554	Idea: consider building a bird watching hide on the cliff.	The cliff area is heritage listed and known to be eroding, it is suggested that additional foot traffic and construction is

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				unlikely to receive support from the Department of Biodiversity, Conservation and Attractions. Also, it is unknown whether the area in question would be quiet enough.
25.1	Address not provided	IEM83238	Idea: Suggestion that bike racks be installed at each recreation club (20+ bikes each), with a small rack (10+) at Camp Waller.	Acknowledged. It is suggested that this will be included within the Cardno Traffic Management Plan, and that an audit be undertaken by Town staff to ascertain where existing racks are and where additional racks could be located.
18.11	Resident	IEM83172	IG Handcock Park: This small park appears very neglected and could easily be improved with some reticulation and a few more plants. It should not be utilised for car parking.	There is an implied intent within the Plan to improve this small park with planting and landscaping of the area. It is noted that this should include reticulation.
3.2	Non-resident	IEM82621	Jerrat Drive (26): exclude traffic east of the tennis club car park.	This option was not supported as no entry / exit at the eastern entry to Jerrat Drive would mean that traffic is required to turn around at the existing Tennis Club car park. In turn, this would increase internal traffic contrary to the objective of easing congestion.
18.6	Resident	IEM83172	Jerrat Drive (26): It is stated that the existing proximity of the fields to Jerrat Drive pathway presents a safety risk for pedestrians on match days. Any increase in pitch size and consequent movement of the road will still maintain an equivalent distance between boundary and spectators. I cannot see how this will improve safety. The increase in playing area to national standards also allows for additional senior games of lacrosse. This in turn means more hours and surface wear.	The increase in cricket pitch size will place pedestrians further away from the batsman, which will make pathways safer. In relation to lacrosse, an increase in size will allow for increased run off areas between the fences and playing fields, making the area safer. National standards do not increase games as playing surfaces can only sustain maximum number of hours. The Town is looking at closer monitoring of playing hours in the future.
4.2	Resident	IEM82618	Jerrat Drive (26): proposed cycle way seems to be a poorly researched item.	This opportunity has been identified and researched, but will be further researched prior to enactment.

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39.2	Address not provided	IEM83317	Jerrat Drive (26): PS: I can't help thinking the one-way direction on the access road past the tennis court needs to be in the opposite direction; entering from Petra street and leaving from an actual upgraded intersection on Preston Point Rd (as opposed to the footpath bunnyhop currently in place). The egress onto Petra St is currently confused and dangerous, and will become more so with increased traffic associated with the easier access to Bicton pool.	This feedback will be considered when the traffic component of the Plan is reviewed and planned.
6.4	Club Member (Yacht Club)	IEM82976	Jerrat Drive (26): We are in favour of the changes to traffic flow on Jerrat Drive. There are at present visibility issues which will need to be addressed as at present not all road users stop at the STOP Sign.	Noted.
1.2	Resident	IEM82554	Jerrat Drive (26): west, between Wauhup Road and Lacrosse Club Rooms, consider retainment to allow vegetation growth and in turn return of native birds.	Acknowledged. It is suggested that the Town address this, and similar suggestions, during the landscape design phase of this, and similar, areas.
36.11	Club Representative (Table Tennis)	IEM83272	Junior Sport: Table tennis juniors and seniors mix during all sessions, there is not a need for segregation as in some sports.	Noted.
4.3	Resident	IEM82618	Leeuwin Barracks: the Master Plan does not take into account this future redevelopment.	The Plan accounts for the proposed population increases with regard to the development in future sporting activity developments. The Plan also recognises the expected increase in transportation movements from the development. It is noted that the timing of the development at this stage is unknown meaning that details of facilities that will be provided within the development haven't been determined as yet.
3.3	Non-resident	IEM82621	Lighting: consider the addition of footpath lighting.	Acknowledged. It is suggested that a lighting audit be undertaken by Town staff to identify what areas, if any, might need lighting improvement.

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18.5	Resident	IEM83172	Lighting: The addition of match play and training lighting will enable extra hours for training and potential evening games causing more playing surface wear and disturbance for residents.	Improved lighting actually allows more even wear and tear on playing fields as the entire area is use. For example, the current lacrosse fields are only one third to one half lit, the areas under lights take most of the wear. Wear would be evened out if entire field was lit. Upgrades in lighting technology can provide less lighting “spill” to other areas. Night games that might possibly cause disruption to residents could be managed and / or influenced by the Town through governing the times and numbers of night fixtures permissible.
4.4	Resident	IEM82618	Master Plan: this is basically a wish list that needs to be more up front with costing and how they will be paid for.	This observation is correct. Each identified project will be subject to its own plan and budget.
36.22	Club Representative (Table Tennis)	IEM83272	Parking: A lot of the parking difficulties seem to be created by EFYC. Residents should be given the opportunity for a new activity instead of increased provision for weddings, functions and bar trade. There is ample private enterprise in East Fremantle for entertainment of this type.	It should be noted that the East Fremantle Yacht Club was established in 1933. It is acknowledged that function hire is the lifeblood of community sporting sustainability.
28.3	Club Representative (Tennis)	IEM83244	Parking: Less intrusive parking options are available than reclaiming the rested grass-courts for a Petra Street carpark. This area should be kept free for future grass-court restoration or floodlit Hardcourt expansion. The existing carpark and red-ball court carpark could be improved and extended by Council (estimate \$100,000). (refer proposal)	This observation is noted, with the issue being addressed via an independent process.
6.2	Club Member (Yacht Club)	IEM82976	Parking: This item has been on the books for many years. It was disappointing that the proposed parking lot at the corner of Petra St and Preston Pt Rd didn’t go ahead. We do understand it is in the Tennis Club Lease area, but given this plot of land is not used regularly by the Tennis Club I believe for all clubs & residents this should go ahead.	Noted.
18.3	Resident	IEM83172	Parking: Whilst understanding that in peak times car parking space is limited for players and spectators, this peak time is limited to very few hours on some weekends. For the vast	This issue will be addressed in the least impactful but most efficient way possible through the Cardno Traffic Management Plan.

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			majority of time these spaces are not utilised. What other strategies have been looked at for parking in peak periods? There needs to be a limit on the number of car parking spaces to protect the environment and ambience within the Town of East Fremantle.	
36.16	Club Representative (Table Tennis)	IEM83272	Parking: Table Tennis parking would fit within the existing capacity.	This statement could be considered as correct off-peak, however, there are ongoing parking problems in the precinct during peak times. As previously noted, if the proposed Table Tennis building was to be considered a State facility (as indicated in the Table Tennis submission) it would be expected that State, and possible National, tournaments would be held. This could affect parking.
36.15	Club Representative (Table Tennis)	IEM83272	Participation – Affordability: Table Tennis will not require ongoing funding and will provide a “ <i>locally accessed, lower cost opportunity for those without the resources to travel or pay for more expensive pursuits</i> ”. The current annual fee allows 13 hours per week play on 5 different sessions at just over \$1 per session.	Council needs to be cognisant of the fact that with new buildings there can be the potential for future funding requirements, for example in relation to building replacement, or maintenance should a Club not remain solvent. It is estimated that approximately 2% of capital cost is required for building replacement, therefore if a \$1m build is proposed then operationally \$20k pa is required after all other operating expenses for building renewal / replacement.
3.1	Non-resident	IEM82621	Pathway (10): preserving of open space and providing a running track is positive. Pathway needs to be extended around the bottom oval and back up past the north end of the pavilion and onto Jarrett Drive.	The proposed pathway will go to Wauhop Road, covering this suggestion.
28.6	Club Representative (Tennis)	IEM83244	Pathway (10): We commend the Master Plan’s focus on improving pedestrian access in the Precinct as a first priority. We are disappointed that the Cardno Traffic Management Plan was not made available at this time. Vehicular traffic and parking in the Precinct are clear themes throughout this Master Plan. Not being fully informed of the Cardno data and recommendations compromises our response. (refer proposal)	Noted.

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6.5	Club Member (Yacht Club)	IEM82976	Pathway (10): With cyclists being the worst offenders & the plan showing a new cycle lane our concern is for vehicles using Petra Street heading north.	Noted.
6.1	Club Member (Yacht Club)	IEM82976	Petra Street (17): The walkway connection and stairway access should have high priority. The EFYC must provide access in front of the club. This access has become very busy with the only way to walk or ride. The EFYC have cars, boats and sailing going on in a small area. Not ideal. The walkway would at least give two accesses & especially for the busy times.	The timeline and priorities are intended as a guide to ensure that Council are ready for development opportunities (ie funding and collaboration) that present themselves.
18.4	Resident	IEM83172	Playing Field Utilisation: Section 11.4 states research undertaken by DLGSI and Curtin University estimates the carrying capacity of rectangular pitches is 16 hours usage per week and for oval surfaces 25. Wauhop Park, Henry Jeffery Oval and Preston Point Reserve all presently exceed this by up to 100 percent with matches and training on 6/7 days a week. Proposals in the Master Plan suggest hours will increase (lighting / playing surface).	An increase in playing surface (ie through lighting) will increase the spread of use, therefore reducing wear. It is also proposed that through an improvement in processes usage will be more closely monitored to enable restriction to be enforced where necessary.
36.14	Club Representative (Table Tennis)	IEM83272	Playing Field Utilisation: Table Tennis can be played 24/7 with no wear and tear on grounds.	This is acknowledged, however it should be noted that wear and tear is also a factor of built facilities, with the requirement for maintenance and replacement budgeting.
18.2	Resident	IEM83172	Preston Point Road: This is a very busy road and in sections very narrow. Apart from Page 2 there is no mention in the report regarding the danger for recreational cyclists. On any Saturday morning over 1,000 cyclists travel along the road and on any other day these numbers would be in the 100's. Vehicles try to overtake on narrow sections where central road bollards make it virtually impossible to do so. Occasionally vehicles overtake by driving to the right of Keep Left signs.	The Plan refers to the dangers associated with recreational cyclists, with a recommendation to install an additional bike path section. It is envisaged that this issue will be a focus of the Cardno Traffic Management Plan.
18.7	Resident	IEM83172	Preston Point Road: This road is extremely busy especially at weekends and commuter times. For the last few years very little has been done to protect drivers, cyclists, pedestrians	The Plan has a reference to improved fencing at road and pathway ends. This issue should also be addressed through the Cardno Traffic Management Plan.

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			and residents from balls crossing the road. There have been many instances where nets have not gone up along the PPR boundary. Hard balls flying across the road have the potential to cause a fatality at worst and damage to cars, property and people. There needs to be a vigilant method of protection for road users and residents during matches and training.	
3.9	Non-resident	IEM82621	Sporting Clubs: some clubs are able to access external funding from sports bodies which should not provide them with an unfair advantage over other clubs.	All projects are, and will be, considered on their own merits to limit disadvantage.
3.8	Non-resident	IEM82621	Sporting Clubs: suggest all clubs are re-contacted to ensure that what is presented in the plan is their current thinking.	All sporting clubs were involved in the initial consultation process, and were invited to provide comment on the draft Plan. Additionally, before any individual projects are planned / progressed all affected clubs will be consulted to ensure that their latest position, and up-to-date trends, are considered.
3.7	Non-resident	IEM82621	Stair Access (17): make this an urgent priority.	Noted.
36.1	Club Representative (Table Tennis)	IEM83272	Table Tennis: (23 pages) The initiative to give Table Tennis a permanent, dedicated modern facility at EFLTC is fully supported by East Fremantle Lawn Tennis Club, Table Tennis WA and Table Tennis Australia. Currently there is no dedicated facility in WA that can cater for local players who want to play table tennis at virtually any time and on any day of the week. It is intended that the TT facility proposed for EFLTC will be able to provide this, as well as allowing the holding of occasional National or International Table Tennis events. EFLTC will get a boost of social / potential playing members from FTTC. FTTC have; <ul style="list-style-type: none"> • Proven financial management . • Increasing participation numbers . • Multicultural participants and committee. • Varied qualified, and age spread of committee. 	Refer 36.19.

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36.8	Club Representative (Table Tennis)	IEM83272	Table Tennis: Community access and general community use will be encouraged by Table Tennis in line with Council's desire for infrastructure which allows community access.	Council's reference to "access and general community use" is more in relation to Ovals. It is envisaged that an enclosed table tennis facility would not have the ability to be publicly open like a public open space.
36.7	Club Representative (Table Tennis)	IEM83272	Table Tennis: If Table Tennis is given a reasonable target, and lease terms, the requirement for Town of East Fremantle funding will be minimal.	Noted.
7.1	Address not provided	IEM82993	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
8.1	Address not provided	IEM82977	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
9.1	Non resident	IEM83093	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
10.1	Address not provided	IEM83116	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
12.1	Address not provided	IEM83148	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
13.1	Resident	IEM83133	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
14.1	Address not provided	IEM83140	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
15.1	Address not provided	IEM83153	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
16.1	Address not provided	IEM83170	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
17.1	Address not provided	IEM83171	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
19.1	Address not provided	IEM83178	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
20.1	Address not provided	IEM83187	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
21.1	Address not provided	IEM83210	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.

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22.1	Address not provided	IEM83211	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
23.1	Address not provided	IEM83214	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
24.1	Address not provided	IEM83228	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
26.1	Address not provided	IEM83239	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
27.1	Address not provided	IEM83242	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
29.1	Address not provided	IEM83251	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
30.1	Address not provided	IEM83254	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
31.1	Address not provided	IEM83256	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
32.1	Local Member	IEM83265	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
33.1	Address not provided	IEM83267	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
34.1	Address not provided	IEM83269	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
35.1	Address not provided	IEM83270	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
37.1	Address not provided	IEM83273	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
38.1	Address not provided	IEM83297	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
36.6	Club Representative (Table Tennis)	IEM83272	Table Tennis: Table Tennis is available to all, including schools, aged groups and the general public. If the priority is, as stated, to be given to infrastructure which “ <i>meets the needs of the broader East Fremantle community and has higher levels of use and community access</i> ”, along with	Noted.

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			<i>“developing recreation and community hubs which cater for multiple activities and user groups”</i> Table Tennis should be a priority.	
36.5	Club Representative (Table Tennis)	IEM83272	Table Tennis: Table Tennis ticks all of the Key Development Principles: <ol style="list-style-type: none"> 1. <i>Financially sustainable</i> 2. <i>Colocation, shared use, multipurpose design</i> 3. <i>Maximised utilisation</i> 4. <i>Contemporary</i> 5. <i>Accessibility</i> 6. <i>Sustainability</i> 	Noted.
36.3	Club Representative (Table Tennis)	IEM83272	Table Tennis: The addition of table tennis would be a new activity, the plan shows no new initiative for the next 20 years, mainly maintenance and upgrading of existing facilities.	The Preston Point Precinct is already a busy, well-utilised area. One aim of the Plan is to ensure the provision of safe, contemporary and well-regarded facilities for all to continue to enjoy. Where possible the Town will be flexible in order to accommodate new utilisation possibilities, however, this is not a priority.
36.4	Club Representative (Table Tennis)	IEM83272	Table Tennis: The Plan shows at least four Bars/Function rooms within the Precinct.	Function spaces in relation to sporting clubs (ie the Lacrosse/Cricket Club, Tennis Club and Yacht Club within the precinct) are important for socialising and meetings along with enabling the clubs to be sustainable through hire / income generation / provision of facilities to members.
28.4	Club Representative (Tennis)	IEM83244	Table Tennis: The Table Tennis Pavilion concept should be on the Master Plan Concept drawing (section 13), to allow EFLTC to continue to investigate the feasibility, and the best way, to co-locate Table Tennis at EFLTC in open cooperation with all stakeholders. Proposed schedule 2023-2024 with funding through SportAus/CSRFF/EFLTC/FTTC. (refer proposal)	Table Tennis is not included in the Plan as it is not a recommendation of the consultant. This does not preclude the Tennis Club from continuing to investigate the feasibility of the collaboration.
36.20	Club Representative (Table Tennis)	IEM83272	Tennis - Funding: It is noted that this colocation could represent a sizeable expense for the Town when the Table Tennis Club is not based in the Town. The estimate for the	Noted.

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			<p>Table Tennis component of facilities is approximately \$800,000 (to \$1m). Table Tennis can contribute approximately \$100,000 capital along with servicing a \$200,000 18year loan. Fund raising and in kind contributions would be an additional source of contribution. Other sources could include;</p> <ul style="list-style-type: none"> • Tax deductible contributions • Sponsors • Members Bonds • Functions • Club savings 	
36.12	Club Representative (Table Tennis)	IEM83272	<p>Tennis Hit Up Walls: the wall of proposed Table Tennis hall could be used.</p>	<p>It is our understanding that this has been addressed by the Tennis Club, although it is noted that Lacrosse could be considering access to a practice wall. It is also to be noted that utilising the wall of a building as practice wall could lead to a ‘thumping’ effect internally.</p>
40.1	State Sporting Association (Tennis)	IEM83323	<p>Tennis Pavilion (21) – Lighting: EFLTC is the only provider of tennis in the area. They have clearly demonstrated the growth in their structured coaching programs as well as casual use through the Tennis Australia endorsed Book-a-Court system. In fact their capacity to deliver tennis under lights on hardcourts is already close to capacity and the club has a short term need for more lit courts. The club and their head coach have articulated the need for an upgrade for lighting to the western hardcourts.</p>	<p>It is identified that the Fremantle (4.3km) and Melville Tennis Clubs (2.8km) are considered as being within close proximity of East Fremantle.</p> <p>The requirement for upgraded court lighting is noted as a priority, however will be subject to competing priorities for funding.</p>
40.2	State Sporting Association (Tennis)	IEM83323	<p>Tennis Pavilion (21) – Lighting: The Town of East Fremantle have made a number of references and recommendations about the EFLTC in the Preston Point Road North Recreation Precinct Master Plan. One of these recommendations, in section 12.4 of the plan, is to “Support the club’s plans to light the western hard courts subject to appropriate planning approvals and feasibility assessment”. However further in the</p>	<p>This can be considered at the time that the Tennis Club propose to submit a CSRFF grant application, in relation to other proposed activities.</p>

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

			document, this lighting project is listed as a medium priority with a 5-10 year timeframe. Tennis West suggests this needs to be a short term project, noting that partial funding for the project will be sought through the State Government’s CSRFF grant and from Tennis Australia’s National Court Rebate Scheme. We are confident that the club’s application warrants consideration for these funding sources and we hope they are successful.	
28.5	Club Representative (Tennis)	IEM83244	Tennis Pavilion (21): 4.Relocation of the Bowling Club to EFLTC has no supporting analysis, it is neither desirable nor practicable and is not supported by EFLTC or EFBC. (refer proposal)	This is not a preferred option, it was an option considered as part of due process. The East Fremantle Bowling Club indicated that they would consider a relocation proposal, noting that their minimum requirement would be one grass and one synthetic green in line with member sentiments.
11.3	Resident	ICORR83033	Tennis Pavilion (21): Concern re the EFLTC Plans including having copies of a letter from ToEF CEO to EFLTC 29/5/2018 plus a copy of MOU between EFLTC and the Fremantle Table Tennis Club 6/10/18 confirming intent to establish a new joint facility. The EFLTC website displays plans that the new building would be two story over 650m2 at an estimated cost of \$2.6m. Raised question why ratepayers money and grass courts be given to a Fremantle Club and why isn’t this being advertised?	Noted.
28.1	Club Representative (Tennis)	IEM83244	Tennis Pavilion (21): EFTLC Response (13 pages), noting that the Club are fully supportive of the objective of the Plan but the Club’s opinion is that that the Master Plan draft does not properly reflect the representations made by EFLTC and its members during the consultation phase. <i>“We are disappointed that a year has been allowed to pass with only limited further consultation with EFLTC to discuss, negotiate and refine the draft Master Plan to properly reflect our goals, which have been clearly and openly communicated by EFLTC</i>	Initial consultation was undertaken, but it is not feasible to continue consultation once the report construction process has commenced. Consultation was undertaken prior to the preparation of the Plan in order to have an understanding of local requirement. General contact was made during the, unfortunately protracted, process. The current call for public comment is to seek comment on the proposed plan – which was based on initial consultation. It should be noted that this is a precinct master plan, rather than an individual facility-planning project. Updates to

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

			<i>over that last few years, and to work towards mutually agreeable solutions to certain challenges.”</i> (refer proposal)	Club plans can be considered in tandem with consideration of the endorsed Plan.
18.8	Resident	IEM83172	Tennis Pavilion (21): I understand the need to redevelop the tennis club facilities but object to a new 2 story building with ceilings reaching up to a 6 metre height. This will have a direct impact on views for local residents and will increase traffic and noise in the vicinity. I understand the table tennis club wishes to operate 24/7 and possibly encompass a gym. 24/7 sport facilities should not operate in a residential area with the additional noise and disturbance to residents.	Any, and all, development applications will be subject to statutory consultation processes.
36.2	Club Representative (Table Tennis)	IEM83272	Tennis Pavilion (21): It is puzzling as to why the colocation of the Fremantle Table Tennis Club at East Fremantle Club was not the final Recommendation of the Master Plan rather than ‘in an East Fremantle Oval (EFO) redevelopment that includes suitable facilities for its activities’. EFO is not a suitable venue for a TT facility as tables and equipment would need to be folded and packed away after each session. Also, tennis is a more compatible sport.	Noted.
4.1	Resident	IEM82618	Tennis Pavilion (21): large amount of information available on future extensions but none included in the Master Plan.	A Master Plan does not generally include specific detail, it is a high level overview.
2.1	Resident	IEM82611	Tennis Pavilion (21): second storey addition not referenced.	This is not included as it is not a preferred option.
36.17	Club Representative (Table Tennis)	IEM83272	Tennis Pavilion (21): The preferred western option is in direct line with Clayton Street, thus lessening the potential impact on residents’ views. This is not shown within the Plan.	This is not included as it is not a preferred option. It should be noted that this detail would be dealt with during the design stage / development application. A master plan deals with the high-level concepts such as supported facilities and preferred locations.
28.2	Club Representative (Tennis)	IEM83244	Tennis Pavilion (21): Western Hardcourt Floodlighting Suggest earlier in timeline (2021-22) with funding breakdown as follows; <ul style="list-style-type: none"> • EFLTC: \$50,000 • CSRFF \$125,000 	Noted.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

			<ul style="list-style-type: none">• TA \$25,000• ToEF \$50,000 (for electrical infrastructure) (refer proposal)	
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Preston Point Road North Recreation Precinct Master Plan Summary of Proposed Priorities																			
Location	Club/s	Details	Ref.	Prio rity	Proposed Funding	Estimated Total Cost	Proposed Council cont.	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	Other	
Camp Waller	Sea Scouts	Pathway, riverside stairs upgrade	8a	00-05	Council – Club	\$ 32,500	\$ 16,250												
Camp Waller	Sea Scouts	Boat launch upgrade	8c	05-10	Club	\$ 130,000	\$ -												
Camp Waller	Sea Scouts	Jetty upgade	8d	10-20	Club	\$ 195,000	\$ -												29/30
Camp Waller	Sea Scouts	Building renovation so fit for purpose	8b	10-20	Council – Club	\$ 292,500	\$ 141,250												39/40
Henry Jeffery Reserve	Junior Cricket / Junior Football + OSH	Playing surface levelling	4a	00-05	Council	\$ 193,700	\$ 193,700												
Henry Jeffery Reserve	Junior Cricket / Junior Football	Power to cricket nets	4d	00-05	Council – Club	\$ 39,000	\$ 19,500												
Henry Jeffery Reserve	Junior Cricket / Junior Football	Scoreboard relocation	4c	00-05	Club	\$ 6,500	\$ -												
Henry Jeffery Reserve	Junior Cricket / Junior Football + OSH	Safety back nets behind goals	20	00-05	Council - Club	\$ 13,000	\$ 6,500												
Henry Jeffery Reserve	Junior Cricket / Junior Football	Pavilion upgrade (external spectating)	3a	00-05	Club	\$ 200,000	\$ -												
Henry Jeffery Reserve	Junior Cricket / Junior Football	Lighting, upgrade (100lux + 2 poles)	4b	00-05	Council – Club	\$ 442,000	\$ 221,000												

Location	Club/s	Details	Ref.	Priority	Proposed Funding	Estimated Total Cost	Proposed Council cont.	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	Other
Henry Jeffery Reserve	Junior Cricket / Junior Football	Change rooms (2) & public UAT	3b	05-10	Council – Club	\$ 370,500	\$ 185,250											
Henry Jeffery Reserve	Junior Cricket / Junior Football	Seating, terraced	5	05-10	Council – Club	\$ 195,000	\$ 97,500											
Lawn Tennis Pavilion / Courts	Tennis	Pavilion, refurbishment Stage 1	21a	00-05	Co	\$ 320,000	\$ 110,000											
Lawn Tennis Pavilion / Courts	Tennis	Pavilion sewage connection (as per DBCA, within 3 years)	21d	00-05	Club	\$ 200,000	\$ -											
Lawn Tennis Pavilion / Courts	Tennis	Lighting, addition (5 western courts)	21b	05-10	Club	\$ 208,000	\$ -											
Lawn Tennis Pavilion / Courts	Tennis	Pavilion, refurbishment Stage 2	21c	05-10	Council – Club	\$ 1,950,000	\$ 975,000											
Preston Point Precinct	General public	Bike path + continuation (<i>if Jerrat Dve closes</i>)	13	00-05	Council	\$ 20,020	\$ 20,020											
Preston Point Precinct	General public	Bollards for one-way (<i>if Jerrat Dve closes</i>)	26	00-05	Council	\$ 23,400	\$ 23,400											
Preston Point Precinct	General public	Bore upgrade	29	00-05	Council	\$ 135,000	\$ 135,000											
Preston Point Precinct	General public	Car parking at Petra Street (2 resting courts) (+ ≈1,200 m ²)	nr 2 1	00-05	Council	\$ 232,050	\$ 232,050											
Preston Point Precinct	General public	Car parking at Wauhop Park (+ ≈1,400 m ²)	nr 1	00-05	Council	\$ 285,000	\$ 285,000											

Location	Club/s	Details	Ref.	Prio rity	Proposed Funding	Estimated Total Cost	Proposed Council cont.	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	Other
Preston Point Precinct	General public	Pathway, formalisation of sandy track	7	00-05	Council - DBCA	\$ 26,000	\$ 13,000											
Preston Point Precinct	General public	Pathway, connection to Bicton Baths	17a	00-05	Council – Co Melville	\$ 7,000	\$ 3,500											
Preston Point Precinct	General public	Pathway, riverside stairs upgrade	12	00-05	Council - DBCA	\$ 84,500	\$ 42,250											
Preston Point Precinct	General public	Road markings for one-way (<i>if Jerrat Dve closes</i>)	22	00-05	Council	\$ 13,000	\$ 13,000											
Preston Point Precinct	General public	Water fountain at EJ Chapman Reserve	9	00-05	Council	\$ 13,000	\$ 13,000											
Preston Point Precinct	General public	Car parking at Wauhop/Jerrat corner (600m approx.)	nr 20	05-10	Council	\$ 117,000	\$ 117,000											
Preston Point Precinct	General public	Concrete tank (repurpose / remove)	14	05-10	Council	\$ 6,000	\$ 6,000											
Preston Point Precinct	General public	Pathway, establish levels to foreshore	6	05-10	Council - DBCA	\$ 65,000	\$ 32,500											
Preston Point Precinct	General public	Pathway, access at the end of Petra Street	17b	05-10	Council - DBCA	\$ 65,000	\$ 32,500											
Preston Point Precinct	General public	Pathway, formalisation to staircase	27	05-10	Council - DBCA	\$ 114,400	\$ 57,200											
Preston Point Precinct	General public	Pathway upgrade & connection around precinct	30	05-10	Council	\$ 250,000	\$ 250,000											

Location	Club/s	Details	Ref.	Priority	Proposed Funding	Estimated Total Cost	Proposed Council cont.	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	Other
Preston Point Precinct	General public	Power upgrade	28	05-10	Council	\$ 325,000	\$ 325,000											
Preston Point Precinct	General public	Riverside look out upgrade & dipping deck	12	05-10	Council - DBCA	\$ 78,000	\$ 39,000											
Preston Point Reserve	Lacrosse / Cricket (Senior)	Lighting, security for car park	25	00-05	Council – Club	\$ 71,500	\$ 35,750											
Preston Point Reserve	Lacrosse / Cricket (Senior)	Playing surface extension (if Jerrat Dve closes)	11b	00-05	Council	\$ 131,625	\$ 131,625											
Preston Point Reserve	Lacrosse / Cricket (Senior)	Pavilion hardstand extension + loading bay	15a	00-05	Council - Club	\$ 18,880	\$ 12,880											
Preston Point Reserve	Lacrosse / Cricket (Senior) + OSH	Playing surface levelling	11a	00-05	Council	\$ 109,950	\$ 109,950											
Preston Point Reserve	Lacrosse / Cricket (Senior)	Lighting, new (to 50lux)	19	00-05	Council – Club	\$ 364,000	\$ 182,000											
Preston Point Reserve	Lacrosse / Cricket (Senior) + OSH	Netting, safety to cricket nets	24	00-05	Council – Club	\$ 13,000	\$ 6,500											
Preston Point Reserve	Lacrosse / Cricket (Senior) + OSH	Lighting, security for building	15b	00-05	Council	\$ 39,000	\$ 39,000											
Preston Point Reserve	Lacrosse / Cricket (Senior)	Storage, additional	15c	05-10	Club	\$ 10,000	\$ -											
Wauhop Park	Soccer	Hard stands to coaches boxes	23	00-05	Council	\$ 6,000	\$ 6,000											

Location	Club/s	Details	Ref.	Prio rity	Proposed Funding	Estimated Total Cost	Proposed Council cont.	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	Other
Wauhop Park	Soccer	Building extension (+ kiosk + 2 change rooms + first aid)	1	00-05	Council – Club	\$ 705,250	\$ 352,625											
Wauhop Park	Soccer	Lighting upgrade (100lux)	18	05-10	Council – Club	\$ 390,000	\$ 195,000											
Wauhop Park	Soccer	Pavilion (new building)	2	10-20	Co	\$ 1,591,200	\$ 795,600											39/40
Yacht Club	Yacht Club + OSH	Car park works	nr 16	05-10	Council	\$ 34,000	\$ 34,000											
Yacht Club	Yacht Club + OSH	Pathway and roadway improvements	16a	05-10	Club	\$ 39,000	\$ -											
Yacht Club	Yacht Club	Riverside to Reserve skywalk	16b	10-20	Club	\$ 1,000,000	\$ -											38/39
						\$ 11,170,475	\$ 5,506,300	7	9	2	5	6	5	3	2	2	4	4

KEY
Project underway
Project completed
Proposed year
Guesstimate

Location	Club/s	Details	Ref.	Prio rity	Proposed Funding	Estimated Total Cost	Proposed Council cont.	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	Other
						\$ 11,170,475	\$ 5,506,300	7	9	2	5	6	5	3	2	2	4	4

Preston Point Road North Recreation Precinct Master Plan Summary of (Estimated) Costs

Summary of Cost by Location	Total	Town	% of total	% of Town
Camp Waller	\$ 650,000	\$ 157,500	5.8%	2.9%
Henry Jeffery Reserve	\$ 1,459,700	\$ 723,450	13.1%	13.1%
Lawn Tennis Pavilion	\$ 2,678,000	\$ 1,085,000	24.0%	19.7%
Preston Point Precinct	\$ 1,859,370	\$ 1,639,420	16.6%	29.8%
Preston Point Reserve	\$ 757,955	\$ 517,705	6.8%	9.4%
Wauhop Park	\$ 2,692,450	\$ 1,349,225	24.1%	24.5%
Yacht Club	\$ 1,073,000	\$ 34,000	9.6%	0.6%
Total estimated costs	\$ 11,170,475	\$ 5,506,300	<i>100.0%</i>	<i>100.0%</i>

Location	Club/s	Details	Ref.	Prio rity	Proposed Funding	Estimated Total Cost	Proposed Council cont.	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	Other
						\$ 11,170,475	\$ 5,506,300	7	9	2	5	6	5	3	2	2	4	4

Preston Point Road North Recreation Precinct Master Plan Summary of (Estimated) Costs

Summary of Cost by Year	Total	Town	% of total	% of Town
2019-2020	\$ 998,880	\$ 582,880	8.9%	10.6%
2020-2021	\$ 743,745	\$ 740,245	6.7%	13.4%
2021-2022	\$ 806,000	\$ 403,000	7.2%	7.3%
2022-2023	\$ 234,000	\$ 113,750	2.1%	2.1%
2023-2024	\$ 996,250	\$ 417,625	8.9%	7.6%
2024-2025	\$ 406,000	\$ 155,500	3.6%	2.8%
2025-2026	\$ 354,000	\$ 282,500	3.2%	5.1%
2026-2027	\$ 244,400	\$ 57,200	2.2%	1.0%
2027-2028	\$ 520,000	\$ 422,500	4.7%	7.7%
2028-2029	\$ 2,788,500	\$ 1,394,250	25.0%	25.3%
Other	\$ 3,078,700	\$ 936,850	27.6%	17.0%
Total estimated costs	\$ 11,170,475	\$ 5,506,300	<i>100.0%</i>	<i>100.0%</i>

12.3 REGULATORY

12.3.1 243 Canning Highway – Investigation Works for Possible Contaminated Site

Applicant	Not Applicable
File ref	P/CAN243
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	19 May 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Scope and Works and Quote 2. Permit Form Canning Highway

Purpose

This report recommends that Council approve the expenditure of up to \$5500 to investigate a 'possibly contaminated - investigation required' (PCIR) under the Contaminated Sites Act 2003 (CS Act) at 243 Canning Highway, East Fremantle (subject site). The Town will approach WAPC as landowners and request a 50% contribution for the initial assessment (up to \$5,500). The Town will await the results of the report before determining additional actions for the subject site.

Executive Summary

The Town requested and has been offered the attached permit (expiring 9/12/24) for 243 Canning Highway, East Fremantle from Department of Planning, Lands and Heritage (DPLH) to potentially use the Site for Public Open Space (POS) purposes.

The subject site was a former service station and motor vehicle workshop facility (OTEK Australia, 1996) (years of operation unknown, Site infrastructure removed by 2003) and is classified as potentially contaminated 'possibly contaminated - investigation required' (PCIR) under the Contaminated Sites Act 2003 (CS Act) due to uncertainty as to whether the Site is suitable for the proposed POS land use.

The Town requested a quote from Western Environmental (WEPL) to undertake investigation works at the site (attached quote). This report requests approval to commence initial investigation works on the subject site to ascertain the presence of contaminants.

Background

As part of the former service station and motor vehicle workshop facility divestment process, underground storages tanks (USTs) were removed from the Site and OTEK Australia were engaged to identify, validate and assist with the on-site remediation of hydrocarbon impacted soils; these activities were documented in a validation report was prepared by OTEK Australia in 1996.

Six USTs were reportedly removed from Site and approximately 450 m³ of soil was excavated from the UST pits to depths of 3 m and from other areas of the Site that displayed "obvious hydrocarbon impact". Visually impacted soils were subject to on-site remediation. Validation samples were collected from the walls and floor of each UST pit and from the land-farmed (remediated) soil. Remediated soils were then backfilled into UST voids with imported sand before being compacted. Validation samples from four locations were also collected by hand auger from the former bowser location and adjacent to the triple interceptor trap. Validation results were compliant with

adopted assessment criteria and OTEK Australia concluded that “the site is now suitable for ongoing use as a commercial/industrial property” following the field work and remediation activities.

Groundwater was not encountered at the Site and no investigations were undertaken by OTEK Australia. Groundwater is reportedly at 37 metres below ground level (mbgl) based on review of the Perth Groundwater Atlas. Department of Environment and Conservation [DEC, currently part of and since renamed to Department of Water and Environmental Regulation (DWER)] reviewed the OTEK Australia validation report for the Site and identified a number of uncertainties and limitations associated with the soil and validation program in a letter dated 25 October 2011.

Key uncertainties and limitations include:

- Absence of information regarding historical operations at the site,
- The remediation program did not meet the appropriate standards as outlined in the Contaminated Site Management Series with no leachate control systems implemented or validation of soils below remediated soil stockpiles.
- Potential contamination of other Site infrastructure including the sales building and service workshop has not been investigated.

On this basis, the subject site was and remains classified as PCIR – Possible Contamination – Investigation Required pursuant to the Contaminated Sites Act.

Consultation

No consultation at this point has been undertaken. Upon the receipt of the report a further assessment regarding any required consultations will be undertaken.

Statutory Environment

Nil

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

Preliminary Site Investigation (PSI) / Detailed Site Investigation (DSI) / Sampling and Analysis Quality Plan (SAQP)

Western Environmental (quote attached) can undertake the above scope of works and prepare a PSI report for a lump sum fee of \$3,500 (ex GST) or a combined PSI/SAQP for a combined cost at \$5,500 (ex GST) to offer a cost saving to Town of East Fremantle. These costs are subject to the assumptions and exclusions provided in the quote.

WEPL estimates that a stand-alone SAQP could be completed for a fee of \$3,000 and DSI could be completed for a fee between \$15,000 to \$30,000, however, this DSI value is subject to the findings of the PSI.

Strategic Implications

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

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

- 4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore*
- 4.1.2 *Plan for improved streetscapes parks and reserves*
- 4.2 *Enhance environmental values and sustainable natural resource use*
 - 4.2.1 *Reduce waste through sustainable waste management practices*
- 4.3 *Acknowledge the change in our climate and understand the impact of those changes.*
 - 4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts*

Site Inspection

Not applicable.

Risk Implications

A risk assessment has been undertaken with regard to the proposed investigations works and the permit relating to the subject site. In order to mitigate risks associated with the site and any potential contaminants onsite, it is proposed to undertake initial investigation. This investigation should detail possible risks associated with Council commencing a lease on the site.

The Town will approach WAPC and request a 50% contribution for the initial assessment (up to \$5,500). Possible further risks that will be identified upon completion of the investigation works include potential financial implications, health and safety implications and future development risks. The Town will consider all matters upon the assessment results for the site being presented to Council

Comment

The CEO requested Council's PEHO to determine on what basis the Town could utilise 243 Canning Highway as a passive recreational use given the Town is considering accepting the proposed permit on a peppercorn basis from the WAPC. The Town intends to take over responsibility to maintain the land i.e., lawn mowing and watering, and would like to possibly further utilise the space as an extension of adjoining Lee Park. The Town would like the fencing to be removed and tree planting to improve the ambience of the area.

Discussions with DWER identified that a detailed site (contamination) investigation would have to be undertaken by an approved environmental consultant in accordance with current Contaminated site Management Series.

The PEHO arranged for an archive search of DWER database for the original OTEK Validation Report which was then provided to environmental consultant WEPL. WEPL have taken this report and letter received on 25 October 2014 to develop a proposal to undertake a relevant contamination investigation and to determine if there are residual potential contamination impacts that may require further investigation and possible remediation to ensure the Site is suitable for the proposed POS land use.

This proposal details the undertaking of Preliminary Site Investigation (PSI) and a cost estimate to undertake a subsequent Detailed Site Investigation (DSI) at the Site. The requirement for and scope of additional risk assessment, remediation and/or ongoing management at the Site will be determined following completion of the PSI and DSI.

- The scope of works will comprise the following:

- Determining the characteristics of the site and surrounding land through a detailed desktop assessment.
- Reviewing historical tenure and state records.
- Reviewing current and historical site plans (where available).
- Reviewing historical aerial photographs.
- Searching Government databases including DWER's contaminated sites database.
- Searching DWER Water Information Reporting (WIR) Groundwater Bore Database.
- Search under Freedom of Information (FOI) of DMIRS dangerous goods storage registers.
- Search Town of East Fremantle and DWER records for information pertaining to potential contamination under Freedom of Information (FOI).
- Formal site walkover/inspection to assess for visual signs of contamination.
- Interviews with available persons with knowledge of past and present Site activities.
- Development of a preliminary conceptual site model (CSM) to determine likely potential contamination sources, pathways, receptors.
- Preparation of a PSI Report as per DWER guidelines, encompassing the information described above.

Potential Future Works

Based on the historical land uses, and in accordance with the DER (2014) Assessment and management of Contaminated Sites, it is anticipated the PSI will identify potential areas of contamination on the Site. In line with the staged approach to contamination assessments the next phase will be the development of a Sampling and Analysis Quality Plan (SAQP) for a Detailed Site Investigation (DSI).

The purpose of the DSI would be to establish the extent, nature and magnitude of contamination identified (if any) associated with the historical land uses within and surrounding the Site and allow informed decision regarding future management of the Site.

The scope of works for a DSI, which would encompass soil and potential groundwater investigations, can be established once the SAQP has been finalised. If contamination is identified on-site further delineation sampling and possible remediation and validation activities may be required.

12.3.1 OFFICER RECOMMENDATION

That Council:

- 1. agree to initial investigation works being undertaken and approve the expenditure of up to \$5500 to investigate a 'possibly contaminated - investigation required' (PCIR) under the Contaminated Sites Act 2003(CS Act) at 243 Canning Highway, East Fremantle.**
- 2. approach the WAPC being the landowners and request a 50% contribution for the initial assessment (up to \$5,500).**



Friday, 1 May 2020

Our Ref: P20.042-PRO-PSI_0_FINAL

Town of East Fremantle
Town Hall, 135 Canning Highway
EAST FREMANTLE WA 6158

(08) 6162 8980
PO Box 437, Leederville, WA 6903
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ATTENTION: Shelley Cocks

SUBJECT: 243 CANNING HIGHWAY EAST FREMANTLE: CONTAMINATED SITE INVESTIGATION

Project Appreciation

Town of East Fremantle currently leases 243 Canning Highway, East Fremantle (the Site) from Department of Planning, Lands and Heritage and would like to use the Site for Public Open Space (POS) purposes. However, the Site was a former service station and motor vehicle workshop facility (OTEK Australia, 1996) (years of operation unknown, Site infrastructure removed by 2003) and is classified as potentially contaminated 'possibly contaminated - investigation required' (PCIR) under the *Contaminated Sites Act 2003* (CS Act) due to uncertainty as to whether the Site is suitable for the proposed POS land use.

As part of the former service station and motor vehicle workshop facility divestment process, underground storage tanks (USTs) were removed from the Site and OTEK Australia were engaged to identify, validate and assist with the on-site remediation of hydrocarbon impacted soils; these activities were documented in a validation report was prepared by OTEK Australia in 1996. Six USTs were reportedly removed from Site and approximately 450 m³ of soil was excavated from the UST pits to depths of 3 m and from other areas of the Site that displayed "obvious hydrocarbon impact". Visually impacted soils were subject to on-site remediation.

Validation samples were collected from the walls and floor of each UST pit and from the land-farmed (remediated) soil. Remediated soils were then backfilled into UST voids with imported sand before being compacted. Validation samples from four locations were also collected by hand auger from the former bowser location and adjacent to the triple interceptor trap. Validation results were compliant with adopted assessment criteria and OTEK Australia concluded that "the site is now suitable for ongoing use as a commercial/industrial property" following the field work and remediation activities.

Groundwater was not encountered at the Site and no investigations were undertaken by OTEK Australia. Groundwater is reportedly at 37 metres below ground level (mbgl) based on review of the Perth Groundwater Atlas.

Department of Environment and Conservation [DEC, currently part of and since renamed to Department of Water and Environmental Regulation (DWER)] reviewed the OTEK Australia validation report for the Site and identified a number of uncertainties and limitations associated with the soil and validation program in a letter dated 25 October 2011. Key uncertainties and limitations include:

- Absence of information regarding historical operations at the Site.

- The remediation program did not meet the appropriate standards as outlined in the Contaminated Sites Management Series with no leachate control systems implemented or validation of soils below remediated soil stockpiles.
- Potential contamination of other Site infrastructure including the sales building and service workshop has not been investigated.

On the basis of limited information for the Site provided to DEC the Site was and remains classified as PCIR under the CS Act.

WEPL has taken into consideration the above information, including review of the OTEK Australia validation report and DEC (2011) correspondence letter, and considers that a contamination investigation in accordance with the Contaminated Sites Management Series is required to determine if there are residual potential contamination impacts that may require further investigation and possible remediation to ensure the Site is suitable for the proposed POS land use. This proposal details the undertaking of a Preliminary Site Investigation (PSI) and a cost estimate to undertake a subsequent Detailed Site Investigation (DSI) at the Site. The requirement for and scope of additional risk assessment, remediation and/or ongoing management at the Site will be determined following completion of the PSI and DSI.

Scope of Work

A detailed scope of work is provided in this proposal for a PSI. A broad DSI scope, including preparation of a Sampling and Analysis Quality Plan (SAQP), has been provided noting that a detailed scope for the SAQP and DSI will be finalised following completion of the PSI.

PSI

The scope of works will comprise the following:

- Determining the characteristics of the site and surrounding land through a detailed desktop assessment.
- Reviewing historical tenure and state records.
- Reviewing current and historical site plans (where available).
- Reviewing historical aerial photographs.
- Searching Government databases including DWER's contaminated sites database.
- Searching DWER Water Information Reporting (WIR) Groundwater Bore Database.
- Search under Freedom of Information (FOI) of DMIRS dangerous goods storage registers.
- Search Town of East Fremantle and DWER records for information pertaining to potential contamination under Freedom of Information (FOI).
- Formal site walkover/inspection to assess for visual signs of contamination.

- Interviews with available persons with knowledge of past and present Site activities.
- Development of a preliminary conceptual site model (CSM) to determine likely potential contamination sources, pathways, receptors.
- Preparation of a PSI Report as per DWER guidelines, encompassing the information described above.

Potential Future Works – SAQP and DSI

Based on the historical land uses, and in accordance with the DER (2014) *Assessment and Management of Contaminated Sites*, it is anticipated the PSI will identify potential areas of contamination on the Site. In line with the staged approach to contamination assessments the next phase will be the development of a Sampling and Analysis Quality Plan (SAQP) for a Detailed Site Investigation (DSI). The purpose of the DSI will be to establish the extent, nature and magnitude of contamination identified (if any) associated with the historical land uses within and surrounding the Site and allow informed decision regarding future management of the Site.

The scope of works for a DSI, which would encompass soil and potential groundwater investigations, can be established once the SAQP has been finalised. If contamination is identified on-Site further delineation sampling and possible remediation and validation activities may be required.

Fee Proposal Cost

WEPL can undertake the above scope of works and prepare a PSI report for a lump sum fee of **\$3,500** (ex GST) or a combined PSI/SAQP for a combined cost at **\$5,500** (ex GST) to offer a cost saving to Town of East Fremantle. These costs are subject to the assumptions and exclusions provided in the following section.

WEPL estimates that a stand-alone SAQP could be completed for a fee of \$3,000 and DSI could be completed for a fee between \$15,000 to \$30,000; however, this DSI value is subject to the findings of the PSI.

For the purposes of comparison and in the event additional work outside the scope of work is required (including provision of ad-hoc, strategic advice to the Study team), WEPL presents the following staff rates Table 1. These rates are valid until 31 December 2020.

Table 1: WEPL Staff Charge-out Rates

Staff	Rate
Principal Scientist / Engineer	\$230/hr
Senior Scientist / Project Manager	\$180/hr
Experienced Scientist	\$140/hr
Field/Junior Scientist	\$120/hr
GIS	\$100/hr
Administration	\$80/hr

Timeline

WEPL is available to commence work immediately. Upon commission, requests for data and the arrangements for the Site visit would be made within one week. The PSI report can be completed within six weeks of commission (subject to FOI search requests being provided).

Company Experience

WEPL is a specialist environmental consultancy that draws on over 100 years' combined experience in the environmental industry. We are committed to providing the highest quality services to our clients by combining local knowledge and expertise to deliver practical solutions. WEPL's capability statement outlining our available scope of services is provided in Attachment 1.

We have specific technical expertise in the following areas:

- Site contamination assessment and remediation.
- Environmental monitoring and testing.
- Asbestos and hazardous materials assessment and management.
- Dust and air quality assessment and management.
- Environmental approvals and management.
- Acid Sulfate Soils (ASS) assessment and management.

WEPL is capable of executing all stages of contaminated land and ASS projects including:

- Preparation of Sampling and Analysis Quality Plans (SAQP) to include the assessment of soil, sediment, groundwater, surface water, ground gas and air quality.
- Undertaking and reporting Detailed Site Investigations (DSI) examining soil, sediment, groundwater, surface water, ground gas and air quality.
- Preparation of Site Management Plans (SMP) for remediation of contamination and supervision of remediation, ongoing monitoring and management of contamination.
- Reporting of site assessments in accordance with a wide range of legislation and guidelines, liaison with multiple stakeholders and regulatory authorities, as is required to achieve regulatory approval of projects in Western Australia.

WEPL maintains an internal Quality Assurance system to ensure appropriate service delivery, which includes:

- Clear policies and documentation detailing task execution.
- Internal registers for Occupational Health and Safety.

- Internal registers to log product and sample chain of custody.
- Software management platform for maintenance and quality assurance of all data.
- Internal review procedures for deliverables including technical and quality review by senior staff members and document control procedures to ensure high quality deliverables.

WEPL understands that technically proficient, high quality deliverables are required for every project and need to be delivered on time and on budget. WEPL applies this service model to all projects that it undertakes.

WEPL has a proven track record in the delivery of projects that require liaison and negotiation with regulators. WEPL also maintains a strong focus on collaborative approaches to project delivery and pride ourselves on our well-established relationships with regulators. Involvement of stakeholders and regulators and development of strong relationships during appropriate stages of each project ensures confidence in the quality and scheduling of deliverables and project milestones.

Assumptions and Exclusions

WEPL provides the following assumptions and exclusions in relation to this proposal:

- Current Certificate of Title(s) for the site will be made available by Town of East Fremantle.
- WEPL assumes safe and reasonable access to the site to perform site-based project works. Should access require considerable time to arrange or be limited in any other way, timelines may be affected.
- No site works and/or field investigations other than those stipulated in the scope of works. Any variations to the aforementioned scope of works and associated costs will be submitted for approval prior to undertaking such work.
- This fee proposal for the PSI is based on search fees not exceeding \$300. If the cost exceeds this amount it will be additional to the total amount provided in this proposal.
- Any post-submission client and/or regulatory authority (including any response to client or Auditor comments) liaison is proposed to be undertaken on a fee for time basis.

Conclusion

Thank you for the opportunity to provide this proposal, should you wish to proceed, we request that you sign and return the Agreement for Engagement document under the Schedule to our office for execution. If you would like to discuss any aspects of this proposal further, please do not hesitate to contact the undersigned.

Yours sincerely,
Western Environmental Pty Ltd



PHILIP BRAND
ASSOCIATE ENVIRONMENTAL SCIENTIST

Schedule

- Agreement for Engagement

Attachments

- Attachment 1: WEPL Capability Statement

SCHEDULE Agreement for Engagement

WESTERN ENVIRONMENTAL PTY LTD

AGREEMENT FOR ENGAGEMENT

PROJECT NAME/ADDRESS:

.....

THIS AGREEMENT IS MADE THE..... DAY OF 20__
between

.....

(Client name)

of

.....

(Client address)

Client ABN Contact telephone number

AND

WESTERN ENVIRONMENTAL PTY LTD (ACN 150 557 412) of Level 3, 25 Prowse St, West Perth WA, 6005
(WEPL).

IT IS AGREED AS FOLLOWS:

1. The Client engages WEPL to provide those services (**the Services**) for the abovementioned project (**the Project**) which are specified in the accompanying Proposal (**the Proposal**). Any reports, notes, specifications, drawings, designs, statistics, models, data, results, estimates, projections, recommendations, costings, calculations, and other information or data required to be compiled or prepared by WEPL in connection with the Services are hereinafter referred to as the "**Deliverables**". Any deliverables issued, will be subject to the Standard WEPL "Statement of Limitations" which relates to, amongst other items, copyright, the scope of services, reliance on data which underpins the report, conclusions stated, and the parties who may rely upon the report.
2. WEPL shall perform the Services described in the Proposal and comply with all lawful and reasonable instructions given by the Client in respect of this Agreement, to the extent those directions are not inconsistent with this Agreement or the Proposal.
3. WEPL shall exercise a professional standard of skill, care and diligence in the performance of the Services and its other obligations under this Agreement.
4. WEPL shall promptly notify the Client of any matter which comes to its attention which will or is likely to change, or has changed the scope, or timing of the provision of, the Services.
5. Client Obligations:
 - (a) The Client shall promptly make available to WEPL all information:
 - i) relating to the Client's requirements for the Services; and

- ii) which WEPL reasonably requires to perform the Services or which may reasonably be expected to impact on the performance of the Services.
 - (b) Without limiting clause 5(a), in the event that any document or report which WEPL is required to prepare as part of the Services is reliant on any designs, data, plans or other information developed or owned by or in the possession of the Client, the Client:
 - i) will promptly provide WEPL with such information; and
 - ii) grants to WEPL an irrevocable, non-exclusive, non-transferable and royalty-free licence to include and use such information, and any trade names, brands or logos of the Client, in, and to the extent required to prepare, such documents and reports.
 - (c) The Client agrees to secure for WEPL reasonable access to all site locations where any of the Services are to be performed and to inform WEPL of the boundary lines of each such site. While WEPL will take reasonable steps to identify services using recognised means it is the responsibility of the Client to inform WEPL of the location of all improvements (including underground structures) and utilities on each such site, including tanks, piping, water, telephone, electric, gas and sewer lines, and of any hazardous site conditions or hazardous materials located on each such site to which WEPL may be exposed while performing the Services.
 - (d) WEPL shall be entitled to rely on all information provided to it by the Client or any other person without any requirement to verify the accuracy or completeness of the same. If any information provided by the Client (including under clause 5(c)) or any other person is incomplete or inaccurate, the Client releases and discharges WEPL from, and indemnifies WEPL from and against, any liability or responsibility in connection with:
 - i) any inaccuracy, error, omission, defect or fault in the Services or any of the Deliverables; and
 - ii) any damage caused by WEPL or its officers, employees, agents or contractors to any improvements, utilities or real or personal property; and
 - iii) any personal injury or death occasioned to any person, including without limitation to WEPL, the Client or any of its or their officers, employees, agents or contractors,to the extent the same is caused, occasioned or contributed to by such incomplete or inaccurate information.
 - (e) Whenever WEPL requests the Client to provide information, make decisions or review materials, the Client shall respond as soon as reasonably possible.
 - (f) The Client is responsible for obtaining all applicable permits, licences and approvals and for giving all notices which are required to be given at law and must pay all costs, fees, deposits, charges, taxes and expenses in connection with the Services (other than WEPL's own income and payroll taxes), unless specifically identified in the fee proposal as being the responsibility of WEPL.
 - (g) The Client must notify WEPL of any matter of which it becomes aware that may impact on WEPL's performance of the Services, including any change in the scope, timing or complexity of the Services.
 - (h) The Client shall be responsible for and indemnifies WEPL from and against any Claim in respect of personal injury including death or disease or loss or damage to property of any person to the extent that such injury, loss or damage is caused by any negligent act or omission of the Client or any breach by the Client of its obligations under this Agreement.
 - (i) The Client shall act reasonably and in good faith in exercising its rights and obligations under this Agreement.
6. Payment and Invoicing:
- (a) The Client must pay to WEPL the fees and reimbursable expenses:
 - i) at the times and in the manner set out in clause 6(b) and the Proposal; and
 - ii) in full, and without any set-off, deduction or withholding.

- (b) WEPL will give to the Client an account for the Services performed and for reimbursable expenses actually incurred each month or at the conclusion of the provision of the Services. The Client must pay the full amount owing in respect of each account within 14 days of the receipt of the account (unless otherwise provided to the contrary in the Proposal).
- (c) The Client must pay to WEPL (in addition to, and at the same time as payment is due of, the amounts specified in clause 6(a)) any goods and services tax under the *A New Tax System (Goods and Services Tax) Act 1999* payable by WEPL, at the then prevailing statutory rate, in relation to any supply of goods and/or services made by WEPL to the Client under this Agreement.
- (d) If the Client fails to pay any amount due by it under this clause 6, without limiting any other right or entitlement of WEPL:
 - i) the amount unpaid will bear interest at a rate of 8% per annum from the date that such amount was first due until it is paid; and
 - ii) WEPL may give the Client written notice stating that payment has not been made and that the performance of the Services may be suspended if payment is not made within 14 days of the date of receipt of such written notice. If the failure to pay continues at the expiration of this fourteen days notice period, WEPL may suspend further performance of the Services until payment is made. The Client must reimburse WEPL for all reasonable costs and expenses incurred as a result of such suspension and subsequent resumption.
- (e) If suspension of the Services under clause 6(d)ii) continues for a period of three months, WEPL may terminate the Services and the provisions of clause 15(d) will apply.

7. Insurance:

WEPL shall, at WEPL's own expense, effect and maintain throughout the term of this Agreement Workers Compensation Insurance; Public Liability Insurance with a limit of \$20M per claim; and Professional Indemnity Insurance with a limit of \$5m per claim and \$10m in the aggregate, in the name of WEPL.
Limitation of Liability:

8. Limitation of Liability

- (a) In this clause 8, "**Claim**" includes any claim, demand, account, costs, expense (including all legal costs and disbursements whether incurred by or awarded against a party), damage, action, suit or proceedings whether arising in contract, tort (including negligence), under statute (including the *Competition and Consumer Act 2010* (Cth) and corresponding State-based legislation) or otherwise at law or in equity.
- (b) To the maximum extent permitted by law, WEPL excludes all implied conditions, guarantees and warranties.
- (c) WEPL will not have any liability under this Agreement (including for damages for breach) unless the Client has given WEPL notice of its Claim on or before the date which is 12 months after the date of completion of the Services.
- (d) WEPL's liability to the Client for a breach of any non-excludable statutory warranty will, to the maximum extent permitted by applicable law, be limited, at the option of WEPL, to:
 - i) supplying the Services again; or
 - ii) paying the cost of having the Services supplied again.

The Client agrees that if WEPL complies with this obligation then, to the maximum extent permitted by applicable law, this will be the Client's sole remedy for that breach of warranty and WEPL will have no further liability to the Client for the breach.

- (e) WEPL will not have any liability for:
 - i) any indirect, incidental, exemplary, consequential, punitive or special loss, damage, cost or expense;
 - ii) loss of profits, business, savings, goodwill or revenue,
 (of any kind whatever and however caused), whether arising under contract, tort (including negligence) or otherwise and even if WEPL had been advised of their possibility.

- (f) WEPL will not be liable for any liability or loss to the extent that it is caused or contributed to by the fault of the Client or any other person. Where negligence is found to have been contributory, each party must bear responsibility in accordance with that party's proportionate fault.
- (g) Notwithstanding anything to the contrary in this Agreement, except clause 8(d) with respect to non-excludable statutory warranties, WEPL's maximum total aggregate liability to the Client and all third persons arising out of or in connection with any Claim under or in connection with this Agreement (including, without limitation, in connection with rectifying any defective Services) shall be limited to the total fees (exclusive of GST) actually paid by the Client to WEPL under this Agreement in connection with the Project .

9. Emergency Situations:

The Client appoints WEPL as its agent to act in the name of and on behalf of the Client in emergency situations where danger to persons or damage to the Project appears imminent.

10. Intellectual Property Rights:

- (a) In this clause 10 and in clause 11, the following words have the following meanings:
 - i) **Intellectual Property Rights** means all intellectual and industrial property rights, whether protectable by statute, at common law or in equity, including copyright and similar rights which may subsist in works or any subject matter, moral rights, rights in relation to trade marks (whether registered or not registered), rights in relation to inventions (including patents and patent applications), rights in relation to designs (whether registrable or not registrable), circuit layout rights, trade secrets and know-how and any other analogous rights; and
 - ii) **WEPL Background IP** means any Intellectual Property Rights owned or possessed by WEPL prior to and as at the commencement date of this Agreement including any improvements, enhancements or modifications made thereto in the course of the performance of the Services.
- (b) WEPL retains and owns all property in, and all Intellectual Property Rights in and to:
 - i) the WEPL Background IP; and
 - ii) the Deliverables .
- (c) WEPL grants to the Client a non-assignable, non-exclusive, non-transferable, royalty-free, irrevocable licence to use the Deliverables and the Intellectual Property Rights therein for the purpose of the Project only.

11. Deliverables

- (a) WEPL accepts no responsibility or liability in relation to the Services and the Deliverables:
 - i) for use or application in connection with any purpose other than the Project;
 - ii) to the extent that WEPL has relied on information, data or any other material provided by the Client, or its officers, employees, agents or contractors, or any other person in performing the Services or producing the Deliverables;
 - iii) to the extent rendered incorrect or inaccurate as a result of any act, event, matter, circumstance or thing which arises after the date of issue of the Deliverables;
 - iv) if the Client has not fully paid WEPL all amounts due pursuant to this Agreement.
- (b) Any Deliverables provided to the Client may only be reproduced in final form and in their entirety and the Client may only rely on the final form of any Deliverables provided to the Client. WEPL accepts no responsibility or liability for any other form of the Deliverable.
- (c) The Services and Deliverables provided by WEPL in connection with this Agreement are for the sole use of the Client and the Client must not disclose or permit to be disclosed the Services or the Deliverables or any portion of them to any third person (other than to the Client's related bodies corporate) without the prior written consent of WEPL.

- (d) Whether or not consent is provided by WEPL under clause 11(c):
 - i) WEPL accepts no liability or responsibility whatsoever in respect of any use of or reliance upon the Deliverables by any person other than the Client; and
 - ii) the Client must indemnify and keep indemnified WEPL and its officers, employees, agents and contractors against all Claims for which they may become liable to any third person in connection with or arising out of the disclosure to or use by that third person of the Deliverables, including disclosure to or use by any bank or financial institution.

12. Reporting:

To the extent that WEPL may be required by law to disclose the results of the Services or any of the Deliverables to any governmental or regulatory agency, the Client acknowledges and agrees that WEPL may, and authorises WEPL to, make those disclosures in consultation with the Client.

13. Force Majeure and Delay:

- (a) In this clause 13, "**Force Majeure**" means an event or cause which is beyond the control of WEPL, not able to be overcome by the exercise of reasonable care, proper precautions and the consideration of reasonable alternatives, and which could not have been reasonably foreseen, and includes any act of God, cyclones, fire, flood, acts of war, acts of public enemy, terrorists, riots or civil commotion.
- (b) If WEPL is by reason of Force Majeure unable to perform any of the Services, it shall notify the Client as soon as possible specifying the cause and extent of the non-performance, the date of the commencement thereof and the means proposed to be adopted to remedy or abate the Force Majeure.
- (c) If clause 13(b) applies, WEPL shall:
 - i) use all reasonable diligence and employ all reasonable means to remedy or abate the Force Majeure as expeditiously as possible;
 - ii) resume performance as expeditiously as possible after termination of the Force Majeure or the Force Majeure has abated to an extent which permits resumption of performance; and
 - iii) notify the Client when resumption shall occur,provided that WEPL shall not by virtue of this clause be required against its will to adjust or settle any strike, lockout or other labour dispute.
- (d) If WEPL is, by reason of Force Majeure or breach by the Client of any of its obligations under this Agreement, unable to perform any of the Services, it shall not be liable to the Client for any delay occasioned thereby or for any consequential, indirect or special losses or damages of any kind arising out of or in any way connected with that non-performance.
- (e) If by reason of Force Majeure WEPL is unable to perform any of the Services, and that non-performance continues for a period of three (3) months, WEPL may upon giving written notice to the Client terminate this Agreement.
- (f) Termination of this Agreement pursuant to the preceding sub-clause shall not affect the rights of any party against any other in respect of any act matter or thing occurring hereunder prior to termination.

14. Dispute resolution:

- (a) If any dispute between the Client and WEPL arises out of or in connection with or relating to the interpretation of this Agreement or any Services or other act, matter or thing to be performed or done under this Agreement then either party may, by notice in writing served on the other, request that such dispute be resolved by expert determination of an independent third party acceptable to both parties.
- (b) If the parties do not agree to the dispute being resolved by expert determination, or on the appointment of an independent third party to act as expert, within seven (7) days from the date of service of the notice referred to in clause 14(a) then the dispute shall be determined by legal proceedings.
- (c) If the parties do agree to the dispute being resolved by expert determination, the determination of the independent expert will be final and binding on both parties.

15. Termination:

- (a) In this clause 15, "Insolvency Event" means, in relation to the Client (or, if more than one, any of them):
- i) an administrator of the Client being appointed under the Corporations Act 2001;
 - ii) the Client executing a deed of company arrangement otherwise than for the purpose of an amalgamation or reconstruction;
 - iii) the entry by the Client into a scheme of arrangement or a composition with, or assignment for the benefit of, all or any class of its creditors, or a moratorium involving any of them, otherwise than for the purpose of an amalgamation or reconstruction;
 - iv) the Client being insolvent within the meaning of s 95A(2) of the Corporations Act 2001;
 - v) the Client being or stating that it is unable to pay its debts when they fall due;
 - vi) the appointment of a liquidator, receiver, receiver and manager, administrator or trustee in bankruptcy to or of the Client or any part of its property;
 - vii) the making of a winding up order, or the passing of or attempted passing of a resolution for winding up, in respect of the Client except for the purposes of reconstruction or amalgamation;
 - viii) an application being made (which is not dismissed within 30 days) for an order, resolution being passed or proposed, a meeting being convened or any other action being taken to cause anything described above other than for the purposes of an amalgamation or reconstruction;
 - ix) the Client becoming a bankrupt;
 - x) anything analogous to or of a similar effect to anything described above under the law of any relevant jurisdiction; and
 - xi) any valid enforcement of any encumbrance over any of the Client's assets.
- (b) WEPL may terminate this Agreement by serving notice in writing on the Client, effective immediately, if an Insolvency Event happens to the Client.
- (c) Either the Client or WEPL may terminate this Agreement by serving notice in writing on the other party if the other party fails to remedy a breach of this Agreement within 14 days of receipt of a written notice specifying the breach and requiring that the same be remedied.
- (d) Upon termination of this Agreement, the Client must pay WEPL (not later than 7 days after the effective date of termination):
- i) for all Services performed up to the effective date of the termination;
 - ii) the cost of goods, materials or services reasonably ordered by WEPL for the provision of the Services and which the Client is obliged to pay as a reimburseable expense; and
 - iii) if termination is due to the default of the Client:
 - (1) the reasonable cost of removing any equipment and materials used in the performance of the Services by WEPL; and
 - (2) the reasonable additional cost arising from the termination of the return of WEPL's personnel engaged in providing the Services to their place of recruitment.
- (e) The obligations under clauses 5(d), 5(h), 6, 0, 10, 11, 12, 17, 18, 19 and this clause 15 of this Agreement shall survive termination of this Agreement and/or completion of the Services hereunder.

16. Sub-Consultants:

If circumstances arise which require, in WEPL's opinion, expertise outside the field of practice of WEPL, WEPL may engage an appropriate sub-consultant to perform the relevant part of the Services under this Agreement. Unless agreed to the contrary with the Client (including without limitation in the Proposal), WEPL will be responsible for the engagement of, and payment for any Services provided by, any sub-consultant, and will accept responsibility for those Services.

17. Governing Law:

This Agreement will be governed by and construed in accordance with the laws of the State of Western Australia and the parties submit to the exclusive jurisdiction of the courts of the State of Western Australia and the courts entitled to hear appeals from those courts.

18. Entire Agreement:

This Agreement supersedes all previous agreements in respect of its subject matter and embodies the entire agreement between the parties.

19. Interpretation

In this Agreement, words in the singular include the plural and vice versa; any gender includes the other gender; a reference to a body corporate includes a natural person and vice versa; if a word or phrase is defined, its other grammatical forms have corresponding meanings; “**includes**” means includes without limitation; no rule of construction will apply to the disadvantage of a party merely because that party put forward the clause or would otherwise benefit from it; a reference to a statute includes a regulation, by-law, requisition, order or other delegated or subordinate legislation made under that statute and any amendment to or re-enactment of that statute or any delegated or subordinate legislation thereunder; headings in this Agreement are for convenience and identification of clauses only and do not affect the interpretation of any clause; a reference to a party includes that party's administrators, personal representatives, successors and assigns; no waiver by either party of any breach of this Agreement will be binding unless made in writing and any such waiver will extend only to the specific breach waived and not to any future breach; if any provision of this Agreement is held to be void, illegal or unenforceable then it is severed and the rest of this Agreement remains in force and the parties will replace the provision with one that is in accordance with applicable law and as close as possible to the parties' original intent.

EXECUTED as an Agreement.

Signed on behalf of:

Company name

Authorised Person

(Please print name)

Authorised Person

(Please print name)

In the presence of:

Witness

Signed on behalf of
WEPL Pty Ltd

Director

Witness



WESTERN
ENVIRONMENTAL

Western Environmental Pty Ltd

Capability Statement 2020

Western Environmental Pty Ltd

(08) 6162 8980

PO Box 437, Leederville, WA 6903

enquiries@westenv.com.au

westenv.com.au



WESTERN
ENVIRONMENTAL

CONTAMINATION ASSESSMENT

Site contamination is defined as “an impact to soil, groundwater or air that presents a significant risk to human health or the environment”.

Impacts may be caused by one or more of a broad range of potentially contaminating industries, activities or land uses, including:

- General Industry (manufacturing, fabrication, processing, bulk storage)
- Chemical manufacture, refining, treatment, storage or blending
- Automotive / mechanical industries
- Service stations and hydrocarbon processing and storage facilities
- Mining and extractive industries
- Pest control, dry cleaning and other small scale commercial industries
- Landfilling, composting, waste management and recycling

- Agriculture, horticulture and market gardening
- Animal, textile and timber operations
- Foundries and gasworks, smelting and refining
- Ports, railways, airports and defence sites

There are several regulations and other legislative instruments that require landowners and site occupiers to assess and manage the risks presented by site contamination. This usually occurs when sites are redeveloped for more sensitive land uses, or a regulator is made aware of an impact and issues a formal notice, requiring action.

In addition to the formal triggers listed above, there are situations where it is prudent for land and infrastructure owners to develop an understanding of site contamination for asset management or liability / risk mitigation purposes, for example:

- Risk assessment and site registration to meet duty of care requirements to site occupiers
- Pre-purchase / due diligence / feasibility assessments for asset acquisition or sale
- Baseline site assessment prior to site leasing for commercial / industrial land use





Site contamination assessment is a carefully prescribed, staged process that is overseen by several different environmental regulators. Assessment needs to be administered by a qualified environmental practitioner familiar with all the necessary requirements in order to ensure proper assessment and confidence in outcomes.

Western Environmental draws on the considerable experience of its senior personnel (with backgrounds in the public sector, private industry and government regulation) to provide the highest level of confidence in contaminated site assessment. We have considerable specialist experience, including:

- Major infrastructure and construction
- Government (local, state and federal)
- Land development
- Resource and mining
- Petroleum and chemical
- Industrial and manufacturing
- Landfill and waste management

Our range of services are delivered by highly qualified and industry-recognised experts, which ensures timely and cost-effective assessment of your project.

Our services include:

- Project management and multi-disciplinary delivery team integration
- Regulator, stakeholder and community consultation
- Approvals management and clearance of conditions and notices
- Feasibility assessment / design and contaminated sites strategic planning
- Asbestos and hazardous materials assessment and management
- Due diligence assessment for purchase or sale

- Conceptual Site Modelling (CSM)
- Sampling, Analysis and Quality Plans (SAQPs)
- Preliminary Site Investigation Reports (PSIs)
- Detailed Site Investigation Reports (DSIs)
- Field investigations (planning / design, OHS and sub-contractor management)
- Field and laboratory testing of soil, sediment, water, waste, air and gas
- Expert interpretation of field and laboratory data
- Soil and groundwater modelling
- Specialist contaminant studies
- Human Health Risk Assessment
- Ecological Risk Assessment

At the conclusion of the assessment phase, many sites (particularly those with low risk profiles) are deemed to be uncontaminated, meaning relevant clearances and approvals may be obtained without site remediation. In the event a site assessment identifies contamination, Western Environmental can assist to ensure it is managed appropriately (see related capability statement "Contamination Management").

FOR A CONFIDENTIAL AND FREE APPRAISAL OF YOUR PROJECT REQUIREMENTS, PLEASE CONTACT:

Perth (08) 6162 8980
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westenv.com.au





WESTERN
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CONTAMINATION MANAGEMENT

If a site is contaminated, it must be appropriately managed to mitigate potential risks to the environment and / or human health.

Contamination management is a carefully prescribed, staged process that is overseen by several different environmental regulators and typically includes the preparation of site management plans, supervision and monitoring of remedial activities and validation of the remedial exercise. This process needs to be administered by a qualified environmental practitioner that is familiar with all the necessary requirements, in order to ensure appropriate management and confidence in outcomes.

Western Environmental are industry leaders in contamination management, drawing on many years of specialised scientific and engineering experience across a broad range of projects and contamination profiles, including:

- Remediation for land development projects (former market gardens, industrial land uses)
- Service station remediation and hydrocarbon tank pulls
- Hydrocarbon spill response and remediation
- Bioremediation of hydrocarbon and organic soil contamination
- Landfill remediation and landfill gas risk assessment
- Asbestos remediation (screening, encapsulation)
- Pesticide and organic contaminant remediation
- Specialised groundwater remediation (metals, hydrocarbons, organics, nutrients)

Contamination management is often synonymous with “dig and dump remediation” (contaminant removal and disposal), which can be a costly and unsustainable management model. There are, however, alternative approaches to contamination management, which may be more cost effective and practical than conventional remedial practices.





Our management solutions are tailored to site specific conditions and the consideration of multiple constraints, including budget, timeline, client sensitivity, public perception, asset saleability and end land use objectives. Management options may include one or a combination of the following strategies:

- Detailed, site specific environmental / human health risk assessment and modelling

- On / off site treatment or processing of contaminated media

- Chemical fixation and immobilisation of contaminants in soil to mitigate migration risks

- Onsite encapsulation / retention of contaminated media

- Monitored Natural Attenuation (MNA) to allow natural degradation to reduce contamination levels

- Selective excavation and removal of contaminated media to landfill

Western Environmental offers a range of complementary services, which can be administered as a turnkey or “hands-off” solution, or can be provided in discrete components to suit your existing project requirements. Our solutions have been devised in close consultation with specialist alliance contractors who have industry-leading experience in soil and groundwater treatment and management, meaning the strategies are the most practical and cost-effective management solutions available.

Our range of services are delivered by highly qualified and industry-recognised experts, which ensures time and cost-effective management of your project, including:

- Project management and multi-disciplinary delivery team integration

- Regulator, stakeholder and community consultation

- Approvals management and clearance of conditions and notices

- Remedial design and planning

- Feasibility / Remedial Cost Benefit Analysis

- Environmental and human health risk assessment

- Soil and groundwater modelling

- Site Management Plans (SMP)

- Dust and Air Quality Management Plans (DAQMPs)

- Remediation and Validation Reporting (RAV)

- Remediation contractor selection

- Supervising / advising contractors during site works

- Soil, sediment, water, air and dust compliance monitoring

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ACID SULFATE SOILS

Acid Sulfate Soils (ASS) are naturally occurring soils and sediments that exist in low-lying and coastal areas, but can cause significant impact if disturbed during site development.

While undisturbed, these soils are benign; however, they react when exposed to air, producing acidic conditions in soil and groundwater that can mobilise contaminants, such as heavy metals. If located in close proximity to sensitive or protected environments, disturbance can also result in detrimental impacts to terrestrial and aquatic flora and fauna.

Where impact occurs as a result of ASS disturbance, environmental regulators can compel those responsible for disturbance to remediate any soil or groundwater impacts that have caused contamination. Penalties for non-compliance are severe and remediation costs are typically high.

The early identification, assessment and proper management of ASS is therefore essential for any project where bulk earthworks or dewatering is likely to occur within, or near, high risk environments.

In many cases, the requirement to identify and manage ASS disturbance is established by conditions for development or other planning instruments; however, given potential repercussions, understanding and managing ASS at any site is a prudent decision for any proponent or project manager involved in ground-disturbing works.

Similarly, understanding constraint, liability and costs associated with management on a site-specific basis prior to project commencement or property acquisition, is an investment in time and project cost saving.

Western Environmental draws on the considerable experience of its senior personnel, with backgrounds in the public sector, private industry and government regulation, to provide you with the best quality advice for your specific project, including:

- Regulator liaison to determine the most appropriate level of assessment for your project
- Due Diligence investigation for property pre-purchase / preliminary design phase
- Regional scale assessment and strategic planning
- Modelling of soil and dewatering treatment requirements and contracting costs for input to feasibility assessments, including development of innovative management methodologies
- Preliminary / strategic site assessment to assess risk, augment early stage project design and devise strategies for avoidance and cost minimisation
- Detailed site assessment and management plan preparation to comply with best practice, planning conditions and / or regulator guidance





We have significant project experience across a broad range of sectors and environmental conditions, including:

- Major infrastructure and construction sectors
- Land development sectors
- Resource and mining sectors
- Perth CBD and other large scale construction environments
- Swan Coastal Plain / southwest WA near-coastal environments
- North-west near-coastal, estuarine and riverine environments

Western Environmental offers a range of complementary services that can be administered as a turnkey or “hands-off” solution, or can be provided in discrete components to suit your existing project requirements. Our solutions have been devised in close consultation with specialist alliance contractors who have industry leading experience in soil and groundwater treatment and management, meaning the strategies are the most practical and cost effective management solutions available.

Our range of services are delivered by highly qualified and industry-recognised experts, which ensures timely and cost-effective management of your project, including:

- Feasibility / design consulting to minimise consulting and contractor costs
- Desktop / Preliminary ASS investigations
- Site investigations, including drilling and subcontractor management
- Field and laboratory testing of soil and groundwater
- Expert interpretation of field and laboratory data

- Soil and groundwater modelling
- Dewatering drawdown and impact modelling
- ASS and groundwater investigation reports to satisfy environmental regulator requirements
- Soil and dewatering management plans specifically designed to minimise treatment, management and contracting costs
- Calculation of liming rates, dewatering treatment requirements and rates and contracting costs
- Contractor selection / commissioning
- Supervising / advising contractors during site works
- Soil, groundwater and dewatering compliance monitoring and testing
- Preparation of compliance monitoring and closure reports
- Stakeholder and regulator negotiation / liaison and project management

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WESTERN
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ENVIRONMENTAL MONITORING & TESTING

Robust and reliable environmental data is at the heart of every well- managed project.

The collection of useful environmental data is a highly specialised process involving the design of monitoring systems, deployment of complex instrumentation and adherence to recognized procedural standards and guidelines.

Western Environmental prides itself on maintaining unparalleled, industry-leading environmental monitoring and testing capabilities. This is achieved through a focus on quality and expertise, including:

- A strong commitment to Quality Assurance and Quality Control (QA / QC) via: established and frequently audited sample collection, handling and transport procedures; instrument calibration and maintenance schedules; and staff training and senior participation in fieldwork
- A dedicated team of field scientists and technicians, specially trained in a broad range of environmental monitoring and testing techniques

- Investment in a wide array of specialised environmental monitoring instruments, maintained and calibrated to be ready for immediate site deployment

In addition to a focus on quality and expertise, Western Environmental also pursue innovative, cutting edge solutions and technologies for environmental data collection, including:

- Paperless data collection: increasing efficiency, minimising error potential and avoid paper usage to enhance sustainability
- Proprietary software: industry leading environmental database management software, data logging and geolocation software and Geographical Information Systems (GIS)
- In-house and field laboratory: soil processing and field testing facilities, including custom-built 4WD-mounted field laboratories for instruments and data collection
- Remote data collection: research and development of proprietary systems to collect, transmit, receive and interpret real-time data streams via telemetry to provide immediate management responses





Western Environmental have significant project experience in environmental monitoring across the land development, industrial, construction and resource sectors. We can assist you in developing an understanding of your environmental monitoring requirements, including:

- Interpretation of conditions, notices, orders and / or management plans
- Liaison with regulators to establish project-specific monitoring requirements
- Provision of advice regarding monitoring program design and instrument selection
- Development of Sampling and Analysis Plans (SAPs)
- Selection / commissioning of sub-contractors and sub-consultants to execute fieldwork

We are also capable of undertaking all types of environmental monitoring, either through in-house capability, or where required, via specialist sub-consultants. We offer the following environmental monitoring and testing services:

SOIL

- Acid Sulfate Soil (ASS) testing (including treatment validation)
- Soil contamination testing
- Sediment contamination testing
- Waste classification
- Asbestos and hazardous materials testing

WATER

- Groundwater monitoring
- Complex groundwater assessment (LNAPL / DNAPL / rare contaminants)

- Surface water monitoring
- Dewatering monitoring
- Waste stream monitoring

AIR

- Dust monitoring (TSP, PM₁₀, PM_{2.5})
- Air quality monitoring (particulates, airborne contaminants)
- Asbestos in air monitoring (workplace, para-occupational, fixed site)
- Ground gas monitoring
- Landfill gas monitoring

SPECIALIST SUB-CONSULTANTS

- Radioactive materials testing (soil, air groundwater)
- Flora / native vegetation surveys
- Fauna surveys
- Noise and vibration testing

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ENVIRONMENTAL APPROVALS, PERMITS & LICENCES

Approval is one of the most critical factors for successful project delivery.

Navigating the environmental approvals process can be difficult. Depending on the nature of your project, there may be a requirement to secure an approval, permit or licence at a local, state or federal level prior to the commencement of works, as well as the requirement to monitor for potential impacts and audit environmental compliance.

Western Environmental are experts in obtaining approvals for projects in the infrastructure, construction and land development sectors. Whether it be a simple discharge permit for discharge to allow dewatering works to proceed, or a complex multi-disciplinary approval for a large scale infrastructure or land development project, Western Environmental can tailor a solution to get you started, as well as help you understand the area where you operate and minimise the environmental impact of your project.

Western Environmental is able to address all of the environmental requirements for your project, including:

- Site contamination and remediation
- Acid sulfate soils
- Asbestos and hazardous materials survey and management
- Asbestos removal
- Dewatering and discharge
- Surface and groundwater assessment and management
- Dust and air quality
- Environmental Impact Assessment (EIA)
- Noise and vibration
- Controlled waste and dangerous goods
- Waste management
- Native flora and fauna and vegetation clearance
- Biosecurity and quarantine (dieback, weeds, pathogens and pests)
- Aboriginal and Non-Indigenous heritage





Western Environmental can provide your project with expertise and innovation to exceed project delivery objectives and environmental requirements. We understand that doing business tomorrow depends on demonstrating innovative and high quality environmental management today.

We offer a complete range of services to secure environmental approvals for our clients, including:

- Strategic assessment: establishing a pathway which clearly identifies the environmental approvals, permits, licenses or clearances that need to be secured

- Project management: preparing budgets, cash flow forecasts, project schedules and work progress reports, whilst keeping our clients well-informed through strong communication skills

- Contract management: selection, procurement and management of sub- contractors and sub-consultants to provide an integrated and project-specific delivery team

- Technical assessment: undertaking all necessary technical assessments required to support approval, permit and licence applications to ensure prompt regulatory review and approval

- Stakeholder liaison and consultation: interaction with regulators, industry, community groups and interested parties via workshops, meetings, newsletters and other forms of communication

Once approvals are secured, Western Environmental offers a complementary range of services which will ensure you meet the management and reporting conditions under your approval, including:

- Project support and training: preparation of site-specific training and induction materials, educating and training site staff with respect to environmental objectives and compliance requirements. This also includes the option to second technical experts and environmental project managers into your existing team to successfully deliver major projects

- Environmental compliance monitoring and site inspection: soil, groundwater, surface water, sediment, air, dust, weather, waste, flora, fauna

- Environmental incident response: fast field deployment to assess and manage environmental non-compliances or condition breaches

- Compliance reporting: technical reports, weekly / monthly / annual compliance reports, incident and non-compliance audit and review

- Closure / Close-out reporting: end of project life reporting to demonstrate compliance with approval conditions and meeting project environmental objectives

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HAZARDOUS MATERIALS / ASBESTOS SURVEYS

Western Environmental is a leading environmental consultancy providing a range of inspection and investigation services to identify hazardous materials, including asbestos.

Our approach and services are extensive and include the initial sampling and analysis for asbestos and hazardous materials, ongoing compliance, risk management and project management of remediation.

HAZARDOUS MATERIALS SURVEY

A Hazardous Materials Survey comprises an inspection and report on building structures for materials likely to be hazardous to human health and the environment. Hazardous materials identified through our survey can include but are not limited to:

- Asbestos Containing Material (ACM)
- Lead
- Polychlorinated Biphenyls (PCBs)
- Synthetic Mineral Fibres (SMF)
- Chlorofluorocarbons (CFCs)

A Hazardous Materials Survey fulfils your obligations as a building manager or owner by:

- Meeting your occupational health and safety legislative requirements to protect workers and building occupiers from asbestos materials.
- Meet legislative requirements for the register and management of asbestos in the workplace under state and national legislation.
- To comply with the Australian Standard AS2601-2001: The Demolition of Structures.
- General due diligence for property buyers, sellers and developers.

WHAT IS ASBESTOS?

Asbestos is a naturally occurring substance that was extracted as fibres and added to products or other materials. In Australia, asbestos was extensively used in buildings and other products into the 1980s. Crocidolite asbestos, primarily used in asbestos-cement products, was extensively mined at Wittenoom, WA until the mine ceased operation in 1966. Imported amosite asbestos was also used in these products until 1984, and chrysotile asbestos until 1987.

Asbestos itself can be carcinogenic; fibres can be released from disturbed materials, and these can be inhaled and remain in the lungs forever. These fibres can cause health problems later in life, such as lung scarring, mesothelioma, and lung cancer. However, these typically only occur after prolonged exposure, so while avoidable interactions are not healthy, if asbestos is properly managed the health risks may be avoided.





ASBESTOS SURVEYS

The common use of asbestos as a building material until the mid to late 1990s means it is regularly identified in buildings that were constructed or renovated prior to this time.

National legislation requires that the employer, main contractor, self-employed person or person in control of the workplace identifies the presence and location of asbestos at the workplace and assesses the health risks. This needs to be in accordance with the relevant codes of practice. This information is to be recorded in an Asbestos Register. If the ACM presents a health risk, the employer or person in control of the workplace has a duty of care to implement controls.

The Asbestos Register and associated risk assessments must be reviewed at least every three years. Warning signs and labels supplement the information on an Asbestos Register and must be used as part of a safe system of work.

ASBESTOS IN SOIL

The legacy of many old building materials containing asbestos, combined with urban redevelopment and implementation of the Contaminated Sites Act 2003 (CS Act), has resulted in asbestos-contaminated sites becoming an important health risk and management issue. ACM in soil is the most common form of asbestos site contamination in Western Australia due to its historical widespread use as uncharacterised fill material for site landscaping, dumping as debris on vacant or development sites and inadequate removal and disposal of asbestos products during building demolitions.

HAZARDOUS MATERIAL, ASBESTOS SURVEYS AND MANAGEMENT PLANS

- Hazardous Material, Asbestos Surveys and Management Plans
- Risk assessments
- Management and refurbishment/demolition surveys of buildings for ACM
- Asbestos asset registers
- Asbestos clearance inspections and monitoring undertaken by licensed asbestos assessors

ASBESTOS REMOVAL PROGRAMS

- Removal of non-friable ACM situations
- Development of or expert review of Asbestos Removal Control Plans
- Management of subcontractors
- Preparation of site specific or generic Job Safety Analysis and Safe Work Method Statement
- Due diligence reports to comply with current asbestos related legislation
- Reinstatement supervision
- CPCBC5014A Conduct Asbestos Assessment Associated with Removal
- CPCBC4051A Supervise Asbestos Removal
- CPCBC4051A Remove Non-Friable Asbestos
- NSW Licensed Asbestos Assessor

ASBESTOS IN SOIL INVESTIGATIONS

- All soil investigations undertaken in full accordance with state and national guidelines
- Preliminary Site Investigation
- Detailed Site Investigation
- Risk assessment, remediation and management of impacted soils

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WESTERN
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AIR QUALITY SERVICES

Western Environmental offers a comprehensive level of experience and technical competence in the assessment and management of ambient air quality and occupational air quality in Australia.

Air quality is important to us all, and poor air quality affects both human health and the environment in exterior and interior (enclosed) spaces, such as home and workplaces. Air pollution occurs when the air contains substances that can affect or even injure humans and animals, or damage plants or materials. Air toxics can be in the form of gaseous, aerosol or particulate pollutants.

With combined monitoring and testing experience of over 50 years, WEPL can offer customised, practical and innovative solutions to air monitoring requirements for investigation, regulatory compliance or commitment to best practice principles. WEPL specialise in ambient and occupational air quality monitoring for a variety of sectors, including infrastructure projects, industrial and commercial activities, land development projects, agricultural, port and mining operations.

All sampling and analysis is undertaken in accordance with relevant legislation and guidance documents including: National Environment (Ambient Air Quality) Measure (2003), Department of Environment and Regulation, Australian Standards, USEPA, NOHSC, WorkSafe, OSHA and NIOSH.

Our air quality monitoring and management capabilities include the following:

- Project management of data provision services with existing equipment, auditing existing monitoring programs and data validation services

- Development and implementation of Dust / Air Quality Management Plans

- Monitoring and management of dust generated from diffuse sources such as land clearing activities, earthworks during construction, remediation and contaminated sites

- Determination of suspended particulate matter using high volume samplers with size selective inlet, installation, monitoring and management [Total Suspended Particulate (TSP), Particulate Matter 10 µm (PM10), Particulate Matter 2.5 µm (PM2.5)]

- Determination of suspended particulate matter utilising tapered element oscillation microbalance analyser (TEOM)

- Real time on-site dust management utilising DusTraks and EBAMs

- Airborne asbestos fibre monitoring and project management during asbestos removal and remediation programs in accordance with NOHSC guidance





- Vehicle traffic air quality emission (NOx, SOx, CO, CO2, PM2.5 and PM10) monitoring and management

- Occupational monitoring for respirable and inhalable dust (including silica and metals) and airborne asbestos fibres

- Landfill gas monitoring for field parameters and speciated volatile organic compounds

- Indoor Air Quality assessments

- Compliance with Environmental Management Plans

- Extensive experience in National Greenhouse and Energy Reporting (NGERS) and National Pollutant Inventory (NPI) emissions interpretation and reporting

VAPOUR INTRUSION MONITORING

- Field assessment for petroleum hydrocarbons and chlorinated solvent vapours

AMBIENT AIR QUALITY MONITORING

- Mobile ambient monitoring stations

- High volume samplers (TSP, PM2.5 and PM10)

- DusTraks™

- EBAMs

- TEOMs

- Remote power generation systems

- Relocatable enclosures

- Meteorological stations

- Automated reporting systems for equipment

OCCUPATIONAL HYGIENE AND MONITORING

- | | |
|-----------------------------|-------------------------------------|
| • Inhalable dust | • CONTAM monitoring |
| • Respirable dust | • Welding fumes |
| • Respirable silica | • Volatile organic compounds (VOCs) |
| • Airborne asbestos fibres | |
| • Diesel particulate matter | |

INDOOR AIR QUALITY MONITORING

- Temperature and humidity

- CO2, CO, Ozone

- Microbiological (mould, bacteria)

- Formaldehyde

- Volatile organic compounds (VOCs)

- Dust

- Airborne asbestos fibres

- Odours

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PFAS

Per- and Poly Fluoro Alkyl Substances (PFAS) are a group of emerging contaminants which have gained significant media and public attention in recent history due to their widespread use and potential risks to human health and the environment.

PFAS consist of thousands of individual compounds containing the per-fluoroalkyl moiety which have broad industrial and consumer applications. These compounds are extremely resistant to thermal, chemical and biological breakdown, and as such, are highly persistent in the natural environment. Bioaccumulation and biomagnification in the food chain combined with potential links to human and ecological toxicity has seen PFAS emerge as contemporary contaminants of global concern.

Environmental emissions of PFAS come from many sources, most notably in the application of Aqueous Film Forming Foams (AFFF). Historical use of AFFF across defence sites, airports, fire training facilities, mine sites and storage facilities has led to legacy contaminant issues that can persist for many decades.

Challenges to remediation are presented due to the high mobility of PFAS through water systems, leading to expansive contamination plumes that require remediation to low target concentrations in order to meet regulatory requirements and mitigate potential risks posed to receptors. Undertaking works within PFAS impacted areas can therefore have significant cost implications if conservative approaches are adopted in lieu of tailored, expert advice. Effective stakeholder engagement and responsive consultation is essential to ensuring timely project delivery.

There are few experts with enough experience to undertake site assessment, management and remediation, and provide strategic advice to successfully navigate these issues in a timely and cost effective manner.





Western Environmental has been actively engaged in the development of PFAS assessment and management strategies over many years and are considered PFAS subject matter experts. Having worked on several major, high-profile projects where PFAS is the primary contaminant of concern, and being responsible for environmental management of construction projects where PFAS occurs, Western Environmental can offer the following high quality, industry-leading services:

- Strategic project advice

- Preparation of PFAS specific Sampling, Analysis and Quality Plans, including site-specific sampling methodologies for soil, sediment, water, and biota.

- Field data collection and sampling programmes in accordance with industry best practice

- Analytical laboratory selection, procurement and quality control data assessment

- Preparation of Detailed Site Investigation Reports

- Tier 3 Quantitative human and ecological risk assessment

- PFAS Remedial Action Plans

- PFAS Construction Environmental Management Plans

- PFAS Dewatering Management Plans

- PFAS Spoil Management Plans

- Cost-Benefit Analysis of PFAS disposal options

- Compliance monitoring for PFAS during works

- Post-works PFAS Closure Reporting

Cognisant of the costs associated with effective PFAS remediation and with experience in the design, fabrication and operation of groundwater treatment systems, Western Environmental are leading a national consortium developing a proprietary remediation methodology for PFAS impacted soils, surface water and groundwater.

Comprising water treatment experts, remediation contractors, waste disposal contractors and multiple universities across Australia, the consortium is developing technology to minimise remedial costs by concentrating and reducing the volume of PFAS waste streams from environmental media. The system is mobile, capable of treating waste volumes on scales that will facilitate large scale construction, and capable of remediating low-level impacts that are typically encountered at the interface with sensitive receptors to levels that are safe for human exposure.

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PERMIT NO: next/year

**PERMIT TO CONDUCT ACTIVITIES ON WESTERN AUSTRALIAN PLANNING
COMMISSION LAND**

Issued pursuant to the Gazetted WAPC Delegations of powers to Officers of the WAPC under the *PLANNING AND DEVELOPMENT REGULATIONS 2009*

ISSUED TO:	Town of East Fremantle	ABN:	80 052 365 032
ADDRESS:	135 Canning Highway, East Fremantle WA 6959		
TELEPHONE:	9339 9339		
DATE ISSUED:	10 December 2019	EXPIRY DATE:	09 Dec 2024

PURPOSE OF PERMIT: temporary addition to adjoining Parkland and pertaining to a request from the Town of East Fremantle dated 6 November 2019 as per letter attached (Appendix 1).

LOCATION: *Lot 800 on Deposited Plan 48094 and being the whole of the land in Certificate of Title Volume 2607 Folio 787*
(Being "The Commission Land")

CONDITIONS OF ACCESS/INDEMNITY

The Town of East Fremantle undertake all relevant due diligence and safety plans prior to entering site and ensure all personal undertaking work for the Town of East Fremantle obtain permits and licences pertaining to the work being undertaken if required.

The Town of East Fremantle acknowledges that any;

- loss or damage to The Commission Land for the period stated above or any extended period or its contractors accessing the Commission Land for the purpose outlined above;
- loss or injury to person or property suffered by The Town of East Fremantle, persons using said park, or its contractors for the period shown above or its contractors access The Commission Land for the purpose outlined above; and
- claims, demands or actions against the Commission or the Crown arising out of the negligence of the Town of East Fremantle or its contractors for the period as above or its contractors access the Commission Land for the purpose outlined above;

Will solely be the responsibility of the Town of east Fremantle.

PLEASE NOTE:

This Permit:

- Is not transferable and is intended solely for the use of the person/s shown above.

- Is issued solely for the purpose specified in the Conditions and may be revoked by the Western Australian Planning Commission by providing twenty-four (24) hours' notice to the holder.
- Is only valid for the period for which it is issued.
- Does not constitute an approval to undertake works for the purposes of satisfying any development applications pertaining to The Commission Land.
- May be cancelled for the contravention of any term or condition for which the Permit is issued, the property being required by the Western Australian Planning Commission, on receipt of a complaint or order being received by the Western Australian Planning Commission or the continued use of the property by the Permit Holder is detrimental to the property.
- Must be shown on demand to a representative of the Western Australian Planning Commission, the Local Authority in which the property is located or a member of the Western Australian Police Service

In consideration of the granting to me of this Permit, I (the undersigned) hereby agree to indemnify and hold harmless the Western Australian Planning Commission (the Commission) and all persons employed by or acting on behalf of the Commission from all actions, claims, suits and proceedings whatsoever which may be brought by any person whomsoever, including myself and my dependants, arising in any manner whatsoever out of any activity associated with the use of this permit.

Signed for and on behalf of the Town of East Fremantle by

SIGNED: WITNESS:.....

DATE:.....

Signed For and on behalf of the Commission by

SIGNED:..... WITNESS:.....

DATE:.....

12.4 GOVERNANCE

12.4.1 Elected Member & CEO Training and Professional Development Policy

File ref	C/POL1
Prepared by	Janine May, EA to the Chief Executive Officer
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	19 May 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Draft Policy 1.1.8 Elected Member & CEO Training and Professional Development

Declaration of Interest

The Chief Executive Officer assisted with the preparation of the report.

Purpose

The purpose of this report is for Council to give consideration to adopting an Elected Member & CEO Training and Professional Development Policy as required as part of the recent review of the *Local Government Act 1995*.

Executive Summary

That Council adopt Policy 1.1.8 Elected Member & CEO Training and Professional Development attached to this report.

Background

Recent amendments to the *Local Government Act 1995* require:

- each elected member to complete training in accordance with the Regulations (s5.126)
- the CEO to publish a report on the local government's website within one month of the end of each financial year detailing the mandatory training completed by elected members (s5.127)
- a local government to prepare and adopt a policy in relation to the continuing professional development of elected members (s5.128)

Consultation

Elected Members – Concept Forum 12 May 2020

Statutory Environment

Local Government Act 1995:

5.126. Training for council members

- (1) *Each council member must complete training in accordance with regulations.*
- (2) *Regulations may –*
 - (a) *prescribe a course of training; and*
 - (b) *prescribe the period within which training must be completed; and*
 - (c) *prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and*

- (d) *provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.*

5.127. *Report on training*

- (1) *A local government must prepare a report for each financial year on the training completed by council members in the financial year.*
- (2) *The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.*

5.128. *Policy for continuing professional development*

- (1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.*
** Absolute majority required.*
- (2) *A local government may amend* the policy.*
** Absolute majority required.*
- (3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
- (4) *The CEO must publish an up-to-date version of the policy on the local government's official website.*
- (5) *A local government —*
 - (a) *must review the policy after each ordinary election; and*
 - (b) *may review the policy at any other time.*

Policy Implications

The adopted Policy would form part of Council's Policy Register and be reviewed annually.

Financial Implications

Proposed training allocations are set out in the draft Policy attached.

- Councillors \$3,000 x 8 = \$24,000 pa
- Mayor \$6,000 pa
- CEO \$6,000 pa

Current budget allocations for 2019/20

- E04252 Councillor Training Expenses \$25,000
- E04245 Staff Training & Conferences \$20,000

Strategic Implications

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

5.1 Strengthen organisational accountability and transparency

- 5.1.1 Strengthen governance, risk management and compliance
- 5.1.3 Improve the efficiency and effectiveness of services.

5.3 Strive for excellence in leadership and governance

- 5.3.1 Deliver community outcomes through sustainable finance and human resource management.

Site Inspection

Not applicable

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)
Contravention of requirements of LGA by not adopting the required Policy	Rare (1)	Moderate (3)	Moderate (5-9)	COMPLIANCE Some temporary non-compliances	Accept Officer Recommendation

Risk Matrix

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

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

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

Comment

Mandatory Training

The *Local Government (Administration) Regulations 1996* (Regulations) requires elected members to complete a *Council Member Essentials* course consisting of five modules. Training exemptions as specified in the Regulations, apply. Training must be completed by all elected members following their election within 12 months of taking office and is valid for five years. The Regulations require that the course is completed through North Metropolitan TAFE, South Metropolitan TAFE, or West Australian Local Government Association (WALGA).

Following each Ordinary Election, elected members will be provided with information on training options from the approved training providers. Elected members will be able to select a training

option to meet their learning style and availability, this may include online, in person or a combination of both.

Unless otherwise resolved by Council, the mandatory training that elected members are required to complete under section 5.126 of the Act will be paid for separately by the Town and will not be allocated to the elected member's individual training and professional development allocation.

The Town is required to report annually on who has completed mandatory training and publish this on the Town's website. The report will list the applicable elected member and the training completed by each elected member in that financial year.

Professional Development

The Town supports elected members to participate in continuing professional development opportunities in accordance with section 5.128 of the Act. The Policy ensures alignment of professional development activities with the strategic direction of the Town, considers skills gaps in fulfilling duties required to be performed by the Council and the needs of the individual elected members. The Policy also addresses the CEO's professional development needs.

12.4.1 OFFICER RECOMMENDATION

That Council

- (1) adopt Policy 1.1.8 Elected Members & CEO Training and Professional Development attached to this report.**
- (2) instruct the CEO to publish Policy 1.1.8 on the Town's website in accordance with section 5.128(4) of the *Local Government Act 1995*.**



1.1.8 Elected Member and CEO Training & Professional Development

Type:	Office of the CEO – Elected Members
Legislation:	Local Government Act 1995 Local Government (Administration) Regulations 1996
Delegation:	N/A
Other Related Document:	

Objective

The policy provides a framework for Elected Members and the Chief Executive Officer (CEO) in relation to training and professional development.

This policy is developed in accordance with the *Local Government Act 1995* Sections 5.126(1), 5.127, 5.128 and the *Local Government (Administration) Regulations 1996*.

Policy Scope

This policy applies to Elected Members or the CEO where stated.

Policy

1. Elected Member Mandatory Training

- a. An Elected Member, must complete the course titled *Council Member Essentials*, in accordance with section 5.126(1) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, within a period of twelve months beginning on the day on which the Elected Member commences their term of office.
- b. The mandatory training is valid for five years.
- c. The *Council Member Essentials*, consists of the following modules:
 1. Understanding Local Government;
 2. Serving on Council;
 3. Meeting Procedures;
 4. Conflicts of Interest; and
 5. Understanding Financial Reports and Budgets.

The course is provided by the following bodies –

- North Metropolitan TAFE;
 - South Metropolitan TAFE;
 - West Australian Local Government Association (WALGA).
- d. An Elected Member is exempt from the requirements outlined in section 5.126(1) of the *Local Government Act 1995* if the Elected Member passed either of the following courses within the period of five years ending immediately before the day on which the Elected Member commences their term of office:
 - Council Member Essentials;

- 52756 WA Diploma of Local Government (Council Member);
 - The Elected Member passed the course titled LGASS00002 Council Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the Elected Member commences their term of office.
- e. In accordance with section 5.127 of the *Local Government Act 1995* and regulation 35 of the *Local Government (Administration) Regulations 1996*, the Town must prepare a report for each financial year on the mandatory training completed by Elected Members during the financial year. The report must be published on the Town's website within one month after the end of the financial year to which the report relates.

2. Elected Member and CEO Training and Professional Development

2.1 Approved Training and Professional Development Allocation

- a. Training and professional development activities which this policy applies shall generally be limited to the following:
- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
 - Special 'one off' conferences called for or sponsored by the WALGA and/or ALGA on important issues.
 - Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
 - Accredited organisations offering training relevant to the role and responsibilities of Elected Members and the CEO.
 - WALGA Council Member Training and Development.
 - Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.
 - Subscriptions for professional memberships that assist an Elected Member in fulfilling their role on Council. Note, the CEO professional membership allocation is in accordance with their contract conditions and is not included in the allocation.
 - Conferences or study tours (SWG) that assist in delivering the initiatives and projects that have been outlined in the Town's Strategic Community Plan, or Council resolutions.

2.2 Continuous Professional Development

- a. In accordance with section 5.128 of the *Local Government Act 1995*, Elected Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required.
- b. As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the CEO and Mayor in analysing their particular requirements and in identifying appropriate courses, seminars and training to meet those needs.
- c. In determining the professional development activities for individuals, Elected Members should consider the current or future strategic direction and activities of the Town and its priorities and the skills that will be needed to give effect to the direction.

3. Funding Allocation

- a. Elected Members are entitled to a Training and Professional Development allocation, as determined under Clause 2.1.
- b. A provision of up to \$3,000 pa per Councillor, will cover costs associated with attendance at training and development activities. This includes any actual costs (including registration, accommodation, meals and travel) which has been incurred.
- c. A provision of up to \$6,000 pa for the Mayor and CEO, will cover costs associated with attendance at training and development activities.
- d. Elected Members will only be registered for professional development activities if the Elected Member has sufficient funds in their expense allocation to meet the costs, unless Council resolves that attendance by that Elected Member would be of specific benefit to the Town and resolves to allocate additional funding for any shortfall.
- e. The costs associated with the mandatory training including the *Council Member Essentials* and the 52756WA Diploma of Local Government (Council Member) will be funded outside of the Elected Members Training and Professional Development allocation. This includes any actual costs (including registration, accommodation, meals and travel) which has been incurred.
- f. Elected Members may elect to utilise a portion of their allocation for Professional Membership. Professional Membership must relate to their role as an Elected Member in local government and be approved by the CEO.
- g. Elected Members who request professional membership to be paid in a year that their term of office is not a full financial year will only have the proportion paid for the days of the membership period they hold office.
- h. Any activities for Advocacy and Lobbying, will not be included in the Elected Member or CEO Training and Professional Development allocation and will be determined as part of the annual budget. The amount is outside of the allocation mentioned within this policy and will cover all costs associated with the activity.
- i. Unexpended funds at the end of the year will not be carried over to the next financial year, unless approved by Council.
- j. Internal workshops, strategic planning days, whole of Council training and development and internal training programs are not included in an Elected Member or CEO's training and professional development allocation.

4. Approval for Training or Professional Development

- a. The CEO may approve Elected Members training and professional development applications and the Mayor may approve the CEO's where the:
 - i. Application complies with this policy;
 - ii. Training and development activity is to be held within Australia or New Zealand; and
 - iii. Elected Member has sufficient funds available in their allocation for training and development activity to meet the costs of attendance.
- b. A resolution of Council is required to approve Elected Members or CEO request to attend training and professional development where:
 - i. application does not comply with this policy;

- ii. estimated event expenses exceed the available balance of the Elected Member's expense allocation; or
- c. Generally, two but no more than three Elected Members may attend a particular training or development activity outside Western Australia at the same time, unless Council has resolved for additional Elected Members to attend. Note: approval of attendance at a training or professional development activity should not impede a quorum at any scheduled Council or Committee meetings.
- d. Elected Members or the CEO who wish to participate in training or professional development activities must email their request to EA to CEO. All applications are to be forwarded to the CEO in reasonable time to meet the registration deadline. Where practicable the Town will utilise the 'early bird' registration option. Approvals in respect to the CEO must be forwarded to the Mayor for approval.

5. Travel, Accommodation, Meals and Incidentals

- a. Where practicable, travel requests should be provided at least one month prior to the travel date to allow adequate time for bookings to be made, this will allow the Town to take advantage of any available discounts for early purchase.
- b. The cost of air travel to and from destinations is to be by the shortest most practical route unless additional travel is contemplated before or after a conference.
- c. All air travel is to be by Economy Class at a time that is convenient to the Elected Member or the CEO. The cost of any upgrade to business class shall be paid for by the Elected Member or CEOs. Any costs incurred to allocate a seat in Economy Class will be at the expense of the Town. Note: The travel period will be the day before the commencement of the activity and the day after the conclusion of the activity.
- d. Elected Members, who use their private vehicle for conference travel, will be reimbursed for vehicle costs in accordance with the *Public Service Award 1992* to a maximum amount equivalent to what it would have cost to travel by air.
- e. Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include accommodation the night before and the night of the closing of the event. If there are no flights available either the day before or the day after the event, the Elected Member may be required to use their allocation to cover the additional accommodation, meals and incidentals related to the additional length of time as a result of flights not being available the day before and/or the day after the event.
- f. The Town will reimburse Elected Members and the CEO for reasonable daily living expenses whilst away for the duration of conference or professional development, on the production of receipts to verify the expense.
- h. Where an Elected Member or CEO chooses to arrive earlier or extend their stay at the location of a conference or deviates from the travel arrangements, then the Elected Member and CEO will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes. The exception would be if the flight schedules determine an extended stay is required.
- i. Hire cars will only be paid for by the Town if the CEO or in the case of the CEO, the Mayor, consider it the most effective means of travel when attending the conference or professional development. Standard taxi fares (or similar services) or public transport for reasonable travel

requirements will be reimbursed upon return, on the production of receipts to verify the expense.

- j. Where an Elected Member or CEO is accompanied by another person for Training and Development or Advocacy and Lobbying activities, costs for or incurred by the accompanying person including but not limited to travel, meals, registration and/or participation in any event program, are to be borne by the Elected Member, CEO or the accompanying person and will not be paid for by the Town. The only exclusion is for the payment of accompanying persons to attend the conference dinner, with such costs will be met by the Town.

5.1 Claiming Expenses

- a. Elected Members are advised that care needs to be taken in making application for claims for reimbursement of expenses and to differentiate between expenditure incurred in their private capacity and expenditure necessary to fulfil their role as an Elected Member.
- b. Reimbursement of expenses is conditional upon adequate evidence of such expenditure in the form of invoices or receipts
- c. All claims for reimbursement must be submitted to the Office of the Mayor and Councillors on the provided claim form, within two weeks of the Elected Member returning to the Town. Final claims relating to the financial year must be submitted by 31 July of that year (31 days after the end of the financial year). No back payment of claims relating to prior financial years will be permitted.

5.2 Travel Insurance

- a. Travel insurance for Town related business trips, including cover for expenses for medical treatment, emergency medical evacuation, flight cancellations, lost baggage and personal effects will be paid for by the Town.
- b. Elected Members and the CEO must determine whether the benefits and endorsements of the above insurance cover is adequate. Elected Members and the CEO may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

DEFINITIONS

Incidentals: Includes snacks/food that is consumed outside of breakfast, lunch and dinner, drinks, laundry and dry cleaning, stationery, official telephone calls and internet.

Responsible Directorate:	Office of the CEO
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	19/5/20
Policy Amended/Reviewed:	

12.4.2 Delegated Authority Register

Applicant	Town of East Fremantle
File ref	C/DEL1
Prepared by	Gary Tuffin, Chief Executive Officer
Report Date	19 May 2020
Voting requirements	Absolute majority
Documents tabled	Nil
Attachments	1. Updated Delegated Authority Register (Changes marked in red)

Purpose

To consider approving the delegation of designated powers and functions as listed in the Delegated Authority Register 2020 to the Chief Executive Officer and Committees pursuant to sections 5.42 & 5.16 of the *Local Government Act 1995* respectively.

Executive Summary

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

The Delegated Authority Register was last reviewed at Council's Ordinary meeting held on 19 March 2019 with some further amendments adopted on 16 July, 17 September & 19 November 2019 and 18 February and 21 April 2020.

The Delegated Authority Register 2020 is now presented for Council's consideration and endorsement.

Background

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

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

Consultation

Executive Manager Regulatory Services
Executive Manager Corporate Services
Operations Manager

Statutory Environment

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

- *Any duty requiring an absolute or higher majority of Council*
- *Accepting a tender greater than an amount set by Council*
- *Appointing an auditor*
- *Disposing of or acquiring property valued higher than an amount set by Council*
- *Deciding fees payable to elected members*
- *Borrowing money*
- *Determining objections to a Council decision of a kind referred to in Section 9.5*

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

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

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

Policy Implications

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

Financial Implications

Nil

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.1.3 Improve the efficiency

5.3 Strive for excellence in leadership and governance

5.3.2 Improve organisational systems with a focus on innovation

Site Inspection

Not applicable

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

Risk Matrix

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

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

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

Comment

There have been minor amendments (marked up in red) to the following delegations, in most cases simply adding sub-delegations:

- DA4 Disposal of Property Other than Land
- DA7 Contract Price Variation
- DA11 Issuing of Notices
- DA13 Prosecutions
- DA14 Rates and Service Charges Agreements
- DA15 Tenders/Quotations
- DA15 Bond Refunds
- DA35 Ordering Thresholds
- DA38 Food Act 2008 – To Issue Infringement Notices
- DA39 Food Act 2008 – To Receive Payment & Grant Extensions of Time
- DA42 Cat Registration
- DA69 Category 2 Advertising Signs Within Main Roads WA Reserves
- DA75 Dog Registration
- DA78 Petty Cash Disbursements

The amendment to delegation DA35 Ordering Thresholds is to replace the Project Officer (this position no longer exists) with the recently employed Community Marketing Officer. Report 12.1.4 of this Agenda contains a recommendation to provide the Community Marketing Officer with a purchasing threshold of \$1,500.

The Council, as delegator, is required to review its delegations annually. It is recommended that the Council endorses the revised Delegated Authority Register.

12.4.1 OFFICER RECOMMENDATION

That Council endorse the revised Delegated Authority Register 2020 as attached.



DELEGATED AUTHORITY REGISTER

DOCUMENT CONTROL

DOCUMENT DISTRIBUTION LIST			
Copy No	Distributed to	Position/Title	Date

DOCUMENT CONTROL			
Version	Approved by		Date
	Name	Title/Resolution	
1	Ordinary Council	Review of Register of Delegations	16 June 2015
2	Ordinary Council	Review of Register of Delegations	21 June 2016
3	Ordinary Council	Review of Register of Delegations	20 June 2017
4	Ordinary Council	Review of Register of Delegations	19 June 2018
5	Ordinary Council	New Delegations & Amendments	21 August 2018
6	Ordinary Council	Delegation Amendments	20 November 2018
7	Ordinary Council	Review of Register of Delegations	19 March 2019
8	Ordinary Council	New Delegation & Amendments	16 July 2019
9	Ordinary Council	New Delegation	17 September 2019
10	Ordinary Council	Delegation Amendment	19 November 2019
11	Ordinary Council	Delegation Amendments	18 February 2020
12	Ordinary Council	Delegation Amendment	21 April 2020
13	Ordinary Council	Review of Register of Delegations	19 May 2020

AMENDMENTS/ADDITIONS		
Document Version	Date of Amendment	Amendment details
3	20 June 2017	DA52: <i>"The prior approval of the Presiding Member being sought"</i> added as a Condition.
4	19 June 2018	DA6,8,12,14,15,16,19,20,22,23,34,35,41,45,46,49 & 54 change of title from Executive Manager Corporate & Community Service to Executive Manager Corporate Services DA10 Delegation by CEO to Human Resources Coordinator DA13 <i>"All prosecution actions to be reported to next monthly Concept Forum"</i> added as a Condition. DA17 Delegation by CEO to Operations Manager DA30 <i>"All prosecution actions to be reported to next monthly Concept Forum"</i> added as a Condition. DA34 Delegation by CEO to Manager Administration & Finance DA43 Delegation by CEO to Executive Manager Regulatory Services DA45 Delegation by CEO to Executive Manager Regulatory Services & Manager Administration & Finance DA46 Delegation by CEO to Executive Manager Regulatory Services

		DA55 Launching Ramp deleted. New Delegation DA74 Authority to Make Gratuity Payments to Departing Staff
5	21 August 2018	DA35 Adding 5 additional officers to subdelegation. Also replacing reference to Policy 8.1 with Policy 4.2.4 DA42 Cat Registration, DA43 Cat Control Notice and DA53 Temporary Placement of Rubbish Skip Bins on Street replacing subdelegation from Executive Manager Regulatory Services with Executive Manager Corporate Services New delegations: DA75 Dog Registration, DA76 Write Off Debt & DA76 Graffiti Removal – Private Property being added to Register.
6	20 November 2018	Delegation DA35 Ordering Thresholds to include the Administration Support Officer – Operations. Delegation DA62 Withdrawal, Amendment & Collection of Infringement Notices replacing subdelegation from Executive Manager Regulatory Services with Executive Manager Corporate Services
7	19 March 2019	New delegation DA78 Petty Cash Disbursement added to Register
8	16 July 2019	Delegation DA35 Ordering Thresholds to include Assistant Coordinator CHSP. New delegation DA79 Determine Applications for Rates Exemption
9	17 September 2019	New delegation DA80 Determine Applications for more than 3 Cats
10	19 November 2019	Delegation DA35 Ordering Thresholds to include Executive Assistant Corporate Services
11	18 February 2020	<ul style="list-style-type: none"> • Delegation DA8 Engaging Consultants/Contractors be amended to increase limit for appointment of consultants to “less than \$150,000”. • Delegations DA24 Demolition Permits, DA25 Building Permits, DA26 Building Orders, DA27 Extension of Period of Duration of an Occupancy Permit or Building Approval Certificate, DA28 Strata Titles and DA36 Occupancy Permits or Building Approval Certificates be amended to remove the delegation to the Principal/Building Surveyor. • Delegation DA51 Donations to Community Groups and Individuals be amended to include donations to Emergency Relief Appeals • Renamed Delegation DA56 Activities in Public Places and Local Government Property be amended to replace references to the now defunct Activities on Thoroughfares and Public Places Local Law and include a delegation regarding the number of approved mobile food vendors at any location within the Town. • Renamed Delegation DA66 Authorisation to Approve the Storage of Dinghies and Remove Unauthorised Dinghies from Foreshore be amended to incorporate the required authorisation to approve and issue Dinghy Storage registrations.

12	21 April 2020	Delegation D14 to include the waiving of all admin charges and penalty interest where payment arrangements are entered into and financial hardship can be demonstrated.
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Delegated Authority Register

INTRODUCTION

Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Town's commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the **Local Government Act 1995** (the Act) on an annual basis. The coordination of the review will be performed by the Chief Executive Officer.

Legislation

The **Local Government Act 1995** allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act, except those listed in section 5.43. All delegations made by the Council must be by absolute decision [section 5.42(1)].

Associated legislation

Legislation other than the Act, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows:

- Planning and Development Act 2005 including regulations and adopted policies
- Dog Act 1976 and regulations
- Bush Fires Act 1954 regulations and local laws created under that Act)
- Health Act 1911 (as amended) regulations and local law created under that Act
- Freedom of Information Act 1992
- Land Administration Act 1997 as amended and regulations
- Litter Act 1979 and regulations
- Local Government (Miscellaneous Provision) Act 1960 as amended
- Caravan Parks and Camping Grounds Act 1995
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations
- Strata Titles Act 1985
- Food Act 2008
- Environmental Protection Act 2005
- Building Act 2011
- Cat Act 2011

Note - this is not an exhaustive list



Delegated Authority Register

Delegations to Committees

- (a) Council may delegate its powers and duties to committees comprising only of Council members except –
- (i) any power or duty that requires a decision of an absolute majority of the local government; and any other power or duty that is prescribed; or
 - (ii) the power of delegation.
- (b) Council may delegate to a committee comprising of council members and employees, any of the local government's powers or duties that can be delegated to the Chief Executive Officer.
- (c) Council may delegate to a committee comprising staff members or members of the public any of the local government powers and duties necessary or convenient for the proper management of:
- (i) the local government's property; or
 - (ii) an event in which the local government is involved.

Delegation by the Chief Executive Officer

The Act allows for the CEO to delegate any of the powers to another employee [Section 5.44 (1)]. This must be done in writing [Section 5.44 (2)]. The Act allows for the CEO to place conditions on any delegations if desired [Section 5.44 (4)].

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year [Section 5.46 (1) and (2)]. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used [Section 5.46 (3)].

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty [**Local Government (Administration) Regulations 1996, regulation 19**].
- Service unit's responsible for a work process are to ensure that data is captured and recorded managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the CEO where applicable, once approved through a signed authority by the CEO.
- A person to whom a power is delegated under the Act is considered to be a 'designated employee' under S.5.74(b) of the Act and is required to complete a primary and annual return each year.
- There is no power for a person other than the CEO to delegate a power [Section 5.44 (1)].



Delegated Authority Register

Acting through another person

Local Government Act 1995 - section 5.45 (2)

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- (a) a local government from performing any of its functions by acting through a person other than the CEO; or**
- (b) a CEO from performing any of his or her functions by acting through another person.**

The key difference between a delegation and "acting through" is that a delegated exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The difference between a delegated authority to exercise discretion on behalf of the Town and acting through another person to undertake a function on behalf of the Town where not discretion exists is reinforced by *Section 56* of the **Interpretation Act 1984** which states:

56. "May" imports a discretion, "shall" is imperative

- (1) Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.**
- (2) Where in a written law the word "shall" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.**

Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation. Where a named Officer holding a delegation is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Department or Senior Line Manager for the period of absence.



Delegated Authority Register

DA1 ACTING CHIEF EXECUTIVE OFFICER

Objective of Delegation:	Appointment of an Acting Chief Executive Officer
Extent of Delegation:	The authority to appoint an Acting Chief Executive Officer during periods of absence.
Conditions imposed:	The relief appointment is for a period not exceeding 5 weeks. Policy 1.2.2 CEO Leave Approval – requires the CEO to obtain approval from the Mayor prior to taking to leave.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	On making any appointment under this delegation the Chief Executive Officer shall inform the Council of the details of the appointment. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.39 & 5.42</i> • <i>Town of East Fremantle Policy 1.2.2 – Acting Chief Executive Officer</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA2 CODE OF CONDUCT ENFORCEMENT

- Objective of Delegation:** To enforce the Code of Conduct
- Extent of Delegation:** The duty to enforce the Code of Conduct in respect of employees, contractors and volunteers.
- Conditions imposed:**
1. The Chief Executive Officer is required to implement appropriate procedures for enforcing the Code of Conduct in respect of allegations or complaints involving employees, contractors and volunteers.
 2. The procedure should include internal investigations and/or referral to appropriate external agencies.
 3. The Chief Executive Officer is not required to personally investigate or enforce the Code, but to ensure that it is properly enforced and that the integrity and probity of the Town is maintained at a high level.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system Personnel File
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Town of East Fremantle Staff Policy – Code of Conduct – Staff</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA3 CONTROL AND MANAGEMENT OF LAND

Objective of Delegation: To control and manage land.

Extent of Delegation: The duty to do anything necessary for the administration purpose of controlling and managing land reserved under the **Land Act 1933** and vested in or under control and management of the Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Land Act 1933
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA4 DISPOSAL OF PROPERTY OTHER THAN LAND

- Objective of Delegation:** To expedite the disposal of Town property other than land.
- Extent of Delegation:** The power to dispose of Town property (other than land or buildings) by public tender or public auction where the expected value is:
- less than \$50,000.
- The power to dispose of items of a minor nature by private treaty, such as surplus old plant or equipment, where the anticipated value is:
- less than \$20,000.
- Conditions imposed:**
1. This delegation does **NOT** apply to the disposal of plant or light vehicles or equipment that is being replaced by a tender or quotation process involving trade-in.
 2. The Chief Executive Officer is to develop and implement an appropriate procedure for the management of disposal of property by public tender or public auction and which provides a high standard of probity and accountability.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Receipt of payment Completed Disposal Form Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA5 SIGNING OF DOCUMENTS

Objective of Delegation:	To sign Town documents on behalf of the Town of East Fremantle.
Extent of Delegation:	The authority to sign documents as a part of the day to day operations of the Town of East Fremantle.
Conditions imposed:	Authority is delegated on the provision that one or more of the following provisions apply: <ol style="list-style-type: none"> 1 The Council has authorised the entering into a formal contract/document. 2 A formal contract is authorised under delegated authority of the Council. 3 A formal contract/document is considered necessary by the Chief Executive Officer as part of the day to day operations of the Council. 4 The Chief Executive Officer is to prepare the necessary documentation taking into account any specific policy requirements of Council and to arrange for signing of the contract/documents without further reference to Council.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Common Seal Register Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 s9.49 (a) 4 • Town of East Fremantle Administration Policy – Execution of Documents
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA6 INVESTMENT OF FUNDS

- Objective of Delegation:** To oversee the investing of funds
- Extent of Delegation:** The power to invest excess funds into investment funds as approved by the Town of East Fremantle Finance Policy – Investment of Funds.
- Conditions imposed:**
1. To observe any regulations relating to investments by local government.
 2. To observe any Council policy, direction or guidelines relevant to the investment of Town funds.
 3. To act in a prudent manner and to exercise regular management control and oversight of the investment of funds.
 4. To conduct regular reviews of the investment performance and controls.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Included in Monthly Financial Statements in Ordinary Council agenda Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Local Government (Financial Management) Regulations – Reg 19 • Policy 2.1.2 Investment of Surplus Funds
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA7 CONTRACT PRICE VARIATION

- Objective of Delegation:** To approve minor price variations to contracts
- Extent of Delegation:** The power to approve a minor price variation for a contract subject to sufficient funds being available within the approved expenditure budget and that the price variation is necessary.
- Conditions imposed:**
1. For the purposes of this delegation, a minor price variation is limited to \$50,000.
 2. Sub-delegations are authorised to approve variations up to 10% of their authority limit set in DA35 & Policy 2.1.3 – Purchasing.
 3. Pursuant to Regulation 21A of the Local Government (Functions and General) Regulations 1996, the contract must not be varied unless the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Regulatory Services Operations Manager
Formal Record:	Any contract variation is to be recorded in a register of contracts. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 – section 3.58 • Policy 2.1.3 Purchasing
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA8 ENGAGING CONSULTANTS/CONTRACTORS

Objective of Delegation:	To appoint consultants/contractors to the Town of East Fremantle
Extent of Delegation:	<p>The power to:</p> <ul style="list-style-type: none"> • 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:	<p><u>Consultants</u></p> <ul style="list-style-type: none"> • Any applicable Council Policy must be implemented. • The consideration for the consultancy is less than \$150,000 • Specific budget provision exists <p><u>Contractors</u></p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • adequate budget provision exists; • the engagement of contractors is made in accordance with the Town's purchasing policy; • that all contracts are in writing; and • that appropriate performance measures are in place and performance is subject to supervision. 3. The payment for any work carried out under contract must be specifically authorised by the responsible senior officer and certified as carried out to a satisfactory standard.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services Operations Manager Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995 – section 6.5 – 6.10</i> <i>Policy 2.1.3 Purchasing</i>
Last Reviewed:	19 March 2019
Amended:	18 February 2020



Delegated Authority Register

DA9 ENTERING INTO CONTRACTS

- Objective of Delegation:** To enter into contracts on behalf of the Town of East Fremantle
- Extent of Delegation:** The administrative duty to prepare the necessary documentation to execute documents taking into account any specific policy requirements of Council where:
- the Council has authorised entering into a formal contract; or
 - a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council and where the consideration under the contract is less than \$150,000; or
 - a formal contract is authorised under a delegated authority from the Council
- Conditions imposed:**
1. All contracts where the consideration is greater than \$150,000 must be subject to specific authorization of the Council.
 2. Compliance with the requirements of the Standing Orders Local Law in respect of signing documents under seal if applicable.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Policy 2.1.3 Purchasing</i> • <i>Town of East Fremantle Administration Policy –Signing of Documents</i> •
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA10 INDUSTRIAL REPRESENTATION

Objective of Delegation: To source advice from an industrial service

Extent of Delegation: To source advice from an appropriate industrial service with consent to act on the Council's behalf in any general industrial/award matter and any industrial dispute involving employees of the Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Human Resources Coordinator
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Policy 1.2.1 Code of Conduct, Staff • Town of East Fremantle Staff Policy – Occupational Safety and Health (OSH)
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA11 ISSUING OF NOTICES

Objective of Delegation: To issue notices to owners of land in the Town of East Fremantle

Extent of Delegation: The power to issue notices requiring certain things to be done by the owner/occupier of land. Such items in addition to those contained with the Act are also outlined in Schedules 3.1 and 3.2 and contain such issues as:

- Preventing water from dripping or running from a building
- Placing a street number in a prominent place
- Ensuring that unsightly land is either enclosed or where it is considered untidy having such materials or rubbish removed including contaminated material
- Taking steps for preventing or minimising danger to the public or damage to property which might arise.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services Executive Manager Corporate Services Operations Manager
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA12 LEGAL ADVICE

- Objective of Delegation:** To seek legal advice for the Town of East Fremantle
- Extent of Delegation:** The power to obtain legal advice and opinions as deemed necessary in the exercise of the management of the local government.
- Conditions imposed:**
- The authority is restricted to legal advice of an operational nature that is required to protect the interests of the Town and to an initial value not exceeding \$20,000.
 - The budget containing appropriate provision.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services and Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Town of East Fremantle Annual Budget</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018



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DA13 PROSECUTIONS

Objective of Delegation:	To sign all prosecution complaint forms
Extent of Delegation:	The power to sign all prosecution complaint forms in relation to prosecutions under the <i>Local Government Act 1995</i> on behalf of the Council.
Conditions imposed:	The Chief Executive Officer is required to use discretion in taking action under this delegation where there are mitigating circumstances. All prosecution actions to be reported to next monthly Concept Forum.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services – parking related prosecutions (only).
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018



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DA14 RATES AND SERVICE CHARGES AGREEMENTS

- Objective of Delegation:** To accept payment of a rate or service charge
- Extent of Delegation:** The power to accept payment of a rate or service charge that is due and payable by a person in accordance with an agreement made with that person.
- Conditions imposed:**
1. The Chief Executive Officer is required to observe any relevant policy.
 2. In making any such agreement, the Chief Executive Officer is to exercise discretion in negotiating the best possible repayment schedule to protect the interests of the Town without imposing undue financial hardship on the person.
 3. The Chief Executive Officer is to ensure that appropriate written agreements are entered into and that appropriate internal controls are in place to monitor compliance with the agreed repayment schedule.
 4. The Chief Executive Officer is to have regard to the Town's Rating Policy should the person materially default with the terms of the agreement.
 5. The Chief Executive Officer is able to approve the waiving of all administration charges and penalty interest where a payment arrangement is entered into and financial hardship can be demonstrated.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Manager Finance & Administration
Formal Record:	Copy of signed offer and acceptance retained on property file. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Policy 2.1.7 Debt Collection
Last Reviewed:	19 March 2019
Amended:	19 June 2018, 21 April 2020.



Delegated Authority Register

DA15 TENDERS / QUOTATIONS

- Objective of Delegation:** To expedite the calling of quotations and tenders.
- Extent of Delegation:** The power to:
- (i) make the decision to invite quotations and tenders for goods and services.
 - (ii) call quotations and tenders before the Town enters into a contract of a prescribed kind.
 - (iii) accept a quotation where the consideration is less than \$150,000, or in the case of sub-delegations, in accordance with the respective authority limits set in DA35 & Policy 2.1.3 – Purchasing.
- Conditions imposed:**
1. All decisions to call for quotations or tenders for goods or services must relate to a proposal that is specifically authorised in the budget or by a specific Council decision.
 2. The Chief Executive Officer must be satisfied before making the decision to call for quotations or tenders that an appropriate specification and information package is available and that there are appropriate assessment criteria specified.
 3. That the process is conducted fairly and impartially and in strict compliance with the **Local Government Act 1995** and the associated regulations, and any appropriate Council policy, direction or guideline.
 4. That any decision to accept a quotation or tender is made fairly, impartially and based upon a proper assessment of the stipulated criteria, and that represents the best value for the Town.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services Executive Manager Corporate Services Operations Manager
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 – section 3.57 • Policy 2.1.3 Purchasing
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA16 BOND REFUNDS

Objective of Delegation:	To expedite the approvals process
Extent of Delegation:	The authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services Operations Manager Executive Manager Corporate Services Manager Finance & Administration
Formal Record:	Monthly List of Payments included in the Ordinary Council agenda Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 – section 5.42
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA17 UNDERTAKING PRIVATE WORKS

Objective of Delegation:	To facilitate private works
Extent of Delegation:	The authority to use discretion in accepting or rejecting private works requests.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Operations Manager
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 5.42</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA18 GRANT APPLICATIONS

Objective of Delegation:	To make applications for grants from various sources
Extent of Delegation:	The authority to make application for grants from various sources.
Conditions imposed:	<p>The Chief Executive Officer must approve and sign any grant application.</p> <p>Where possible, the prior approval of the Council is required before making application for grants that may impose an ongoing commitment by the Town.</p> <p>Any application that requires a financial commitment from the Town requires specific approval of the Council.</p> <p>Where it is proposed to make a submission for grants and/or subsidies from state/commonwealth governments without prior approval of Council, the grant/subsidy shall not be accepted without specific Council endorsement through the budget process.</p> <p>Any application must be in accord with Council's strategic objectives.</p> <p>The Chief Executive Officer is to ensure that any relevant grant conditions are met and that the appropriate grant acquittal is completed in a timely manner and subject to audit scrutiny.</p>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA19 INSURANCE

Objective of Delegation:	To enter into appropriate contracts of insurance
Extent of Delegation:	The authority to enter into appropriate contracts of insurance.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Retain copy of Insurance documentation Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 – section 5.42
Last Reviewed:	19 March 2019
Amended:	19 June 2018



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DA20 PUBLIC LIABILITY CLAIMS

Objective of Delegation:	To consider claims for property damage
Extent of Delegation:	The authority to consider claims against Council for the property damage that does not exceed the insurance policy excess levels and to accept or deny liability on behalf of Council.
Conditions imposed:	In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excesses amount and then only upon receipt of an appropriate release form provided by Council's insurers.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Retain all claims Recorded in central records system
Heads of Power:	<i>Local Government Act 1995 – section 5.42</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018



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DA21 APPOINTMENT OF AUTHORISED OFFICERS

Objective of Delegation:	To appoint authorised officers.
Extent of Delegation:	The power to appoint authorised officers/persons to enforce local laws of the Town made in accordance with the <i>Local Government Act 1995</i> and the following Acts (including their relevant Regulations): <ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i>Cemeteries Act 1986</i> • <i>Control of Vehicles (Off Road Areas) Act 1978</i> • <i>Dog Act 1976</i> • <i>Public Health Act 2016</i> • <i>Health (Miscellaneous Provisions) Act 1911</i> • <i>Litter Act 1979</i> • <i>Food Act 2008</i> • <i>Building Act 2011</i> • <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> • <i>Cat Act 2011</i> • <i>Town Planning Scheme No 3</i>
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Acts as listed above</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA22 TENDER EVALUATION

Objective of Delegation:	To expedite the evaluation of tenders received.
Extent of Delegation:	The authority to: <ul style="list-style-type: none"> establish the individual weighting for each evaluation criterion. vary the Evaluation Criteria where in his opinion the particular tender requires a variation to the established evaluation criteria.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Operations Manager Executive Manager Regulatory Services Executive Manager Corporate Services
Formal Record:	Copies of tender evaluations to be filed with Tender documents. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> Local Government Act 1995 Local Government (Function and General) Regulations 1996 Policy 2.1.3 Purchasing
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA23 RATING AND SERVICE CHARGES RECOVERY

- Objective of Delegation:** To recover debt from rates or services charges.
- Extent of Delegation:** The power to:
1. recover rates and service charges which are apportioned between successive owners in respect of time as if they accrue.
 2. recover a rate or service charge, if it remains unpaid after it becomes due and payable, as well as costs of proceedings, if any, for that recovery, in a court of law.
 3. recover rates and charges outstanding.
 4. give notice to the lessee of land if payment of a rate or service charge imposed is due and payable requiring the lessee to pay any rent as it falls due in satisfaction of the debt.
 5. give the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.
 6. recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
 7. recover unpaid rates or service charges. Refer 6.60 (5) and (6).
 8. request the occupier of property, or an agent of the owner of property to disclose the name and address of the owner or of the person receiving or authorised to receive the rate or service charge.
 9. apply the money for or towards rates or service charges where money is paid on rates and charges due on the land in the order in which they become due.
 10. lodge a caveat to preclude dealings in respect of land where payment of rates or service charges imposed in respect of the land is in arrears.
 11. instigate action through a court to recover a debt, including recovery costs, associated with a rate or service charge, if it remains unpaid after the time for payment under the Act, and after the procedures under



Delegated Authority Register

the Town debt collection policy has been unsuccessful.

Conditions imposed:

1. The Chief Executive Officer is required to observe any relevant policy.
2. Legal action is only to be taken, where in the opinion of the Chief Executive Officer, that action is a last resort to obtain payment.
3. The legal action is only to be taken by persons with the specific written authority to commence the action.
4. To observe all relevant provisions of the **Local Government Act 1995**, all other written law and regulations, Council policies, directions and guidelines.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Policy 2.1.7 Debt Collection
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA24 DEMOLITION PERMITS

Objective of Delegation:	To manage dangerous buildings in the Town of East Fremantle
Extent of Delegation:	Council delegates its authority and power to Executive Manager Regulatory Services to approve or refuse to grant demolition permits submitted under section 21 of the Building Act 2011 .
Conditions imposed:	Subject to the following conditions: No permits will be issued for any property entered in the Register of Heritage Places under the <i>Heritage of WA Act 1990</i> unless it has received Planning Approval in accordance with section 61 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .

Delegation by Council to:	Executive Manager Regulatory Services
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 – sections 21, 22 and 127 Planning and Development (Local Planning Schemes) Regulations 2015 section 61</i>
Last Reviewed:	19 March 2019
Amended:	18 February 2020



Delegated Authority Register

DA25 BUILDING PERMITS

Objective of Delegation:	To expedite the approval of Building Licences
Extent of Delegation:	Council delegates its authority and power to the Chief Executive Officer, Executive Manager Regulatory Services to approve or refuse to approve plans and specifications submitted under the <i>Building Act 2011</i> .
Conditions imposed:	Subject to the following conditions: In undertaking the functions of this delegation Uncertified Plans must be approved by a Principal/Building Surveyor that: <ol style="list-style-type: none"> 1) is employed by the Town of East Fremantle in accordance with section 5.36 of the <i>Local Government Act 1995</i>; and 2) holds the appropriate qualifications as set out under Regulation 6 of the <i>Building Services (Registration) Regulations 2011</i>

Delegation by Council to:	Chief Executive Officer Executive Manager Regulatory Services
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 – sections 16, 20, 22 and 127</i>
Last Reviewed:	19 March 2019
Amended:	18 February 2020



Delegated Authority Register

DA26 BUILDING ORDERS

- Objective of Delegation:** To expedite the approval of building orders
- Extent of Delegation:** Council delegates its authority and power to Executive Manager Regulatory Services to:
- 1) make building orders pursuant to section 110 of the **Building Act 2011** in relation to:
 - a) stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the **Building Act 2011**;
 - b) taking specific action to prevent contravention of the **Building Act 2011**;
 - c) finishing an outward facing side of a wall;
 - d) buildings which are considered as being unsafe or not fit for human habitation.
 - 2) revoke building orders pursuant to section 117 of the **Building Act 2011**.
- Conditions imposed:** Subject to the following conditions:
- 1) The Executive Manager Regulatory Services may:
 - a) seek legal advice on the issue of a building order where it is considered appropriate.
 - b) determine that a building order is to remain in effect in accordance with section 117(2) of the **Building Act 2011** where it is considered appropriate.
 - 2) In undertaking the functions of this delegation, the Principal Building Surveyor must be employed by the Town of East Fremantle in accordance with section 5.36 of the **Local Government Act 1995**.



Delegated Authority Register

Delegation by Council to:	Executive Manager Regulatory Services
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 – sections 110, 111, 117 and 127</i>
Last Reviewed:	19 March 2019
Amended:	18 February 2020



Delegated Authority Register

DA27 EXTENSION OF PERIOD OF DURATION OF AN OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE

Objective of Delegation: To manage extending the period of duration of an occupancy permit or building approval certificate.

Extent of Delegation: Council delegates its authority and power to the Executive Manager Regulatory Services to approve or refuse to approve applications submitted under section 65 of the ***Building Act 2011***.

Conditions imposed: Nil.

Delegation by Council to:	Executive Manager Regulatory Services
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 – sections 65 and 127</i>
Last Reviewed:	19 March 2019
Amended:	18 February 2020



Delegated Authority Register

DA28 STRATA TITLES

Objective of Delegation:	To manage strata titles in the Town of East Fremantle
Extent of Delegation:	Pursuant to the provisions of section 23 of the <i>Strata Titles Act 1985</i> , the authority to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, provided that the buildings shown on the strata plan are first inspected to ensure compliance with Town Planning, Health and Building statutory requirements and that the Chief Executive Officer, is of the opinion that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the <i>Strata Titles Act 1985</i> .
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Building Act 2011</i> • <i>Strata Titles Act 1985</i>
Last Reviewed:	19 March 2019
Amended:	18 February 2020



Delegated Authority Register

DA29 DETERMINATION OF APPLICATIONS FOR PLANNING APPROVAL

- Objective of Delegation:** To expedite the approval of Planning Applications
- Extent of Delegation:**
- 1) The authority to perform the functions of Council in respect of determining applications for development approval, including applications involving:
 - a) the variation of scheme provisions, Planning Policy or provisions of the Residential Design Codes or
 - b) the exercise of discretion under the scheme, Planning Policy or the Residential Design Codes.
 - 2) The authority to refuse any development applications where the proposed use is not permitted by the Town Planning Scheme or where the development does not comply with the non-discretionary provisions of the Residential Planning Codes or any mandatory statutory requirement, unless:
 - a) advertising is undertaken and any substantial objections are received that officers cannot adequately resolve through sourcing of additional information or through conditions of approval;
 - b) the application is contentious; or
 - c) it requires the concurrence of the Minister of Planning.
- Conditions imposed:** Elected members are to be notified of all applications in excess of \$200,000 in value. An elected member may, within 72 hours of being notified of such an application, request in writing that an application be referred to the Town Planning & Building Committee for determination.



Delegated Authority Register

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services Senior Planner
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA30 AUTHORITY TO COMMENCE PROSECUTIONS

Objective of Delegation:	To provide authority to commence legal proceedings
Extent of Delegation:	Council delegates its authority and power to Chief Executive Officer the authority to commence prosecutions pursuant to: <ul style="list-style-type: none"> • section 133 of the Building Act 2011 • section 59(3) of the Bush Fires Act 1954
Conditions imposed:	All prosecution actions to be reported to next monthly Concept Forum

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 - sections 133</i> <i>Bush Fires Act 1954 – section 59(3)</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018, 18 February 2020



Delegated Authority Register

DA31 SUBDIVISION

- Objective of Delegation:** To expedite the sub division referral proformas
- Extent of Delegation:** The authority to:
- 1 endorse subdivision referral proformas for the purposes of part 10 Division 2 of the ***Planning and Development Act 2005***.
 - 2 certify the compliance with subdivision conditions for the purposes of part III sections 20 & 24 of the ***Planning and Development Act 2005***.
 - 3 approve or refuse the Subdivision referral which complies with all relevant legislation and policies involving:
 - (i) the boundary realignment of a property which is not creating additional lots
 - (ii) the creation of a maximum of ten (10) lots.
- Conditions imposed:** Council is to be notified of delegated authority used by report through the Information Bulletin.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA32 SUBDIVISIONAL CLEARANCE

Objective of Delegation:	To issue subdivision clearances
Extent of Delegation:	The authority to issue subdivision clearances where the subdivision complies with the requirements of the Town Planning Scheme and Council Policies in place from time to time and the conditions have been complied with to the satisfaction of the Executive Manager Regulatory Services and Operations Manager.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services Operations Manager
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • Local Government Act 1995 • Local Government (Miscellaneous Provisions) Act 1960 • Planning and Development Act 2005
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA33 VARIATION TO ADVERTISING PERIOD

Objective of Delegation: To manage the advertising periods in accordance with the Town Planning Scheme

Extent of Delegation: The authority to determine whether advertising is required, the level of advertising and undertake the advertising process in accordance with 9.4.3 of the ***Town Planning Scheme No 3***.

The Chief Executive Officer may extend the advertising period beyond the minimum where he/she believes there is a need to extend or where there has been changes to the applicant's original proposal.

Conditions imposed: Advertising is to be not less than fourteen (14) days in accordance with the Scheme.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i> • <i>Town of East Fremantle Town Planning Scheme No 3</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA34 PAYMENT OF CREDITORS

Objective of Delegation:	To ensure the timely payment of creditors
Extent of Delegation:	The authority to make payments from the Municipal Fund Bank Accounts and the Trust Bank Accounts.
Conditions imposed:	Expenditure must have been authorised by Council by inclusion in the annual budget as amended.

Each payment from the Municipal Fund Bank Accounts and the Trust Fund Bank Account is to be noted on a list compiled for each month showing:

- a) The Payees name
- b) The amount of the payment
- c) The date of the payment
- d) Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Regulatory Services Manager of Administration & Finance
Formal Record:	List of payments in monthly Ordinary Council agenda Recorded in central records system
Heads of Power	<ul style="list-style-type: none"> • Local Government Act 1995 • Local Government (Financial Management) Regulations – Reg 13 • Policy 2.1.6 Supplier Payments
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA35 ORDERING THRESHOLDS

Objective of Delegation:	To authorise officers to sign purchase orders
Extent of Delegation:	To authorise officers to sign orders on behalf of Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.
Conditions imposed:	As outlined in Town of East Fremantle Policy 2.1.3 Purchasing.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services Operations Manager Executive Manager Corporate Services Principal Environmental Health Officer Manager Finance & Administration Operations Supervisor Coordinator CHSP Assistant Coordinator CHSP Project Coordinator Community Marketing Officer Human Resources Coordinator Economic & Community Development Officer Executive Assistant Corporate Services Executive Assistant to CEO Coordinator Planning & Building Services Administration Support Officer – Operations
Formal Record:	Retain copy of purchase order Recorded in central records system
Heads of Power	<i>Policy 2.1.3 Purchasing</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018, 21 August 2018, 20 November 2019, 16 July 2019, 19 November 2019 & 10 December 2019.



Delegated Authority Register

DA36 OCCUPANCY PERMITS OR BUILDING APPROVAL CERTIFICATES

Objective of Delegation: To expedite the approval of occupancy permits or building approval certificates.

Extent of Delegation: Council delegates its authority and power to the Executive Manager Regulatory Services the authority to grant, modify or refuse to grant occupancy permits or building approval certificates.

Conditions imposed: Nil

Delegation by Council to:	Executive Manager Regulatory Services
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Monthly information bulletin Recorded in central records system
Heads of Power:	<i>Building Act 2011, section 58 and 127</i>
Last Reviewed:	19 March 2019
Amended:	18 February 2020



Delegated Authority Register

DA37 AUTHORITY TO APPOINT AUTHORISED PERSONS - BUILDING

Objective of Delegation:	To provide authority to appoint authorised persons
Extent of Delegation:	Council delegates its authority and power to the Chief Executive Officer to appoint authorised persons pursuant to section 96 of the <i>Building Act 2011</i> .
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 – sections 96 and 127</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA38 FOOD ACT 2008 – TO ISSUE INFRINGEMENT NOTICES

Objective of Delegation:	To issue infringement notices
Extent of Delegation:	The authority to issue infringement notices in accordance with section 126(2) of the <i>Food Act 2008</i> .
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Principal Environmental Health Officer Executive Manager Regulatory Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Food Act 2008, Section 126(2)</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA39 FOOD ACT 2008 – TO RECEIVE PAYMENT AND GRANT EXTENSIONS OF TIME

Objective of Delegation: To receive payment and grant extensions of time for infringement notices.

Extent of Delegation: To receive payment of modified penalties, granting extension of time and withdrawing infringement notices in accordance with Section 126(1), (3), (6) and (7) of the *Food Act 2008*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Principal Environmental Health Officer Executive Manager Regulatory Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Food Act 2008, Section 126(1), (3), (6) and (7)</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA40 FOOD ACT 2008 – TO ISSUE PROHIBITION ORDERS AND CERTIFICATES OF CLEARANCE

Objective of Delegation:	To issue Prohibition Orders and Certificates of Clearance.
Extent of Delegation:	To issue prohibition orders and Certificates of Clearance for the purpose of Sections 65 and 66 of the <i>Food Act 2008</i> .
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Food Act 2008, Sections 65 and 66</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA41 WITHDRAWAL RATES AND SERVICE CHARGES CAVEAT

- Objective of Delegation:** To expedite the withdrawal of a Caveat that has been lodged with Landgate for unpaid rates and charges on a property in the Town of East Fremantle, where the purpose for which the Caveat was lodged has been satisfied.
- Extent of Delegation:** The authority to withdraw a Caveat to enable dealings on land, where the purposes for which the Caveat was lodged has been satisfied and the Chief Executive Officer is satisfied that the Town's interests arising from the Caveat are fully protected.
- Conditions imposed:**
1. The Chief Executive Officer and the Executive Manager Corporate Services are required to observe any relevant policy.
 2. The action to withdraw a Caveat is only to be taken, where in the opinion of the Chief Executive Officer or the Executive Manager Corporate Services, the purpose for which the Caveat was lodged has been satisfied or will be satisfied at settlement.
 3. The action is only to be taken by persons with the specific written authority to withdraw the Caveat.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i> <i>Policy 2.1.7 Debt Collection</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA42 CAT REGISTRATION

Objective of Delegation:	To expedite the registration of cats in the Town.
Extent of Delegation:	The authority to grant, renew or refuse an application for cat registration The authority to cancel a cat registration
Conditions imposed:	<ol style="list-style-type: none"> 1. A registration number, certificate and tag is to be issued with each registration 2. A replacement tag is to be provided if required 3. A cat register is to be kept 4. Notify the owner of the cat the outcome of a decision

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Town Rangers Customer Service Officers Rates Officer
Formal Record:	Cat Register Recorded in central records system
Heads of Power:	<i>Cat Act 2011, sections 9, 9 (5), 10, 11, 13</i> <i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	21 August 2018



Delegated Authority Register

DA43 CAT CONTROL NOTICE

Objective of Delegation:	To expedite the issuing of cat control notices
Extent of Delegation:	The authority to issue a cat control notice to a cat owner
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Town Rangers
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<i>Cat Act 2011, section 26</i> <i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018 21 August 2018



Delegated Authority Register

DA44 LEGAL REPRESENTATION COSTS FOR AN ELECTED MEMBER OR EMPLOYEE

Objective of Delegation:	To refuse or grant an application for payment of legal representation costs by an elected member or employee, where a delay would be detrimental to the legal rights of the applicant.
Extent of Delegation:	Legal representation costs up to a maximum of \$10,000.
Conditions imposed:	Compliance with conditions contained in Council Policy regarding Legal Representation for Council Members and Employees which includes the revocation or variance of an approval for the payment of legal advice.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Report to subsequent Council Meeting Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i> <i>Policy 2.2.1 Legal Representation for Council Members and Employees</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA45 APPOINTMENT OF BANK SIGNATORIES TO BANK ACCOUNTS

Objective of Delegation:	To authorise CEO, Executive Manager Corporate Services, Executive Manager Regulatory Services, and Manager of Administration & Finance to sign all cheques or remit EFT's drawn on the Municipal, Reserve and Trust Funds bank accounts.
Extent of Delegation:	Expenditure must have been authorised by Council by inclusion in the annual budget as amended.
Conditions imposed:	Expenditure to have the correct certification from authorised officers and be accompanied by sufficient documentation so as to confirm correct procedures have been followed.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Regulatory Services Manager Finance & Administration
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA46 RECOVERY OF IMPOUNDING EXPENSES AND RECOVERY OF DEBTS (NON RATES)

Objective of Delegation: To collect, negotiate terms of payment and initiate court action to recover, and if necessary, write off debts due to Council.

Extent of Delegation: The authority to collect, negotiate terms of payment and initiate court action to recover, and if necessary, write off debts due to Council

Conditions imposed: Nil.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Regulatory Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA47 OBJECTIONS AND APPEALS TO RATES RECORD

Objective of Delegation:	To consider the objection to rates record
Extent of Delegation:	The authority to allow or disallow, wholly or in part, an objection to a rates record.
Conditions imposed:	Following determination, to promptly serve upon the person by whom the objection was made, written notice of the decision and a statement of reason for that decision.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA48 NEGOTIATIONS OF LEASES (OTHER THAN MOORING PEN & RESIDENTIAL LEASES)

- Objective of Delegation:** To initiate and negotiate draft lease proposals.
- Extent of Delegation:** The authority to
- initiate or respond to all lease proposals involving property that the Town owns or controls
 - negotiate all draft lease proposals referred to above, to the point of a recommendation to Council.
- Conditions imposed:** The CEO will not enter into or execute any property lease agreement without Council approval other than for mooring Pens & council owned/controlled residential property.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA49 APPROVAL TO ISSUE MOORING PEN AND RESIDENTIAL LEASES

Objective of Delegation:	To consider applications for Council's mooring pens.
Extent of Delegation:	The authority to consider, determine and issue mooring pen and residential leases.
Conditions imposed:	Mooring pen lease payments to be in accordance with relevant charge as prescribed in Council's annual budget. Residential leases as per market rental advice. All leases to be a maximum of 12 months.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA50 EX GRATIA PAYMENTS

- Objective of Delegation:** To consider the payment of ex gratia payments.
- Extent of Delegation:** The authority to grant ex gratia payments for claims against Council.
- Conditions imposed:** Payment of ex gratia amounts to a maximum of \$1,500.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA51 DONATION REQUESTS

Objective of Delegation: To consider applications for donations by community organisations and individuals, and donations to Emergency Relief Appeals.

Extent of Delegation: The authority to approve donations from community organisations and individuals and to Emergency Relief Appeals.

Conditions imposed: Community Organisations and Individuals
Approval of donations to a maximum of \$500 which have the prior support of the Mayor.
Information provided to next Concept Forum.

Emergency Relief Appeals

- Following discussion and assent from the Mayor and informal majority support from elected members, approval of a donation up to an amount of \$10,000.
- Formal endorsement and budgetary adjustment at subsequent Council Meeting.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i> <i>Policy 2.1.5 Donations</i>
Last Reviewed:	19 March 2019
Amended:	18 February 2020



Delegated Authority Register

DA52 **AUTHORITY TO CANCEL ADVERTISED MEETINGS WHERE INSUFFICIENT BUSINESS TO WARRANT A MEETING**

Objective of Delegation: To cancel advertised meetings of Council and Committee.

Extent of Delegation: The authority to cancel a Committee or Council meeting where there is insufficient business to warrant such meeting.

Conditions imposed: The prior approval of the Presiding Member being sought

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	20 June 2017



Delegated Authority Register

DA53 TEMPORARY PLACEMENT OF RUBBISH SKIP BINS ON STREET

Objective of Delegation:	To issue permits for the temporary placement of skip bins on the street.
Extent of Delegation:	The authority to issue permits for the temporary placement of skip bins on the street.
Conditions imposed:	May require fee, rental or bond or waiving of any fee, rental or bond.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Rangers
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	20 August 2018



Delegated Authority Register

DA54 LOCAL GOVERNMENT PROPERTY

Objective of Delegation: To administer the Local Government Property Local Law.

Extent of Delegation: The authority to administer this Local Law, including the following:

- approve/refuse, with or without conditions, including the imposition of a fee, charge or bond, or waiving or reduction of any fee, rental or bond, a permit to use local government property
- approve/refuse, with or without conditions, including the imposition of a fee or bond, or waiving any fee, rental or bond, a request to consume alcohol on local government property
- approve/refuse, with or without conditions, including the imposition of a fee or bond, or waiving any fee, rental or bond, applications for liquor, gaming or other special permits pursuant to the Liquor Licensing Act, on local government property.

Conditions imposed: Nil.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	19 June 2018



Delegated Authority Register

DA55 — LAUNCHING RAMP PERMITS

Objective of Delegation: To issue a ratepayer launching ramp parking permit where Policy criteria is not met. **(NO Longer relevant To be deleted)**

Extent of Delegation: The authority to issue a ratepayer launching ramp parking permit in exceptional circumstances contrary to the criteria contained in Policy 2.2.1.

Conditions imposed: Nil.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i> <i>Council Policy 2.2.1</i>
Last Reviewed:	19 June 2018
Amended:	



Delegated Authority Register

DA56 ACTIVITIES IN PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY

Objective of Delegation: To administer the Activities in Public Places and Local Government Property Local Law.

Extent of Delegation:

1. The authority to administer this Local Law, including the following:
 - Approve the appointment of authorised persons under Section 9.10 of the Local Government Act.
 - approve/refuse, with or without conditions, including the imposition of a fee or bond, or waiving any fee, rental or bond, a permit to use a public place.
 - approve/refuse, with or without conditions, including the imposition of a fee or bond, or waiving any fee, rental or bond, a request to consume alcohol in a public place.
 - approve/refuse, with or without conditions, including the imposition of a fee or bond, or waiving any fee, rental or bond, applications for liquor, gaming or other special permits pursuant to the Liquor Licensing Act in a public place.
 - close thoroughfares (for repairs, maintenance or other works) to vehicles.
 - exercise & discharge powers & functions conferred on local government for the purpose of authorising the temporary placement of cranes on the streets of the Town
2. The authority to determine the maximum number of mobile food vendors permitted at a location.

Conditions imposed: Nil.



Delegated Authority Register

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	18 February 2020



Delegated Authority Register

DA57 APPROVAL FOR CONSTRUCTION OF CROSSOVERS

Objective of Delegation:	To approve variations to standard crossover specifications.
Extent of Delegation:	The authority to approval variations to Local Planning Policy – Residential Design Guidelines in respect to Crossovers (s3.7.14 – Footpaths & Crossovers).
Conditions imposed:	This delegation does not include approval for a second crossover which requires the special approval of Council.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Operations Manager
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA58 LANDSCAPING OF STREET VERGES

Objective of Delegation: To approve landscaping and reticulation installation of street verges.

Extent of Delegation: The authority to approve landscaping and reticulation installation of street verges.

Conditions imposed: Compliance with Council guidelines on planting and reticulation of Council verges.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Operations Manager
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA59 WILFUL DAMAGE OF TREES AND OTHER COUNCIL PROPERTY

Objective of Delegation: To pursue the identification of persons responsible for wilful damage of Council property.

Extent of Delegation: The authority to pursue the identification of the person or persons responsible for any act of wilful damage of trees and other Council property, including the authority to offer a reward of up to \$5,000 for information leading to the conviction of any person responsible, and to take protective measures in respect of vandalised trees and other Council property aimed at preventing further attacks.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA60 APPROVAL TO ISSUE A LICENCE FOR EXCAVATION NEAR OR THE DEPOSITING OF BUILDING MATERIAL ON THE STREET

Objective of Delegation: To issue or refuse a licence for excavation near a street or the depositing of building material on the street.

Extent of Delegation: The authority to issue or refuse a licence for excavation near or the depositing of building material on the street

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA61 AUTHORISATION OF PARKING RESTRICTIONS

Objective of Delegation: To constitute, determine and vary parking restrictions on roads and parking stations within the Town.

Extent of Delegation: The authority to constitute, determine and vary parking restrictions on roads and parking stations within the Town.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA62 WITHDRAWAL, AMENDMENT & COLLECTION OF INFRINGEMENT NOTICES

Objective of Delegation:	To withdraw, amend and pursue infringement notices.
Extent of Delegation:	The authority to withdraw, amend, grant extension of time to pay and take action to collect infringements issued under local laws or regulations under the Local Government Act 1995.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	20 November 2018



Delegated Authority Register

DA63 DISPOSING OF PROPERTY, CONFISCATED OR UNCOLLECTED GOODS

Objective of Delegation: To dispose or sell any goods that have been confiscated or impounded.

Extent of Delegation: The authority to dispose or sell any goods that have been:

- Ordered to be confiscated under Section 3.43 of the Act
- Impounded and have not been collected within the periods shown in Section 3.47(2b).

Conditions imposed: Compliance with Policy 2.1.1 Disposal of Surplus Property

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i> <i>Policy 2.1.1 Disposal of Surplus Property</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA64 **AUTHORISATION TO REMOVE DEAD OR DYING STREET TREES**

Objective of Delegation: To remove dead and dying street trees and other Council owned vegetation.

Extent of Delegation: The authority to approve the removal of dead and dying street trees and other Council owned vegetation.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Operations Manager
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i> <i>Policy 4.2.1 Maintenance & Removal of Public & Verge Trees</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA65 AUTHORISATION TO APPROVE THE REMOVAL OF TREES ON PUBLIC LAND

- Objective of Delegation:** To permit removal of trees on public land.
- Extent of Delegation:** The authority to approve the removal of trees on public land.
- Conditions imposed:** Subject to specialist advice concluding:
- the tree poses an unacceptable risk to life, limbs or property
 - the Town faces a potential liability for injury or damage due to the tree
 - no practical alternatives to removal are considered to exist.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 June 2018
Amended:	



Delegated Authority Register

DA66 **AUTHORISATION TO APPROVE THE STORAGE OF AND REMOVE UNAUTHORISED DINGHIES FROM FORESHORE**

Objective of Delegation: To approve the storage of dinghies at the approved foreshore storage area and remove unauthorised dinghies from the foreshore.

Extent of Delegation: The authority to approve applications for dinghy storage in accordance with Council's Foreshore Dinghy Management Policy.

The authority to have dinghies removed from the foreshore.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	18 February 2020



Delegated Authority Register

DA67 **AUTHORITY TO DO PARTICULAR THINGS ON LAND EVEN THOUGH IT IS NOT LOCAL GOVERNMENT PROPERTY**

Objective of Delegation:	To carry out work on land which is not under the control of Council.
Extent of Delegation:	The authority to do particular things on land even though it is not local government property as per Schedule 3.2 of the Act.
Conditions imposed:	Compliance with conditions of entry as stated in Sections 3.30, 3.31, 3.32, 3.33, 3.34 & 3.35 LGA.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA68 TEMPORARY ADVERTISING SIGNS AND BANNERS IN STREETS, RESERVES AND PUBLIC PLACES

Objective of Delegation: To approve and control placement of temporary signage and banners in streets, reserves and public places.

Extent of Delegation: The authority to issue licences or permits, with or without conditions, including the imposition of a fee, rental or bond or the waiving of such fee, rental or bond for the placement of temporary signs and banners and to exercise authority for the control of signs and banners in streets, reserves and public places.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i> <i>Policy 3.1.2 Signage Design Guidelines</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA69 CATEGORY 2 ADVERTISING SIGNS WITHIN MAIN ROADS WA RESERVES

Objective of Delegation: To approve Category 2 advertising signs within Main Roads WA reserves.

Extent of Delegation: To administer the approval of Category 2 advertising signs within Main Roads WA reserves subject to Main Roads WA continued delegation of this approval to Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA70 AUTHORISING COLLECTIONS

Objective of Delegation:	To authorise collections by charities within the Town.
Extent of Delegation:	The authority to exercise and discharge powers and functions conferred on local government for the purpose of authorising collections by charities within the Town.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA71 HOUSE NUMBERING

Objective of Delegation:	To allocate or change street numbering to properties within the Town.
Extent of Delegation:	To administer the allocation or change of street numbering to properties within the Town.
Conditions imposed:	<p>Any change should not significantly impact on other landowners.</p> <p>The procedure to be adopted, unless the street number can be allocated without impact on any adjoining land owner ie a simple addition of a letter of the alphabet in a duplex type development or where a number is simply an addition to an existing string of street numbers, requires the Chief Executive Officer to contact the owners of all land, the address of which may be changed as the result of the allocation of a street number to a property, and must secure agreement from those landowners before progressing the change. Where agreement is not achieved, the matter must be referred to Council for resolution.</p>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Regulatory Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA72 APPROVAL TO EXTEND TERM OF PLANNING APPROVAL

Objective of Delegation:	To approve an extension of the term of planning approval
Extent of Delegation:	To administer an approval for an extension of the term of a planning approval.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Regulatory Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Town Planning & Development Act 2005</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA73 DETERMINATION OF PLANNING APPLICATIONS OR ADVICE TO REFERRAL AGENCIES OR OTHER PLANNING AUTHORITIES

Objective of Delegation: To determine applications for planning approval or advice to referral agencies and other planning authorities.

Extent of Delegation: To determine applications for planning approval or advice to referral agencies and other planning authorities not otherwise included within the current delegations to the Chief Executive Officer.

Conditions imposed:

- (a) At least four Committee members vote in favour of the Committee recommendation
- (b) The Committee determination accords with the Reporting Officer's recommendation or an amended recommendation that is supported by the Executive Manager Regulatory Services or his delegate.

Delegation by Council to:	Town Planning & Building Committee
Delegation by Chief Executive Officer to:	N/A
Formal Record:	Recorded in central records system
Heads of Power:	<i>Town Planning & Development Act 2005</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA74 AUTHORITY TO MAKE GRATUITY PAYMENTS TO DEPARTING STAFF

- Objective of Delegation:** To authorise the CEO to make gratuity payments to departing staff who have provided between 10 and 20 years continuous service.
- Extent of Delegation:** This authority is limited to payments to a maximum of \$1,000
- Conditions imposed:**
- (a) Eligible staff must meet criteria set out in Policy 2.2.4 Gratuity Payment.
 - (b) The Mayor is to be notified of any proposed payment.
 - (c) Applications for Gratuity payments exceeding \$1,000 must be the subject of an officer report to Council.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	N/A
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA75 DOG REGISTRATION

Objective of Delegation: To expedite various duties and make determinations under the Dog Act 1976.

Extent of Delegation: The authority to:

- (i) keep an accurate and up to date register of dogs (s14)
- (ii) grant, renew or refuse an application for dog registration (s16)
- (iii) cancel a dog registration (s16)
- (iv) discount or waive the registration fee for an individual dog or any class of dogs, except dangerous dogs(s15(4)(a))
- (v) if no application for registration has been made, give written notice to the owner that a dog cannot be registered because of any of the prescribed reasons and inform the owner of right of review (s17A(2))
- (vi) grant an exemption from the limit imposed on the number of dogs that can be kept (s26(3))
- (vii) consider an objection under s33G(2)(d)(i) and give notice to the owner of the dog setting out its determination(s33G(4))
- (viii) revoke a declaration or proposal to destroy (s33H(1),(2) & (5)).

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer is delegated authority to exercise all of its powers and discharge all of its duties under the Act.
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services – Delegations (i) – (v) Town Rangers - Delegations (i), (ii) & (iii) Customer Service Officers - Delegations (i), (ii) & (iii) Rates Officer – Delegations (i), (ii) & (iii)
Formal Record:	Dog Register Recorded in central records system
Heads of Power:	<i>Dog Act 1976, sections 10A(1), 14, 15(4)(a), 16, 17A(2), , 26(3), 33G(4), 33H(1), (2) & (5)</i> <i>Local Government Act 1995</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA76 WRITE OFF DEBT

Objective of Delegation: Authority to defer, waive, grant concession or write off any amount of money under section 6.12 of the *Local Government Act 1995* to a maximum of five hundred dollars (\$500.00).

Note that s. 6.12(2) of the Local Government Act 1995 does not allow money owed to the Town in respect of rates and service charges to be waived or for a concession in relation to such money to be granted.

Extent of Delegation: The power to defer, waive, grant concession or write off any amount of money owed to the Town of East Fremantle, under section 6.12 of the Local Government Act 1995.

Conditions imposed:

1. No amounts exceeding \$500.00.
2. The full details of the deferment, waiver, concession or write off is to be recorded on the appropriate financial record and the report to be provided to Council on a monthly basis

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995 section 6.12</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA77 GRAFFITI REMOVAL – PRIVATE PROPERTY

Objective of Delegation: To expedite graffiti removal from private property under the *Graffiti Vandalism Act 2016*.

Extent of Delegation: The authority to:

- (i) issue a notice requiring the removal of graffiti
- (ii) give effect to a notice requiring the removal of graffiti where a person fails to comply with the notice
- (iii) commence proceedings to recover costs incurred in giving effect to a notice requiring the removal of graffiti
- (iv) remove graffiti that has been applied without the consent of owner or occupier of property

Conditions imposed:

1. When issuing a notice requiring the removal of graffiti, person to be advised of their right to lodge an objection to the notice with the Chief Executive Officer or alternatively, or seek a review of the Town's decision to issue a notice from the State Administrative Tribunal.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services, Executive Manager Regulatory Services, Operations Manager
Formal Record:	Recorded in central records system
Heads of Power:	<i>Graffiti Vandalism Act 2016, sections 18(2), 19(3) & (4) & 25(1)</i>
Last Reviewed:	19 March 2019
Amended:	



Delegated Authority Register

DA78 PETTY CASH DISBURSEMENTS

- Objective of Delegation:** To streamline process for payment of miscellaneous office purchases.
- Extent of Delegation:** The authority to issue petty cash disbursements to a maximum value of \$100
- Conditions imposed:**
1. Petty cash voucher to be completed and signed by relevant officers with accompanying receipt, then countersigned by authorised/delegated officer.
 2. Requests for petty cash disbursements over \$100 to be referred to Executive Manager Corporate Services for approval.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Senior Customer Service Officer CHSP Coordinator
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Adoption Date:	19 March 2019
Amended:	



Delegated Authority Register

DA79 DETERMINE APPLICATIONS FOR RATES EXEMPTION

Objective of Delegation:	To consider applications for rates exemption.
Extent of Delegation:	To administer a determination on applications for rates exemption in accordance with the Rates Exemption Policy.
Conditions imposed:	In accordance with Policy 2.1.4, organisations are required to reapply for a rates exemption each financial year.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Adoption Date:	16 July 2019
Amended:	



Delegated Authority Register

DA80 DETERMINE APPLICATIONS FOR MORE THAN 3 CATS

Objective of Delegation: To expedite consideration of applications for more than 3 cats.

Extent of Delegation: Authority to approve applications to keep more than 3 cats per property provided there are no objections from adjoining owners.

Conditions imposed: An assessment of the prescribed premises be undertaken in accordance with section 2.4 of the *Town of East Fremantle Cat Local Law 2016*.

Adjoining property owners are to be informed in writing of the application, and invited to comment. If objections are received to an application, a report will be provided to Council for determination.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Cat Act 2011</i> <i>Town of East Fremantle Cat Local Law 2016</i>
Adoption Date:	17 September 2019
Amended:	

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

4.5 Motions of which previous notice has been given

- (1) *Unless the Act, Regulations or this local law otherwise provide, a member may raise at a meeting such business of the Town as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO or at the last Council meeting.*
- (2) *A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.*
- (3) *A notice of motion must relate to the good government of persons in the district.*
- (4) *The CEO—*
 - (a) *with the concurrence of the Mayor, may exclude from the notice paper any notice of motion that he or she considers to be out of order under clause 8.2(1), such as a breach of clause 7.7 and 7.13 of this local law; and*
 - (b) *may make such amendments to the form, but not the substance, as will bring the notice of motion into due form.*

13.1 Cr M McPhail - Voting at Council Meetings

With a new Council, and with Council meetings now happening in a more digital manner, the following motion is proposed:

“That Council’s voting pattern be minuted for every vote.”

Administration comments:

Cr McPhail has advised that the proposed motion is to cover all future meetings, not just electronic meetings during the current state of emergency.

Section 5.21 (4) of the *Local Government Act 1995* provides;

- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present,**on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*

13.2 Cr M McPhail – Public Art Reserve Allocation – One Year Deferral

Council acknowledges the need to prepare a ‘no frills’ VY2021 budget following its decision to freeze rate yield in response to the COVID19 pandemic and economic emergency. In view of this, the following motion is proposed:

“That Council pause allocation of funds to the Public Art Reserve for FY2021, instead directing this funding to more essential services and capital works.”

Administration comment:

Officers support the proposed motion.

14. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

- 15. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
- 16. NEW BUSINESS OF AN URGENT NATURE
- 17. MATTERS BEHIND CLOSED DOORS

17. PROCEDURAL MOTION

That the meeting be closed to the public to discuss Item 17.1 under the terms of the *Local Government Act 1995, Section 5.23(2)(c)*.

- 17.1 Leeuwin Scout Hall Consideration of Future Use
Confidential Report (Separate Attachment)

- 18. CLOSURE