



AGENDA

Council Meeting

Tuesday, 18 June 2019 at 7.00pm

Disclaimer

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

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

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

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

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

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

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

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

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

A Deputation invited to attend a Council meeting:

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

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

Procedure for Presentations

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

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

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

Procedure for Public Question Time

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

Council (as required by the *Local Government Act 1995*) sets aside a period of 'Public Question Time' to enable a member of the public to put up to two (2) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Mayor may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

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

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

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

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

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

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NOTICE OF MEETING

Elected Members

An Ordinary Meeting of the Council will be held on Tuesday, 18 June 2019 in the Council Chamber, 135 Canning Highway East Fremantle commencing at **7.00pm** and your attendance is requested.



GARY TUFFIN
Chief Executive Officer

AGENDA

1. OFFICIAL OPENING

2. ACKNOWLEDGEMENT OF COUNTRY

"On behalf of the Council I would like to acknowledge the Nyoongar people as the traditional custodians of the land on which this meeting is taking place."

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

6. PRESENTATIONS/DEPUTATIONS

6.1 Presentations
Nil.

6.2 Deputations

7. APPLICATIONS FOR LEAVE OF ABSENCE

7.1 Cr M McPhail
20 June to 20 July 2019

7.2 Cr C Collinson
9 July to 1 August 2019

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Meeting of Council (21 May 2019)

8.1 OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 21 May 2019 be confirmed as a true and correct record of proceedings.

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS
Nil.

11. REPORTS AND RECOMMENDATIONS OF COMMITTEES
Nil.

12. REPORTS

12.1 FINANCE

12.1.1 Monthly Financial Report (Containing the Statement of Financial Activity) – May 2019

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	18 June 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Monthly Financial Report for the Period Ended 31 May 2019 2. Capital Works Report

Purpose

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity) for the month ended 31 May 2019.

Executive Summary

The Monthly Financial Report provides an overview of key financial activity. Two Statements of Financial Activity have been prepared, 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 2019.

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.

As part of the adopted 2018/19 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 2018/19 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.

The monthly Financial Report for the period ended 31 May 2019 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 Reports are 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

Nil.

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.

There are no proposed changes to the current budget forecast as presented to Council in the mid-year budget review.

The statement of financial activity is to be supported by such information as is considered relevant by the local government containing:

- an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
- an explanation of each of the material variances; and
- supporting information as is considered relevant by the local government.

Strategic Implications

The monthly financial report is the key 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.

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 does not endorse the financial statements	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

Comment

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

	Original Budget	Current Budget	Year to Date Budget	May Actuals
Opening Surplus	782,857	785,889	785,889	785,889
Operating Revenue	10,430,366	10,389,928	10,176,917	10,267,279
Operating Expenditure	(12,130,190)	(11,865,902)	(10,875,007)	(10,308,248)
Capital Expenditure	(2,980,169)	(2,361,419)	(2,164,415)	(1,141,304)
Capital Income	307,479	307,479	295,163	262,663
Net Transfers from Reserves	867,277	234,777	215,204	(48,893)
Non-Cash Items	2,722,380	2,510,473	2,303,538	2,283,587
Closing Surplus	0	1,225	737,288	2,103,472
Unrestricted Cash				2,476,758
Restricted Cash				2,131,528

- Rates were levied in the month of July;
- Capital expenditure is 51% of the full year budget at the end of May. A Capital Works Report is now being produced automatically 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 will form part of the monthly financial report moving forward.
- 98% of rates were collected by the end of May. Council's Debt Collection Policy sets a benchmark target of 5% for its outstanding rates ratio. The end of year result is forecast to be better than this benchmark.

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.

Proposed Budget Variations:

A variance analysis between year to date actuals and current budget has been undertaken at account level, and the following budget variations are recommended for Council approval. A number of variations have arisen due to an interrogation of capital expenditure, including the reclassification of expenditure from capital to operating (minor equipment). There are also a number of contra budget variation (i.e. nil net impact on net current assets) within business units.

Account Number	Account Description	Current Budget	Amended Budget	Variance
E11713	Parks/Reserve Sign Replacement	(\$100,000)	(\$50,000)	\$50,000
E12699	Footpath – Canning Highway (between Allen and Hamilton)	(\$17,000)	\$0	\$17,000
E14604	Depot – Admin Building and Surrounds	(\$75,385)	(\$60,000)	\$15,385
216	Transfer to Committed Works Reserve	(\$655,500)	(\$737,885)	(\$82,385)
E04209	Office Maintenance	(\$44,000)	(\$64,000)	(\$20,000)
E04249	Minor Equipment	(\$6,000)	(\$12,000)	(\$6,000)
E05212	Minor Equipment	(\$2,500)	(\$10,500)	(\$8,000)



E07218	Public Health Programme	(\$5,000)	(\$15,000)	(\$10,000)
E08210	HACC – All Service Programs	(\$131,537)	(\$151,537)	(\$20,000)
I08081	HACC – Sundry Income	\$10,016	\$30,016	\$20,000
E10205	FOGO Implementation and Waste Education	(\$0)	(\$20,000)	(\$20,000)
E10203	Ratepayer Tip Pass Fees	(\$20,000)	(\$37,500)	(\$17,500)
E11247	Minor Equipment	(\$15,000)	(\$42,000)	(\$27,000)
E11685	Public Art Capex	(\$68,000)	(\$41,000)	\$27,000
E14204	Consultants – Operations	(\$25,000)	(\$75,000)	(\$50,000)
E14290	PWO Allocated to Works	\$879,512	\$929,512	\$50,000
I11194	Wauhop Soccer Ground Fees	\$0	\$6,500	\$6,500
I12180	Fines and Penalties - Parking	\$120,000	\$160,000	\$40,000
I12181	Parking Fees	\$155,000	\$190,000	\$35,000
Change in Net Current Assets				\$0

Deferral of June 2019 Monthly Financial Report:

As per previous years, it is proposed that the June 2019 Monthly Financial Report be presented to Council at the August Ordinary Meeting.

A significant amount of work is required to finalise the end of year accounts (accruals, reconciliation of reserves, reconciliation of leave provisions, reconciliation of fixed assets, fair value of property, plant and equipment) and it is proposed that the presentation of the June Financial statements be deferred until the accounts are finalised. This will allow a thorough comparison of June 30 balances against the 2018/19 Budget, including net current assets carried forward.

12.1.1 OFFICER RECOMMENDATION

That Council:

1. receives the Monthly Financial Report (Containing the Statement of Financial Activity) for the month ended 31 May 2019.
2. notes the municipal surplus of \$2,103,472, which comprises of \$2,476,758 in unrestricted cash, as at 31 May 2019.
3. receives the Capital Works Report.
4. pursuant to section 6.8 of the *Local Government Act 1995*, by absolute majority, approve to amend the 2018/19 municipal budget, by adopting the schedule of budget variations below, resulting in a nil change in net current assets of \$1,225 as at 30 June 2019.
5. approves the deferral of the June 2019 Monthly Financial Report until the August 2019 Ordinary Council Meeting, as permissible under regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Account Number	Account Description	Current Budget	Amended Budget	Variance
E11713	Parks/Reserve Sign Replacement	(\$100,000)	(\$50,000)	\$50,000
E12699	Footpath – Canning Highway (between Allen and Hamilton)	(\$17,000)	\$0	\$17,000
E14604	Depot – Admin Building and Surrounds	(\$75,385)	(\$60,000)	\$15,385

216	Transfer to Committed Works Reserve	(\$655,500)	(\$737,885)	(\$82,385)
E04209	Office Maintenance	(\$44,000)	(\$64,000)	(\$20,000)
E04249	Minor Equipment	(\$6,000)	(\$12,000)	(\$6,000)
E05212	Minor Equipment	(\$2,500)	(\$10,500)	(\$8,000)
E07218	Public Health Programme	(\$5,000)	(\$15,000)	(\$10,000)
E08210	HACC – All Service Programs	(\$131,537)	(\$151,537)	(\$20,000)
I08081	HACC – Sundry Income	\$10,016	\$30,016	\$20,000
E10205	FOGO Implementation and Waste Education	(\$0)	(\$20,000)	(\$20,000)
E10203	Ratepayer Tip Pass Fees	(\$20,000)	(\$37,500)	(\$17,500)
E11247	Minor Equipment	(\$15,000)	(\$42,000)	(\$27,000)
E11685	Public Art Capex	(\$68,000)	(\$41,000)	\$27,000
E14204	Consultants – Operations	(\$25,000)	(\$75,000)	(\$50,000)
E14290	PWO Allocated to Works	\$879,512	\$929,512	\$50,000
I11194	Wauhop Soccer Ground Fees	\$0	\$6,500	\$6,500
I12180	Fines and Penalties - Parking	\$120,000	\$160,000	\$40,000
I12181	Parking Fees	\$155,000	\$190,000	\$35,000
				\$0

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 May 2019

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

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**Town of East Fremantle
Information Summary
For the Period Ended 31 May 2019**

Key Information

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2019 of \$2,103,472.

Items of Significance

The material variance adopted by the Town of East Fremantle for the 2018/19 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	103%	\$ 379,214	\$	347,545	\$ 390,145
Footpath Program	58%	\$ 355,000	\$	325,402	\$ 207,612
Carpark Projects	34%	\$ 120,000	\$	109,978	\$ 40,447
Grants, Subsidies and Contributions					
Commonwealth Home Support Programme	97%	\$ 828,170	\$	759,154	\$ 807,264
Roads to Recovery Non-Operating Grant	100%	\$ 147,726	\$	135,410	\$ 147,436
	98%	\$ 975,896	\$	894,564	\$ 954,700
Rates Levied	100%	\$ 7,819,800	\$	7,837,624	\$ 7,817,991

% Compares current ytd actuals to annual budget

Financial Position

	Current Year
Adjusted Net Current Assets	\$ 2,103,471
Cash and Equivalent - Unrestricted	\$ 2,476,758
Cash and Equivalent - Restricted	\$ 2,131,528
Receivables - Rates	\$ 207,445
Receivables - Other	\$ 155,606
Payables	\$ 114,822

% 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

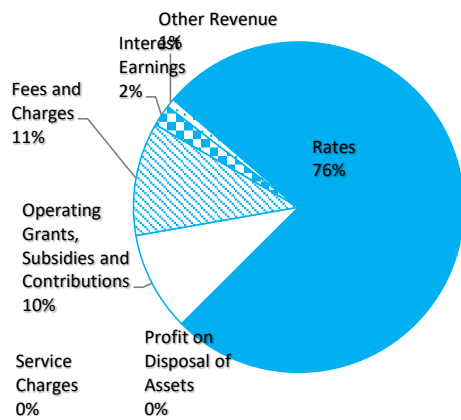
Prepared by:

Reviewed by: Peter Kocian

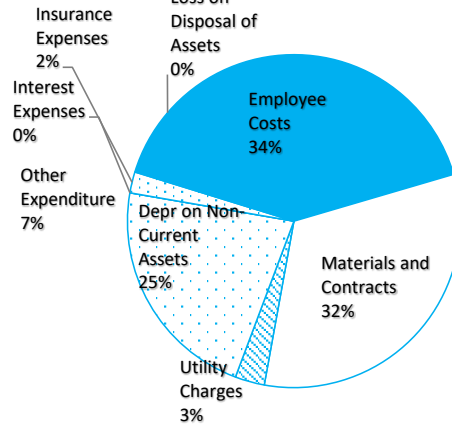
Date prepared: 10 June 2019

Town of East Fremantle
Information Summary
For the Period Ended 31 May 2019

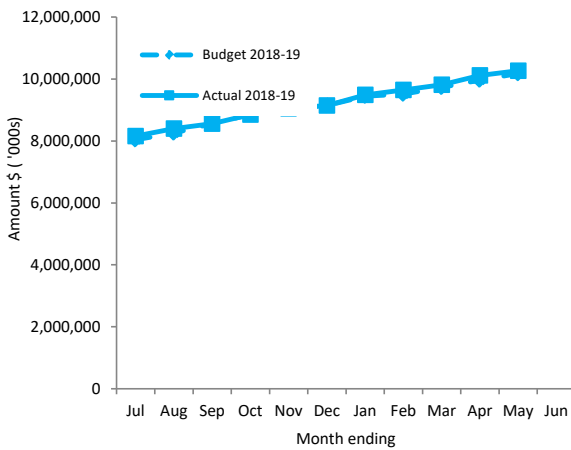
Operating Revenue



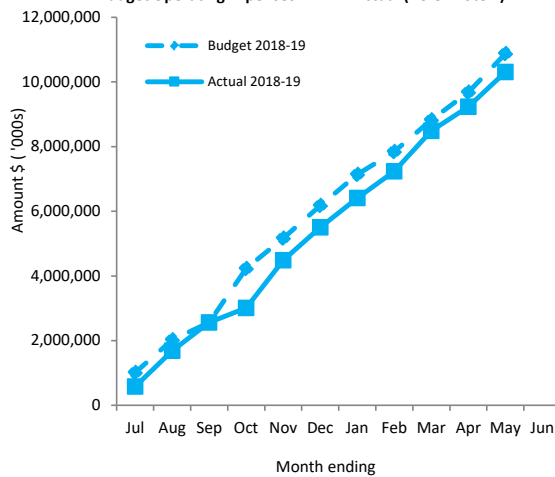
Operating Expenditure



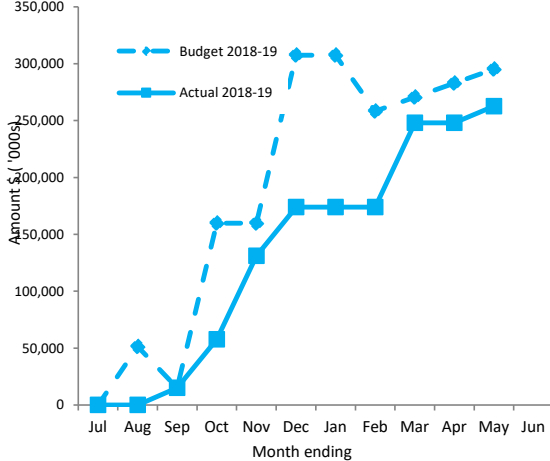
Budget Operating Revenues -v- Actual (Refer Note 2)



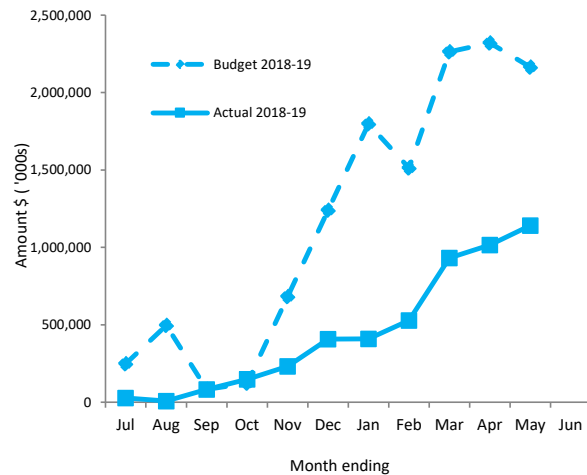
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



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 FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 May 2019

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Amended Budget (August OCM) -	Current Budget - Apr	Current Budget - May	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)	3	\$ 782,857	782,857	782,857	785,889	785,889	\$ 785,889	\$ 785,889	\$ 0	0%	
Revenue from operating activities											
Governance		20,500	20,500	20,500	5,500	5,500	5,027	637	(4,390)	(87%)	
General Purpose Funding - Rates	9	7,819,800	7,819,800	7,819,800	7,837,624	7,837,624	7,837,624	7,817,991	(19,633)	(0%)	
General Purpose Funding - Other		371,766	371,766	371,766	394,914	394,914	361,966	388,937	26,971	7%	
Law, Order and Public Safety		29,180	29,180	29,180	29,922	29,922	27,412	42,832	15,420	56%	▲
Health		14,577	14,577	14,577	15,577	15,577	14,256	14,767	511	4%	
Education and Welfare		912,422	912,422	912,422	915,070	915,070	838,794	899,410	60,616	7%	
Housing		80,080	80,080	80,080	83,580	83,580	76,604	77,580	976	1%	
Community Amenities		210,000	210,000	210,000	216,500	216,500	198,418	144,545	(53,873)	(27%)	▼
Recreation and Culture		389,324	389,324	389,324	312,624	312,624	286,484	315,178	28,694	10%	▲
Transport		444,000	444,000	444,000	464,900	464,900	426,129	437,771	11,642	3%	
Economic Services		107,200	107,200	107,200	72,200	72,200	66,154	77,394	11,240	17%	▲
Other Property and Services		31,517	31,517	31,517	41,517	41,517	38,049	50,237	12,188	32%	▲
		10,430,366	10,430,366	10,430,366	10,389,928	10,389,928	10,176,917	10,267,279			
Expenditure from operating activities											
Governance		(1,151,546)	(1,151,547)	(1,151,547)	(1,203,819)	(1,233,819)	(1,130,811)	(1,102,876)	27,935	2%	
General Purpose Funding		(97,763)	(97,763)	(97,763)	(112,259)	(112,259)	(102,872)	(91,304)	11,568	11%	▲
Law, Order and Public Safety		(154,617)	(154,617)	(154,617)	(176,342)	(176,342)	(161,535)	(143,875)	17,660	11%	▲
Health		(197,651)	(197,651)	(197,651)	(195,654)	(195,654)	(179,245)	(159,315)	19,930	11%	▲
Education and Welfare		(1,057,823)	(1,057,823)	(1,057,823)	(1,078,840)	(1,078,840)	(988,845)	(1,053,187)	(64,342)	(7%)	
Housing		(55,630)	(55,630)	(55,630)	(55,680)	(55,680)	(51,018)	(43,073)	7,945	16%	▲
Community Amenities		(2,792,901)	(2,792,902)	(2,792,902)	(2,633,143)	(2,633,143)	(2,413,554)	(2,171,757)	241,797	10%	▲
Recreation and Culture		(3,024,758)	(3,024,757)	(3,024,757)	(3,468,022)	(3,468,022)	(3,178,175)	(3,114,339)	63,836	2%	
Transport		(3,297,255)	(3,297,251)	(3,297,251)	(2,612,401)	(2,612,401)	(2,394,370)	(2,199,792)	194,578	8%	
Economic Services		(127,963)	(127,963)	(127,963)	(105,459)	(105,459)	(96,657)	(83,954)	12,703	13%	▲
Other Property and Services		(172,283)	(172,283)	(172,283)	(194,283)	(194,283)	(177,925)	(144,775)	33,150	19%	▲
		(12,130,190)	(12,130,187)	(12,130,187)	(11,835,902)	(11,865,902)	(10,875,007)	(10,308,248)			
Operating activities excluded from budget											
Add back Depreciation		2,695,133	2,695,133	2,695,133	2,483,226	2,483,226	2,276,291	2,268,801	(7,489)	(0%)	
Adjust (Profit)/Loss on Asset Disposal	8	27,247	27,247	27,247	27,247	27,247	27,247	11,785	(15,462)	(57%)	▼
Movement between Current/Non-Current Assets/Liabilities								3,000	3,000		
Amount attributable to operating activities		2,722,380	2,722,380	2,722,380	2,510,473	2,510,473	2,303,538	2,283,587			
Investing Activities											
Non-operating Grants, Subsidies and Contributions	11	147,726	147,726	147,726	147,726	147,726	135,410	147,436	12,026	9%	
Proceeds from Disposal of Assets	8	159,753	159,753	159,753	159,753	159,753	159,753	115,227	(44,526)	(28%)	▼
Land and Buildings		(328,885)	(328,885)	(418,885)	(481,500)	(406,500)	(372,559)	(139,510)	233,049	63%	▲
Infrastructure Assets - Roads		(538,500)	(538,500)	(492,500)	(465,714)	(379,214)	(347,545)	(390,145)	(42,600)	(12%)	▼
Infrastructure Assets - Public Open Space		(213,000)	(213,000)	(196,332)	(199,832)	(184,832)	(169,389)	(53,972)	115,417	68%	▲
Infrastructure Assets - Footpaths		(348,000)	(348,000)	(348,000)	(390,000)	(355,000)	(325,402)	(207,612)	117,790	36%	▲
Infrastructure Assets - Drainage		(50,000)	(50,000)	(50,000)	(85,000)	(85,000)	(77,913)	0	77,913	100%	▲
Infrastructure Assets - Other		(105,000)	(105,000)	(105,000)	(148,000)	(123,000)	(112,761)	(47,373)	65,388	58%	▲
Infrastructure Assets - Carparks		(705,000)	(705,000)	(705,000)	(307,000)	(120,000)	(109,978)	(40,447)			
Plant and Equipment		(671,784)	(671,784)	(671,784)	(669,873)	(669,873)	(614,031)	(233,693)	380,338	62%	▲
Furniture and Equipment		(20,000)	(20,000)	(20,000)	(38,000)	(38,000)	(34,837)	(26,052)	8,785	25%	▲
Amount attributable to investing activities		(2,672,690)	(2,672,690)	(2,700,022)	(2,477,440)	(2,053,940)	(1,869,252)	(876,141)			
Financing Activities											
Transfer from Reserves	7	1,020,289	1,020,289	1,020,289	1,043,289	1,043,289	956,329	0	(956,329)	(100%)	▼
(Transfer to Reserves)	7	(153,012)	(153,012)	(153,012)	(400,012)	(808,512)	(741,125)	(48,893)	692,232	93%	▲
Amount attributable to financing activities		867,277	867,277	867,277	643,277	234,777	215,204	(48,893)			
Closing Funding Surplus(Deficit)	3	0	3	(27,329)	16,225	1,225	737,288	2,103,472			
Check against Net Current Assets								2,103,471			
								1			

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 31 May 2019

Note	Annual Budget -	Annual Budget -	Amended Budget	Current Budget -	Current Budget -	Amended	YTD	Var. \$	Var. %	Var.
	Hardcoded	Synergy	(August OCM) - Synergy	Apr	May	YTD Budget	Actual (b)	(b)-(a)	(b)-(a)/(a)	
	\$					\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	782,857	782,857	782,857	785,889	785,889	785,889	785,889	0	0%
Revenue from operating activities										
Rates	9	7,819,800	7,819,800	7,819,800	7,837,624	7,837,624	7,817,991	(19,633)	(0%)	
Operating Grants, Subsidies and Contributions	11	1,165,936	1,216,936	1,216,936	1,172,984	1,172,984	1,075,217	(78,272)	(7%)	
Fees and Charges		1,175,630	1,124,630	1,124,630	1,070,520	1,070,520	981,112	(158,332)	(16%)	
Interest Earnings		192,000	192,000	192,000	217,000	217,000	198,902	(16,149)	(8%)	
Other Revenue		77,000	77,000	77,000	91,800	91,800	84,062	(4,381)	(5%)	
Profit on Disposal of Assets	8	0	0	0	0	0	9,405			
		10,430,366	10,430,366	10,430,366	10,389,928	10,389,928	10,176,917			
Expenditure from operating activities										
Employee Costs		(3,683,695)	(3,683,695)	(3,683,695)	(3,732,724)	(3,732,724)	(3,421,374)	(90,686)	(3%)	
Materials and Contracts		(4,464,706)	(4,464,703)	(4,464,703)	(4,344,005)	(4,374,005)	(4,008,169)	(668,825)	(17%)	
Utility Charges		(310,950)	(310,950)	(310,950)	(330,950)	(330,950)	(303,248)	(8,148)	(3%)	
Depreciation on Non-Current Assets		(2,695,133)	(2,695,133)	(2,695,133)	(2,483,226)	(2,483,226)	(2,276,252)	(7,451)	(0%)	
Insurance Expenses		(251,449)	(251,449)	(251,449)	(251,813)	(251,813)	(230,637)	(19,723)	(9%)	
Other Expenditure		(697,010)	(697,010)	(697,010)	(665,937)	(665,937)	(610,357)	(660,838)	(8%)	
Loss on Disposal of Assets	8	(27,247)	(27,247)	(27,247)	(27,247)	(27,247)	(24,970)			
		(12,130,190)	(12,130,187)	(12,130,187)	(11,835,902)	(11,865,902)	(10,875,007)			
Operating activities excluded from budget										
Add back Depreciation		2,695,133	2,695,133	2,695,133	2,483,226	2,483,226	2,276,291	(7,489)	(0%)	
Adjust (Profit)/Loss on Asset Disposal	8	27,247	27,247	27,247	27,247	27,247	11,785	(15,462)	(57%)	
Movement between Current/Non-Current Assets/Liabilities							3,000	3,000		
Amount attributable to operating activities		2,722,380	2,722,380	2,722,380	2,510,473	2,510,473	2,303,538			
Investing activities										
Non-operating Grants, Subsidies and Contributions	11	147,726	147,726	147,726	147,726	147,726	135,410	(12,026)	(9%)	
Proceeds from Disposal of Assets	8	159,753	159,753	159,753	159,753	159,753	115,227	(44,526)	(28%)	
Land and Buildings		(328,885)	(328,885)	(418,885)	(481,500)	(406,500)	(372,559)	(139,510)	(23%)	
Infrastructure Assets - Roads		(538,500)	(538,500)	(492,500)	(465,714)	(379,214)	(347,545)	(390,145)	(42%)	
Infrastructure Assets - POS		(213,000)	(213,000)	(196,332)	(199,832)	(184,832)	(169,389)	(53,972)	(29%)	
Infrastructure Assets - Footpaths		(348,000)	(348,000)	(348,000)	(390,000)	(355,000)	(325,402)	(207,612)	(59%)	
Infrastructure Assets - Drainage		(50,000)	(50,000)	(50,000)	(85,000)	(85,000)	(77,913)	(7,087)	(8%)	
Infrastructure Assets - Other		(105,000)	(105,000)	(105,000)	(148,000)	(123,000)	(112,761)	(47,373)	(32%)	
Infrastructure Assets - Carparks		(705,000)	(705,000)	(705,000)	(307,000)	(120,000)	(109,978)	(40,447)	(34%)	
Plant and Equipment		(671,784)	(671,784)	(671,784)	(669,873)	(669,873)	(614,031)	(233,693)	(35%)	
Furniture and Equipment		(20,000)	(20,000)	(20,000)	(38,000)	(38,000)	(34,837)	(26,052)	(69%)	
Amount attributable to investing activities		(2,672,690)	(2,672,690)	(2,700,022)	(2,477,440)	(2,053,940)	(1,869,252)			
Financing Activities										
Transfer from Reserves	7	1,020,289	1,020,289	1,020,289	1,043,289	1,043,289	956,329	(95,639)	(9%)	
(Transfer to Reserves)	7	(153,012)	(153,012)	(153,012)	(400,012)	(808,512)	(741,125)	(67,387)	(8%)	
Amount attributable to financing activities		867,277	867,277	867,277	643,277	234,777	215,204			
Closing Funding Surplus (Deficit)	3	0	3	(27,329)	16,225	1,225	737,288	2,103,472	1,366,184	185%
Check against Statement by Program							2,103,472	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 CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 May 2019

Capital Acquisitions

	Amended YTD Budget	Amended Annual Budget	YTD Actual Total	Variance (d) - (c)
	\$	\$	\$	\$
Land and Buildings	372,559	406,500	139,510	(233,049)
Infrastructure Assets - Roads	347,545	379,214	390,145	42,600
Infrastructure Assets - POS	169,389	184,832	53,972	(115,417)
Infrastructure Assets - Footpaths	325,402	355,000	207,612	(117,790)
Infrastructure Assets - Drainage	77,913	85,000	0	(77,913)
Infrastructure Assets - Other	112,761	123,000	47,373	(65,388)
Infrastructure Assets - Carparks	109,978	120,000	40,447	(69,531)
Plant and Equipment	614,031	669,873	233,693	(380,338)
Furniture and Equipment	34,837	38,000	26,052	(8,785)
Capital Expenditure Totals	2,164,415	2,361,419	1,138,804	(1,025,611)
Capital acquisitions funded by:				
Capital Grants and Contributions			198,726	
Borrowings			0	
Other (Disposals & C/Fwd)			159,753	
Council contribution - Cash Backed Reserves:				
Vehicle, Plant and Equipment Reserve			135,531	
Office Equipment Reserve			9,121	
Arts and Sculpture Reserve			45,000	
Waste Reserve			200,309	
Commerical Precinct Development Reserve				
Council contribution - operations			1,612,979	
Capital Funding Total	0	0	2,361,419	

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. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(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)

City/Town/Shire 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 2018/19 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Law, Order and Public Safety	15,420	56%		Timing	Non Cash Adjustment - Profit on Sale
Community Amenities	(53,873)	(27%)		Timing	Better Bins Grant (\$51k) not yet claimed
Recreation and Culture	28,694	10%		Timing	Favourable
Economic Services	11,240	17%		Timing	Favourable
Other Property and Services	12,188	32%		Permanent	Insurance reimbursements. Offset against expenditure
Operating Expense					
General Purpose Funding	11,568	11%		Timing	Favourable
Law, Order and Public Safety	17,660	11%		Timing	Favourable
Housing	7,945	16%		Timing	Favourable
Community Amenities	250,683	10%		Timing	Favourable - timing - waste collection and disposal contractor invoices not received.
Economic Services	12,703	13%		Timing	Favourable
Other Property and Services	35,650	20%		Timing	Underallocation of POCs/PWOs
Capital Revenues					
Proceeds from Disposal of Assets	(44,526)	(28%)		Timing	CEO/EMRS Vehicles not yet replaced
Capital Expenses					See appended Capital Works Report to the Monthly Financial Statements
Land and Buildings					
Infrastructure Assets - Roads					
Infrastructure Assets - POS					
Infrastructure Assets - Footpaths					
Infrastructure Assets - Drainage					
Infrastructure Assets - Other					
Infrastructure Assets - Carparks					
Plant and Equipment					
Furniture and Equipment					

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2019

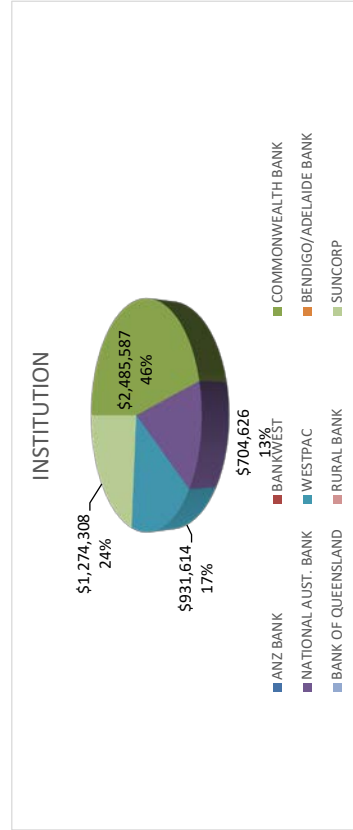
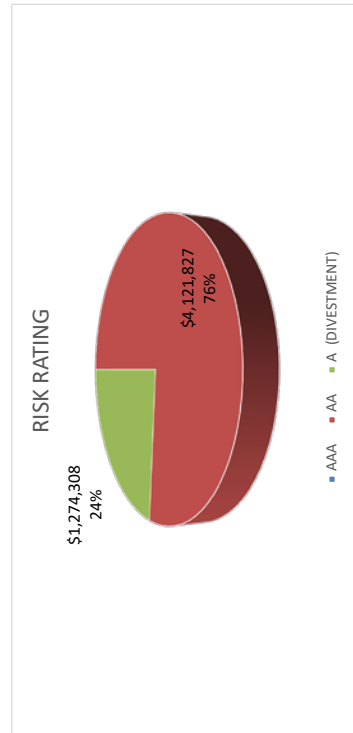
Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
(a) Cash Deposits								
Municipal Bank Account - On-Call	265,476			265,476	CBA	AA-	1.45%	At Call
Municipal Bank Account	1,002,052			1,002,052	CBA	AA-		At Call
Reserve Bank Account		105		105	CBA	AA-		At Call
Trust Bank Account			18,146	18,146	CBA	AA-		At Call
Cash On Hand	1,100			1,100	Petty Cash/Till Float		Nil	On Hand
(b) Term Deposits								
Municipal								
	704,626			704,626	NAB	AA-	2.44%	09-Jul-19
	503,504			503,504	SUNCORP	A+	2.40%	16-Jul-19
Trust			770,805	770,805	SUNCORP	A+	2.60%	18-Jun-19
Reserves		931,614		931,614	WESTPAC	AA-	2.40%	04-Jul-19
Reserves		1,199,809		1,199,809	CBA	AA-	2.47%	11-Jun-19
Total	2,476,758	2,131,528	788,950	5,397,235				
Less Cash on Hand	(1,100)			(1,100)				
	2,475,658			5,396,135				

Comments/Notes - Investments and Cash Deposits

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%		
AA	MAX 100%	\$4,121,827	76.38%
A (DIVESTMENT)	MAX 80%	\$1,274,308	23.62%
		\$5,396,135	100.00%

INSTITUTION	\$	%	(LT) RISK
ANZ BANK			AA-
BANKWEST			AA-
COMMONWEALTH BANK	\$2,485,587	46.06%	AA-
NATIONAL AUST. BANK	\$704,626	13.06%	AA-
WESTPAC	\$931,614	17.26%	AA-
BENDIGO/ADELAIDE BANK			BBB+
BANK OF QUEENSLAND			BBB+
RURAL BANK	\$1,274,308	23.62%	BBB+
SUNCORP	\$5,396,135	100.00%	A+

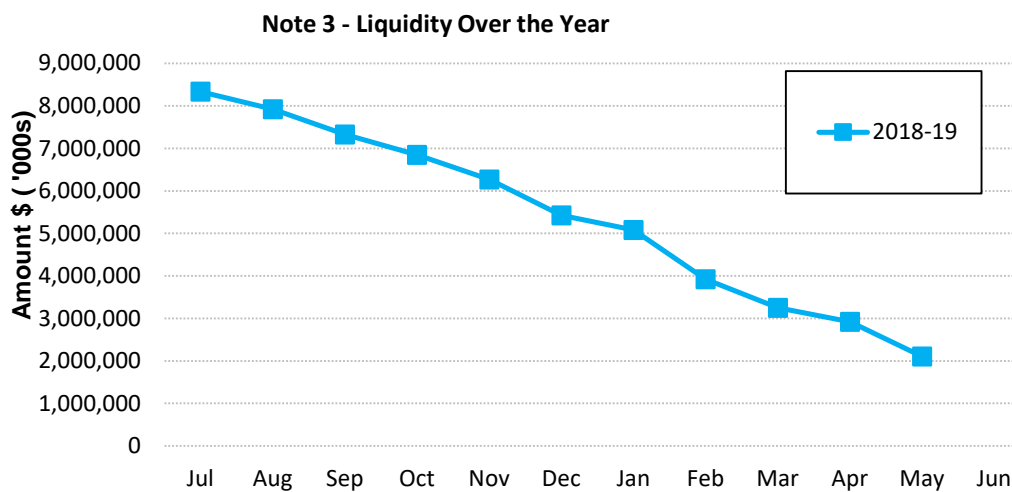


TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2018	31 May 2019
		\$	\$
Current Assets			
Cash Unrestricted	4	1,396,010	2,476,758
Cash Restricted - Reserves	4	2,082,634	2,131,528
Receivables - Rates	6	191,475	207,445
Receivables - Other	6	161,691	155,606
Interest / ATO Receivable/Trust		(0)	(12,607)
Inventories		0	0
		3,831,810	4,958,729
Less: Current Liabilities			
Payables		(359,978)	(114,822)
Provisions		(603,309)	(608,908)
		(963,287)	(723,730)
Less: Cash Reserves	7	(2,082,634)	(2,131,528)
Net Current Funding Position		785,889	2,103,471



Comments - Net Current Funding Position

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

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

Table with 9 columns: GL Code, Description, Council Resolution, Classification, Non Cash Adjustment, Increase in Available Cash, Decrease in Available Cash, Amended Budget Running Balance. Rows include Budget Adoption Permanent Changes, Depot Building and Surrounds, Sumption Green Fence Replacement, Richmond Raceway Security Bars, EEFC - Upgrade of Toilets, Fraser Street - Asphalt Resurface, and Bore Replacements - Parks and Ovals.

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the period ending 31 May 2019

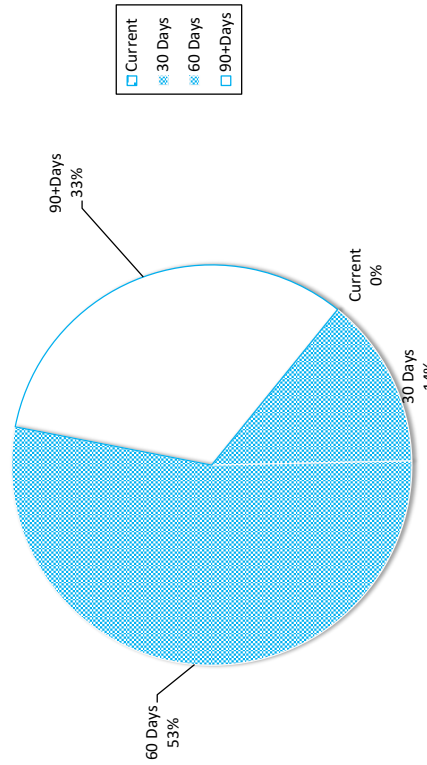
Note 6: Receivables

Receivables - Rates Receivable	31 May 2019	30 June 2018	Receivables - General	Current	30 Days	60 Days	90+Days	Total
Opening Arrears Previous Years	\$ 202,853	\$ 150,429	Receivables - General	\$ 19,301	\$ 25,062	\$ 0	\$ 4,516	48,877
Rates, ESL and Service Charges Levied this year	9,478,737	8,861,717	Receivables - Parking					95,206
Less Collections to date	-9,471,904	(8,658,864)	East Fremantle Lawn & Tennis Club					24,000
Equals Current Outstanding (as per TB)	209,686	202,853						
Net Rates Collectable	209,686	202,853						0
% Outstanding	2%							168,083

Note 6 - Accounts Receivable (non-rates)

Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	48,877
SSL - Current EFTC	114	3,000
SSL - Non-Current EFTC	1684	21,000
Parking Debtors	180	95,206
		168,083



Comments/Notes - Receivables General

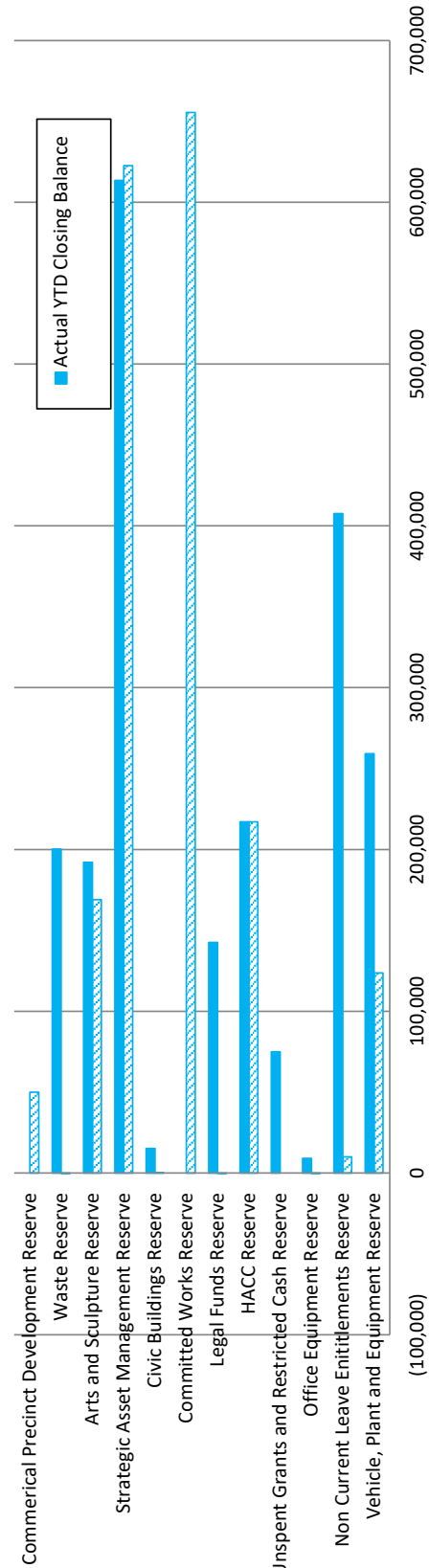
[Insert explanatory notes and commentary on trends and timing]

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2019

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	\$ 259,150	\$ 0	\$ 0	\$ 0	\$ (135,531)	\$ 0	\$ 123,619	\$ 259,150
Non Current Leave Entitlements Reserve	407,665	0	0	0	(397,665)	0	10,000	407,665
Office Equipment Reserve	9,121	0	0	0	(9,121)	0	(0)	9,121
Unspent Grants and Restricted Cash Reserve	75,000	0	0	0	(75,000)	0	0	75,000
HACC Reserve	217,037	0	0	0	(142,480)	0	217,037	217,037
Legal Funds Reserve	142,480	0	655,500	0	(15,183)	0	655,500	142,480
Committed Works Reserve	0	0	0	0	0	0	0	0
Civic Buildings Reserve	15,183	0	58,012	48,893	(68,000)	0	622,680	613,561
Strategic Asset Management Reserve	564,668	0	45,000	0	(200,309)	0	169,022	192,022
Arts and Sculpture Reserve	192,022	0	0	0	0	0	0	0
Waste Reserve	200,308	0	0	0	0	0	(1)	200,308
Commercial Precinct Development Reserve	0	0	50,000	48,893	(1,043,289)	0	50,000	0
	2,082,634	0	808,512	48,893	(1,043,289)	0	1,847,857	2,131,528

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



TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual			Amended Budget		
		Net Book Value	Proceeds	Profit (Loss)	Net Book Value	Proceeds	Profit (Loss)
		\$	\$	\$	\$	\$	\$
	Plant and Equipment						
PEMV259	CEO Vehicle				26,000	20,000	(6,000)
PEMV260	EMRS Vehicle		14,727		15,000	15,000	0
PEMV256	Parks Vehicle	29,000	22,591	(6,409)	15,000	15,000	0
PEMV252	Ranger Vehicle	12,278	20,000	7,722	14,000	14,000	0
PEMV242	Mitsubishi Rosa Bus				44,000	44,000	0
PE271	Verge Mower	13,317	15,000	1,683	13,000	11,753	(1,247)
PE269	Loader	28,128	42,909	(14,781)	60,000	40,000	(20,000)
		82,723	115,227	9,405	187,000	159,753	0
				(21,190)			(27,247)

End of Month
September 2018
Note 9

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Rate Revenue	Interim Rate	Back Rate	
Differential General Rate										
Residential GRV	0.068310	3,002	90,581,990	6,200,606	13,231		6,187,656	40,000		6,227,656
Commercial GRV	0.103738	121	12,433,188	1,295,748	7,135		1,289,794			1,289,794
Sub-Totals		3,123	103,015,178	7,496,354	20,366	0	7,477,450	40,000	0	7,517,450
Minimum Payment										
Residential GRV	1,080.00	265	3,563,980	285,120			286,200			286,200
Commercial GRV	1,615.00	10	135,755	16,150			16,150			16,150
Sub-Totals		275	3,699,735	301,270	0	0	302,350	0	0	302,350
Amount from General Rates		3,398	106,714,913	7,797,624	20,366	0	7,779,800	40,000	0	7,819,800
Totals							<u><u>7,817,990</u></u>			<u><u>7,817,990</u></u>

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2019

Note 10: Information on Borrowings
 (a) Debenture Repayments

Particulars	01 Jul 2018		New Loans		Principal Repayments Amended Budget		Principal Outstanding Amended Budget		Interest Repayments Amended Budget	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Governance	\$	\$	0	0	0	0	0	0	0	0
Housing										
Recreation and Culture										
	0	0	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 31 May 2019

Note 11: Grants and Contributions

Grant Provider	Purpose of Grant	Acquittal Date	Acquittal Requirement	Type	Amended Budget Operating	YTD Budget Capital	YTD Budget	Annual Budget (d)	Expected (d)+(e)	YTD Actual Revenue
General Purpose Funding					\$	\$	\$			\$
Grants Commission - General	United - General Purpose	NA	NA	Operating	83,655	0	76,681	83,655	83,655	83,655
Grants Commission - Roads	United - Road	NA	NA	Operating	34,259	0	31,394	34,259	34,259	34,259
Education and Welfare										
Home and Community Care Program	Commonwealth Home Support Programme			Operating	828,170	0	759,154	828,170	828,170	807,264
Recycling Grant	Better Bins Program			Operating	51,000	0	46,750	51,000	51,000	0
Recreation and Culture										
Minor Grants - Rec and Culture	Various			Operating	22,000	0	20,163	22,000	22,000	37,589
Transport										
Roads To Recovery Grant - Cap	Road Renewal		Audited Annual Report	Non-operating	0	147,726	135,410	147,726	147,726	147,436
Direct Grant	Direct Grant	31-Oct	GST Free Invoice	Operating	16,900	0	15,488	16,900	16,900	16,899
Street Lighting Subsidy	Street Lighting Subsidy	July		Operating	4,800	0	4,400	4,800	4,800	4,638
Stirling Bridge Verge Maintenance Agreement	Stirling Highway Verge Maint. Agreement	September		Operating	12,200	0	11,187	12,200	12,200	12,641
Developer Contribution Carparking	Transfer from Trust	September		Operating	120,000	0	110,000	120,000	120,000	0
TOTALS					1,172,984	147,726	1,210,627	1,320,710	1,320,710	1,144,381
SUMMARY										
Operating	Operating Grants, Subsidies and Contributions				1,172,984	0			1,172,984	996,945
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions				0	0			0	0
Non-operating	Non-operating Grants, Subsidies and Contributions				0	147,726			147,726	147,436
TOTALS					1,172,984	147,726	0	0	1,320,710	1,144,381
Pending Grants:										
Grant Provider	Purpose of Grant	Date Applied	Expected Date of Outcome	Type	Amount Applied	Required Co Contribution				
					\$	\$				\$

LEGEND

Income

Expenditure

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

Budget Year: 18/19
 Data as at: Monday, 3 June 2019

Run at 6:30AM on 03/06/2019
 93% of Year Lapsed

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	0	0	0	-100.00%	0%
E04604		Buildings - Town Hall Remedial Works	5,000	4,587	0	0	0	-100.00%	0%
E04606		Furniture and Equipment	38,000	34,837	37,470	3,241	40,710	7.13%	107%
Capital Expenditure Total			88,000	80,674	37,470	3,241	40,710		
05 - LAWORDERPUBLIC SAFETY									
052 - ANIMAL CONTROL									
Capital Expenditure									
E05208		Plant Replacement - Ranger Vehicle	30,000	27,500	26,364	0	26,364	-12.12%	88%
E05210		Ranger Accommodation and Fit-Out	30,000	27,500	26,802	0	26,802	-10.66%	89%
Capital Expenditure Total			60,000	55,000	53,166	0	53,166		
08 - WELFARE									
083 - OTHER WELFARE									
Capital Expenditure									
E08613		Glyde-In Community Learning Centre	2,000	1,826	1,925	0	1,925	-3.75%	96%
Capital Expenditure Total			2,000	1,826	1,925	0	1,925		
09 - HOUSING									
019 - HOUSING - COUNCIL OWNED									
Capital Expenditure									
E09604		Buildings - Allen Street Units Complex - Renewal CapEx	5,000	4,576	2,903	0	2,903	-41.95%	58%
Capital Expenditure Total			5,000	4,576	2,903	0	2,903		
10 - COMMUNITY AMENITIES									
101 - SANITATION-HOUSEHOLD REFUSE									
Capital Expenditure									
E10608		3 Bin FOGO Implementation	400,000	366,663	71,449	250,357	321,805	-19.55%	80%
Capital Expenditure Total			400,000	366,663	71,449	250,357	321,805		
103 - TOWN PLANNING & REGIONAL DEVELOPMENT									
Capital Expenditure									
E10639		Plant Replacement - EMRS Vehicle	35,000	32,076	0	32,000	32,000	-8.57%	91%
Capital Expenditure Total			35,000	32,076	0	32,000	32,000		
104 - OTHER COMMUNITY AMENITIES									
Capital Expenditure									
E10605		Inf - Jetty Treatment and Major Maintenance Program - Infrastructure CapEx	45,000	41,250	38,940	0	38,940	-13.47%	87%

Budget Year: 18/19
 Data as at: Monday, 3 June 2019

Run at 6:30AM on 03/06/2019
 93% of Year Lapsed

REPORT 12.1.1

ATTACHMENT 2

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
E10607		Sumpton Green Fence Replacement	20,000	18,337	13,480	0	13,480	-32.60%	67%
E10629		Public Toilet - Capital	139,615	127,963	0	111,929	111,929	-19.83%	80%
		Capital Expenditure Total	204,615	187,550	52,420	111,929	164,349		
		11 - RECREATION AND CULTURE							
		112 - OTHER RECREATION & SPORT							
		Capital Expenditure							
E11607		EF Bowling Club - Building Renewal CAPEX	9,500	8,701	9,545	0	9,545	0.48%	100%
E11609		Buildings - EF Cricket / Lacrosse Club Bldg - Upgrade CapEx	10,000	9,163	0	0	0	-100.00%	0%
E11617		Infir Foreshore - Restore Steps	5,000	4,587	2,325	0	2,325	-53.50%	47%
E11623		Buildings - EF Junior Football Clubroom - CapEx	45,000	41,250	0	0	0	-100.00%	0%
E11633		Inf - Cliff Management - Niegierup Track	5,000	4,587	8,433	0	8,433	68.65%	169%
E11649		Park Bins	15,000	13,750	0	2,942	2,942	-80.39%	20%
E11652		Inf- Parks and Ovals Perimeter Fence	25,000	22,902	12,490	0	12,490	-50.04%	50%
E11666		Inf - Playground Equipment Upgrade Program - Various Locations	7,000	6,413	0	5,400	5,400	-22.86%	77%
E11692		Plant Replacement - Parks and Ovals	51,873	47,542	51,664	0	51,664	-0.40%	100%
E11701		Inf - Henry Jeffrey Cricket Nets	0	0	0	0	0		
E11704		Inf - John Tonkin Power Upgrade	3,500	3,201	3,341	0	3,341	-4.55%	95%
E11708		Richmond Raceway - Security Bars	0	0	0	0	0		
E11709		EFFC - Upgrade of Toilets and Showers Contrib. (Unisex Converts)	20,000	18,326	20,000	0	20,000	0.00%	100%
E11710		EF Football Club - Contribution to Building Upgrades/Security	40,000	36,663	40,000	0	40,000	0.00%	100%
E11711		EF Tennis Club - Contribution to Building Upgrades/Universal Toilet	5,000	4,576	5,000	0	5,000	0.00%	100%
E11712		INF - Bore Replacement Parks and Ovals	49,332	45,221	38,141	0	38,141	-22.68%	77%
E11713		INF - Parks/ Reserve Sign Replacement	100,000	91,652	0	35,376	35,376	-64.62%	35%
		Capital Expenditure Total	391,205	358,534	190,939	43,718	234,657		
		114 - OTHER CULTURE							
		Capital Expenditure							
E11685		Inf-Acquisition of Public Art (Outdoor Sculpture) - CapEx - Other Culture	68,000	62,337	26,905	1,862	28,767	-57.69%	42%
		Capital Expenditure Total	68,000	62,337	26,905	1,862	28,767		
		12 - TRANSPORT							
		121 - CONSTR STS ROADS & BRIDGES/DEP							
		Capital Expenditure							
E12616		Inf. Roads - Marmion Street Median Strip	0	0	0	0	0	No Budget	
		Capital Expenditure Total	0	0	0	0	0		
		122 - MAINT STREETS ROADS & BRIDGES							
		Capital Expenditure							
E12607		Inf. - Roads - Preston Pt. Rd. - Roads to Recovery Project	60,000	54,989	63,255	0	63,255	5.43%	105%
E12608		Inf. - Roads - Sewell Street - Roads to Recovery Project	93,000	85,239	76,907	6,613	83,519	-10.19%	90%
E12615		Plant Replacement - Works	93,000	85,250	93,103	0	93,103	0.11%	100%
E12622		Footpath - May St	34,000	31,163	34,314	0	34,314	0.92%	101%
E12643		Footpath - Easton Street	18,000	16,500	18,355	0	18,355	1.97%	102%
E12656		Footpath - Stratford Street	73,000	66,913	0	0	0	-100.00%	0%

Budget Year: 18/19
 Data as at: Monday, 3 June 2019

Run at 6:30AM on 03/06/2019
 93% of Year Lapsed

REPORT 12.1.1

ATTACHMENT 2

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
E12671		Stormwater Audit	85,000	77,913	2,500	85,505	88,005	3.54%	104%
E12676		Inf. - Roads - Allen Street - Widen Road Pavement	0	0	0	0	0	No Budget	
E12693		Footpath - East Street	95,000	87,076	97,745	0	97,745	2.89%	103%
E12694		Footpath-Riverside Road.	48,000	44,000	335	43,993	44,327	-7.65%	92%
E12695		Footpath-John Tonkin Park.	70,000	64,163	56,863	0	56,863	-18.77%	81%
E12699		Inf. - Footpath - Canning H/Way (Between Allen and Hamilton Street)	17,000	15,587	0	0	0	-100.00%	0%
E12710		Infra - Roads - Fraser Street - Asphalt Resurfacing	0	0	0	0	0	No Budget	
E12716		Inf. - Roads - Glyde St - Asphalt Resurfacing	46,154	42,295	47,019	0	47,019	1.87%	102%
E12726		Inf. - Roads - Glyde Street (North) - Asphalt Resurfacing	6,000	5,489	1,079	1,364	2,442	-59.29%	41%
E12750		Inf. - Roads - Reconstruct Pavement and Asphalt Overlay Chauncy St. CapEx	0	0	4,180	0	4,180	No Budget	
E12776		Infra - Roads - Council Place - Asphalt Resurfacing	23,660	21,681	28,573	0	28,573	20.76%	121%
E12782		Inf. - Roads - Moss Street - Asphalt Resurfacing	109,000	99,913	118,430	0	118,430	8.65%	109%
E12786		Inf. - Roads - View Terrace - Asphalt Resurfacing	28,300	25,938	33,541	2,727	36,269	28.16%	128%
E12788		Inf. - Roads - Woodhouse Road - Asphalt Resurfacing	13,100	12,001	17,162	0	17,162	31.00%	131%
Capital Expenditure Total			912,214	836,110	693,360	140,201	833,561		
124 - PARKING FACILITIES									
Capital Expenditure									
E12737		Inf. - Carpark Tricolore Community Centre and Sports Field	30,000	27,489	3,420	13,640	17,060	-43.13%	57%
E12739		Inf. - Carpark Upgrades and Machines Leeuwin	0	0	0	0	0	No Budget	
E12747		Inf. - Roads - Parking Machines	0	0	0	0	0	No Budget	
E12759		Inf. - Carpark East Fremantle Tennis Club	10,000	9,163	12,373	0	12,373	23.73%	124%
E12770		Inf. - John Tonkin Carpark Construction New - CapEx	80,000	73,326	24,654	0	24,654	-69.18%	31%
Capital Expenditure Total			120,000	109,978	40,447	13,640	54,087		
14 - OTHER PROPERTY AND SERVICES									
144 - UNCLASSIFIED PROPERTY									
Capital Expenditure									
E14604		Depot Administration Building and Surrounds	75,385	69,091	27,818	0	27,818	-63.10%	37%
Capital Expenditure Total			75,385	69,091	27,818	0	27,818		
GRAND TOTAL			2,361,419	2,164,415	1,198,802	596,948	1,795,749		

12.1.2 Accounts for Payment – May 2019

File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager, Corporate Service
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	18 June 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – May 2019

Purpose

For Council to receive the monthly list of accounts paid.

Executive Summary

To endorse the list of payments made under delegated authority for the month of May 2019.

It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 May to 31 May 2019, 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.

Consultation

Nil.

Statutory Environment

Regulation 13: *Local Government (Financial Management) Regulations 1996 (as amended)*

Policy Implications

Policy 4.2.4 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.

Site Inspection

Not applicable.

Comment

The attached itemised list of payments is prepared in accordance with Regulation 13 of the amended *Local Government (Financial Management) Regulations 1996*.



12.1.2 OFFICER RECOMMENDATION

That the list of accounts paid for the period 1 to 31 May 2019 be received, as per the following summary table:

MAY 2019		
Voucher No	Account	Amount
5227 –5229	Municipal (Cheques)	\$573.25
EFT27592– EFT 27823	Municipal (EFT)	\$915,569.24
Payroll	Municipal (EFT)	\$267,390.66
Credit Card/Superannuation	Municipal (Direct Debit)	\$47,877.27
	Total Payments	\$1,231,410.42

TOWN OF EAST FREMANTLE					
List of Accounts paid by the Chief Executive for May 2019 & submitted for the information of the Council Meeting to be held on 18 June 2019.					
Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
CHEQUES				\$	\$
5227	16/05/2019	DEPARTMENT OF TRANSPORT	12 MONTHS REGISTRATION FOR BOXTOP TRAILER 11TMB281	24.30	24.30
5228	16/05/2019	TOEF	ADMIN PETTY CASH RECoup 30/04/19	171.55	171.55
5229	29/05/2019	TOEF	RESPIRE CENTRE PETTY CASH RECoup 13/05/19	377.40	377.40
			CHEQUE TOTAL	\$ 573.25	\$ 573.25
EFTs		Supplier	Description	Inv Amount	EFT
EFT27592	01/05/2019	RANSTAD PTY LTD	RANSTAD PROVIDED CONTRACTOR OPERATIONS MANAGER POSITION W/E 31/03/19	4,801.50	
			RANSTAD PROVIDED CONTRACTOR OPERATIONS MANAGER POSITION W/E 14/04/19	4,708.28	
			RANSTAD PROVIDED CONTRACTOR OPERATIONS MANAGER POSITION W/E 21/04/19	4,056.36	13,566.14
EFT27593	01/05/2019	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTION FOR APRIL 19	51.80	51.80
EFT27594	01/05/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTION FOR APRIL 19	298.52	298.52
EFT27595	01/05/2019	BUNNINGS BLDG SUPPLIES LTD	VARIOUS HARDWARE	402.20	
			LOCK FOR EXECUTIVE MANAGERS CORPORATE SERVICES WINDOW	19.74	421.94
EFT27596	01/05/2019	LANDGATE	GRV VALUATION DATED 23/02/19 - 08/03/19 AND 09/03/19 - 22/03/19	195.41	195.41
EFT27597	01/05/2019	FREMANTLE HERALD	ADVERTISING DIFFERENTIAL RATES 20/4/19	189.84	189.84
EFT27598	01/05/2019	IT VISION	IT VISION - FULL ACCESS TO ON DEMAND RECORDINGS - APRIL, MAY AND JUNE 2019	484.00	484.00
EFT27599	01/05/2019	MAYOR JIM O'NEILL	MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR MAY 2019	4,416.68	4,416.68
EFT27600	01/05/2019	ST JOHNS AMBULANCE ASSOC	CPR REFRESHER TRAINING COURSE FOR RANGER ROB CASHMAN	49.00	49.00
EFT27601	01/05/2019	TELSTRA	RESPIRE CENTRE PHONE	105.16	
			TOWN HALL PHONE & DATA LINE	61.58	
			TOEF FULL DIRECTORY LISTING CHARGES - NOVEMBER 18 - APRIL 19, SUMPTON GREEN PHONE USAGE NOVEMBER 18- APRIL 19	2,383.01	2,549.75
EFT27602	01/05/2019	SYNERGY	POWER SUPPLY DOVENBY HOUSE 16/02/19 - 18/04/19	551.10	
			POWER USE TOWN HALL - 19/03/19 - 15/04/19	1,196.55	
			POWER SUPPLY INFANT HEALTH 16/02/19 - 18/04/19,	143.95	
			POWER SUPPLY 128 GEORGE STREET 19/02/19 - 18/04/19	250.95	2,142.55
EFT27603	01/05/2019	MAJOR MOTORS	MECHANICAL REPAIRS FOR BUS 1DTB605	3,144.47	3,144.47
EFT27604	01/05/2019	FASTA COURIERS	COURIER COSTS 01/04/19 - 15/04/19	155.65	155.65
EFT27605	01/05/2019	TOTAL PACKAGING (WA) PTY LTD	15 x CARTONS (60 BOXES) OF CANINE BAGS	3,775.20	3,775.20
EFT27606	01/05/2019	KOOL LINE ELECTRICAL & REFRIGERATION	POWER SUPPLY ISSUES TO BE CHECKED AND RECTIFIED AT DOVENBY HOUSE	645.00	645.00
EFT27607	01/05/2019	HAVILAH LEGAL	COST ASSOCIATED WITH PARKING INFRINGEMENT 48600 LEGAL REPRESENTATION	1,360.00	1,360.00
EFT27608	01/05/2019	JTAGZ PTY LTD	500 LIFETIME ORANGE DG REGISTRATION TAGS AND 500 YELow DOG REGISTRATION TAGS WITH 2022 EXPIRY DATE	420.20	420.20
EFT27609	01/05/2019	RENOWN TYRE COMPANY	TYRE REPAIR FOR BUS 1DUX938	50.00	50.00
EFT27610	01/05/2019	CR. JENNY HARRINGTON	SITTING FEES & ICT ALLOWANCE FOR MAY 2019	1,542.00	1,542.00
EFT27611	01/05/2019	WOOLWORTHS SUPERMARKETS	CATERING - 18/4/19	58.68	
			RESPIRE CENTRE GROCERIES - 24/4/19	96.98	155.66
EFT27612	01/05/2019	CR. CLIFF COLLINSON	SITTING FEES FOR MAY 2019	1,292.00	1,292.00
EFT27613	01/05/2019	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE FOR MAY 2019	1,542.00	1,542.00
EFT27614	01/05/2019	CARINYA OF BICTON	CENTRE BASED RESPIRE MEALS FOR 02/04/19-19/04/19	715.47	
			CENTRE BASED RESPIRE MEALS FOR 16/03/19-31/03/19	619.97	1,335.44
EFT27615	01/05/2019	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES MARCH 2019	561.00	561.00
EFT27616	01/05/2019	FOCUS NETWORKS	INSTALLATION OF TELSTRA LEAD-IN CABLE TO OLD POLICE STATION	396.00	
			INSTALLATION OF LEADING CABLE TO SERVER CABINET	1,089.00	1,485.00
EFT27617	01/05/2019	DATANET ASIA PACIFIC PTY LTD	WIRELESS INFRINGEMENT EQUIPMENT	3,257.65	3,257.65
EFT27618	01/05/2019	PLANNING INSTITUTE OF AUSTRALIA WA DIVISION	REGISTRATION PLANNING CONGRESS 2019 - 15 - 17 MAY 2019	2,355.00	2,355.00
EFT27619	01/05/2019	METRO CONCRETE	REMOVE OLD FOOTPATH/KERBING - EAST ST AND REPLACE WITH LIQUID LIMESTONE	6,050.00	6,050.00
EFT27620	01/05/2019	CR. MICHAEL MCPHAIL	DEPUTY MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR MAY 2019	2,062.84	2,062.84
EFT27621	01/05/2019	CR. TONY WATKINS	SITTING FEES & ICT ALLOWANCE FOR MAY 2019	1,542.00	1,542.00
EFT27622	01/05/2019	CR. ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE FOR MAY 2019	1,542.00	1,542.00
EFT27623	01/05/2019	CR. ANDREW WHITE	SITTING FEES & ICT ALLOWANCE FOR MAY 2019	1,542.00	1,542.00
EFT27624	01/05/2019	HUBBLES YARD	CATERING 16/04/19	385.00	
			CATERING 12/03/19	330.00	
			CATERING 20/3/19	440.00	1,155.00
EFT27625	01/05/2019	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	GENERAL SERVICE OF BOTH TICKET MACHINES AT NUMBER 1 (LEEWIN) CAR PARK	297.00	297.00
EFT27626	01/05/2019	ZIRCODATA	OFFSITE STORAGE, BARCODES, LODGEMENT AND TRANSPORTATION 2018 / 2019 YEAR - 26/03/19 - 25/04/19	74.52	74.52
EFT27627	01/05/2019	AZCOM ELECTRICS	INSTALLATION OF THE NEW NBN LINE FROM MDF TO COMMS SERVER MODEM AS REQUESTED BY FOCUS NETWORK	294.25	294.25
EFT27628	01/05/2019	CR. TONY NATALE	SITTING FEES & ICT ALLOWANCE FOR MAY 2019	1,542.00	1,542.00
EFT27629	01/05/2019	PARKLAND TURF CARE	REPLACE RETIC CONTROLLER AT STRATFORD STREET PARK	495.51	495.51
EFT27630	01/05/2019	THE FRUIT BOX GROUP	FRESH FRUIT DELIVERY TO TOWN HALL 01/04/2019-22/04/2019,	154.00	
			FRESH FRUIT DELIVERY TO TOWN HALL 14/01/2019, 21/01/2019	35.20	189.20
EFT27631	01/05/2019	ELMO CLOUD HR & PAYROLL	ELMO EVOLVE MODULES - LEARNING AND COURSE LIBRARY 3 YEAR LICENSE TERM. USER LIMIT 60 USERS.	5,280.00	5,280.00

EFT27632	01/05/2019	89'S THE GARAGE DOOR SPECIALISTS	REPLACEMENT ROLLERDOOR FOR EAST FREMANTLE CRICKET/LACROSSE CLUB - EXCESS NOT CLAIMABLE	1,551.00	1,551.00
EFT27633	01/05/2019	WA FENCEWORKS PTY LTD	FENCE MATERIALS FOR THE GLYDE IN - EXCESS TO BE STORED AT DEPOT	2,117.50	2,117.50
EFT27634	01/05/2019	DEBORAH NELSON	RATES REFUND	2,399.01	2,399.01
EFT27635	01/05/2019	ZOE JACKSON	RATES REFUND	838.33	838.33
EFT27636	01/05/2019	JESSICA LAING	RATES REFUND	2,119.39	2,119.39
EFT27637	01/05/2019	C'EST BIEN THAI	CATERING 30/04/19	255.80	255.80
EFT27638	03/05/2019	GARRY A PATTINSON	TRUST REFUND	1,500.00	1,500.00
EFT27639	03/05/2019	EDWARD THOMAS CHAMBERS	TRUST REFUND	1,500.00	1,500.00
EFT27640	14/05/2019	GRAEME LILLIS	TRUST REFUND	1,500.00	1,500.00
EFT27641	14/05/2019	JAG DEMOLITION	TRUST REFUND	2,000.00	2,000.00
EFT27642	14/05/2019	NIKKI EDGE	TRUST REFUND	309.80	309.80
EFT27643	14/05/2019	PAUL TERENCE PIGGOTT	TRUST REFUND	1,500.00	1,500.00
EFT27644	14/05/2019	CATRIONA CAMERON	TRUST REFUND	309.80	309.80
EFT27645	14/05/2019	JOSEPHINE NOLAN	TRUST REFUND	1,500.00	1,500.00
EFT27646	14/05/2019	ANITA RADICH	TRUST REFUND	1,500.00	1,500.00
EFT27647	16/05/2019	RANSTAD PTY LTD	RANSTAD PROVIDED CONTRACTOR OPERATIONS MANAGER POSITION P/E 28/04/19,	3,114.71	
			RANSTAD PROVIDED CONTRACTOR OPERATIONS MANAGER POSITION W/E 05/05/19,	3,935.64	7,050.35
EFT27648	16/05/2019	AUSTRALIA POST	POSTAGE COSTS APRIL 19	914.34	914.34
EFT27649	16/05/2019	AUSTRALIAN TAXATION OFFICE	GST PAYABLE APRIL 19	21,835.00	21,835.00
EFT27650	16/05/2019	APACE AID (INC)	200 PLANTS FOR REVEGETATION PROJECT SOUTH SIDE OF BOAT RAMP IN JOHN TONKIN PARK FOR CONSERVATION VOLUNTEER AUSTRALIA DAY	451.00	451.00
EFT27651	16/05/2019	BUNNINGS BLDG SUPPLIES LTD	VARIOUS HARDWARE	260.11	260.11
EFT27652	16/05/2019	OFFICEMAX AUSTRALIA LTD	APRIL STATIONERY ORDER - SWINGA DISPLAY	174.00	
			APRIL STATIONERY ORDER	69.00	
			STATIONARY FOR RANGERS & OPERATIONS	79.62	
			STATIONARY FOR RANGERS	82.01	
			STATIONARY FOR RANGERS	866.00	
			STATIONARY ORDER - RANGERS & OPERATIONS	36.49	1,307.12
EFT27653	16/05/2019	BOORAGOON TYRE SERVICE	REPAIR/REPLACE DAMAGED TYRE	35.00	35.00
EFT27654	16/05/2019	BOC LIMITED	CONTAINER SERVICE 29/03/19 - 27/04/19	45.16	45.16
EFT27655	16/05/2019	CITY OF COCKBURN	TIP FEES APRIL 19 - 16 X VOUCHERS	1,040.00	1,040.00
EFT27656	16/05/2019	IT VISION	IMPLEMENT CREDITORS/PAYROLL BANK ACCOUNT CHANGES REPORT	550.00	
			ONE OFF PAY RUN FORTNIGHT ENDING 23RD APRIL 2019	3,712.50	
			INTERNAL PROJECT SUPPORT & IMPLEMENTATION ASSISTANCE. ONSITE RESOURCING BILLED IN ARREARS - APRIL 19	8,651.50	12,914.00
EFT27657	16/05/2019	MCLEODS	PROFESSIONAL FEES - PREPARATION OF FUNDING AGREEMENT TEMPLATE	1,227.60	
			PREPARATION OF ADVICE AND DEED OF SETTLEMENT	269.94	
			PROFESSIONAL FEES - LEGAL ADVICE	10,282.47	
			PROFESSIONAL FEES - LEGAL ADVICE	4,873.00	16,653.01
EFT27658	16/05/2019	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE USE 22/03/19 - 21/04/19	503.82	503.82
EFT27659	16/05/2019	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	REFUSE COLLECTION 48-50 ALEXANDRA RD - MARCH19	440.51	
			DOMESTIC AND COMMERCIAL REFUSE & RECYCLING COLLECTION MARCH 19	29,169.19	29,609.70
EFT27660	16/05/2019	ST JOHNS AMBULANCE ASSOCIATION	APPLY FIRST AID TRAINING FOR CHSP STAFF MEMBER SHERYL MCBRIDE	160.00	160.00
EFT27661	16/05/2019	TELSTRA CORPORATION LIMITED	CEO MOBILE PHONE 16/03/19 - 15/04/19	123.76	123.76
EFT27662	16/05/2019	WA LIMESTONE	LIMESTONE SPAWLS X 5	275.00	275.00
EFT27663	16/05/2019	WORK CLOBBER	WORK BOOTS FOR DEPOT STAFF	483.30	483.30
EFT27664	16/05/2019	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	22,565.75	22,565.75
EFT27665	16/05/2019	ZIPFORM PTY LTD	COSTS ASSOCIATED WITH PRINTING AND DISTRIBUTING FINAL NOTICES - RATES	1,787.82	1,787.82
EFT27666	16/05/2019	YOUNGS PLUMBING SERVICE P/L	SEWERAGE BLOCKAGE DOVENBY HOUSE	635.25	635.25
EFT27667	16/05/2019	LGISWA	LG WORKFORCE RISK FORUM	209.00	209.00
EFT27668	16/05/2019	GHD PTY LTD	GST COMPONENT OF INVOICE 610054517 NOT PREVIOUSLY PAID	296.20	296.20
EFT27669	16/05/2019	KOOL LINE ELECTRICAL & REFRIGERATION	INSPECT/REPAIR LIGHT NEAR BBQ - RACEWAY PARK	762.50	
			SERVICING OF AIR CONDITIONER - GLYDE IN	265.00	
			SERVICING OF AIR CONDITIONER - DOVENBY HOUSE, TRICOLEUR, TOWN HALL, SUMPTON GREEN & OLD POLICE STATION	2,238.00	3,265.50
EFT27670	16/05/2019	SOUTHERN METROPOLITAN REGIONAL COUNCIL	MSW GATE FEES FOR APRIL 2019 - 16/04/19 - 30/04/19	27,282.21	
			MRF GATE FEES FOR APRIL 2019 - 01/04/19 - 30/04/19	7,018.62	
			GREEN WASTE FEE FOR APRIL 2019 - TRAILER PASS X 2 01/04/19 - 30/04/19	60.00	34,360.83
EFT27671	16/05/2019	CARDNO (WA) PTY LTD	PROFESSIONAL FEES - INTEGRATED TRAFFIC MOVEMENT & MANAGEMENT STUDY FOR PERIOD ENDING 26 APRIL 19	17,011.50	17,011.50
EFT27672	16/05/2019	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BSL COLLECTED APRIL 19	2,471.39	2,471.39
EFT27673	16/05/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	1 X STAFF ATTENDANCE AT EMOTIONAL INTELLIGENCE PRESENTATION	48.00	48.00
EFT27674	16/05/2019	HAVILAH LEGAL	PROFESSIONAL FEES - DEBT RECOVERY - RATES	71.50	
			PROFESSIONAL FEES - DEBT RECOVERY - RATES	187.00	
			PROFESSIONAL FEES - DEBT RECOVERY RATES	44.00	302.50
EFT27675	16/05/2019	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	REGISTRATION : 3 X STAFF LG ECONOMIC DEVELOPMENT FRAMEWORK LAUNCH & SEMINAR	450.00	
			REGISTRATION 1 X COUNCILLOR- EFFECTIVE COMMUNITY LEADERSHIP 29/04/19	515.00	
			REGISTRATION 1 X COUNCILLOR - DEALING WITH CONFLICT 30/4/19	515.00	1,480.00
EFT27676	16/05/2019	LIME FLOWERS	2 X ANZAC DAY WREATHS	200.00	200.00
EFT27677	16/05/2019	SATELLITE SECURITY SERVICES	GPRS MONITORING DOVENBY HOUSE, TOWN HALL, DEPOT & OLD POLICE STATION	973.70	
			UPDATE THE SECURITY CODE REGISTER OF CODES AND CALL OUT DETAILS	50.00	1,023.70
EFT27678	16/05/2019	PLAY RIGHT AUSTRALIA PTY LTD	AUDIT OF PLAY AND EXERCISE EQUIPMENT IN TOEF PARKS & RESERVES	2,640.00	2,640.00

EFT27679	16/05/2019	PETRA CLEAN	CLEANING SERVICES APRIL 19 - TOWN HALL, DEPOT, TRICOLORE & SUMPTON GREEN	7,196.20	7,196.20
EFT27680	16/05/2019	VISIMAX SAFETY PRODUCTS	VARIOUS RANGER BADGES, CAPS., NOTEBOOKS, EVIDENCE BAGS, NOTEBOOK COVERS, SAFETY VESTS ETC	547.55	547.55
EFT27681	16/05/2019	NORTH LAKE ELECTRICAL PTY LTD	PULL OUT BORE PUMP, ASSESS CONDITION AND THEN REPLACE AT ULRICH PARK	18,305.54	18,305.54
EFT27682	16/05/2019	WOOLWORTHS SUPERMARKETS	RESPIRE CENTRE GROCERIES - 30/4/19	159.54	
			ADMIN GROCERY ITEMS 07/05/19	30.75	
			CATERING - CITIZENSHIP CEREMONY 13/05/19	63.65	253.94
EFT27683	16/05/2019	CHADSON ENGINEERING PTY LTD	ONE BOX DPD CHLORINE TABLETS AND ONE BOX PHENOL RED PH TABLETS FOR POOL TESTING	56.65	56.65
EFT27684	16/05/2019	INDIANIC SERVICES PTY LTD	INSPECTION AND ANNUAL MAINTENANCE WORKS OF JETTIES	42,834.00	42,834.00
EFT27685	16/05/2019	THE PAPER COMPANY OF AUST	50 REAMS A4 PAPER & 6 REAMS A3 PAPER	308.55	308.55
EFT27686	16/05/2019	ESAFE SERVICES PTY LTD	12 MONTHLY TAGGING AND TESTING SERVICES AT TOWN HALL, TRICOLORE, DEPOT, SUMPTON GREEN, GLYDE IN.	1,299.76	1,299.76
EFT27687	16/05/2019	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA PHOTOCOPIER CONTRACT (4374610) 2018 - 2019 - COPY CHARGES 01/04/19 - 30/04/19	17.44	
			KONICA MINOLTA BIZHUB C658 ADMIN AREA PHOTOCOPY CHARGES 2018 / 2019 YEAR 13/04/19 - 12/05/19	364.56	382.00
EFT27688	16/05/2019	SUNNY SIGN COMPANY PTY LTD	GIVEWAY SIGNS X10	383.35	
			20X 'DOGS PROHIBITED EXCEPT ON LEASH' SIGNS	484.00	
			SIGN TO ADVISE OF WATER BEING TURNED OFF AT THE WASH DOWN AREA AT BOAT RAMP	54.45	921.80
EFT27689	16/05/2019	MP ROGERS & ASSOCIATES P/L	CONSULTANCY - EXPRESSION OF INTEREST - RIVERBANK FUNDING, REPAIR DAMAGED STEPS TO THE RIVER TO IMPROVE ACCESSIBILITY	2,557.50	2,557.50
EFT27690	16/05/2019	FINGER FOOD CATERING	CATERING - CITIZENSHIP 13/5/19	259.00	259.00
EFT27691	16/05/2019	FOODWORKS EAST FREMANTLE	WORKS, MEETING & ADMIN CONSUMABLES APRIL 2019	364.26	364.26
EFT27692	16/05/2019	FOCUS NETWORKS	HP ELITE NOTEBOOK AS PER QUOTE 4272Q EMRS	9,753.90	9,753.90
			MANAGED PROACTIVE SERVICES - COMPUTERS, MICROSOFT/ LINUX SERVER, SERVER INFRASTRUCTURE, APPLICATIONS, NETWORK DEVICES - MAY 19	3,944.60	
			2018-2019 FOCUS NETWORKS EMAIL PROTECTION SERVICE MAILBOXES, MANAGED RECOVERY SERVICE, HOSTED ANTI-VIRUS CORPORATE, HOSTED WIFI MANAGEMENT - PER WIRELESS ACCESS POINT, MICROSOFT VISIO PRO FOR OFFICE 365 - MAY 19	1,957.32	
			HP ELITE NOTEBOOK AS PER QUOTE 4272Q EMRS	2,728.00	
			ADDITIONAL CHARGES - SUPPORT SERVICES OUTSIDE NORMAL SERVICE SCOPE - APRIL 19	1,123.98	
EFT27693	16/05/2019	POTHOLE MASTERS PTY LTD	REPAIR BITUMEN DRIVEWAY AT EAST FREMANTLE FOOTBALL CLUB	2,021.25	11,775.15
EFT27694	16/05/2019	IAN DE SOUZA	TOWN HALL ART ACQUISITION - LOOKING WEST TOWARDS OLD BRIDGE AND OLD BOAT SHED EAST FREMANTLE	1,540.00	1,540.00
EFT27695	16/05/2019	GGJ CONSULTANTS	GGJ CONSULTANTS - POLICIES AND PROCEDURES MANUAL AND SUPPORT FOR CHSP	5,775.55	5,775.55
EFT27696	16/05/2019	ENVIRO SWEEP	STREET SWEEPING OF TOEF FOR APRIL 19	3,382.50	3,382.50
EFT27697	16/05/2019	THE TURBAN INDIAN RESTURANT	CATERING - 7/5/19	201.45	201.45
EFT27698	16/05/2019	LOCAL GOVERNMENT PLANNERS ASSOCIATION	THE IMPORTANCE OF PLACE - 1 X STAFF ATTENDANCE	65.00	65.00
EFT27699	16/05/2019	DVG MELVILLE VOLKSWAGEN	30000 SERVICE OF VW AMAROK 1GHV 402	657.00	657.00
EFT27700	16/05/2019	WORLD DIESEL	CHECK FUSO TRUCK FOR HEAD GASKET ISSUES AND REPAIR AS NECESSARY	2,553.26	2,553.26
EFT27701	16/05/2019	THE WORKWEAR GROUP	STAFF UNIFORMS	1,046.73	1,046.73
EFT27702	16/05/2019	MICHAEL VAUGHAN	BRICK PAVING WORK - OLD POLICE STATION, RESTORE & REPAIR GARDEN WALL - TREE DAMAGE	850.00	
			LIMESTONE EMBANKMENT REPAIR - CLIFF MANAGEMENT	1,100.00	1,950.00
EFT27703	16/05/2019	VOCUS COMMUNICATIONS	UNLIMITED INTERNET SERVICE ENHANCED FIBRE 20MBPS - 135 CANNING HWY -01/06/19 - 30/06/19	1,171.50	
			SESSION INITIATION PROTOCOL (SIP) LINES/ SERVICES CHARGES FOR VOICE OVER INTERNET PROTOCOL (VOIP) 2018-2019 - APRIL 19	497.38	1,668.88
EFT27704	16/05/2019	CHRISTINE CATCHPOLE	REIMBURSEMENT OF ACCOMODATION & TRAVEL COSTS FOR PLANNING INSTITUTE OF AUSTRALIA (PIA) CONGRESS 14-17 MAY 2019	2,169.00	2,169.00
EFT27705	16/05/2019	MARKET CREATIONS	SOCIAL MEDIA SERVICES - MANAGEMENT SERVICES; STRATEGY DEVELOPMENT; STAFF UPSKILLING - APRIL 19	1,320.00	1,320.00
EFT27706	16/05/2019	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS - APRIL 19	165.00	
			MONTHLY CHARGES FOR PARKING MACHINES CREDIT CARD TRANSACTONS - MARCH19	313.63	
			MONTHLY CHARGES FOR PARKING MACHINES CREDIT CARD TRANSACTONS - APRIL 19	311.94	790.57
EFT27707	16/05/2019	LGIS	RISK MANAGEMENT SERVICES AS PER PROPOSAL DATED OCTOBER 2018	5,808.00	5,808.00
EFT27708	16/05/2019	CELLARBRATIONS AT EAST FREMANTLE	REFRESHMENTS TOWN HALL	293.00	293.00
EFT27709	16/05/2019	STATE WIDE TURF SERVICES	COVER CRICKET WICKET AT HENRY JEFFREY WITH ROLLOUT TURF	7,840.80	7,840.80
EFT27710	16/05/2019	THE FREMANTLE CITY FOOTBALL CLUB	COMMUNITY ASSISSTANCE GRANT - FREMANTLE CITY FOOTBALL CLUB	1,694.00	1,694.00
EFT27711	16/05/2019	TREE'S A CROWD TREE CARE	PRUNE TREES AT VARIOUS SITES,	4,125.00	
			PRUNE AND REMOVE TREES AT VARIOUS LOCATIONS	1,760.00	5,885.00
EFT27712	16/05/2019	PROPERTY VALUATIONS & ADVISORY (WA) PTY LTD - PVAWA	ASSESS GROUND MARKET RENT EXCLUDING BUILDING IMPROVEMENTS, ASSESSMENT OF LESSEES INTEREST IN LAND AND IMPROVEMENTS - RECOVERABLE COST	10,450.00	10,450.00
EFT27713	16/05/2019	ICS AUSTRALIA	CLEARING OF GUTTERS - TOWN HALL	475.20	475.20
EFT27714	16/05/2019	TOTALLY WORKWARE FREMANTLE	DEPOST STAFF HI VIS JACKETS	198.00	198.00
EFT27715	16/05/2019	PAUL DAVIES	BRIDAL TRAIL / LOOK LOCAL BUSINESS TO BUSINESS EVENT - MARCH 2019	100.00	100.00
EFT27716	16/05/2019	BUZZ ENTERPRISES PTY LTD TRADING AS SHIFTING SANDS	SAND CLEANING AT VARIOUS PARKS	3,758.73	3,758.73
EFT27717	16/05/2019	SUEZ RECYCLING & RECOVERY PTY LTD	MONTHLY COLLECTION AT 46 EAST STREET APRIL 19	1,234.20	1,234.20
EFT27718	16/05/2019	READY TRACK PTY LTD	GPS TRACKING PLAN FOR ALL OPERATIONAL VEHICLES FOR 12 MONTHS - APRIL 19	145.20	145.20
EFT27719	16/05/2019	SHRED-X PTY LTD	240 LITRE BIN EXCHANGE FOR 12 MONTHS 2018/2019 - APRIL 19	30.36	30.36
EFT27720	16/05/2019	ANDREA ONAMADE	PERFORMANCE NATIONAL ANTHEM AT CITIZENSHIP CEREMONY 13/05/19	150.00	150.00

EFT27721	16/05/2019	MOJO DIGITAL STUDIO	HERITAGE TRAIL REVITALISATION - GRAPHIC DESIGN, ILLUSTRATION AND MAP	1,890.00	
			HERITAGE TRAIL REVITALISATION - GRAPHIC DESIGN, ILLUSTRATION AND MAP - ADDITIONAL CHARGES - CHANGES TO BROCHURE	245.00	2,135.00
EFT27722	16/05/2019	LGIS RISK MANAGEMENT	LGISWA - HR RISK VALUES DEVELOPMENT AND EMBEDDING	7,920.00	7,920.00
EFT27723	16/05/2019	MBE EAST FREMANTLE	COPY AND SCANNING PLANNING AND BUILDING PLANS (ARCHIVES) APRIL 2019	3.30	3.30
EFT27724	16/05/2019	Z-CARD POCKET MEDIA SOLUTIONS	HERITAGE TRAIL REVITALISATION LAUNCH - Z-CARD PRINTING AND ELECTRONIC ACTIVATION - 25% DEPOSIT	1,497.38	1,497.38
EFT27725	16/05/2019	WA FENCEWORKS PTY LTD	REPLACEMENT FENCE AT JOHN TONKIN RESERVE	13,739.00	
			REPLACEMENT OF FENCE AT SUMPTON GREEN	14,828.00	28,567.00
EFT27726	16/05/2019	LIESL JOY MURDOCH	RATES REFUND	2,906.16	2,906.16
EFT27727	16/05/2019	WA CUSTOM GLASS	REPAIR TO GLASS DAMAGED AT LACROSSE/CRICKET CLUB	610.47	
			REPAIRS TO GLASS DAMAGE AT LACROSSE/CRICKET CLUB	601.25	1,211.72
EFT27728	16/05/2019	ECO BIN (AUST) PTY LTD	BINS FOR TOWN HALL AND DEPOT	1,302.84	1,302.84
EFT27729	16/05/2019	TURNER GALLERIES	TOWN HALL ART ACQUISITION - REBECCA DAGNALL - PARADISE 5	1,800.00	
			TOWN HALL ART ACQUISITION - SUSAN FLAVELL - FISH AND PURPLE FLOWERS	1,100.00	2,900.00
EFT27730	16/05/2019	RICHARD GUNNING	TOWN HALL ART ACQUISITION - WHIE GUM VALLEY BACKYARD	2,800.00	2,800.00
EFT27731	16/05/2019	LAUREL NANNUP	TOWN HALL ART ACQUISITION - LOLLY TREE & PINJARRA RESERVE	1,550.00	1,550.00
EFT27732	16/05/2019	CORINNE LOUISE GEPP	RATES REFUND	1,399.25	1,399.25
EFT27733	16/05/2019	FREDERIC ANDRE FRICHOT	RATES REFUND	2,916.48	2,916.48
EFT27734	16/05/2019	ART COLLECTIVE WA	TOWN HALL ART ACQUISITION - JO DARBYSHIRE - CAIRN #1	3,800.00	3,800.00
EFT27735	16/05/2019	YAMAJI ART	TOWN HALL ART ACQUISITION - JULIE DOWLING - ICON TO A STOLEN CHILD - MARUN (QUANDONG)	3,700.00	3,700.00
EFT27736	16/05/2019	MATTHEW IAN HANDCOCK	RATES REFUND	2,997.18	2,997.18
EFT27737	16/05/2019	TANIA OLIVE SMITH	RATES REFUND	2,270.05	2,270.05
EFT27738	16/05/2019	MICHAEL PERRI JINMAN	RATES REFUND	2,999.41	2,999.41
EFT27739	16/05/2019	DANE ANNA MARIE BURMAS	RATES REFUND	3,428.20	3,428.20
EFT27740	16/05/2019	BGC RESIDENTIAL	BUILDING APPLICATION NO. 2019040 REFUND OF APPLICATION FOR BUILDING PERMIT FEES - PERMIT NOT REQUIRED	159.35	159.35
EFT27741	16/05/2019	DAVID PETKOVICH	RATES REFUND	695.24	695.24
EFT27742	16/05/2019	ASHKAN MOSHTAQ	RATES REFUND	3,208.86	3,208.86
EFT27743	16/05/2019	SIMON PAUL PRESTON	RATES REFUND	441.86	441.86
EFT27744	16/05/2019	PAUL GODDARD	RATES REFUND	3,322.59	3,322.59
EFT27745	16/05/2019	ANNE MARIE MEDCALF	RATES REFUND	499.92	
			RATES REFUND	1,996.49	2,496.41
EFT27746	16/05/2019	ANDREW MCINTYRE	RATES REFUND	1,802.80	1,802.80
EFT27747	16/05/2019	NIKKI EDGE	REFUND OF SUMPTON GREEN HIRE FEES - BOOKING CANCELLED	125.40	125.40
EFT27748	16/05/2019	PAULINE PIETERSEN	REIMBURSEMENT FOR FUEL PURCHASED FOR 1GMR574 - AWAITING ISSUE OF NEW CALTEX CARD	80.46	80.46
EFT27749	16/05/2019	NORBERT KARL SVATOS	RATES REFUND	268.57	268.57
EFT27750	16/05/2019	KIRSTY LOUISE SCURRY	DOG REGO REFUND	150.00	150.00
EFT27751	16/05/2019	CALTEX	FUEL USE 01/04/19 - 30/04/19	3,673.40	3,673.40
EFT27752	17/05/2019	AUSTRALIAN TAXATION OFFICE	FBT RETURN - FINAL PAYMENT 2018/2019 FBT YEAR	2,502.55	2,502.55
EFT27753	17/05/2019	JANELLE WITHERS	RATES REFUND	6,050.95	6,050.95
EFT27754	27/05/2019	RANDSTAD PTY LTD	RANSTAD PROVIDED CONTRACTOR OPERATIONS MANAGER POSITION W/E 12/05/19	3,983.93	
			RANSTAD PROVIDED CONTRACTOR OPERATIONS MANAGER POSITION W/E 19/05/19,	3,790.77	7,774.70
EFT27755	27/05/2019	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS MAY 19	51.80	51.80
EFT27756	27/05/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS MAY 19	298.52	298.52
EFT27757	27/05/2019	CONSTRUCTION TRAINING FUND	CONSTRUCTING TRAINING FUND COLLECTED APRIL 19	3,062.63	3,062.63
EFT27758	27/05/2019	TELSTRA	HACC MOBILE PHONE	19.00	
			SUMPTON GREEN PHONE, TOEF DIRECTORY LISTING CHARGES	299.77	
			TOWN HALL PHONE & DATA LINES	60.20	
			RESPIRE CENTRE PHONE	87.45	466.42
EFT27759	27/05/2019	FASTA COURIERS	COURIER COSTS - MAY 19 - 01/05/19 - 15/05/19	37.77	37.77
EFT27760	27/05/2019	KERB DOCTOR	INSTALLATION OF KERBING - JERRAT DRIVE, OSBORNE RD AND SEWELL STREET	907.50	907.50
EFT27761	27/05/2019	POTHOLE MASTERS PTY LTD	CROSSOVER IRWIN STREET AND TRENCH REPAIR ON MILLENDON STREET	1,870.00	
			INSTALL FOOTPATH FOR WINDSOR ROAD AND CAR PARK AREA	4,812.50	6,682.50
EFT27762	27/05/2019	TALIS CONSULTANTS PTY LTD	WAUHOP PARK CARPARK PROJECT WORK - CONSULTANCY SERVICES FOR PERIOD ENDING 31/03/19	1,738.00	
			WAUHOP PARK CARPARK PROJECT WORK TO 30/04/19	2,024.00	
			PROFESSIONAL FEES - CARPARK DESIGN AND SURVEY FOR PERIOD ENDING 31/03/19	4,037.00	
			PROFESSIONAL FEES - CARPARK DESIGN AND SURVEY FOR PERIOD ENDING 30/04/19,	561.00	8,360.00
EFT27763	27/05/2019	MARKET CREATIONS	CORPORATE BRANDING - COLOUR VARIATIONS OF REPORT COVERS	1,001.00	1,001.00
EFT27764	27/05/2019	MOORE STEPHENS	FINAL ACCOUNT FOR STRATEGIC RESOURCING PLAN - COMBINED LONG TERM FINANCIAL AND ASSET MANAGEMENT PLAN PLUS COSTS FOR ONS-SITE WORKSHOPS, AMENDMENTS TO DRAFT DOCUMENT, AND FINAL PUBLISHING	2,211.00	2,211.00
EFT27765	27/05/2019	PETER HUNT ARCHITECT	TOWN HALL REFURBISHMENT - STAGE 7 DEFECTS PERIOD	1,100.00	1,100.00
EFT27766	27/05/2019	AFGRI EQUIPMENT	SERVICE KOBELCO EXCAVATOR	557.25	
			SERVICE GEHL SKIDSTEER	937.00	1,494.25
EFT27767	27/05/2019	JAPINKA GALLERY	TOWN HALL ART ACQUISITION - JIMMY PIKE - BILLABONG	850.00	850.00
EFT27768	27/05/2019	CAPRICORN EXTINGUISHER SERVICES (WA) PTY LTD	PURCHASE 2 X FIRE EXTINGUISHERS FOR LACROSSE/CRICKET CLUB BUILDING	214.00	214.00
EFT27769	29/05/2019	OFFICEMAX AUSTRALIA LTD	STATIONARY FOR RANGERS	65.96	
			OFFICE ITEMS -OPERATIONS	46.73	
			OFFICE SUPPLIES FOR HACC	40.46	153.15
EFT27770	29/05/2019	EAST FREMANTLE FOOTBALL CLUB	CONTRIBUTION TO BUILDING UPGRADES AS PER FUNDING AGREEMENT (COUNCIL RESOLUTION)	44,000.00	44,000.00
EFT27771	29/05/2019	FORPARK AUSTRALIA	INSTALL ROCKER - ULRICH PARK	3,740.00	3,740.00
EFT27772	29/05/2019	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	DOMESTIC AND COMMERCIAL REFUSE & RECYCLING COLLECTION - APRIL 19	29,169.19	29,169.19
EFT27773	29/05/2019	O'CONNOR LAWNMOWER & CHAINSAW CENTRE	1 X KOMBI HEDGE TRIMMER ATTACHMENT FOR CHSP GARDENER	399.00	399.00
EFT27774	29/05/2019	WA FIRE PROTECTION	6MTHLY FIRE EQUIPMENT INSPECTION FOR CHSP	91.08	91.08
EFT27775	29/05/2019	WORK CLOBBER	STAFF UNIFORM CHSP GARDENER	198.00	

			STAFF UNIFORM - RANGERS	108.00	306.00
EFT27776	29/05/2019	YOUNGS PLUMBING SERVICE P/L	SHUTTING OFF WATER SUPPLY AT THE WASH DOWN AREA AT THE BOAT RAMP	275.00	275.00
EFT27777	29/05/2019	TREE PLANTING & WATERING	STREET TREE WATERING FOR MARCH	5,313.04	
			STREET TREE WATERING FOR APRIL	5,313.04	
			STREET TREE WATERING FOR MAY	4,648.91	15,274.99
EFT27778	29/05/2019	MELVILLE MITSUBISHI	MECHANICAL INSPECTION AND REPAIR TO BUS 1DXU938 DUE TO ABS WARNING LIGHT.	159.50	159.50
EFT27779	29/05/2019	MCGEES NATIONAL PROPERTY CONSULTANTS	SEABED RENT, POSTAGE & PETTIES & MANAGEMENT FEES 01/06/19-31/08/19	11,821.60	11,821.60
EFT27780	29/05/2019	SOUTHERN METROPOLITAN REGIONAL COUNCIL	MSW GATE FEES FOR MAY 19	25,623.08	25,623.08
EFT27781	29/05/2019	HAVILAH LEGAL	PROFESSIONAL FEES -- COSTS ASSOCIATED WITH RATES DEBT RECOVERY	162.00	162.00
EFT27782	29/05/2019	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	TRAINING COURSE FOR 1 X STAFF - WALGA PLANNING PRACTICES - ESSENTIALS	515.00	
			WALGA TRAINING - 1 X STAFF - PREPARING AGENDAS AND MINUTES	567.00	1,082.00
EFT27783	29/05/2019	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2018/19 ESL QUARTER 4 CONTRIBUTION - OPTION B AGREEMENT	136,520.66	136,520.66
EFT27784	29/05/2019	STRATA GREEN	1 X BOX OF 6X 500 GRAM MAGNESIUM, 1 X WOLF POND NET, EZIREACHER LITTER TOOL EZR80 X 4, INIATOR 1200 TABLETS, WOLF POWERCUT TELESCOPIC BYPASS LOPPER RR900T X 1	1,210.33	1,210.33
EFT27785	29/05/2019	FRANK GILMOUR PEST CONTROL	FULL PERIMETER TERMITE BARRIER AT THE OLD POLICE STATION	1,680.00	1,680.00
EFT27786	29/05/2019	KERB DOCTOR	CROSSOVER AT 55 PETRA STREET, KERBING AT 29 DALGETY STREET	660.00	660.00
EFT27787	29/05/2019	WOOLWORTHS SUPERMARKETS	RESPIRE CENTRE GROCERIES FOR HACC - 13/5/19	81.40	
			CATERING -MEETING ON 15.05.2019	12.00	
			RESPIRE CENTRE GROCERIES - 27/5/2019	123.63	
			RESPIRE CENTRE GROCERIES - 20/5/2019	217.15	434.18
EFT27788	29/05/2019	DAVID GRAY & CO. PTY LTD	PURCHASE 30 GENERAL WASTE BINS INC LIDS, WHEELS, AXLES AND 200 PINS	1,869.67	
			30 X BINS AND LIDS	1,715.67	
			PURCHASE OF 20 COMPLETE GENERAL WASTE BINS AND 20 COMPLETE RECYCLING BINS	2,287.56	
			6 60 LITRE SULO WHEELIE BINS FOR FOGO DEMONSTRATION AND WASTE EDUCATION	349.80	6,222.70
EFT27789	29/05/2019	HYDRO JET	REMOVE GRAFFITI IN VARIOUS LOCATIONS	951.50	951.50
EFT27790	29/05/2019	SUNNY SIGN COMPANY PTY LTD	4X SIGNS '2HR'	96.80	96.80
EFT27791	29/05/2019	DEPARTMENT OF TRANSPORT	VEHICLE SEARCHES APRIL 19	442.00	442.00
EFT27792	29/05/2019	METRO CONCRETE	NEW FOOTPATH - JOHN TONKIN AND VARIOUS SLABS FOR FOGO BINS	16,461.50	16,461.50
EFT27793	29/05/2019	ERGOLINK	OFFICE DESK AND CHAIR FOR OPERATIONS MANAGER	2,428.34	2,428.34
EFT27794	29/05/2019	FUJI XEROX	FUJI XEROX - DC5C6675T - FINANCE AREA PHOTOCOPY CHARGES 01/04/19 - 30/04/19	153.08	153.08
EFT27795	29/05/2019	CHRISTINE CATCHPOLE	REIMBURSEMENT OF EXPENSES - PLANNING INSTITUTE OF AUSTRALIA CONGRESS 2019 14-17 MAY 19	160.45	160.45
EFT27796	29/05/2019	KEYS BROS	FURNITURE STORAGE - HISTORIC AND CHAMBER FURNITURE 28/04/19 - 25/05/19	260.00	260.00
EFT27797	29/05/2019	PAUL THE MELVILLE GARDNER	CLEAN UP FALLEN LEAVES AT RICHMOND RACEWAY PARK	1,620.00	1,620.00
EFT27798	29/05/2019	METAL ARTWORK CREATIONS	2 GOLD ALUMINIUM PLAQUES - MAHOGONY MOUNT - YEARS OF SERVICE	88.11	88.11
EFT27799	29/05/2019	TREE'S A CROWD TREE CARE	TREE PRUNING AT VARIOUS SITES	3,740.00	3,740.00
EFT27800	29/05/2019	TOTALLY WORKWARE FREMANTLE	DEPOT STAFF UNIFORM - 1 PAIR BOOTS	145.00	145.00
EFT27801	29/05/2019	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES 02/05/19 - 10/05/19	1,996.50	1,996.50
EFT27802	29/05/2019	COASTLINE MOWERS	GRASS DEFLECTOR FOR REEL MOWER	77.00	
			6 X ROLLS OF BRUSHCUTTER CORD AND 2 X BUMPER STRIPS FOR MS261C CHAINSAW	306.20	383.20
EFT27803	29/05/2019	THE PAMPHLETEERS	FOGO - DL FLYER NO. 1 - LETTERBOX DELIVERY	1,256.25	1,256.25
EFT27804	29/05/2019	AMBIUS (RENTOKIL INITIAL PTY LTD)	PLANT HIRE FOR TOWN HALL 18/19 - 27/06/19 - 26/07/19	263.12	263.12
EFT27805	29/05/2019	READY TRACK PTY LTD	GPS TRACKING PLAN FOR ALL OPERATIONAL VEHICLES FOR 12 MONTHS - MAY 19	145.20	145.20
EFT27806	29/05/2019	FRESH PROMOTIONAL PRODUCTS AUSTRALIA	LATTE COFEE MUGS (q.81597) X 75 PRINTED IN COLOUR DOUBLE SIDED	866.25	866.25
EFT27807	29/05/2019	MOJO DIGITAL STUDIO	GRAPHIC DESIGN - ADDITIONAL HOURS TO FINALISE ARTWORK FOR Z-CARD & WEB	140.00	140.00
EFT27808	29/05/2019	MBE EAST FREMANTLE	COPY AND SCANNING PLANNING AND BUILDING PLANS (ARCHIVES) MAY 2019	44.74	44.74
EFT27809	29/05/2019	EDELENGINEER	CONSTRUCTION OF TURNING BAY AT JOHN TONKIN RESERVE, GEOTECHNICIAN WORK (VARIATION TO ENGINEER FEE)	11,319.00	11,319.00
EFT27810	29/05/2019	C'EST BIEN THAI	CATERING - CAPITAL WORKS WORKSHOP 15/05/19	333.90	333.90
EFT27811	29/05/2019	PETA MILLER ART	ARTWORK FOR TOWN HALL - VIEW FROM MONUMENT HILL & MONUMENT HILL EVENING	1,230.00	1,230.00
EFT27812	29/05/2019	PETER ZUVELA	TOWN HALL ART ACQUISITION - UNDER THE BRIDGE	190.00	190.00
EFT27813	29/05/2019	BOZ PROPERTY MAINTENANCE SERVICES	MAINTENANCE WORK 133 CANNING HIGHWAY - INSTALL DEADBOLT TO BACK DOOR & BATTERY TO SMOKE ALARM	150.00	150.00
EFT27814	29/05/2019	AINE HEALEY-CARTER	RATES REFUND	1,480.44	1,480.44
EFT27815	29/05/2019	FRANK GAFFNEY DEAN LINDSAY AVIANNE HILARY BREDMAYER	RATES REFUND	2,213.00	2,213.00
EFT27816	29/05/2019	VIVIANNE ANNE PLACANICA	RATES REFUND	2,454.08	2,454.08
EFT27817	29/05/2019	PETER LESLIE OXWELL	REFUND OF OVERPAYMENT OF PARKING TICKET - LEEUWIN LAUNCHING RAMP	16.00	16.00
EFT27818	29/05/2019	ALICIA ROBINSON	RATES REFUND	6,320.72	6,320.72
EFT27819	29/05/2019	MARK ALEXANDER FEWINGS	RATES REFUND	2,128.69	2,128.69
EFT27820	29/05/2019	ANTONIO PAULO JARDIM	RATES REFUND	2,845.44	2,845.44
EFT27821	29/05/2019	CONCETTINA LENZO	RATES REFUND	3,794.17	3,794.17
EFT27822	29/05/2019	DEBORAH JANE WHEELDON	RATES REFUND	2,508.62	2,508.62
EFT27823	29/05/2019	NICOLE HAZEL HEVRON	RATES REFUND	1,798.99	1,798.99
			EFT TOTAL	\$ 915,569.24	\$ 915,569.24

Direct Debit	Supplier	Description	Inv Amount	EFT
DD11827.1	CREDIT CARD - GARY TUFFIN	CITY OF FREMANTLE	\$ 3.00	\$ 3.00
		COVERMORE INSURANCE AUSTRALIA	\$ 13.95	\$ 13.95
		QBE INSURANCE	\$ 12.00	\$ 12.00
		TRYBOOKING	\$ 425.50	\$ 425.50
		QANTAS AIRWAYS LIMITED	\$ 370.71	\$ 370.71
		VIRGIN AUSTRALIA	\$ 3.73	\$ 3.73
		VIRGIN AUSTRALIA	\$ 374.00	\$ 374.00
		CITY OF PERTH PARKING	\$ 4.14	\$ 4.14
		CPP HIS MAJESTY'S	\$ 9.09	\$ 9.09
		CPP CONVENTION CENTRE	\$ 23.22	\$ 23.22
		CITY OF FREMANTLE	\$ 4.50	\$ 4.50
	CREDIT CARD - PETER KOCIAN	PACEWAY MITSUBISHI	\$ 626.40	\$ 626.40
		FREMANTLE CHAMBER OF COMMERCE	\$ 215.00	\$ 215.00
		FREMANTLE CHAMBER OF COMMERCE	\$ 310.00	\$ 310.00
		SEEK	\$ 308.00	\$ 308.00
		WOOLWORTHS	\$ 300.00	\$ 300.00
		CITY OF MELVILLE PARKING	\$ 4.20	\$ 4.20
		CITY OF FREMANTLE	\$ 3.00	\$ 3.00
		CROWN PERTH PARKING	\$ 20.24	\$ 20.24
		DOMINOS EAST FREMANTLE	\$ 91.65	\$ 91.65
		COLES MELVILLE	\$ 15.95	\$ 15.95
		FIVE SEASONS FRESH	\$ 23.98	\$ 23.98
		FLORA & FAUNA	\$ 352.50	\$ 352.50
		FOODWORKS EAST FREMANTLE	\$ 35.54	\$ 35.54
		OFFICEWORKS	\$ 110.57	\$ 110.57
		OFFICEWORKS	\$ 56.15	\$ 56.15
DD11813.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$ 21,924.17	\$ 21,924.17
DD11814.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$ 22,236.08	\$ 22,236.08
		DIRECT DEBIT TOTAL	\$47,877.27	\$47,877.27
		Description	Inv Amount	EFT
		PAYROLL P/E 07/05/19	\$ 132,214.90	\$ 132,214.90
		PAYROLL P/E 21/05/19	\$ 135,175.76	\$ 135,175.76
		PAYROLL TOTALS	\$ 267,390.66	\$ 267,390.66
		GRAND TOTAL	\$ 1,231,410.42	\$ 1,231,410.42

12.1.3 Elected Member Fees and Allowances 2019/20

Applicant	Town of East Fremantle
File ref	A/RSCP
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	18 June 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Salaries and Allowances Tribunal Determination 9 April 2019

Purpose

Council is requested to consider Elected Member Fees and Allowances for the 2019/20 financial year.

Executive Summary

Section 7B(2) of the *Salaries and Allowances Act 1995* requires the Salaries and Allowances Tribunal each year to determine the setting of fees, allowances and reimbursement of expenses to be paid under the *Local Government Act 1995* to Elected Members. A copy of the most recent determination, which comes into operation on 1 July 2019, is attached.

The Salaries and Allowances Tribunal recommends that each local government should conduct a remuneration review of Elected Member Fees and Allowances on an annual basis, following each determination.

Background

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

Fee/Allowance	Current Amount	Minimum Amount	Maximum Amount	% Maximum
Annual Meeting Attendance Fee – Mayor	\$25,000	\$7,688	\$25,342	99%
Annual Meeting Attendance Fee – Elected Members	\$15,500	\$7,688	\$16,367	95%
Annual Allowance - Mayor	\$25,000	\$1,025	\$36,957	68%
Annual Allowance – Deputy Mayor	\$6,250	\$256	\$9,329	67%
Annual Information Communication and Technology Allowance	\$3,000	\$500	\$3,500	86%

Consultation

Budget Forum 28 May 2019

Statutory Environment

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

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

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

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

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

Elected Member fees and allowances are contained within the Annual Budget.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

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)
Elected Member Fees and Allowances are contained within the Annual Budget, and any increase within the prescribed ranges will have a negligible financial impact.	Possible (3)	Insignificant (1)	Low (1-4)	FINANCIAL IMPACT \$10,000 - \$50,000	Accept Officer Recommendation

Risk Matrix

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

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

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

Comment

The Salaries and Allowances Tribunal is required each year to determine:

- The amount of fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* to elected members for attendance at meetings;
- The amount of expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the *Local Government Act 1995* to elected members;
- The amount of allowances or the minimum and maximum amounts of allowances, to be paid under the *Local Government Act 1995* to elected members.

Elected Members are entitled to the following fees and allowances:

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



12.1.3 OFFICER RECOMMENDATION

That Council, pursuant to sections 5.98, 5.99, 5.99A of the *Local Government Act 1995* and regulations 33, 33A 34, 34A and 34AA of the *Local Government (Administration) Regulations 1996* adopts the following annual amounts for elected member fees and allowances for the 2019/20 financial year:

Fee/Allowance	Current Amount 18/19	Maximum Amount Prescribed	Proposed Amount 19/20	% Maximum
Annual Meeting Attendance Fee – Mayor	\$25,000	\$25,342	\$25,000	99%
Annual Meeting Attendance Fee – Elected Members	\$15,500	\$16,367	\$15,500	95%
Annual Allowance - Mayor	\$25,000	\$36,957	\$28,000	76%
Annual Allowance – Deputy Mayor	\$6,250	\$9,329	\$7,000	75%
Annual Information Communication and Technology Allowance	\$3,000	\$3,500	\$3,500	86%

WESTERN AUSTRALIA
SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE
SALARIES AND ALLOWANCES TRIBUNAL
FOR LOCAL GOVERNMENT
CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS
Pursuant to Section 7A and 7B

9 April 2019

PREAMBLE

STATUTORY CONTEXT

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Section 7B(2) of the SA Act requires the Tribunal to inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

CONSIDERATIONS

4. The Tribunal has considered sections 2.7 to 2.10 and 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies and the functions of local government Chief Executive Officers (CEOs).

5. The Tribunal invited individual local governments to provide information in order to ensure the Tribunal is informed on developments across the sector.

Band allocation model

6. The Tribunal continues to utilise the four band classification model adopted in its 2012 determination. The model provides for a range of measurable and non-measurable factors to be taken into account.
7. The Tribunal notes that there is flexibility for change within each band before an increase in classification is warranted. A request for an increase in classification will only be accepted where it is demonstrated that the local government or regional local government has experienced a substantial and sustained increase within the parameters of the band allocation model.

Christmas and Cocos Islands

8. The Commonwealth and WA Governments entered an agreement in 2016 under Section 8H of the *Christmas Island Act 1958* (Cth), Section 8H of the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), such that the Salaries and Allowances Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
9. The Tribunal has reviewed the Shires of Christmas and Cocos (Keeling) Islands during the current inquiry.

Economic circumstances

10. The Tribunal has noted a range of labour market and economic data including the financial position and fiscal strategy of the State.
11. While the Tribunal acknowledges that the local government sector is not tied to the specific budgetary pressures associated with the State Budget and the *Salaries and Allowances Amendment (Debt and Deficit Remediation) Act 2018*, it is a sector created by the Western Australian Parliament and is part of a broader public sector.
12. In recent years, the Tribunal has responded to the financial difficulties faced by the State and the public of Western Australia by restraining growth in the band ranges available to CEOs and elected members. While the band ranges have been frozen, individual local governments have retained the ability for remuneration movement within a band to suit individual circumstances.
13. The Tribunal remains cognisant of its duties to ensure that the remuneration of senior officers within the public sphere of Western Australia remains within public expectations and within the framework of other public officers, while being sufficient enough to attract well qualified candidates.

CONCLUSIONS

14. The Tribunal has determined a 1 percent increase in the remuneration, fees, expenses or allowances ranges provided to CEOs and elected members.
15. The Tribunal notes that the increase to the remuneration ranges does not constitute an automatic increase to the remuneration provided to CEOs or elected members. Each local government must conduct its own remuneration review to determine whether any increase, within the applicable bands, is justified.
16. The Tribunal considered those local governments with potential to change classification. In reviewing the classification framework, band allocation model and all other relevant information, the Tribunal has increased the Shire of Manjimup from Band 3 to Band 2.
17. The Tribunal has made additional minor changes:
 - increasing the child care reimbursement rate from \$25 to \$30 per hour;
 - clarifying the motor vehicle private benefit exemption for rural and remote local governments under Part 5; and
 - including the term 'reasonable' under Part 8 to allow individual local governments to assess whether reimbursable travel costs have been reasonably incurred.
18. The Tribunal reinforces its preference for the reimbursement of actual expenses wherever possible and, accordingly, has maintained the annual allowances for information and communication technology (ICT) and travel and accommodation. Although these annual allowances are to be paid in lieu of reimbursement of such expenses, the Tribunal maintains the fundamental principle that elected council members should not be out of pocket for expenses properly incurred in the fulfilment of their duties and that any expense incurred beyond the annual allowance amount received should continue to be reimbursed in accordance with the LG Regulations.
19. Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of local government CEOs and the provision of fees, expenses and allowances to elected members.

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE
*SALARIES AND ALLOWANCES ACT 1975***

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Schedule 1: Local Government Band Allocations

Explanatory Notes

PART 1: INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2019*.

1.2 Commencement

This determination comes into operation on 1 July 2019.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the

amount determined by the Tribunal will be payable to an eligible elected council member.

- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairmen of regional local governments and to remunerate them for the performance of the duties associated with their office.

1.4 Terms used

In this determination, unless the contrary intention appears -

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

council member, in relation to:

- (a) a local government –
 - (i) means a person elected under the LG Act as a member of the council of the local government; and
 - (ii) includes the mayor or president of the local government;

(b) a regional local government –

- (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
- (ii) includes the chair of the regional local government;

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Remuneration Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments are allocated to a Band only with respect to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary;
 - (b) Annual leave loading;
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
 - (d) Association membership fees;
 - (e) Attraction/retention allowance, not being provided under Part 3;
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - (g) Cash bonus and performance incentives;
 - (h) Cash in lieu of a motor vehicle;
 - (i) Fitness club fees;
 - (j) Grooming/clothing allowance;
 - (k) Health insurance;
 - (l) School fees and/or child's uniform;
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - (n) Travel or any other benefit taken in lieu of salary;
 - (o) Travel for spouse or any other member of family;

- (p) Unrestricted entertainment allowance;
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
 - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
- (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
 - (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
 - (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$250,375 - \$379,532
2	\$206,500 - \$319,752
3	\$157,920 - \$259,278
4	\$128,226 - \$200,192

- (2) Local governments have been classified in Schedule 1.

(3) Regional local governments have been classified in Table 2 below.

Table 2: Regional local government band classification

Regional Local Government	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of Cunderdin and the CEO of the Shire of Tammin, shall be entitled to receive a TRP range from the bottom of Band 4 (\$128,226) to a maximum of \$220,211 (which represents the top of Band 4 plus 10%).
- (5) A person who holds a dual appointment of the CEO of the City of Karratha and the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 1 range (\$250,375 - \$379,532).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 GENERAL

- (1) Local governments listed under Table 3 in this Part have access to an amount additional to the Total Reward Package for CEO remuneration in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) Local governments are not required to pay all or any of this amount and the payment of this allowance is at the discretion of the local government, albeit within the parameters set by the Tribunal.
- (3) When a local government chooses to use all or any of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3 below.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$45,000
Broome Shire	\$35,000
Carnamah Shire	\$30,000
Carnarvon Shire	\$30,000
Chapman Valley Shire	\$30,000
Christmas Island Shire	\$80,000
Cocos (Keeling) Islands Shire	\$80,000
Coolgardie Shire	\$30,000
Coorow Shire	\$30,000
Cue Shire	\$40,000
Derby-West Kimberley Shire	\$45,000
Dundas Shire	\$30,000
East Pilbara Shire	\$45,000
Esperance Shire	\$25,000
Exmouth Shire	\$35,000
Geraldton-Greenough City	\$25,000
Halls Creek Shire	\$65,000
Irwin Shire	\$30,000
Jerramungup Shire	\$25,000
Kalgoorlie-Boulder City	\$30,000
Karratha City	\$60,000
Kent Shire	\$10,000
Kondinin Shire	\$10,000
Kulin Shire	\$10,000
Lake Grace Shire	\$10,000
Laverton Shire	\$40,000
Leonora Shire	\$40,000
Meekatharra Shire	\$40,000
Menzies Shire	\$30,000
Merredin Shire	\$10,000
Mingenew Shire	\$30,000
Morawa Shire	\$30,000
Mount Magnet Shire	\$30,000
Mount Marshall Shire	\$10,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Mukinbudin Shire	\$25,000
Murchison Shire	\$30,000
Narembeen Shire	\$10,000
Ngaanyatjarraku Shire	\$40,000
Northampton Shire	\$30,000
Nungarin Shire	\$10,000
Perenjori Shire	\$30,000
Port Hedland Town	\$60,000
Ravensthorpe Shire	\$30,000
Sandstone Shire	\$30,000
Shark Bay Shire	\$35,000
Three Springs Shire	\$30,000
Upper Gascoyne Shire	\$35,000
Westonia Shire	\$25,000
Wiluna Shire	\$40,000
Wyndham-East Kimberley Shire	\$45,000
Yalgoo Shire	\$30,000
Yilgarn Shire	\$25,000

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For local governments generally, except those listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
 - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all

council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

- (5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
 - (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (6) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
 - (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
 - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings; and
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (7) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$615	\$793	\$615	\$1,189
2	\$373	\$582	\$373	\$780
3	\$193	\$410	\$193	\$634
4	\$91	\$238	\$91	\$490

Table 5: Council meeting fees per meeting – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$91	\$238	\$91	\$490

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –
 - (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$308	\$396
2	\$186	\$291
3	\$97	\$205
4	\$46	\$119

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)		
	Minimum	Maximum
All regional local governments	\$46	\$119

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$24,604	\$31,678	\$24,604	\$47,516
2	\$14,865	\$23,230	\$14,865	\$31,149
3	\$7,688	\$16,367	\$7,688	\$25,342
4	\$3,589	\$9,504	\$3,589	\$19,534

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,795	\$10,560	\$1,795	\$15,839

PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
 - (a) the leadership role of the mayor, president or chair;
 - (b) the statutory functions for which the mayor, president or chair is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$61,509 to \$137,268.

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$51,258	\$89,753
2	\$15,377	\$63,354
3	\$1,025	\$36,957
4	\$513	\$20,063

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$513	\$20,063

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011* as at the date of this determination.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

- (1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or

- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$50.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	3
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 9 April 2019.

M Seares AO
CHAIR

B A Sargeant PSM
MEMBER

C P Murphy PSM
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Superannuation

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the *Income Tax Assessment Act 1936* (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.

12.1.4 Schedule of Fees and Charges 2019/20

Applicant	Town of East Fremantle
File ref	F/ABT1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	18 June 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Schedule of Fees and Charges 2019/20

Purpose

Council is requested to consider and adopt the Schedule of Fees and Charges for the 2019/20 financial year.

Executive Summary

In order to comply with the provisions of the *Local Government Act 1995*, all fees and charges to be levied by Council for the financial year are to be submitted for adoption by Council.

Background

West Australian local governments have the right to impose different types of charges in relation to services beyond the raising of a general rate or specified area rate, namely;

- A fee or charge under the *Local Government Act 1995*
- A waste collection rate under the *Waste Avoidance and Resource Recovery Act 2007* or
- A receptacle charge under the *Waste Avoidance and Resource Recovery Act 2007*

Legislation requires the setting of fees and charges to consider the cost of the service provided, which includes the value of the assets utilised or consumed in providing the service. The costs of providing a service should include:

- The direct operational costs of providing the services;
- An appropriate proportion of indirect costs associated with the service;
- The costs of the assets consumed in providing the service;
- A defined and appropriate rate of return or subsidy for the service; and
- Consideration of non-financial advantages and disadvantages to the community of providing the service.

Providing for the long term renewal of revenue generating assets should also be an essential element of setting fees and charges.

Consultation

Concept Forum 28 May 2019

Statutory Environment

Section 6.17 of the *Local Government Act 1995* refers to setting the level of Fees and Charges and states in part:

In determining the amount of a fee and charge for a service or for goods a local government is required to take into consideration the following factors-

- (a) the cost to the local government of providing the service or goods;*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider*

Section 6.16 – 6.19 of the *Local Government Act 1995* is also relevant to the setting of fees and charges.

6.16 Imposition of fees and charges

6.17 Setting level of fees and charges

6.18 Effect of other written laws

6.19 Local government to give notice of fees and charges

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

The Schedule of Fees and Charges will be incorporated into the 2019/20 Annual Budget, and the adopted fees will be used as a basis for income projections.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

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)
Fees and charges are not set at the appropriate level, requiring cross-subsidisation from rates revenue.	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation

Risk Matrix

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

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

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

Comment

Council is requested to adopt the 2019/20 Schedule of Fees and Charges, and advertise the Schedule prior to the implementation date of 1 July 2019.

The Schedule of Fees and Charges has been reviewed by the Administration and was discussed at a Council Workshop on 28 May 2019. The Local Government Cost Index increased by 1.5% to December 2018. The largest increases related to energy costs, with the new annual regulated electricity and street light tariffs coming into effect during the December quarter. Electricity costs increased by 7.3% in both quarterly and annual terms, while street lighting costs were up by 3.2%. In annual terms, road and bridge construction costs also increased by 2.9%. WALGA's latest forecasts for the LGCI predict the index will rise by 1.8% in 2018/19.

Council adopted its Strategic Resource Plan at the Ordinary Meeting of 21 May 2019. This Plan assumes a pricing increase of 3% per annum over the life of the Plan. This is to ensure that relativities between rates revenue and fees and charges are maintained, as the Town is heavily reliant on rate revenue to fund services, with rate revenue cover of over 77%. A 3% increase in all non-statutory fees has therefore been applied as a rule of thumb, with the exception of parking fees (no increase) and mooring pen fees (10% decrease to encourage full utilisation).

The Town has considered the following guiding principles when setting the level of fees and charges:

- Private Benefit – the service benefits particular users without any broader benefits to the community. Full cost recovery is expected.
- Public Benefit – the service provides broad community benefit. Nil to partial cost recovery.
- Shared Benefit – the service provides both community benefits and a private benefit. Partial cost recovery is expected.
- Regulatory – fee or charge is fixed by legislation.

The application of these principles to specific service areas is summarised as follows:

Service	Principle	Cost Recovery
Administration	Private	100%
Ranger Services	Private/Regulatory	100%
Fire and Emergency Services	Private/Regulatory	100%
Health Services	Private/Regulatory	100%
Planning Services	Private/Regulatory	100%
Waste Services	Private	100%
Library Services	Private	100%
Sports Ovals and Facilities	Shared	Partial
Building Services	Private/Regulatory	100%
Engineering Services	Private	100%

12.1.4 OFFICER RECOMMENDATION

That Council:

1. pursuant to section 6.16 of the *Local Government Act 1995*, adopt the 2019/20 Schedule of Fees and Charges as per Attachment 1.
2. pursuant to section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960* and regulation 53 of the *Building Regulations 2012*, impose a private swimming pool four yearly inspection fee of \$57.60 inclusive of GST for each property where a private swimming pool is located, charged at \$14.40 per annum.
3. pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, impose the following charges for the removal and deposit of commercial waste and additional receptacle services:

Description	Fee
Refuse and Recycling Service – 2 MGBs	\$500.00 per annum
120L/240L General Waste Bin (Red Bin/Green Bin Lid)	\$250.00 per annum
240L/360L Recycling Bin (Yellow Lid)	\$250.00 per annum
Bulk Bin Services	Cost + 15%

4. requests the Chief Executive Officer give local public notice of the Schedule of Fees and Charges, pursuant to section 6.19 of the *Local Government Act 1995*, with an implementation date of 1 July 2019.

2019/20 Schedule of Fees and Charges						
Schedule	Description of Fee or Charge	Details	GST (excl) \$	GST \$	GST (incl) \$	
GENERAL PURPOSE FUNDING						
Rates						
	Instalment Fee - per instalment		16.50	Exempt	16.50	
	Rate Enquiry Fee	Per Written Enquiry	55.00	Exempt	55.00	
	Orders & Requisitions	Per Application	69.50	Exempt	69.50	
	Combined Enquiry	Per Application	112.00	Exempt	112.00	
	Ownership enquiry	Per property	14.09	1.41	15.50	
	Rates - Special Arrangements to Pay	Per Application	49.00	Exempt	49.00	
	Rates - Special Arrangements to Pay (Financial Hardship)					
	- Administration Fee		0.00	0.00	0.00	
	- Penalty Interest				0.00%	
GOVERNANCE						
General Administration						
	Sale of Electoral Rolls	Per Copy	69.50	Exempt	69.50	
	Sale of Street listings	Per Copy	193.64	19.36	213.00	
	Sale of History Books - Small but Strong	Each	26.82	2.68	29.50	
	Photocopying					
	- General Public - A4 Sheets (Colour)	Per Copy	0.86	0.09	0.95	
	- General Public - A4 Sheets (Black & White)	Per Copy	0.45	0.05	0.50	
	- General Public - A3 Sheets (Colour)	Per Copy	1.73	0.17	1.90	
	- General Public - A3 Sheets (Black & White)	Per Copy	0.86	0.09	0.95	
	- Community & Organisations - A4 Sheets (Colour and B & W)	Per Copy	Per Above	Yes	50% discount	
	- Community & Organisations - A3 Sheets (Colour and B & W)	Per Copy	Per Above	Yes	50% discount	
	Freedom Of Information					
	- Application	Per Application	30.00	Exempt	30.00	
	- FOI photocopying	Per Copy	0.20	Exempt	0.20	
	- Staff Time (search & discovery of documents)	Per Hour	30.00	Exempt	30.00	
	Trust Account Management Fee					
	Administration charge for holding funds in Trust	Each and every Deposit	6.09	0.61	6.70	
	- Lessor of the monthly fee or the interest earned					
	Hire of Facilities					
	Hire of Meeting Rooms - Town Hall - Commercial	per hour	50.00	5.00	55.00	
	Hire of Meeting Rooms - Town Hall - Not for Profit	per hour	25.00	2.50	27.50	
LAW, ORDER & PUBLIC SAFETY						
	Dog Impounding fees - Poundage	Full recovery	Cost + 15%	Exempt	Cost + 15%	
	Dog Impounding fees - Sustainance	Full recovery	At Cost	Exempt	At Cost	
	Release of impounded dog		Cost + 15%		Cost + 15%	
	Fire Break Clearing	Actual Cost + 25%	Cost + 25%		Cost + 25%	
	Dog Registration Fees					
	Unsterilised - 1 year		50.00	Exempt	50.00	
	Unsterilised - 3 year		120.00	Exempt	120.00	
	Unsterilised - Lifetime Registration		250.00	Exempt	250.00	
	Sterilised - 1 year		20.00	Exempt	20.00	
	Sterilised - 3 year		42.50	Exempt	42.50	
	Sterilised - Lifetime Registration		100.00	Exempt	100.00	
	* Dog owned by pensioner - 50% of fee otherwise payable					
	** Effective 31 May each year - 50% of normal fee on 1 year licence					
	Application to keep a third dog		136.36	13.64	150.00	

		Full recovery +15%	200.00 Cost + 15%	Exempt	200.00 Cost + 15%
Dogs kept in an approved kennel establishment licensed under Sect 27, where not otherwise registered					
Euthanasia for a dog					
Cat Registration Fees					
Registration - 1 Year			20.00	Exempt	20.00
Registration - 3 Years			42.50	Exempt	42.50
Registration - Lifetime			100.00	Exempt	100.00
* Cat owned by pensioner - 50% of fee otherwise payable					
** Effective 31 May each year - 50% of normal fee on 1 year licence					
Annual application for approval or renewal of approval to breed cats (per cat)			100.00	Exempt	100.00
Release of impounded cat			Cost + 15%		Cost + 15%
Cat - Sustenance and pound costs			Cost + 15%		Cost + 15%
Cat Trap Hire (Bond \$300)			0.00	0.00	0.00
Recovery of Impounded Vehicles/Goods					
Vehicle Impounding Fee			248.95	24.90	273.85
Vehicle Impounding Fee			39.82	3.98	43.80
Towage Fees			Cost + 15%		Cost + 15%
Storage Fee - Motor Vehicle			20.00	Exempt	20.00
Storage Fee - Other Goods			20.00	Exempt	20.00
HEALTH					
Health					
EH Gray Centre Mid Wifery - Annual Building Hire			2,668.64	266.86	2,935.50
Stall Holders permit application fee / renewal			172.54	17.25	189.80
Trading in Public Places - Application fee			86.75	8.67	95.40
Trading in Public Places - Per Day fee			52.45	5.25	57.70
Outdoor Eating Area permit - Application fee			290.73	29.07	319.80
Outdoor Eating Area permit - Annual fee			29.09	2.91	32.00
Food Hygiene & Safety Course			41.91	4.19	46.10
Registration of new Lodging Houses			280.26	28.03	308.30
Renewal of registration of existing Lodging Houses			309.91	30.99	340.90
Skin Penetration Premises Application fee			86.36	8.64	95.00
Skin Penetration Premises annual assessment fee			45.45	4.55	50.00
Noise Management Plan Lodgement fee			86.36	8.64	95.00
Non-complying event application fee			909.09	90.91	1,000.00
Section 39 Certificate/inspection for licensed premises			133.64	13.36	147.00
Septic Tank installation - Application			121.00	Exempt	121.00
Permit to use apparatus			118.00	Exempt	118.00
Greywater system installation - Application			Fee Waiver	Exempt	Fee Waiver
Permit to use apparatus - Greywater system			Fee Waiver	Exempt	Fee Waiver
Reissue of certificate, registration, licence or approval (not otherwise listed)			27.27	2.73	30.00
Food Business					
Notification Fee			45.45	4.55	50.00
Registration Fee			45.45	4.55	50.00
Annual Assessment:					
High			90.91	9.09	100.00
Medium			45.45	4.55	50.00
Low					Exempt
Inspection Fee e.g. settlement inspection			45.45	4.55	50.00
Reinspection fee for non-compliant premises			136.36	13.64	150.00
Food Vans - Event Based (eg festivals, miscellaneous)			45.45	4.55	50.00
Aquatic Facilities					
Annual Sampling Fee			272.73	27.27	300.00
Re-sampling for non-compliant results			45.45	4.55	50.00
Public Buildings					
Application to construct a new public building			791.82	79.18	871.00
Annual Assessment:					
High			54.55	5.45	60.00

The maximum fee in accordance with the Planning and Development (Development Assessment Panels) Regulations 2011		50% of fee	50% of fee
		Nil	Nil
DAP Fees			
Refund of Planning Application Fee			
Prior to assessment			
Following assessment			
General Planning and Development Fees			
Advertising/Public Comment:			
Newspaper Notice	Actual cost (inc GST)	Cost + 15%	Yes Cost + 15%
Sign & Notice to Neighbours	+ Administration Fee	125.83	12.58
Notices to Neighbours only	Minimum	23.82	2.38
Installation of Sign by Council	Minimum	104.87	10.49
Community Design Advisory Committee Referral fee		23.82	2.38
Subdivision/ Amalgamation			
Subdivision clearance (not more than 5 lots)		Variable	Exempt
Subdivision clearance (6-195 lots) \$73.00 per lot for first 5 lots plus \$35.00 per lot thereafter			Exempt
Subdivision clearance (>195 lots)			Exempt
Bonds			
Infrastructure Bond - Single Frontage	Refundable	1,500.00	Exempt
Infrastructure Bond - Corner Lot	Refundable	2,500.00	Exempt
Soil Stabilisation Bond	Refundable	1,000.00	Exempt
Signage Application			
Application for Planning Approval	Per application	147.00	Exempt
Miscellaneous Planning Fees			
Application for change of street number		109.64	10.96
Heritage assessment			
Property Settlement Questionnaire / Written Planning Advice/Zoning Certificate		66.36	6.64
T P Scheme No. 3 Text and Map		66.36	6.64
T P Scheme No. 3 Map Only		16.64	1.66
Archival Search Fee - Plans - (Photocopying in excess of \$15 to be charged at cost)		95.32	9.53
Crossover Variation Application fee		137.27	13.73
Cash-in-lieu of Parking Space - Valuation			
Scheme Amendments (including advertising and gazette) and Rezoning Applications			
Application Fee - Basic/ Standard/ Complex			
** The Town will provide a cost estimate for a Scheme Amendment on application. This amount will be based on the estimated number of staff hours charged at the rates below. This amount is required to be paid up-front. The actual cost will then be reconciled and the applicant either provided with an adjustment			
Executive Manager	Hourly rate	80.00	8.00
Manager/ Senior Planner	Hourly rate	60.00	6.00
Planning Officer	Hourly rate	33.51	3.35
Other Staff eg EHO	Hourly rate	33.51	3.35
Administration	Hourly rate	27.45	2.75
*** Structure Plans will also be charged on a cost-recovery basis and be invoiced the same way as a Scheme Amendment.			
Other Miscellaneous			
Application for change of Use		295.00	Exempt
Penalty if commenced prior to Approval (in addition to the application fee)		590.00	Exempt
Section 40 Certificate		147.00	Exempt
Home Occupation			
Application (includes Public Comment Fee)		222.00	Exempt
Penalty if commenced prior to Approval (in addition to the application fee)		444.00	Exempt
Application for Annual Renewal		73.00	Exempt
Application Penalty for Annual Renewal if approval has expired		146.00	Exempt

RECREATION & CULTURE									
Swimming Areas/beaches									
	Mooring Pen Fees								
	- 8 Metre Pens (deposit of \$1,920)	3,272.73				327.27			3,600.00
	- 10 Metre Pens (deposit of \$2,400)	4,090.91				409.09			4,500.00
	- 12 Metre Pens (deposit of \$2,880)	4,909.09				490.91			5,400.00
	- Casual Fees	136.36				13.64			150.00
	Replacement pens keys	69.09				6.91			76.00
Other Recreation & Culture									
	General Reserve Hire Fees (Merv Cowan, John Tonkin, Locke Park)								
	- Full Day Fee	451.81				45.18			497.00
	- Per Half Day Fee (AM or PM)	228.73				22.87			251.60
	- Per hour Fee	41.00				4.10			45.10
	- Changeroom Bond (refundable)	290.00				Exempt			290.00
	- Liquor Permit Fee	66.69				6.67			73.35
	- Key Deposit (refundable)	70.00				Exempt			70.00
	Personal Trainers								
	- Application fee	56.19				5.62			61.80
	- Annual licence fee	1,107.63				110.76			1,218.40
	Henry Jeffrey Oval Junior Football Teams								
	- Per Player Fee - Juniors	16.00				1.60			17.60
	- Training two (2) nights/week	560.45				56.05			616.50
	East Fremantle Junior Cricket Teams								
	- Per Player Fee - Juniors	16.00				1.60			17.60
	- Training two (2) nights/week	560.45				56.05			616.50
	East Fremantle Seniors Cricket Teams								
	- Per Player Fee - Seniors	60.00				6.00			66.00
	East Fremantle Lacrosse								
	- Per Player Fee - Juniors	16.00				1.60			17.60
	- Per Player Fee - Seniors	60.00				6.00			66.00
	East Fremantle Soccer (to be replaced by Lease Fee from 19/20)								
	- Training Fees	699.65				69.96			769.60
	- Per Player Fee - Juniors	16.00				1.60			17.60
	- Per Player Fee - Seniors	60.00				6.00			66.00
	East Fremantle Croquet Club	2,072.23				207.22			2,279.45
	East Fremantle George Street Festival								
	Site Only - stallholders (per 3x3 area)	123.55				12.36			135.90
	Site Only - food vendors (stall or van)	247.19				24.72			271.90
	Power (where available, additional cost)	51.50				5.15			56.65
	Marquee Hire (on request)	190.54				19.05			209.60
	** Note: site fees can be waived for local community groups & not for profits upon written request								
	East Fremantle Art Award - per entry	27.64				2.76			30.40
	Special Events Fees								
	Use of Car Parking areas- Unlicensed- per m2	24.27				2.43			26.70
	Use of Car Parking areas- Licensed- per m2	39.05				3.90			42.95
	Left Bank Special Event Fee	3,596.45				359.65			3,956.10
	On-call Ranger Fee - per 8 hours	54.81				5.48			602.90
TRANSPORT									
Transport									
	Road, Verge, Footpath & Crossover Reinstatements and Crossover Construction								
	Reinstatement Inspection fees	63.64				6.36			70.00
	Reinstatement Works	Cost + 15%				Cost + 15%			Cost + 15%
	Red Asphalt per m ²	Cost + 15%				Cost + 15%			Cost + 15%
	Black Asphalt per m ²	Cost + 15%				Cost + 15%			Cost + 15%
	Concrete per m ²	Cost + 15%				Cost + 15%			Cost + 15%

			Cost + 15% Cost + 15%	Cost + 15% Cost + 15%
Recoverable Works - Cost plus 15% administration fee				
Recoverable Graffiti Removal - Cost plus 15% administration fee				
Parking Facilities				
Parking Fees				
Parking Fees - Launching Ramp No1 Carpark per hour for the first 4 hours	Per hour		3.64	4.00
Thereafter \$16.00 per day for maximum 6 days	Maximum per 24 hours		14.55	16.00
Parking Fees - Various locations per hour other than Launching Ramp No1.	Per hour		3.64	4.00
Reminder Letter and Final Notice Fee (28 Days)			16.40	16.40
Resident Boat owners Annual Parking Permit No1 Car Park (renewals August)	Each		45.45	50.00
Skip Bin Permits	Each		44.45	48.90
Skip Bin Permits - Extension	Each		11.27	12.40
Jetty A mooring permits	Each		44.45	48.90
Sea container placement permits	Each		44.45	48.90
ECONOMIC SERVICES				
Building Fees				
Building Fees - Based on valuation of new building or improvements - Minimum \$96.00				
Class 1 & 10 - Uncertified			Variable	Variable
Class 2 to 9 - Uncertified			Variable	Variable
BCITF levy			Variable	Variable
Building Services Levy			Variable	Variable
Infrastructure Bond - Building			2,000.00	2,000.00
Infrastructure Bond - Building (corner lot)			3,000.00	3,000.00
Infrastructure Bond - Demolition			3,000.00	3,000.00
Non-refundable Inspection Fee for Infrastructure Bond			45.45	50.00
Materials on Verge licence			Variable	Variable
Building Approval Certificate - Minimum \$95.00				
Class 1 & 10 - Certified			Variable	Variable
Class 2 to 9 - Certified			Variable	Variable
Refund of Building Licence fee				
Prior to assessment			50% of fee	50% of fee
Following assessment			Nil	Nil
Miscellaneous				
Strata Tiles (Form 7) per Strata Tiles Gen Regs 1996 - Min \$105.80 + GST			Variable	Variable
R-Code Compliance Assessment Fee (From 30 Nov 2015)			133.64	147.00
Swimming Pool Fees				
Pool inspection annual fee (4 Yearly statutory inspection fee \$57.60)			14.40	14.40
Pool inspection fee - request for inspection			60.91	67.00

12.1.5 East Fremantle Lawn Tennis Club Proposed Upgrade to a Community Facility

File ref	R/RSB3
Prepared by	Karen Dore, Economic & Community Development Officer
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date	18 June 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. 'Request for New or Capital Upgrade to Community Building' application form2. EFLTC Redevelopment Project Plan3. Redevelopment Drawings Stage 14. SportAus land owner consent form5. EFLTC 5 Year Business Plan6. Building Assessment Report – EF Recreation Facilities

Purpose

Council is requested to provide in-principle support for the proposed building improvements (Stage 1) to the East Fremantle Lawn Tennis Club, by authorising the Chief Executive Officer to sign the SportAus Community Sport Infrastructure Grant Landowners Consent Form, and making a budget provision of \$100,000 in the 2019/20 Annual Budget.

Executive Summary

The Tennis Hall is managed by the East Fremantle Lawn Tennis Club (EFLTC), under a twenty year lease, as a community asset. The Club also sub-leases the Hall for various sporting, recreational and social activities, which provides the Club with an alternative income stream to assist with their sustainability.

The proposal is to improve the amenity of the hall, both visually and including the functionality of the building and access, for the benefit of users and the wider community. The majority of the works proposed will be internal, however a new entry statement is proposed, along with an extended alfresco deck to the north of the building facing the river.

The Club were recently successful in an application to the SPORTAUS Community Sport Infrastructure Grant Program, being the recipients of \$200,000 towards the proposed \$380,000 project.

Background

The East Fremantle Lawn Tennis Club Hall is fifty-five years old and last underwent renovations approximately twenty-five years ago.

The Club have been working on the proposal for over eighteen months and have formed a Redevelopment Sub-committee to progress the short and long term redevelopment of the club facilities.

The proposed Hall upgrade is Stage 1 of a possible four-stage project.

1. Hall Upgrade
 - a. Extend deck and roof
 - b. Replace northern doors
 - c. Improve access and entry statement

- d. Weatherproof toilet access
- e. Renovate bathrooms and kitchen
- f. Minor carpark extension
2. Clubroom Upgrade
3. Rusted Grass-Court Use (speculative and long term)
4. New Clubhouse Development (speculative and long term)

Consultation

A presentation was provided (28/05/19) by the EFLTC to elected members and senior staff on the proposed building works (Stage 1).

EFLTC Hall Users

Consultation has also been undertaken with the community during the Preston Point Road North Recreation Precinct Master Plan process.

Statutory Environment

All proposed external modifications including deck, access upgrades, roof, bin shelter and entry statement upgrades are located in a Reserve and will require a formal application for development approval to be lodged with the Town and final determination of the proposal will be by The Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service.

Policy Implications

2.2.2 Requests for New or Capital Upgrades to Existing Community Buildings

- *Value for money*
A successful funding application, along with a substantial in-kind commitment by the Club means that the \$350,000 project requires a 30% investment by the Town of East Fremantle
- *Sustainable utilisation levels*
Apart from the Tennis Club, the Hall is also used by Taoist Tai-Chi, Line Dancing, Freo Table Tennis Club, Yoga and for private event bookings
- *Provide 'fit for purpose use'*
The refurbished toilets and kitchen will provide cleaner, healthier facilities for all users, the enlarged deck and bifold doors will greatly enhance the amenity of the facility
- *Meet current Building Standards*
The refurbishment will be undertaken in consultation with Council Health / Building Officers with additions designed and constructed to meet Building Standards
- *Minimise impacts from activities held in the buildings that may adversely affect local residents*
There will be no change to the impact other than greater use of carparks adjacent to Club

Financial Implications

Budget provision of \$100,000 in the 2019/20 Annual Budget.

Project Budget

(Income)

SPORTAUS Community Sport Infrastructure Grant Program	\$200,000
Town of East Fremantle	\$100,000
East Fremantle Tennis Club	\$ 50,000
Other – (EFTC) In Kind	\$ 30,000
Sub total	\$380,000

(Expenses)	
Stage 1*	\$380,000
Sub total	\$380,000
Project Surplus/(Deficit)	\$ 0

*Stage 1 – *“Improvements to the Club Hall including extension of the balcony, renovations to kitchen and toilet/shower facilities and general renovations to improve the visual appeal of the hall interior and exterior, including a revamped western entrance to the Tennis Club”.*

If the proposal is supported by Council an allocation of \$100,000 will be made in the 2019-2020 Budget.

Strategic Implications

Community Strategic Plan 2017-2027:

Strategic Priority 1 – Social – A socially connected, inclusive and safe community

1.2 Inviting open spaces, meeting places and recreational facilities

1.2.1 Provision of adequate recreational, sporting and social facilities

1.2.2 Activate inviting open spaces that encourage social connection

Town of East Fremantle Recreation & Community Facilities Strategy:

- 1. Priority will be given to infrastructure which meets the needs of the broader East Fremantle community and has higher levels of use and community access.*
- 2. Priority will be given to developing recreation and community hubs which cater for multiple activities and user groups.*
- 3. Priority will be given to infrastructure projects which are supported by a master plan, feasibility study and/or business plan.*
- 4. Priority will be given to the development of flexible, multipurpose, multiuse infrastructure over single purpose, infrastructure.*
- 5. Priority will be given to infrastructure which demonstrates financial, environmental and social sustainability.*
- 6. Priority in the allocation of Council funding, and Council support to external funding bodies, will be given to multiuse and multifunctional infrastructure.*
- 7. Priority will be given to funding infrastructure maintenance which allows general community access.*
- 8. Priority will be given to upgrading infrastructure to ensure it is fit for purpose, rather than developing new facilities, except when infrastructure has reached the end of its useful life.*

Site Inspection

The Town has engaged the services of a building inspector to ensure the building is structurally sound.

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)
The grant funding received by the EFLTC (\$200k) will be lost if the Council's contribution (\$100k) is not provided.	Unlikely (2)	Minor (2)	Low (1-4)	REPUTATIONAL Substantiated, low impact, low news item	Accept Officer Recommendation

Risk Matrix

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

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

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

Comment

Following the finalisation and endorsement of the *Preston Point Road North Recreation Precinct Master Plan* the Town of East Fremantle will be better placed to strategically evaluate any proposed development proposals, including allocating potential funding, for the Precinct into the future.

However, in the interim, to enable the East Fremantle Lawn Tennis Club to improve their facilities for their members and the community, it is recommended that the proposed building works be supported and council provide a contribution of \$100,000, subject to the proposal obtaining the relevant statutory approvals from the Town and The Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service.

As part of the preparation of the Preston Point Road North Recreation Precinct Master Plan, a consultant was engaged to undertake a building assessment of recreation facilities contained within the precinct, limited to the East Fremantle Lawn Tennis Club, East Fremantle Tricolore Soccer Club and Leeuwin Sea Scouts Shed. This assessment was a visual inspection only and did not assess the structural integrity of the building as this would have required a more invasive and detailed inspection. A refurbishment cost of \$81,489 was estimated, which would address a number of maintenance items, most of which are included in the Stage 1 proposal (see attached Building Assessment Report).

12.1.5 OFFICER RECOMMENDATION

That Council:

- 1. provides in-principle support for the Stage 1 refurbishment of the East Fremantle Lawn Tennis Club (EFLTC) building as detailed on Plan 1747 dated 25/05/18, subject to development approval being obtained from the Department of Biodiversity, Conservation and Attractions.**
- 2. makes provision of \$100,000 for the proposed EFLTC building works (Stage 1) in the 2019/20 Annual Budget.**
- 3. authorises the Chief Executive Officer to sign the SPORTAUS Community Sport Infrastructure Grant Landowners Consent Form.**
- 4. requests a funding agreement be prepared between the East Fremantle Lawn Tennis Club and the Town for the \$100,000 contribution. Conditions of funding to include a requirement for a detailed Project Management and Procurement Plan and any other conditions as considered necessary by the Chief Executive Officer.**
- 5. authorises the Chief Executive Officer to sign the funding agreement, subject to receiving written approval from Department of Biodiversity Conservation and Attractions for the proposed building works.**
- 6. directs no building works to commence prior to:**
 - a. development approval being obtained from the Town and Department of Biodiversity, Conservation and Attractions for all external modifications to the building;**
 - b. the execution of the funding agreement refer to above (4); and**
 - c. the Town receiving an application for a Building Permit and issuing the Building Permit for the proposed building works.**

REPORT 12.1.5
REQUEST FOR NEW or
CAPITAL UPGRADE to a
COMMUNITY BUILDING
“Facility Works Approval”



All works on Town of East Fremantle managed and owned land, including built structures (recreation facilities, clubrooms, community centres and community halls), must be approved by the Town. Refer to Policy 2.2.2 for further information.

To obtain such approval local organisations should complete this application for new buildings or structures and modifications or refurbishments to existing buildings or structures (*ie sheds, shelters, court/pitch resurfacing, lighting, bores, signs, kitchen, canteen and permanent fixtures on reserves such as playgrounds, goals, seating, fencing*).

The requirement for an application is regardless of whether the project is to be funded solely by the applicant or whether Town funding is sought. All facility ‘works approval applications’ received will be considered on a case-by-case basis. An accepted application does not guarantee works approval or funding, the approval will be at the discretion of the Town, and as such may not necessarily be granted. It should also be noted that there is the possibility of an application being approved for works, but not for funding. Please note, that subject to the location and heritage listing of the facility, consideration and approval may be required by other State Government departments.

The information provided will be used to assess your project, including the requirement for planning approval or a building permit. This submission does not, however, constitute an application for Planning Approval or a Building Permit.

Neither approval nor funding can be approved retrospectively. This application should therefore be received prior to works and expenditure commencing.

1. Submit anytime for consideration for “Facility Works Approval” only (where no Council funding is required).
2. Submit between the first working day in January and last Wednesday in February (each year) for “Works Approval” consideration where a request for funding is attached. This will be undertaken during the Annual Budget process, with financial outcomes available in August each year (following adoption of the budget).
3. Submit between 1 March and 1 December for “Works Approval” consideration where a request for funding is attached and it will be undertaken in one of three ways:
 - a) via Report to Council as an unbudgeted item;
 - b) consideration for inclusion in the next financial year; or
 - c) consideration for inclusion in the Long Term Financial Plan.

Should your application for funding be successful the organisation will be required to enter in a funding agreement with the Town.

SECTION ONE: CLUB / ORGANISATION DETAILS

Organisation:	East Fremantle Lawn Tennis Club		
Contact Person / Phone No.:	Janine Ahern	0466 723 022	
Position:	Club Manager		
Postal Address:	37 Bristol Ave, Bicton WA 6157 Australia		
Email:	info@eastfreetennisclub.org.au		

Are you incorporated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you registered for GST?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have an ABN? If yes, please provide:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	55143008013	
Are you affiliated with your State Sporting Association?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attach a copy of the Annual Report and /or accounts from your most recent AGM:	<input checked="" type="checkbox"/>	<input type="checkbox"/> No
Attach a copy of the organisation Minutes endorsing the project:	<input checked="" type="checkbox"/>	<input type="checkbox"/> No
Attach a copy of your current Public Liability Insurance Certificate of Currency:	<input checked="" type="checkbox"/>	<input type="checkbox"/> No

Membership	Current	Last Season	Previous Season
Junior:	55	71	84
Senior:	128	137	142

Other (ie social):	9l	incl	incl
East Fremantle residents:	35 approx.		

SECTION TWO: FACILITY DETAILS

Facility Name:	East Fremantle Lawn Tennis Club Hall		
Facility Address:	Jerrat Drive, East Fremantle		
Do you have a lease agreement with the Town?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
If "No", is this project supported by the holder of the lease for the facility?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If "Yes", please attach written evidence of this support.	<input checked="" type="checkbox"/>		<input type="checkbox"/> N/A
Do you have the support of all other formal users of the facility?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
If "Yes", please attach written evidence of this support.	<input checked="" type="checkbox"/>		<input type="checkbox"/> N/A

SECTION THREE: UPGRADE DETAILS

Your proposed project should seek to achieve the following:

- value for money;
- sustainable utilisation levels;
- provide "fit-for-purpose" use;
- meet current building standards;
- promote the strategic planning principles endorsed by Council; and
- minimise impacts from activities held in the buildings that may adversely affect local residents.

Description of Project (Output)

Improvements to the Club Hall including extension of the balcony, renovations to kitchen and toilet/shower facilities and general renovations to improve the visual appeal of the hall interior and exterior, including a revamped western entrance to the Tennis Club.

This will improve the facilities for the Tennis Club patrons and all regular and casual users of the hall.

Project Plan:	<input checked="" type="checkbox"/>		<input type="checkbox"/>	No
Site Plan / Design Drawings:	<input checked="" type="checkbox"/>		<input type="checkbox"/>	No
What date do you propose to start the project?	30/09/2019			
What date will the project be completed?	16/10/2020			
Will there be additional facility maintenance following project completion?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If "Yes" has the organisation considered how to meet this responsibility?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	N/A
If "Yes" please attach details (or excerpt from Project Plan).	<input type="checkbox"/>		<input checked="" type="checkbox"/>	N/A
Who will coordinate / manage the project?	Steve Burdett			

SECTION FOUR: BUDGET

Estimated <u>Total Cash Cost</u> :	<u>\$380,000</u>			
Two written quotes / estimates are attached.	<input type="checkbox"/>		<input checked="" type="checkbox"/>	No
Proposed <u>Total Cash Contributions</u> :	<u>\$350,000</u>			
Applicant Organisation:	<u>\$50,000</u>			
Town of East Fremantle (this request):	<u>\$100,000</u>			
Other, please specify:	<u>\$200,000</u> (SportAus Grant)			
Other, please specify:	<u>\$</u>			
Evidence of financial support is attached.	<input checked="" type="checkbox"/>		<input type="checkbox"/>	No
What is the value of any voluntary labour associated with the project?	<u>\$30,000</u> (Project Management)			
What is the value of any donated materials associated with the project?	<u>\$</u>			

REPORT 12.1.5

Evidence of in-kind (voluntary / donated) support is attached.

ATTACHMENT 1

 No

Cash Cost + Voluntary Labour + Donated Materials = Total Project Value \$ _____

SECTION FIVE: CRITERIA

This section is applicable only to projects with a cash value of \$20,000 or more.

How did you establish a need for your project?

The EFLTC Club Hall is 56 years old and the last refurbishment was undertaken over 20 years ago.

The hall is hired out by EFLTC for various activities including Tai Chi, Yoga, dance groups, club events and private functions (eg. Weddings / 21st Parties for up to 175 patrons). EFLTC is mindful of the variety of users of its facilities. With this in mind, the first document produced by the redevelopment sub-committee was Clubhouse Redevelopment Philosophy. It describes the users and the intended relationship that the project will have with all stakeholders including club members, neighbours, Town of East Fremantle, facility users (hirers) and the community.

The proposed refurbishment will enhance the amenity of the building for the EFLTC Members and Hall patrons, and allow additional income to be produced to support the independent financial sustainability of EFLTC.

How will the project benefit your organisation, increase community involvement, participation and / or physical activity in the Town of East Fremantle?

To operate and maintain the Hall and tennis facilities, the Club relies on the revenue generated from hire of the Hall. With professional management already in place, it is well positioned to take advantage of the greater use of its facilities that would stem from improved facilities.

The proposed refurbishment will enhance the amenity of the building for the EFLTC Members and Hall patrons, and thus increase participation for all of the clubs and community groups that use our Hall.

Improved Hall quality and amenity will attract more usage and thus more income for the Tennis Club. The improved financial position of the Club will allow it to progress plans for Western Hardcourt Floodlighting and a new facility to be shared with Fremantle Table Tennis Club.

EFLTC currently has 9 hard courts, of which only 4 are floodlit. The confluence of night pennants, coaching, general club member use and casual hire means the 4 lit courts can't meet demand.

Bringing the growing sport of Table Tennis together with Tennis in a single shared facility will enhance both sporting clubs' participation rates, economic strength and social contacts across all age groups, genders and ethnic groups.

Describe how critical the project is to your organisation's core activities and objectives. Please include reference to your organisation's future plans (ie strategic plan, attach if relevant [U](#)).

The Hall upgrade that this application covers is Stage 1 of a strategic plan that is detailed in the EFLTC Business Plan 2018-2023 (attached).

The Hall upgrade was chosen as the highest priority project due to the immediate need to upgrade the ageing Club amenities, to provide an attractive, modernised facility for our tennis playing Members, and the significant improvement to EFLTC income that will result. Establishing an improved cashflow for the Club is critical to allow EFLTC to progress future proposed stages with more confidence.

How does your proposal link with the Town's Community Strategic Plan / Recreation Plans? Please call the Town's Economic & Community Development Officer on 9339 9342 for more information.

The Town of East Fremantle strives to ensure the community and families of East Fremantle continue to enjoy the standard of amenity of their forebears, with space for children to play and a sense of history and community unparalleled elsewhere. Their strong long-term support for the East Fremantle Lawn Tennis Club is testament to this. With a new 20 year lease in place for the East Fremantle Tennis Centre facilities, it is essential that this redevelopment project and the EFLTC strategic plan aligns with the vision of the Town of East Fremantle.

The ToEF Recreation and Community Facilities Strategy Final Report - December 2016 states:

"Clubs with declining membership will need to develop initiatives to generate new membership or look at options to secure ongoing funding to operate in a financially sustainable manner. There may be options to explore amalgamation and co-location of some facilities and/or clubs."

EFLTC has embraced this challenge and has consolidated and summarised its various strategic development initiatives for consideration by ToEF in its submission to the Preston Point Road North Recreation Facilities Master Plan in the attached document:

- EFTC-CRP-09 EFLTC Refurbishment & Redevelopment Proposals for Consideration by ToEF - Rev 1

SECTION SIX: DECLARATION

This application should be signed by the accountable officer of the applicant organisation, usually the President.

The Organisation acknowledges and agrees that this application is subject to the *Freedom of Information Act 1992* and that the Town of East Fremantle may publicly disclose information in relation to this application, including its terms and the details of the applicant.

The Town of East Fremantle may also wish to provide certain information (club name, sport, location, funding purpose, project activity and funding amount) to the media for promotional purposes.

I certify that the information given in this document is true and accurate.

Name: Steve Burdett

Position: Member of Club Redevelopment Subcommittee

Signature: _____
For electronic submissions, by entering your name you acknowledge your responsibility for this application.

Date: 12.6.19

SECTION SEVEN: SUBMISSION

This form, along with all required supporting documentation should be submitted to:

admin@eastfremantle.wa.gov.au, PO Box 1097, Fremantle WA 6959 or 135 Canning Highway, East Fremantle

For additional information please contact the Town's Economic & Community Development Officer on 9339 9342.

You will be notified in writing as to the outcome of the submission.

Checklist of Attachments 

- Completed application form
- Annual Report and / or accounts from most recent AGM
- Minutes endorsing the project
- Certificate of Currency
- Support from leaseholder (if applicable)
- Support from other users (if applicable)
- Project Plan (if available)
- Site Plan / Design Drawings
- Ongoing maintenance (if applicable)
- Two written quotes
- Evidence of financial support (if applicable)
- Strategic Plan (if applicable)
- Dept. of Biodiversity Conservation & Attractions application (if applicable)
- Other

OFFICE USE ONLY

Received:	Date	Reference:	I
Acknowledged:	Date	Reference:	O
Outcome:	_____ 1 _____	2 _____ 3a _____	3b _____ 3c _____
Outcome Advised:	Date	Reference:	O

Town of East Fremantle – 135 Canning Highway, East Fremantle
www.eastfremantle.wa.gov.au admin@eastfremantle.wa.gov.au
9339 9339 Find us on Facebook



EFTC-CRP-11

EFLTC - Clubhouse Redevelopment Project Plan

Project Contacts

Name	Role	Responsibility	Phone	Email
Paul Hemsley	EFLTC Project Lead	Project Coordination	0438 110 068	phemsley@bigpond.net.au
Steve Burdett	EFLTC Design Manager	Design Coordination	0409 430 521	burdett@inet.net.au
Janine Ahern	EFLTC Club Manager	Administration	0466 723 022	info@eastfreetennisclub.org.au

Project Brief

The EFLTC Clubhouse building containing the Hall and Clubrooms within the Club's Leased area is 55 years old this year and the last major renovation was undertaken about 20 years ago. This mainly comprised an extension of the Clubrooms to the east including an enlarged north eastern alfresco area, and the refurbishment of the Kitchen and Change Room and Toilet Facilities at the west end. However, the building and all its finishes are now very dated.

Escalating maintenance costs, ongoing security concerns, low quality kitchen and toilet/change room amenities and sub-optimal utilisation of the spectacular site all combine to indicate that a strategy to replace or refurbish the existing facility is overdue. The improvements proposed will increase hall hire revenue and improve member facilities and hence member attraction and retention. Improvements in these metrics will be measured via usual financial and club financial and membership tracking.

The changes proposed include options that support use by multiple third parties, thus improving utilisation, revenue opportunities and exposure of the EFLTC offering.

Project Scope

What will be delivered	What will the project not cover
1. Hall refurbishment	1. Court upgrades 2. Court lighting modifications/additions 3. Clubrooms refurbishment 4. Car-parking improvements 5. New Clubrooms (potential multi-use facility)

Timeline

Milestone	Task / Activity	Duration	Who	Earliest start date	Earliest finish date
1. Procurement of services	Prepare and distribute tender documents	31 days	Steve Burdett	16.5.2019	16.6.2019
	Appoint contractors	30 days	Steve Burdett	16.6.2019	16.7.2019
	Communication to user groups and outage planning	30 days	Paul Hemsley	18.7.2019	20.8.2019
2. Works	Off-site preparation	60 days	Contractors	15.9.2019	19.11.2019
	Site Construction Works	60 days	Contractors	22.11.2019	25.9.2020



Milestone	Task / Activity	Duration	Who	Earliest start date	Earliest finish date
	Clean-up	14 days	Contractors	25.6.2020	11.10.2020
3. Handover	Final checks & due diligence	2 days	Steve Burdett	12.10.2020	14.10.2020
	Handover	2 days	Paul Hemsley	14.10.2019	16.10.2020

Budget

Item	Planned spend	Actual spend	Variance
Planning Submission	\$5,000		
Northern Deck Extension & Roofing	\$131,194		
Kitchen and Lobby Refurbishment	\$35,600		
Toilets Refurbishment	\$37,650		
Hall Ceiling and Windows Replacement	\$48,820		
West elevation and Entry Improvements	\$97,655		
Project Management (<i>In-Kind</i>)	\$25,000		
Contingency	\$25,000		
Total:	\$405,919		

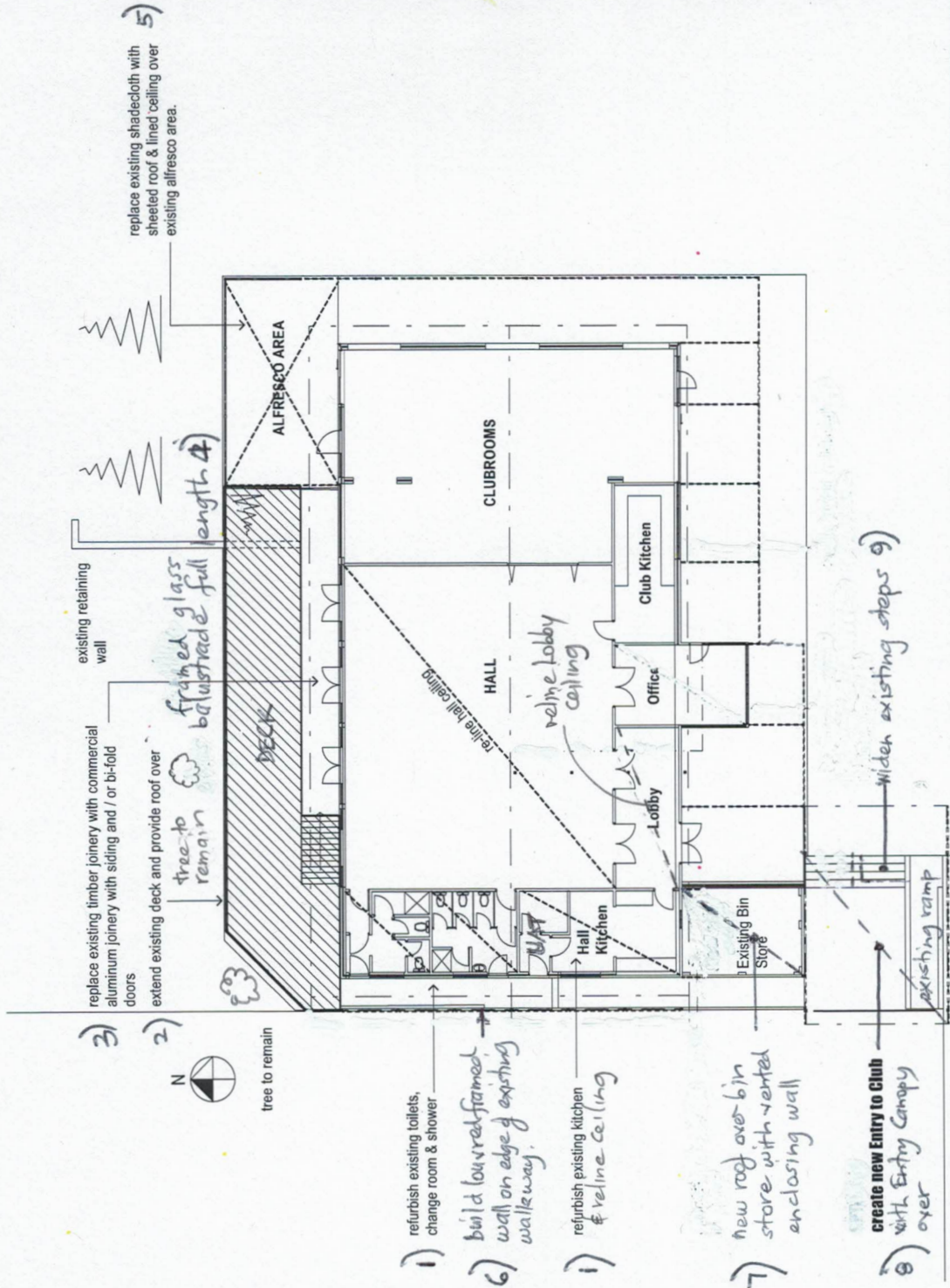
Risks

Risk	Control
Bad weather or contractor delays	1) allow for contingency in timelines 2) organise alternative accommodation for users where possible (eg. Clubrooms) 3) maintain regular communication with users to keep them informed
Project goes over budget	1) allow for contingency in budget 2) all works detailed and quoted 3) assign a project manager
Low quality result	1) ensure quotations are based on detailed specifications 2) assign a project manager
Disruption for Club members	1) schedule the works during the slower winter months 2) keep members informed throughout project

Communication Matrix

Name	Organisation	Communication points	Lead	Contact details
Andrew Malone	Local Council	Status reports every 2 weeks via email	Project Manager	
Karen Dore	Local Council	Status reports every 2 weeks via email	Project Manager	
Graeme Hall	Member Association	Submit project completion information online and complete annual reporting	Project Manager	
Regular users	Various	Hall availability updates via direct contact	Club Administrator	
Casual users	N/A	Hall availability updates via website	Club Administrator	
Club members	EFTLC	Ongoing consultation, advise of alternative facilities and provide regular bulletins via email and letters	Club Administrator	

F:\Projects\1747 east fremantle tennis club\dwg\ETC proposed.dwg
 21/05/2018
**Staged
 Redevelopment**



Rev 3 Prepared for DBCA initial submission 19/5/19

Project		East Fremantle Tennis Club Jerratt Drive East Fremantle	
Drawing		Stage 1	
Date		25/05/2018	
Job No.		1747	
Issue for ACMA		24/5/2018	
Preliminary Issue for Review		24/5/2018	
Issues for Information		21/7/2018	
REV. AMENDMENT		DATE	
3	as above		
2	Issue for ACMA		
1	Preliminary Issue for Review		
0	Issues for Information		
The holder must verify all dimensions on site before commencing any work or shop draws.			
Date	25/05/2018	Drawn	JC
Job No.	1747	Proj. No.	P1
Rev		Rev	3

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NATIONAL ASSOCIATION OF BUILDING DESIGNERS
 nabd
 BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC.

Scale: Stage 1 P1
 1:200

Jerral Drive

create "drop off zone" (to future detail)

Staged Redevelopment

21/05/2018

10) Move kerb 1m to west and build low retaining wall, resurface / remark carpark in extended area

Existing Carpark



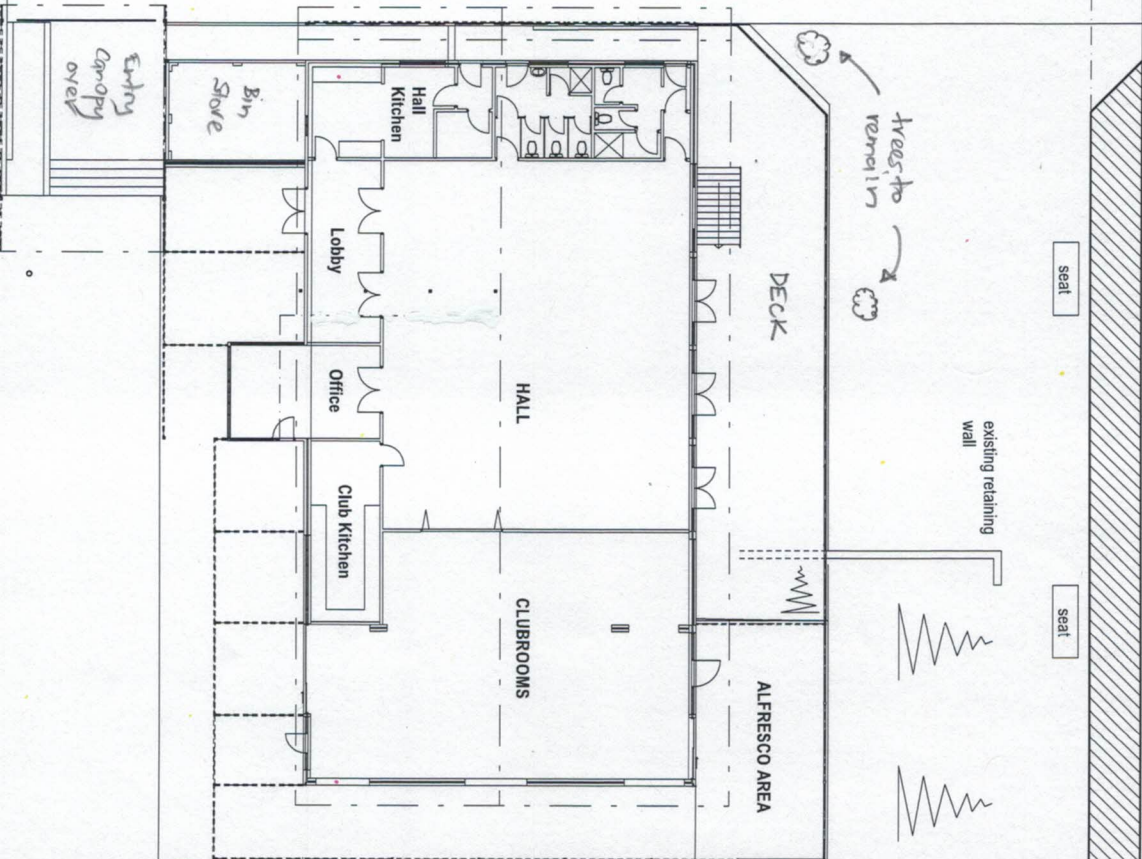
access to house
grass clippings bin

existing overflow parking area

possible
grassed shaded viewing
area for parents

lift up wall

Stage P3
1:200



Rev. 3 Prepared for DBCA initial submission 19/5/19

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www.johnchisholm.com

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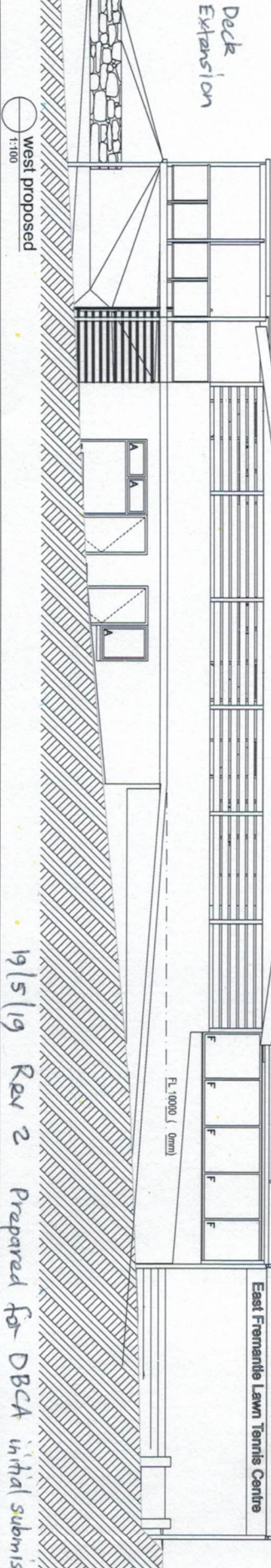
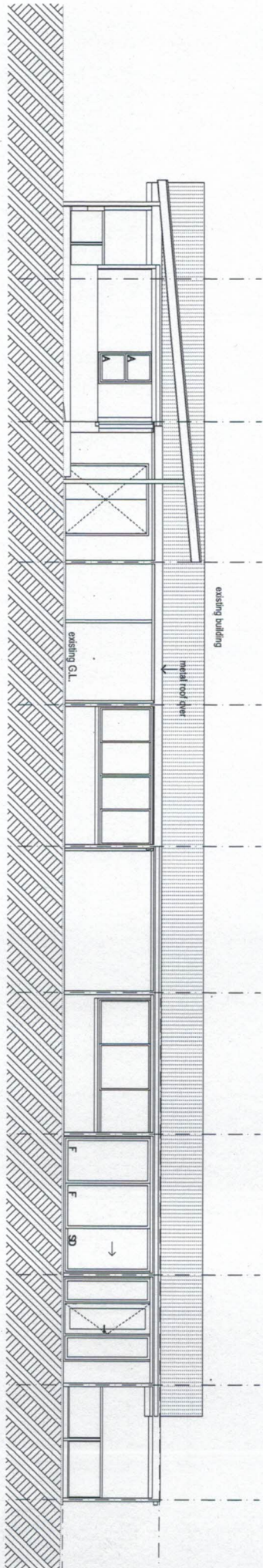
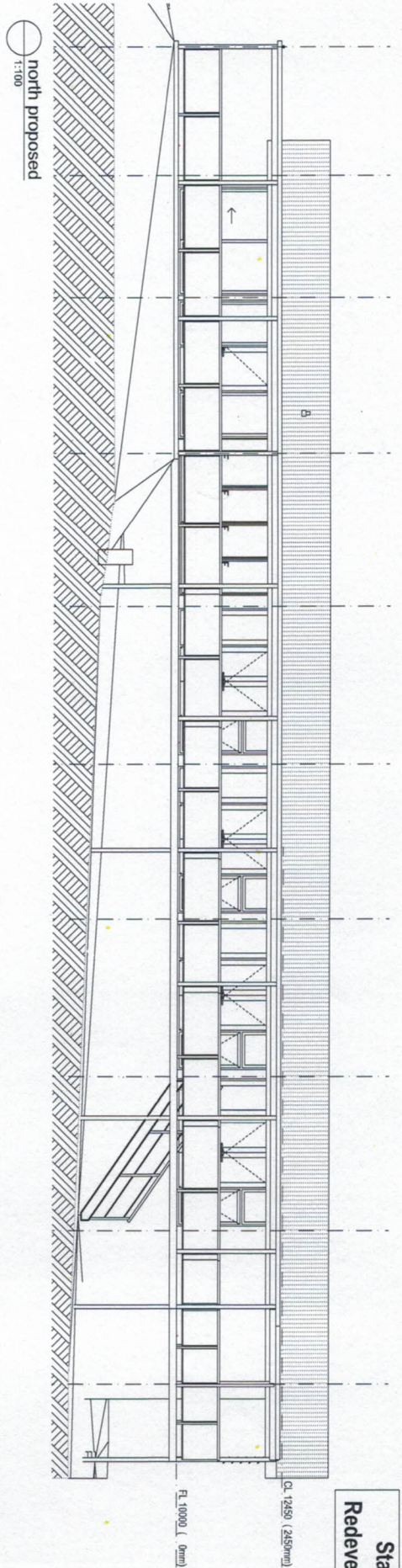
Project
East Fremantle Tennis Club
Jerral Drive
East Fremantle

Drawings
Stage 1

1	q.s above		
2	Issue for ACHA	24/9/2018	
3	Preliminary Issue for Review	24/9/2018	
4	Issued for Information	21/7/2018	
REV	AMENDMENT	DATE	

Check	25/05/2018	Drawn	JC
Asn No.	1747	Dwg No.	P3
Rev			3

The builder must verify all dimensions on site before commencing any work or stop drgs.



*Framing to western elevation
incorporating louvres*

19/5/19 Rev 2 Prepared for DBCA initial submission

BUILDING DESIGN & VISUALISATION 1 9397 2224 m. 0408 833 399 www.jchisholm.com		BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC.	
Project: East Fremantle Tennis Club Jerral Drive East Fremantle		Drawn: Elevations	
2 <i>as above</i> Submission Issue 0 issued for information		Date: 11/05/2018	
REV. AMENDMENT DATE		Drawn: JC	
The builder must verify all dimensions on site before commencing any work or shop draws.		Date: 11/05/2018	
1747		Drawn: JC	
A301		Date: 11/05/2018	
2		Drawn: JC	



LANDOWNER/FACILITY OWNER CONSENT FORM

Grant applicant name:

Project name:

Project location:

Statement of Consent

As the relevant authority (land/facility owner),
consent for this project.

[organisation name] gives

Authorisation

I confirm I am authorised to give consent for the project:

Signature:

Name:

Position:

Contact Details:

Phone:

Email:

Date:

2018 to
2023

East Fremantle Lawn Tennis Club 5 Year Business Plan



ACKNOWLEDGEMENT

The 2018/2023 Business and Development Plan (the Plan) for the East Fremantle Lawn Tennis Club (EFLTC) for the Period 1st May 2018 to 30th April 2023 is *subject to approval* by the Board of Management of EFLTC.

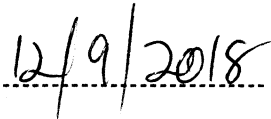
The Plan was developed knowing the market conditions and the available financial and human resources required to realise the goals contained within it.

Subject to variations caused by factors beyond the control of the EFLTC, a commitment is undertaken to achieve and strive towards exceeding the requirements of the Plan.

It is hereby acknowledged that the 2018/2023 Business Plan was adopted on the 12th September 2018.



Graeme Smith
President EFLTC



Date

1 Introduction

1.1 Club Vision

To provide a high quality facility, to be known as the East Fremantle Tennis Centre, with a range of facilities, both tennis and non-tennis related that are accessible to the broad membership and wider community, day and evening, all the year round. To provide Members and the local community with opportunities to play tennis at all levels, both competitive and social, and to promote the integrity of the club.

1.2 Club Values

1. Sportsmanship by all players.
2. Creating a welcoming and socially cohesive environment for all to enjoy.
3. An emphasis on fun and enjoyment as the main focus for all Members and visitors.

1.3 Mission Statement

To manage the East Fremantle Tennis Club (and eventually the East Fremantle Tennis Centre) as an inclusive, accessible and fully sustainable, community-oriented facility which takes full advantage of its premises, its facilities and its very special location, for the benefit of the Tennis Club patrons (and eventually the Fremantle Tennis Centre's co-tenants) and the broader community.

2 The Club

2.1 Facilities

A summary of current Tennis Club facilities is detailed below:

- 14 Grass Courts - all in excellent condition
- 5 Hard Courts / no lights - will need resurfacing in ~5 years
- 4 Hard Courts / under lights recently resurfaced
- 2 Red-Ball courts / provides 13 overflow parking spaces
- Clubhouse in average but ageing condition, consisting of:
 - 135 square metres (m²) of member's area, incorporating bar, crèche area and member's area kitchen
 - 106 m² of paved verandah area and pergola structure surround the member's area
 - 155 m² of hall area attached to the member's area, incorporating a separate hall area kitchen
 - Male and female toilets with shower in each and separate disabled toilet with external ramp access
 - 16 m² of office area ("captain's office")
 - Small internal storage room
 - External service yard, used for bin and equipment storage
- Fenced children's playground area adjoining the member's area and crèche.
- 1,000 m² of bitumised car park with 36 marked car parking bays

The Member's area bar has a Club Restricted License which allows the Club to open the bar on most days from late afternoon until late evening.

The hall area and its kitchen are currently hired out for social functions and exercise classes.

The Lease on the premises from the Town of East Fremantle extends to 2037 and currently costs \$5,184 pa for rent (with annual CPI increases) and \$4,656 for rates (reviewed annually by the Town of East Fremantle).

2.2 Coaching

The tennis Coaching contract with Matt Bull, trading as Tennis Factory, has been recently negotiated to extend to 30th June 2023, with 6 months' notice of intention to renew or terminate the Contract at end of the 5 year term.

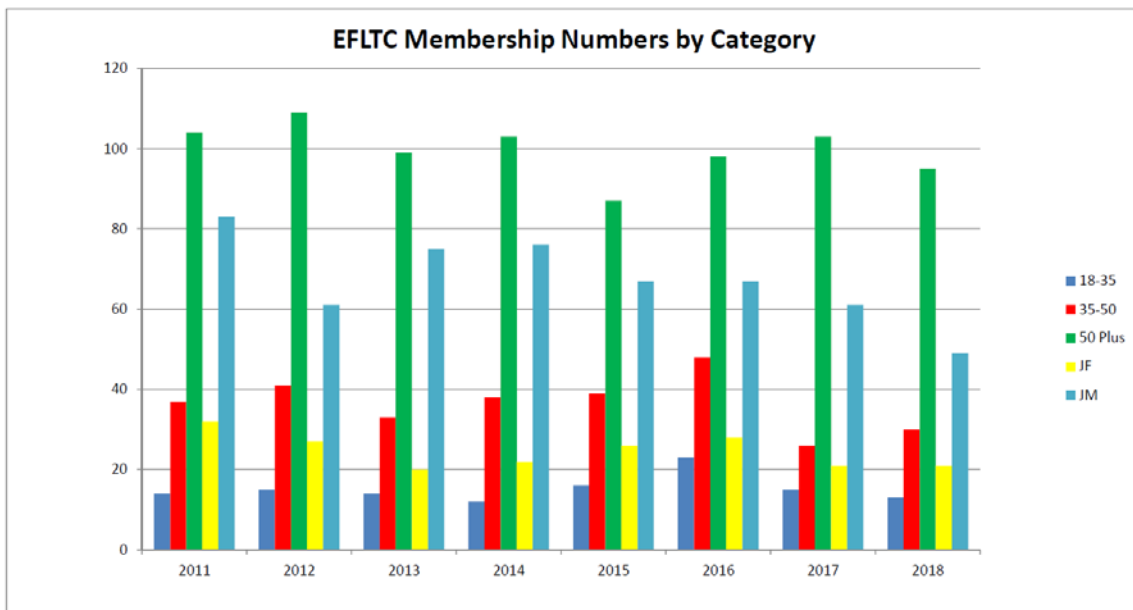
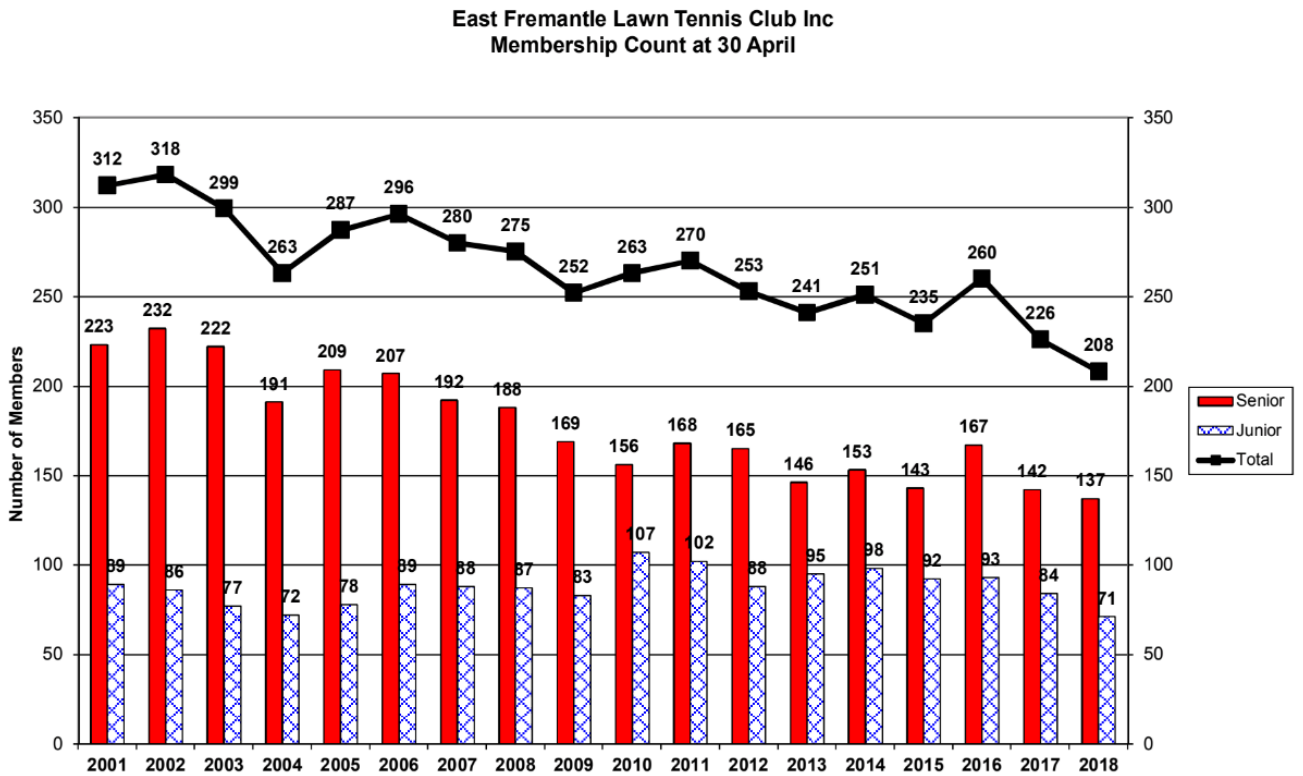
Tennis Factory will pay to EFLTC a scheduled annual fee in return for sole coaching rights at EFLTC and use of the Club's courts.

Tennis Factory's duties include:

- Run the EFLTC Junior Club
 - Co-ordinate and supervise EFLTC Junior Pennants on Sunday morning
 - Organise and run the EFLTC Junior Club championships
 - Promote and mention EFLTC in Tennis Factory's marketing material
 - Provide coaching services to members and community players on hourly rates
 - Run the annual (December) Junior Classic Tournament
-

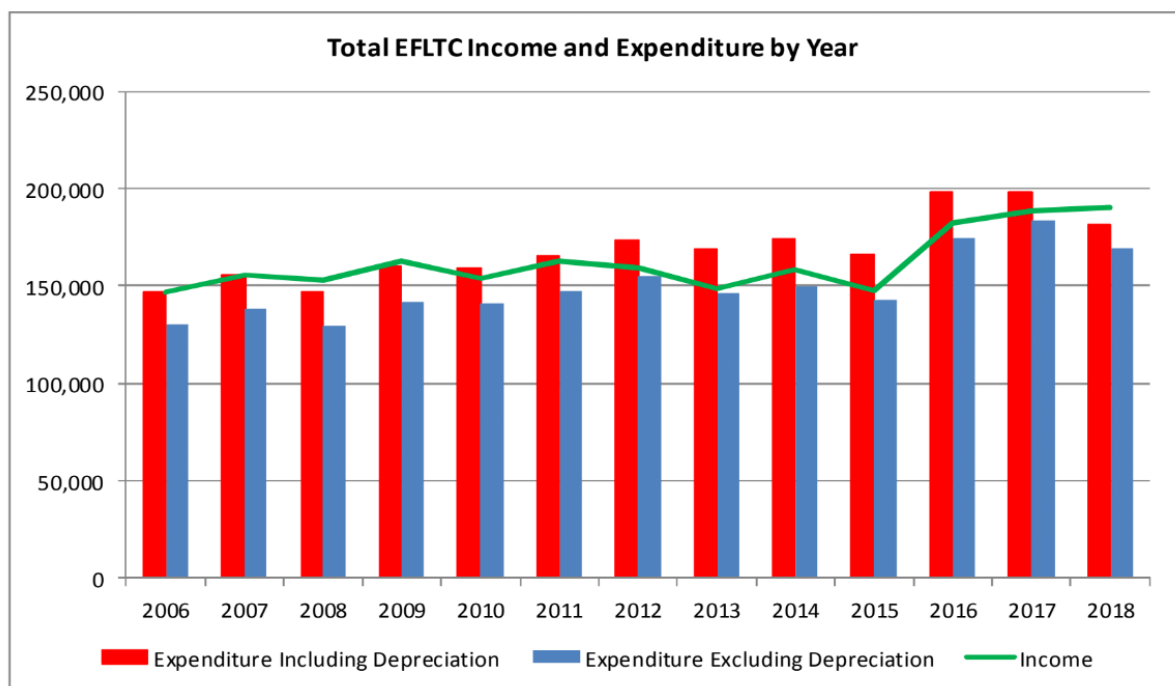
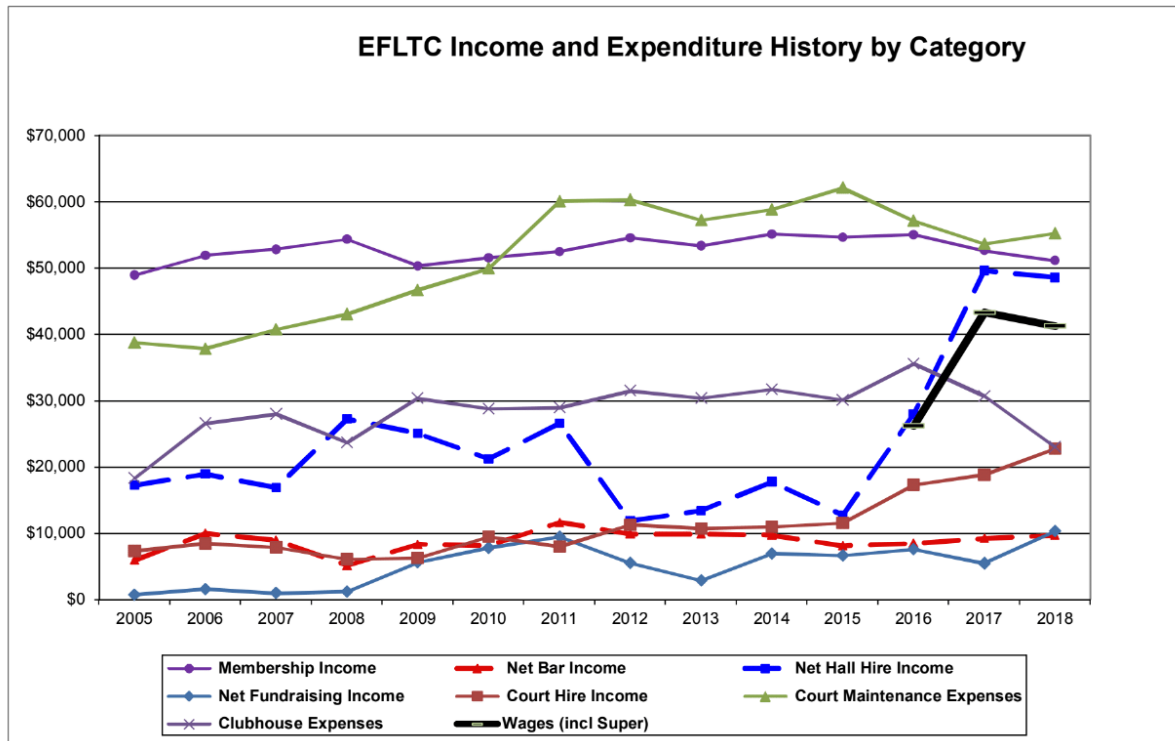
2.3 Membership Trend

The Membership charts below show a declining trend in the number of Club Members. The total Membership has declined steadily over past 18 years.

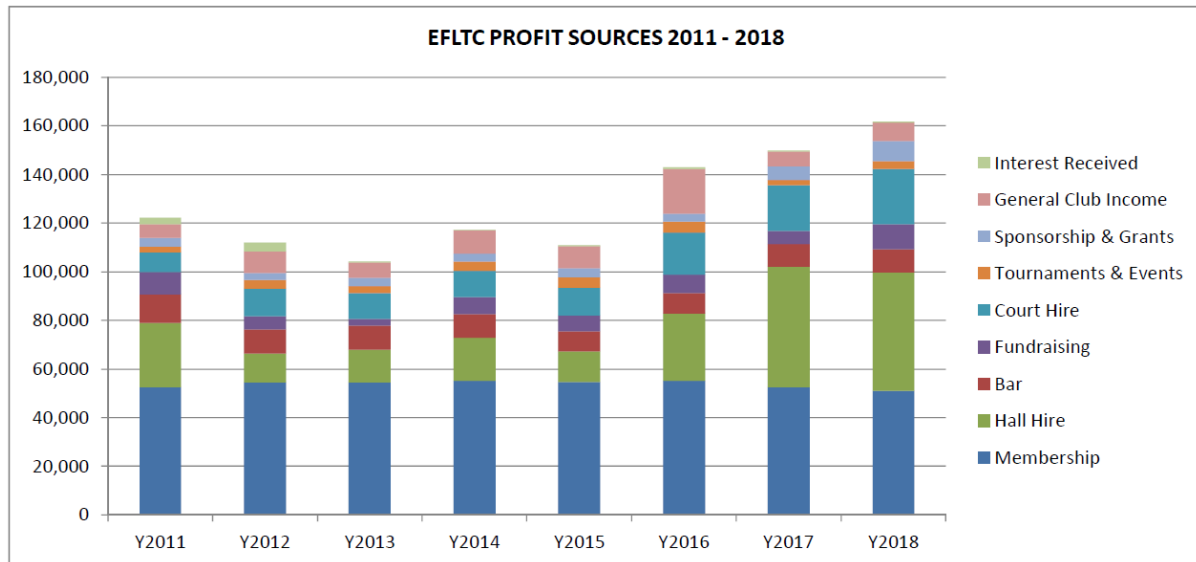


2.4 Financial

Membership revenue has remained static at between \$50,000 and \$55,000 over the past 13 years. Revenue from hall hire, court hire and fund raising have increased, largely due to the efforts of our paid Club Manager. This income represents a steady diversification of income beyond club membership related activities. The Hall Hire Agreement with the Taoist Tai Chi Society began in July, 2016 and runs to then end of June, 2020 with 3-months' notice of the intention to extend for a further 12, 24 or 36 months.



** Excludes \$52,000 Eastern Hard Court Resurfacing grants



	Y2011	Y2012	Y2013	Y2014	Y2015	Y2016	Y2017	Y2018
NET PROFIT								
Membership	52,437	54,562	54,562	55,064	54,598	55,036	52,600	51,099
Bar	11,592	9,877	9,862	9,705	8,074	8,429	9,196	9,675
Hall Hire	26,532	11,858	13,374	17,747	12,700	27,787	49,518	48,531
Fundraising	9,443	5,445	2,843	6,911	6,583	7,572	5,433	10,247
Court Hire	7,960	11,251	10,678	10,941	11,509	17,259	18,797	22,736
Tournaments & Events	2,261	3,631	2,840	3,842	4,302	4,665	2,136	3,300
Sponsorship & Grants	3,680	2,818	3,300	3,250	3,705	3,250	5,614	8,273
General Club Income	5,657	8,903	6,389	9,517	9,105	18,309	6,193	7,443
Interest Received	2,690	3,643	324	17	409	604	365	351
EXPENSES								
Clubhouse	28,872	31,440	30,344	31,636	30,033	35,556	30,655	22,952
Tennis Activities	12,816	13,054	12,061	13,751	12,337	12,645	11,110	13,462
Court Maintenance	60,007	60,233	57,152	58,786	62,030	57,113	53,604	55,225
Administration (incl Depreciation)	22,587	21,200	25,771	29,215	25,633	53,843	63,682	61,392
NET PROFIT	-2,032	-13,939	-21,157	-16,394	-19,049	-16,246	-9,198	8,624

Excludes \$46,000 Court Resurfacing Grant

2.5 SWOT Analysis

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> • Great Location and views • Space for up to 17 Grass Courts and 9 hardcourts • 4 Courts under lights • Strong junior participation • Strong and stable Hall hire revenue • Successfully established professional management & running of Club • Strong and diverse Board of Management • Well run licensed Bar • New and energetic coaching business contracted to the club for 5 years • Online tennis court booking system established • Confidence of a newly established 20 year lease with ToEF • Good relationship with, and support from ToEF for diversifying income sources 	<ul style="list-style-type: none"> • Ageing Clubhouse and Hall • Lack of funds for improvement/upgrade work • Lack of strong social players, particularly ladies • Limited numbers of pennant teams, particularly ladies teams • High cost of grass court maintenance • Only 4 courts under lights • Limited marketing • Declining senior membership numbers • Poor utilisation of courts and facilities other than on Saturday
<u>Opportunities</u>	<u>Threats</u>
<ul style="list-style-type: none"> • Increase sponsorship off a low base • Engage with local businesses for corporate use of facilities • Increase transition of juniors into youth and senior ranks • Secure future funding grants from Government and private industry sources • Attract stronger players to the Club • Upgrade clubhouse and hall • Increase use/hire of hall during weekdays by local businesses • Potential of sharing facilities and costs with another sporting group (i.e. Table Tennis club and/or Water Polo) • Run additional social events to raise funds • Run additional tournaments to increase participation and raise funds • Increase days/hrs bar is open to encourage more social tennis, particularly after work • Market our flexibility in playing options (i.e. encourage pay to play as opposed to only pushing yearly membership) • Improve court hire with online booking system, better website, and better promotion • Use of social media to promote the Club facilities and social functions • Local Council is preparing a "Preston Point Road North Facilities Master Plan" during H1 2019 • Refresh the EFLTC website 	<ul style="list-style-type: none"> • Ageing senior membership • Lack of volunteers for running of Club • High membership costs relative to other nearby clubs • General community trend away from club membership commitments • Limited local Council financial support • Very limited financial support from Tennis Australia • Lack of good quality competitive tennis for better social players and losing members because of this • Seen as a Club full of oldies, so less likely to attract younger players • Emphasis on annual membership which can deter visitors from returning to the Club • Possible community perception of exclusivity and high cost • Support for social activities and Club events is declining

2.6 Objectives

Good SMART objectives include:

- Specific: so that we know exactly what is to be achieved
- Measurable: so we know when they have been achieved
- Achievable: challenging but not impossible
- Results-orientated: specify a result, e.g. increase membership to....
- Time-frame: completed by a certain date

Three distinct parts of an objective:

1. A verb focusing on accomplishment, e.g. "to increase"
2. Specific and measurable, e.g. "a 50% increase"
3. Specific time limit, e.g. "June or by AGM"

KEY OBJECTIVES	MEASURES TO ACHIEVE OBJECTIVE	TARGET DATE	RESPONSIBLE PERSON
1. Increase participation and number of people who play their tennis at EFLTC	A. Promote the more flexible pay as you play system with the target to increase the number of non-members playing at the club by 20% within 2 years	1 st Nov 2020	Board of Management / Club Manager
	B. Develop a plan to attract stronger social and pennant players to the Club, particularly ladies	31 st Dec 2020	Board of Management / Club Manager
	C. Develop a plan to retain and transition Junior Players into Youth and Senior Players	31 st Mar 2020	Membership Sub-Committee
	D. Implement a Friday Sundowner social play with bar open afterwards as a trial. Investigate possibility of combining this with junior club.	Nov/Dec 2019	Club Manager
	E. Introduce and promote competitive night tennis	Nov/Dec 2019	Club Manager
2. Increase revenue base of Club, and increase operating profit to sustainable level	A. Establish a sub-committee to propose, organise and promote social activities	1 st Jan 2019	Board of Management
	B. Establish a sub-committee to investigate and establish alternative income sources or facility usage. Eg. Café, Gym, Crèche, Playgroup, Daycare/Respite	1 st Jan 2019	Board of Management
	C. Actively promote Hall availability for midweek use by local businesses, particularly exercise classes (minimal equipment), e.g. Yoga, Pilates, Tai Chi etc., with a goal to increase midweek income by 50% within 2 years	30 th Apr 2020	Club Manager
	D. Trial increased operating hours of the bar to attract more people to play and stay after the game	1 st Nov 2018	Club Manager

KEY OBJECTIVES	MEASURES TO ACHIEVE OBJECTIVE	TARGET DATE	RESPONSIBLE PERSON
	E. Form a Marketing Committee and put together updated sponsorship packages and actively pursue business sponsorships with a target to increasing sponsorship 20% per year	1 st Jan 2019	Board of Management
3. Upgrade club facilities	A. Prepare a plan for upgrading clubhouse and facilities including architectural concept for inputting into the ToEF Preston Point Road North Recreation Facilities Master Plan	1 st Dec 2018	Redevelopment Sub-committee
	B. Engage with the ToEF Preston Point Road North Recreation Facilities Master Plan with a view to establishing new shared facilities with other users	1 st Jan 2019	Redevelopment Sub-committee
	C. Research and submit funding grant requests to Government and private sources to finance facilities upgrade	1 st Sept 2018	Facilities Committee/ Club Manager
	D. Implement a tax-deductible facilities upgrade fund within the Australian Sport Foundation with a target amount set and a board prominently displayed showing updated progress. Implement a "Buy a brick" for business sponsors and members who would get their name on a plaque in upgraded facility.	1 st Sept 2018	Facilities Committee / Club Manager
4. Promotion & Marketing Of Club	A. Revamp website to include a calendar of upcoming events, an online registration and payment system for Club Membership fees, and regular photo and feature updates	1 st Oct 2018	Marketing Committee / Club Manager
	B. Promote EFLTC at local schools and winter sporting clubs to try and attract extra Junior members and parents (i.e. 30's & 40's yo senior members) and social members	1 st Feb 2019	Marketing Committee / Club Manager
	C. Implement a social media marketing strategy to promote the club activities	1 st Nov 2018	Marketing Committee / Club Manager
	D. Form a Marketing Committee and put together updated sponsorship packages and actively pursue business sponsorships with a target to increasing sponsorship 20% per year	1 st Jan 2019	Marketing Committee / Club Manager

2.7 Clubhouse Redevelopment

To achieve significant upgrades to the facilities will require significant capital and volunteer time. It will also impact on the cashflow and operation of the club and facility generally.

A sub-committee, consisting of Steve Burdett, Stuart Crole, Bev Sinclair, Glen Crosbie, Brian McDonald and Paul Hemsley have been steadily progressing potential renovations and improvements to our ageing facilities.

The recent signing of a new 20-year Lease with the East Fremantle Town Council (ToEF) has given us the confidence to look not just at short-term renovations, but to also consider the longer term.

Accordingly, we have prepared the following documents:

- **EFTC-CRP-01 Clubhouse Redevelopment Philosophy**, which will underpin all decisions on the project – it describes who we are and what we need from our Clubhouse. The “Why”!
- **EFTC-CRP-02 Clubhouse Redevelopment Design Options**, which describes a number of different potential projects and designs that might serve that purpose. The “What”!

These documents (and more as details unfold) are available on the EFLTC website. In summary, we have outlined 4 potential stages, broadly being:

Stage 1

Improvements to the Hall including extension of the balcony, renovations to kitchen, and toilet facilities and general renovations to improve the visual appeal of the hall interior and exterior, including a revamped western entrance to the Tennis Club. This will improve the facilities for the Tennis Club patrons and allow us to increase general hall hire fees and hence increase club income.

Stage 2

General renovation of the existing Clubrooms, including an extension east to provide better segregation of chair storage and the crèche facility and renovations to the existing carpark and access ways.

Stage 3 (speculative)

Potential alternative uses for the rested grass-court area, including potential overflow carpark and uses by third-parties.

Stage 4 (speculative)

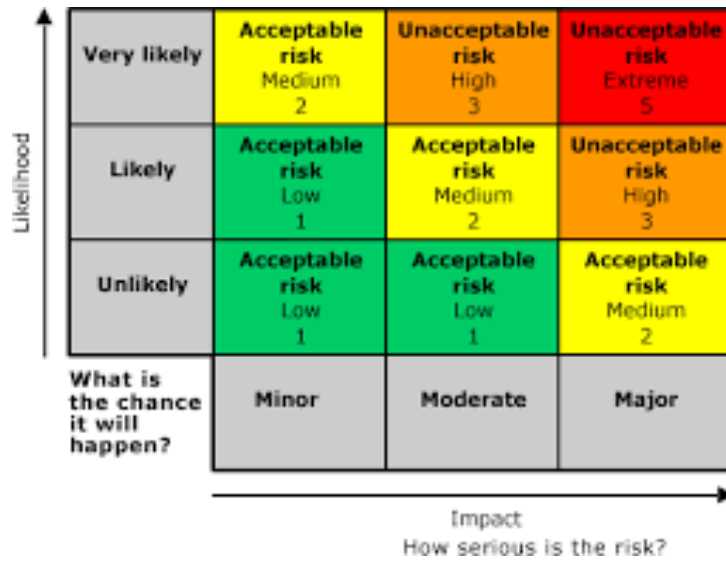
Development of a new, separate clubhouse which improves court and river views, potentially allowing shared use with other tenants. The concepts being considered are speculative, but they have the potential to significantly alter the characteristics of the Tennis Club, by diversifying the activities and facilities available to the members. Inviting other users to share our facilities (if done right) would also add diversify and depth to our income and hence improve the long term financial viability of the Tennis Club. A new Clubhouse would allow us to repurpose the existing Clubrooms.

Western Hardcourt Flood Lighting

Footings and conduits are already installed for light poles for the western hardcourts. A project to add light poles and fittings is being considered. This project is largely independent of the Clubhouse Redevelopment projects above, but timing is dependent on capital availability (limited) and lit court availability constraints (ok now, but expected to bite around 2021).

2.8 Risk Analysis

Risk	Likelihood	Consequence	Unmitigated Risk Rating	Mitigating Actions	Residual Risk Rating
EFLTC overcommits financially	Unlikely	Major	Medium	All capital commitments to be approved by BOM. Detailed business & financial justification for significant commitments.	Low
Revenue doesn't increase as forecast	Likely	Moderate	Medium	Cashflow projections based on proper research. Low-end projections to be prepared and deemed acceptable.	Low
Selected designs or strategy not popular with members	Unlikely	Moderate	Low	Clearly communicate with members prior to commitments	Low
3 rd -Parties not reliable	Likely	Moderate	Medium	MOU's prepared early. Contracts signed before major commitments.	Low
Low level of support from funding sources	Likely	Major	High	Thorough planning and engagement with funders via ToEF - particularly the ToEF Preston Point Road North Recreation Facilities Master Plan	Low
Loss of key sub-committee members	Likely	Moderate	Medium	Sub-committee includes spare capacity to enable continuity	Low
Community backlash	Unlikely	Moderate	Low	Engagement with community via the ToEF Preston Point Road North Recreation Facilities Master Plan	Low
Facility management becomes too onerous for existing managers & volunteers	Likely	Moderate	Medium	Planning will include future management plan, including appropriate allowance for expanded paid management	Low
Traffic & parking becomes a problem with multiple users	Likely	Moderate	Medium	Planning will include traffic management plan. Engage with ToEF TM Planning consultant.	Low



3 Financial Analysis

3.1 Summary

The club currently operates on a subsistence existence, where income (including grants, donations and sponsorship) barely covers operating costs and depreciation. The club is dependent on grants to maintain the existing courts and building.

Two forecasts are provided below.

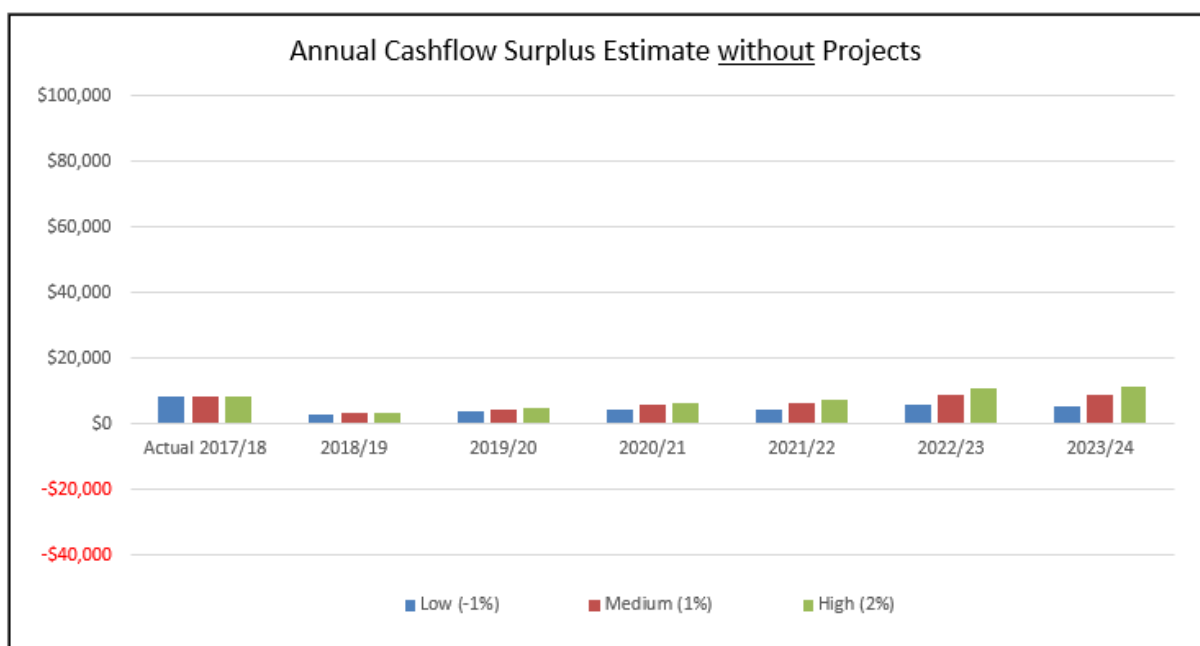
The first excludes all significant redevelopment projects and provides cashflow projections based on business as usual.

The second includes the cashflow impact of doing all proposed redevelopment projects. The forecasts are based on detailed analysis that is not provided here.

3.2 Forecast Without Redevelopment Projects

Forecast Cashflow Surplus without Projects
(includes depreciation, excludes project capital)

Includes % change in Base business:	Annual Cashflow Surplus Estimate			Projects Completed
	Low (-1%)	Medium (1%)	High (2%)	
Actual 2017/18	\$8,625	\$8,625	\$8,625	None
2018/19	\$3,057	\$3,463	\$3,666	None
2019/20	\$3,856	\$4,668	\$5,080	None
2020/21	\$4,657	\$5,875	\$6,503	None
2021/22	\$4,265	\$6,296	\$7,374	None
2022/23	\$5,691	\$8,943	\$10,746	None
2023/24	\$5,504	\$9,163	\$11,222	None



3.3 Forecast With Redevelopment Projects

The 5-year financial forecast below incorporates the anticipated financial benefits of all of the proposed Redevelopment Projects. Membership fees and membership numbers are assumed to not increase significantly, although the vastly improved club amenities would no doubt improve the value of membership and likely lead to an increased number of members, visitors and casual users.

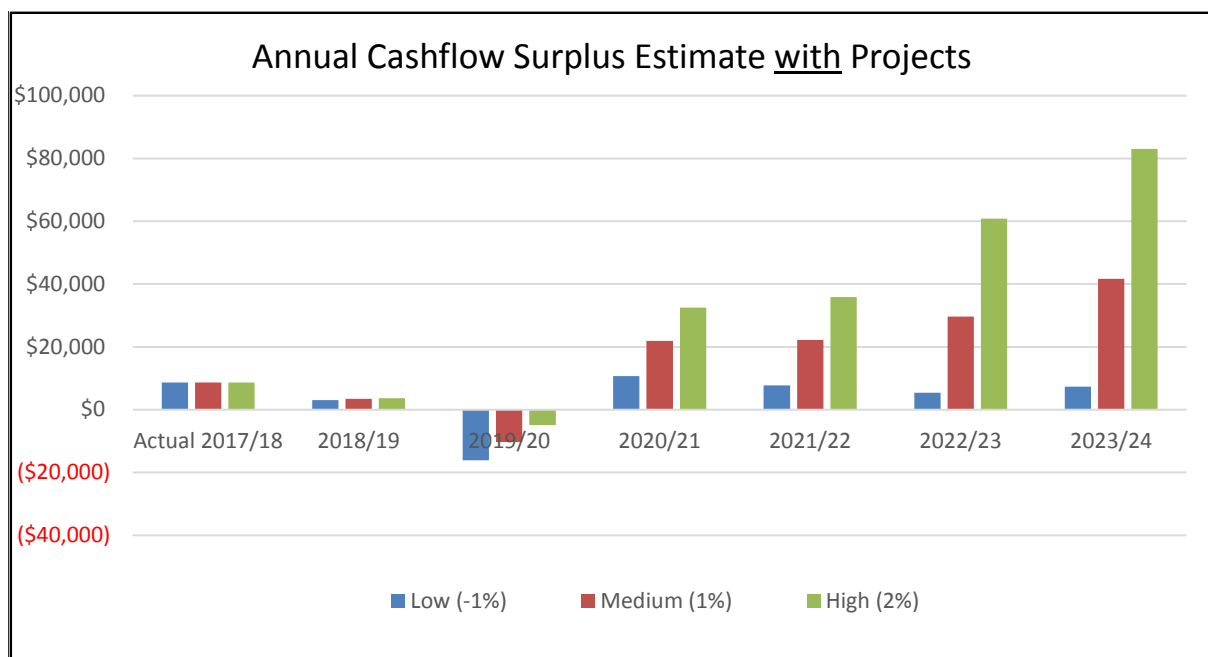
The additional revenue resulting from implementing the Redevelopment Projects will underpin the future sustainability and financial independence of the club.

Whilst there is a lot of work to do to bring the projects to fruition, and plenty of challenges, roadblocks and potential show-stoppers along the way, the cashflow projections demonstrate the realistic potential to transform the EFLTC financially whilst simultaneously improving the facilities significantly.

This forecast assumes zero cost of capital, although the cashflow projections demonstrate the capacity to service some debt. Successful implementation will require significant contributions from various sources including Government grants, Tennis Australia (financial or project management support), membership (financial or in-kind contributions), fundraising activities, project partners (eg. Freo Table Tennis), interest free loans or available club capital.

Forecast Cashflow Surplus with Projects
(includes depreciation, excludes project capital)

% change in Base business:	Annual Cashflow Surplus Estimate			Projects Completed
	Low (-1%)	Medium (1%)	High (2%)	
Actual 2017/18	\$8,625	\$8,625	\$8,625	None
2018/19	\$3,057	\$3,463	\$3,666	None
2019/20	-\$16,144	-\$10,332	-\$4,920	Hall Refurbishment in progress
2020/21	\$10,657	\$21,875	\$32,503	Hall Refurbishment
2021/22	\$7,765	\$22,196	\$35,874	Western Hardcourt Lighting
2022/23	\$5,391	\$29,642	\$60,844	New Shared Facility
2023/24	\$7,351	\$41,710	\$83,012	Repurpose existing Clubrooms



APPENDICES

Club Audit

1. Including Everyone

	Yes	No		
a) Do we actively work to create a welcoming and inclusive club environment to increase participation numbers?	✓			
b) Do our social and playing activities cater equally for all members, irrespective of age, race or ability?	✓			
c) Do we ensure that the cost or location of our activities makes them accessible to all people, particularly those with a disability?	✓			
d) Do we actively seek to make our club more appealing by promoting and enforcing policies that eliminate harassment and discrimination?	✓			
Select a priority level for 1. Including Everyone				
Not a priority	Low priority	Medium Priority	High priority	✓

2. Image

	Yes	No		
a) Are we satisfied with the respect our club receives from the local community through our operations and the services it provides?	✓			
b) Do we maintain good relationships with the local Council and its staff, respecting them as a major sponsor of the club?	✓			
c) Do we seek to identify and address issues that may limit our club's ability to attract new playing members, volunteer workers and sponsors?	✓			
Select a priority level for 2. Image				
Not a priority	Low priority	Medium Priority	High priority	✓

3. Promotion

	Yes	No		
a) Do we maximise opportunities available through local newspapers, television or radio to publicise and promote our clubs activities?		✓		
b) Are contacts or links with local schools and community groups maintained as a means of promoting and developing our club?		✓		
c) Does your club have an events calendar with all the dates and events that will be held over the season/year?	✓			
d) Does your club have a newsletter that gets distributed regularly to inform members of information surrounding the club?	✓			
e) Does your club have a website?	✓			
Select a priority level for 3. Promotion				
Not a priority	Low priority	Medium Priority	High priority	✓

4. Opportunity for All to Contribute

	Yes	No
a) Does your club have a feedback system in place, for members to provide feedback in regards to club operation and atmosphere?	✓	
b) Does your club distribute or post on the website the minutes from meetings/planning sessions?		✓
c) Does your club encourage attendance at committee meetings to discuss the club's future?		✓
d) Does your club's office bearers report regularly to the membership? Via newsletter, and the President does this every Saturday social.	✓	
Select a priority level for 4. Opportunity for All to Contribute		
Not a priority	Low priority	Medium Priority
	✓	High priority

5. Social

	Yes	No
a) Do we place sufficient importance on developing and maintaining an inclusive social environment for members and their families?	✓	
b) Do we involve a broad cross section of club members when planning social activities, thereby catering for all?	✓	
Select a priority level for 5. Social		
Not a priority	Low priority	Medium Priority
		High priority
		✓

6. Planning

	Yes	No
a) Do we use a broad yearly plan setting out what has to be done thereby ensuring thorough forward planning?		✓
b) Do we use a weekly season plan setting out who will do what and when to ensure the season runs smoothly?		✓
c) Do we use planning checklists to ensure that nothing is overlooked or left to chance?		✓
Select a priority level for 6. Planning		
Not a priority	Low priority	Medium Priority
		High priority
		✓

7. Policies & Procedures

		Yes	No	
a) Are all necessary aspects of our operations covered by policies or procedures to maintain efficiency and/or consistency?			✓	
b) Are our existing policies clearly communicated to all members to avoid debate or arguments?			✓	
c) Do we have risk management procedures in place to minimize injury to people or damage to equipment or buildings?			✓	
d) Do we have current up to date policies and procedures on the following:				
	Blood rules ?		✓	
	Infectious diseases ?		✓	
	Asthma management ?		✓	
	Injury records ?		✓	
	Equal Opportunity ?		✓	
	Harassment ?		✓	
	Anti-discrimination ?		✓	
	First Aid ?		✓	
	Codes of behavior ?		✓	
	Food handling and safety ?		✓	
	Member Protection ?		✓	
Select a priority level for 7. Policies & Procedures				
Not a priority	Low priority	✓	Medium Priority	High priority

8. Finance & Sponsorship

		Yes	No	
a) Do our current financial management practices and fundraising activities generate sufficient income to meet the club's financial needs? No as no fund for future capital works improvements			✓	
b) Is the responsibility for fundraising and recruiting sponsors shared equally amongst our members?			✓	
c) Are our current practices for recruiting and retaining sponsors working?		✓		
d) Do we have adequate financial resources? Eg. a computer, computer programs, cash books, receipt books, etc.		✓		
Select a priority level for 8. Finance & Sponsorship				
Not a priority	Low priority		Medium Priority	High priority

9. Recruitment of Players

				Yes	No
a) Do we have sufficient players to fill all existing teams on a weekly basis? Unused courts on Saturday					
b) Are we maintaining/ increasing the number of members through a systematic recruitment plan?					
c) Do we have sufficient members to make our club sustainable in the long term?					
d) Do we have membership induction packages? (may include rules, history, policies and procedures, training sessions, games times, etc?)					
Select a priority level for 9. Recruitment of Players					
Not a priority	Low priority	Medium Priority	High priority		<input checked="" type="checkbox"/>

10. Retention of Players

				Yes	No
10. Retention of Players					
a) Do we have successful strategies for retaining players from season to season?					
b) Do we have strategies for retaining current players as club members in non-playing roles, such as administration, coaching or umpiring?					
c) Are our members satisfied with the way the club currently runs?					
d) Have we done membership surveys to gather information on the club environment and operation?					
Select a priority level for 10. Retention of Players					
Not a priority	Low priority	Medium Priority	High priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

11. Coaching

				Yes	No
a) Are our clubs coaches actively encouraged to seek accreditation?					
b) Are our junior coaches' police checked to create a safer environment, particularly for junior players and their parents?					
c) Are our junior coaches actively encouraged to make participation an enjoyable and rewarding playing experience?					
Select a priority level for 11. Coaching					
Not a priority	Low priority	Medium Priority	High priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

12. Development Programs

			Yes	No
a) Do we run development programs or similar activities to increase junior/senior participation at the club? Junior Yes, Senior No			✓	✓
b) Do we have a plan to encourage the transition of kids and their parents from development programs into junior sport? Part of coaching program structure.			✓	
c) Will our current number of development program participants provide sufficient players to support the clubs junior team structure?			✓	
Select a priority level for 12. Development Programs				
Not a priority	Low priority	Medium Priority	✓	High priority

13. Risk Management Plan

			Yes	No
a) Do we have policies and procedures for preventing and dealing with risks?				✓
b) Do we have a risk management reporting system in place? Or a risk management plan?				✓
c) Does our club have a risk checklist that is used for all facilities prior to all games and training?				✓
Select a priority level for 13. Risk Management				
Not a priority	Low priority	✓	Medium Priority	High priority

14. Recruitment of Volunteers

			Yes	No
a) Do we have successful strategies for recruiting new volunteers to our club?				✓
b) Do we offer training to assist volunteers in their roles as a means of recruiting them in the first place?			✓	
c) Do we have a sufficient number of volunteers to cover all of the roles within the club?				✓
Select a priority level for 14. Volunteers				
Not a priority	Low priority	Medium Priority	High priority	✓

15. Management of Volunteers

		Yes	No
a) Is appropriate membership information collected and maintained enabling the club to utilise this for their benefit?		✓	
b) Is the administration workload equally spread amongst our members?			✓
c) Do we provide position descriptions to assist our volunteers in understanding and performing their duties?			✓
d) Do we use succession planning to assist volunteers when taking on new roles and to provide a smooth transition?			✓
e) Are we successful in retaining volunteers from season to season through providing support and other rewards?			✓
f) Does our club have enough skilled volunteers? Eg. coaches, officials, referees			✓
g) Does our club conduct volunteer appraisals to see how well each person is performing their role or if they need assistance?			✓
h) Does our club conduct exit interviews when people stop volunteering, to find out why they have stopped volunteering?			✓
i) Does our club have any volunteer reporting systems? Eg. volunteer hours, years of service, service awards, appraisals.			✓
Select a priority level for 15. Management of Volunteers			
Not a priority	Low priority	Medium Priority	High priority
		✓	

16. Responsible Serving of Alcohol

		Yes	No
a) Does our club comply with State Liquor Licensing regulations?		✓	
b) Does our club provide low alcohol and non-alcoholic drinks at prices competitive with full strength alcoholic drinks?		✓	
c) Do we ensure food is provided when alcohol is served? Snacks are provided		✓	
d) Do we provide water free of charge when alcohol is served?		✓	
Select a priority level for 16. Responsible serving of Alcohol			
Not a priority	Low priority	Medium Priority	High priority
		✓	

17. Sport Related Injury

				Yes	No
a)	Does our club promote and make mandatory the use of protective equipment in accordance with state sporting body policies?			✓	
b)	Do we promote warm up, stretching and cool down sessions for training and matches?			✓	
c)	Do we ensure coaches and officials are trained in first aid and/ or injury prevention?				✓
d)	Do we check the safety of playing and surrounding areas before training and matches?				✓
e)	Do we encourage players to bring their own drink bottle to training and matches?			✓	
f)	Do we provide each team with a first aid kit which is appropriately stocked and maintained? Available in office.			✓	
g)	Do we ensure the details of the closest available medical assistance are readily available and displayed in a prominent location for all club activities?			✓	
Select a priority level for 17. Sport related injury					
Not a priority		Low priority	✓	Medium Priority	High priority

18. Smoke Free Environments

				Yes	No
a)	Do we ensure that all indoor areas are 100% smoke free?			✓	
b)	Do we insist that all coaches, officials and administrators refrain from smoking whilst acting in an official capacity?			✓	
c)	Do we promote all our activities as being smoke free?			✓	
d)	Do we have designated non-smoking outdoor areas?				✓
Select a priority level for 18. Smoke Free Environments					
Not a priority		Low priority	✓	Medium Priority	High priority

19. Healthy Eating Choices

				Yes	No
a)	Do we provide healthy food choices including fresh fruit and water?				✓
b)	Do we offer competitively priced healthy food?				✓
c)	Do we have healthy food choices attractively presented and prominently positioned?				✓
Select a priority level for 19. Healthy Eating Choices					
Not a priority	✓	Low priority		Medium Priority	High priority

20. Sun Protection

		Yes	No
a) Do we ensure sunscreen is available for all of our members to use during matches and training?		✓	
b) Do we ensure we have adequate shade structures around the ground?			✓
c) Do we follow the recommended extreme heat guidelines?		✓	
d) Do we ensure officials, volunteers and players wear:			
	Wide brimmed hats		✓
	Shirts with long sleeves		✓
	Sunglasses		✓
	30+ Sunscreen		✓
Select a priority level for 20. Sun Protection			
Not a priority	Low priority	Medium Priority	High priority
			✓

BUILDING ASSESSMENT



Location: East Fremantle Recreation Facilities

Prepared For: ABV Consultants

Revision 1, Dated 06/06/2019

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1 Introduction

Icon (SI) Pty Ltd were engaged by ABV Consultants to undertake a building assessment of the East Fremantle recreation facilities.

The scope was limited to the following areas:

1. EF Tennis club
2. EF Tricolore Soccer Club
3. Leeuwin Sea Scouts Shed

The report reviews the condition of the existing buildings and addresses the following items:

- Validate the priorities/timelines for the proposed capital works for the 3 buildings (from the 15-year capital works program)
- Provide a broad assessment of refurbishment versus rebuild economics.

A site inspection was undertaken on Friday 17 May 2019. This was a visual inspection only and non-invasive to the material, structure or fabric of the properties.

2 15 Year Capital Works Program

Icon Cockram were provided with the 15-year proposed capital works program shown in figure 1 below by ABV Consultants. We were requested to validate the proposed capital works for each of the buildings.

Project	Year							Grand Total
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	
EF Tennis Club Pavilion - External	\$7,280		\$5,460					\$12,740
EF Tennis Club Pavilion - External Fabric					\$8,360	\$3,640	\$93,312	\$105,312
EF Tennis Club Pavilion - Kitchen 1					\$4,800			\$4,800
EF Tennis Club Pavilion - Kitchen 2					\$4,800			\$4,800
EF Tennis Club Pavilion - Men's Toilets					\$4,800			\$4,800
EF Tennis Club Pavilion - Basement						\$2,976		\$2,976
EF Tennis Club Pavilion - Storage Facility						\$3,348		\$3,348
EF Tricolore Community Centre - Female toilets		\$18,000						\$18,000
EF Tricolore Community Centre - Storeroom 3		\$18,000						\$18,000
EF Tricolore Community Centre - External Fabric						\$3,900		\$3,900
EF Tricolore Community Centre - Toilets						\$10,880		\$10,880
EF Tricolore Changerooms - Referee Toilets						\$2,720		\$2,720
1st Leeuwin Sea Scouts Shed - External Fabric						\$19,596		\$19,596

Figure 1 – 15 Year Proposed Capital Works Program for Each Building

The validation focuses on the building areas identified in the capital works program and is not inclusive of all the refurbishment items identified during the site inspection. Refer to figure 2 below for our assessment of capital works budgets provided.

Project	Capital Works Budget	Icon Cockram Budget
EF Tennis Club Pavilion - External	\$12,740	\$16,321
EF Tennis Club Pavilion - External Fabric	\$105,312	\$35,387
EF Tennis Club Pavilion - Kitchen 1	\$4,800	\$10,951
EF Tennis Club Pavilion - Kitchen 2	\$4,800	
EF Tennis Club Pavilion - Men's Toilets	\$4,800	\$5,320
EF Tennis Club Pavilion - Basement	\$2,976	\$1,500
EF Tennis Club Pavilion - Storage Facility	\$3,348	\$2,000
EF Tricolore Community Centre - Female toilets	\$18,000	
EF Tricolore Community Centre - Storeroom 3	\$18,000	
EF Tricolore Community Centre - External Fabric	\$3,900	\$33,501
EF Tricolore Community Centre - Toilets	\$10,880	\$600
EF Tricolore Changerooms - Referee Toilets	\$2,720	
1st Leeuwin Sea Scouts Shed - External Fabric	\$19,596	\$21,717

Figure 2 – Capital Works Budget compared to Icon Cockram Budget

3 Refurbishment Versus Rebuild Economics

We have assessed the rebuild cost based on replicating the existing facility with regard to matching the existing spatial and functional arrangements, materiality and service components that would be currently used if the buildings were to be constructed now. This rebuild cost has not allowed for replanning or alternative materials etc that would be expected if such a scenario is undertaken.

Building	Refurbishment Cost	Rebuild Cost
EF Tennis Club (438m ²)	\$81,489	\$1,341,106

The rebuild costs are based on a sqm rate of 120m² for demolition of the existing building and 2940m² for construction of a new building. The cost does not include project management or consultancy fees, site works or headworks costs and external landscaping or carparking.

The refurbishment costs are limited to plumbing services, electrical services, painting, tiling, vinyl flooring, glazing, brickwork, roofing, metalwork, bitumen and hard landscaping as identified in the site inspection report. There is no allowance for any identification or removal of Hazardous Materials that may be latent conditions to the property.

Refer to attachment 1 for an elemental breakdown of the refurbishment costs.

Building	Refurbishment Cost	Rebuild Cost
EF Tricolore Soccer Club (565m ²)	\$61,701	\$1,649,800

The rebuild costs are based on a sqm rate of 120m² for demolition of the existing building and 2800m² for construction of a new building. The cost does not include project management or consultancy fees, site works or headworks costs and external landscaping or carparking.

The refurbishment costs are limited to electrical services, painting, door hardware, signage, glazing, masonry, roofing and metalwork as identified in the site inspection report. There is no allowance for any identification or removal of Hazardous Materials that may be latent conditions to the property.

Refer to attachment 1 for an elemental breakdown of the costs.

Building	Refurbishment Cost	Rebuild Cost
Leewin Sea Scouts Shed	\$221,524	\$548,960

The rebuild costs are based on a sqm rate of 120m² for demolition of the existing building and 2800m² for construction of a new building. The cost does not include project management or consultancy fees, site works or headworks costs and external landscaping or carparking.

The refurbishment costs are limited to plumbing services, electrical services, ceiling, door hardware, painting, metalwork, fencing, hard landscaping and stonework as identified in the site inspection



report. There is no allowance for any identification or removal of Hazardous Materials that may be latent conditions to the property.

Refer to attachment 1 for an elemental breakdown of the costs.

4 Site Inspection Report

4.1 East Fremantle Tennis Club





	
<p>Photo 17-5-19, 8 28 13 am</p> <ul style="list-style-type: none"> • Bitumen at lower end of ramp is raised and it's a trip hazard. Replace section of asphalt pavement. • Prepare steel handrail to receive paint and repaint handrail. • Install new double door gate to compound 	<p>Photo 17-5-19, 8 27 15 am</p> <ul style="list-style-type: none"> • Replace section of asphalt pavement. • Repair join in asphalt pavement. • Prepare steel handrail to receive paint and repaint handrail. • Access Ramp recently received patching to concrete and painting to all surfaces.
	
<p>Photo 17-5-19, 8 27 27 am</p> <ul style="list-style-type: none"> • Rain water pipe should be diverted to avoid discharging onto pedestrian ramp • Repaint external façade panel 	<p>Photo 17-5-19, 8 27 32 am</p> <ul style="list-style-type: none"> • Rusting evident to the soffit of the gutter / fascia. Treat the rust and paint/protect the surface.



Photo 17-5-19, 828 11 am

- Install head flashing to window frame.
- Evident cracking along the joints of the brickwork. Joints will need to be repointed.
- Redundant pipe penetrating the brickwork. Remove redundant pipe and seal the opening.
- Cracked brickwork. Replace the damages bricks.
- Rusting evident to the soffit of the gutter / fascia. Treat the rust and paint/protect the surface.



Photo 17-5-19, 8 28 51

- Install head flashing to window frame.
- Timber windows / doors to be stripped back (paint), puttied up, primed and painted.
- New door frame installed. The door and door frame need to be painted. The gap between the door frame and brickwork should be sealed.
- Evident cracking along the joints of the brickwork. Joints will need to be repointed.



Photo 17-5-19, 8 28 53 am



Photo 17-5-19, 8 29 24 am

<ul style="list-style-type: none"> • Timber windows / doors to be stripped back (paint), puttied up, primed and painted. • Evident cracking along the joints of the brickwork. Joints will need to be repointed. • Replace the missing glass louvre to the window. Seal gap between the frame and brickwork. 	<ul style="list-style-type: none"> • Cracks along the asphalt pavement. Replace a section of the asphalt. • Timber windows / doors to be stripped back (paint), puttied up, primed and painted. •
	
<p>Photo 17-5-19, 8 29 37 am</p> <ul style="list-style-type: none"> • Timber windows / doors to be stripped back (paint), puttied up, primed and painted. • Glazing has faded frosted film. Remove existing film and install a new frosted film. • Drop from carpark down to access path to Trainers office. Suggest barrier / fencing is installed for safety. 	<p>Photo 17-5-19, 8 29 55 am</p> <ul style="list-style-type: none"> • Crack along the brickwork. Replace the brickwork with new bricks and repoint the joints.



Photo 17-5-19, 8 30 05 am

- Remove and reinstall pavers
- Transition from the asphalt pavement to the concrete step is not smooth or level. This is a trip hazard. Asphalt paving to be remediated in this area.



Photo 17-5-19, 8 30 06 am

- Concrete pavers lifting to north west corner. Indication that large adjacent tree root system has disturbed paving and may be causing cracking to building. Root barrier may have to be installed to protect building in this location.



Photo 17-5-19, 8 30 30 am

- Roof fascia and eaves showing evident rusting. Treat the rust and paint/protect the surface.



Photo 17-5-19, 8 31 25 am

- Roof fascia and eaves showing evident rusting. Treat the rust and paint/protect the surface.
- Downpipes have holes at the corner/bend. The downpipe will need to be replaced.



Photo 17-5-19, 8 32 06 am

- Steel access stairs, platform and treads are closed chequer plate. A non-slip treatment is recommended if the stair is to be retained.



Photo 17-5-19, 8 32 52 am

- Timber windows / doors to be stripped back (paint), puttied up, primed and painted.



Photo 17-5-19, 8 33 14 am

- Light fittings to the soffit are dropping. These should be reset and secured.
- Rusting evident to the soffit of the gutter / fascia. Treat the rust and paint/protect the surface.



Photo 17-5-19, 8 34 00 am

- Vermiculite type ceiling to hall area is in relatively good condition, some area indicating water damage.

	
<p>Photo 17-5-19, 8 41 09 am</p> <ul style="list-style-type: none"> Suggest vinyl flooring is removed to expose existing floor tiles which should then be cleaned and re-grouted. 	<p>Photo 17-5-19, 8 41 37</p> <ul style="list-style-type: none"> Natural exhaust/ventilation to toilets to be reviewed.
	
<p>Photo 17-5-19, 8 42 44 am</p> <ul style="list-style-type: none"> Diffuser to light is missing. Diffuser to be reinstated or alternatively replace the light fitting. 	<p>Photo 17-5-19, 8 43 46</p> <ul style="list-style-type: none"> Diffuser to light is missing. Diffuser to be reinstated or alternatively replace the light fitting.



Photo 17-5-19, 8 44 05 am

- Vermiculite type ceiling to hall area is in relatively good condition, some areas indicating water damage.
- Generally – Allow repainting to all internal walls.
- Generally – Electrical / lighting installation appear to have been periodically amended and expanded. Suggest a full electrical audit is undertaken by a Qualified Consultant / Contractor

Photo 17-5-19, 8 44 23

- Evident rust along the top of window frame. Frames to be restored and painted.



Photo 17-5-19, 8 45 02 am

- Generally – Electrical / lighting installation appear to have been periodically amended and expanded. Suggest a full electrical audit is undertaken by a Qualified Consultant / Contractor

Photo 17-5-19, 8 45 48 am

- Vermiculite type ceiling to hall area is in relatively good condition, some areas indicating water damage.



Photo 17-5-19, 8 46 26

- Exhaust fan in kitchen doesn't seem to be operational. Install an operational exhaust fan



Photo 17-5-19, 8 46 33 am

- Splashback tiles above the sink are broken. Recommend replacing the damaged tiles, re-grout the joints and caulking the joint between the tiles and the bench.



Photo 17-5-19, 8 46 35 am

- Splashback tiles above the sink are broken. Recommend replacing the damaged tiles, re-grout the joints and caulking the joint between the tiles and the bench.
- The paint to the window frame is fading and peeling. Recommend the frame is to be restored and painted.



Photo 17-5-19, 8 46 41 am

- Recommend cleaning re-grouting and caulking the existing splashback tiles.

<ul style="list-style-type: none"> Recommend replacing the old tap fixtures. 	
	
<p>Photo 17-5-19, 8 46 55</p> <ul style="list-style-type: none"> Suggest gas inspection to cooker is undertaken by a Qualified Consultant / Contractor 	<p>Photo 17-5-19, 8 46 57 am</p> <ul style="list-style-type: none"> Vermiculite type ceiling to hall area is in relatively good condition, some areas indicating water damage.
	
<p>Photo 17-5-19, 8 47 11 am</p> <ul style="list-style-type: none"> Cracked window. Recommend replacing the glass. The paint to the window frame is fading and peeling. Recommend the frame is to be restored and painted. Hole in the wall from the door handle. Recommend patching the wall and installing a floor stop for the door. 	<p>Photo 17-5-19, 8 47 23 am</p> <ul style="list-style-type: none"> Damage to vinyl floors in kitchen. Recommend removing the vinyl floors and installing a new floor finish.



Photo 17-5-19, 8 47 43 am

- Cracked window. Recommend replacing the glass.
- The paint to the window frame is fading and peeling. Recommend the frame is to be restored and painted.



Photo 17-5-19. 8 48 16 am

- Old worn out ramp. Recommend replacing the ramp with a permanent compliant ramp.



Photo 17-5-19, 8 48 19 am

- Crack in the concrete slab. Recommend investigating the cause of the crack. Rectification works can include patching the crack and painting the entire area.



Photo 17-5-19, 8 49 13 am

- Congested store room. Recommend installing storage shelving.

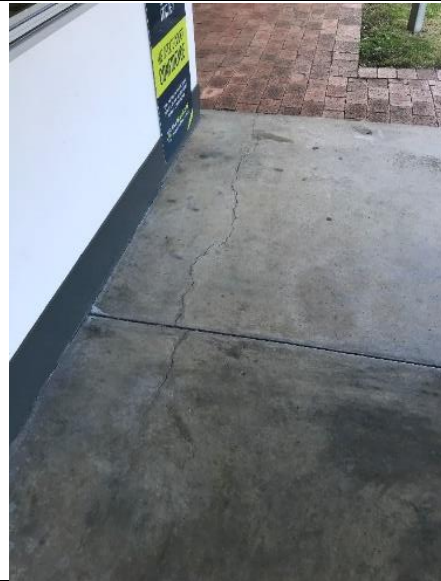


Photo 17-5-19, 8 49 32 am

- Cracks in the concrete slab. Recommend investigating the cause of the crack. Rectification works can include patching the crack and painting the entire area.

Photo 17-5-19, 8 49 37 am

- Cracks in the concrete slab. Recommend investigating the cause of the crack. Rectification works can include patching the crack and painting the entire area.



Photo 17-5-19, 8 50 01 am

- Incomplete rain water pipe not securely fixed.

Photo 17-5-19, 8 50 30 am

- Timber windows / doors to be stripped back (paint), puttied up, primed and painted.

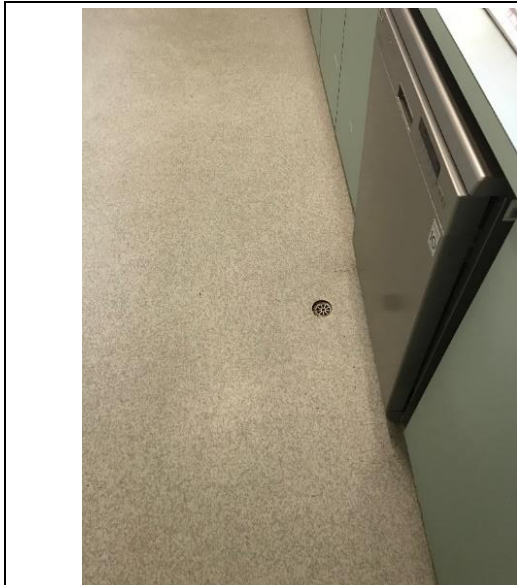


Photo 17-5-19, 8 51 06 am

- Floor waste is recessed in the floor. Reset floor waste correctly in vinyl floor.



Photo 17-5-19, 8 52 49 am

- Vinyl flooring has a void patch underneath the bin for the floor hatch. Recommend replacing existing the floor vinyl.

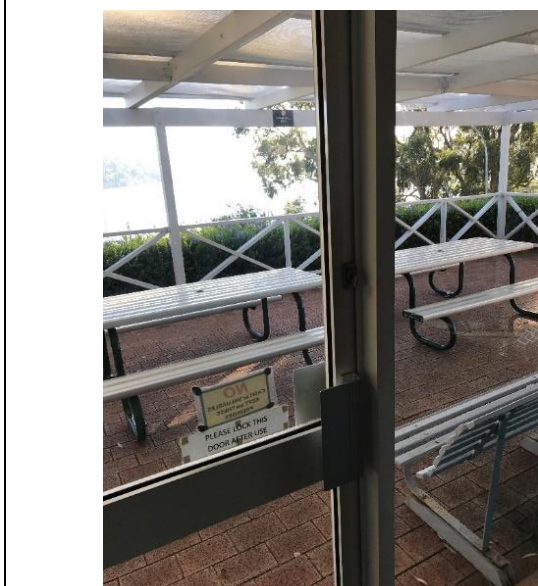


Photo 17-5-19, 8 53 05 am

- Internal snib locks to exit doors do not comply with current requirements – these should be replaced with lever action locks / handles.



Photo 17-5-19, 8 53 13 am

- Internal snib locks to exit doors do not comply with current requirements – these should be replaced with lever action locks / handles.



Photo 17-5-19, 8 53 29 am

- Internal snib locks to exit doors do not comply with current requirements – these should be replaced with lever action locks / handles.
- Illuminated exit sign is not in the correct location.



Photo 17-5-19, 8 53 37 am

- Internal snib locks to exit doors do not comply with current requirements – these should be replaced with lever action locks / handles.
- Illuminated exit sign is not in the correct location.






Photo 17-5-19, 8 54 31 am

- Rusting evident to the soffit of the gutter / fascia. Treat the rust and paint/protect the surface including eaves.



Photo 17-5-19, 9 02 09 am

- The handrail to the steps are not compliant. Recommend installing a compliant handrail system.

	
<p>Photo 17-5-19, 9 02 43 am</p> <ul style="list-style-type: none"> • Disabled access ramp not compliant. Ramp and access to building to be reviewed. 	<p>Photo 17-5-19, 9 04 42 am</p> <ul style="list-style-type: none"> • Step at door to Disabled Toilet should be reduced / ramped • Recommend replacing damaged tiles and cleaning/re-grouting the existing tiles.
	
<p>Photo 17-5-19, 9 06 11 am</p> <ul style="list-style-type: none"> • Door should be handed as it currently is not compliant with regard to wheelchair approach from the internal side. Ref AS 1428 	<p>Photo 17-5-19, 9 07 05 am</p> <ul style="list-style-type: none"> • Timber windows / doors to be stripped back (paint), puttied up, primed and painted.

General Comments:

- Before intrusive works are undertaken a hazardous materials inspection report should be undertaken for the entire facility.

- Allow repainting of internal walls.
- Vermiculite type ceiling to hall area is in relatively good condition, some area indicating water damage.
- Electrical / lighting installation appear to have been periodically amended and expanded. Suggest a full electrical audit is undertaken by a Qualified Consultant / Contractor.

4.2 East Fremantle Tircolore Soccer Club

	
<p>Photo 17-5-19, 9 24 05 am</p> <ul style="list-style-type: none"> • Generally, external in good condition – areas of metalwork requiring repainting. 	<p>Photo 17-5-19, 9 25 19 am</p> <ul style="list-style-type: none"> • Timber access ramp. Recommend replacing with a permanent compliant solution.
	
<p>Photo 17-5-19, 9 29 59 am</p> <ul style="list-style-type: none"> • Roof tiles are required to be lifted and relayed in areas. • Roof and gutters require cleaning. 	<p>Photo 17-5-19, 9 30 04 am</p> <ul style="list-style-type: none"> • Roof tiles are required to be lifted and relayed in areas. • Roof and gutters require cleaning.

<ul style="list-style-type: none"> The fascia and barge board have evident rust. Recommend treating and painting the surface. 	<ul style="list-style-type: none"> The fascia and barge board have evident rust. Recommend treating and painting the surface.
	
<p>Photo 17-5-19, 9 32 51 am</p> <ul style="list-style-type: none"> Main entry door is an automatic slider. This is also designated as an exit door. At the time of inspection this door was being operated manually by the staff (locked / unlocked etc). This observation is raised as it may require that this operational process is part on a management procedure as having this exit door not opening automatically may be an issue with the relevant authorities. 	<p>Photo 17-5-19, 9 33 20 am</p> <ul style="list-style-type: none"> High level wall heaters – these should be fitted with top shields to prevent the heat damage that is evident to the ceilings directly above. Currently they are causing blistering to the ceiling paintwork which is then flaking and falling onto the top of the heaters.
	
<p>Photo 17-5-19, 9 33 25 am</p>	<p>Photo 17-5-19, 9 34 47 am</p> <ul style="list-style-type: none"> All exit signage should be illuminated.

<ul style="list-style-type: none"> High level wall heaters – these should be fitted with top shields to prevent the heat damage that is evident to the ceilings directly above. Currently they are causing blistering to the ceiling paintwork which is then flaking and falling onto the top of the heaters. 	<ul style="list-style-type: none"> Exit door should be free in case of an emergency. If the door needs to be locked the door should automatically unlock in there is an emergency.
	
<p>Photo 17-5-19, 9 35 06 am</p> <ul style="list-style-type: none"> All exit signage should be illuminated. Exit door should be free in case of an emergency. If the door needs to be locked the door should automatically unlock in there is an emergency. 	<p>Photo 17-5-19, 9 35 58 am</p> <ul style="list-style-type: none"> Location of fire detector may not be compliant. Investigation required.
	
<p>Photo 17-5-19, 9 36 33 am</p>	<p>Photo 17-5-19, 9 36 42 am</p>

<ul style="list-style-type: none"> Light fitting is not secure. Recommend re-fitting the light and cleaning the diffuser. 	<ul style="list-style-type: none"> Light fitting is not secure. Recommend re-fitting the light and cleaning the diffuser.
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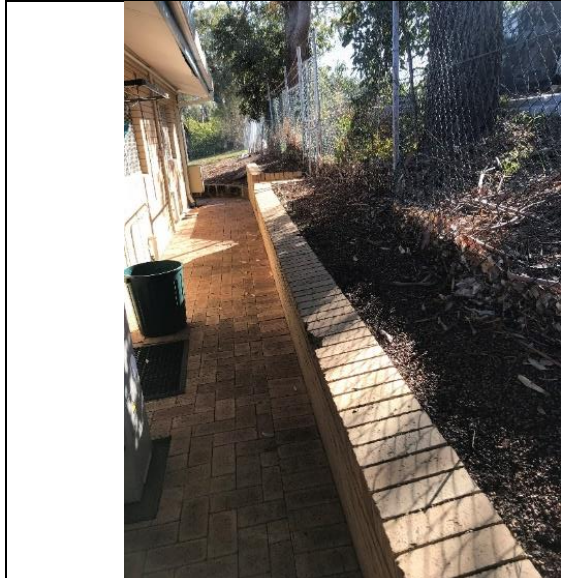


Photo 17-5-19, 9 37 18 am

- Retaining wall failing. Requires replacement.



Photo 17-5-19, 9 37 55 am

- Exit signage strategy does not appear to be compliant – example signage to corridor requires to be directional rather than indicating that the exit direction is straight on.

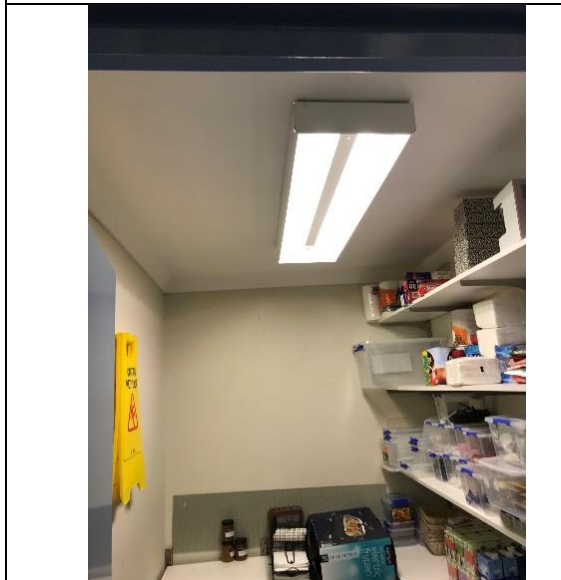



Photo 17-5-19, 9 37 59 am

- Light fitting is not secure. Recommend re-fitting the light and cleaning the diffuser.



Photo 17-5-19, 9 39 26 am

- Paint to the ceiling is peeling, possibly caused by water. Recommend investigating roof leak and replacing ceiling.

	
<p>Photo 17-5-9, 9 39 31 am</p> <ul style="list-style-type: none"> • Paint to the ceiling is peeling, possibly caused by water. Recommend investigating roof leak and replacing ceiling. 	<p>Photo 17-5-19, 9 39 40 am</p> <ul style="list-style-type: none"> • No visible DDA toilet signage. To make this DDA toilet conforming, it will need DDA signage installed by an experienced installer.
	
<p>Photo 17-5-19, 9 43 16 am</p> <ul style="list-style-type: none"> • Step down to showers should be highlighted with contrasting paint colour to the floor tiles 	<p>Photo 17-5-19, 9 44 54 am</p> <ul style="list-style-type: none"> • Step into change rooms should be highlighted with contrasting paint colour to concrete floor.

	
<p>Photo 17-5-19, 9 49 36 am</p> <ul style="list-style-type: none"> External access door to the shared toilet is internally lockable. The external doors should not be lockable from the inside, unless they are for sole occupant use. 	<p>Photo 17-5-19, 9 50 58 am</p> <ul style="list-style-type: none"> The eaves lining damaged. Recommend replacing. Damaged barge board, extruding away from the roof. Recommend replacing damaged barge board.
	
<p>Photo 17-5-19, 9 51 20 am</p> <ul style="list-style-type: none"> Broken window glazing. Recommend the windows are reglazed and installing a security screen to protect the new glass. 	

General Comments:

- Before intrusive works are undertaken a hazardous materials inspection report should be undertaken for the entire facility.
- Change Room Building - Currently no provision for disabled toilet facility

4.3 Leeuwin Sea Scouts Shed



Photo 17-5-19, 10 33 06 am

- Access stairs are currently in a dangerous condition. Suggest removing completely and installation of purpose-built concrete treads, risers together with handrails, tactile paving and contrasting nosing's to comply with AS 1428.



Photo 17-5-19, 10 33 17 am

- Vermiculite soffit to eaves to canopy is in poor condition. Suggest full removal and replaced with villa board painted sheeting.
- Steel members are showing evident rust corrosion. Recommend treating the rust and painting the steel to protect it.
- External surfaces have been vandalised, recommend painting all the surfaces to clean the external façade.





Photo 17-5-19, 10 45 09 am

- Sea wall needs repair to several areas. May require engagement of special



Photo 17-5-19, 10 45 11 am

- Sea wall needs repair to several areas. May require engagement of special

<p>consultant/contractor to undertake full survey and report.</p>	<p>consultant/contractor to undertake full survey and report.</p>
	
<p>Photo 17-5-19, 10 45 25 am</p> <ul style="list-style-type: none"> Sea wall needs repair to several areas. May require engagement of special consultant/contractor to undertake full survey and report. 	<p>Photo 17-5-19, 10 46 57 am</p> <ul style="list-style-type: none"> Sea wall needs repair to several areas. May require engagement of special consultant/contractor to undertake full survey and report.



	
<p>Photo 17-5-19, 10 50 20 am</p> <ul style="list-style-type: none"> Existing stormwater pit is full of soil.. Recommend clearing the area and reviewing retaining wall/soil above driveway. 	<p>Photo 17-5-19, 10 51 43 am</p> <ul style="list-style-type: none"> Unauthorised access can be easily gained to the roof which raises safety concerns. Suggest a minimum 1800mm high fencing is installed between building and access path / stairs.



Photo 17-5-19, 10 53 08 am

- Vermiculite ceiling in reasonable condition.
- General – electrical / lighting installation appear to have been periodically amended and expanded. Suggest a full electrical audit is undertaken by a Qualified Consultant / Contractor



Photo 17-5-19, 10 53 55 am

- Vermiculite ceiling in reasonable condition.
- General – electrical / lighting installation appear to have been periodically amended and expanded. Suggest a full electrical audit is undertaken by a Qualified Consultant / Contractor



Photo 17-5-19, 10 58 11 am

- The ladder from the mezzanine floor doesn't seem to be fixed in place. Recommend installing a steel staircase with handrails and compliant stair nosings.
- Recommend painting the steel members supporting the roof.
- Recommend installing a winch system to the roof that will help lift and store the boats on the shelves. This will



Photo 17-5-19, 11 01 30 am

- Cracks along the concrete pavement. Recommend a structural topping screed is installed with a paint finish.
- Steel column and beam has fading paint. Recommend painting the steel members.

require a structural engineer to investigate the possible solutions.



Photo 17-5-19, 11 01 35 am



- Cracks along the concrete pavement. Recommend a structural topping screed is installed with a paint finish.
- Steel column and beam has fading paint. Recommend painting the steel members.



Photo 17-5-19, 11 02 05 am

- Rain water storage system requires rectification. Recommend replacing rainwater tank.
- Recommend installing a minimum 1800mm high fence around.



<p>Photo 17-5-19, 11 02 46 am</p> <ul style="list-style-type: none"> • Water damage and patch work to the vermiculite ceiling. Recommend sealing the roof above and replacing the ceiling finish. • Light diffuser is missing. Recommend the diffuser to be installed or replace the light fitting. 	<p>Photo 17-5-19, 11 02 51</p> <ul style="list-style-type: none"> • Water damage and patch work to the vermiculite ceiling. Recommend sealing the roof above and replacing the ceiling finish. • Light diffuser is missing. Recommend the diffuser to be installed or replace the light fitting.
	
<p>Photo 17-5-19, 11 03 20 am</p> <ul style="list-style-type: none"> • Severe water damage and patch work to the vermiculite ceiling. Recommend sealing the roof above and replacing the ceiling finish. 	<p>Photo 17-5-19, 11 03 29 am</p> <ul style="list-style-type: none"> • Severe water damage and patch work to the vermiculite ceiling. Recommend sealing the roof above and replacing the ceiling finish. • Light diffuser is missing, and the cable is not complaint. Recommend the diffuser to be installed or replace the light fitting and fixing the cable to the ceiling.

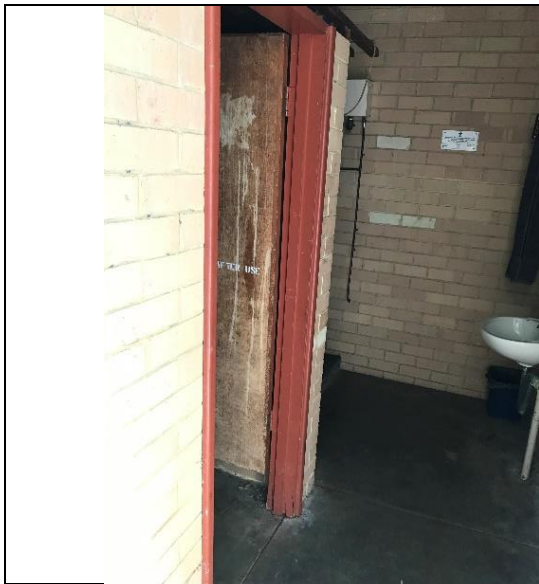


Photo 17-5-19, 11 03 32 am

- Toilets are in extremely poor condition. Recommend the entire toilet is upgraded.
- Currently no provision of disabled toilet facilities.
- Access doors to external toilets. The external doors should not be lockable from the inside as is the current situation unless they are for sole occupant use.



Photo 17-5-19, 11 03 43 am

- Cracked and broken concrete paving. Recommend lifting the paving and relaying pavers to remove trip hazards.



Photo 17-5-19, 11 07 06 am



- Cracks along the concrete pavement. Recommend a structural topping screed is installed with a paint finish.



Photo 17-5-19, 11 11 44 am

- Large hole with exposed service underground. If this service requires to be accessible recommend installing a pit over it and backfilling the hole.

<ul style="list-style-type: none"> • Timber bench has faded finish. Recommend sanding and sealing the bench. 	
	
<p>Photo 17-5-19, 11 20 24 am</p> <ul style="list-style-type: none"> • Exit signage strategy does not appear to be compliant 	<p>Photo 17-5-19, 11 20 41 am</p> <ul style="list-style-type: none"> • Recommend a gas inspection to the oven and cooktop is undertaken by a qualified consultant/contractor.
	
<p>Photo 17-5-19, 11 21 04 am</p> <ul style="list-style-type: none"> • Water damage and patch work to the vermiculite ceiling. Recommend sealing the roof above and replacing the ceiling finish. 	<p>Photo 17-5-19, 11 21 05 am</p> <ul style="list-style-type: none"> • Lockable door to be installed to scout locker room.

	
<p>Photo 17-5-29, 11 21 48 am</p> <ul style="list-style-type: none"> • Floor finish is fading. Recommend applying a new floor paint finish to the concrete. • Timber door has not been painted or sealed. Recommend painting the door to protect it. 	<p>Photo 17-5-19, 11 22 14 am</p> <ul style="list-style-type: none"> • Kitchen does not have any provision for floor gully / drain.

General Comments:

- Before intrusive works are undertaken a hazardous materials inspection report should be undertaken for the entire facility.
- Fire Extinguishers have not been inspected in over 2 years. This should be undertaken every 6 months by a qualified contractor. Fire Extinguishers not in correct locations.
- Electrical / lighting installation appear to have been periodically amended and expanded. Suggest a full electrical audit is undertaken by a Qualified Consultant / Contractor
- Toilets are in extremely poor condition. Recommend the entire toilet is upgraded.
- Currently no provision of disabled toilet facilities.
- Access doors to external toilets. The external doors should not be lockable from the inside as is the current situation unless they are for sole occupant use.

5 Attachments

5.1 Attachment 1 – Refurbishment Works (Cost Breakdown)

East Fremantle Tennis Club

Trade	Budget
Bitumen	\$ 3,334
Metalwork	\$ 4,818
Roofing	\$ 1,500
Ceiling	\$ 1,400
Painting	\$ 32,142
Brickwork	\$ 7,376
Door Hardware	\$ 1,250
Glazing	\$ 953
Tiling	\$ 3,270
Vinyl	\$ 3,251
Shelving	\$ 500
Plumbing	\$ 1,500
Electrical	\$ 5,000
Haz Mat Report	\$ 2,000
Miscellaneous	\$ 13,195
Total	\$ 81,489

East Fremantle Tricolore Soccer Club

Trade	Budget
Roofing	\$ 16,506
Ceiling	\$ 7,750
Painting	\$ 15,947
Masonry	\$ 14,100
Door Hardware	\$ 1,750
Glazing	\$ 648
Signage	\$ 500
Electrical	\$ 3,000
Miscellaneous	\$ 1,500
Total	\$ 61,701

Leeuwin Sea Scouts

Trade	Budget
External Works - General	\$ 8,400
External Stairs	\$ 30,000
Sea Wall Repairs	\$ 50,000
Metalwork	\$ 10,000
Ceiling	\$ 20,259
Painting	\$ 19,965
Door Hardware	\$ 1,000
Plumbing	\$ 5,920
Electrical	\$ 10,000
Haz Mat Report	\$ 2,000
Fire Extinguishers	\$ 600
Upgrade Entire Toilet Facilities	\$ 42,253
Add Disabled Toilet Facility	\$ 21,127
Total	\$ 221,524

12.1.6 Funding Request – Glyde-In Community Learning Centre

File ref	P/GLY42
Prepared by	Janine May, EA to Chief Executive Officer
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	18 June 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Annual Report to Council.

Purpose

Council is requested to consider a further request from Glyde-In Community Learning Centre to increase the cash funding approved for 2019/20 by \$3,000, with the removal of the allocated in-kind support (\$3,000).

Executive Summary

To consider an increase in the level of funding (cash contribution) approved by Council for the Glyde-In Community Learning Centre in May 2019, and removal of the in-kind support.

It is recommended that Council consider providing a further cash increase in-line with the Council's proposed 2019/20 Rates increase of 2.4%, which equates approximately to an additional \$2,000, and removes the allocated in-kind support as requested.

Background

Following an \$88,000 budget request from Glyde-In for the 2019/20 year, Council at its meeting held on 21 May 2019 resolved:

That Council:

- 1. approve a cash contribution of \$85,000, plus provide in-kind support to a maximum value of \$3,000 for the Glyde-In Community Learning Centre, for inclusion in the 2019/20 Budget;*
- 2. request that a 3-Year Funding Agreement be prepared between the Town of East Fremantle and the Glyde-In Community Learning Centre, incorporating the following:*
 - The parties have a mutual interest in a Community Learning Centre and that by working cooperatively the parties can better meet community learning and development objectives;*
 - The Town will provide 3 years' operating funding to support the operation of the Centre in order to meet mutually agreed aims and objectives;*
 - The Glyde-In will maintain an appropriate system of accounting in accordance with Australian Accounting Standards and generally accepted good financial management principles and practices;*
 - The Glyde-In be required to prepare and provide to the Town, in an agreed format, an annual financial report and statement in relation to the expenditure of the funding;*
 - The Glyde-In be required to provide the Town with a brief written report concerning the operation of the Centre on a bi-annual basis;*
 - That the Glyde-In and the Town of East Fremantle meet bi-annually to review and discuss any issues concerning the operation of the Centre;*

-
- *The reputation of the respective parties are to be maintained at all times;*
 - *The Glyde-In is to include the Town's Logo in any community publication and formally acknowledge the partnership with the Town of East Fremantle;*
 - *The Town is to provide in-kind support with the photocopying of material (up to a maximum value of \$3,000) and the mail out of the Course Program with the annual rate notices;*
 - *The Glyde-In be required to provide the Town with a copy of its Strategic Plan/Business Plan within 12-months of the commencement date of the Funding Agreement;*
 - *That the Glyde-In be requested to provide evidence of community engagement in relation to fostering the growth in the number of financial members and participants, in particular, East Fremantle residents who currently account for 16% of the total membership base;*
 - *That the Town of East Fremantle be allocated a place on the speaking Program every quarter, to disseminate/present on topical community themes (i.e. implementation of FOGO).*
3. *authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the 3 year Funding Agreement.*

On 29 May 2019 the attached email was received from the Glyde-In Chair, Mal Christison, advising that they had no requirement for the in-kind support offered (printing and mail out of course programs) and requesting that the \$3,000 be a cash contribution, in addition to the \$85,000 previously approved.

Mr. Christison's email states;

"I refer to our recent conversation where you advised me that the Council Meeting of May 21, 2019, resolved to increase annual funding for the Glyde-In from \$84,000 to \$85,000 per annum plus \$3,000 in kind. While we are most grateful for this increase, we were surprised by the outcome because we made no request for payment-in-kind. We are at a loss to understand how we could use so much in-kind support because we have our own resources for photocopying and mail-outs. We would prefer to receive this \$3,000 as funding, as requested because we are incurring additional costs in running the centre and we need this revenue to balance our books, as shown in the attached Budget Report.

CPI has eroded our Council funding causing us, in part, to seek this increase. Our history of annual Council funding shows that in 2014/5 we received \$86,721, which dropped to \$81,500 in 2015/16. In the 2016/17/18 years, we received \$84,000pa. So we have not received an effective CPI increase since 2014/15.

We sincerely hope that we have provided sufficient justification for the Council to reallocate these funds from in-kind to actual and that we can continue to provide a most cost-effective and comprehensive programme of learning activities to our community while remaining financially viable."

Consultation

Elected member briefing session 11 June 2019.

Statutory Environment

Section 6.2 of the *Local Government Act 1995*. – Annual Budget

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

A 3-year funding agreement was agreed to at the May Council Meeting, with funding appropriations to be included in the Town's Strategic Resource Plan.

Strategic Implications

The Town of East Fremantle has been a long-term partner of the Glyde-In Community Learning Centre for nearly 40 years. This partnership falls within Strategic Priority 1: Social of the Strategic Community Plan:

- 1.1. Facilitate appropriate local services for the health and wellbeing of the community
- 1.2. Inviting open spaces, meeting places and recreational facilities
- 1.3. Strong community connection within a safe and vibrant lifestyle

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 not approve the requested extra funding for the Glyde-In	Possible (3)	Minor (2)	Low (1-4)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'no news' item	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption,

compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

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

Comment

In light of the valuable services provided by the Glyde-In Community Learning Centre, Council are requested to give consideration to their request and provide a further increase in-line with the proposed (2019/20) Rates increase of 2.4%. This would equate to approximately a further \$2,000 increase to the already approved \$85,000 (cash) funding (May Council Meeting), bringing the total 2019/20 Budget cash contribution to \$87,000 with no in-kind contribution.

12.1.6 OFFICER RECOMMENDATION

That Council resolve:

- 1. to approve a total budget allocation (cash) of \$87,000 with no in-kind contribution for the Glyde-In Community Learning Centre, for inclusion in the 2019/20 Budget.**
- 2. the proposed Glyde-In Community Learning Centre 3 year Funding Agreement be amended accordingly, and include a provision for an annual CPI increase for future cash contributions - (2020/21) onwards.**

Glyde-In Community Learning Centre

Report to Council

to accompany budget submission 2019/20

Background

Glyde-In is a centre for life-long learning, physical activity, friendship and social inclusion. We have 700 members; most of whom are energetic retirees.

Of our 700 financial members:

- 112 are residents of East Fremantle.
- 50% are Centrelink or DVA concession.
- 140 are men.

East Fremantle residents pay a reduced membership fee of \$20 (otherwise \$35 / \$30).

Management: We have a dedicated 11-member volunteer Management Committee.

Staff: 1.5 FTE (Coordinator and Assistant Coordinator)

Participation and Income over 12 months from 1 April 2018:

Our 371 activities produced the following participation and income:

Category	No. of Activities	Participants	Total income
By Hand	37	298	\$10,757.11
Computer courses	49	246	\$7,142.33
Culture Club	15	117	\$3,490.50
Languages	58	543	\$44,652.89
Not-so-trivial pursuits	50	402	\$20,688.65
Out 'n About bus trips	20	167	\$9,559.00
Speakers	117	2593	\$25,781.00
Summer School	25	556	\$9,753.00
Total	371	4922	\$131,824.49

Garden Room: Since the completion of our Garden Room in February, we have been able to accommodate more people in greater comfort, particularly for our popular talks. We appreciate the support of both Council and Lotterywest in this building project.

Strategic Plan: The Management Committee and staff renewed our strategic plan in January 2019. We have been increasingly aware of local requests for more activities on weekends and evenings so that working people could participate. This parallels our aim to attract younger members and remain open to community needs.

Our Strategic Plan now includes the following:

- To substantially increase our membership of East Fremantle residents.
- To plan for more out of hours activities (Our new Term 2 programme includes 18 evening and weekend activities).
- To further develop our lively social media presence.
- To maintain the increased programme for our Summer School.
- To ensure effective induction and succession planning for management and staff.

Programmes: 3,000 copies are distributed by post and email to our membership and by hand to various community groups, libraries and local outlets such as cafes, medical centres, etc.

Tutors: 142 tutors and presenters joined us over the year, many of whom are regulars. For the past two years, we have paid our tutors \$30/hour and speakers \$40 (that is for 2,200 hours of tuition over the year). We hope to be able to increase our rate of payment next financial year.

Summer School: Our third 2-week Summer School in January continues to grow in popularity, and this year we raised almost \$10,000 compared to \$6,700 for the first two series.

Volunteers: We plan to celebrate and thank around 80 Glyde-In volunteers during National Volunteer Week next month. The event has attracted a \$1,000 grant from Volunteering WA.

George Street Precinct: Glyde-In provides an additional benefit to the area in the form of extra business to the George Street precinct. Many members who attend the centre go on to enjoy the area's shops, health practitioners and cafes.

Council Support: Glyde-In acknowledges and appreciates the ongoing support of Council, and respectfully requests a budget allocation for 2018/19 of \$88,000, an increase of \$4,000 over the past two years. The funds, together with the anticipated income from our expanded programmes, will ensure that the Centre intensifies its role as a central hub in the community.

Mal Christison
Chair, Management Committee
P. 0404 426 185
E. formal1@bigpond.com
18 April 2019

12.2 GOVERNANCE

12.2.1 Town of East Fremantle Corporate Business Plan 2019-2023

Applicant	Town of East Fremantle
File ref	A/RSCP
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	18 June 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Town of East Fremantle Corporate Business Plan 2019-2023

Purpose

This report recommends that Council adopt the attached Corporate Business Plan pursuant to Regulation 19DA of the *Local Government (Administration) Regulations 1996*.

Executive Summary

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

Council adopted the biennial review of Strategic Community Plan 2017-2027 at its Ordinary Meeting of 19 September 2017. Together, with the attached Corporate Business Plan 2019-2023, it forms the Town of East Fremantle's Plan for the Future.

Background

Council last reviewed its Corporate Business Plan at its Ordinary meeting held on the 18 December 2018.

Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires the following, amongst other things:

- A local government is to ensure that a corporate business plan is made in respect of each financial year;
- A corporate business plan is to cover the period specified in the plan, which is to be at least 4 financial years;
- A local government is to review the current corporate business plan every year;
- A local government may modify a corporate business plan because of modification of the local government's strategic community plan;
- A council is to consider a corporate business plan, or modifications of such a plan, and determine whether or not to adopt the plan or the modifications.

A new Corporate Business Plan has now been prepared in line with the above requirements.

Statutory Environment

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of the district. The requirements are spelled out in Regulations 19C and 19DA of the *Local*

Government (Administration) Regulations 1996, which requires the preparation and adoption of a Strategic Community Plan and Corporate Business Plan.

Policy Implications

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

Financial Implications

There are no direct financial implications associated with this report. However, the Corporate Business Plan is the direct driver of the Annual Budget, and informs resource allocations.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

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)
Delivery of actions within the Corporate Business Plan will be subject to the appropriate allocation of human and financial resources, set as part of the Annual Budget process. Inadequate resourcing will lead to non-delivery.	Possible (3)	Moderate (3)	Moderate (5-9)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected < 1 month	Manage by annual review.

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

Comment

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

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. The statutory Budget for the 2019/20 financial year will be presented to the July Ordinary Council Meeting.

Along with achieving the community aspirations and objectives, the Corporate Business Plan draws on information contained within the following strategic documents:

- Workforce Plan
- Strategic Resource Plan
- Asset Management Plans
- Long Term Financial Plan

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

12.2.1 OFFICER RECOMMENDATION

That Council, pursuant to section 5.56 of the *Local Government Act 1995* and Regulation 19DA of the *Local Government (Administration) Regulations 1996*, adopt the Town of East Fremantle Corporate Business Plan 2019-2023, as presented.



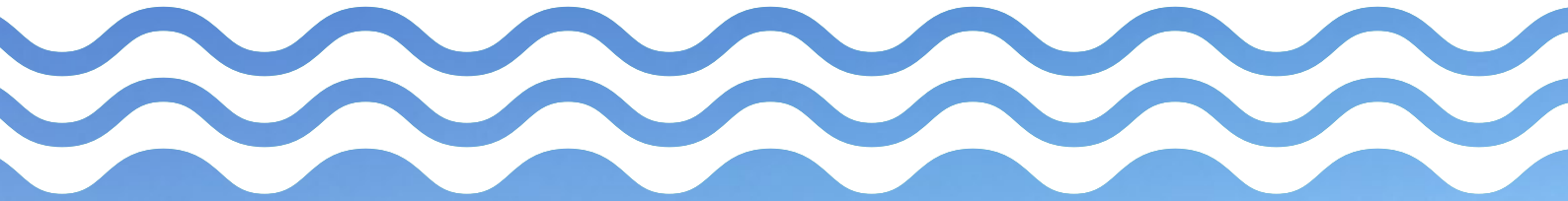
TOWN of
EAST FREMANTLE



**Corporate
Business Plan**
2019-2023



TOWN *of*
EAST FREMANTLE



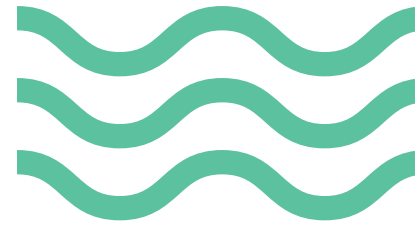
“
*Inclusive
community,
balancing
growth and
lifestyle*”

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Integrated Planning *and Reporting*



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

This Draft Corporate Business Plan 2019 – 2023, together with the Strategic Community Plan 2017 - 2027, is the Town of East Fremantle’s Plan for the Future.

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

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

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

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

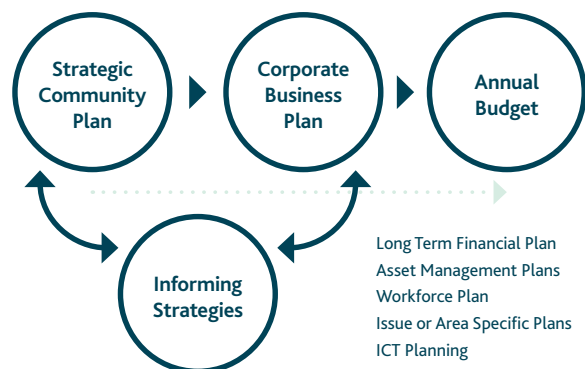
Strategic Community Plan

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

The Town of East Fremantle community had a strong involvement and voice in the development of the Strategic Community Plan 2017-2027. The community were invited to share their vision, aspirations and objectives for the future of the Town of East Fremantle, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

This information provided a valuable insight into the key issues and aspirations, as held by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives and strategies contained within the Draft Corporate Business Plan 2019 – 2023.

Elements of the Integrated Planning and Reporting Framework



Corporate Business Plan

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

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

Workforce Plan

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

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

Strategic Resource Plan

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

Asset Management Planning Component

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

Capital renewal estimates contained within the Asset Management Plan have been included to the extent the financial and workforce resources are available to enable the renewals to occur.

Long Term Financial Planning

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

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

Review of Plan

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

Forecast Statement of Funding

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

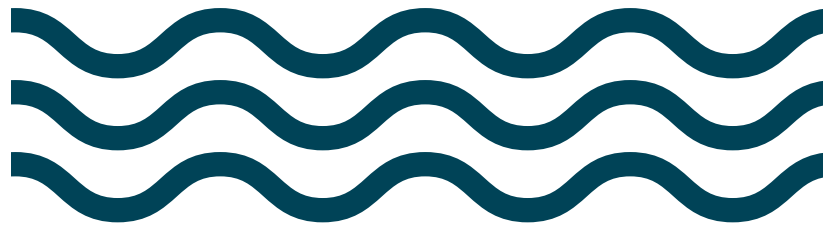
	2019-2020	2020-2021	2021-2022	2022-2023
	\$	\$	\$	\$
FUNDING FROM OPERATIONAL ACTIVITIES				
Revenues				
Rates	8,054,394	8,296,026	8,544,907	8,801,254
Operating grants, subsidies and contributions	1,104,474	1,026,563	1,047,095	1,068,037
Fees and charges	1,194,418	1,230,252	1,267,160	1,305,173
Interest earnings	45,713	57,266	64,374	72,606
Other revenue	78,540	80,111	81,712	83,345
	10,477,539	10,690,218	11,005,248	11,330,415
Expenses				
Employee costs	(3,757,372)	(3,832,525)	(3,909,173)	(3,987,359)
Materials and contracts	(3,899,605)	(4,017,595)	(4,097,940)	(4,179,893)
Utility charges (electricity, gas, water etc.)	(400,197)	(408,201)	(416,364)	(424,694)
Depreciation on non-current assets	(1,964,944)	(2,008,735)	(2,056,115)	(2,101,735)
Insurance expense	(256,480)	(261,610)	(266,841)	(272,179)
Other expenditure	(413,722)	(421,997)	(430,436)	(439,044)
	(10,692,320)	(10,950,663)	(11,176,869)	(11,404,904)
	(214,781)	(260,445)	(171,621)	(74,489)
Funding Position Adjustments				
Depreciation on non-current assets	1,964,944	2,008,735	2,056,115	2,101,735
Net Funding from Operational Activities	1,750,163	1,748,290	1,884,494	2,027,246
FUNDING FROM CAPITAL ACTIVITIES				
Inflows				
Proceeds on disposal	0	70,851	90,839	96,660
Non-operating grants, subsidies and contributions	750,000	0	0	0
Outflows				
Purchase of property plant and equipment	(270,815)	(481,985)	(429,835)	(375,862)
Purchase of infrastructure	(1,767,290)	(1,052,821)	(1,216,154)	(1,314,332)
Net Funding from Capital Activities	(1,288,105)	(1,463,955)	(1,555,150)	(1,593,534)
FUNDING FROM FINANCING ACTIVITIES				
Inflows				
Transfer from reserves	45,000	45,000	145,000	45,000
Outflows				
Transfer to reserves	(507,058)	(329,335)	(474,344)	(478,712)
Net Funding from Financing Activities	(462,058)	(284,335)	(329,344)	(433,712)
Estimated Surplus/Deficit July 1 B/Fwd	0	0	0	0
Estimated Surplus/Deficit June 30 C/Fwd	0	0	0	0

Capital Program

A number of additional actions are forecast to be undertaken during the life of the Plan, which result in additional capital expenditure. The additional activities are summarised below along with an indication of the forecast capital expenditure extracted from the Long Term Financial Plan.

Action	Project	2019-20	2020-21	2021-22	2022-23	2023 Onwards
1.2.1.1	Preston Point Redevelopment					4,000,000
1.2.1.2	Merv Cowan - Redevelop Park					500,000
1.2.1.2	Multi age play spaces					450,000
1.2.1.2	Pre and primary school age play spaces			50,000		
1.2.2.1	East Fremantle Oval Redevelopment Stage 1 (landscaping and soft infrastructure)					6,000,000
1.2.2.1	East Fremantle Oval Redevelopment Stage 2 (buildings)					10,000,000
1.3.3.1	Public Arts Program	45,000	45,000	45,000	45,000	45,000
2.1.2.1	Prepare feasibility study and business plan for a community hub					60,000
4.1.1.1	Riverside Road Re-Alignment	1,125,000				
Total		1,170,000	45,000	95,000	45,000	21,055,000

Service Delivery



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

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

Social

A socially connected, inclusive and safe community

PRIORITY AREAS	MEASURING OUR SUCCESS
1.1 Facilitate appropriate local services for the health and wellbeing of the community	<ul style="list-style-type: none"> Community perception of value of services, inclusiveness and wellbeing
1.2 Inviting open spaces, meeting places and recreational facilities	<ul style="list-style-type: none"> Community perception of value of recreational facilities and meeting spaces
1.3 Strong community connection within a safe and vibrant lifestyle	<ul style="list-style-type: none"> Community perception of value of vibrancy and connectivity Increase community perception of safety Increase in community participation and satisfaction with events

Economic

Sustainable, locally focussed and easy to do business with

PRIORITY AREAS	MEASURING OUR SUCCESS
2.1 Actively support new business activity and existing local businesses	<ul style="list-style-type: none"> Increased participation in attendance at business forums held in the Town
2.2 Continue to develop and revitalise local business activity centres	<ul style="list-style-type: none"> Community perception of value of support provided to business Asset Sustainability Ratio Asset Consumption Ratio Asset Renewal Funding Ratio

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces

PRIORITY AREAS	MEASURING OUR SUCCESS
3.1 Facilitate sustainable growth with housing options to meet future community needs	<ul style="list-style-type: none"> Community perception of value of strategic development site outcomes
3.2 Maintaining and enhancing the Town's character	<ul style="list-style-type: none"> Community perception of value of the Town's preservation of character.
3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected	

Natural Environment

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

PRIORITY AREAS	MEASURING OUR SUCCESS
4.1 Conserve, maintain and enhance the Town's open spaces	<ul style="list-style-type: none"> Community perception of value of Town's conservation and management
4.2 Enhance environmental values and sustainable natural resource use	<ul style="list-style-type: none"> Recycling Rates – kilogram per capita (maintain and aim to improve)
4.3 Acknowledge the change in our climate and understand the impact of those changes	<ul style="list-style-type: none"> Waste to landfill – kilograms per capita (maintain or decrease)

Leadership and Governance

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

PRIORITY AREAS	MEASURING OUR SUCCESS
5.1 Strengthen organisational accountability and transparency	<ul style="list-style-type: none"> Achieve an unqualified audit
5.2 Proactively collaborate with the community and other stakeholders	<ul style="list-style-type: none"> Community perception of value of the Town's communication and consultation processes
5.3 Strive for excellence in leadership and governance	<ul style="list-style-type: none"> Community satisfied with Town's responsiveness % of customer requests or enquiries responded to within target timeframes Financial ratio levels for benchmarking of local governments

Social

A socially connected, inclusive and safe community

Objective 1.1 *Facilitate appropriate local services for the health and wellbeing of the community.*

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
1.1.1 Facilitate or partner to ensure a range of quality services are provided at a local level	1.1.1.1 Implement the Public Health Plan	■	■	■	■	→
	1.1.1.2 Continue support/provision for the ongoing shared public library services	■	■	■	■	→
	1.1.1.3 Prepare and implement the Business Plan assessing the continued provision of home and community care services (Commonwealth Home Support Program), and in particular transport and day care activities	■	■	■	■	→
	1.1.1.4 Continuation of Licence Agreement with the Museum of Perth for Dovenby House	■	■	■	■	→
	1.1.1.5 Continue service partnership with the Glyde In Community Learning Centre	■	■	■	■	→
1.1.2 Strengthen the sense of place and belonging through inclusive community interaction and participation	1.1.2.1 Prepare and implement the Community Development Strategy	■	■	■	■	→
	1.1.2.2 Prepare and implement an Age Friendly Strategy	□	■	■	■	→
	1.1.2.3 Implement activities as per the Disability Access and Inclusion Plan	■	■	■	■	→
	1.1.2.4 Develop a Reconciliation Action Plan and implement priority actions	■	■	■	■	→

Objective 1.2 *Inviting open spaces, meeting places and recreational facilities.*

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
1.2.1 Provision of adequate recreational, sporting and social facilities	1.2.1.1 Prepare and implement the Preston Point Road North Recreation Facility Master Plan	■	■	■	■	→
	1.2.1.2 Implement actions from the Recreation and Community Facilities Strategy	■	■	■	■	→
	1.2.1.3 Provide community facilities and infrastructure in line with asset management planning	■	■	■	■	→
1.2.2 Activate inviting open spaces that encourage social connection	1.2.2.1 Develop and implement a Business Case for the revitalisation of the East Fremantle Oval Precinct	■	■	■	■	→

Objective 1.3 *Strong community connection within a safe and vibrant lifestyle.*

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
1.3.1 Partner and educate to build a strong sense of community safety	1.3.1.1 Prepare/update and implement Community Safety and Crime Prevention Plan	■	■	■	■	→
	1.3.1.2 Partner with neighbouring local governments and state agencies to promote community health and safety	■	■	■	■	→
	1.3.1.3 Provide effective regulatory services and associated community education	■	■	■	■	→
	1.3.1.4 Review the Emergency Management Plan	□	■	□	■	→
1.3.2 Facilitate opportunities for people to develop community connections and foster local pride	1.3.2.1 Provide / facilitate community assistance grants	■	■	■	■	→
	1.3.2.2 Encourage youth and general community engagement and participation	■	■	■	■	→
	1.3.2.3 Investigate shared activity opportunities with neighbouring local governments	■	■	■	■	→
1.3.3 Enrich identity, culture and heritage through programs, events and celebrations	1.3.3.1 Implement the 4-year public art program in line with the Public Arts Strategy	■	■	■	■	→
	1.3.3.2 Deliver the East Fremantle George Street Festival	■	■	■	■	→
	1.3.3.3 Prepare and implement an Annual Calendar of Events	■	■	■	■	→
	1.3.3.4 Facilitate the attraction of public events	■	■	■	■	→
	1.3.3.5 Undertake local heritage survey	□	■	□	□	→
	1.3.3.6 Continue to promote the Town's culture and heritage	■	■	■	■	→
1.3.4 Facilitate community group capacity building	1.3.4.1 Fund annual Community Grants Program	■	■	■	■	→

Economic

Sustainable, locally focussed and easy to do business with

Objective 2.1 *Actively support new business activity and existing local businesses.*

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
2.1.1 Facilitate opportunities for business and community groups	2.1.1.1 Continue to support and facilitate opportunities for business and community groups	■	■	■	■	→
2.1.2 Investigate the development of business hubs and shared offices spaces	2.1.2.1 Investigate the development of business hubs and shared offices spaces	□	□	□	□	→
2.1.3 Facilitate opportunities/ forums where local business people can meet and share ideas	2.1.3.1 Maintain strong relationships with business community	■	■	■	■	→

Objective 2.2 *Continue to develop and revitalise local business activity centres.*

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
2.2.1 Facilitate local small business access for community and business growth	2.2.1.1 Maintain business friendly status via the Small Business Development Corporation Charter	■	■	■	■	→
	2.2.1.2 Undertake regular and frequent parking patrols to ensure parking availability and turnover in the Town centres	■	■	■	■	→
	2.2.1.3 Prepare and implement a Commercial Development Strategy	■	■	■	■	→



Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces

Objective 3.1 *Facilitate sustainable growth with housing options to meet future community needs.*

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites	3.1.1.1 Actively represent the local community in relation to any major planning development projects	■	■	■	■	→
3.1.2 Plan for a mix of inclusive diversified housing options	3.1.2.1 Review and adopt the Local Planning Strategy	■	□	□	□	→



Objective 3.2 *Maintaining and enhancing the Town's character.*

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
3.2.1 Ensure appropriate planning policies to protect the Town's existing built form	3.2.1.1 Finalise and implement major review of the Town Planning Scheme	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	→
	3.2.1.2 Review Local Planning Policies – Residential Design Guidelines	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→
	3.2.1.3 Implement the Bushfire Management Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	→
	3.2.1.4 Develop and implement Heritage Precincts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→

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

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
3.3.1 Continue to improve asset management practices	3.3.1.1 Maintain and implement current Asset Management Plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	→
3.3.2 Optimal management of assets within resource capabilities	3.3.2.1 Implement the 15 year capital works program in line with integrated strategic planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	→
	3.3.2.2 Annual review of suitability and utilisation of light and heavy fleet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	→
	3.3.2.3 Develop and implement proactive asset maintenance schedules	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	→
	3.3.2.4 Ongoing optimisation of Council assets in accordance with Asset Management Plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	→
3.3.3 Plan and advocate for improved access and connectivity	3.3.3.1 Maintain community facilities in accordance with the Disability Access and Inclusion Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	→
	3.3.3.2 Continued involvement and support with the South West Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	→
	3.3.3.3 Prepare and implement the Integrated Traffic Management and Movement Strategy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	→

Natural Environment

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

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

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
4.1.1 Partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore	4.1.1.1 Ongoing implementation of the Foreshore Management Plan	■	■	■	■	→
	4.1.1.2 Continue to partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore	■	■	■	■	→
4.1.2 Plan for improved streetscapes, parks and reserves	4.1.2.1 Prepare and implement an Urban Streetscape and Public Realm Style Guide	■	■	■	■	→
	4.1.2.2 Install Town entry statements and branded park signage	■	□	□	□	⇨
	4.1.2.3 Investigate opportunities for activating public open spaces	■	■	■	■	→

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

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
4.2.1 Reduce waste through sustainable waste management practices	4.2.1.1 Implement Food Organics and Green Organics (FOGO) waste collection and disposal services	■	□	□	□	⇨
	4.2.1.2 Partner with the City of Fremantle to provide free community access to the Fremantle Recycling Centre	■	■	■	■	→
	4.2.1.3 Ongoing implementation of the Regional Waste Strategy	■	■	■	■	→

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

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts	4.3.1.1 Investigate further climate change and mitigation initiatives	□	■	■	■	→
	4.3.1.2 Develop and implement Urban Forest Strategy	□	■	■	■	→
	4.3.1.3 Register as a Water Wise Council and implement water wise initiatives	■	■	■	■	→
	4.3.1.5 Investigate opportunities for capital investment into energy efficient solutions	■	■	□	□	⇨



Leadership and Governance

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

Objective 5.1 *Strengthen organisational accountability and transparency*

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
5.1.1 Strengthen governance, risk management and compliance	5.1.1.1 Maintain high level of legislative compliance across the organisation	■	■	■	■	→
	5.1.1.2 Review the Policy Manual	■	■	■	■	→
	5.1.1.3 Review the ICT Plan and IT Disaster Recovery Plan	■	□	□	□	⇨
	5.1.1.4 Maintain the Strategic Risk Register	■	■	■	■	→
	5.1.1.5 Implement the Internal Audit Plan	■	■	■	■	→
	5.1.1.6 Implement Record Keeping Plan	■	■	■	■	→
5.1.2 Ensure an effective engagement process is undertaken with community and stakeholders	5.1.2.1 Undertake a Community Perception Survey	□	■	□	■	⇨
	5.1.2.2 Develop and implement a Communications Plan	■	■	■	■	→
5.1.3 Improve the efficiency and effectiveness of services	5.1.3.1 Develop Service Team Plans for all Business Units	■	■	■	■	→
	5.1.3.2 Review current service partnerships and opportunities for shared services (Library, Rangers, Youth, Engineering)	■	■	■	■	→
	5.1.3.3 Develop and implement Business Improvement Plan	■	■	■	■	→

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

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
5.2.1 Foster and promote strategic collaborative relationships with neighbouring LGAs, State and Federal government representatives and agencies, NGOs	5.2.1.1 Effective regular communication with the community in accordance with Communications Plan	■	■	■	■	→
	5.2.1.2 Retain membership of the South West Group and Southern Metropolitan Regional Council	■	■	■	■	→
	5.2.1.3 Maintain working relationships with key stakeholders and actively advocate on behalf of the community	■	■	■	■	→

Objective 5.3 *Strive for excellence in leadership and governance*

STRATEGY	ACTIONS	2019/20	2020/21	2021/22	2022/23	2023 →
5.3.1 Deliver community outcomes through sustainable finance and human resource management	5.3.1.1 Maintain the Workforce Plan in accordance with other Strategic Plans	■	■	■	■	→
	5.3.1.2 Provide opportunities for training and development for staff and elected members	■	■	■	■	→
	5.3.1.3 Foster a healthy and safe workplace	■	■	■	■	→
	5.3.1.4 Demonstrate sound financial planning and management	■	■	■	■	→
5.3.2 Improve organisational systems with a focus on innovation	5.3.2.1 Maximise online functionality for Council systems and services	■	■	■	■	→
	5.3.2.2 Fully implement the Customer Service Charter and Customer Service Policy (and associated procedures, workflow, and management reporting)	■	□	□	□	⇨
	5.3.2.3 Continuous review and improvement of policies, systems and procedures	■	■	■	■	→

Strategic Risk Management and Services

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

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

External Factors

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

Internal Factors

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

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

TOWN SERVICES

Customer service	5.3.2
Community consultation / engagement	5.1.2, 5.2.1
Asset maintenance planning	3.3.1, 3.3.2, 3.3.3
Financial management	5.3.1
Town planning	3.2.1
Economic development	2.1.1, 2.1.2
Regional collaboration	5.2.1
Festival / event management	1.3.3
Emergency services	1.3.1
Ranger services	5.1.3
Natural resource management	4.1.1, 4.1.2, 4.2.1, 4.3.1
Waste collection	4.2.1
Recycling	4.2.1
Building control	1.3.1
Health administration / inspection	1.3.1

FACILITIES / INFRASTRUCTURE

Parks / gardens / reserves	4.1.2
Quality of town centre	4.1.2
Sport / recreation facilities	1.2.1
Foreshore boat ramps	3.3.3
Council buildings / heritage assets	1.3.3
Community / town halls	3.3.2
Library services	1.1.1
Roads infrastructure	3.3.2
Public toilets	3.3.2

COMMUNITY SUPPORT / ADVOCACY

Medical / health services	1.1.1
Youth services	1.3.2
Aged / disabled services	1.1.2
Support for community groups and volunteers	2.1.1

References and *Acknowledgements*

Reference to the following documents or sources were made during the preparation of the Corporate Business Plan 2019 – 2023:

- Town of East Fremantle Strategic Community Plan 2017 - 2027;
- Council website: www.eastfremantle.wa.gov.au;
- Town of East Fremantle Corporate Business Plan 2017-2021;
- Town of East Fremantle Strategic Resource Plan 2019-2034;
- Town of East Fremantle Workforce Plan 2018;
- Town of East Fremantle Annual Financial Report 2017–2018.

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Disclaimer

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

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

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

Review of the Corporate Business Plan

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

12.2.2 Policy Review

File ref	A/POL1
Prepared by	Janine May, EA to CEO
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	18 June 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Policies recommended for revocation.

Purpose

Council is requested to consider the revocation of a number of obsolete policies.

Executive Summary

To consider removing thirty three Council Policies that are no longer considered relevant or appropriate.

A summary table of all proposed policies that have been identified for revocation has been provided below and details the reasons for recommending their revocation.

Background

A recent review of Council policies has identified there are a number of outdated policies that are not relevant, and/or are covered by legislation.

Consultation

Elected member briefing session 11th June 2019.

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

As part of this review, it is proposed that all remaining policies within the current Policy Register will be renumbered into the following categories:

- Governance
- Corporate Services
- Regulatory Services
- Operations

Financial Implications

Nil.

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 agree to revoke the listed Policies	Rare (1)	Minor (2)	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	2
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

The 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

5.1.1 Strengthen governance, risk management and compliance

5.1.3 Improve the efficiency and effectiveness of services.

Site Inspection

Not applicable.

Comment

The following Policies are considered redundant and are recommended for revocation:

Policy No	Policy	Last Review	Comments
001	Hall & Sports Ground Hire	1997	Hiring of Council facilities is covered by the Town's <i>Public Places & Local Government Property Local Law 2016</i>
007	Multiple Dogs – Application to Keep More than Two	1997	New Policy currently being developed. Is covered under Delegation DA75 Dog Registration <i>(vi) grant an exemption from the limit imposed on the number of dogs that can be kept (s26(3))</i>
053	Delegation of Authority – Health Act	1992	The Health Act 1911 has been replaced by the Health (Miscellaneous Provisions) Act 1911. Authorised persons covered by Delegation DA37 and DA38 issue infringements.
057	Advisory Panel on Town Planning & Building Matters	1993	Planners (DA29) and Town Planning Committee (DA73) have delegated powers to determine planning applications, subject to conditions. Also replaced by Policy 3.1.6 Community Design Advisory Committee.
067	Control of Building Sites	1997	The policy requirements within the policy are covered under various planning, building and health legislation including: <ul style="list-style-type: none"> • <i>Planning and Development Act</i> • <i>Planning and Development Regulations</i> • <i>Residential Design Codes</i> • <i>Building Codes of Australia</i> • <i>Building Act</i> • <i>Environmental Protection (Noise) Regulations 1997</i> • <i>Policy 3.1.2 Noise Attenuation</i>
097	Significant Events	1998	Duplication of legislative requirements. New events guide has been created and is publicly available on our website.
102	East Fremantle Oval – Hours of Use	1997	Noise complaints are dealt with under the <i>Environmental Protection (Noise) Regulations 1997</i> and noise matters covered in Policy 3.1.2 Noise Attenuation.
113	Street Trees	2005	Clause 67 of the Planning & Development Regulations 2015 'Matters to be considered by local government' states: <i>(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.</i> Applications for development approval are assessed on their own merit and any tree removal will be assessed in conjunction with the development application. The Town is currently drafting an Urban Streetscape and Public Realm Style Guide which

			will provide further direction in relation to this matter and will provide recommendations for Council to implement. It is envisaged this document will guide any future Urban Forestry policies in the future.
133	Visitor, Temporary and Residential Parking Permits	2000	The ability to issue a parking permit is covered in the <i>Parking Local Laws 2016</i> . Commercial parking specifications and requirements are addressed in the Town's Local Planning Scheme. The Residential Design Codes provide residential car parking requirements. New development applications are assessed on the merit of the development proposal, considering such aspects as car parking provided onsite, end of trip facilities, street car parking and public transport routes
136	Road Safety Audits	2003	Road Safety Audits are undertaken as safety concerns arise. Any major developments are required to provide a traffic impact assessment as a condition of development approval to ensure the proposal does not cause undue traffic consequences. The Town improves its road network according to Australian Standards and best practice. An Integrated Traffic Management & Movement Strategy is being undertaken by Council to review traffic, parking, and cycle and pedestrian movements. This Strategy will review traffic movements and accident prone areas, as well as assessing areas of conflict between various road users. The Strategy will provide recommendations for Council to implement.
137	Public Question Time	2003	Public question time is provided in the Meeting Procedure Local Law 2016 and the <i>Local Government Act 1995</i> . Council's website and agendas provide guidance as to the operation of Public Question Time.
147	Town of East Ftle – Internal Procedures – Obligations under the <i>Public Interest Disclosure Act 2003</i>	2005	This is an internal document (procedure) and should not be included as a Council Policy.
F1.1	Setting Objectives	2008	Covered under <i>Local Government Act 1995 – Plan for the Future (SCP)</i>
F1.2	Forward Planner	2008	Covered under <i>Local Government Act 1995 & Regs 19C and 19 DA – Plan for the Future (SCP)</i> , Asset Management Plan, Corporate Business Plan and Workforce Plan.
F2.1	Rate Increases	2008	Council reviews the budget deficiency required to be funded from rates on an annual basis as part of the review of the Corporate Business Plan and strategic Resource Plan.

F2.3	Elimination of Overdraft	2008	Council does not operate an overdraft, nor does it have the need.
F2.4	Budget for a Minor Surplus Each Year	2008	Strategic Resource Plan has been adopted, which is effectively a 15 year balanced budget, surplus of \$0 each year.
F2.6	Budget Preparation Timetable	2008	Outdated. Policy does not consider IPRF requirements/framework.
F4.1	Interest Charges on Late Payment of Rates	2008	Should be a budget decision for Council each year.
F4.2	Interest Charge on Payment of Rates by Instalments	2008	Should be a budget decision for Council each year.
F4.3	No discount for Early Payment of Rates	2008	Should be a budget decision for Council each year.
F4.4	Administration Charge Applicable to Payment by Instalments	2008	Should be a budget decision for Council each year.
F4.5	Interim Rates – Minimum Level	2008	Superseded by Policy 4.4.2 Debt Collection. CEO & EMCS have delegated authority to write off small balances.
F4.6	Collection of Outstanding Rates	2008	Superseded by Policy 4.4.2 Debt Collection.
F5.1	Office Equipment Reserve	2008	All Reserve Policies can be revoked as Reserves are established as part of the Annual Budget. EMCS looking to introduce a replacement Policy on Reserves.
F5.2	Plant and Vehicle Reserve	2008	All Reserve Policies can be revoked as Reserves are established as part of the Annual Budget. EMCS looking to introduce a replacement Policy on Reserves.
F5.3	Leave Provision Reserve	2008	Council elected to no longer maintain this Reserve as part of 2018/19 budget adoption. Policy not required as current leave provisions are effectively cash backed by virtue of net current asset position.
F5.4	Building and Infrastructure Reserve	2008	All Reserve Policies can be revoked as Reserves are established as part of the Annual Budget. EMCS looking to introduce a replacement Policy on Reserves.
F6.1	Debt Servicing Ratio	2008	EMCS to present a replacement Policy on Borrowings.
F6.2	Self-supporting Loans	2008	Included in Policy 2.2.2 Requests for New or Capital Upgrades to Existing Community Buildings.
F8.7	Significant Accounting Policies	2008	Is updated annually as part of the preparation of the Annual Financial Statements.
RM01	Management, Storage and Public Accessibility of Heritage Assessment Records	2000	Policy is incorporated in the Town's Records Management Plan.
RM02	Record Keeping	2004	Policy is incorporated in the Town's Records Management Plan.

The following remaining outdated Policies are currently being reviewed and reformatted:

Policy No	Policy	Last Review
007	Multiple Dogs – Application to Keep More than Two (<i>Original Policy to be revoked see above</i>)	1997
134	Directional Signs	2003
F2.2	Rubbish Collection Charge – Domestic Service – No Separate Charge	2008
F8.3	Employee Use of Council Equipment	2008
F8.5	Motor Vehicle Acquisition & Usage	2008

12.3.2 OFFICER RECOMMENDATION

That Council resolve to revoke the following policies, and update the Policy Register accordingly:

- 001 Hall Sports Ground Hire
- 007 Multiple Dogs – Application to Keep More than Two
- 053 Delegation of Authority – Health Act
- 057 Advisory Panel on Town Planning & Building Matters
- 067 Control of Building Sites
- 097 Significant Events
- 102 East Fremantle Oval – Hours of Use
- 113 Street Trees
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TOWN OF EAST FREMANTLE

COUNCIL POLICY FOR HALL & SPORTS GROUND HIRE

Adopted Council Meeting, held 18 October 1976

Amended Council Meeting, held 21 October 1997

Next Review: October 1998

Policy 001

Recommendation - Policy be revoked

Reasons – Hiring of Council facilities is covered by the Town's *Public Places & Local Government Property Local Law 2016*.

Delegation DA 54 (Local Government Property) provides the CEO with relevant authority to deal with Council properties.

Hall Hiring

- ~~1. That for hall hirings priority be given to recognised community groups, service groups and charitable organisations based within the municipality of the Town of East Fremantle.~~
- ~~2. That Council may require as a condition of hiring, the hirer to deposit a bond, the amount of which shall be determined by Council from time to time. Bonds shall be imposed for the following reasons:

 - ~~a. Cleaning deposits for guarantee against the hall being left in an untidy and unclean condition.~~
 - ~~b. Bonds for guarantee against damage or loss, which may occur to the building or property during the term of the hiring.~~

~~The deposits or bonds shall not release the hirer from liability for any damage or loss in excess of the amount deposited.~~~~
- ~~3. That hiring organisation are required to exercise the utmost care in protecting property, maintaining general tidiness and ensuring reasonable conduct and behaviour.~~
- ~~4. That Council may refuse to let a hall or any of its facilities, without assigning any reason for such refusal.~~
- ~~5. That the Chief Executive Officer may recommend to Council the waiving of hire charges for specific reasons.~~
- ~~6. That fifty (50) per cent of the combined hire fee and bond fee must be paid when the application is made. The hirer shall pay the remainder of the fee not less than seven (7) days before the date for which the hall is to be hired.~~

- ~~7. That if the booking is cancelled by the hirer, the deposit fee shall be forfeited unless Council approves a refund.~~
- ~~8. That Council may impose such other terms or conditions on the hiring, as it considers reasonable, in any particular case.~~
- ~~9. That the Chief Executive Officer be given the authority to implement the above provisions.~~

~~Sporting Grounds Hiring~~

- ~~1. That local sporting organisations be given priority.~~
- ~~2. That a levy be struck for the use of sporting grounds for match play by the Finance Committee, and adopted by Council, each season.~~
- ~~3. That a levy be struck for the use of sporting grounds for training purposes by the Finance Committee, and adopted by Council, each season.~~
- ~~4. That sporting grounds within the Town, be made available to Schools, during school hours, free of charge providing it is part of school curriculum.~~
- ~~5. That the Chief Executive Officer may recommend to Council the waiving of hire charges for specific reasons.~~
- ~~6. That hiring organisations are required to exercise the utmost care in protecting property, maintaining general tidiness, and ensuring reasonable conduct and behaviour.~~
- ~~7. That Council may refuse to let a sporting ground or any of its facilities, without assigning any reason for such refusal.~~
- ~~8. That Council may impose such other terms or conditions on the hiring as it considers reasonable in any particular case.~~
- ~~9. That the Chief Executive Officer be given the authority to implement the above provision.~~

007

TOWN OF EAST FREMANTLE**COUNCIL POLICY ON MULTIPLE DOGS - APPLICATION TO KEEP MORE THAN TWO**

Adopted Council Meeting, held 17 December 1979

Superseded Council Meeting, held 19 October 1992

Amended Council Meeting, held 21 October 1997

Recommendation - Policy be revoked. New Policy currently being developed.

Reason – CEO has delegation under DA75 Dog Registration to:

(v) grant an exemption from the limit imposed on the number of dogs that can be kept (s26(3))

~~Where a person desires to keep more than two dogs the Senior Ranger or, in his/her absence, the Principal Environmental Health Officer, write seeking the written opinion of adjacent neighbours in determining the proposal.~~

TOWN OF EAST FREMANTLE

COUNCIL POLICY ON DELEGATION OF AUTHORITY - HEALTH ACT

Adopted Council Meeting, held 15 June 1992

Next Review: November 1998

Recommendation - Policy be revoked

Reasons – The Health Act 1911 has been replaced by the Health (Miscellaneous Provisions) Act 2011.

Authorised persons covered by Delegation DA37 & DA38 issue infringements

- ~~1. Pursuant to the provision of Section 26 of the Health Act 1911, Council resolves to appoint and authorise the Principal Environmental Health Officer to act as its Deputy and in that capacity to exercise and discharge all the following powers and functions of the Town:

 - ~~a. the forming of opinions~~
 - ~~b. the issue of notices and requisitions; and~~
 - ~~c. the ordering and authorisation of legal proceedings for breaches of the Health Act 1911 and all regulations, by laws and orders made thereunder.~~~~
- ~~2. In the ordering or authorisation of legal proceedings in the above clause, that matter shall be reported to Council as soon as is practicable after such authorisation.~~

TOWN OF EAST FREMANTLE

COUNCIL POLICY ON ADVISORY PANEL ON TOWN PLANNING & BUILDING MATTERS

Adopted Council Meeting, held 20 September 1993

Policy 57

Recommendation - Policy be revoked

Reasons – Planners (DA29) & Town Planning Committee have delegated powers (DA73) to determine planning applications, subject to conditions.

Also replaced by Policy 3.1.6 – Community Design Advisory Committee

~~That the Town Planning & Building Committee and Town Planner be given power to act to refer items to the Town Planning Advisory Panel.~~

TOWN OF EAST FREMANTLE

POLICY ON CONTROL OF BUILDING SITES

Revised Policy Adopted Council Meeting, held 21 March 1994

Amended Council Meeting, held on 19 August 1997

Policy 067

Recommendation – Policy be revoked.

Reasons The policy requirements within the Policy are covered under various planning, building and health legislation including:

- Planning and Development Act
- Planning and Development Regulations
- Residential Design Codes
- Building Codes of Australia
- Building Act
- Environmental Protection (Noise) Regulations 1997
- Policy 3.1.2 Noise Attenuation

~~Council, as a service to its residents and those persons wishing to develop, alter or remove buildings from time to time, has decided to adopt the following policy with the aim of lessening and obviating needless complaints or nuisance actions brought about by careless or unwitting behaviour. The requirements which follow are adopted to prevent common forms of complaints and problems which in the Council's experience arise so that the person responsible for carrying out proposed works may be alerted to these matters and therefore the attention of an intending developer, builder or demolisher is drawn to the following:~~

~~1. EXCAVATION AND/OR FILLING OF LAND~~

- ~~(a) All filling, embankments and sides of excavations are to be permanently stabilised and protected against erosion by wind and water and shall be capable of supporting any reasonable loads that may be exerted upon them from within the site or from any required support to adjoining ground.~~
- ~~(b) Filling shall be placed in layers and shall not be deposited over rubbish or vegetable matter.~~
- ~~(c) Height of new embankment or excavated face shall not exceed 600mm unless otherwise approved by Council.~~
- ~~(d) Where a building owner is to erect a building or structure within three metres of a building belonging to an adjoining owner and any part of the proposed building or structure within that three metres extends to a lower level than the foundations of the adjoining building the building owner is required to give at least thirty-five days notice to the adjoining owner. This is required by Section 391 (2) of the Local Government Act.~~
- ~~(e) Retaining walls shall be designed by a practising Consulting Engineer and if located close to a divisional boundary due regard should be given to provisions of Section 391 of the Local Government Act or also to the desirability of informing~~

~~and negotiating with any adjoining owner that may be affected by the construction techniques proposed.~~

~~2. NOISE LEVELS~~

- ~~(a) The Environmental Protection Act and Regulations enable different noise levels to be set for different periods of the day. The levels are worked out by Council's Health Department and will be applied as a condition of approval to the building license.~~
- ~~(b) Builders and others engaged in building and demolition work are required to use the quietest possible type of machinery, particularly if it is to be used for extended or continuous usage.~~
- ~~(c) Compaction of soil presents problems, however, until value levels are set for vibration control it is a requirement that the utmost consideration be given to using equipment, material and techniques that will minimise the intensity of amplitude of vibrations to cause the least affect to adjoining property and occupiers. It is required that the builder inform all adjoining neighbours of his program before commencing any works.~~

~~3. DUST AND RUBBISH NUISANCE~~

- ~~(a) Dust problems most commonly occur during site preparation and in some instances during the course of construction of multiple rise buildings. Operation of brick cutting saws give common cause for complaints and it is required that careful siting and liberal use of water spray be used to alleviate the nuisance. The builder is required to keep the building site free from rubbish and any offensive matter at all times. To this end the builder is required to keep on the site a bin or bins of sufficient volume at all times during the duration of the building project.~~
- ~~(b) The containment of dust by spraying of loose materials with water or bitumen emulsion compound is recommended. Note that it is a conditional requirement of a Demolition License to keep sprayed from the building under demolition.~~

~~4. STORAGE OF MATERIALS ON STREETS OR RIGHT OF WAYS~~

- ~~(a) It is illegal to place any material removed or displaced from a building which is being demolished on a street (including a street verge) or in a public way.~~
- ~~(b) Application must be made for a licence to deposit materials on a street (including a street verge) if use of the street is considered necessary to effectively carry out building operations. It is illegal to make an excavation on land abutting or adjoining a street unless a license in writing is first obtained from the Council. The Council may require in such cases a protective hoarding to be erected and safety lights provided. These matters should be discussed with Council officers before work is commenced.~~

~~5. EXCAVATIONS IN ROAD RESERVATION~~

- ~~Before commencement of any excavation in the road reserve for sewerage or drainage connection work the builder must apply in writing to the Council for approval, giving details of the extent, location and safety procedures proposed to be adopted whilst the works are in progress. Work cannot commence without the Council's written approval the Council has power to impose conditions on that approval. Those conditions will include a requirement that on completion of the approved works the roadway, kerbing, footpath, verge, watertable and drain etc. must be reinstated to the satisfaction of the Council. Particular attention must be paid to the need to redirect traffic under circumstances~~

~~whereby a traffic lane of a road way is temporarily obstructed. Liaison with the Road Traffic Authority and Council officers is required.~~

~~6. FOOTPATHS AND CROSSOVERS~~

- ~~(a) Damage caused by illegal crossing with vehicles of slab and bitumen footpaths has been the cause of numerous complaints over the years.~~
- ~~(b) No person is allowed to drive any vehicle over the across a footpath except at a specifically constructed crossing place unless with the permission of the Council.~~
- ~~(c) Any person who:

 - ~~(i) desires to cross a footpath with a vehicle at a place which is not a specifically constructed crossing place; or~~
 - ~~(ii) proposes to carry out building or other operations or work necessitating the crossing of a footpath with vehicles which are likely to cause damage to the paving whether at a specifically constructed crossing place or not;~~~~must make application in writing to the Council for its permission to do so and must specify such places at which such crossings is to be made. A deposit has to be paid with each application.~~
~~If a slabbed footpath is installed the slabs must be removed and neatly stacked on adjoining land and a proper temporary crossover constructed to allow satisfaction of the Building Surveyor and as to allow safe footway for pedestrians. This shall be removed and the slabs relaid upon completion of job. Note that before any refund of deposit is made and an account will be rendered for any remedial work carried out if cost is in excess of deposit lodged.~~
~~As an alternative, a temporary limestone rubble base may be laid, compacted and watered from time to time, and this must be to the satisfaction of Council's Building Surveyor. Council will carry out the placement of a temporary crossover upon application and payment of the amount to be quoted. It should be further noted that it may be possible for a permanent crossing and this may lead to some cost saving.~~~~
- ~~(d) Permanent Crossing Places. It is a policy of Council that contribution and deposit payment towards cost of permanent crossing places shall be made before any construction works are carried out. It is a pre-requisite that payment shall be made in advance or simultaneously with the issue of a building license.~~

~~7. STREET ALIGNMENT LEVELS~~

- ~~Before the construction of internal driveways, paths or fences etc. located adjacent to a street frontage of a lot, it is necessary to obtain levels of proposed or future regrading of Council footpaths, crossovers or roadways. These can be obtained from the Building Surveyor and such request should be lodged well in advance of proposed construction dates. in some instances levels should be obtained concerning street verge contours, particularly where water reticulation is proposed.~~

~~8. SPRINKLER SYSTEM - STREET RESERVE LAWN~~

- ~~(a) If reticulation of the verge section is to be carried out under the building contract, a plan is required to be submitted for examination by Council and must be approved before any work is commenced.~~
- ~~(b) Damage to sprinkler heads and reticulation pipes from neighbours of adjoining property to sites being redeveloped is usually caused by either delivery vehicles or workers' vehicles running over same. Builders are required to take care and in the event of any damage will be required to make good same at their cost.~~

~~9. OBSTRUCTION OF STREET CORNER TRUNCATION~~

~~It is contrary to Town Planning By-Laws to erect or place any fence, wall, building (temporary site shed or otherwise included) or other obstruction higher than 750mm within the standard truncated corner of a site at the corner of a street. Particular care should be taken to ensure that temporary transit materials are not left stacked in this area.~~

~~10. PRESERVATION OF TREES~~

~~(a) Council's Town Planning Scheme requires that an application for approval to commence development shall be accompanied by a site plan, showing accurately the position height and type of all existing trees on the site(s) involved. It further requires that any to be removed or pruned are clearly indicated on the plans. It is policy of Council to encourage the retention of as many mature trees as is practical. The builder is required to observe the conditions of approval in relation to the trees to be retained and is to instruct all persons engaged on the site and also clearly mark the relevant trees.~~

~~(b) Street trees will only be removed under extreme circumstances e.g. some safety factor may be involved, and design consideration must be given to locating internal driveways to avoid the position of a proposed street crossover conflicting with established street trees.~~

~~11. ADVERTISING/PROJECT SIGNS~~

~~It is the developer's and/or building contractor's responsibility to ensure that any temporary signs are in accordance with the Model By-Laws Signs and Hoardings and Bill Posting No. 13.~~

~~Under no circumstances shall such a sign be erected within the road reservation or the truncation at corner. (See Item 9).~~

~~12. FENCING~~

~~Council has adopted the Model Fencing By-Laws gazetted 31 August, 1990~~

~~It is a requirement that full and effective fencing be retained during the total progress of a building project to minimise nuisance to adjoining property owners. Where no fencing exists prior to the commencement of a project or where the existing fencing is in disrepair, temporary fencing shall be erected and maintained until the new and permanent fencing is installed.~~

~~Note that it is a requirement that all building and development approvals are subject to fencing and retaining walls being provided and erected by the developer and/or the person awarded development approval at his/her cost.~~

~~13. WORKING HOURS~~

~~Unless prior approval has been obtained from Council officers, working hours on building sites including sites where alterations/additions to existing premises are carried out shall be between the hours of 7.00 a.m. to 7.00 p.m. Monday to Saturdays inclusive. Work outside these hours and work on Sundays will not be permitted.~~

~~14. DOG CONTROL~~

~~The practice of workmen attending a development or building site accompanied by dogs is discouraged.~~

~~Dogs found near building sites are classed as 'stray dogs' and dealt with according to the provisions of the Dog Act.~~

15. SANITARY ACCOMMODATION

The builder must provide and maintain for the use of workmen employed on the site, sanitary facilities connected to the WA Water Authority sewer main *as per the Health (Temporary Sanitary Conveniences) Regulations 1997*. However, where connection to sewer is not possible or financially prohibitive, transportable site toilets of a type, number and location on the site being determined and approved by Council's Principal Environmental Health Officer are permitted. Sanitary facilities to be provided in accordance with the following scale:

<i>Workmen</i>	<i>WC</i>	<i>Urinals</i>
1-5	1	Nil
6-12	1	Nil
13-20	1	1
21-30	1	1

Chemical closets of a number and type approved by the Principal Environmental Health Officer, may also be used.

TOWN OF EAST FREMANTLE**COUNCIL POLICY ON SIGNIFICANT EVENTS**

Adopted Council Meeting, held 10 December 1996

Amended Council Meeting, held on 15 December 1998

Next Review: December 1999

Policy 097

Recommendation - Policy be revoked

Reasons – Duplication of legislative requirements

New events guide has been created and is publicly available on our website

(See attached)

**TOWN OF
EAST FREMANTLE**



This Policy is a guide only and Council reserves the right to refuse any application.

~~Policy 097~~

**~~SIGNIFICANT
EVENTS~~**

Town of East Fremantle
135 Canning Highway, East Fremantle WA 6158
PO Box 1097, Fremantle WA 6959
Tel: (08) 9339 1577
Fax: (08) 9339 3399
Email: eastfreo@inet.net.au



OUR REF: C/POL1

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TOWN OF EAST FREMANTLE

COUNCIL POLICY FOR EAST FREMANTLE OVAL - HOURS OF USE

Adopted Council Meeting, held 25 March 1997

Next Review: October 1998

Policy 102

Recommendation – Revoke.

Reasons – Noise Complaints are dealt with under the *Environmental Protection (Noise) Regulations 1997*.

Noise Matters covered in Policy 3.1.2 Noise Attenuation.

~~That the East Fremantle Football Club and other prospective users of the East Fremantle Oval be advised that any activity on the Oval which may adversely affect the amenity of the locality, that is by the use of the lights on the Oval or by the generation of noise as part of training activities or competitive games, later than 9.00pm at night or earlier than 7.00am on Monday to Saturday or 9.00am on Sundays, is not permitted.~~

TOWN OF EAST FREMANTLE

COUNCIL POLICY ON STREET TREES

Adopted Council Meeting, held 21 October 1997

Amended Council Meeting, held 16 December 1997

Amended Council Meeting, held 17 February 1998

Amended Council Meeting, held 21 April 1998

Amended Council Meeting, held 19 February 2002

Amended Council Meeting held 1 November 2005

Policy 113

Recommendation - Policy be revoked

Reasons – Clause 67 of the Planning and Development Regulations 2015 ‘Matters to be considered by local government’ states: *(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved .*

Applications for development approval are assessed on their own merit and any tree removal will be assessed in conjunction with the development application.

The Town is currently drafting an Urban Streetscape and Public Realm Style Guide which will provide future direction in relation to this matter and will provide recommendations for Council to implement. It is envisaged this document will guide any future Urban Forestry policies in the future.

~~The goal of the Town should be to maximise rather than minimise the number of trees per dwelling, but that each verge should have at least one tree per dwelling. Trees form an important element of the public domain and an important feature of the Town of East Fremantle and need to be conserved. Trees provide habitat for fauna and provide shade in summer and shelter in winter.~~

~~**1. Removal & Replacement**~~

~~— Council will consider an application to remove a street tree from a resident of the Town provided an application is made in writing.~~

~~— Prior to Council removing the tree, Council’s Works Supervisor and Town Planner will prepare a report to Council which addresses the following issues:~~

- ~~● species~~
- ~~● streetscape impact~~
- ~~● transplanting~~
- ~~● replacement~~
- ~~● costs (Council and applicant)~~

~~— Removal will require an Absolute Majority.~~

~~The Works Supervisor has delegated authority to remove dead or dying street trees in consultation with the Chief Executive Officer.~~

2. ~~New Trees~~

~~Many streets within the Town have verges without a street tree.~~

~~Trees need to be planted to fill the gaps.~~

~~The Town's tree inventory identifies the trees found in our streets.~~

~~New trees to be planted will conform to maintaining the existing adopted or compatible species for that particular side of the street.~~

~~(The adopted species for each side of each street form part of the Tree Inventory).~~

~~That in areas where policy allows a choice of trees for verge planting, the owner be consulted as to choice of tree.~~

3. ~~Pruning~~

~~a. Council reserves the right to prune or not prune, plant or not plant, remove or not remove any tree or trees on its land, which it deems to be necessary.~~

~~b. Pruning of street trees will be carried out by Council or Council's contractor that cause a conflict with lights, Western Power wires, bus routes or those creating pedestrian obstructions or traffic hazards.~~

4. ~~Development Applications~~

~~All applications for Planning Consent to contain the location (trunk and canopy) of existing street trees and shrubs within the verge (road reserve) abutting the property subject of the development.~~

5. ~~Planting Guidelines~~

~~5.1 That the following shrubs may be planted under powerlines in the Town (these shrubs with under pruning will become tree-like):~~

- ~~• Banksia media (Golden Stalk Banksia)~~
- ~~• Hakea petiolaris (Sea Urchin Hakea)~~
- ~~• Hakea laurina (Pin-cushion Hakea)~~
- ~~• Calothamnus homophyllus (Clawflower)~~
- ~~• Callistemon phoeniceus (Lesser Bottlebrush)~~
- ~~• Kunzea pulchealla x baxteri (Red Pendulum)~~
- ~~• Eucalyptus platypus var heterophylla (Round leaved Moort) (particularly Canning Highway).~~

~~5.2 That the following small trees are appropriate for planting throughout the Town:~~

- ~~• Eucalyptus foecunda (Narrow leaved Red Mallee) (Fremantle local)~~
- ~~• Eucalyptus decipiens (Limestone Marlock) (Fremantle local)~~
- ~~• Eucalyptus forrestiana (Fuschia Gum)~~
- ~~• Pittosporum phylliracoides (Native Apricot)~~
- ~~• Melaleuca lanceolata (Rottnest Island Tea Tree) (to be underpruned when young)~~
- ~~• Callitris preissii (Rottnest Island Pine)~~
- ~~• Plantanas orientalis (Miniature Plane tree)~~

- ~~Corymbia ficifolia (Red Flowering Gum)~~
- ~~Agonis flexuosa (Peppermint tree)~~

~~5.3 That the Fraser Street Peppermint trees which are in poor health be replaced with new Peppermint trees.~~

~~5.4 That the Jacaranda trees found throughout Plympton are suitable for planting along George Street.~~

TOWN OF EAST FREMANTLE**COUNCIL POLICY ON VISITOR, TEMPORARY AND RESIDENTIAL PARKING PERMITS**

Adopted Council Meeting, held 18 July 2000

Next Review: July 2001

Policy 133

Recommendation - Policy be revoked

Reasons – The ability to issue a parking permit is covered in the Parking Local Laws 2016. Commercial Parking specifications and requirements are addressed in the Town’s Local Planning Scheme. The Residential Design Codes provides residential car parking requirements. New development applications are assessed on the merit of the development proposal, considering such aspects as car parking provided on-site, end of trip facilities, street car parking and public transport routes.

~~On site parking be maximised by ensuring that all development applications lodged with Council provide on site parking where possible and/or maintain existing on site parking. Council’s Town Planning Scheme parking standards be rigorously applied to new developments.~~

~~In those cases where residents have restricted or no on site parking or no reasonable possibility of achieving on site parking and on street parking restrictions apply, Residential Parking Permits with appropriate conditions, be approved subject to the following:~~

- ~~1. A Residential Parking Permit allows the vehicle to park in areas specified on appropriate signage within the vicinity of the resident’s premises.~~
- ~~2. Residential Parking Permits be affixed to the passengers’ side front windscreen in the top left corner of the resident’s vehicle.~~
- ~~3. Temporary or visitor parking permits to be placed on the front passengers’ side dash so to be visible through the front windscreen of their vehicle.~~
- ~~4. All Permits be renewed annually.~~
- ~~5. Maximum of two permits per residential address.~~
- ~~6. Residential parking permits will only be considered where clear and exceptional circumstances with regard to specific locations demonstrably exist.~~
- ~~7. In accordance with Section 5.42 of the Local Government Act the following powers be delegated with the Chief Executive Officer:~~

~~“Authority to administer, refuse/approve with or without conditions including the installation of appropriate street signage, the issue of Residential Parking Permits and Visitor/Temporary Parking Permits including varying the number of permits per residential address.”~~

TOWN OF EAST FREMANTLE

COUNCIL POLICY ON ROAD SAFETY AUDITS

Adopted Council Meeting, held 3 June 2003

Policy 136

Recommendation - Policy be revoked

Reasons – Road safety audit are undertaken as safety concerns arise.

Any major developments are required to provide a traffic impact assessment as a condition of development approval to ensure the proposal does not cause undue traffic consequences.

The Town of East Fremantle improves its road network according to Australian Standards and best practice.

An Integrated Traffic Management & Movement Strategy is being undertaken by Council to review traffic, parking, and cycle and pedestrian movements. This Strategy will review traffic movements and accident prone areas, as well as assessing areas of conflict between various road users. The Strategy will provide recommendations for Council to implement.

Policy Objective

~~To promote the development and implementation of a safe road environment through the adoption of road safety auditing principles and practices.~~

Policy Statement

~~This policy requires that the following actions be adopted as part of a strategic framework for the implementation of road safety audit principles and practices in the planning and development of infrastructure within the Town of East Fremantle.~~

- ~~(a) The Town of East Fremantle will include road safety audit goals and objectives in its corporate plan and quality management systems.~~
- ~~(b) Adopted procedures shall be in accordance with Austroads Road Safety Audit Manual and Checklists, and Main Roads Western Australia and IPWEA (WA Division) complimentary checklists and procedures.~~
- ~~(c) The Town of East Fremantle acknowledges the requirements to subject all Metropolitan Regional Road Funded Improvement Projects to a road safety audit.~~
- ~~(d) All road safety projects in excess of \$100,000 will be subject to a formal road safety audit.~~
- ~~(e) Sections of existing Town of East Fremantle road network where there is a recognised level of conflict between vehicular traffic and vulnerable road users or traffic management/safety concerns will be subject to audit within a defined timeframe.~~

- ~~(f) — Ensure that appropriately trained, experienced and independent road safety auditors are used in undertaking road safety audits.~~
- ~~(g) — Ensure that appropriate staff are afforded the opportunity to fulfil the training and experience requirements to achieve and maintain Road Safety Auditor accreditation.~~
- ~~(h) — A road safety audit report shall be submitted as part of the development conditions for new subdivisions over 100 lots, and where developments adjoin or are serviced by roads of hierarchy levels above local distributor level.~~
- ~~(i) — A road safety audit and traffic impact report shall be submitted as part of any planning application for new or redeveloped commercial developments greater than 20,000m² floor area.~~
- ~~(j) — Any new schools will be subject to a process of road safety audit from the structure planning stage through to ultimate construction.~~
- ~~(k) — The Town of East Fremantle will negotiate with other local governments to undertake a reciprocal partnership agreement, whereby road safety audits are undertaken by qualified independent members from partnering Local Governments.~~

TOWN OF EAST FREMANTLE**COUNCIL POLICY ON PUBLIC QUESTION TIME**

Adopted Council Meeting, held 1 July 2003

Amended Council Meeting held 21 October 2003

Amended Council Meeting 16 December 2003

Policy 137

Recommendation - Policy be revoked

Reasons Public question time is provided for in the Towns *Meeting Procedure Local Law 2016* and the *Local Government 1995*.

Council's meeting agendas provide guidance as to the operation of Public Question Time and also the Town's website.

RATIONALE

~~This policy is intended to assist in the proper utilisation and management of public question time by:~~

- ~~(i) — outlining measures to help ensure that each member of the public who wishes to ask a question at a meeting is given an equal and fair opportunity to ask the question~~
- ~~(ii) — outlining the criteria by which a question may be deemed inappropriate and not accepted.~~

TIME LIMITS

~~Public question time will be limited to the legislative minimum of fifteen (15) minutes, unless extended by resolution of Council.~~

QUESTION LIMITS

~~Members of the public wishing to ask questions, will initially be limited to three (3) questions, with this number including any inappropriate questions which are not accepted (see below). When all persons who wish to ask questions, within these limits, have received responses, the Presiding Member may, if time permits, provide an opportunity for those who have already asked three (3) questions to ask further questions.~~

INAPPROPRIATE QUESTIONS

~~A question may not be accepted if the presiding member forms the view that the question:~~

- ~~(i) — Relates to a matter where the Council has no jurisdiction.~~
- ~~(ii) — Relates to a matter not affecting the Council.~~
- ~~(iii) — Has been satisfactorily answered in earlier responses on the same subject matter.~~
- ~~(iv) — Relates to the personal affairs or actions of council members, employees or members of the public.~~

- ~~(v) — Relates to legal advice or legal proceedings involving the Council or extraneous legal processes, eg an investigation conducted by an external agency.~~
- ~~(vi) — Relates to confidential matters, including all exempt matters referred to in Section 5.23(2) of the Local Government Act and all other relevant legislation.~~
- ~~(vii) — Relates to information that would not be made available if it was sought from council records under Section 5.94 of the Local Government Act (section 5.95 refers) including information which is not current and information which, on the advice of the Chief Executive Officer, in order to reply to the question, would divert a substantial and unreasonable portion of the Council's resources away from its other functions.~~
- ~~(viii) — Is improper, offensive, derogatory or defamatory in nature.~~
- ~~(ix) — Has not been asked in good faith.~~
- ~~(x) — Is primarily in the form of a statement or intended as a statement or presented as argument or debate.~~
- ~~(xi) — Is seeking an opinion or interpretation.~~
- ~~(xii) — Involves an operational matter, including matters of personal disagreement regarding staff. In this instance the matter should be referred in writing, to the Chief Executive Officer.~~
- ~~(xiii) — Is trivial or the answer is self evident.~~

Public Interest Disclosure Act 2003

Town of East Fremantle Internal Procedures

~~INTERNAL PROCEDURES RELATING TO THE OBLIGATIONS OF THE
TOWN OF EAST FREMANTLE UNDER THE PUBLIC INTEREST
DISCLOSURE ACT 2003~~

Policy 147

Recommendation - Policy be revoked

Reasons – This is an internal document and should not be included as a Council Policy.

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SECTION: FINANCE – F1.1.

**TOWN OF
EAST FREMANTLE**



COUNCIL POLICY: SETTING OBJECTIVES

Adopted: 16 September 1997

Reviewed: 18 March 2008

Policy F1.1

Recommendation - Policy be revoked

Reasons – Covered under *Local Government Act 1995* – Plan for the Future (SCP)

~~Council will set objectives for all of its services to be reviewed once every four years.~~

SECTION: FINANCE – F1.2.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: FORWARD PLANNING**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F1.2**Recommendation** - Policy be revoked

Reasons – Covered under *Local Government Act 1995* & Regs 19C & 19 DA – Plan for the Future (SCP), Asset Management Plan, Corporate Business Plan and Workforce Plan.

~~Council will compile a detailed long term plan, for the following:-~~

<u>Category</u>	<u>Review Period</u>
All of Council's major assets	Every fourth year
Each and every parcel of Council owned or controlled land	Every fourth year
All services provided by Council (as per Plan for the Future)	Every second year

SECTION: FINANCE – F2.1.

**TOWN OF
EAST FREMANTLE**



COUNCIL POLICY: RATE INCREASES

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F2.1

Recommendation - Policy be revoked

Reasons – Council reviews the budget deficiency required to be funded from rates on an annual basis as part of the review of the Corporate Business Plan and strategic Resource Plan.

~~Council will endeavour to set its annual rate increases at not less than the Consumer Price Index.~~

SECTION: FINANCE – F2.3.

**TOWN OF
EAST FREMANTLE**



COUNCIL POLICY: ELIMINATION OF OVERDRAFT

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F2.3

Recommendation - Policy be revoked

Reasons – Council does not operate an overdraft, nor does it have the need.

~~Council has an objective to avoid the use of its banking overdraft facility, as it considers an overdraft is another form of loan borrowing.~~

SECTION: FINANCE – F2.4

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: BUDGET FOR A MINOR SURPLUS EACH YEAR**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F2.4**Recommendation** - Policy be revoked**Reasons** – Strategic Resource Plan has been adopted, which is effectively a 15 year balanced budget, surplus of \$0 each year.

~~To avoid Council using overdraft facilities in future, and the fact that certain items such as Council's stock inventory, debtors and outstanding rates cannot be readily converted to cash, Council will budget for a minor surplus each year.~~

SECTION: FINANCE – F2.6.

**TOWN OF
EAST FREMANTLE**



COUNCIL POLICY: BUDGET PREPARATION TIMETABLE

Adopted: 18 February 2003

Reviewed: 18 March 2008

Policy F2.6

Recommendation - Policy be revoked

Reasons – Outdated. Policy does not consider IPRF requirements/framework.

Plan for the Future

~~To be reviewed every two years in accordance with the Local Government Act.~~

~~A draft Plan for the Future is to be prepared and presented to the Finance Committee in March with a view to adoption in May.~~

Budget Parameters

~~Broad budget parameters to be discussed at the March Finance Committee meeting in order that Elected Members give direction to staff compiling the Annual Budget.~~

~~Parameters to include consideration to any proposed changes to Rates, Fees & Charges, Employee costs and general expenditure, to factor in increases due to movements in inflation and/or service delivery.~~

Operating Income & Expenditure

~~Worksheets are to be distributed to Senior Officers during March. Completed forms are to be returned to the Executive Manager Finance & Administration by 31 March. Requests for additional staff to be presented to Chief Executive Officer~~

Capital Projects, new initiatives and additional staff requests:

~~Details of these submissions are to be presented to the Executive Manager Finance & Administration by 31 March for inclusion in the draft Budget.~~

Internal Draft Budget review meeting

~~A Draft Budget is to be prepared for an initial review by the Chief Executive Officer in April.~~

May Special Meeting of Council

~~A Draft Budget is to be available for distribution to Elected Members by 15 May.~~

~~A Draft Operating and Capital Budget is to be available for the Special Council Meeting in May to discuss the Annual Budget.~~

~~Officers are to produce cost and feasibility estimates on all items in the capital and new initiatives list. Council to decide priorities for items on list for inclusion in the draft budget.~~

~~The Plan for the Future should be adopted, after which Local Public Notice is to be given of the Plan. The Plan for the Future is to be considered in the preparation of the Annual Budget.~~

Final Budget Review

~~A final Draft Budget is to be available for discussion at the Finance Committee in June.~~

Budget Adoption

~~A Special Council Meeting is to be held, as early as practicable in July, to adopt the Annual Budget. A copy of the Annual Budget and supporting documentation is to be forwarded to the Department of Local Government & Regional Development within 30 days of adoption by Council.~~

SECTION: FINANCE – F4.1.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: INTEREST CHARGES ON LATE PAYMENT OF RATES**

Adopted : 16 December 1997

Reviewed: 18 March 2008

Policy F4.1**Recommendation** - Policy be revoked**Reasons** – Should be a budget decision for Council each year.

~~Council will set the level of interest charge percentage rate to apply on outstanding Rates, where these are paid later than permitted, at the maximum permissible level.~~

SECTION: FINANCE – F4.2.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: INTEREST CHARGES ON PAYMENT OF RATES BY
INSTALMENTS**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F4.2**Recommendation** - Policy be revoked**Reasons** – Should be a budget decision for Council each year.

~~Council will set the level of Interest Charge percentage rate to apply on Rates which are paid by the statutory instalment plan at the maximum level permissible under the Local Government Act and Regulations.~~

SECTION: FINANCE – F4.3.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: NO DISCOUNT FOR EARLY PAYMENT OF RATES**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F4.3**Recommendation** - Policy be revoked**Reasons** – Should be a budget decision for Council each year.

~~Council will not offer any discount for the early payment of rates.~~

~~Council believes that to offer such a scheme entails inflating all Rate revenue so as to offer such a discount system. The result is that those ratepayers who are unable to pay the total of their Rates within the 35 day period are consequently disadvantaged by being charged more.~~

SECTION: FINANCE – F4.4.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: ADMINISTRATION CHARGE APPLICABLE TO
PAYMENT BY INSTALMENTS**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F4.4**Recommendation** - Policy be revoked**Reasons** – Should be a budget decision for Council each year.

~~Where a ratepayer elects to pay their Rates by instalment, Council will set an administration charge to be imposed for each of the three instalments that apply, after the first instalment has been paid within the relevant due date.~~

SECTION: FINANCE – F4.5.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: INTERIM RATES – MINIMUM LEVEL**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F4.5**Recommendation** - Policy be revoked**Reasons** – Superseded by Policy 4.4.2 Debt Collection. CEO and EMCS have delegated authority to write off small balances.

~~Where calculation of a minimum Interim Rate on an individual property would result in a net Rate that would be raised to be less than \$5.00, then Council considers that the amount is of such a low level that it is considered not material enough to warrant staff time, resources and costs to justify the amount to be raised.~~

SECTION: FINANCE – F4.6.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: COLLECTION OF OUTSTANDING RATES**

Adopted: 17 February 1998

Reviewed: 18 March 2008

Policy F4.6**Recommendation** - Policy be revoked**Reasons** – Superseded by Policy 4.4.2 Debt Collection.~~Where rates are overdue:~~

- ~~1. election for payment by instalments has not been made by the due date, or arrangements for extended payments have not been approved by Council, a final reminder notice giving 7 days notice for payment of the balance outstanding be issued with a note that legal action will be commenced without further notice if payment is not made. The final notices should not be sent within 14 days of the due dates for payment of the rates.~~
- ~~2. rates remaining unpaid after the expiry date for the final notice will be examined for the purpose of determining whether a summons will be issued.~~
- ~~3. where a summons has been issued and remains unpaid, action will be taken to pursue that summons by whatever means through Council's solicitors or collection agency as the case may be, to secure satisfaction of the debt.~~
- ~~4.1 following the issue of a summons and addition of legal costs a reasonable offer to discharge a rate account by instalments shall be discussed by Council upon application.~~
- ~~4.2 where the owner is non-resident, a company, or is an investment property, the maximum period over which repayment will be permitted will be three months.~~
- ~~5. legal proceedings will continue until payment of rates imposed is secured. This includes the issue of a Warrant of Execution against goods and land if necessary. Land Warrants will be issued to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.~~
- ~~6. if any rates are due in respect of any rateable land which have been unpaid for at least three years, a report be submitted to the Finance~~

~~Committee in December of each year recommending that the Town of East Fremantle take possession of the land and in accordance with the Local Government Act 1995 to either: from time to time:~~

- ~~← lease the land~~
- ~~← sell the land~~
- ~~← cause the land to be transferred to the Crown or~~
- ~~← cause the land to be transferred to itself.~~

SECTION: FINANCE – F5.1.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: OFFICE EQUIPMENT RESERVE**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F5.1**Recommendation** - Policy be revoked**Reasons** – All Reserve Policies can be revoked as Reserves are established as part of the Annual Budget. EMCS looking to introduce a replacement Policy on Reserves.

~~This Reserve Account is to be established for the purpose of funding various office equipment items. The proposed movements to and from this Reserve will be included in Council's Plan for the Future and Annual Budget, with the actual figures to be included in Council's Financial Statements.~~

~~Office equipment is to include computer and electronic equipment.~~

~~A pool of funds will be built up to allow for the replacement/upgrade program every 4 years.~~

SECTION: FINANCE – F5.2.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: PLANT AND VEHICLE RESERVE**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F5.2**Recommendation** - Policy be revoked**Reasons** – All Reserve Policies can be revoked as Reserves are established as part of the Annual Budget. EMCS looking to introduce a replacement Policy on Reserves.

~~This Reserve Account is to be established for use in funding plant, equipment and vehicle purchases. The proposed movements to and from this Reserve will be included in Council's Plan for the Future and Annual Budget with the actual figures to be included in Council's Financial Statements.~~

SECTION: FINANCE – F5.3.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: LEAVE PROVISION RESERVE**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F5.3**Recommendation** - Policy be revoked**Reasons** – Council elected to no longer maintain this Reserve as part of 2018/19 budget adoption. Policy not required as current leave provisions are effectively cash backed by virtue of net current asset position.

~~This Reserve Account is to be used for any accumulated annual and long service leave accrued by Council employees. Council is to set aside in this Reserve, sufficient money to cover the liability in accordance with Australian Accounting Standards.~~

~~Council's liabilities over the term of the Plan for the Future, being 2 years, should be calculated before each Budget is finalised and adequate provision should be made in that Budget for the anticipated costs for the next year.~~

~~As a matter of Policy, Council is to ensure that it has money in hand to meet 100% of any long service liability of next year's anticipated costs.~~

~~For the non-current liability, that is, beyond one year of long service leave, the non-cash backed liability should be provided for in the Balance Sheet. Council should endeavour to at least provide 50% of the non-current liability as a cash backed Reserve.~~

~~Transfers to and from this Reserve should be calculated in accordance with Australian Accounting Standards.~~

SECTION: FINANCE – F5.4.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: BUILDING AND INFRASTRUCTURE RESERVE**Adopted: 18 March 2008

Policy F5.4**Recommendation** - Policy be revoked**Reasons** – All Reserve Policies can be revoked as Reserves are established as part of the Annual Budget. EMCS looking to introduce a replacement Policy on Reserves.

~~This Reserve Account is for the purpose of setting aside monies, either from annual budget allocations, windfall events, or budget surpluses, for the renovation or construction of Council building and infrastructure assets.~~

SECTION: FINANCE – F6.1.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: DEBT SERVICING RATIO**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F6.1**Recommendation** - Policy be revoked**Reasons** – EMCS to present a replacement Policy on Borrowings

~~Council believes that its level of debt should be kept at a manageable level and, therefore, has not embarked upon a large loan borrowing at the present time.~~

~~Council's level of net debt servicing ratio shall not exceed 10% of its net Rate revenue, or 5% of its available operating revenue.~~

SECTION: FINANCE – F6.2.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: SELF SUPPORTING LOANS**

Adopted: 16 December 1997

Reviewed: 18 March 2008

Policy F6.2**Recommendation** - Policy be revoked**Reasons** – Included in Policy 2.2.2 Requests for New or Capital Upgrades to Existing Community Buildings

~~Council is prepared to undertake loan borrowings for community projects, on behalf of various groups which may wish to proceed with specific capital works, conditional upon the group supplying Council with a written undertaking that it will make the repayments to Council, and to supply Council with a written personal undertaking by specific guarantors or personal guarantees. The maximum pool available for self supporting loans is 1% of the Town's operating revenue at any time.~~

SECTION: FINANCE - F8.7.

**TOWN OF
EAST FREMANTLE**

**COUNCIL POLICY: SIGNIFICANT ACCOUNTING POLICIES**Adopted: 21 June 1993 (*Previously Policy No 076*)

Reviewed 18 March 2008

Policy F8.7**Recommendation** - Policy be revoked**Reasons** – Is updated annually as part of the preparation of the Annual Financial Statements.

~~The significant accounting policies which are to be used in the preparation of the Town of East Fremantle financial reports are:~~

~~**1. Basis of Preparation**~~

~~The financial report of the Town of East Fremantle is a general purpose financial report which is to be prepared in accordance with applicable Australian Accounting Standards, the Local Government Act 1995 (as amended and accompanying regulations (as amended)). The report is to be prepared on the accrual basis under the convention of historical cost accounting.~~

~~International Financial Reporting Standards ("IFRSs") form the basis of Australian Accounting Standards adopted by the AASB, being AIFRSs. The financial report of the Town is to comply with IFRSs and interpretations adopted by the International Accounting Standards Board except where AIFRSs does not include specific provisions relating to not-for-profit entities.~~

~~Australian Accounting Standard AAS27 "Financial Reporting by Local Governments" is to apply and there is no equivalent standard in IFRSs.~~

~~**2. Critical Accounting Estimates**~~

~~The preparation of financial reports conforming with Australian Accounting Standards will require 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 will be based on historical experience and various other factors that will be believed to be reasonable under the circumstances. The results of this experience and other factors will combine to form the basis of making judgements about the carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.~~

~~3. The Local Government Reporting Entity~~

~~All Funds through which the Council controls resources to carry on its functions are to be included in the financial statements forming part of the financial reports.~~

~~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) are to be eliminated.~~

~~4. Goods and Services Tax~~

~~In accordance with recommended practice, revenues, expenses and assets capitalised are to be stated net of any GST recoverable. GST receivables and payables are to be shown in those parts of the notes, and are to be shown in the Balance Sheet accordingly.~~

~~5. Fixed Assets~~

~~Property, plant and equipment and infrastructure assets are to be brought to account either at cost, or independent or management valuation less, where applicable, any accumulated depreciation, amortisation or impairment losses.~~

~~The value of all infrastructure assets (other than land under roads) is to be recorded in the Balance Sheet. Land under roads is to be excluded from infrastructure in accordance with legislative requirements.~~

~~As of 1 July 2004, Council elected to revert to the cost basis for measuring land and buildings and all infrastructure assets (other than roads) that were being carried at a revalued amount at the immediately preceding reporting date being 30 June 2004. This was achieved by deeming the carrying amount of the non-current assets comprising the particular class to be their cost and complied with the requirements on application of AASB 1 "First Time Adoption of Australian Equivalents to International Financial Reporting Standards".~~

~~Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at reporting date.~~

~~Assets are not be disposed of without prior approval of the Chief Executive Officer. All disposals must be in accordance with relevant legislative requirements. The Executive Manager Finance & Administration is to be advised of all disposals.~~

~~A stocktake of property, plant and equipment is to be undertaken on an annual basis.~~

6. Depreciation of Non-Current Assets

All non-current assets having a limited useful life are to be separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Depreciation is to be recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are as follows:

Asset Class	Estimated useful life	Capitalisation threshold per item
Land	N/A	Total Cost
Buildings	40 years	> \$2,000
Infrastructure	Various	> \$2,000
Plant and Equipment	8 years	> \$2,000
Light Vehicles & Utilities	3 to 10 years	> \$2,000
Mobile Equipment	5 years	> \$2,000
Furniture & Office Equipment	10 years	> \$500
Computer & Electronic Equipment	3 to 5 years	> \$2,000
Tools	5 years	> \$500

Depreciation is to be charged to the programme to which the asset principally relates.

7. Impairment

In accordance with Australian Accounting Standards the Town's assets, other than inventories, are to be assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an estimate of the recoverable amount of the asset is to be made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments are to be made.

An impairment loss is to be recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are to be recognised in the Income Statement.

8. Inventories

General Inventories are to be valued at the lower of cost and net realisable value.

9. Land Held for Resale

Land purchased for development and/or resale is to be valued at the lower of cost and net realisable value. Cost is to include the cost of acquisition, development and interest incurred on the financing of that land during its

~~development. Interest and holding charges incurred after development is complete are recognised as expenses each year and added to the asset values. Revenue arising from the sale of property is to be recognised in the Income Statement as at the time of signing a binding contract of sale.~~

~~10. Fair Value~~

~~The fair value of assets and liabilities approximate their carrying values. No financial assets and financial liabilities are readily traded on organised markets in standardised form. Financial assets where the carrying amount exceeds fair value is not to be written down as the Council intends to hold these assets to maturity.~~

~~The aggregate fair value and carrying amounts of financial assets and financial liabilities are to be disclosed in the balance sheet and in the notes to and forming part of the financial report.~~

~~11. Realisable Assets~~

~~For the purposes of the calculation of Financial Ratios/Performance Measurements, realisable assets are to be considered as those assets which are not subject to any restrictions on realisation of use. Any liability represented by a restricted asset is to be recorded separately and disclosed.~~

~~12. Leases~~

~~Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are to be transferred to the lessee are to be classified as finance leases.~~

~~Finance leases are to be capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value.~~

~~Leased assets are to be amortised over their estimated useful lives. Lease payments are to be allocated between the reduction of the lease liability and the lease interest expense for the period.~~

~~Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are to be charged as expenses in the periods in which they are incurred.~~

~~13. Rates, Grants, Donations and Other Contributions~~

~~Rates, grants, donations and other contributions are to be recognised as revenues when the local government obtains control over the assets comprising the contributions.~~

~~Control over assets acquired from rates is to be obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.~~

~~Where contributions recognised as revenues during the reporting period are obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions are undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are to be separately disclosed in the report. That note is to disclose the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period—~~

~~14. Cash and Cash Equivalents~~

~~For the purposes of the Cash Flow Statement, cash is to include cash on hand and at call deposits with banks and financial institutions.~~

~~15. Investments~~

~~All investments are to be valued at cost and interest on those investments is to be recognised when accrued.—~~

~~16. Interest Rate Risk~~

~~The Council's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates, is to be considered negligible for all financial instruments other than borrowings. Information on interest rate risk as it applies to borrowings is to be disclosed separately in the report.~~

~~17. Employee Benefits~~

~~The provisions for employee benefits relate to amounts expected to be paid for long service leave and annual leave are to be calculated as follows:~~

- ~~• Annual Leave and Long Service Leave (Short-term Benefits)
The provision for employees' benefits to annual leave and long service leave expected to be settled within 12 months is to represent the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision is to be calculated at nominal amounts based on remuneration rates the Council expects to pay and to include related on-costs.~~
- ~~• Annual Leave and Long Service Leave (Long-term Benefits)
The provision for employees' benefits for annual leave and long service leave expected to be settled more than 12 months from the reporting date is to represent the present value of the estimated future cash outflows to be made by the employer resulting from the employees service to balance date.~~

~~18. Superannuation~~

~~The Town of East Fremantle is to contribute to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.~~

~~19. Credit Risk~~

~~The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the~~

carrying amount, net of any provisions for doubtful debts, as disclosed in the balance sheet and notes to and forming part of the financial report. The Town does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Town.

20. Trade and Other Receivables

Trade receivables, which generally have 30–90 day terms, are to be recognised in the balance sheet less any allowance for uncollectable amounts.

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

21. Trade and Other Payables

Trade and other payables are to be carried at amortised cost. They represent liabilities for goods and services provided to the Local Government prior to the end of the financial year that are unpaid and arise when the Local Government becomes obligated to make future payments in respect of the purchase of these goods and services. These amounts are unsecured and are usually paid within 30 days of recognition.

22. Interest-bearing Loans and Borrowings

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

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

23. Borrowing Costs

Borrowing costs are to be recognised as an expense when incurred.

24. Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are to be rounded to the nearest dollar.

25. Comparative Figures

Where required, comparative figures are to be adjusted to conform with any changes in presentation for the current financial year.

SECTION: RECORDS MANAGEMENT

**TOWN OF
EAST FREMANTLE**

**RM01**

***Council Policy for* **MANAGEMENT, STORAGE AND PUBLIC
ACCESSIBILITY OF HERITAGE ASSESSMENT
RECORDS****

Adopted: 21 November 2000
Next Review: November 2001

Policy RM01**Recommendation** - Policy be revoked**Reasons** – This Policy is incorporated in the Town's Records Management Plan.**Introduction**

~~Heritage Assessments are a type of record held by Council. These are usually, (but not in all cases) part of the documentation associated with the determination of an application for planning consent and particularly in accordance with Policy P4, Places of Heritage Value (Demolition, Alteration and/or Additions).~~

~~This Policy guides Council with respect to the management, storage and public accessibility of heritage assessment records.~~

Management

- ~~1. All original Heritage Assessment documents (for example those containing photographic prints or negatives, sketch drawings or other primary source material) are to be retained on a subject based Heritage Assessment file. Where the heritage assessment relates to a property listed on the Municipal Inventory, a copy of the Heritage Assessment is to be placed on the Municipal Inventory Appendix *: Additional Information file. The Municipal Inventory site record sheet is to be cross referenced to the Additional Information file.~~
- ~~2. The Property file is to contain a file note noting the location of any heritage assessment original and any copies (regardless of the source of the document). Originals and copies are to be marked as such on the front cover of each document.~~
- ~~3. Where there is no original Heritage Assessment document (for example where the assessment has been produced by another Government Agency), a copy of the document is to be kept on the subject based Heritage Assessment file and if relevant, the Municipal Inventory Appendix *: Additional Information file and marked 'Copy' and cross referenced to the originating Agency.~~

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- ~~4. The Heritage Assessment file is to be designated an archival record and managed in accordance with the relevant section of the General Disposal Authority for Local Government Records (GDALG).~~
- ~~5. The Municipal Inventory Appendix *: Additional Information file is to be regarded as part of the Municipal Inventory, designated an archival record and managed in accordance with the relevant section of the GDALG.~~

Storage

- ~~1. The Heritage Assessment file and Municipal Inventory shall be kept in the storage facility of the highest environmental and security standard available at Council Offices at any time.~~
- ~~2. As a volume of the Heritage Assessments file is filled and closed, the file is to be referred to LISWA to be copied under the Government Agencies Archival Microfilm Program.~~

Accessibility

- ~~1. Where an owner has given his/her consent in writing, Council shall provide a copy of the heritage assessment to the local history section of the Town's Library Service Provider who will make the document available for public inspection. The owner may request Council to delete certain portions of the assessment (eg house plans), which Council shall do prior to providing the document to the Library.~~
- ~~2. Where a heritage assessment relates to a property listed on a heritage list of another Agency (including the National Trust), Council shall advise the Agency of Where an owner has given his/her consent in writing, Council shall provide a copy of the existence of the record.~~
- ~~3. (a) Heritage Assessment documents may be presented to the Town Planning Advisory Panel to assist it in formulating its comments upon a proposal.~~
 - ~~(b) Heritage Assessment documents may be published in Councillor copies of the Agendas or Minutes of Council and Committee or tabled at meetings where they form part of the information upon which a decision of Council is to be made.~~
 - ~~(c) Heritage Assessment documents may be made available to a Council or Committee member if it is relevant to the performance of his or her functions under the Local Government Act or any other written law.~~
 - ~~(d) Heritage assessment documents may be published (without plans) in the Agendas or Minutes of Council and Committee.~~
 - ~~(e) Heritage assessments may be made available for inspection by the public for the purpose of seeking public comment upon a matter upon which a decision of Council is to be made.~~
 - ~~(f) Heritage assessment records may be made available to other persons or Agencies in accordance with the Freedom of Information Act 1992.~~

~~The written consent for the publication of Heritage Assessments in accordance with this Policy and the signing of a copyright disclaimer to allow the publication will be required by Council at the time of lodgement of an application.~~

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- ~~4. Where a heritage assessment has been prepared by Council or another party for the purpose of assisting Council to determine an Application, a copy of the assessment will be provided to the applicant at the same time as the Officer's report regarding the assessment is published in the Agenda.~~
- ~~5. Where a request is made by a third party to inspect any record held by Council, Council shall take reasonable steps to ensure compliance with the law, in particular as it relates to Freedom of Information and copyright."~~

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**RM02****Council Policy for RECORD KEEPING**

Adopted: 2 March 2004

Next Review:

Policy RM02**Recommendation** - Policy be revoked**Reasons** – Policy is incorporated in the Town's Records Management Plan**Purpose**

~~The purpose of the Town of East Fremantle's Record Keeping Policy is to define the principles that underpin the Town of East Fremantle's records keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Town of East Fremantle's. This policy establishes a framework for the reliable and systematic management of Town of East Fremantle's records in accordance with legislative requirements and best practice standards.~~

Scope

~~This policy applies to all government records created or received by a Town of East Fremantle's employee, contractor or an organisation performing outsourced services on behalf of the Town of East Fremantle, regardless of their physical format, storage location or date of creation.~~

Custodianship of Records

~~The Town of East Fremantle recognises its records as a government owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Town of East Fremantle.~~

Roles & Responsibilities

- ~~• *Chief Executive Officer:* The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.~~
- ~~• *Managers:* All Managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.~~
- ~~• *All Staff:* All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Record Keeping System and that~~

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~~all records are handled in a manner commensurate with legislation and the Town of East Fremantle's policies and procedures for record keeping.~~

Creation of Records

~~All staff and contractors will create full and accurate records, in the appropriate format, of the Town of East Fremantle's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.~~

Capture & Control of Records

~~All records created and received in the course of Town of East Fremantle's business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems, that are managed in accordance with sound record keeping principles.~~

Security & Protection of Records

~~All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.~~

Access to Records

~~Access to the Town of East Fremantle's records will be in accordance with designated access and security classifications. Access to the Town of East Fremantle's records by the general public will be in accordance with the Freedom of Information Act 1992 and Town of East Fremantle policy. Access to the Town of East Fremantle's records by Elected Members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.~~

Appraisal, Retention & Disposal of Records

~~All records kept by the Town of East Fremantle will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.~~

- 13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 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**
- 18. CLOSURE**