



MINUTES

Works Committee Minutes Tuesday, 27 May 2025 6:30 PM

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MINUTES

MINUTES OF THE ORDINARY MEETING OF THE WORKS COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY, 27 MAY 2025

1 DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

The Presiding Member opened the meeting at 6.31pm

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 RECORD OF ATTENDANCE

3.1 ATTENDANCE

The following members were in attendance:

Cr M Wilson Presiding Member
Cr T Natale
Cr A White
Cr A McPhail

The following staff were in attendance:

Ms Jacqueline Scott Executive Manager Technical Services
Ms Hayley Clark Operations Coordinator / Minute Secretary

3.2 APOLOGIES

Cr C Collinson
Mr J Throssell Chief Executive Officer

4 MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

5 DISCLOSURES OF INTEREST

Nil.

6 PUBLIC QUESTION TIME

Nil.

7 PRESENTATIONS/DEPUTATIONS

Nil.

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 WORKS COMMITTEE TUESDAY, 26 NOVEMBER 2024

OFFICER RECOMMENDATION

Moved Cr Natale, seconded Cr White

That the minutes of the Works Committee meeting held on Tuesday, 26 November 2024, be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY 4:0)

For: Crs Wilson, Natale, White, McPhail

Against: Nil

9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

10 REPORTS

Reports start on the next page

10.1 CAPITAL WORKS 2024 25 PROGRESS REPORT

Report Reference Number	WCR-383
Prepared by	Jacqueline Scott, Executive Manager Technical Services
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 27 May 2025
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

This report provides an update on the progress of the 2024/2025 Capital Works Program.

EXECUTIVE SUMMARY

This report provides the status of the 2024/2025 capital works program as at the end of April 2025.

The Council's adopted 2024/25 budget consisted of \$3.788m of capital renewal and upgrade projects, with the budget amended throughout the year resulting in a current budget of \$4.118m. The most notable amendment was an increase in the capex budget for EFCP from \$140,529 to \$590,277.

Annually projects are identified and adopted within the Annual Budget in accordance with the Town's Integrated Planning Framework. This references the Town's Strategic Community Plan, Corporate Business Plan and Long-Term Financial Plan.

The Town has completed 59% of the proposed works for 2024/25 with 33% proposed for carry over. 8% remains for completion during the final 2 months of the financial year.

BACKGROUND

The Town's current approved Capital Works Budget for the 2024/25 financial year totals \$4,118,400. At the end of April \$2,423,740 had been expended relating to a financial completion of 59%. Note that invoicing and payment will generally lag works completion by approximately one month. Additionally, implementation of a small number of items has been deferred to the 2025/26 year either due to unavoidable delay or to achieve improved financial outcomes.

The 2024/25 budget covers four categories: Plant and Equipment, Furniture and Equipment, Buildings, and Infrastructure. These are detailed in the following Table.

Account Description	Budget	Actuals	Proposed Carry forward	Comments
Plant & Equipment				
Totals: Plant & Equipment	\$641,853	\$180,840	\$415,909	
Upgrade of EV charger power connection adjacent to Town hall car park	\$20,000	\$4,486	\$15,909	Design underway, require submission to Wester Power.
Upgrade to Canopy of Rangers Vehicle	\$6,640	\$6,640		Completed
Kobota F3690	\$ 59,393	\$59,429		Delivered
Two EV Chargers for East Fremantle Community Park	\$ 44,000	Nil	Nil	subject to grant funding - no grant received
Isuzu MKR190 truck	\$90,000	Nil	\$90,000	Quotes were over budget – proposed carry forward and provide additional funds required in 25/26 (\$105k required)
Kobelco SK17SR-5	\$40,000	\$38,170		Delivered
Upgrade streetlights to LED, including smart lighting for major roads	\$310,000	Nil	\$310,000	Proposed to return funds to sustainability reserve pending outcome of Western Power pilot project
Isuzu 4.5T Tipper	\$71,820	\$72,115		Delivered
Furniture & Equipment				
Totals: Furniture & Equipment	\$61,000	\$50,998	Nil	
General Allocation	\$10,000	Nil		Ongoing
AV Council Chambers (Recording Equipment + Replace end of life equipment)	\$51,000	\$50,998		Completed
Buildings				
Totals: Buildings	\$2,267,334	\$1,158,412	\$800,925	
EH Gray various upgrades	\$22,500	\$23,146		Completed
Building upgrade - Hurricanes - Lighting	\$9,000	\$8,465		Completed
Building upgrade - Camp Waller - Eaves lining	\$4,500	0	\$4,500	Scope exceeds budget – works proposed for deferral
East Fremantle Community Park - Miscellaneous Works	\$590,277	\$373,937		Works substantially complete – water conditioner installation completed, invoice awaited
Solar and Battery Installation East Fremantle Community Park. Solar installation Town Hall, Depot and Dovenby House	\$796,425	Nil	\$796,425	Grant project – subject to retender for improved outcomes – budget carry over proposed.

Account Description	Budget	Actuals	Proposed Carry forward	Comments
East Fremantle Community Park - Scoreboard	\$50,000	TBC		EFFC implementing. Funding to be provided once Licence Agreement is executed.
Tricolore Soccer Club Upgrades	\$749,632	\$723,096		Works substantially completed
Buildings upgrade RCD's switchboards - Various	\$10,000	Nil		Quote received and under review for urgent implementation
Buildings upgrade door locks - Various	\$35,000	\$29,768		Works substantially complete.
Infrastructure				
Totals: Infrastructure	\$1,148,213	\$1,024,396	\$148,004	
Riverside Road (adjacent to Leeuwin Boat Ramp)	\$483,733	\$497,403		Completed
Preston Point Road - Above carpark near Tennis Club - Investigate and upgrade storage prior to water entering pipe to river	\$20,000	\$20,824		Completed
Limestone wall replacement - Glasson Park	\$40,000	\$18,182	\$13,000	Value engineering undertaken meet budget, works will be finalised in 25/26.
Extend cricket practice nets hardstand by approx 6m - Henry Jeffrey & Preston Point Ovals	\$30,000	\$30,397		Completed
Rotunda replacement – Merv Cowan Park	\$55,000	\$56,127		Completed
Bin upgrades	\$10,000	\$11,222		Completed
Bore test/replacement - Foreshore Parks	\$30,000	Nil	\$30,000	Proposed for deferral due to budget constraints
Bore pump test - Stratford Street Park	\$10,000	Nil	\$10,000	Proposed for deferral due to budget constraints
Irrigation upgrade - Marjorie Green Park	\$10,000	\$5,000		Works complete
Irrigation upgrade tie in to existing system - Locke Park	\$35,000	Nil		Was proposed as a back-up for EFCP but identified not to be a suitable solution - budget to be reallocated to other EFCP works
Upgrade of Retic - Preston Point	\$20,000	\$4,368		Completed
Drink Fountains	\$10,000	\$11,345		Completed

Account Description	Budget	Actuals	Proposed Carry forward	Comments
Rotunda replacement - Wayman Park	\$40,000	\$40,037		Completed
Wayman soft-fall upgrade for exercise equipment	\$14,000	Nil		Quotes under review (within budget) – works may carry over due to DBCA approvals.
Carparks - General Allocation	\$10,000	\$7,380		Ongoing
Pram ramp upgrades to DDA standards (20 pram ramps)	\$10,000	\$9,091		Completed
Moss St, (west side), between Canning Hwy & George St	\$86,400	\$72,000		Completed
George Street (north side), between Hubble St & Duke St	\$75,000	\$95,004	\$95,004	Quote over budget – carried forward
Riverside Road (West side), adjacent to Leeuwin Boat Ramp	\$49,500	\$46,775		Completed
Preston Point Rd (west side), between Bolton St & Pier St	\$109,580	\$99,241		Completed

CONSULTATION

N/A

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations 1996 – (11)

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

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

The 2024/25 Capital Works Program has a total budget value of \$4,118,400, of which \$1,313,834 is proposed to be carried over for implementation in the 2025/26 financial year.

STRATEGIC IMPLICATIONS

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

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with

the Town’s unique heritage and open spaces

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

RISK IMPLICATIONS

RISKS

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

RISK MATRIX

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

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

RISK RATING

Risk Rating	8
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

N/A

COMMENT

Overall Status

As of the end of April 2025 the Capital Works Program expenditure was 59% complete, with a further 33% identified for carry-over to 2025/26. This leave 8% expenditure remaining to be completed within the remainder of the 2024/25 financial year with 16.7% of the financial year remaining.

Carry overs will be approved via the annual budgetary process, and the approved budget will confirm final carry over decisions. The percentage of 33% proposed for carry over to 2025/26 is significant. This is primarily impacted by two key environmental initiatives: the Solar panel and electrical vehicle charging projects collectively account for 21% and the Street Lighting conversion to LED accounts for 8%. This leaves just 4% of program deferrals that relate to factors primarily within the control of the Town. This

demonstrates the importance of thorough project planning, including scoping, budgeting and scheduling when capital works budgets are formulated. The delays on the environmental projects will be managed via the Sustainability and Environmental Reserve.

Plant and Equipment

Plant and Equipment is forecasting a reduced expenditure for 2024/25 with the following key variances.

- The Upgrade of the EV power connection at Dovenby House – budget \$20,000. This is awaiting an electrical design to allow a submission to be made to Wester Power to relocate and upgrade the power supply. The remaining funds are proposed to be carried forward to 25/26.
- The Town did not secure the required grant for the EV Chargers for East Fremantle Community Park. The project did not proceed.
- The upgrading of the streetlights to LED has been put on hold. Western Power are currently completing a pilot program under which LED replacements are fully funded by Western Power. The Town is awaiting the outcome of the pilot program to confirm if works can be completed without the demand for Town expenditure of \$310,000. This would then allow these funds to be re-allocated to alternative sustainability projects. Within the Long-Term Financial Plan.
- The quotes for the replacement of the Isuzu MKR190 truck were over budget and will require additional funds of approximately \$15,000 to be allocated in 2024/25 to support this purchase. The current vehicle is in suitable condition to remain in service until that time, and accordingly approval of a 24/25 budget variation was not sought from Council.

In total it is proposed that \$459,909 be carried forward to 2025/26, with the remainder of the program now completed on budget.

Furniture and Equipment

The upgrade of the Council Chamber recording equipment was completed. The General Allocation of \$10,000 remains for ongoing furniture and equipment replacements during the financial year. This is expended reactively in the early months of the year and proactively in the final months.

Buildings

The primary variation is for the Solar and Battery Installation at East Fremantle Community Park. These works have been re-tendered to seek improved outcomes and accordingly \$796,425 is proposed to be carried forward to 2025/26 (noting 50% is grant funded)

A secondary variation is the works to replace the Camp Waller Eaves – budget \$4,500. Inspections identified that additional works were required, and the works have been deferred to 2025/26 when additional funds will allow a more appropriate scope to be completed.

Infrastructure

The Glasson Park retaining wall quotes came in significantly over budget. Value Engineering was completed allowing a reduced cost option to be implemented that will be below budget. This has resulted in a delay to the project, which is expected to run into 25/26 with only the remaining required funds of \$13,000 proposed to be carried forward.

Two Bore test/replacement projects of \$40,000 combined value were deferred due to budget constraints as the condition did not require urgent action. The funds should be carried forward to account as the replacement liability remains.

CONCLUSION

The Capital works program is forecast to be delivered on budget, however with a significant number of carry forwards. Officers will review the program to introduce improved processes to ensure that, firstly, the capital program is achievable and resourced and secondly, that the program is monitored and supported to gain improved outcomes in future years. Continuous Improvement will be a key focus for the management of the delivery of the Capital Works program in future years. The intention will be to see completion rates are improved to > 90% completion. This figure would benchmark well against other Local Government organisations and would represent a significant improvement over the 2024/25 forecast financial completion of 68%.

10.1 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 012705

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr White

That the Works Committee receives and notes the status of the Capital Works Program assessed as at end of April 2025.

(CARRIED UNANIMOUSLY 4:0)

For: Crs Wilson, Natale, McPhail, White

Against: Nil

REPORT ATTACHMENTS

Nil

10.2 BEACH EMERGENCY NUMBERS (BEN) SIGNS REPORT

Report Reference Number	WCR-381
Prepared by	Hayley Clark, Operations Coordinator
Supervised by	Jacqueline Scott, Executive Manager Technical Services
Meeting date	Tuesday, 27 May 2025
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

This report is to inform the Works Committee of the Town's collaboration with the Department of Primary Industries and Regulation (DPIRD) to install 12 BEN signs along various locations on the Swan River.

EXECUTIVE SUMMARY

The Beach Emergency Numbers (BEN) system – named in honour of fatal shark bite victim Ben Gerring - is a coding system that aims to improve emergency response times by installing signs with unique codes at beach access points.

These signs provide specific location information which is vital when emergency services are deployed in the event of a shark sighting, bite or other emergency.

In December 2017, the Western Australian Government launched a grants program to provide financial assistance to coastal Local Governments from Geraldton to the South Australian border to introduce BEN signs at beaches.

In December 2020, the program was extended and now includes 42 local governments and over 1783 signs.

BACKGROUND

In March 2025, DPIRD contacted the Town and proposed collaborating on the development and installation of BEN signs at various locations along the river.

Subsequent meetings with DPIRD and site visits have been undertaken with final locations agreed upon.

DPIRD are the lead agency, responsible for:

- Review of proposed sign locations in conjunction with the Town.
- Development of the BEN codes, addresses and other data.
- Liaison with the Town regarding sign production and installation.
- Audits to ensure signs have been installed at the correct locations.
- Provision and maintenance of BEN data on data.wa.gov.au for emergency services and sharksmart.com.au for the public.

Emergency Services Organisations including WA Police, Department of Fire and Emergency Services and St John Ambulance integrate the BEN data into their Computer Aided Dispatch (CAD) systems.

The Town will be responsible for signage location assessment and installation, its own data management and ongoing maintenance of (and replacement of damaged / stolen) BEN signs.

CONSULTATION

N/A

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

DPIRD are fully funding the manufacture of the BEN Signs and supporting infrastructure.

Signage installation and ongoing maintenance / replacement is the responsibility of the Town, estimated to be under \$500 per annum following initial labour costs to install the signs. These costs are expected to be minimal and absorbed by operating accounts.

STRATEGIC IMPLICATIONS

This aligns to Strategic Objective 4.1 - Conserve, maintain and enhance the Town's open spaces by improving the safety of the river foreshore.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Emergency Services take longer to attend a critical incident due to inability to promptly identify the location	Possible (3)	Extreme (5)	High (10-16)	HEALTH Long term disability/multiple injuries	Accept Officer Recommendation

RISK MATRIX

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

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

RISK RATING

Risk Rating	15
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

N/A

COMMENT

A BEN sign template has been created for consistency across Western Australia.

The two-sided sign has a uniform red and green sign on the front and a beach closure alert on the back.

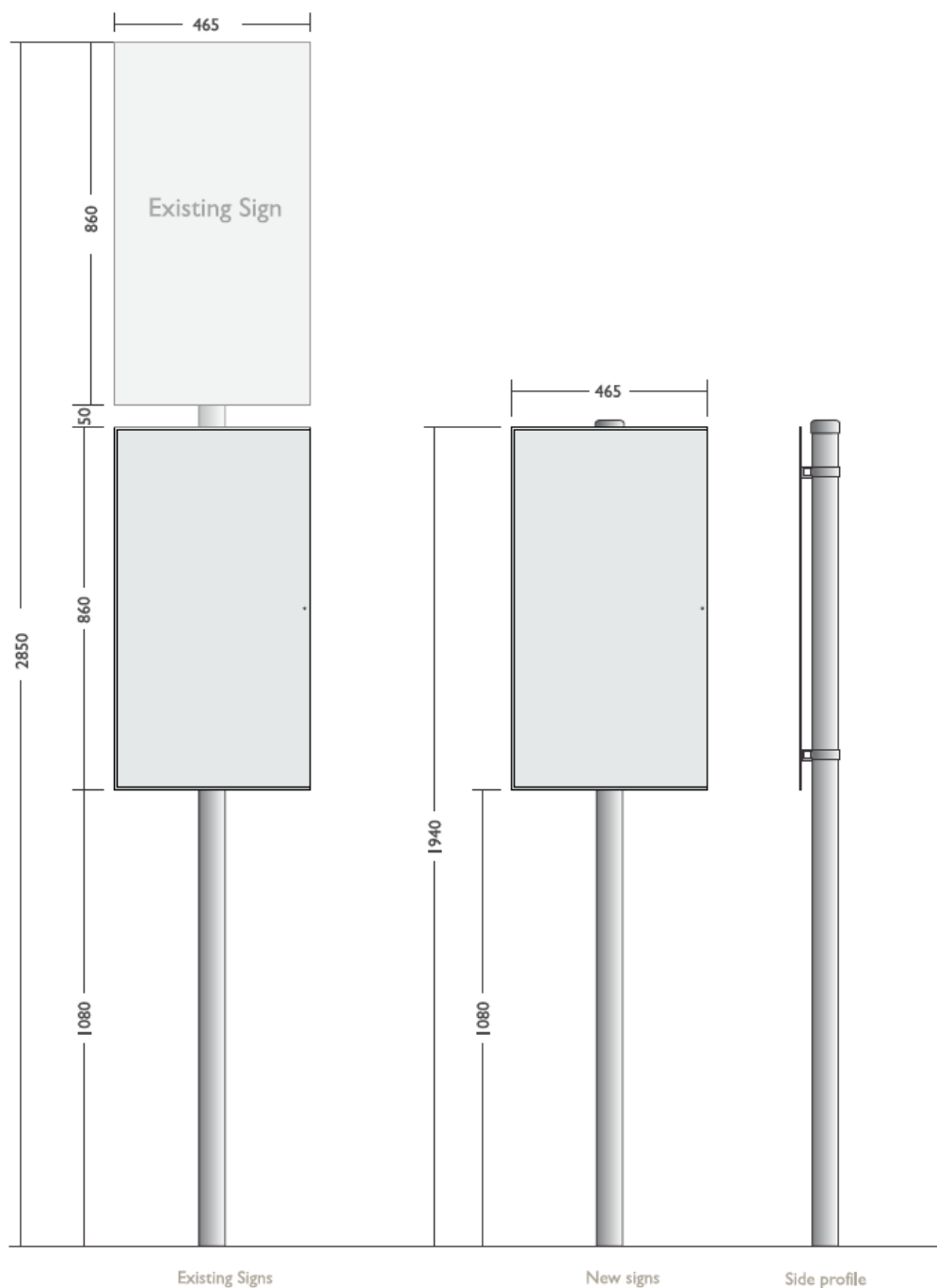
The template takes into consideration the AS 2416 - 2010 Water safety signs and beach safety flags, National Aquatic and Recreational Signage Style Manual (Third Edition), City of Mandurah BEN sign design and other Western Australian Government guidelines.

The aluminium frame and cable tie design reduce the risk of sign corrosion which is an issue with hinged signs and padlocks (when used long-term), however, LGAs may wish to consider other ways to secure signs into frames including cup washers. LGAs will need to consider maintenance and replacement costs in the event signs are damaged or stolen.

A communications plan will be developed, and information will be advertised on our website and social media. This will advise the public of the BEN Signs and answer frequently asked questions.

Design Template:





Each BEN sign has a unique code based on an area prefix followed by a one to five digit number.

The one to five digit numbers, which are usually not sequential, are based on the distance along the coastline from the beach nearest the sign and the LGA's northern or western boundary. For example, AU10 translates to the Shire of Augusta-Margaret River, 1 km from the Shire's northern boundary. This means the BEN code increases going further south or east within a local government area.

The unique BEN codes will be assigned by DPIRD Geospatial Services and provided to local governments.

CONCLUSION

In the second half of 2025 the Town will be installing 12 BEN signs along river beach access points. Information regarding the signs will be communicated to residents prior to installation taking place.

The project is fully funded by DPIRD (excluding installation costs), and ongoing maintenance/ sign replacement will be the responsibility of the Town.

Example sign



10.2 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 022705

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr White

That the Works Committee notes the proposal to adopt BEN signs within the Town of East Fremantle.

(CARRIED UNANIMOUSLY 4:0)

For: Crs Wilson, Natale, McPhail, White

Against: Nil

REPORT ATTACHMENTS

Attachments start on the next page



11 MATTERS BEHIND CLOSED DOORS

Nil.

12 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 6.59pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Works Committee** of the Town of East Fremantle, held on **27 May 2025**, Minute Book reference **1.** to **12.** were confirmed at the meeting of the Committee on*

22 JULY 2025



Presiding Member