



AGENDA

Council Meeting

Tuesday, 19 November 2019 at 6.30pm

Disclaimer

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

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 three (3) 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, 19 November 2019 in the Council Chamber, 135 Canning Highway East Fremantle commencing at 6.30pm 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 Whadjuk Nyoongar people as the traditional custodians of the land on which this meeting is taking place and pay my respects to Elders past, present and emerging."

3. RECORD OF ATTENDANCE

3.1 Attendance

3.2 Apologies

3.3 Approved
Cr M McPhail

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

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Meeting of Council (15 October 2019)

8.1 OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 15 October 2019 be confirmed as a true and correct record of proceedings.

8.2 Meeting of Council (22 October 2019)

8.2 OFFICER RECOMMENDATION

That the minutes of the Special meeting of Council held on Tuesday, 22 October 2019 be confirmed as a true and correct record of proceedings.

8.3 Meeting of Council (5 November 2019)

8.3 OFFICER RECOMMENDATION

That the minutes of the Special meeting of Council held on Tuesday, 5 November 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

11.1 Town Planning Committee Meeting (5 November 2019)

File ref	C/MTP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	19 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Town Planning Committee Minutes

Purpose

To submit the minutes and delegated decisions of the Town Planning Committee for receipt by Council and consider an application for development to the rear of Dovenby House.

Executive Summary

The Committee, at its meeting on 5 November 2019, exercised its delegation in five statutory matters where at least four members voted in favour of the Reporting Officer's recommendations or the Executive Manager Regulatory Services supported the amended resolution.

The planning application relating to the relocation of a railway carriage to the rear of Dovenby House and the resulting proposal to amend the current lease agreement between Council and the Perth History Association requires Council's endorsement and the Committee's recommendation is included below.

Consultation

Town Planning Committee.

Statutory Environment

Nil.

Policy Implications

Nil.

Strategic Implications

Nil.

Site Inspection

Not applicable.

Comment

The unconfirmed minutes of the Town Planning Committee meeting are now presented to Council to be received.

11.1 COMMITTEE RECOMMENDATION

That the unconfirmed Minutes of the Town Planning Committee Meeting held on 5 November 2019 be received.



11.2 COMMITTEE RECOMMENDATION

That Council:

- (1) authorise an amendment to the current lease agreement between Council and The Perth History Association Inc for the lease area for Dovenby House to include the surrounding gardens.
- (2) grant approval for proposed railway carriage to be relocated to the rear of the heritage listed building at 135 (Dovenby House) Canning Highway, East Fremantle, as indicated on the plans and information date stamped received 18 October 2019 subject to the following conditions:
 - (a) This is a temporary planning approval which permits the railway carriage to be located as indicated in its nominated location for a period of the lease agreement between the Town and the Perth History Association Inc. At the end of this time the carriage shall be removed (within one (1) month after the termination of the lease) and relocated to another site and all costs associated with the removal and restoration of the carriage are to be borne by the applicant.
 - (b) Upon the removal of the carriage all Council infrastructure and property is to be reinstated and remediated to the satisfaction of the Chief Executive Officer.
 - (c) The applicant to lodge with the Town a five thousand dollar (\$5000) bond for the protection of Council's infrastructure and property. The bond shall be repaid upon the removal of the carriage and all remediation works have been completed to the satisfaction of the Chief Executive Officer.
 - (d) No signage is approved or permitted in regards to this application. Should the applicant wish to install signage, a signage application will be required to be submitted to Council for determination.
 - (e) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
 - (f) All storm water is to be disposed of on site, an interceptor channel installed if required and a drainage plan submitted to the satisfaction of the Chief Executive Officer.
 - (g) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
 - (h) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
 - (i) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council



and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.

- (j) This approval does not relate to other works or uses. A development application is required to be submitted to the Town for any other proposed works or changes of use for the consideration of Council.
- (k) This planning approval is to remain valid for a period of 24 months from date of this approval.
- (l) The carriage is fully restored prior to installation at the site
- (m) The interpretive panels are approved by the Town's Art Advisory Committee

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (v) matters relating to dividing fences are subject to the Dividing Fences Act 1961.*
- (vi) under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document – "An Installers Guide to Air Conditioner Noise".*

TOWN OF
EAST FREMANTLE



MINUTES

Town Planning Committee

Tuesday, 5 November 2019 at 6.34pm

Disclaimer

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

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Copyright

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MINUTES OF THE ORDINARY MEETING OF THE TOWN PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY, EAST FREMANTLE ON TUESDAY 7 NOVEMBER 2019

1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

The Executive Manager of Regulatory Services opened the meeting at 6.34 pm and welcomed members of the gallery.

2. ELECTION OF PRESIDING MEMBER

The Executive Manager of Regulatory Services called for nominations for the position of Presiding Member of the Town Planning Committee.

Cr Harrington nominated Cr Collinson for the position of Presiding Member. Cr Collinson accepted his nomination for this position.

Moved Cr Natale, seconded Cr Nardi

That Cr Collinson be appointed to the position of Presiding Member of the Town Planning Committee for a period of two years

(CARRIED UNANIMOUSLY)

Cr Collinson assumed the Chair.

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. RECORD OF ATTENDANCE

4.1 Attendance

The following members were in attendance:

Cr C Collinson	Presiding Member
Mayor J O’Neill	
Cr T Natale	
Cr J Harrington	
Cr D Nardi	
Cr A Watkins	

The following staff were in attendance:

A Malone	Executive Manager Regulatory Services
K Culkin	Minute Secretary

4.2 Apologies

Nil

4.3 Leave of Absence

Nil



5. MEMORANDUM OF OUTSTANDING BUSINESS

Nil

6. DISCLOSURES OF INTEREST

6.1 Financial

Nil

6.2 Proximity

Nil

6.3 Impartiality

Nil

7. PUBLIC QUESTION TIME

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

Nil

7.2 Public Question Time

Nil

8. PRESENTATIONS/DEPUTATIONS

8.1 Presentations

Nil

8.2 Deputations

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 Town Planning Committee (1 October 2019)

9.1 OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Mayor O'Neill

That the minutes of the Town Planning Committee meeting held on Tuesday 1 October 2019 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

10. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

11. REPORTS OF COMMITTEES

11.1 Community Design Advisory Committee

Prepared by: Andrew Malone, Executive Manager Regulatory Services

Supervised by: Gary Tuffin, Chief Executive Officer

Authority/Discretion: Town Planning Committee

Attachments: 1. Minutes of the Community Design Advisory Committee meeting held on 21 October 2019

PURPOSE

To submit the minutes of the Community Design Advisory Committee meeting held on the 21 October 2019 for receipt by the Town Planning Committee.

EXECUTIVE SUMMARY

The Committee, at its meeting held on 21 October 2019, provided comment on planning applications listed for consideration at the November Town Planning Committee meeting and other applications to be considered in the future. Comments relating to applications have been replicated and addressed in the individual reports.

There is no further action other than to receive the minutes.

11.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP011119

Moved Cr Nardi, seconded Cr Natale

That the Minutes of the Community Design Advisory Committee meeting held on 21 October 2019 be received.

(CARRIED UNANIMOUSLY)



12. REPORTS OF OFFICERS (COMMITTEE DELEGATION)

12.1 Sewell Street No 42 (Lot 315) Proposed two storey alterations and additions

Owner	Douglas and Carolyn Austin
Applicant	Douglas Austin (Brent de Pledge – designer)
File ref	P075/19; SEW42
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	5 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for proposed two storey alterations and additions at No 42 (Lot 315) Sewell Street, East Fremantle.

Executive Summary

The applicant is seeking Council approval for a proposed two storey alterations and additions with the following variations to the Residential Design Code and the Residential Design Guidelines;

- (i) Main Dwelling Side Boundary Setback – 1m required, 0m provided;
- (ii) Studio Side Boundary Setback – only one boundary wall permitted, second boundary wall provided;
- (iii) Garage Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided;
- (iv) Balcony Privacy Setback – 7.5m required, 3.6m provided;
- (v) Privacy Setback – 4.5m required – 3.6m provided; and
- (vi) Overshadowing – up to 25% permitted – 52% provided

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

Background

Zoning: Residential R20
Site area: 508m²

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

Nil

Consultation

Advertising

The application was advertised to surrounding land owners 26 September to 15 October 2019. Two submissions were received.

Submission	Applicant Response	Officer Response
<p>The current proposed property addition is diagonally opposite the rear of our property. Whilst in principal <i>we are</i> very happy to accommodate the needs of neighbours to enjoy their lives, this proposal has created a concern for us. Our concern is the 2nd storey balcony which will overlook our backyard thus creating a privacy issue. Please discuss with the owners our objection and advise a solution. Otherwise we have no issue with the plan layout and hope that the extension improves the function of their home and value of their asset.</p>	<p>I have investigated the neighbours' concerns, however, our proposed balcony is positioned well beyond the 7500mm visual truncation requirement of the R-Codes. Therefore we are not creating any privacy issue with our application.</p>	<p>The proposed design achieves the deemed to comply requirement of Clause 5.4.1 C1.1 I with regards to the rear setback of the balcony from the rear boundary ie. 7.5m required for unenclosed outdoor active habitable spaces, actual setback is greater than 7.5m.</p>
<p>I am writing in relation to the current DA application to extend and renovate the house next door to me. There are a couple of points I would like to enquire about.</p> <ol style="list-style-type: none"> 1. Does this fall within the scope of the standard zoning as it seems to be very large, especially the upstairs being so close to the boundary? 2. Being on the South Side we are particularly concerned by the potential overshadowing. Our rear skillion roof is covered by newly installed solar panels that supply our house with power, I presume that these will not be overshadowed in the winter sun? 3. We have a rear courtyard that is our primary living space. It is very light dependant and we currently pay for our neighbours' trees to be trimmed to allow light into our courtyard. I presume the 	<ol style="list-style-type: none"> 1. The proposed wall heights and lengths comply with the Council policies. The Walk in Robe Upper Floor wall could in fact be setback 1200mm from their boundary however we have increased this to 1416mm. The ground floor walls and staircase wall are positioned in the same location as the existing residence walls. If you refer to sheet 1 of 7 you can easily see the location of the existing residence. Our proposed walls are also located opposite our southern neighbour's extensive parapet walls and therefore would have no visual impact on them. 2. In relation to their overshadowing and rear yard concerns I have clearly indicated in a previous letter dated 8th October 2019 that we have no impact and in fact our design has been sympathetic to their existing residence. I will again point out that their solar panels could have been located a greater distance from their northern boundary to provide 	<ol style="list-style-type: none"> 1. The design has been assessed in accordance with Local Planning Scheme No 3, the Residential Design Codes and the Residential Design Guidelines. Although the proposed design has not achieved all the deemed to comply requirements of the Residential Design Codes or the acceptable development provisions of the Residential Design Guidelines the applicant has demonstrated achievement of design principles/performance criteria related to each and this is an acceptable approach with regards to issues such as setbacks from side boundaries and overshadowing. This is further discussed later in the report. 2. In an attempt to ensure that the rear yard was not overshadowed the development is concentrated in the forward section of the lot which means that there is some overshadowing of the lot and the solar panels. However, the applicant pointed out that at the 21 June at 12 noon 5.93m² or 15.85% of the solar panels are overshadowed by the proposed design. The existing design at 44 Sewell Street (with a parapet wall along the northern boundary) already overshadows the solar panels

<p>overshadowing has been addressed so that it does not ruin our only outdoor space?</p> <p>I understand that there are lots of planning concessions due to the lack of space in this densely populated area. 42 Sewell St house however sits on a large block and has plenty of room to develop the property without the need to press so hard up against our boundary with such a tall structure.</p>	<p>maximum protection from future development or trees being planted.</p> <p>3. In relation to their last comment I find it difficult to understand their concern about our setback from the boundary when we are positioned in the same location as the existing residence opposite their parapet walls. The height of our proposed residence clearly falls within the Council wall height policies. It should also be noted their parapet walls are very extensive occupying 30.27m of their boundary length, this being well above the 9.0m length allowed in the R Codes. Also the average height of these walls is in excess of the R-Code 3.0m average height allowance being an average height of 3.28m for the front wall, 3.972m for the middle wall and 3.6m for the rear wall. I therefore think they are being very unreasonable commenting on our proposal pressing hard up against their boundary when clearly, they have extensive parapet walls hard up against our common boundary which are visually unattractive from our side.</p>	<p>and lot to an amount of 157m² or 61.7%(given that the lot is only 6.135m wide and a total area of 255m²).</p> <p>3. As mentioned above the design has ensured that there is minimal overshadowing of the rear yard of the neighbouring property at 44 Sewell Street by ensuring that the upper storey is located forward of the area occupied by the backyard. It is noted that the open space area for 44 Sewell Street is less than the 50% required by the deemed to comply requirements of the Residential Design Codes.</p>
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Community Design Advisory Committee (CDAC)

The proposed development was referred to CDAC and the following comments were made.

(a) *The overall built form merits;*

- The Committee consider the design as sensitive and sympathetic to the character of the immediate locality.

(b) *The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.*

- The Committee suggest the applicant conducts a review of the current style of the dwelling and additions to confirm that the existing and proposed design are not overtly consistent and to make an attempt to

harmonise the existing design and eras of construction without attempting to introduce faux heritage e.g. finials.

(c) *The relationship with and impact on the broader public realm and streetscape;*

- The Committee note the building could be set back more in the lot, however do believe the setback in this instance is warranted due to the protection to the neighbouring lot's rear outdoor area and solar panels.

(d) *The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;*

- No further comment at this time.

(e) *The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability;*

- The Committee note that the development strongly benefits from northern light. The Committee note the building is located on the southern boundary, there are northerly front windows and overall the building attempts to maximise passive solar design.

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

- No further comment at this time.

Applicant Comment

No comment received.

Officer Comment

CDAC's comments are noted. The applicant has designed a dwelling that is influenced by Hampton style architecture, but retains the existing heritage dwelling at the front. The applicant has attempted to minimise overshadowing of the back yard and solar panels on the neighbouring property, and this has meant that the upper storey development is further forward than normally considered acceptable.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

Town of East Fremantle Local Planning Scheme No. 3 (LPS No. 3)

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

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

- 3.1 *Facilitate sustainable growth with housing options to meet future community needs.*
 - 3.1.1 *Advocate for a desirable planning and community outcome for all major strategic development sites.*
 - 3.1.2 *Plan for a mix of inclusive diversified housing options.*
- 3.2 *Maintaining and enhancing the Town’s character.*
 - 3.2.1 *Ensure appropriate planning policies to protect the Town’s existing built form.*
- 3.3 *Plan and maintain the Town’s assets to ensure they are accessible, inviting and well connected.*
 - 3.3.1 *Continue to improve asset management practices.*
 - 3.3.2 *Optimal management of assets within resource capabilities.*
 - 3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

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

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

Risk Implications

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 approve the proposed development	Possible (3)	Minor (2)	Moderate (5-9)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

Risk Matrix

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

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

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

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Code. A summary of the assessment is provided in the following tables.

Legend (refer to tables below)	
A	Acceptable
D	Discretionary
N/A	Not Applicable

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	6m	11.75m (for new upper storey)	N/A
Secondary Street Setback	-	-	N/A
Lot boundary setbacks			
North garage wall	0m	0m	A
Dining and alfresco	1.5m	3.6m	A
Alfresco - east	1.5m	15.85m	A
Alfresco - south	1m	2.4m	A
Living and staircase - south	1.5m	0.476m	D
WIR	1.2m	1.474m	A
Balcony - south	1.2m	4m	A

Balcony -east	2.8m	18.4m	A
Balcony - north	2.8m	3.636m	A
Master suite/ensuite	3m	3.6m	A
Studio - east	1m	2.085m	A
Studio - north	1.5m	5m	A
Studio	1 side boundary 0m	2 side boundaries 0m	D
Open Space	50%	59%	A
Wall height	6m	5.986m	A
Roof height	9m	8m	A
Setback of Garage	4.5m	5.95m	A
Car Parking	1-2 car bays	2 car bays	A
Site Works	Less than 0.5m	Less than 0.5m	A
Overshadowing	≤25%	52%	D
Privacy setback			
Master suite/ensuite	4.5m	3.6m	D
Balcony	7.5m	3.6m	D
Drainage	On-site	To be conditioned	A

Local Planning Policies Assessment

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

This development application proposes alterations and additions to a Category B heritage listed property. The modifications to the existing dwelling include the addition of a lower storey with a new laundry, kitchen, dining, living and alfresco area. An upper storey addition includes a balcony master suite, robes and ensuite. A studio is also proposed for the rear of the backyard.

Heritage- Category B

The property is heritage listed with a Category B listing on the Town's heritage list. The proposed works compliment, rather than detract from the heritage qualities of this dwelling. The proposed changes are largely concentrated at the rear of this section of the building with the exception of the garage. The upper storey is visible from the street front but attempts to hide most of the development behind the front of the house which retains the simple roof and original front verandah. The flat roofed garage contrasts with the dwelling and is located 1.2m behind the building line and takes up only 30% of the lot frontage. Each element of the proposed additions does not detract from the heritage characteristics, but rather enhances the heritage property and the surrounding streetscape.

Main Dwelling - Southern Boundary Setback

On the southern side of the dwelling a staircase and living room is proposed that is 0.476m away from the southern boundary. The wall is 9.3m long and 5.19m high and requires a setback of 1.5m in accordance with deemed to comply clause 5.1.3 C3.1 i of the Residential Design Codes. The southern wall is close to the boundary wall of the neighbouring property to the south that extends for 23.67m. However it achieves design principles P3.1 in that it uses space effectively and does not result in a loss of privacy or amenity for the neighbouring property.

Studio – Southern Boundary Setback

The rear studio wall extends for 5.04m and has a height of 2.73m. It is located on the southern boundary. In accordance with acceptable development clause 3.7.7.3 A3 of the Residential Design Guidelines, a wall may be situated closer to an adjoining residential boundary than prescribed in R Codes if walls are not higher than 3m and 9m in length to one side boundary, walls are behind the main dwelling, the wall is consistent with character of development in the immediate locality and the wall abuts an existing wall of similar or greater dimensions. In this case it is adjacent to an existing structure in the rear yard of the neighbouring property and has minimal impact on the adjacent site. This variation because it makes more effective use of the available space, there is minimal impact of building bulk on adjoining properties, minimal impact on sunlight and ventilation to the building and open spaces on the site or adjoining properties, there is no overlooking or loss of privacy and it does not have an adverse impact on the amenity of the adjoining property, can be supported.

Roof Pitch of Garage

The carport has a flat roof pitch which does not comply with the acceptable development provisions of the Residential Design Guidelines Clause 3.7.8.3 A4.1 which requires a roof pitch of between 28 and 36 degrees. However, it can be argued that the roof pitch is an acceptable variation as the roof contributes positively to the existing dwelling and is sympathetic to surrounding dwellings in accordance with Performance Criteria Clause 3.7.8.3 P1 & P2. The roof positively contributes to the existing dwelling & eaves complement the eaves of the existing building.

Visual Privacy

There are 2 issues with visual privacy setbacks from the balcony and the master bedroom. In accordance with the deemed to comply clause 5.4.1 C1.1 unenclosed outdoor active habitable spaces (like a balcony) are required to have a minimum privacy setback of 7.5m. Likewise a bedroom is required to have a minimum privacy setback of 4.5m. In this case the balcony has a setback of between 3.6m and 5.1m while the bedroom has a setback of between 3.6m and 4.46m. The northern neighbouring property is zoned mixed use and although currently a commercial property there is the potential for future residential development. However, as the balcony and the bedroom windows overlook the parking and loading area of a commercial property that fronts onto George Street, it is an access lane for the parking and loading zone and as such the variation can be supported (in accordance with Residential Design Codes Clause C1.2 Note: iii).

Overshadowing

The maximum shadow cast on lots in areas where the residential density coding is R20 should be less than 25% in accordance with Clause 5.4.2 of the Residential Design Codes. In this case the overshadowing is equivalent to 52% of the neighbouring site to the south. There are a number of constraints that exist as a result of this neighbouring lot being only 6.135m wide so it is difficult to achieve low levels of overshadowing from double storey dwellings to the north. It should also be noted that considerable overshadowing is caused by the building on the neighbouring lot creating overshadowing from high parapet walls located on the

southern boundary of the lot that is the subject of this report. The neighbouring lot already has overshadowing of 157.6m² or 61.7%.

The proposed upper storey has been designed to ensure that the rear yard of the neighbouring lot is protected from overshadowing.

The high level of overshadowing has a potential impact on the solar panels on the southern property, however, this has been minimised through design of the upper storey and over the course of the whole year there will still be adequate access to sunlight for the majority of solar panels as required by the Residential Design Codes Clause 5.4.2 design principles P2.2. The total overshadowing of the solar panels at 12 noon on at 21 June is 5.93m² or 15.85% of the total area of the solar panels.

Unless the upper storey addition is shifted towards the rear of the lot it is difficult to reduce overshadowing of the solar panels. If this is done then more solar panels and the rear yard of the adjoining property will be overshadowed which this design attempts to prevent. This design presents a compromise between providing adequate sunlight to the rear yard of the neighbouring property and protecting access to existing solar panels on the southern neighbour's roof. With long narrow lots it is difficult to ensure that there is no overshadowing. In this case the proposed level of overshadowing can be supported on the basis that attempts have been made to ensure the rear yard of the neighbouring property receives sunlight and the impact on solar access for the solar panels has been minimised as much as possible given that the solar panel location is very close to the subject property and already in shadow for part of the day due to the design of the dwelling and the location of the solar panels at the neighbouring property at 44 Sewell Street.

Visual Bulk from Street

Although the upper storey sections of the proposed development can be seen from the opposite side of the road, the applicant has requested that an approach is adopted similar to the assessment and approval of 43 Sewell Street, where a double storey extension can be seen from the opposite side of the road.

Although the proposed development does not meet the acceptable development requirements of clause 3.7.2.3 A1.2 ii the existing building remains the dominant element of the design when viewed from the primary street and the streetscape is maintained in accordance with performance criteria 3.7.2.3 P1.1. At the same time the proposed garage does not obscure the existing heritage dwelling in accordance with performance criteria 3.7.2.3 P1.2.

As stated earlier if the design is forced to be further to the rear of the property there is the increased likelihood that this will increase overshadowing of the rear yard and the solar panels, impacting more on the adjoining property which the applicant has attempted to minimise. Based on this and the achievement of performance criteria described above this proposed variation can be supported.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Design Code and the Residential Development Guidelines are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

- Mr Brent de Pledge, designer, attended the meeting on behalf of the owners, to respond to any queries.

12.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP021119:

Moved Cr Nardi , seconded Cr Watkins

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

- (i) Clause 5.1.3 – Residential Design Code – Main Dwelling Side Boundary Setback – 1m required, 0m provided;**
- (ii) Clause 5.1.3 – Residential Design Code – Studio Side Boundary Setback – only one boundary wall permitted, second boundary wall provided;**
- (iii) Clause 3.7.8.3 – Residential Design Guidelines – Garage Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided;**
- (iv) Clause 5.4.1 – Residential Design Code – Balcony Privacy Setback – 7.5m required, 3.6m provided;**
- (v) Clause 5.5.1 – Residential Design Code – Bedroom Privacy Setback – 4.5m required – 3.6m to 4.46m provided;**
- (vi) Clause 5.4.2 - Residential Design Codes - Overshadowing – up to 25% permitted – 52% provided;**
- (vii) Clause 3.7.2.3 – Residential Design Guidelines – Visual Bulk – additions obscured by existing dwelling required , additions towards front of property provided;**

for alterations and additions at No. 42 (Lot 315) Sewell Street, East Fremantle, in accordance with the plans date stamped received 8 October 2019, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council’s further approval.**
- (2) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- (3) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council’s attention.**
- (4) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.**
- (5) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.**
- (6) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.**
- (7) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.**
- (8) This planning approval is to remain valid for a period of 24 months from date of this approval.**

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.***
- (ii) a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.***
- (iii) it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.***
- (iv) all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).***
- (v) matters relating to dividing fences are subject to the Dividing Fences Act 1961.***

(CARRIED UNANIMOUSLY)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 March 2019 this application deemed determined, on behalf of Council, under delegated authority.

12.2 Alexandra Road No 84 (Lot 10) Proposed demolition of existing dwelling and construction of new two storey residence

Owner	Ricky and Liann Cooper
Applicant	Oswald Homes
File ref	P073/19; ALE84
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	5 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for the demolition of an existing dwelling and construction of a new two storey residence at No 84 (Lot 10) Alexander Road, East Fremantle.

Executive Summary

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

- (i) Maximum Wall Height – 6m required, 7m provided;
- (ii) Roof Pitch – 28 to 36 degrees required, 20 and 25 degrees provided;
- (iii) Boundary Setback- Outdoor Kitchen – 1m required, 0.5m provided; and
- (iv) Visual Privacy Setbacks – Front Porch – 7.5m required, 4m to 5m provided.

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

Background

Zoning: Residential R17.5

Site area: 807m²

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

Nil

Consultation

Advertising

The application was advertised to surrounding land owners from 25 September to 11 October 2019. No submissions were received during this period, however the applicant approached the northern neighbouring property owners later, and received signed support for acceptance of an open verandah without privacy screening facing northwards (see later comments in relation to Privacy Setbacks).

Community Design Advisory Committee (CDAC)

The proposed development was referred to CDAC and the following comments were made.

(a) The overall built form merits;

- The Committee commented that the building significantly integrates with the immediate locality and is consistent with the surrounding built form regarding the bulk and scale.

- Concerns were raised regarding the prominence of the garage to the front façade and streetscape (see below).
- (b) *The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.*
- The committee note the design is consistent with the contemporary design form of the wider character of the area.
- (c) *The relationship with and impact on the broader public realm and streetscape;*
- The Committee note that the garage is a prominent design element to the dwelling and front façade and a setback behind the garage behind the study would reduce the building bulk and would result in a better streetscape outcome.
- (d) *The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;*
- No further comment at this time.
- (e) *The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability;*
- The Committee noted the Town's Wood Encouragement Policy and make a recommendation that preference should be given to the use of natural wood materials listed under the policy.
- (f) *The demonstration of other qualities of best practice urban design including "Crime Prevention" Through Environmental Design performance, protection of important view corridors and lively civic places;*
- No further comment at this time.

Applicant Comment

No comment received.

Officer Comment

CDAC's comments are noted. The proposed garage location is in accordance with the Town's Residential Design Guidelines. Dwellings within the Richmond precinct are permitted, under Performance Criteria Clause 3.7.15.3.3 P2, to have garages and carports that are designed to be incorporated into and compatible with the design of the dwelling.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

Town of East Fremantle Local Planning Scheme No. 3 (LPS No. 3)

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

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

- 3.1 *Facilitate sustainable growth with housing options to meet future community needs.*
 - 3.1.1 *Advocate for a desirable planning and community outcome for all major strategic development sites.*
 - 3.1.2 *Plan for a mix of inclusive diversified housing options.*
- 3.2 *Maintaining and enhancing the Town’s character.*
 - 3.2.1 *Ensure appropriate planning policies to protect the Town’s existing built form.*
- 3.3 *Plan and maintain the Town’s assets to ensure they are accessible, inviting and well connected.*
 - 3.3.1 *Continue to improve asset management practices.*
 - 3.3.2 *Optimal management of assets within resource capabilities.*
 - 3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

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

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

Risk Implications

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 approve the proposed development	Possible (3)	Minor (2)	Moderate (5-9)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

Risk Matrix

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

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

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

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

Legend <i>(refer to tables below)</i>	
A	Acceptable
D	Discretionary
N/A	Not Applicable

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	6m	6m	A
Secondary Street Setback	-	-	N/A
Lot boundary setbacks			
Garage	1.0m	1.22m	A
Porch	1.1m	3.99m	A
Ensuite 2 & guest bedroom	1.1m	3.99m	A
Dining	1.5m	7.1m	A
Alfresco	1m	7.2m	A

Master bedroom	2m	10.5m	A
Master bedroom & robe	1m	1.31m	A
Robe & ensuite	1m	1.5m	A
Living	1m	1.5m	A
Kitchen	1m	3.03m	A
WIP & laundry	1.2m	1.5m	A
Upper storey ensuite 3 & bed	1.2m	1.5m	A
Upper storey bed facing rear	2.8m	21.376m	A
Toilet & staircase	1.2m	21.8m	A
Ensuite 3 to rear	1.1m	23.8m	A
Outdoor kitchen	1m	0.5m	D
Pool pump & equipment	1m	9m	A
Retaining wall	1m	1.286m	A
Open Space	50%	54%	A
Wall height	6m	7m	D
Roof height	9m	8.6m	A
Setback of Carport	4.5m	6m	A
Car Parking	2 car bays	2 car bays	A
Site Works	Less than 500mm	Less than 500mm	A
Visual Privacy	7.5m balcony and porch	Less than 7.5m	A
Overshadowing	≤25%	17%	A
Drainage	On-site	To be conditioned	A

Local Planning Policies Assessment

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

This development application proposes the demolition of an existing dwelling and the construction of a new double storey residence. Three variations to the Residential Design Codes and one variation to the Residential Design Guidelines are proposed.

Maximum Wall Height

The lot slopes upwards from west to east and varies from 34.5m to 38.6m above sea level (AHD). This is a significant variation in elevation and as a result the proposed dwelling exceeds the maximum wall height in the north-western corner of the building. At the north-western corner of the building the wall is 7m where it is expected to be 6m in height. However, despite this the dwelling is still below the maximum roof height of

9m as required by Clause 3.7.15.4.1.3 A1.4 of the Residential Design Guidelines which allows the use of Category B maximum heights from Table 3 of the R Codes.

Significant water views from surrounding properties will not be affected by the proposed development, the property meets the privacy and design for climate requirements (it will have to meet the energy efficiency requirements of the building code as part of the building permit approval process) and the subject site is not a battle-axe site. For these reasons the variation to the maximum wall height can be supported.

Roof Pitch

Under the Residential Design Guidelines Clause 3.7.8.3 the roof pitch is expected to be between 28 and 36 degrees in the Richmond precinct. However, in this case the roof pitch is either 20 or 25 degrees. This variation can be supported in accordance with performance criteria 3.7.8.3 P3 and P4. The roof complements the traditional form of surrounding development in the immediate locality and the eaves are sympathetic with the immediate locality in regard to the size of overhang.

Boundary Setback

A built in barbeque and outdoor kitchen is included on the plans and located on the paved area on the northern side of the property. It is 1.7m long, 1m high and 0.5m away from the northern boundary. As such it does not comply with the minimum setback distance of 1m as required by the deemed to comply requirements of Clause 5.1.2 C2.1 i of the Residential Design Codes. However, it is able to achieve the design principles clause 5.1.2 P2.1 as it is not considered to impact on adjoining properties in terms of building bulk or privacy given it is below the height of the dividing fence. In addition it is on the southern side of the boundary in an open area, and therefore does not affect sunlight or ventilation to the neighbouring property. The proposed location of the outdoor kitchen and barbeque can thus be supported.

Privacy Setbacks

A front porch is elevated more than 0.5m above natural ground level but does not achieve the deemed to comply requirements of Clause 5.4.1 C1.1 of the Residential Design Codes. In this case a 7.5m privacy setback is required, however, only a 4m setback is achieved. The applicant received signed support from the neighbouring property owners to the north who were affected by this reduced privacy setback. The case is improved for supporting the acceptance of the design without screening devices that mitigate privacy concerns from the porch because the overlooking is over a roofed carport and a roofed outdoor area behind the carport. The porch looks out to the front and side of the property. In accordance with design principles clause 5.4.1 P1.2 there will be minimal direct overlooking of active outdoor spaces or outdoor living areas of the adjacent dwelling as a result of the view being obscured by boundary fencing and roofing. For these reasons the reduction in the privacy setback from the front porch is supported.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Design Codes and the Residential Development Guidelines are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

- Mr Rick Cooper, owner, attended the meeting to respond to any queries. Mr Cooper responded to the Chair's question, confirming that he would discuss with his builder the use of timber/wood as a building material on this project.

12.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP031119

Moved Mayor O'Neill, seconded Cr Nardi

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

- (i) Clause 5.1.3 – Residential Design Codes – Maximum Wall Height – 6m required, 7m provided;
- (ii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 20 and 25 degrees provided;
- (iii) Clause 5.1.2 – Residential Design Codes – Boundary Setback- Outdoor Kitchen – 1m required, 0.5m provided;
- (iv) Clause 5.4.1 – Residential Design Codes – Privacy Setback – Front Porch – 7.5m required, 4m provided

for a new double storey dwelling at No. 84 (Lot 10) Alexandra Road, East Fremantle, in accordance with the plans date stamped received 15 October 2019, subject to the following conditions:

- (1) Permanently fixed visual screening at least 1.6m high and at least 75% obscure is to be attached to the southern edge of the upper storey balcony.
- (2) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with the Town of East Fremantle's further approval.
- (3) The proposed works are not to be commenced until the Town of East Fremantle has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by the Town of East Fremantle.
- (4) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for the Town of East Fremantle's attention.
- (5) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (6) If requested by the Town of East Fremantle within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (7) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
- (8) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by the Town of East Fremantle and if approved, the total cost to be borne by the applicant. The Town of East Fremantle must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.

- (9) The crossover located on the northern side of the lot is to be removed at the owner's expense and the verge and kerb is to be reinstated to the specifications and satisfaction of the Town of East Fremantle prior to the occupation of the development.
- (10) No approval is granted for a front fence or gate. If a front fence is to be constructed a separate planning approval shall be submitted for the consideration of the Town of East Fremantle.
- (11) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (v) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*

(CARRIED UNANIMOUSLY)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 March 2019 this application deemed determined, on behalf of Council, under delegated authority.

12.3 36-42 Duke Street– Change of Use Application – Office to Consulting Rooms

Applicant	Manotel Pty Ltd
Owner	Manotel Pty Ltd
File ref	P/DUK 36
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone Manager Regulatory Services
Meeting date	5 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a change of use application for the 'Brush Factory' (former Lauder & Howard building) to include consulting rooms in place of the previously approved office for one of the tenancies at 36-42 Duke Street, East Fremantle.

Executive Summary

The application proposes a change of use application for the top floor office to consulting rooms. This use is considered a "D" use within a mixed use zone. A "D" use means that *the use is not permitted unless the Council has exercised its discretion by granting planning approval.*

The following issues are relevant to the determination of this application:

- Is the use appropriate for the zoning?
- Is there sufficient car parking for the proposed use?

It is considered there will be minimal impact on the amenity and car parking in the area and as such the change of use can be supported subject to the conditions of development approval being imposed.

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

1897	Building at 36 Duke Street starts use as a 'Brush Factory';
20 May 1983	Council approves the use of 36 Duke Street for restoration and sale of furniture;
14 June 1983	Council approves use of the building at 42 Duke Street for the manufacture of decorative glass (Freedom Glass);
21 November 1983	Council grants conditional approval for the erection of two signs at 36 Duke Street;
16 April 1984	Council advises Lauder & Howard that it has no objections to repainting the exterior of the building at 36 Duke Street;
16 July 1984	Council approves signs on the façade of 36 Duke Street;
24 April 1986	CEO advises Lauder & Howard that signage on the east wall of the building at 36 Duke Street is approved;
19 June 1995	Council endorses a proposal for an opening to the front wall of the building at 42 Duke Street;
10 July 1995	Building Permit 100/2309 approved for installation of new door frame, doors and side-lights at 42 Duke Street;
24 July 1996	Building Surveyor approves removal of a chimney and portion of a parapet wall from the building at 36 Duke Street;
19 August 1996	Council decides to advise the WAPC that it supports the subdivision and amalgamation of Lots 1, 2 & 3;
10 December 1996	WAPC grants conditional approval to the subdivision & amalgamation;
25 February 1997	Council resolves to rezone 36 Duke Street to Residential Area 2;

June 1997	Conservation Plan prepared for Main Roads Department for 36 & 42 Duke Street;
16 December 1997	WAPC endorses for final approval Diagram 94449 for the subdivision & amalgamation;
21 July 1998	Council resolves to reconsider a proposal to convert existing workshop at 42 Duke Street into 2 workshops;
18 August 1998	Council grants special approval for 2 workshops at 42 Duke Street;
5 May 1999	Building Licence 93/2833 approved for alterations to the building at 42 Duke Street to form 2 separate workshops;
25 August 1999	Storm damages building; roof ends up on Stirling Highway;
3 August 2001	Premier Gallop, MPs, Mayor and CEO & VIPs join in the reopening of Lauder & Howard's antiques;
9 December 2008	Planning Approval granted to redevelop the buildings at 36-42 Duke Street from antique furniture showrooms and workshops to 7 x 1 bedroom apartments, and 5 x 3 bedroom apartments;
15 March 2011	Planning Approval granted to redevelop the buildings at 36-42 Duke Street for a change of use, partial demolition, redevelopment and new construction to accommodate a mixed use residential/arts and entertainment venue;
12 February 2013	Planning Approval granted to amendments to a previously approved planning application, date stamped Approved on 15 March 2011 (Application (P199/10) and to extend the previous planning approval P199/10 for a further 2 years. The previously approved application was for a change of use, partial demolition, redevelopment and new construction to accommodate a mixed use residential/arts and entertainment venue;
16 July 2013	Planning Approval granted to amendments to a previously approved planning application, date stamped Approved on 15 March 2011 (Application (P199/10) for 2 storeys of commercial offices above the approved Jazz Club/ Performance space. Council refused the penthouse apartment located above the 'Brush Factory';
1 October 2013	Planning Approval for a penthouse apartment to be erected on top of the proposed performance space and existing heritage building at the 'Brush Factory (former Lauder & Howard building), 36-42 Duke Street. In addition it considers an application which has been presented to Council with regards to a review of the opening times for the Jazz Club.
7 May 2019	Planning approval for a change of use from office in basement to yoga studio.
2 July 2019	Planning approval for change of use from storage area for tenancy 1 and performing arts/music space for tenancy 4 to office space.

Consultation

Advertising

The application for the proposed change of use was advertised to surrounding properties along Duke Street from 8 to 22 October 2019. No submissions were received.

Community Design Advisory Committee (CDAC)

This application was not referred to the CDAC as this is a change of use application and there are no external changes proposed to the building.

Statutory Environment

Planning and Development Act 2005

Town of East Fremantle Local Planning Scheme No. 3 (LPS No. 3)

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016

Municipal Heritage Inventory - 'A' Category
Fremantle Port Buffer Zone - Area 3

Financial Implications

Nil

Strategic Implications

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

Built Environment

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

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

3.1.1 *Advocate for a desirable planning and community outcome for all major strategic development sites.*

3.1.2 *Plan for a mix of inclusive diversified housing options.*

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

3.2.1 *Ensure appropriate planning policies to protect the Town's existing built form.*

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

3.3.1 *Continue to improve asset management practices.*

3.3.2 *Optimal management of assets within resource capabilities.*

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

Natural Environment

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

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

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

4.1.2 *Plan for improved streetscapes parks and reserves.*

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

4.2.1 *Reduce waste through sustainable waste management practices.*

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

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

Risk	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 approve the proposed	Unlikely (2)	Minor (2)	Low (1-4)	COMPLIANCE Minor regulatory or	Accept Officer Recommendation

change of use resulting in a SAT appeal				statutory impact	
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Risk Matrix

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

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

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

Site Inspection

26 April 2019

Comment

LPS 3 Zoning: Mixed Use
 Site area: 164m²
 Heritage: Category A (LPS3 Heritage List)

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3.

The following issues are relevant to the determination of this application:

- Is the use appropriate for the zoning?
- Is there sufficient car parking for the proposed use?

Proposed Use

It is proposed to change the use of the office on the top floor of the subject building to consultancy rooms with 3 consultants and 1 receptionist. The proposed consulting rooms would be for psychiatry, psychology and occupation therapy for clients with autism. There is not considered a conflict with the existing uses in the building as consulting rooms have relatively low impacts in terms of noise and other issues around amenity. Consulting rooms would be considered an appropriate commercial use in a mixed use zone because of the minimal amenity effects. Under LPS3 consultancy rooms are a 'D' use meaning *that the use is not permitted unless the local government has exercised its discretion by granting planning approval.*

The proposed change of use was advertised to properties along Duke Street in close proximity to the subject property and there were no responses. Council has previously granted approval for a variety of uses within the complex including office space, dance studio and a yoga studio.

The consultants would operate Monday to Friday 8am to 5pm and occasional weeknight sessions 5pm to 8pm and Saturday mornings 9am to 12noon. Approximately 3 to 5 clients would be visiting the consulting rooms at any one time with appointments between 30 minutes and 90 minutes. There would be some variation dependent on the client needs and consultant availability. The consultants also works at other venues, therefore the hours and days of operation will vary. Initially it is expected that the consulting room would only operate with half the number of staff until the referral base is expanded. The hours of operation and the low intensity of use is not considered an issue as all consulting is undertaken inside the rooms. There would be few, if any amenity impacts on the businesses or residential premises that surround the consulting rooms. The increased foot traffic and business activity in proximity to the George Street would be welcome and the proposed change of use helps to activate the subject building and surrounds.

Parking Requirements

Clause 5.8.5 Car Parking and Vehicular Access of TPS3 states:

Car parking in respect of development in the Commercial Zones is to be provided in accordance with the standards set out in Schedule 11 of the Scheme and the specifications in Schedule 4 of the scheme. Where there are no standards for a particular use or development, the local government is to determine what standards are to apply. In its determination of the requirements for a particular use or development which is not listed in Schedule 11 of the Scheme, the local government is to take into consideration the likely demand for parking generated by the use or development.

Furthermore Clause 5.8.7 On-Street Parking states:

The local government may accept immediately adjacent on-street car parking as satisfying part or all of the car parking requirements for development, provided such allocation does not prejudice adjacent development or adversely affect the safety or amenity of the locality.

In terms of parking Schedule 11 of LPS3 requires that consultancy rooms are required to provide 2 spaces for every consulting room and 1 space for every staff member. Information provided by the applicant stated that there would be 4 consulting rooms within the space and 4 staff members including a receptionist, psychiatrist,

psychologist and occupational therapist. Based on these figures there would need to be a total of 12 car bays provided.

The main Brush Factory building is currently comprised of a number of approved uses including commercial offices, residential apartments, dance studio and rehearsal space and a jazz club. A total of 30 car bays are located in publicly accessible undercroft parking on site and 28 are dedicated for commercial purposes. In this case it is stated that the lease area for the consultant rooms is 164m² and 6 car bays. A reduction in office space to 285m² is proposed which would mean that the parking previously allocated to this office space could be re-allocated to the consultant rooms (5 car bays).

Assuming that 5 car bays are made available to the consultant room this leaves a deficit of 7 car bays. However, as stated in the information provided by the applicant there are 2 car bays on Duke Street adjacent to the Brush Factory building, as well as an additional 3 bays located in front of the residential apartments. There is also more parking located on the eastern side of Stirling Highway along Silas Street with easy pedestrian access available via the George Street underpass. In addition there is Council parking available on George Street which is comprised of 10 car bays.

Additionally, all the tenancies in the building have not been filled, and as previously approved there is an ability to utilise car parking made available from the reciprocal parking arrangements that have been in place between the dance studio, yoga, office and consultants' room and the jazz bar that operates in the evenings. Because of the previous approvals relying on reciprocal parking, car parking bays cannot be specifically allocated to uses, however it is envisaged staff would utilise the tandem bays. Patrons to the jazz club at this point in time do not utilise the undercroft parking preferring to utilise the on street car parking in the evening.

A table has been created to summarise the required and available parking.

Parking at the Brush Factory

Use	Area m ²	Parking required	Parking provided- 30 bays in undercroft parking - 28 commercial bays (1 disabled) & 2 for penthouse apartment		Total Available for Each Use
Reduced area of commercial offices 1 car bay per 30m ² net lettable area	285	10 bays	Additional 5 bays available for consulting rooms	Opportunity to use other bays that are not being used from 28 commercial parking bays available within the undercroft parking due to the reciprocal parking agreement	10
Performing Arts		3 bays	3 bays		3
Dance		3 bays	3 bays		3
Yoga studio (health studio) 1 space for every 10m ² net floor area ***	103	12 bays (11 bays for yoga participants & 1 bay for instructor)	7 bays		7 ***

Consulting Room	12 bays	5 bays available 7 required	5
On street parking		5 bays adjacent to the building	
Total			28

****Note that the actual number of car bays that the yoga classes have provided is not consistent with the actual use. The yoga studio is only operating in the mornings and has small class numbers. The use does not create significant parking demand and as a result there are surplus car bays available for use by other tenants outside yoga class times.*

Based on the total onsite parking bays available during the day there is a deficit of 7 car bays for the proposed consulting rooms. However, the shared parking arrangements, as well as off street parking including 5 on street car bays directly adjacent to the subject building as well as parking in Silas Street, Duke and George Street mean that there is sufficient overall parking available to support the consulting rooms. It is essential that the reciprocal parking arrangements that were previously approved are maintained and that no car bays are specifically allocated for specific businesses located within the building. The yoga is an early morning use and there is little demand for parking from this group and other tenancies are currently vacant, so there are many vacant car bays during the day. Given that the jazz club is only open from 5pm Thursday and Friday afternoon and 11am Saturday and Sunday there is no demand from the jazz club during the working week for parking, and car bays can be made available to the other businesses within the building, including the consulting rooms that are the subject of this report.

Conclusion

The proposed change of use from office to consulting rooms is considered an appropriate use for the subject property. There are few, if any amenity impacts and the use will help to activate the street and the property during the hours of operation of the proposed business.

Despite the deficit of 7 car bays on site for the consulting rooms there is sufficient additional street parking available in the surrounding area for clients that will visit the site, as well as under-croft parking that is available to other uses due to the varied opening times of other tenancies.

Given the comments above and the explanation provided the proposed change of use is recommended for approval subject to conditions.

12.3 OFFICER RECOMMENDATION /COMMITTEE RESOLUTION TP041119

Moved Cr Natale, seconded Cr Nardi

That Council grant development approval and exercise its discretion for the change of use from office space to consulting rooms at 36-42 Duke Street (The Brush Factory), East Fremantle, as described on the information and plans date stamped received 1 October 2019 subject to the following conditions:

- (1) Maximum area of the consulting rooms is not to exceed 164m² not including toilets and a maximum of 4 staff (full time equivalent).**
- (2) The reciprocal car parking arrangements as previously approved are to remain in place with all car parking to be made available to all commercial uses within the building.**
- (3) All other conditions as previously endorsed by Council are to be complied with unless modified by this proposal.**
- (4) Works are to be constructed in conformity with the drawings and written information in relation to use accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council’s further approval.**

- (5) The building is to be kept clean and free of graffiti and vandalism at all times and any such graffiti or vandalism to be remedied within 24 hours to the satisfaction of the Chief Executive Officer.
- (6) No signage is approved under this change of use application. A separate application is required for signage. All signage is to comply with the Town's Signage Design Guidelines Local Planning Policy 3.1.3.
- (7) With regard to plans submitted with respect to a building permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
- (8) The proposed use is not to be commenced until all conditions attached to this planning approval have been finalised to the satisfaction of the Chief Executive Officer in consultation with relevant officers.
- (9) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (10) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a building licence is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (iv) *under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document—"An Installers Guide to Air-Conditioner Noise"*
- (v) *the approval does not include approval of any advertising signage. A separate development application is required for any signage proposal.*

(CARRIED UNANIMOUSLY)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 March 2019 this application deemed determined, on behalf of Council, under delegated authority.

12.4 Locke Crescent No 26 (Lot 4986) Proposed alterations and additions

Owner	Robeson Architects
Applicant	Lauren & Joel Ridley
File ref	P077/19; LOC26
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	5 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is to consider a planning application for proposed alterations and additions at No 26 (Lot 4986) Locke Crescent, East Fremantle.

Executive Summary

The applicant is seeking Council approval for proposed alterations and additions to an existing dwelling with the following variations to the Residential Design Codes and the Residential Design Guidelines;

- (v) Dwelling Side Boundary Setback – 1m required, 0m provided;
- (vi) Garage Width – 30% maximum width, 44% provided;
- (vii) Garage Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided.

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

Background

Zoning: Residential R17.5
Site area: 1047m²

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

Nil

Consultation

Advertising

The application was advertised to surrounding land owners from 8 to 23 October 2019. No submissions were received.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC as there were minimal streetscape impacts as development is focused on the rear of the property.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005
Residential Design Codes of WA
Town of East Fremantle Local Planning Scheme No. 3 (LPS No. 3)

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

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

- 3.1 *Facilitate sustainable growth with housing options to meet future community needs.*
 - 3.1.1 *Advocate for a desirable planning and community outcome for all major strategic development sites.*
 - 3.1.2 *Plan for a mix of inclusive diversified housing options.*
- 3.2 *Maintaining and enhancing the Town’s character.*
 - 3.2.1 *Ensure appropriate planning policies to protect the Town’s existing built form.*
- 3.3 *Plan and maintain the Town’s assets to ensure they are accessible, inviting and well connected.*
 - 3.3.1 *Continue to improve asset management practices.*
 - 3.3.2 *Optimal management of assets within resource capabilities.*
 - 3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

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

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

Risk Implications

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 approve	Possible (3)	Minor (2)	Moderate (5-9)	COMPLIANCE Minor regulatory or	Accept Officer Recommendation

the proposed development				statutory impact	
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Risk Matrix

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

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

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

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Code. A summary of the assessment is provided in the following tables.

Legend (refer to tables below)	
A	Acceptable
D	Discretionary
N/A	Not Applicable

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	6m	No change	A
Secondary Street Setback	-	-	N/A
Lot boundary setbacks			
Bed 1/WIR	1m	0m	D
Ensuite - east	1m	1m	A
Ensuite - north	1.1m	2.303m	A
Pool wall	1m	1m	A
Open Space	50%	73%	A
Wall height	6.5m to top of external wall	<6.5m	A
Roof height	8.1m	<8.1m	A
Setback of Garage	4.5m	>4.5m	A
Car Parking	1-2 car bays	2 car bays	A
Site Works	Less than 0.5m	Less than 0.5m	A
Overshadowing	≤25%	13%	A
Drainage	On-site	To be conditioned	A

Local Planning Policies Assessment

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

This development application proposes alterations and additions at 26 Locke Crescent. Two variations are requested to the requirements of the Residential Design Guidelines and one variation is requested to the requirements of the Residential Design Codes.

Side Boundary Setback

The master bedroom and walk in robe is located on the south eastern side boundary. It does not achieve the deemed to comply requirements of Clause C3.1i of the Residential Design Code that requires a minimum setback of 1m. The wall is 7.7m long and 3.5m high and although it is located on the boundary it achieves a

number of design principles. As such this variation can be supported based on design principles Clause 5.1.3.P3.1;

- (i) Makes effective use of space for enhanced privacy of occupants and outdoor living areas
- (ii) There is minimal impact of building bulk on adjoining properties
- (iii) There is adequate sun and ventilation and minimal impact on the neighbouring property
- (iv) No overlooking or loss of privacy
- (v) Does not have an adverse effect on the amenity of the adjoining property
- (vi) Positively contributes to the prevailing development in the local planning framework.

The proposed development was advertised to the affected neighbouring property, but no submissions were received. For these reasons the reduced side boundary setback for the master bedroom is supported.

Garage Width

The alterations to the dwelling include a narrowing of the existing garage from 8.5m to 6.5m. The old width represented 59% of the lot width. The new width represents 44% of the lot width which is more than the 30% required by the Residential Design Guidelines clause 3.7.17.3.3. However, this variation is considered acceptable under performance criteria 3.7.17.3.3 P3 because the garage is incorporated into existing dwelling in such a manner that there is a reduction in the visual impact on the streetscape due to its reduced width. The fact that the garage is lower than the street and the dwelling is located on an angle to the street rather than being parallel also minimises the impact of the garage width. The proposed garage width is therefore supported.

Roof Pitch

The master bedroom and ensuite has a roof pitch of approximately 3 degrees which does not comply with the acceptable development provisions of the Residential Design Guidelines Clause 3.7.8.3 which requires a roof pitch of between 28 and 36 degrees. However, it can be argued that the roof pitch of 3 degrees is an acceptable variation as the roof contributes positively and complements the existing dwelling and the eaves complement the existing dwelling in accordance with Performance Criteria Clause 3.7.8.3 P1 and P2. The proposed roof pitch is therefore supported.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Design Code and the Residential Development Guidelines are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

12.4 OFFICER RECOMMENDATION /COMMITTEE RESOLUTION TP051119

Moved Cr Natale , seconded Cr Watkins

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

- (i) Clause 5.1.3 – Residential Design Code – Lot Boundary Setbacks- master bedroom and ensuite – 1m required, 0m provided;**
- (ii) Clause 3.7.17.3.3 – Residential Design Guidelines -Garage width – 30% required, 44% provided;**
- (iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 3 degrees provided;**

for alterations and additions at No. 26 (Lot 4986) Locke Street, East Fremantle, in accordance with the plans date stamped received 1 October 2019, subject to the following conditions:

- (1) The maximum height of the wall of bedroom 1 and walk in robe located on the boundary shall be 3.504m as shown on the plans.
- (2) The wall of bedroom 1 and the walk in robe is to be constructed in consultation with the owners of the adjoining lot in regards to the exterior wall finish and colour.
- (3) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
- (4) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.
- (5) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
- (6) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (7) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (8) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
- (9) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (10) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*

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- | |
|---|
| <p><i>(iv) all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).</i></p> <p><i>(v) matters relating to dividing fences are subject to the <u>Dividing Fences Act 1961</u>.</i></p> <p style="text-align: right;"><i>(CARRIED UNANIMOUSLY)</i></p> |
|---|

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 March 2019 this application deemed determined, on behalf of Council, under delegated authority.

12.5 Jerrat Drive, Reserve 7800 (Lot 15722) – Proposed refurbishment works – East Fremantle Lawn Tennis Club

Applicant	East Fremantle Lawn Tennis Club Inc.
Owner	Town of East Fremantle
File ref	P069/19, R/RSB3
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone Manager Regulatory Services
Meeting date	5 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

This report considers an application for proposed refurbishment works to the existing East Fremantle Lawn Tennis Club located at Reserve 7800 (Lot 15722) Jerrat Drive, East Fremantle. Under the Swan and Canning Rivers Management Act, the Department of Biodiversity, Conservation and Attractions (DBCA) is the determining authority for proposed developments in areas abutting the Swan River. However, since the subject site is on land reserved for 'Parks and Recreation' and the facility operates under a lease issued by Council to the tennis club, it is necessary for Council to consider its position in respect to the application.

Executive Summary

The proposed development on this site includes a new entry canopy, widening of entry steps, a southwards extension of a roofed deck from the hall, the replacement of existing timber joinery with aluminum joinery including sliding or bi-fold doors leading to the deck, replacement of existing shade cloth with sheeted roof and lined ceiling over an existing alfresco area, as well as an increase in the size of the existing car park (although no new car bays are provided).

There are a number of issues that need to be considered in light of the proposed refurbishment of the tennis club building including;

- Connection to the sewerage;
- Future plans for the area; and
- Viability of the proposal in light of the previous 2 points

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

July 2017 - Structural condition inspection was carried out by Structerre on behalf of the East Fremantle Lawn Tennis Club – some requirement for repairs and maintenance identified and it was recognised that it has been over 20 years since the last major renovation had been undertaken on the building.

April 2018 – preliminary discussions and presentation of proposed redevelopment of EFLTC
2018 - 20 year lease between EFLTC and the Town signed

May 2019 - Hit up wall gained building approval.
Some hard courts have recently been resurfaced

Consultation

Advertising

The application for the proposed refurbishment was advertised to surrounding properties from 9 to 25 September 2019. No submissions were received.

Community Design Advisory Committee (CDAC)

This application was not referred to CDAC.

Statutory Environment

Planning and Development Act 2005

Town of East Fremantle Local Planning Scheme No. 3 (LPS No. 3)

Metropolitan Region Scheme

Swan and Canning Rivers Management Act 2006

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

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

Built Environment

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

- 3.1 Facilitate sustainable growth with housing options to meet future community needs.*
 - 3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.*
 - 3.1.2 Plan for a mix of inclusive diversified housing options.*
- 3.2 Maintaining and enhancing the Town's character.*
 - 3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.*
- 3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.*
 - 3.3.1 Continue to improve asset management practices.*
 - 3.3.2 Optimal management of assets within resource capabilities.*
 - 3.3.3 Plan and advocate for improved access and connectivity.*

Natural Environment

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

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

Risk Implications

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 refuse the proposed development	Possible (3)	Minor (2)	Moderate (5-9)	COMPLIANCE Short term non-compliance but with significant regulatory requirements imposed	Accept Officer Recommendation

Risk Matrix

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

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

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

Site Inspection

A site inspection was carried out.

Comment

LPS 3 Zoning: Reserved for parks and recreation
 Site area: 2600m²
 Heritage: Nil

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Planning and Development Act (2005).

The proposed refurbishment of the building involves changes that will modernise the building and allow for improved traffic flow through the carpark. The club intends to use the refurbishment as a means to attract new members and to update facilities for existing members. Sporting clubs such as the EFLTC are important elements of the community and the Town does not want to prevent the club from growing and increasing membership.

In 2018 a new 20 year lease was signed between the tennis club and the Town. Following this the tennis club formed a committee to investigate redevelopment of the site. A number of informal ideas were proposed as part of the staged redevelopment of the building and site; including refurbishing the existing building, improving the amenities available at the Club, accommodating other clubs within the site, such as the Fremantle Table Tennis Club and constructing a completely new clubroom facility to accommodate the tennis club and other clubs. The Town will assess any future developments on the individual merits of that proposal.

The following issues are relevant to the determination of this application.

Proposed Building

There are no significant planning concerns with the proposed changes to the building. The height of the building is not being altered and nor is there a significant increase the bulk of the building. The roof is currently 3.4m from ground level and the plans do not show any increase beyond this. The entry canopy proposed to the south of the building is below the height of the existing roof and is an open structure. There is an extension proposed 3.2m northwards of the deck area, but this is concealed from Preston Point Road by the existing building. A change of roofing materials to the north east of the building (from shade cloth to Colorbond sheeting) is proposed and again this is generally concealed from Preston Point Road by the existing building. The roof is being extended to the west by 0.7m. Painting and rendering of the building walls, in a white colour is also included in the plans. These works are considered minor works which improve the aesthetics of the building. The proposed changes to the building can be supported as they will not impact on neighbouring properties.

Signage

Limited signage is also being proposed. Signage is being added to the western wall of the main building with text reading East Fremantle Tennis Centre; and Fremantle Taoist Tai Chi Centre. There is additional signage on the western edge of the entry canopy that reads Fremantle Tennis Centre. The signage is considered minimalistic and as a result can be supported.

Connection to Sewerage

Connection to the sewerage is an important consideration owing to the proximity of the club buildings to the Swan River, however, this is not being considered as part of this stage of the redevelopment process. It has been acknowledged in communication between the club, Town and the DBCA that a delay to the connection of sewerage may be considered owing to the cost of the infrastructure and broader plans for the area.

The Town is preparing a masterplan for the adjoining playing fields and community and sporting facilities including East Fremantle Yacht Club, E J Chapman Playground, Henry Jeffrey Oval, I G Handcock Playground, Preston Point Reserve/Chapman Oval, and Tricolore Community Centre. This masterplan will identify current uses and facilities, future requirements and opportunities for the area. In addition to this there is the future redevelopment of the Leeuwin Barracks, plans of which are still to be discussed, finalised and approved.

Future redevelopment of the site beyond what is proposed here should be integrated into this plan and include the installation of a reticulated sewerage connection that links with the broader sewerage and infrastructure plans for the whole area.

Given that in the short term there will be no significant increase in the number of members of the club it is considered that the redevelopment that is the subject of this report should be supported subject to the connection of the club when stage 2 of the redevelopment process goes ahead.

The redevelopment which is the subject of this report is estimated to be worth approximately \$250000. The connection of the buildings to the sewerage network including the installation of pumps to push effluent uphill would cost the Club a considerable amount of money. The proposed redevelopment is being partially funded by a grant however, if the sewerage is required to be connected then the proposal could not be completed and the costs will increase well beyond what is currently required. Given that the building is owned by the Town and there is a requirement to protect the Swan River it is proposed to impose a condition that would require the connection of sewerage as part of a stage of development where there is a potential increase in the footprint of the buildings and in turn a greater number of people visiting the tennis club and other clubs that would be part of the future expansion of facilities. It is not economically viable for a single club with limited resources to install a sewerage connection and complete this prior to other important plans being released that will provide a better picture of the infrastructure that is required for the area.

It is therefore considered prudent that the proposed development be supported, but subject to a requirement that the Town will not accept any increase in the footprint of the development beyond what is being considered here without connection to mains sewerage.

Parking Requirements

In terms of parking, the kerbing on the western edge of the existing car park is proposed to be shifted to the west, but there is not any increase in the number of car bays in the car park (currently 39 bays). It is noted that the vision for the club that was presented to the Town in 2018 showed proposals that included expanded parking that accompanied additional building on site and a greater number of groups/clubs being considered as users of the site, however, this is not part of the current proposal. It is noted that there is additional parking available to the west of the tennis club near the East Fremantle Lacrosse Club & East Fremantle Cricket Club when these car bays are not being used, as well as parking along Petra Street. One of the concerns related to parking is the fact that there are peak periods (often weekends) when the parking is in heavy use, but there are significant periods when the car parking area is empty, including periods during the week, and in the evenings outside times when the tennis club is operating. Parking can be a significant expense for community and voluntary groups when considering redevelopment of existing buildings and parking is considered the least important issue to deal with and the least valuable element of any design proposals. It is considered prudent that future expansion of the footprint of the club's facilities should require additional parking to be provided. In this case the proposed refurbishment of the existing building should not require an increase in parking bays as there is no increase in the building size and there is the same occupancy requirement.

Conclusion

The proposed redevelopment is considered appropriate for the subject property as there are few amenity impacts from the proposed redevelopment. Given the comments above and the explanation provided the proposed redevelopment is recommended for approval to the DBCA subject to conditions.

OFFICER RECOMMENDATION:

That Council recommend support for the proposal to the Department of Biodiversity, Conservation and Attractions for the redevelopment of the East Fremantle Lawn Tennis Club buildings at Reserve 7800 (Lot 15722) Jerrat Drive, East Fremantle, as described on the information and plans date stamped received 23 August 2019 subject to the following conditions:

- (1) The existing septic tank is to be serviced and certified by a qualified plumber to ensure the system is operating in accordance with the Public Health Regulations.
- (2) The applicant shall undertake discussions with the Town, Department of Biodiversity Conservation and Attractions and sewerage providers and prepare plans to the satisfaction of each party for the connection of the club buildings within 3 years of the date of this approval.
- (3) Parking shall be shared between all the clubs and uses undertaken within the subject property.
- (4) All vegetation on site is to be retained. If vegetation is required to be removed then an application shall be made for the consideration of the Town of East Fremantle.
- (5) Works are to be constructed in conformity with the drawings and written information in relation to use accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
- (6) The building is to be kept clean and free of graffiti and vandalism at all times and any such graffiti or vandalism to be remedied within 24 hours to the satisfaction of the Chief Executive Officer.
- (7) No additional signage is approved other than that indicated on the approved plans date stamped 26 August 2019. A separate application for additional signage is required to be made to the Town for consideration by the Town's officers. All signage is to comply with the Town's Signage Design Guidelines Local Planning Policy 3.1.2.
- (8) With regard to plans submitted with respect to a building permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
- (9) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (10) If requested by Council within the first two years following installation, the roofing is to be treated to reduce reflectivity. The treatment is to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the East Fremantle Lawn Tennis Club.
- (11) The approval is to remain valid for a period of 24 months from date of the approval.

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) the application for a building licence is to conform with the DBCA approved plans unless otherwise approved by Council.*
- (iii) all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (iv) under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document—"An Installers Guide to Air-Conditioner Noise".*

12.5 ALTERNATIVE MOTION/COMMITTEE RESOLUTION TP061119

Moved Cr Nardi , seconded Cr Natale

That Council recommend support for the proposal to the Department of Biodiversity, Conservation and Attractions for the redevelopment of the East Fremantle Lawn Tennis Club buildings at Reserve 7800 (Lot 15722) Jerrat Drive, East Fremantle, as described on the information and plans date stamped received 23 August 2019 subject to the following conditions:

- (1) The existing septic tank is to be serviced and certified by a qualified plumber to ensure the system is operating in accordance with the Public Health Regulations.
- (2) The applicant shall undertake discussions with the Town, Department of Biodiversity Conservation and Attractions and sewerage providers and prepare plans to the satisfaction of each party for the connection of the club buildings within 3 years of the date of this approval.
- (3) Parking shall be shared between all the clubs and uses undertaken within the subject property.
- (4) All vegetation on site is to be retained. If vegetation is required to be removed then an application shall be made for the consideration of the Town of East Fremantle.
- (5) Works are to be constructed in conformity with the drawings and written information in relation to use accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
- (6) The building is to be kept clean and free of graffiti and vandalism at all times and any such graffiti or vandalism to be remedied within 24 hours to the satisfaction of the Chief Executive Officer.
- (7) No additional signage is approved other than that indicated on the approved plans date stamped 26 August 2019. A separate application for additional signage is required to be made to the Town for consideration by the Town's officers. All signage is to comply with the Town's Signage Design Guidelines Local Planning Policy 3.1.2.
- (8) With regard to plans submitted with respect to a building permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
- (9) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (10) If requested by Council within the first two years following installation, the roofing is to be treated to reduce reflectivity. The treatment is to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the East Fremantle Lawn Tennis Club.
- (11) The approval is to remain valid for a period of 24 months from date of the approval.

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *the application for a building licence is to conform with the DBCA approved plans unless otherwise approved by Council.*
- (iii) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*

- (iv) under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document–“An Installers Guide to Air-Conditioner Noise”.**
- (v) that the East Fremantle Lawn Tennis Club ensures sufficient funds are available for future sewer connection**

(CARRIED UNANIMOUSLY)

The Executive Manager, Regulatory Services supported the alternative motion.

Note:

As 4 Committee members voted in favour of the Reporting Officer’s recommendation, pursuant to Council’s decision regarding delegated decision making made on 19 March 2019 this application deemed determined, on behalf of Council, under delegated authority.

12.6 Canning Highway 135 (Dovenby House) Temporary installation of a Railway Train Carriage

Owner	Town of East Fremantle
Applicant	The Perth History Association Inc.
File ref	P/CAN135
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting date	5 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for the temporary installation of a train carriage for use in association with the Victory Garden at Dovenby House, No 135 Canning Highway, East Fremantle.

Executive Summary

The applicant is seeking Council approval for the installation of a railway train carriage at the subject property. The Perth History Association Inc. has purchased the carriage, which will be moved to Thornlie for inspection and restoration prior to it being moved to the rear of Dovenby House for superficial restoration, including painting and internal fit-out. It is proposed to locate the carriage at the rear of Dovenby House for the duration of the lease between The Perth History Association Inc. and the Town.

There has been no assessment of the carriage with regards to land use or car parking requirements, as the proposal does not change the existing use of the building (Dovenby House) and is not considered to increase the car parking demand. The heritage value and character of the building has been assessed and will be discussed below.

It is considered that this proposal can be supported subject to the temporary nature of the proposal (subject to lease agreements) and the inclusion of planning conditions.

Background

The carriage is known as a 'Brake van', and would have tailed a locomotive providing a secondary lever brake to slow a train in an emergency. The Brake van was usually staffed for this purpose, and also contained high value cargo like mail. Whilst East Fremantle does not have a direct association with railways and trains in general, they do form part of the broader history of Fremantle Port and shipping.

It is proposed to locate the carriage in that location for the duration of the lease.

Consultation

Advertising

The proposal was advertised to the landowner of the Post Office and the tenant of the Police Station. No submissions were received.

Community Design Advisory Committee (CDAC)

This application was not referred to CDAC.

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

Town of East Fremantle Local Planning Scheme No. 3 (LPS No. 3)

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

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

- 3.1 Facilitate sustainable growth with housing options to meet future community needs.*
 - 3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.*
 - 3.1.2 Plan for a mix of inclusive diversified housing options.*
- 3.2 Maintaining and enhancing the Town's character.*
 - 3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.*
- 3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.*
 - 3.3.1 Continue to improve asset management practices.*
 - 3.3.2 Optimal management of assets within resource capabilities.*
 - 3.3.3 Plan and advocate for improved access and connectivity.*

Natural Environment

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

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

Risk Implications

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 approve the proposed development	Possible (3)	Minor (2)	Moderate (5-9)	COMPLIANCE Some temporary non-compliances	Accept Officer Recommendation

Risk Matrix

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

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

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

Site Inspection

A site inspection was undertaken, with Mr Harley (Perth Museum) and Mr Gallagher (Operations Manager) in attendance.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Town Planning Scheme No. 3 and the Town's Local Planning Policies. The subject site is zoned 'Town Centre'. Approval is sought for location of the carriage to the rear of Dovenby House. The works include full internal and external refurbishment, with the carriage sitting on railway sleepers/ gravel base.

Offsite Restoration of the carriage will be undertaken by The Perth History Association Inc. (Perth Museum). Inspection and restoration works will take place at a commercial hard-stand in Thornlie. These works include:

- termite inspection and treatment if required;
- asbestos inspection and treatment if required;
- power washing; and
- any major carpentry or repairs.

All major works and any use of noxious chemicals will occur offsite. The works proposed to occur at the rear of Dovenby are finishing works that will entail light sanding and repainting. Works will occur during business hours and be aesthetic in nature.

The proposed carriage has been assessed as per the relevant Council planning requirements. No additional car parking other than that allocated to Dovenby House (three bays) is being provided on-site. The parking allocation is considered to comply with the Town Centre development requirements and the existing use of the building. The primary development issue regards the heritage and amenity impact to the building and Town Centre.

Compliance with LPS No.3

Council adopted the LPP Town Centre Redevelopment Guidelines to provide detailed guidance for development within the Town Centre Zone. This Policy varies the Scheme standards in respect to plot ratio, height, density and car parking. The LPP also contains additional design guidelines and requirements which complement the General Provisions of the Scheme. Notwithstanding the Policy the proposal has also been assessed against the provisions of the Scheme. The assessment also considered Deemed Provisions Clause 67 of the Planning and Development Regulations '*Matters to be considered by local government*' and the proposal is considered to comply with the provisions.

Zone Objectives of the Scheme

The subject site is contained within the Town Centre Zone which has the following objectives (clause 4.2);

- *To provide for a range of commercial shopping, civic and community facilities to meet the day to day needs of the community and which will contribute towards the vibrancy of the Town.*
- *To encourage the development of a consolidated Town Centre, which will provide a focus for the community and exhibit a high standard of urban design in keeping with the historical character of the Town.*
- *To enhance pedestrian connectivity to and within the Town Centre, so as to facilitate the safe and convenient movement of local residents, and enhance the viability of Town Centre businesses.*
- *To ensure the location and design of vehicular access and parking facilities do not detract from the character or integrity of the Town Centre or the streetscapes which define the centre.*

It is considered that the proposal meets the above Zone Objectives of the Scheme and Clause 67 of the Planning and Development Regulations.

Compliance with LPP- Town Centre Redevelopment Guidelines

An assessment of the proposal has been undertaken as per the Town Centre Redevelopment Guidelines. The proposal is generally a satisfactory response to the heritage status of the existing building and is consistent with the provisions of the LPP – Town Centre Redevelopment Guidelines.

The proposal is of a height, bulk and scale that it does not constitute over development of the site. The proposal is sympathetic to the original building.

Subject to conditions the application is considered to meet all relevant statutory planning provisions of the Scheme and Local Planning Policy.

Heritage

Dovenby House is on the Town's Heritage List and categorised as Category 'A' on the Municipal Inventory. The proposed carriage is completely detached from the building and is located to the rear of the garden area. Overall, it is considered that the carriage does not significantly impact on the heritage elements of the property or the wider Town Hall precinct.

A heritage assessment by Council Officers has been undertaken. An assessment of the heritage significance of the building, as well as the potential impact the proposal will have on the property is detailed below.

The proposed location of the carriage in relation to the historic building (Dovenby House) will have minimal negative impact on the heritage values of the existing building. The proposed carriage from what can be ascertained, was constructed in Lancashire England in 1896. It entered service in Western Australia soon after, later running under the Code FA64. In 1964 it was purchased by the Midland Railway Company and was rebranded Z40816. The historic nature of the carriage will not impact on the presentation of the surrounding heritage buildings and will have a positive impact on the character and precinctual qualities of the Town Centre as an amalgamation of heritage buildings including the adjoining buildings of the Police Station and Dovenby House.

The Town Hall, Dovenby House and the Police Station have all now been either partially or full refurbished. The Old Post Office was also recently sold and will soon be refurbished and utilised as offices. The four buildings make a distinctive heritage location. The addition of the heritage train carriage will continue the heritage theme within the surrounds of the Town Hall.

In a refurbished form, the proposal will have minimal impact on the aesthetic value of Dovenby House. The additional space provided by carriage will support the proposed Victory Garden. The Victory Garden will be open to the public and will help to communicate the Town's history of productive urban gardening during WW2.

Lease

Subject to Council approval authorisation is required to alter the Licence Agreement for Dovenby House, between the Town of East Fremantle and the Perth History Association Inc. trading as "Museum of Perth". This would include the Victory Garden and the area for the carriage.

Conclusion

In conclusion the proposed installation of the train carriage is sympathetic to the character of the heritage building and consistent with the heritage character of the surrounding buildings. The proposal is recommended for approval subject to conditions.

OFFICER RECOMMENDATION:

That Council:

- (1) authorise an amendment to the current lease agreement between Council and The Perth History Association Inc for the lease area for Dovenby House to include the surrounding gardens.
- (2) grant approval for proposed railway carriage to be relocated to the rear of the heritage listed building at 135 (Dovenby House) Canning Highway, East Fremantle, as indicated on the plans and information date stamped received 18 October 2019 subject to the following conditions:
 - (a) This is a temporary planning approval which permits the railway carriage to be located as indicated in its nominated location for a period of the lease agreement between the Town and the Perth History Association Inc. At the end of this time the carriage shall be removed (within one (1) month after the termination of the lease) and relocated to another site and all costs associated with the removal and restoration of the carriage are to be borne by the applicant.
 - (b) Upon the removal of the carriage all Council infrastructure and property is to be reinstated and remediated to the satisfaction of the Chief Executive Officer.
 - (c) The applicant to lodge with the Town a five thousand dollar (\$5000) bond for the protection of Council's infrastructure and property. The bond shall be repaid upon the removal of the carriage and all remediation works have been completed to the satisfaction of the Chief Executive Officer.
 - (d) No signage is approved or permitted in regards to this application. Should the applicant wish to install signage, a signage application will be required to be submitted to Council for determination.
 - (e) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
 - (f) All storm water is to be disposed of on site, an interceptor channel installed if required and a drainage plan submitted to the satisfaction of the Chief Executive Officer.
 - (g) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
 - (h) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
 - (i) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
 - (j) This approval does not relate to other works or uses. A development application is required to be submitted to the Town for any other proposed works or changes of use for the consideration of Council.
 - (k) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (v) matters relating to dividing fences are subject to the Dividing Fences Act 1961.*
- (vi) under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document – "An Installers Guide to Air Conditioner Noise".*

Moved Cr Watkins, Seconded Cr Nardi

The adoption of the officer's recommendation.

(LOST 2:4)

Amendment

Moved Mayor O'Neill, seconded Cr Harrington

That the following additional conditions be included:

- (l) the carriage is fully restored prior to installation at the site**
- (m) the interpretive panels are approved by the Town's Art Advisory Committee**

(CARRIED 4:2)

The substantive motion, as amended, was put.

12.6 SUBSTANTIVE MOTION/COMMITTEE RESOLUTION TP071119

Moved Cr Natale, Seconded Cr Nardi

That Council:

- (1) authorise an amendment to the current lease agreement between Council and The Perth History Association Inc for the lease area for Dovenby House to include the surrounding gardens.**
- (2) grant approval for proposed railway carriage to be relocated to the rear of the heritage listed building at 135 (Dovenby House) Canning Highway, East Fremantle, as indicated on the plans and information date stamped received 18 October 2019 subject to the following conditions:**
 - (a) This is a temporary planning approval which permits the railway carriage to be located as indicated in its nominated location for a period of the lease agreement between the Town**

- and the Perth History Association Inc. At the end of this time the carriage shall be removed (within one (1) month after the termination of the lease) and relocated to another site and all costs associated with the removal and restoration of the carriage are to be borne by the applicant.
- (b) Upon the removal of the carriage all Council infrastructure and property is to be reinstated and remediated to the satisfaction of the Chief Executive Officer.
 - (c) The applicant to lodge with the Town a five thousand dollar (\$5000) bond for the protection of Council's infrastructure and property. The bond shall be repaid upon the removal of the carriage and all remediation works have been completed to the satisfaction of the Chief Executive Officer.
 - (d) No signage is approved or permitted in regards to this application. Should the applicant wish to install signage, a signage application will be required to be submitted to Council for determination.
 - (e) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
 - (f) All storm water is to be disposed of on site, an interceptor channel installed if required and a drainage plan submitted to the satisfaction of the Chief Executive Officer.
 - (g) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
 - (h) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
 - (i) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
 - (j) This approval does not relate to other works or uses. A development application is required to be submitted to the Town for any other proposed works or changes of use for the consideration of Council.
 - (k) This planning approval is to remain valid for a period of 24 months from date of this approval.
 - (l) The carriage is fully restored prior to installation at the site
 - (m) The interpretive panels are approved by the Town's Art Advisory Committee

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) it is recommended that the applicant provides a Structural Engineer’s dilapidation report, at the applicant’s expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
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- (vi) under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document – “An Installers Guide to Air Conditioner Noise”.*

(CARRIED 4:2)

13. REPORTS OF OFFICERS (COUNCIL DECISION)

Nil.

14. MATTERS BEHIND CLOSED DOORS

Nil.

15. CLOSURE OF MEETING

There being no further business, the Presiding member declared the meeting closed at 7.50 pm

I hereby certify that the Minutes of the ordinary meeting of the Town Planning Committee of the Town of East Fremantle, held on 5 November 2019, Minute Book reference 1. to 15. were confirmed at the meeting of the Committee on:

.....

Presiding Member

12. REPORTS

12.1 PLANNING

12.1.1 Endorsement of Draft Local Planning Strategy as Suitable for Public Advertising

File ref	LPS1; TPR3
Prepared by	Stacey Towne, Urban Project Planner
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	19 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Draft Town of East Fremantle Local Planning Strategy – Part 1: Local Planning Strategy2. Draft Town of East Fremantle Local Planning Strategy – Part 2: Background Information and Analysis

Purpose

The purpose of this report is for Council to consider initiation of the approval process for the attached Draft Town of East Fremantle Local Planning Strategy 2019 under the provisions of Part 3 – Local Planning Strategies of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which includes seeking certification from the Western Australian Planning Commission (WAPC) to commence advertising for public comment.

Executive Summary

The Draft Local Planning Strategy (LPS) has been prepared by the Town of East Fremantle (the Town) pursuant to the *Planning and Development (Local Planning Schemes) Regulations, 2015* (the Regulations). Once finally approved and endorsed by the WAPC, this LPS will supersede the Town of East Fremantle Local Planning Strategy 2003 (LPS 2003) and will guide the review of Local Planning Scheme No. 3.

Earlier attempts to review LPS 2003 commenced in 2012-13, however, a number of events led to that not proceeding to finalisation at that time. This latest Draft LPS has been developed taking into consideration the previous LPS review work and has also been informed by a number of recent strategic reports, studies and community surveys undertaken by (or on behalf of) the Town.

In accordance with the WAPC's *Local Planning Manual (2010)*, this Draft LPS has been developed in two parts as follows:

- Part 1 – Local Planning Strategy; and
- Part 2 – Background Information and Analysis.

The Draft LPS provides strategies and actions according to the following broad themes: Housing – additional dwellings; Heritage, Character and Urban Design; Commercial/Economy/Employment; Open Space and Community; Social Wellbeing; Environment and Sustainability; and Transport, Traffic and Infrastructure.

Subject to the WAPC's certification, the Draft LPS will be advertised for public comment. Any submissions will then be considered and assessed and the documents may be modified before

adoption. Council will then reconsider the documents. The WAPC must also endorse the LPS, which may require further modifications before approval is finalised.

Background

Regulation 65(2) provides the review periods for existing schemes prepared under the Regulations. For schemes gazetted prior to 18 October 2010, these were to be reviewed in 2017. The Town of East Fremantle Local Planning Scheme No. 3 was gazetted on 3 December 2004 and should soon be reviewed. In accordance with Part 3 of the Regulations, the Town is to prepare a LPS for its Local Planning Scheme.

In accordance with regulation 67 of the regulations, Council at its ordinary Meeting held on 18 September 2018, adopted a Report of Review for Local Planning Scheme No. 3 and resolved to advise the WAPC that:

1. *The Town of East Fremantle Local Planning Scheme No. 3 requires review, a new Local Planning Scheme No. 4 should be prepared, and Local Planning Scheme No. 3 be repealed upon gazettal of the new local planning scheme; and*
2. *The Town of East Fremantle Local Planning Strategy (2003) is not satisfactory in its present form and is currently in the process of review, it should be repealed and a new strategy prepared in its place.*

Previous Local Planning Strategy Documents

LPS 2003 has been the subject of a review process since 2012-13 and a draft was most-recently advertised for public comment between 30 April 2016 and 23 May 2016. Council's consultant at that time prepared a report on submissions in August 2016, however, this has not been considered by Council and no further action has taken place to date.

The development of a relevant LPS has been somewhat stymied by delays that have occurred during the statutory planning process, complicated further by the State Government's now defunct proposals for Local Government reform (including amalgamation), changes to the State government planning framework and guidelines as well as further studies being undertaken by the Town of East Fremantle and others over that timeframe.

The Town of East Fremantle also proposed a number of changes to Local Planning Scheme No. 3 (through omnibus Amendment 10) to support the initial drafts of the LPS, however, these were partially rejected by the Minister for Planning indicating a need to make further adjustments.

A number of years have passed since the inception of the initial draft LPS, and although modifications have been made over that time, the draft LPS advertised in April/May 2016 is not considered to fully represent best planning practice and desired strategic community outcomes. Subsequently, a number of elements within the previous draft LPS require modification and this new LPS has been prepared with particular focus on:

- Identification of higher density residential development investigation areas in specific strategic locations;
- Less emphasis on dual residential coding;
- Mixed use areas to include an increased residential function; and
- Development of planning tools that emphasise consideration of design matters.

Scope

A LPS is a high level strategic planning document that sets a long-term (10 to 20 year) planning framework for the Town, addressing social, environmental and economic factors which effect land use and development. Desired outcomes associated with the LPS will inform and guide statutory provisions within the Local Planning Scheme which, together with Council's Local Planning Policies, will assist in its implementation.

The Regulations provide that a local planning strategy must:

- Set out the long term planning directions for the local government;
- Apply State and regional planning policy that is relevant to the strategy; and
- Provide the rationale for any zoning or classification of land under the local planning scheme.

Approval Process

In accordance with Regulation 13 of the Regulations, this LPS is to be advertised for not less than 21 days inviting the public and public authorities to view the LPS and to make submissions. It is intended that advertising will be undertaken beyond the statutory requirement of 21 days and a full engagement plan will be carried out.

The Town of East Fremantle will consider and review the LPS in light of any submissions and may support it without modification, or with proposed modifications to address any issues raised. This decision is conveyed to the WAPC, who within 60 days of its receipt unless otherwise approved, may endorse the LPS without modification, endorse the LPS with some or all of the modifications if proposed by the Town of East Fremantle, require the Town of East Fremantle to make other specific modifications, or refuse to endorse the LPS.

When the LPS is endorsed (final approval) by the WAPC it is to be published in a manner the WAPC considers appropriate. The Town of East Fremantle must ensure a copy of the LPS is made available for public inspection at its offices and may also publish a copy on its website. Once it has been finalised, the LPS may be amended by the Town of East Fremantle, however, any changes must also be endorsed by the WAPC.

Consultation

1. Consultation relating to a number of strategic planning and development projects (some yet to be finalised) over the last few years has contributed to informing the development of this Draft LPS, including:
 - The previous LPS review documents that were advertised for public comment in 2013 and again in 2016 following substantial changes required by the WAPC.
 - Direction from the WAPC/Minister for Planning with regard to Amendments 10 and 11.
 - Town of East Fremantle Strategic Community Plan 2017-2027.
 - Town of East Fremantle Community Perceptions Scorecards, April 2017 and March 2019.
 - Amendments 14 and 15 (Roofing 2000 and Royal George Hotel site, respectively).
 - Town of East Fremantle Recreation and Community Facilities Strategy (2016).
 - Town of East Fremantle Foreshore Management Plan (2016).
 - Town of East Fremantle Public Art Strategy (2017).
 - Leeuwin Vision Plan (2016).
 - Town of East Fremantle Public Health Plan 2018-22 (2018).
 - Disability Access and Inclusion Plan 2016-2026 (2017).
 - East Fremantle Oval Precinct Revitalisation Vision (2019).
 - Preston Point Road North Facilities Master Plan.

- The Integrated Traffic Management and Movement Strategy.
- 2. Planning staff has also met with officers from other agencies and adjoining Local Governments including the City of Melville; the City of Fremantle; Water Corporation; and Department of Planning, Heritage and Lands.
- 3. Subject to WAPC certification, this LPS is to be advertised for not less than 21 days in accordance with Regulation 13 of the Regulations inviting the public and public authorities to view the LPS and to make submissions. Council may consider a more lengthy consultation period.

Statutory Environment

Planning and Development Act, 2005

Planning and Development (Local Planning Schemes) Regulations, 2015

Policy Implications

As a result of recommended actions within the Draft LPS and further investigations, review and/or new local planning policy is likely to be required to address a number of matters.

Financial Implications

Subject to WAPC certification of this Draft LPS, a communication plan will be implemented to provide information and seek public comments during the advertising period. Further to the statutory advertising requirements this may involve additional costs associated with producing and distributing a flyer, holding community information sessions and the like.

Once finally approved, a number of recommended LPS strategic actions will involve further investigation studies and development of new and/or revised local planning tools. These are likely to involve appointment of consultants and a number of Council staff hours.

Strategic Implications

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

Built Environment

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

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

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

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

3.3.1 Continue to improve asset management practices.

3.3.2 Optimal management of assets within resource capabilities.

3.3.3 Plan and advocate for improved access and connectivity.

Natural Environment

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

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

Leadership and Governance

A pro-active, approachable Council which values consultation, transparency and accountability.

- 5.1 *Strengthen organisational accountability and transparency.*
 - 5.1.1 *Strengthen governance, risk management and compliance.*
 - 5.1.2 *Ensure an effective engagement process is undertaken with community and stakeholders.*
 - 5.1.3 *Improve the efficiency and effectiveness of services.*
- 5.2 *Proactively collaborate with the community and other stakeholders.*
 - 5.2.1 *Foster and promote strategic collaborative relationships with neighbouring LGAs, NGOs, State and Federal government representatives and agencies.*
- 5.3 *Strive for excellence in leadership and governance.*
 - 5.3.1 *Deliver community outcomes through sustainable finance and human resource management.*
 - 5.3.2 *Improve organisational systems with a focus on innovation.*
 - 5.3.3 *Increased focus on strengthening and fostering a positive customer service experience.*

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 adopt the draft LPS to be advertised for public comment.	Possible (3)	Moderate (3)	Moderate (5-9)	COMPLIANCE Minor regulatory or statutory impact	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

Site Inspection

Not applicable

Details

Parts 1 and 2 of the Draft LPS are attached to the agenda and are outlined as follows:

Part 1 – Local Planning Strategy

This shows how the LPS vision, principles and objectives relate to the strategic priorities and principles for decision making as outlined in the *Town of East Fremantle Strategic Community Plan 2017-2027*. It provides the overall spatial strategy plan for the strategic planning future of the Town, together with a set of key strategic actions on relating to broad themes such as Housing – Additional Dwellings; Heritage, Character and Urban Design; Commercial/Economy/Employment; Open Space and Community; Social Wellbeing; Environment and Sustainability; and Transport. A number of further studies and investigations are identified (some already in progress) prior to statutory changes being initiated through the local planning scheme or other planning mechanisms.

The LPS generally promotes:

- Future development of the Leeuwin Barracks site subject to appropriate controls.
- Investigation of specific areas and sites for higher density to achieve the State's additional dwellings target (urban corridors, commercial centres, within walking catchments corridors/centres and rationalisation of areas/sites with existing high density development).
- Low density to attract and retain families and protect heritage and character.
- Town Centre as the main focus of commercial activity; the importance of the George Street Mixed Use area as a Local Centre with special character; seeking a better understanding of the future requirements for the Canning Highway Mixed Use Zone area; and recognition of the future role of the Petra Street District Centre.

- Seeking opportunities to sustainably consolidate recreational and community facilities provision.
- Protecting and celebrating the Swan River and its surrounds.
- Looking at ways to address climate change and sustainability.
- Ensuring that land uses, activities and facilities are well connected throughout the Town with appropriate linkages to those that extend beyond Town boundaries.

Part 2 – Background Information and Analysis

This provides the base on which the strategy has been developed. It identifies the State's strategic planning and policy direction which is to be followed and the implication this has on the Town of East Fremantle in a local sense. It also describes the local geographical setting, population changes and constraints and considerations for future development.

Communication Plan

Subject to certification by the WAPC, the Draft LPS will be advertised for public comment. A communication/engagement plan will be developed to ensure that the East Fremantle community is well-informed of the Draft LPS proposals; how the LPS was developed; the process involved in its approval; and how the community can provide comments and suggestions prior to final approval being considered. In addition to the statutory advertising requirements, elected members have expressed an interest to provide an extended advertising period beyond 21 days and to also involve some form of information and feedback session/s for the public to attend.

Comment

The Town of East Fremantle is the second smallest local government in Metropolitan Perth and Peel and provides for a distinctive and well sought-after lifestyle. Its heritage and character is highly valued in the local and wider community and this is a major consideration in planning and decision making for the future.

This Draft LPS has a strong focus on residential land use and the associated activities and services that are needed to support existing and future population. In addition to this local focus, the Town of East Fremantle recognises its role and responsibilities in relation to the Swan River, which has important regional significance.

This Draft LPS aims to maintain the attributes that make the Town a desirable residential environment, while accommodating the broader regional objectives set by the WAPC through its various State, regional and sub-regional planning policies and strategies. Of particular relevance is the need to provide opportunities to achieve the State Government's long term housing target of 890 additional dwellings (as detailed in *Directions 2031 and Beyond* and *Perth and Peel @ 3.5 million*) whilst upholding the local community aspirations of maintaining and preserving a high quality residential living environment, a sense of place and the heritage character of the area.

The Draft LPS addresses the State's additional dwelling target through identification of investigation areas in urban consolidation areas according to the *Central Sub-regional Planning Framework* principles. In general terms, the approach has been to identify and investigate strategic sites that may be developed for increased residential density, primarily based on activity centres/hubs and corridors/transit oriented development principles whilst being mindful of heritage, cultural, environmental and social impacts. Some development is also expected through incremental landfill opportunities (although recognised as limited).

A new urban area at the Leeuwin Barracks site will provide opportunity to well exceed the additional dwelling target in the medium to long term. Whilst supporting development of this site, the Town of East Fremantle is keen to ensure that future State and local planning controls (yet to be determined) will deliver outcomes that benefit the locality and the community as a whole. It is imperative that development design and form is respectful of the Town's identity and amenity and that final on-the-ground development delivers social, community and economic benefits without overburdening the financial and servicing capacity of the Town.

The strategies and actions put forward in this Draft LPS recognise the need to apply and implement State planning direction in a local situation, in a manner that considers local community values and visions for the future. As an outcome of this Draft LPS, direction will be provided to inform future changes/review of Local Planning Scheme No. 3 together with changes/new local planning policies and other local planning implementation tools.

12.1.1 OFFICER RECOMMENDATION

That Council:

- 1. endorse the Draft Town of East Fremantle Local Planning Strategy November 2019 as attached to the agenda as suitable for public consultation;**
- 2. in accordance with Part 3, Section 12 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, forward the Draft Town of East Fremantle Local Planning Strategy November 2019 to the Western Australian Planning Commission to seek certification to allow advertising to proceed; and**
- 3. upon receipt of certification from the Western Australian Planning Commission, make the necessary arrangements to advertise the Draft Town of East Fremantle Local Planning Strategy November 2019 in accordance with Part 3, Section 13 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

12.2 FINANCE

12.2.1 Monthly Financial Report (Containing the Statement of Financial Activity) – October 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:	19 November 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Monthly Financial Report for the Period Ended 31 October 20192. Capital Works Report3. Explanation of Variance in 19/20 Budget Opening Funds (Net Current Assets)

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 October 2019.

Executive Summary

A Monthly Financial Report workbook has been developed to provide 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 2019/20 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2019/20 for reporting material variances shall be:

- (a) 10% of the amended budget; or*
- (b) \$10,000 of the amended budget.*

whichever is greater. In addition, that the material variance limit be applied to total revenue and expenditure for each Nature and Type classification and capital income and expenditure in the Statement of Financial Activity.

The monthly Financial Report is appended and includes the following:

- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature and Type
- Notes to the Statement of Financial Activity including:
 - Statement of capital acquisitions and capital funding

- Significant Accounting Policies
- Explanation of Material Variances
- Net Current Funding Position
- Cash and Investments
- Budget amendments
- Receivables
- Cashed Back Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants and Contributions

The attached Monthly Financial 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

Executive Leadership Team

Statutory Environment

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare its Statement of Financial Activity.

Expenditure from the municipal fund not included in the annual budget must be authorised in advance by an absolute majority decision of Council pursuant to section 6.8 of the *Local Government Act 1995*.

Fees and charges are imposed under section 6.16 of the *Local Government Act 1995*. If fees and charges are imposed after the annual budget has been adopted, local public notice must be provided before introducing the fees or charges pursuant to section 6.19 of the *Local Government Act 1995*.

Policy Implications

Significant Accounting Policies are adopted by Council on an annual basis. These policies are used in the preparation of the statutory reports submitted to Council.

Financial Implications

Material variances are disclosed in the Statement of Financial Activity.

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)
Inadequate oversight of the financial position of the Town may result in adverse financial trends	Rare (1)	Major (4)	Low (1-4)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation

Risk Matrix

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

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

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

Comment

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

	Original Budget	Year to Date Budget - October	October Actuals
Opening Surplus	758,451	758,451	951,855
Operating Revenue	10,632,263	9,119,478	8,952,461
Operating Expenditure	(12,141,244)	(4,263,619)	(3,727,254)
Capital Expenditure	(3,816,857)	(1,800,518)	(530,633)
Capital Income	919,567	328,747	349,656
Net Transfers from Reserves	1,182,814	(20,000)	(16,511)
Non-Cash Items	2,465,204	816,601	533,061
Closing Surplus	0	4,939,139	6,512,636
Unrestricted Cash			4,678,585
Restricted Cash			2,210,687

- Rates were levied in the month of July – this explains the healthy closing surplus as accrued revenue is significant compared to the fixed costs that have been incurred in the first few months of the financial year;
- Depreciation, plant cost recoveries and activity based cost distributions have been processed;
- A Capital Works Report is 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;
- 66% of total rates levied (including arrears) were collected by the end of October. The due date for rates was the 6 September. Final notices have been issued. Second Instalments have also been issued, with a due date of 8 November 2019.

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

Budget Variations – 19/20 Budget Opening Funds (Net Current Assets)

The 2019/20 Budget was prepared based on an opening fund position (net current assets at start of year) of \$758,451 (see Rate Setting Statement/Note 2 of the Statutory Budget). The Annual Financial Statements are nearly finalised for 2018/19, with the actual net current assets carried forward estimated at \$775,201. A reconciliation of the variance in the net current asset position is provided as attachment 3.

In essence, three capital works projects were identified as an accrued expense as part of the construction of the 2019/20 Annual Budget. However, in finalising the Annual Financial Report and following discussion with the Auditors, the accruals were reversed as these projects were not completed by 30 June, and that the outstanding balance against these contracts would be invoiced in 2019/20. This treatment has resulted in a nil budget against these projects in 2019/20. Further, ‘Trade and Other Payables’ were understated as part of the estimation of the opening fund position, explained by the following:

There was circa \$1.3m in open purchase orders as at 30 June – the Town allowed processing of all June invoices through to the mid part of August (in prior years, processing of June Invoices was

cut off by the second week of July and any invoices received after this date were allocated to the new financial year)

There are also some minor consultancy budgets that were not carried over, and these amounts need to be reinstated.

The above has resulted in a budget deficiency in 2019/20, giving rise to the following recommended budget variations. The approved budget variations from the August and September Council Meetings have also been included in the schedule, to provide Council with a complete picture of all amendments to the 2019/20 Budget. Further, a number of project reallocations are recommended within the footpath and road budgets to reflect condition assessments.

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

The two main funding strategies proposed are:

1. funding of the Glasson Park Public Toilet from the Strategic Asset Management Reserve – the expenditure is consistent with the purpose of this Reserve.
2. a reduction in the Budget for the Business Improvement Program from \$266,611 to \$66,611. Part I of Council Resolution 040719 (July 2019 OCM) quarantined this budget on the provision that the Business Improvement Plan be presented to Council for consideration. It is requested that Council release the balance of this funding (\$66,611) as Management wish to implement an Agenda and Minutes solution (circa \$26k) and digital payroll solution (circa \$40k). Both of

these systems can be integrated with other enterprise systems should the Town change its core systems into the future.

12.2.1 OFFICER RECOMMENDATION

That Council:

1. receives the Monthly Financial Report (Containing the Statement of Financial Activity) for the month ended 31 October 2019.
2. notes the municipal surplus of \$6,512,636, which comprises of \$4,678,585 in unrestricted cash, as at 31 October 2019.
3. receives the Capital Works Report.
4. pursuant to section 6.8 of the *Local Government Act 1995*, approve the following variations to the 2019/20 Budget, resulting in a reduction in net current assets of (\$9,661) as at 30 June 2020:

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

5. with respect to Council Resolution number 040719, authorise the release of \$66,611 against account number E04208 Strategic and Business Planning, to enable the Town to implement identified business solutions.

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 October 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 October 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 October 2019 of \$6,512,636.

Items of Significance

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

	%	Amended			
	Collected /	Annual		YTD Budget	YTD Actual
	Completed	Budget			
Significant Projects					
Road Resurfacing Program	0%	\$ 1,314,300	\$	1,232,800	\$ 1,450
Footpath Program	7%	\$ 247,132	\$	-	\$ 17,826
Carpark Projects	1%	\$ 494,000	\$	494,000	\$ 2,932
Grants, Subsidies and Contributions					
Commonwealth Home Support Programme	52%	\$ 722,683	\$	361,342	\$ 376,509
Roads to Recovery Non-Operating Grant	0%	\$ 60,000	\$	-	\$ -
Regional Road Group Grant	40%	\$ 821,867	\$	328,747	\$ 328,747
		\$ 782,683	\$	361,342	\$ 376,509
Rates Levied	98%	\$ 8,045,480	\$	8,015,480	\$ 7,853,581

% Compares current ytd actuals to annual budget

Financial Position

	Current Year
Adjusted Net Current Assets	\$ 6,512,636
Cash and Equivalent - Unrestricted	\$ 4,678,585
Cash and Equivalent - Restricted	\$ 2,210,687
Receivables - Rates	\$ 3,383,083
Receivables - Other	\$ 198,059
Payables	\$ 1,129,995

% 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

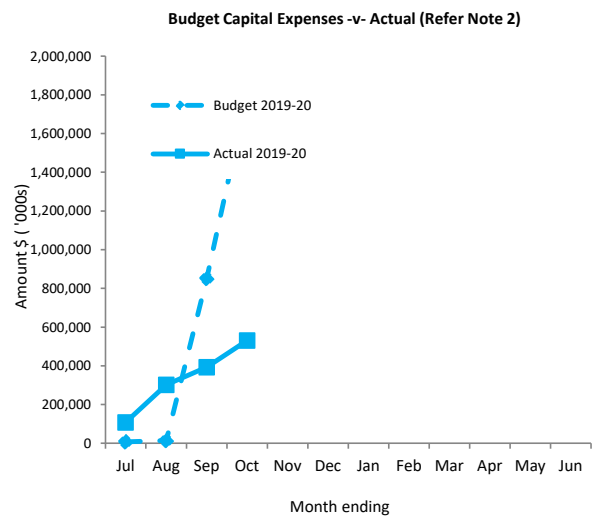
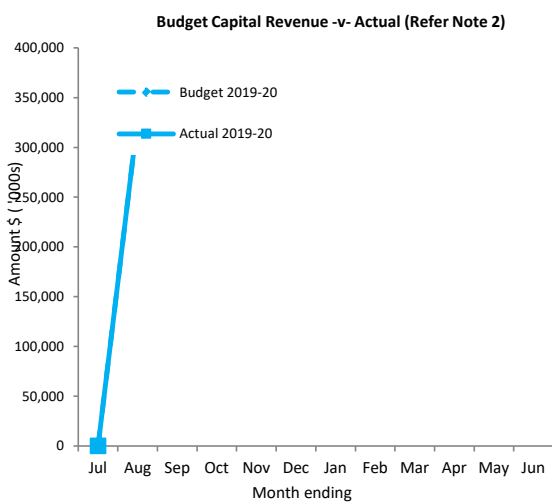
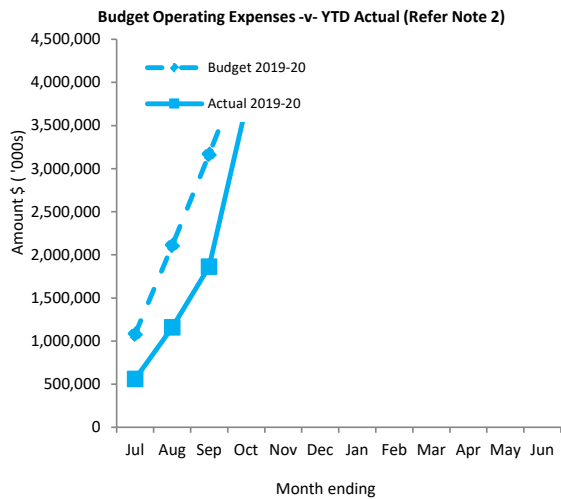
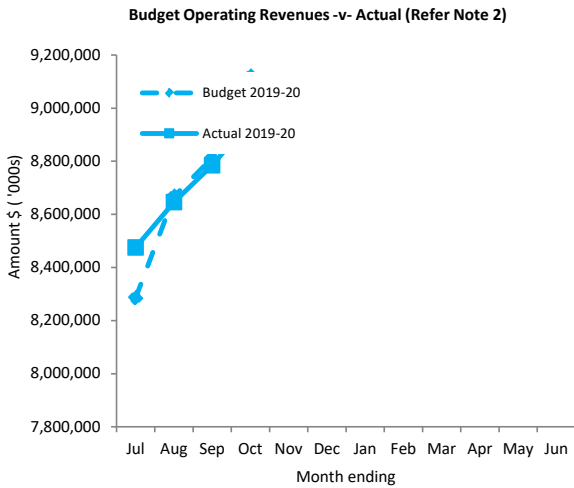
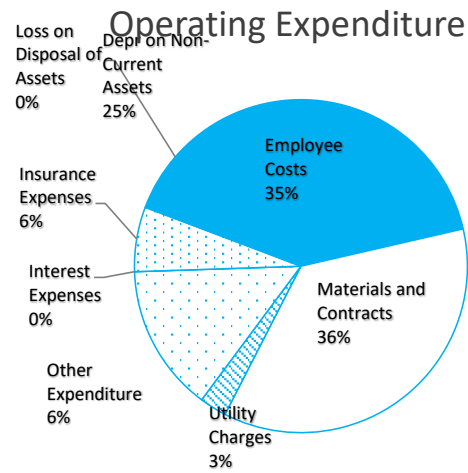
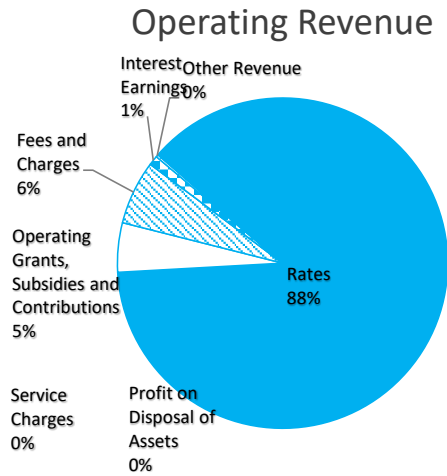
Preparation

Prepared by:

Reviewed by: Peter Kocian

Date prepared:

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



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 October 2019

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	758,451	758,451	758,451	951,855	193,404	25%	
Revenue from operating activities								
Governance		10,000	10,000	3,333	4,082	749	22%	
General Purpose Funding - Rates	9	8,045,480	8,451,394	8,196,292	8,021,473	(174,819)	(2%)	
General Purpose Funding - Other		405,914				0		
Law, Order and Public Safety		33,700	33,700	2,900	12,671	9,771	337%	
Health		14,400	14,400	4,800	10,025	5,225	109%	
Education and Welfare		819,933	819,933	393,758	432,330	38,572	10%	
Housing		85,140	85,140	28,380	26,932	(1,448)	(5%)	
Community Amenities		194,000	194,000	110,667	115,073	4,407	4%	
Recreation and Culture		509,884	509,884	200,301	174,130	(26,172)	(13%)	▼
Transport		360,744	360,744	128,024	111,923	(16,101)	(13%)	▼
Economic Services		79,000	79,000	26,333	31,407	5,074	19%	
Other Property and Services		74,068	74,068	24,689	12,414	(12,275)	(50%)	▼
		10,632,263	10,632,263	9,119,478	8,952,461			
Expenditure from operating activities								
Governance		(1,256,860)	(1,256,860)	(503,982)	(404,951)	99,031	20%	▲
General Purpose Funding		(161,878)	(161,878)	(53,959)	(107,458)	(53,499)	(99%)	▼
Law, Order and Public Safety		(173,561)	(173,561)	(59,746)	(57,294)	2,452	4%	
Health		(191,298)	(191,298)	(65,056)	(61,448)	3,608	6%	
Education and Welfare		(1,043,896)	(1,043,896)	(374,435)	(371,417)	3,018	1%	
Housing		(50,200)	(50,200)	(17,533)	(18,529)	(996)	(6%)	
Community Amenities		(2,854,492)	(2,854,492)	(963,180)	(965,868)	(2,688)	(0%)	
Recreation and Culture		(3,590,406)	(3,590,406)	(1,238,835)	(713,503)	525,333	42%	▲
Transport		(2,544,657)	(2,544,657)	(848,219)	(886,987)	(38,768)	(5%)	
Economic Services		(121,878)	(121,878)	(40,626)	(35,796)	4,830	12%	▲
Other Property and Services		(152,316)	(152,316)	(98,047)	(104,002)	(5,956)	(6%)	
		(12,141,442)	(12,141,444)	(4,263,619)	(3,727,254)			
Operating activities excluded from budget								
Add back Depreciation		2,472,904	2,472,904	824,301	533,061	(291,240)	(35%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(7,700)	(7,700)	(7,700)	0	7,700	(100%)	
Amount attributable to operating activities		2,465,204	2,465,204	816,601	533,061			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	11	881,867	881,867	328,747	328,747	0	0%	
Proceeds from Disposal of Assets	8	37,700	37,700	0	20,909	20,909		▲
Land and Buildings		(477,385)	(488,105)	(45,385)	(173,978)	(128,593)	(283%)	▼
Infrastructure Assets - Roads		(1,314,300)	(1,314,300)	(1,232,800)	(1,450)	1,231,350	100%	▲
Infrastructure Assets - Public Open Space		(396,720)	(446,000)	(28,333)	(43,330)	(14,997)	(53%)	▼
Infrastructure Assets - Footpaths		(247,132)	(247,132)	0	(17,826)	(17,826)		▼
Infrastructure Assets - Drainage		(100,000)	(100,000)	0	(15,255)	(15,255)		▼
Infrastructure Assets - Other		(393,000)	(433,000)	0	(10,808)	(10,808)		▼
Infrastructure Assets - Carparks		(494,000)	(494,000)	(494,000)	(2,932)			
Plant and Equipment		(319,320)	(219,320)	0	(257,750)	(257,750)		▼
Furniture and Equipment		(75,000)	(75,000)	0	(7,304)	(7,304)		
Amount attributable to investing activities		(2,897,290)	(2,897,290)	(1,471,772)	(180,977)			
Financing Activities								
Transfer from Reserves	7	1,242,814	1,242,814	0	0	0		
(Transfer to Reserves)	7	(60,000)	(60,000)	(20,000)	(16,511)	3,489	17%	▲
Amount attributable to financing activities		1,182,814	1,182,814	(20,000)	(16,511)			
Closing Funding Surplus(Deficit)	3	0	(2)	4,939,139	6,512,636			
Check against Net Current Assets					6,512,636			-0

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

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

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2019

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus (Deficit)	3	\$ 758,451	758,451	758,451	\$ 951,855	\$ 193,404	25%	▲
Revenue from operating activities								
Rates	9	8,045,480	8,045,480	8,015,480	7,853,581	(161,899)	(2%)	
Operating Grants, Subsidies and Contributions	11	1,171,341	1,171,341	428,844	432,446	0	1%	
Fees and Charges		1,124,467	1,124,467	553,396	561,326	7,931	1%	
Interest Earnings		221,000	221,000	101,000	83,974	(17,026)	(17%)	▼
Other Revenue		62,275	62,275	20,758	21,134	376	2%	
Profit on Disposal of Assets	8	7,700	7,700	0	0			
		10,632,263	10,632,263	9,119,478	8,952,461			
Expenditure from operating activities								
Employee Costs		(4,126,285)	(4,126,285)	(1,413,264)	(1,305,114)	108,150	8%	
Materials and Contracts		(4,427,824)	(4,427,826)	(1,475,939)	(1,346,788)	129,152	9%	
Utility Charges		(320,000)	(320,000)	(106,667)	(98,155)	8,512	8%	
Depreciation on Non-Current Assets		(2,472,904)	(2,472,904)	(824,301)	(533,061)	291,240	35%	
Insurance Expenses		(167,605)	(167,605)	(167,605)	(234,137)	(66,532)	(40%)	▼
Other Expenditure		(626,824)	(626,824)	(275,843)	(210,000)	65,843	24%	▲
Loss on Disposal of Assets	8	0	0	0	0			
		(12,141,442)	(12,141,444)	(4,263,619)	(3,727,254)			
Operating activities excluded from budget								
Add back Depreciation		2,472,904	2,472,904	824,301	533,061	(291,240)	(35%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(7,700)	(7,700)	(7,700)	0	7,700	(100%)	
Amount attributable to operating activities		2,465,204	2,465,204	816,601	533,061			
Investing activities								
Non-operating Grants, Subsidies and Contributions	11	881,867	881,867	328,747	328,747	0	0%	
Proceeds from Disposal of Assets	8	37,700	37,700	0	20,909	20,909		▲
Land and Buildings		(477,385)	(488,105)	(45,385)	(173,978)	(128,593)	(283%)	▼
Infrastructure Assets - Roads		(1,314,300)	(1,314,300)	(1,232,800)	(1,450)	1,231,350	100%	▲
Infrastructure Assets - POS		(396,720)	(446,000)	(28,333)	(43,330)	(14,997)	(53%)	▼
Infrastructure Assets - Footpaths		(247,132)	(247,132)	0	(17,826)	(17,826)		▼
Infrastructure Assets - Drainage		(100,000)	(100,000)	0	(15,255)	(15,255)		▼
Infrastructure Assets - Other		(393,000)	(433,000)	0	(10,808)	(10,808)		▼
Infrastructure Assets - Carparks		(494,000)	(494,000)	(494,000)	(2,932)			
Plant and Equipment		(319,320)	(219,320)	0	(257,750)	(257,750)		▼
Furniture and Equipment		(75,000)	(75,000)	0	(7,304)	(7,304)		
Amount attributable to investing activities		(2,897,290)	(2,897,290)	(1,471,772)	(180,977)			
Financing Activities								
Transfer from Reserves	7	1,242,814	1,242,814	0	0	0		
(Transfer to Reserves)	7	(60,000)	(60,000)	(20,000)	(16,511)	3,489	17%	▲
Amount attributable to financing activities		1,182,814	1,182,814	(20,000)	(16,511)			
Closing Funding Surplus (Deficit)	3	0	(2)	4,939,139	6,512,636	1,573,496	32%	▲
Check against Statement by Program					6,512,636			
					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 October 2019

Capital Acquisitions

	Amended YTD Budget	Amended Annual Budget	YTD Actual Total	Variance (d) - (c)
	\$	\$	\$	\$
Land and Buildings	45,385	488,105	173,978	128,593
Infrastructure Assets - Roads	1,232,800	1,314,300	1,450	(1,231,350)
Infrastructure Assets - POS	28,333	446,000	43,330	14,997
Infrastructure Assets - Footpaths	0	247,132	17,826	17,826
Infrastructure Assets - Drainage	0	100,000	15,255	15,255
Infrastructure Assets - Other	0	433,000	10,808	10,808
Infrastructure Assets - Carparks	494,000	494,000	2,932	(491,068)
Plant and Equipment	0	219,320	257,750	257,750
Furniture and Equipment	0	75,000	7,304	7,304
Capital Expenditure Totals	1,800,518	3,816,857	530,633	(1,269,886)
Capital acquisitions funded by:				
Capital Grants and Contributions			881,867	
Other (Disposals & C/Fwd)			37,700	
Council contribution - Cash Backed Reserves:				
Vehicle, Plant and Equipment Reserve			79,620	
HACC Reserve			100,000	
Strategic Asset Management Reserve			50,000	
Committed Works Reserve			737,885	
Arts and Sculpture Reserve			75,000	
Council contribution - operations			1,854,785	
Capital Funding Total	0	0	3,816,857	

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 2019/20 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Recreation and Culture	(26,172)	(13%)		Timing	No reportable variances
Transport	(16,101)	(13%)		Timing	No reportable variances
Other Property and Services	(12,275)	(50%)		Timing	No reportable variances
Operating Expense					
Governance	99,031	20%		Timing	Favourable variance
General Purpose Funding	(53,499)	(99%)		Timing	Rates exemption processed for A51790 Southern Cross Care, Integrapay Merchant Fees (online rates payments) and increase in legal costs (recoverable) associated with rates debt recovery
Recreation and Culture	525,333	42%		Timing	Favourable variance
Economic Services	4,830	12%		Timing	Favourable variance
Capital Revenues					
Proceeds from Disposal of Assets				Timing	No reportable variances
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					

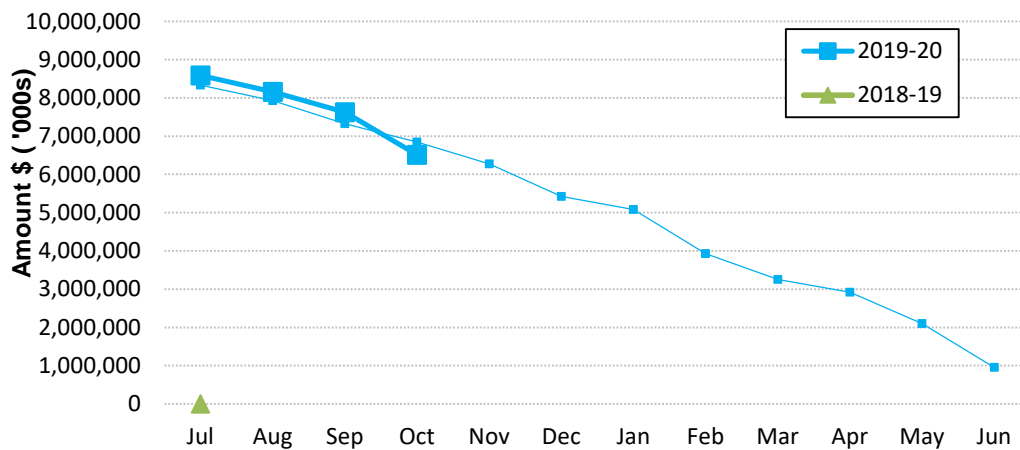
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2019

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2019	31 Oct 2019
		\$	\$
Current Assets			
Cash Unrestricted	4	1,997,084	4,678,585
Cash Restricted - Reserves	4	2,194,176	2,210,687
Receivables - Rates	6	265,114	3,383,083
Receivables - Other	6	154,027	198,059
Interest / ATO Receivable/Trust			
Inventories		0	0
		4,610,401	10,470,413
Less: Current Liabilities			
Payables		(829,054)	(1,129,995)
Provisions		(635,316)	(617,096)
		(1,464,370)	(1,747,091)
Less: Cash Reserves	7	(2,194,176)	(2,210,687)
Net Current Funding Position		951,855	6,512,636

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

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

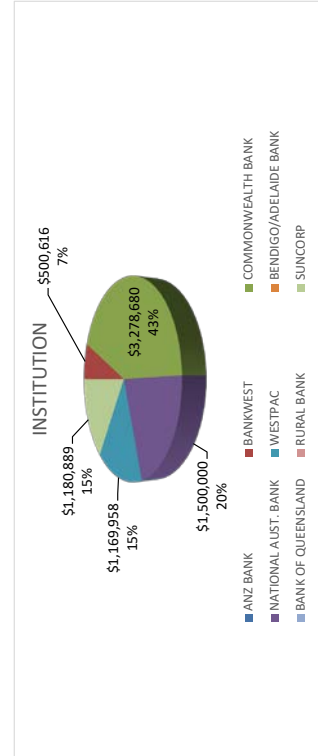
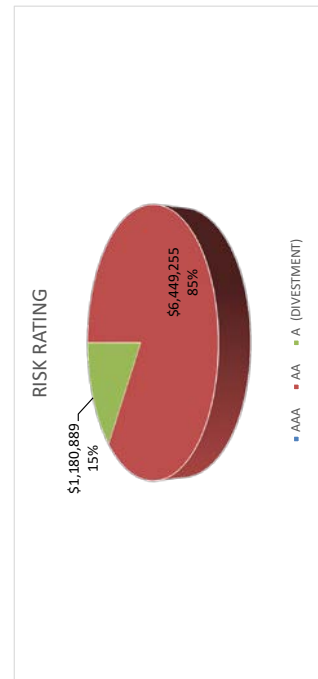
Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$				
(a) Cash Deposits								
Municipal Bank Account - On-Call	1,431,264			1,431,264	CBA	AA-	1.45%	At Call
Municipal Bank Account	80,306			80,306	CBA	AA-		At Call
Reserve Bank Account		36		36	CBA	AA-		At Call
Trust Bank Account		61,084		61,084	CBA	AA-		At Call
Cash On Hand	1,100			1,100	Petty Cash/Till Float		Nil	On Hand
Outstanding Transfer from Reserve to Municipal Account	165,298			165,298				
(b) Term Deposits								
Municipal	500,000			500,000	CBA	AA-	1.57%	19-Nov-19
	1,000,000			1,000,000	NAB	AA-	1.70%	26-Nov-19
	500,000			500,000	NAB	AA-	1.75%	17-Dec-19
	500,000			500,000	SUNCORP	A+	1.60%	17-Dec-19
	500,616			500,616	Bankwest	AA-	1.35%	16-Jan-20
Trust			680,889	680,889	SUNCORP	A+	1.70%	18-Feb-20
Outstanding Transfer from Reserve to Municipal Account		(165,298)		(165,298)				
Reserves		1,205,990		1,205,990	CBA	AA-	1.54%	11-Nov-19
Reserves		1,169,958		1,169,958	WESTPAC	AA-	1.53%	10-Jan-20
Total	4,678,585	2,210,687	741,973	7,631,245				
Less Cash on Hand	(1,100)			(1,100)				
	4,677,485			4,677,485				

Comments/Notes - Investments and Cash Deposits

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%	\$6,449,255	84.52%
AA	MAX 100%	\$1,180,889	15.48%
A (DIVESTMENT)	MAX 80%	\$7,630,145	100.00%

INSTITUTION	\$	%	(LT) RISK
ANZ BANK	\$500,616	6.56%	AA-
BANKWEST	\$3,278,680	42.97%	AA-
COMMONWEALTH BANK	\$1,500,000	19.66%	AA-
NATIONAL AUST. BANK	\$1,169,958	15.33%	AA-
WESTPAC			BBB+
BENDIGO/ADELAIDE BANK			BBB+
BANK OF QUEENSLAND			BBB+
RURAL BANK	\$1,180,889	15.48%	A+
SUNCORP	\$7,630,145	100.00%	



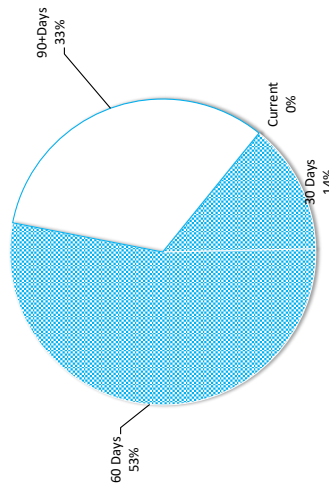
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the period ending October 2019

	31 July 2019	30 June 2019	Receivables - General	Current	30 Days	60 Days	90+Days	Total
Note 6: Receivables								
Receivables - Rates Receivable								
Opening Arrears Previous Years	\$ 133,299	\$ 220,065	Receivables - General	\$ 0	\$ 35,150	\$ 16,099	\$ 23,456	74,706
Rates, ESL and Service Charges Levied this year	9,953,549	9,684,412	Receivables - Parking					77,483
Less Collections to date	6,525,620	(9,551,113)	East Fremantle Lawn & Tennis Club					27,000
Equals Current Outstanding (as per TB)	3,427,929	133,299						
Net Rates Collectable	3,427,929	133,299	Total Receivables General Outstanding					0
% Outstanding	34%							179,189

Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	74,706
SSL - Current EFTC	114	3,000
SSL - Non-Current EFTC	1684	24,000
Parking Debtors	180	77,483
		179,189



Note 6 - Accounts Receivable (non-rates)

Infringement Journal	GL	Balance
Balance - Infringement Summary Report		\$ 75,035.40
Parking Debtors	180	\$ 77,483.00
		\$ 2,427.60

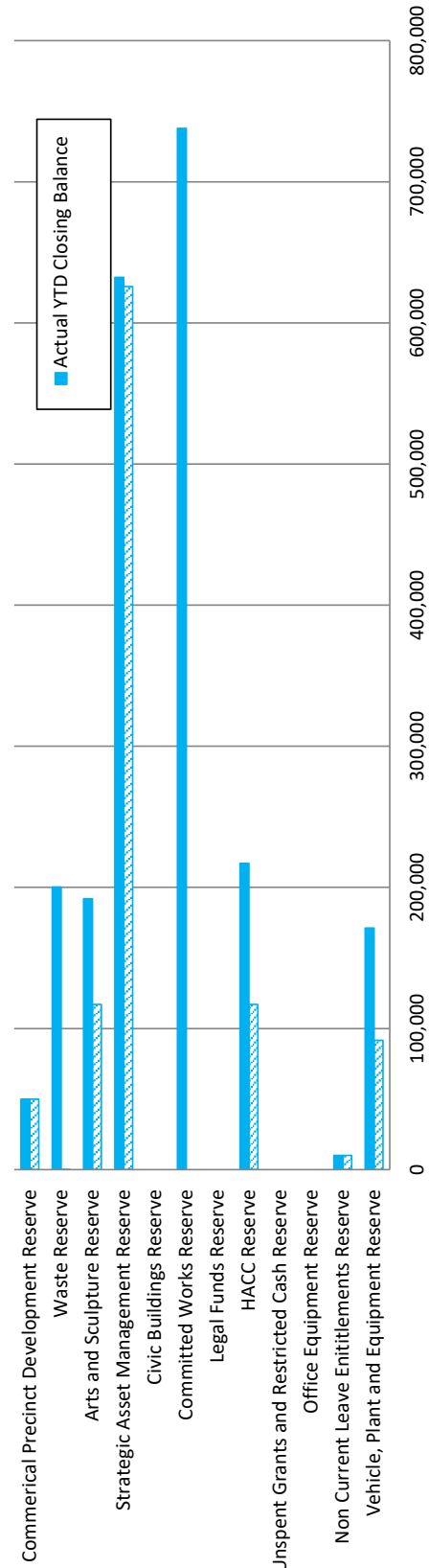
Comments/Notes - Receivables General
[Insert explanatory notes and commentary on trends and timing]

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 October 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	\$ 171,247	\$ 0	\$ 0	\$ 0	\$ (79,620)	\$ 0	\$ 91,627	\$ 171,247
Non Current Leave Entitlements Reserve	10,000	0	0	0	0	0	10,000	10,000
Office Equipment Reserve	0	0	0	0	0	0	0	0
Unspent Grants and Restricted Cash Reserve	217,037	0	0	0	(100,000)	0	117,037	217,037
HACC Reserve	0	0	0	0	0	0	0	0
Legal Funds Reserve	737,885	0	0	0	(737,885)	0	0	737,885
Committed Works Reserve	0	0	0	0	0	0	0	0
Civic Buildings Reserve	615,677	60,000	16,511	16,511	(50,000)	0	625,677	632,187
Strategic Asset Management Reserve	192,022	0	0	0	(75,000)	0	117,022	192,022
Arts and Sculpture Reserve	200,308	0	0	0	(200,309)	0	(1)	200,308
Waste Reserve	50,000	0	0	0	0	0	50,000	50,000
Commercial Precinct Development Reserve	2,194,176	60,000	0	16,511	(1,242,814)	0	1,011,362	2,210,687

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 October 2019

Note 8: Disposal of Assets

Asset Number	Asset Description	2019/20					
		YTD Actual			Amended Budget		
		Net Book Value	Proceeds	Profit (Loss)	Net Book Value	Proceeds	Profit (Loss)
		\$	\$	\$	\$	\$	\$
	Plant and Equipment						
PE270	Toro Groundmaster 3500D (P4082)	10,000	10,000	0	10,000	10,000	0
PE268	Toro Z Master 7000 (P4075)	0	7,700	7,700	0	7,700	7,700
PEMV259	CEO Vehicle	20,000	20,909	20,000	20,000	20,000	0
		0	20,909	0	30,000	37,700	7,700
							0

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

Note 9: Rating Information

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	YTD Actual			Amended Budget			
				Rate Revenue \$	Interim Rates \$	Non-Rateable Properties	Total Revenue \$	Interim Rate \$	Back Rate \$	Total Revenue \$
Differential General Rate										
Residential GRV	0.069949	3,010	91,297,417	6,386,163	4,457		6,390,620	30,000		6,415,878
Commercial GRV	0.106227	123	12,451,307	1,322,665		3,983	1,326,648			1,318,318
Sub-Totals		3,133	103,748,724	7,708,828	4,457		7,717,268	30,000	0	7,734,196
Minimum Payment										
Residential GRV	\$ 1,106.00	264	3,560,073	291,984	0		291,984			293,090
Commercial GRV	1,654.00	11	146,106	18,194			18,194			18,194
Sub-Totals		275	3,706,179	310,178	0		310,178	0	0	311,284
Amount from General Rates		3,408	107,454,903	8,019,006	4,457		8,027,446	30,000	0	8,045,480
Less Prepaid Rates					(11,228)		8,027,446			8,045,480
Totals							7,850,793			8,045,480

Comments - Rating Information

Page No. : 1
Town of East Fremantle
STATEMENT OF RATING INFORMATION
For The Financial Year Ending 30 JUN 2020

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

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

Note 10: Information on Borrowings
 (a) Debenture Repayments

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

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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	20,914	83,655	83,655	19,432
Grants Commission - Roads	United - Road	NA	NA	Operating	34,259	0	8,565	34,259	34,259	8,482
Education and Welfare										
Home and Community Care Program	Commonwealth Home Support Programme			Operating	722,683	0	361,342	722,683	722,683	376,509
Community Amenities										
Recycling Grant	Better Bins Program			Operating	51,000	0	0	51,000	51,000	0
Recreation and Culture										
Minor Grants - Rec and Culture	Business Case	To be applied for		Operating	50,000	0	0	50,000	50,000	0
East Fremantle Oval Redevelopment		To be applied for		Operating	50,000	0	0	50,000	50,000	0
Foreshore Erosion		Grant Unsuccessful		Operating	129,000	0	0	129,000	129,000	0
East Fremantle Festival	Lotterywest			Operating	20,000	0	20,000	20,000	20,000	10,000
Transport										
Roads To Recovery Grant - Cap	Road Renewal	31-Oct	Audited Annual Report	Non-operating		60,000	0	60,000	60,000	0
Regional Road Group - Cap	Road Renewal	31-May	Certificate of Completion	Non-operating		821,867	328,747	821,867	821,867	328,747
Direct Grant	Direct Grant	July	GST Free Invoice	Operating	18,024		18,024	18,024	18,024	18,024
Street Lighting Subsidy	Street Lighting Subsidy	September		Operating	4,800		0	4,800	4,800	0
Stirling Bridge Verge Maintenance Agreement	Stirling Highway Verge Maint. Agreement	September		Operating	7,920		0	7,920	7,920	0
TOTALS					1,171,341	881,867	757,591	2,053,208	2,053,208	761,193
SUMMARY										
Operating	Operating Grants, Subsidies and Contributions				1,171,341	0	0	1,171,341	1,171,341	432,446
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions				0	0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions				0	881,867	0	881,867	881,867	328,747
TOTALS					1,171,341	881,867	0	2,053,208	2,053,208	761,193
Pending Grants:										
Grant Provider	Purpose of Grant	Date Applied	Expected Date of Outcome	Type	Amount Applied	Required Co Contribution				

LEGEND

Income

Under Budget by 10% or more (YTD Actual against YTD Budget)

Expenditure

Greater than 10% over budget (Total Committed against Current Budget)

Over Budget by 5% but less than 10%

Over Budget by less than 5%

No Budget

FYI - Less than 20% expenditure spent (Total Committed against Current Budget)

Budget Year: 19/20
 Data as at: Tuesday, 29 October 2019

Run at 7:45AM on 29/10/2019
 33% 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	0	45,876	0	45,876	1.95%	102%
E04604		Buildings - Town Hall Remedial Works	15,000	0	0	0	0	-100.00%	0%
E04606		Furniture and Equipment	40,000	0	7,304	1,019	8,323	-79.19%	21%
E04620		Town Hall/AV Equipment	35,000	0	0	35,299	35,299	0.85%	101%
		Capital Expenditure Total	135,000	0	53,179	36,318	89,498		
08 - WELFARE									
081 - PRE SCHOOL									
Capital Expenditure									
E06601		Buildings - Richmond Pre-Primary School	20,000	0	0	21,230	21,230	6.15%	106%
		Capital Expenditure Total	20,000	0	0	21,230	21,230		
082 - CARE OF FAMILIES & CHILDREN									
Capital Expenditure									
E08601		Buildings - Tricolore Community Centre	100,000	0	0	0	0	-100.00%	0%
		Capital Expenditure Total	100,000	0	0	0	0		
083 - OTHER WELFARE									
Capital Expenditure									
E08613		Glyde-In Community Learning Centre	30,000	0	19,533	9,685	29,218	-2.61%	97%
		Capital Expenditure Total	30,000	0	19,533	9,685	29,218		
10 - COMMUNITY AMENITIES									
101 - SANITATION-HOUSEHOLD REFUSE									
Capital Expenditure									
E10608		3 Bin FOGO Implementation	0	0	184,370	0	184,370	No Budget	
		Capital Expenditure Total	0	0	184,370	0	184,370		
104 - OTHER COMMUNITY AMENITIES									
Capital Expenditure									
E10605		Inf - Jetty Treatment and Major Maintenance Program - Infrastructure CapEx	25,000	0	10,500	0	10,500	-58.00%	42%
E10629		Public Toilet - Capital	0	0	62,474	48,636	111,110	No Budget	
		Capital Expenditure Total	25,000	0	72,974	48,636	121,610		
11 - RECREATION AND CULTURE									
111 - SWIMMING AREAS/BEACHES									
Capital Expenditure									
E11687		Inf - Swimming Areas - Foreshore Erosion Control	238,000	0	0	0	0	-100.00%	0%

Budget Year: 19/20
 Data as at: Tuesday, 29 October 2019

Run at 7:45AM on 29/10/2019
 33% of Year Lapsed

REPORT 12.2.1

ATTACHMENT 2

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
E11699		Inf - Dinghy Storage Units	40,000	0	0	0	0	-100.00%	0%
Capital Expenditure Total			278,000	0	0	0	0		
112 - OTHER RECREATION & SPORT									
Capital Expenditure									
E11600		East Fremantle Football Club Roof Repairs-CapEx	30,000	0	0	0	0	-100.00%	0%
E11607		EF Bowling Club - Building Renewal CAPEX	22,000	0	0	0	0	-100.00%	0%
E11608		Buildings - EF Tricolore Soccer Club	10,720	0	0	0	0	-100.00%	0%
E11613		Inf - Dog Park Fencing and Equipment	35,000	0	0	0	0	-100.00%	0%
E11617		Inf Foreshore - Restore Steps	10,000	0	0	0	0	-100.00%	0%
E11621		CROQUET CLUB	0	0	0	58	58	No Budget	
E11630		Infra - Public Open Space - Lighting	25,000	0	0	0	0	-100.00%	0%
E11633		Inf - Cliff Management - Niegerup Track	45,000	0	308	0	308	-99.32%	1%
E11633	E11633	NEIGARUP TRACK PROTECTION	45,000	0	308	0	308	-99.32%	1%
E11641		Inf - Gourley Park	15,000	0	0	0	0	-100.00%	0%
E11649		Park Bins and Dog Bag Dispensers	27,000	0	27,504	0	27,504	1.87%	102%
E11666		Inf - Playground Equipment Upgrade Program - Various Locations	25,000	0	0	14,620	14,620	-41.52%	58%
E11667		Inf - Parks - Community Garden	25,000	0	0	3,500	3,500	-86.00%	14%
E11695		Inf - Chapman Reserve - Returfing and Irrigation	170,000	0	4,199	9,534	13,733	-91.92%	8%
E11707		Purchase of Plant and Equipment - Parks and Ovals	122,320	0	0	1,090	1,090	-99.11%	1%
E11708		Richmond Raceway - Security Bars	15,000	0	0	0	0	-100.00%	0%
E11711		EF Tennis Club - Contribution to Building Upgrades/Universal Toilet	100,000	0	0	0	0	-100.00%	0%
E11712		INF - Bore Replacement Parks and Ovals	66,000	0	0	0	0	-100.00%	0%
E11713		INF - Parks/ Reserve Sign Replacement	85,000	28,333	22,319	24,698	47,017	-44.69%	55%
Capital Expenditure Total			873,040	28,333	54,637	53,500	108,137		
114 - OTHER CULTURE									
Capital Expenditure									
E11685		Inf-Acquisition of Public Art (Outdoor Sculpture) - CapEx - Other Culture	75,000	0	0	17,717	17,717	-76.38%	24%
Capital Expenditure Total			75,000	0	0	17,717	17,717		
12 - TRANSPORT									
121 - CONSTR STS ROADS & BRIDGES/DEP									
Capital Expenditure									
E12616		Inf. Roads - Marmion Street Median Strip	16,500	0	0	0	0	-100.00%	0%
Capital Expenditure Total			16,500	0	0	0	0		
122 - MAINT STREETS ROADS & BRIDGES									
Capital Expenditure									
E12626		Inf - Footpath - Fletcher St	23,000	0	0	0	0	-100.00%	0%
E12645		Infra - Footpath Renewal - Stalon Road	26,000	0	0	26,000	26,000	0.00%	100%
E12668		Inf - Footpath - Reynolds Street	15,000	0	0	15,000	15,000	0.00%	100%
E12671		Stormwater Audit	0	0	15,255	0	15,255	No Budget	
E12676		Inf - Roads - Allen Street - Widen Road Pavement	0	0	0	0	0		
E12699		Inf - Footpath - Canning H/Way	130,582	0	0	49,152	49,152	-62.36%	38%

Budget Year: 19/20
 Data as at: Tuesday, 29 October 2019

Run at 7:45AM on 29/10/2019
 33% of Year Lapsed

REPORT 12.2.1

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
E12710		Infra - Roads - Fraser Street - Asphalt Resurfacing	45,000	0	0	0	0	-100.00%	0%
E12761		Inf - Drainage	100,000	0	0	13,636	13,636	-86.36%	14%
E12763		Inf. - Footpath Renewal - Bolton St.	17,550	0	0	0	0	-100.00%	0%
E12784		Inf - Roads - Road Resurfacing - Riverside Road	1,232,800	1,232,800	1,450	0	1,450	-99.88%	0%
E12786		Inf - Roads - View Terrace	20,000	0	0	0	0	-100.00%	0%
E12789		Inf - Footpath Renewal - Allen Street	35,000	0	17,826	0	17,826	-49.07%	51%
Capital Expenditure Total			1,644,932	1,232,800	34,531	103,788	138,320		
123 - ROAD PLANT									
Capital Expenditure									
E12613		Plant and Equipment Purchases - Transport	0	0	0	0	0		
E12701		Plant and Equip. - Solar Powered Variable Message Trailer	25,000	0	0	25,448	25,448	1.79%	102%
Capital Expenditure Total			25,000	0	0	25,448	25,448		
124 - PARKING FACILITIES									
Capital Expenditure									
E12737		Inf - Carpark Tricolore Community Centre and Sports Field	337,000	337,000	2,932	6,601	9,533	-97.17%	3%
E12739		Inf - Carpark Upgrades and Machines Leeuwin	157,000	157,000	0	0	0	-100.00%	0%
Capital Expenditure Total			494,000	494,000	2,932	6,601	9,533		
14 - OTHER PROPERTY AND SERVICES									
144 - UNCLASSIFIED PROPERTY									
Capital Expenditure									
E14601		Buildings - Renewals and Electrical Services	100,000	0	71,725	0	71,725	-28.27%	72%
E14604		Depot Administration Building and Surrounds	45,385	45,385	20,246	0	20,246	-55.39%	45%
Capital Expenditure Total			145,385	45,385	91,971	0	91,971		
GRAND TOTAL			3,861,857	1,800,518	514,128	322,923	837,051		

2. NET CURRENT ASSETS

	Closing Funds 18/19 - Actual	Opening Funds 19/20 Budget - Estimated	Variance	Explanation
	\$	\$		
Composition of estimated net current assets				
Current assets				
Cash - unrestricted	1,987,084	1,891,565	105,519	reduced net transfers to Reserve resulted in improved unrestricted cash position
Cash - restricted reserves	2,194,176	2,359,475	(165,299)	\$70,840 reversed out from unspent grant reserve; transfer processed from plant reserve of \$87,903 being net funding requirement for light vehicles; \$6,555 reduced transfer to Strategic Asset Management Reserve
Receivables	516,405	322,525	193,880	\$176,653 in excess rates (pre-paid rates) reclassified from a receivable to a payable as requested by Auditor (new accounting standard applied from 1 July)
4,707,665	4,573,565	134,100		
Less: current liabilities				
Trade and other payables	(1,102,971)	(845,336)	(257,635)	\$176,653 in excess rates (pre-paid rates) reclassified from a receivable to a payable as requested by Auditor (new accounting standard applied from 1 July)
Provisions	(635,317)	(610,303)	(25,014)	increase in annual leave provision
(1,738,288)	(1,455,639)	(282,649)		
Unadjusted net current assets	2,969,377	3,117,926	(148,549)	
Adjustments				
Less: Cash - restricted reserves	(2,194,176)	(2,359,475)	165,299	
Adjusted net current assets - surplus/(deficit)	775,201	758,451	16,750	
Trade and other payables				
Sundry Creditors	-555,731	-845,336	-257,635	
Accrued Expenses	-154,571	-693,084	-538,513	
Excess Rates	-176,653	-176,653		
ATO	-71,813	-28,020	-43,793	
Accrued Salaries and Wages	-105,664	-105,664	0	
Contract Retentions	-37,360	-17,389	-19,971	
Other	-1,180	-1,180	0	
Accrued Expenses:				
BCIF	-564			
Equipment Repairs and Parking	-147			
Computer System Support and Licences	-9,785			
SMR Capital Loan Repayment	-1,567			
Audit Fees	-30,000			
Waste Collection Costs	-26,893	-25,982		
J & M Asphalt	-85,616			
Tree Replacements		-25,205		
Parks/Reserve Sign Replacement		-35,376		
3 Bin FOGO Implementation		-217,615		
Public Toilet		-109,884		
Stormwater Audit		-77,736		
Consultants - Operations		-11,222		
Strategic and Business Planning		-30,477		
Depot Building Works		-31,550		
PP North Recreation Facilities Plan		-20,908		
Consultants - Town Planning		-6,320		
Stratford Street Footpath		-77,833		
Parking and Traffic Feasibility Study		-22,976		
	-154,571	-693,084		

The 3 Bin FOGO Implementation, Public Toilet and Stormwater Projects (Total \$405,235) were identified as accruals as part of the construction of the 19/20 Budget. However, in finalising the Annual Financial Report, it was determined that these projects were not completed as at 30 June, and that the outstanding balance against these contracts would be invoiced in 2019/20. As such, the accruals were reversed after the adoption of the Annual Budget, which has created a nil budget against these contracts in 2019/20. In retrospect, the unspent amounts should have been transferred into the Committed Works Reserve as part of the June Council Agenda Item. In essence, the opening fund position was overestimated for the 19/20 Budget due to an understatement of 'Trades and Other Payables'. To avoid this issue in future periods, the total value of all open purchase orders as at 30 June will be incorporated into the calculation of the net current asset position. For example, there was over \$1m in open purchase orders as at 30 June 2019, and the Town also allowed processing of all June invoices through to the mid-part of August. This resulted in further 'Trades and Other Payables' as at 30 June 2019. The full accrual of all open purchase orders as at 30 June will result in a favourable variance in the opening fund position of the next year Budget as not all purchase orders will be fully invoiced. Council will then have the opportunity to access additional funding for projects or alternatively elect to transfer funds into the Strategic Asset Management Reserve, which will require a replenishment strategy to meet future capital expenditure funding requirements.

12.2.2 Accounts for Payment – October 2019

File ref	F/FNS2
Prepared by	John Mondini, Manager, Finance & Administration
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	15 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – October 2019

Purpose

That Council, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996, RECEIVES the list of payments made under delegated authority for the month ended 31 October 2019 and recorded in the minutes of the Council.

Executive Summary

Council has an Executive role in receiving the list of payments pursuant to Regulation 13(1) of the the Local Government (Financial Management) Regulations 1996. It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 October to 31 October 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.

The bulk of payments are processed by electronic funds transfer (EFT) with the exception of Water Corporation accounts which are paid by cheque and the occasional reimbursements and refunds.

Consultation

Nil.

Statutory Environment

Regulation 13: *Local Government (Financial Management) Regulations 1996 (as amended)* requires Local Governments to prepare a list of payments made under delegated authority to be prepared and presented to Council on a monthly basis.

Policy Implications

Policy 2.1.3 Purchasing. All supplier payments are approved under delegated authority pursuant to the authorisation limits outlined in Council's purchasing policy.

Financial Implications

Accounts for Payment are sourced from budget allocations.

All amounts quoted in this report are inclusive of GST.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not accept the list of payments	Rare (1)	Moderate (3)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

Risk Matrix

Consequence / 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

Strategic Implications

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

STRATEGIC PRIORITY 5: Leadership and Governance

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Comment

Payments for the month of October include the following significant items:

AUSTRALIAN TAXATION OFFICE	GST PAYABLE SEPTEMBER 19	50,223.00
BURGIO CONSTRUCTION	BUILDING WORKS, INCLUDING PLUMBING AND ELECTRICAL WORKS, FOR THE RENOVATION AND UPGRADE OF ABLUTIONS AND KITCHEN AT THE TOWN OF EAST FREMANTLE DEPOT - CLAIM 2 AS PER PROGRESS CERTIFICATE DATED 02/10/19	37,476.55
GLYDE IN COMMUNITY GROUP (INC)	SECOND QUARTER OF 19/20 GRANT	23,925.00
LGISWA	SECOND INSTALMENT - LGIS LIABILITY RENEWAL 30/06/19 -30/06/20	40,063.72
LGISWA	SECOND INSTALMENT - PROPERTY INSURANCE RENEWAL 30/06/19 - 30/06/20	35,041.68
LGISWA	SECOND INSTALMENT - LGIS WORKCARE RENEWAL 30/06/19 - 30/06/20	31,218.00
MAJOR MOTORS	INSPECT AND REPAIR COOLING SYSTEM FAULT FUSO TRUCK	21,491.56
SMRC LOAN REPAYMENT ACCOUNT	RRRC LOAN REPAYMENT SEPTEMBER QUARTER	27,677.14
SOUTHERN METROPOLITAN REGIONAL COUNCIL	FOGO & GENERAL WASTE COLLECTION AUGUST 19	24,432.57
SOUTHERN METROPOLITAN REGIONAL COUNCIL	MSW GATE FEES - 1-15 SEPETMBER 2019	24,326.10
SOUTHERN METROPOLITAN REGIONAL COUNCIL	MSW GATE FEES - 16-30 SEPTEMBER 2019	27,363.35
SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	DISPOSAL OF 480.62 TONNES OF MIXED WASTE FROM BUND - NOVEMBER AND DECEMBER 2018	87,617.32
SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	21,614.06

12.2.2 OFFICER RECOMMENDATION

That Council, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996, RECEIVES the list of payments made under delegated authority for the month ended 31 October 2019 and recorded in the Minutes of the Council.

OCTOBER 2019		
Voucher No	Account	Amount
5255 –5260	Municipal (Cheques)	\$10,475.46
EFT28424– EFT 28656	Municipal (EFT)	\$1,029,224.41
Payroll	Municipal (EFT)	\$293,339.47
Credit Card/Superannuation	Municipal (Direct Debit)	\$51,830.51
	Total Payments	\$1,383,984.31

TOWN OF EAST FREMANTLE					
List of Accounts paid by the Chief Executive for October 2019 & submitted for the information of the Council Meeting to be held on 19 November 2019					
Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
				\$	\$
5255	03/10/2019	TOEF	LICENSE FEE FOR EAST FREMANTLE ROWING CLUB IN LIEU OF RATES	2,148.92	2,148.92
5256	03/10/2019	TOEF	HACC PETTY CASH RECOUP 26/09/19	292.00	292.00
5257	03/10/2019	TOEF	ADMIN PETTY CASH RECOUP 02/10/19	389.45	389.45
5258	17/10/2019	TOEF	RESPIRE CENTRE PETTY CASH 14/10/19	439.80	439.80
5259	17/10/2019	WATER CORPORATION	WATER USE AND SERVICE CHARGES VARIOUS LOCATIONS	6,930.14	6,930.14
5260	30/10/2019	TOEF	ADMIN PETTY CASH RECOUP 24/10/19	275.15	275.15
CHEQUE TOTAL				\$ 10,475.46	\$ 10,475.46
EFTs		Supplier	Description	Inv Amount	EFT
EFT28424	03/10/2019	RANDSTAD PTY LTD	RELIEF OPERATIONS MANAGER W/E 01/09/19	3,670.04	3,670.04
EFT28425	03/10/2019	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS SEPTEMBER 2019	51.8	51.80
EFT28426	03/10/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS SEPTEMBER 2019	300.36	300.36
EFT28427	03/10/2019	BUNNINGS BLDG SUPPLIES LTD	HARDWARE SUPPLIES FOR CHSP	95.52	
			VARIOUS HARDWARE FOR DEPOT	290.31	
			VARIOUS HARDWARE FOR DEPOT	117.30	
			VARIOUS HARDWARE FOR DEPOT	524.17	1,027.30
EFT28428	03/10/2019	FREMANTLE HERALD	ELECTION NOTICE 28/9/19	442.98	442.98
EFT28429	03/10/2019	GLYDE IN COMMUNITY GROUP (INC)	SECOND QUARTER OF 19/20 GRANT	23,925.00	23,925.00
EFT28430	03/10/2019	IT VISION	CONSULTING FEES FOR ASSISTANCE WITH BANK REC IMBALANCES	825.00	825.00
EFT28431	03/10/2019	BEACON EQUIPMENT	SUPPLY 5X STIHL BG86 BLOWERS	1,400.00	1,400.00
EFT28432	03/10/2019	MAYOR JIM O'NEILL	MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR OCTOBER 19	4,416.68	4,416.68
EFT28433	03/10/2019	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	FOGO, GENERAL WASTE & RECYCLING COLLECTION JULY 19	16,417.76	
			GENERAL WASTE / RECYCLING COLLECTION - JULY 19,	17,152.77	
			FOGO, GENERAL WASTE & RECYCLING COLLECTION - AUGUST 19	16,417.76	
			GENERAL WASTE & RECYCLING COLLECTION - AUGUST 19	17,152.77	67,141.06
EFT28434	03/10/2019	PENNANT HOUSE	2 x EAST FREMANTLE FLAGS + DELIVERY	550.00	550.00
EFT28435	03/10/2019	ST JOHNS AMBULANCE ASSOCIATION	COMMUNITY ASSISTANCE GRANTS 2019-2020 - REFERENCE COUNCIL RESOLUTION 050719 (EAST FREMANTLE LACROSSE CLUB) - DEFIB & EXTERNAL CABINET	19.35	
			1 x EXTERNAL CABINET (WEATHER RESISTANT WITHOUT WINDOW) & METAL SIGN - HENRY JEFFERY OVAL, 1 X PHILIPS HEARTSTART HS1 + AED READY PACK - EAST FREMANTLE OVAL	2,041.75	2,061.10
EFT28436	03/10/2019	TELSTRA	SUMPTON GREEN PHONE, TOEF DIRECTORY LISTINGS	694.97	
			CEO MOBILE PHONE 16/08/19 - 15/08/19	87.50	782.47
EFT28437	03/10/2019	WORK CLOBBER	UNIFORM VARIOUS OPERATIONS	269.10	269.10
EFT28438	03/10/2019	SYNERGY	POWER SUPPLY TOWN HALL 20/08/19 - 17/09/19	1,229.20	1,229.20
EFT28439	03/10/2019	MAJOR MOTORS	INSPECT AND REPAIR COOLING SYSTEM FUSO TRUCK	21,491.56	21,491.56
EFT28440	03/10/2019	FASTA COURIERS	COURIER COSTS - SEPTEMBER 19	135.27	135.27
EFT28441	03/10/2019	SMRC LOAN REPAYMENT ACCOUNT	RRRC LOAN REPAYMENT SEPTEMBER QUARTER	27,677.14	27,677.14
EFT28442	03/10/2019	FLEXI STAFF PTY LTD	CASUAL LABOUR HIRE FOR OPERATIONS WE 13/09/19	1,501.64	
			CASUAL LABOUR HIRE FOR OPERATIONS WE 20/09/19	1,786.60	3,288.24
EFT28443	03/10/2019	KOOL LINE ELECTRICAL & REFRIGERATION	KEYS FOR BBQS	792.00	792.00
EFT28444	03/10/2019	SOUTHERN METROPOLITAN REGIONAL COUNCIL	FOGO & GENERAL WASTE COLLECTION AUGUST 19	24,432.57	
			ASSEMBLE INFORMATION PACKS FOR FOGO 3 BIN ROLL OUT	1,052.70	25,485.27
EFT28445	03/10/2019	CARDNO (WA) PTY LTD	PROFESSIONAL FEES - INTEGRATED TRAFFIC MOVEMENT PERIOD ENDING 31/05/19	10,340.00	10,340.00
EFT28446	03/10/2019	CR. JENNY HARRINGTON	SITTING FEES & ICT ALLOWANCE FOR OCTOBER 19	1,542.00	1,542.00
EFT28447	03/10/2019	WOOLWORTHS SUPERMARKETS	RESPIRE CENTRE GROCERIES - SEPTEMBER 2019	431.71	431.71
EFT28448	03/10/2019	CR. CLIFF COLLINSON	SITTING FEES FOR OCTOBER 19	1,292.00	1,292.00
EFT28449	03/10/2019	HAYS SPECIALIST RECRUITMENT	LABOUR HIRE FRONT COUNTER RELIEF W/E 08/09/19	2,085.79	2,085.79
EFT28450	03/10/2019	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE FOR OCTOBER 19	1,542.00	1,542.00
EFT28451	03/10/2019	HYDRO JET	REMOVAL OF GRAFFITI ON COLORBOND FENCE & ROCK WALL	330.00	330.00
EFT28452	03/10/2019	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA PHOTOCOPIER COPY CHARGES 01/07/19 - 31/07/19	16.52	16.52
EFT28453	03/10/2019	GEMMA CLAIRE NEVILL	PARTIAL DOG REGISTRATION REFUND - DOG NOW STERILISED - LIFETIME REGISTRATION	150.00	150.00
EFT28454	03/10/2019	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES - 19/20 - INVOICED MONTHLY - AUGUST 19	197.20	197.20
EFT28455	03/10/2019	DRAINFLOW SERVICES	DRAINAGE CLEARING IN VARIOUS AREAS -02/09	2,244.00	
			EDUCTING OF DRAINAGE IN THE TOWN - 17TH, 18TH & 20TH SEPTEMBER	6,996.00	9,240.00
EFT28456	03/10/2019	FOCUS NETWORKS	INSTALL & MIGRATE ALCHEMY SMS FROM HALL PC TO TERMINAL SERVER, PROVIDE TERMINAL SERVER SHORT CUTS & UNINSTALL OLD VERSION	726.00	
			PURCHASE 3 X ELITE LATOPS	8,033.87	
			MANAGED FIREWALL SERVICE (1 YEAR) - SONIC WALL HARDWARE LICENSING, NETWORK SECURITY FIREWALL - SUBSCRIPTION LICENSE - 1 APPLIANCE - 1 YEAR LICENSE VALIDATION PERIOD, LICENSE ACTIVATION FEE	2,400.42	11,160.29
EFT28457	03/10/2019	TRENCHBUSTERS	BIN HIRE AND REMOVAL OF HARD WASTE (IN BINS) - SEPTEMBER 2019	630.00	630.00
EFT28458	03/10/2019	METRO CONCRETE	FOOTPATH REPAIRS TO VARIOUS AREAS IN THE RICHMOND QUARTER	3,960.00	
			FOOTPATH REPAIRS ALLEN STREET BOTH SIDES	2,860.00	6,820.00
EFT28459	03/10/2019	DVG MELVILLE VOLKSWAGEN	PURCHASE NEW VOLKSWAGEN TIGUAN - VEHICLE REPLACEMENT PROGRAM	27,458.41	27,458.41
EFT28460	03/10/2019	THE WORKWEAR GROUP	STAFF UNIFORM	74.94	74.94
EFT28461	03/10/2019	MICHAEL VAUGHAN	FOOTPATH MAINTENANCE MARMION ST TO BAYPATCH ST	3,205.00	3,205.00
EFT28462	03/10/2019	CR. MICHAEL MCPHAIL	DEPUTY MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR OCTOBER 19	2,062.84	2,062.84

EFT28463	03/10/2019	CR. TONY WATKINS	SITTING FEES & ICT ALLOWANCE FOR OCTOBER 19	1,542.00	1,542.00
EFT28464	03/10/2019	TALIS CONSULTANTS PTY LTD	VARIATION - RIVERSIDE ROAD RECONSTRUCTION PROJECT FOR PERIOD ENDING 31/08/19	5,192.57	5,192.57
EFT28465	03/10/2019	SNAP PRINTING	"NEAREST DEFIB" SIGNAGE FOR 8 X TOWN FACILITIES	153.45	
			PRINT BIN STICKERS FOR FOGO SCHOOL EDUCATIONAL MATERIAL	224.65	378.10
EFT28466	03/10/2019	CR. ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE FOR OCTOBER 19	1,542.00	1,542.00
EFT28467	03/10/2019	CR. ANDREW WHITE	SITTING FEES & ICT ALLOWANCE FOR OCTOBER 19	1,542.00	1,542.00
EFT28468	03/10/2019	MOORE STEPHENS	SPECIALIST ACCOUNTING ADVICE - APPLICATION OF NEW ACCOUNTING STANDARDS, ACCOUNTING TREATMENT FOR JOINT VENTURE ARRANGEMENTS	19,250.00	19,250.00
EFT28469	03/10/2019	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS	165.00	165.00
EFT28470	03/10/2019	ZIRCODATA	RECORD STORAGE PERIOD 26/05/19 - 25/06/19	43.45	
			RECORDS STORAGE PERIOD 26/06/19 - 25/07/19	43.45	86.90
EFT28471	03/10/2019	PAUL THE MELVILLE GARDENER	CLEAN UP FALLEN LEAVES AT RICHMOND RACEWAY PARK	900.00	900.00
EFT28472	03/10/2019	SIGNARAMA MYAREE	DOG BAG HOLDER STICKERS X 20	204.04	204.04
EFT28473	03/10/2019	CR. TONY NATALE	SITTING FEES & ICT ALLOWANCE FOR OCTOBER 19	1,542.00	1,542.00
EFT28474	03/10/2019	WINC	STATIONARY FOR OPERATIONS OCTOBER 19	152.99	152.99
EFT28475	03/10/2019	FREMANTLE PICTURE FRAMERS	INSTALL ARTWORKS - TOWN HALL	659.30	659.30
EFT28476	03/10/2019	AMBIUS (RENTOKIL INITIAL PTY LTD)	AMBIUS PLANT HIRE TOWN HALL 27/10/19 - 26/11/19	263.12	263.12
EFT28477	03/10/2019	READY TRACK PTY LTD T/AS LINXIO	GPS TRACKING FOR OPERATIONS VEHICLES OCTOBER 2019	193.60	193.60
EFT28478	03/10/2019	UPBEAT EVENTS	FESTIVAL 2019 - DUMPSTER DISCO INDEPENDENT SOUND SYSTEM WITH OPERATOR & STAGE SOUND, SOLAR POWERED WITH PA / CONSOLE / LIGHTING / OPERATOR	3,993.00	3,993.00
EFT28479	03/10/2019	JAYBRO GROUP PTY LTD	FESTIVAL 2019 - 1.8M X 2.4M PREMIUM MESH BANNER (X 5)	570.35	570.35
EFT28480	03/10/2019	CENTURY AIR CONDITIONING	AIR CONDITIONER MAINTENANCE - SUMMER START UP VARIOUS BUILDINGS	180.00	180.00
EFT28481	03/10/2019	CREDIT SOLUTIONS	COSTS ASSOCIATED WITH DEBT RECOVERY 18/19 GENERAL PROCEDURE CLAIMS - MULTIPLE ASSESSMENTS - ONCHARGED TO OWNERS AS APPROPRIATE	8,165.10	8,165.10
EFT28482	03/10/2019	MBE EAST FREMANTLE	SCANNING AND COPYING PLANNING AND BUIDING DOCUMENTS SEPTEMBER 2019	37.00	37.00
EFT28483	03/10/2019	RAW CREATIVE	LOOK LOCAL COLLATERAL ARTWORK (D/S BUSINESS CARD // D/S A3 POSTER // SCRATCH CARD)	1,045.00	1,045.00
EFT28484	03/10/2019	FREMANTLE SWAN DRAGON BOAT CLUB	COMMUNITY ASSISTANCE GRANTS 2019-2020, AS PER COUNCIL RESOLUTION 050719	900.00	900.00
EFT28485	03/10/2019	VANGUARD PRESS	LOOK LOCAL - PRINTING OF 2,000 SCRATCH CARDS, AS PER ARTWORK PROVIDED	797.50	797.50
EFT28486	03/10/2019	QUALITY PRESS	1 x PACK OF 5 BFS BUSHFIRE INFRINGEMENT NOTICES	120.00	120.00
EFT28487	03/10/2019	KAREN BANNISTER	REFUND OF OVERPAYMENT OF PARKING FEES- LEEUWIN LAUNING RAMP	32.00	32.00
EFT28488	03/10/2019	ALINTA ENERGY	GAS USE RESPITE CENTRE - 05/06/19 - 29/08/19	997.80	997.80
EFT28489	10/10/2019	JOANNE DENHOLM	BOND REFUND - SUMPTON GREEN HIRE	300.00	300.00
EFT28490	10/10/2019	FIONA HILLS-WRIGHT	BOND REFUND - SUMPTON GREEN HIRE	300.00	300.00
EFT28491	10/10/2019	JESSAMY STIRLING	BOND REFUND - SUMPTON GREEN HIRE	300.00	300.00
EFT28492	10/10/2019	ALISON TROTTA	BOND REFUND - SUMPTON GREEN HIRE	300.00	300.00
EFT28493	10/10/2019	NICOLE GIBBS	BOND REFUND - SUMPTON GREEN HIRE	300.00	300.00
EFT28494	10/10/2019	CABINS WA	BOND REFUND	1,500.00	1,500.00
EFT28495	10/10/2019	MARK LORD	BOND REFUND	1,500.00	1,500.00
EFT28496	10/10/2019	CONCETTINA LENZO	BOND REFUND	1,500.00	1,500.00
EFT28497	10/10/2019	ANDRE MALECKY	BOND REFUND	1,500.00	1,500.00
EFT28498	17/10/2019	AUSTRALIA POST	POSTAGE COSTS AUGUST 19	5,119.49	
			POSTAGE COSTS SEPTEMBER 19	2,233.71	7,353.20
EFT28499	17/10/2019	AUSTRALIAN TAXATION OFFICE	GST PAYABLE SEPTEMBER 19	50,223.00	50,223.00
EFT28500	17/10/2019	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND COLLECTED SEPTEMBER 19	3,562.87	3,562.87
EFT28501	17/10/2019	BUNNINGS BLDG SUPPLIES LTD	VARIOUS HARDWARE FOR DEPOT	315.55	315.55
EFT28502	17/10/2019	OFFICEMAX AUSTRALIA LTD	OFFICE SUPPLIES FOR HACC	100.00	100.00
EFT28503	17/10/2019	COMMUNITY NEWSPAPERS	ADVERTISING -CALLING FOR NOMINATIONS 2019 ELECTIONS/CONSULTATION DINGHY STORAGE PROPOSAL	994.80	
			ADVERTISING - LOOK LOCAL QUARTER PAGE BOOKING - FREMANTLE GAZETTE AND MELVILLE TIMES FOR 05/09/19 EDITIONS	669.20	
			ADVERTISING NOMINATIONS COMMUNITY & USERS REFERENCE GROUP (120919)	334.06	
			ADVERTISING - ELECTION NOTICE	607.37	2,605.43
EFT28504	17/10/2019	LANDGATE	TOPO AND CADASTRAL DATA FOR PARK AND TOWN	1,830.40	1,830.40
EFT28505	17/10/2019	FREMANTLE HERALD	ADVERTISING - CHANGES TO 2019/20 FEES AND CHARGES	126.56	126.56
EFT28506	17/10/2019	IT VISION	CONSULTING FEES FOR ASSET RECONCILIATION, PROCESSING REVALS AND ASSISTANCE WITH ANNUAL STATEMENT NOTES	15,708.00	15,708.00
EFT28507	17/10/2019	MCLEODS	PROFESSIONAL SERVICES - COSTS ASSOCIATED WITH DEBT RECOVERY - MULTIPLE PROPERTIES	1,476.48	
			PROFESSIONAL FEES - LEGAL ADVICE	586.34	
			PROFESSIONAL FEES - BUILDING PERMIT ISSUES	450.80	
			PROFESSIONAL FEES - LEASE OF RESERVE	638.22	3,151.84
EFT28508	17/10/2019	MELVILLE TOYOTA	MECHANICAL SERVICE FOR TOYOTA HI-ACE 1GCQ227	313.06	313.06
EFT28509	17/10/2019	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	DISPOSAL OF 480.62 TONNES OF MIXED WASTE FROM BUND - NOVEMBER AND DECEMBER 2018	87,617.32	
			ALEXANDRA ROAD RECYCLING COLLECTION SEPTEMBER 2019	488.02	88,105.34
EFT28510	17/10/2019	TELSTRA CORPORATION LIMITED	RESPITE CENTRE PHONES	194.88	194.88
EFT28511	17/10/2019	WORK CLOBBER	VARIOUS PROTECTIVE CLOTHING - DEPOT STAFF	2,167.50	2,167.50
EFT28512	17/10/2019	ZIPFORM PTY LTD	COSTS ASSOCIATED WITH PRINTING 19/20 FINAL NOTICES BASE STOCK	537.16	537.16
EFT28513	17/10/2019	YOUNGS PLUMBING SERVICE P/L	REPAIRS TO LEAKING SINK IN CHANGE ROOMS - WAUHOP PARK	199.65	
			ATTEND TOILET GLASSON PARK - BLOCKAGE IN TOILET AND SINK	151.80	351.45
EFT28514	17/10/2019	LGISWA	SECOND INSTALMENT - LGIS LIABILITY RENEWAL 30/06/19 - 30/06/20	40,063.72	
			SECOND INSTALMENT - PROPERTY INSURANCE RENEWAL 30/06/19 - 30/06/20	35,041.68	
			SECOND INSTALMENT - LGIS WORKCARE RENEWAL 30/06/19 - 30/06/20	31,218.00	106,323.40
EFT28515	17/10/2019	MELVILLE MITSUBISHI	MECHANICAL SERVICE FOR BUS	460.00	460.00
EFT28516	17/10/2019	FLEXI STAFF PTY LTD	CASUAL LABOUR HIRE FOR OPERATIONS WE 6/9/19	1,524.05	
			CASUAL LABOUR HIRE FOR OPERATIONS WE 27/9/19	1,143.04	2,667.09
EFT28517	17/10/2019	WA RANGERS ASSOCIATION	STAFF REGISTRATION - WA RANGERS ASSOCIATION 2019 PROFESSIONAL DEVELOPMENT CONFERENCE	550.00	550.00
EFT28518	17/10/2019	CARDNO (WA) PTY LTD	PROFESSIONAL FEES - INTEGRATED TRAFFIC MOVEMENT - FOR PERIOD ENDING 27/09/19	1,100.00	1,100.00

EFT28519	17/10/2019	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BSL COLLECTED SEPTEMBER19	2,841.02	2,841.02
EFT28520	17/10/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF REGISTRATION FOR PROFESSIONAL DEVELOPMENT - LOCAL GOVERNMENT PROFESSIONALS WA NETWORK FORUM	480.00	
			STAFF REGISTRATION FOR PROFESSIONAL DEVELOPMENT - LOCAL GOVERNMENT PROFESSIONALS WA NETWORK FORUM	400.00	880.00
EFT28521	17/10/2019	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2019/20 ESL ON COUNCIL OWNED PROPERTIES	14,194.26	14,194.26
EFT28522	17/10/2019	LIME FLOWERS	FLOWERS FOR RETIRING STAFF MEMBER	100.00	100.00
EFT28523	17/10/2019	SATELLITE SECURITY SERVICES	INSTALLATION OF SECURITY SYSTEM IN THE RANGERS OFFICE	1,005.47	1,005.47
EFT28524	17/10/2019	PETRA CLEAN	CLEANING SERVICES SUMPTON GREEN, DEPOT, TRICOLORE & TOWN HALL OCTOBER 19	8,053.19	
			3 PAPER TOWEL DISPENSERS	99.00	8,152.19
EFT28525	17/10/2019	WOOLWORTHS SUPERMARKETS	RESPIRE CENTRE GROCERIES - 8/10/2019	224.62	224.62
EFT28526	17/10/2019	INDIANIC GROUP PTY LTD	INSPECTOR OF JETTIES	11,550.00	11,550.00
EFT28527	17/10/2019	DAVID GRAY & CO. PTY LTD	PURCHASE OF 50 RED LIDS 240L, 20 RED LIDS 140L AND 20 LIME GREEN LIDS 240L	1,188.00	
			SLEEVES AND PINS FOR BINS	143.00	1,331.00
EFT28528	17/10/2019	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	HAYS - FRONT COUNTER RELIEF W/E 06/10/19	1,486.42	
			HAYS - FRONT COUNTER RELIEF W/E 22/09/19,	815.13	2,301.55
EFT28529	17/10/2019	THE PAPER COMPANY OF AUSTRALIA	A4 80GSM AONE COPY PAPER @\$4.95 X 50 REAMS	247.50	247.50
EFT28530	17/10/2019	HYDRO JET	REMOVAL OF GRAFFITI	550.00	550.00
EFT28531	17/10/2019	LANDSCAPE YARD O'CONNOR	BRICKIE SAND FOR FIELDS	114.00	114.00
EFT28532	17/10/2019	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA BIZHUB C658 PHOTOCOPY CHARGES PLANNING 13/08/19 - 12/09/19	905.41	
			KONICA MINOLTA PHOTOCOPIER COPY CHARGES - 01/09/19 - 30/09/19 - HACC	15.15	920.56
EFT28533	17/10/2019	CARINYA OF BICTON	RESPIRE CENTRE MEALS FOR AUGUST	882.09	882.09
EFT28534	17/10/2019	SUNNY SIGN COMPANY PTY LTD	15X NO STANDING SIGNS	288.75	
			SIGNS FOR ROADS TO RECOVERY	382.80	671.55
EFT28535	17/10/2019	T-QUIP	3X BOLTS FOR SECURING BLADES	47.80	47.80
EFT28536	17/10/2019	FOODWORKS EAST FREMANTLE	ADMIN, WORKS & MEETING CONSUMABLES OCTOBER 2019	353.46	353.46
EFT28537	17/10/2019	FOCUS NETWORKS	1 X HP WORKSTATION AND MONITOR PLUS EXISTING DESKTOP IMAGE BUILD	3,417.00	
			DIGIUM SWITCHVOX D63 PHONE 2-L and FOC TELEPHONY HANDSET BUILD & CONFIGURATION	380.00	
			ANNUAL SUPPORT COSTS AND PROJECT COSTS - AGREEMENT BILLABLE TIME & ADDITIONAL TIME CHARGES SEPTEMBER 2019	6,181.01	9,978.01
EFT28538	17/10/2019	POTHOLE MASTERS PTY LTD	FILL VARIOUS POTHoles IN CAR PARK	1,650.00	
			REASPHALT TRENCH AFTER PLUMBING REPAIR	2,035.00	3,685.00
EFT28539	17/10/2019	ENVIRO SWEEP	STREET SWEEPING SEPTEMBER 2019	4,158.00	4,158.00
EFT28540	17/10/2019	THE TURBAN INDIAN RESTURANT	CATERING 01/10/19	189.00	189.00
EFT28541	17/10/2019	DVG MELVILLE VOLKSWAGEN	SERVICE OF VOLKSWAGEN AMAROK UTE 1GHV402	1,327.70	1,327.70
EFT28542	17/10/2019	VOCUS COMMUNICATIONS	ADSL INTERNET TRICOLORE CENTRE - 01/10/19 - 01/11/19,	50.00	
			ADSL INTERNET TRICOLORE CENTRE 01/10/19 - 01/11/19 & 01/11/19 - 01/12/19	100.00	
			SESSION INITIATION PROTOCOL (SIP) LINES/SERVICES CHARGES FOR VOICE OVER INTERNET PROTOCOL (VOIP) 01/09/2019 - 30/09/2019	498.55	648.55
EFT28543	17/10/2019	MELVILLE DRY CLEANERS	DRYCLEANING OF 3x TRESTLE COVERS	60.00	60.00
EFT28544	17/10/2019	MARKETFORCE	ADVERTISING - FOOTPATH TENDER RFT02 19/20	499.09	499.09
EFT28545	17/10/2019	MARKET CREATIONS	AREA PROMOTION (LOOK LOCAL) 6 WEEK SOCIAL MEDIA CAMPAIGN + 100 X 15cm2 WINDOW STICKERS	1,437.00	
			SOCIAL MEDIA MANAGEMENT - SEPTEMBER 19,	1,200.00	
			SOCIAL MEDIA MANGEMENT - TOWN FESTIVAL PAGE - SEPTEMBER 19	632.50	3,269.50
EFT28546	17/10/2019	SNAP PRINTING	2 X 3m BLADE FLAG, PRINTED FULL COLOUR ON 2 SIDES, SUPPLIED WITH GROUND SPIKE.	824.45	
			ARTWORK TIME TO CREATE ELECTRONIC SINGLE SIDED FOGO PLASTIC PLEDGE LETTER FOR EDUCATION.	72.60	897.05
EFT28547	17/10/2019	SONIC HEALTH PLUS	PRE-EMPLOYMENT MEDICAL FOR NEW EMPLOYEE	220.00	220.00
EFT28548	17/10/2019	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS	165.00	165.00
EFT28549	17/10/2019	ZIRCODATA	STORAGE CHARGES 26/07/19 - 25/08/19,	43.45	
			RECORD STORAGE PERIOD 26/08/19 - 25/09/19	43.45	
			RECORD STORAGE 26/05/18 - 25/06/18	42.14	129.04
EFT28550	17/10/2019	STATE WIDE TURF SERVICES	RETURF 120m2 IN FRONT OF WICKET NETS AND 20m2 TO THE NORTH END OF THE MAIN WICKET	8,277.50	8,277.50
EFT28551	17/10/2019	TREE'S A CROWD TREE CARE	PRUNE OF STREET TREE AT 8 WALTER ROAD	495.00	495.00
EFT28552	17/10/2019	ICS AUSTRALIA	TO INSPECT AND REPAIR THE BROKEN STOPPER ON THE FRONT DOOR THAT ISNT RELEASING	147.18	147.18
EFT28553	17/10/2019	WINC	PRINTER CARTRIDGES FOR RANGERS PRINTER	1,074.02	1,074.02
EFT28554	17/10/2019	THE PAMPHLETEERS	FESTIVAL 2019 - LETTERBOX DROP 36100 FLYERS	2,707.50	2,707.50
EFT28555	17/10/2019	ONPRESS DIGITAL PTY LTD	LOOK LOCAL - COLLATERAL PRINTING - 1,000 X D/S BC (LOOK LOCAL), 1,000 X D/S BC (FESTIVAL), 50 X D/S A3 (LOOK LOCAL)	295.90	
			FESTIVAL 2019 - BUSINESS CARD X 1000, DL X 45,000, A3 SS X 350, A3 DS X 50, A4 TO A5 X 2,500	1,918.40	2,214.30
EFT28556	17/10/2019	ADLER BUSINESS GIFTS PTY LTD	150 TOWN LOGO PENS	356.95	356.95
EFT28557	17/10/2019	SHRED-X PTY LTD	240 LITRE AND 125 LITRE SECURITY BIN EXCHANGE 30/09/19	10.12	10.12
EFT28558	17/10/2019	LIVING TURF	SUPPLY AND APPLY FERTILISER TO SPORTS GROUNDS	8,838.50	
			SUPPLY AND SPRAY SPEARHEAD HERBICIDE	2,211.00	11,049.50
EFT28559	17/10/2019	PTC IRRIGATION	REPAIR TO THE DEPOT MAIN LINE	1,588.90	1,588.90
EFT28560	17/10/2019	THE FRUIT BOX GROUP	FRUIT BOX TOWN HALL AND DEPOT - AUGUST 19	308.00	308.00
EFT28561	17/10/2019	SOURCE SEPARATION SYSTEMS PTY LTD	528 KITCHEN CADDIES, 1020 ROLLS OF 75 COMPOSTABLE LINERS, FREIGHT COST	9,551.75	9,551.75
EFT28562	17/10/2019	GRACE RECORDS MANAGEMENT (AUSTRALIA)	STANDING ORDER FOR TRANSPORT AND STORAGE OF RECORDS 19/20 - 01/10/19 - 31/10/19	110.41	110.41
EFT28563	17/10/2019	WA FENCEWORKS PTY LTD	INSTALLATION OF PLINTHS AT 67 ALLEN STREET	786.50	786.50
EFT28564	17/10/2019	EXPRESSIONS AUSTRALIA PTY LTD	EAST FREMANTLE FESTIVAL - 1000 X HERITAGE TEA TOWELS - PRE-ORDERED ONLY	9,675.00	9,675.00
EFT28565	17/10/2019	GRILLEX UNISITE GROUP PTY LTD ATF THE TR FAMILY FAMILY TRUST	1X DRINKING FOUNTAIN TO REPLACE EXISTING - GLASSON PARK	3,338.50	3,338.50

EFT28566	17/10/2019	BURGIO CONSTRUCTION	BUILDING WORKS, INCLUDING PLUMBING AND ELECTRICAL WORKS, FOR THE RENOVATION AND UPGRADE OF ABLUTIONS AND KITCHEN AT THE TOWN OF EAST FREMANTLE DEPOT - CLAIM 2 AS PER PROGRESS CERTIFICATE DATED 02/10/19	37,476.55	37,476.55
EFT28567	17/10/2019	QUALCON LABORATORIES PTY LTD	LAYER PROFILE FOR SINKHOLE AND EDGE ON PAVEMENT	620.40	620.40
EFT28568	17/10/2019	AARO GROUP	RIVERSIDE ROAD - CCTV INSPECTIONS, VEHICLE AND 2 PERSONNEL INCLUDING INCAN DETAILED REPORT ON DEFECTS & RECOMMENDED OPTIONS FOR REPAIR	1,766.60	1,766.60
EFT28569	17/10/2019	INSTANT PRODUCTS TOILETS AND SHOWERS PTY LTD	6 WEEK HIRE OF PORTABLE TOILET AND SHOWER WHILE THE DEPOT TOILET BLOCK IS REFURNISHED	1,492.42	1,492.42
EFT28570	17/10/2019	ROBIN TAYLOR	BUILDING WORKS AT GLYDE IN AS PER QUOTE - CLADDING OF WALL AND REPAIRS TO ROOF	19,533.00	19,533.00
EFT28571	17/10/2019	GRAHAM WILLIAM DART & ANNA MARIA DART	RATES REFUND	4,015.45	
			RATES REFUND	1,105.43	5,120.88
EFT28572	17/10/2019	JOCELINE SCHINDLER	RATES REFUND	798.21	798.21
EFT28573	17/10/2019	TIMOTHY JAMES LESTER	RATES REFUND	400.99	400.99
EFT28574	17/10/2019	ALFRED HIGGS	PARTIAL DOG REGISTRATION REFUND - DOG STERILISED WITHIN 1 YEAR OF LIFETIME REGISTRATION	150.00	150.00
EFT28575	17/10/2019	PLANNING INSTITUTE OF AUSTRALIA PTY LTD	REGISTRATION FEE FOR STAFF TO ATTEND 'DEMYSTIFYING HERITAGE' PROFESSIONAL DEVELOPMENT EVENT 10/10/2019	310.00	310.00
EFT28576	17/10/2019	GLENN REYNOLDS	REFUND OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP	32.00	32.00
EFT28577	17/10/2019	CALTEX AUSTRALIA	FUEL USE 01/09/19 - 30/09/19	4,666.07	4,666.07
EFT28578	28/10/2019	DEAN NARDI	CANDIDATE DEPOSIT ELECTION 2019	80.00	80.00
EFT28579	28/10/2019	CLIFF COLLINSON	CANDIDATE DEPOSIT ELECTION 2019	80.00	80.00
EFT28580	28/10/2019	ANDREW WHITE	CANDIDATE DEPOSIT ELECTION 2019	80.00	80.00
EFT28581	28/10/2019	TONY NATALE	CANDIDATE DEPOSIT ELECTION 2019	80.00	80.00
EFT28582	28/10/2019	KERRY DONOVAN	CANDIDATE DEPOSIT ELECTION 2019	80.00	80.00
EFT28583	28/10/2019	JULIE AMOR	CANDIDATE DEPOSIT ELECTION 2019	80.00	80.00
EFT28584	28/10/2019	STEWART VICTOR HALLAM	FOOTPATH DEPOSIT REFUND	1,500.00	1,500.00
EFT28585	30/10/2019	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS OCTOBER 2019	51.80	51.80
EFT28586	30/10/2019	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS OCTOBER 2019	300.36	300.36
EFT28587	30/10/2019	BUNNINGS BLDG SUPPLIES LTD	PURCHASE OF TOOL KIT FOR TOWN HALL	65.55	
			VARIOUS HARDWARE	233.00	
			PURCHASE OF ROSE BUSHES	24.68	323.23
EFT28588	30/10/2019	OFFICEMAX AUSTRALIA LTD	OFFICE STATIONERIES ORDER - JUL 2019 - BACK ORDER RECEIVED	1.03	1.03
EFT28589	30/10/2019	BENARA NURSERIES	MULTIPLE TREES FOR PLANTING	632.95	632.95
EFT28590	30/10/2019	BOC LIMITED	CONTAINER SERVICE - SEPTEMBER 2019	45.16	45.16
EFT28591	30/10/2019	CITY OF COCKBURN	TIP FEES SEPTEMBER 2019	2,015.00	2,015.00
EFT28592	30/10/2019	FREMANTLE HERALD	ADVERTISING SPECIAL COUNCIL MEETING 22 OCTOBER	126.56	
			ADVERTISING GEORGE STREET HERITAGE DESIGNATED AREA LLP 26/10/19	258.88	385.44
EFT28593	30/10/2019	FORPARK AUSTRALIA	NEW SCOOP FOR PLAY EQUIPMENT GLASSON PARK	144.65	144.65
EFT28594	30/10/2019	IT VISION	UPDATE THE LATEST AERIAL IMAGERY FROM LANDGATE FOR SYNERGY FOR MAPPING	523.60	
			SYNERGYSOFT UPGRADE - SEPTEMBER 2019 RELEASE - VERSION 11.1298	1,361.80	1,885.40
EFT28595	30/10/2019	MCLEODS	COSTS ASSOCIATED WITH DEBT RECOVERY	1,826.64	1,826.64
EFT28596	30/10/2019	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE USE 22/08/19 - 21/09/19	463.10	463.10
EFT28597	30/10/2019	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	FOGO COLLECTION, PRIORITY RESIDENTIAL FOGO BINS COLLECTION, COMMERCIAL WASTE, PARKS & RESERVE BINS & STREET LITTER BINS COLLECTION SEPTEMBER 19	16,417.76	
			COMMERCIAL RECYCLING & WASTE , DOMESTIC RECYCLE & WASTE , PRIORITY RESIDENTIAL RECYCLE & WASTE BINS , PARKS & RESERVES BINS, WASTE STREET LITTER BINS COLLECTION - SEPTEMBER 19	17,152.77	33,570.53
EFT28598	30/10/2019	CANNON HYGIENE AUSTRALIA	SANITARY UNIT SERVICE - TRICOLORE, SUMPTON GREEN, LAUNCHING RAMP	226.97	226.97
EFT28599	30/10/2019	TELSTRA CORPORATION LIMITED	DEPOT NEXT G MOBILE BACKUP 04/10/19 - 03/11/19, HACC MOBILE PHONE 0400046402	26.50	
			DIRECTORY LISTING SUMPTON GREEN PHONE CHARGES	522.53	
			RESPIRE CENTRE PHONES	89.41	638.44
EFT28600	30/10/2019	WORK CLOBBER	1 PAIR OF WORK BOOTS FOR SENIOR RANGER	161.10	
			2 PAIRS OF PERMANENT PRESS UNIFORM PANTS FOR SENIOR RANGER	108.00	269.10
EFT28601	30/10/2019	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	21,614.06	21,614.06
EFT28602	30/10/2019	YOUNGS PLUMBING SERVICE P/L	GLASSON PARK - NO WATER AT TOILETS, & UNBLOCKED DRINKING FOUNTAINS X 3	250.80	
			CHECK AND REPAIR PLUMBING ISSUES TO MALE TOILETS - SCOUT HALL	206.80	457.60
EFT28603	30/10/2019	STEANN PTY LTD	REMOVAL OF GREEN WASTE AT BUND - TAKEN TO RRRRC	660.00	660.00
EFT28604	30/10/2019	MELVILLE MITSUBISHI	SERVICE OF VEHICLE MITSUBISHI ECLIPSE CROSS	676.00	676.00
EFT28605	30/10/2019	FLEXI STAFF PTY LTD	CASUAL LABOUR HIRE FOR OPERATIONS WE 11.10.19	1,143.04	
			CASUAL LABOUR HIRE FOR OPERATIONS WE 04.10.19	1,143.04	
			CASUAL LABOUR HIRE FOR OPERATIONS WE 18.10.19	1,786.60	4,072.68
EFT28606	30/10/2019	TOTAL PACKAGING (WA) PTY LTD	15 CARTONS (60 BOXES) CANINE BAGS BIODEGRADABLE	3,775.20	3,775.20
EFT28607	30/10/2019	KOOL LINE ELECTRICAL & REFRIGERATION	REPORTS OF LIGHT IN PLAYGROUP ROOM FLICKERING AND BUZZING - INSPECT AND REPAIR	385.00	385.00
EFT28608	30/10/2019	SOUTHERN METROPOLITAN REGIONAL COUNCIL	MSW GATE FEES - 1-15 SEPTEMBER 2019	24,326.10	
			GREEN WASTE FEES SEPTEMBER 2019	2,665.77	
			MRF GATE FEES - SEPTEMBER 2019	9,840.85	
			MSW GATE FEES - 16-30 SEPTEMBER 2019	27,363.35	64,196.07
EFT28609	30/10/2019	HAVILAH LEGAL	COSTS ASSOCIATED WITH 2019/2020 DEBT RECOVERY	482.30	482.30
EFT28610	30/10/2019	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA LG PEOPLE AND CULTURE SEMINAR 2019	300.00	300.00
EFT28611	30/10/2019	SATELLITE SECURITY SERVICES	SECURITY CODE CHANGES AS REQUESTED	50.00	
			SECURITY FAULT CHECK 17/09/19	120.00	170.00
EFT28612	30/10/2019	STRATA GREEN	24X ALGAE POWDER SACHETS	261.36	261.36
EFT28613	30/10/2019	WOOLWORTHS SUPERMARKETS	RESPIRE CENTRE GROCERIES- 15/10/2019	222.05	
			RESPIRE CENTRE GROCERIES 28/10/2019	316.45	538.50
EFT28614	30/10/2019	ATHOLL'S AUTO ELECTRICS	INSTALLATION OF GPS TRACKERS IN 2 X VEHICLES	330.00	330.00
EFT28615	30/10/2019	DAVID GRAY & CO. PTY LTD	50X 240L RED LIDS	660.00	660.00

DD11999.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$ 23,527.89	\$ 23,527.89
DD12017.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$ 23,768.76	\$ 23,768.76
DD11861.1	CREDIT CARD - GARY TUFFIN	SLIMLINE WAREHOUSE VIC	\$ 748.75	\$ 748.75
		CITY OF FREMANTLE - PARKING	\$ 3.00	\$ 3.00
		WA NEWS - ANNUAL SUBSCRIPTION	\$ 312.00	\$ 312.00
		SURVEY MONKEY - ANNUAL SUBSCRIPTION	\$ 384.00	\$ 384.00
		CPP TERRACE ROAD - PARKING	\$ 12.12	\$ 12.12
	CREDIT CARD - PETER KOCIAN	TERRY'S TRUCK RENTALS (BOND REFUND)	-\$ 200.00	-\$ 200.00
		TERRY'S TRUCK RENTALS (BOND)	\$ 202.57	\$ 202.57
		DMIRS EAST PERTH - PLANT LICENSE	\$ 223.00	\$ 223.00
		LOCAL GOVERNMENT MANAGERS CONFERENCE	\$ 1,900.00	\$ 1,900.00
	CREDIT CARD - STEVE GALLAUGHER	OFFICEWORKS - MINOR EQUIPMENT AND OFFICE AMENITIES	\$ 491.42	\$ 491.42
		LANDSCAPE PLANTS	\$ 160.00	\$ 160.00
		DIRECT DEBIT TOTAL	\$51,830.51	\$51,830.51
		<i>Description</i>	<i>Inv Amount</i>	<i>EFT</i>
		PAYROLL P/E 08/10/19	\$ 144,561.88	\$ 144,561.88
		PAYROLL P/E 22/10/19	\$ 148,777.59	\$ 148,777.59
		PAYROLL TOTALS	\$ 293,339.47	\$ 293,339.47
		GRAND TOTAL	\$ 1,384,869.85	\$ 1,384,869.85

12.3 GOVERNANCE

12.3.1 Policy 2.1.3 Purchasing

File ref	C/POL1
Prepared by	Janine May, EA to CEO
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	19 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Policy 2.1.3 Purchasing (with tracked changes)

Purpose

To consider amending the purchasing process contained within this Policy in respect to the requirement for quotations.

Executive Summary

That the Purchasing Policy 2.1.3 be amended as per tracked changes in relation to the procurement of quotations.

Background

On occasions council officers are experiencing difficulty obtaining the required numbers of written quotations in accordance with the Policy, despite relevant suppliers being approached.

Consultation

Nil.

Statutory Environment

Sections 5.42 and 5.16 of the *Local Government Act*.

Policy Implications

As noted above.

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)
Council officers in breach of the Purchasing Policy	Rare (1)	Minor (2)	Low (1-4)	COMPLIANCE Some temporary non-compliances	Accept Officer Recommendation

Risk Matrix

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

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

Risk Rating	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

5.1 Strengthen organisational accountability and transparency

5.1.3 Improve the efficiency and effectiveness of services

5.3 Strive for excellence in leadership and governance

5.3.2 Improve organisational systems with a focus on innovation

Site Inspection

Not applicable.

Comment

Whilst best endeavours are made to obtain the required number of quotations, on occasions it has not been possible to obtain the required number of quotes as is currently required by Council's policy 2.1.3.

A recent example being the new PA system for Council chambers, four requests for quotations were sent out directly to suppliers, and only two quotations were received.

This minor amendment to Council's Purchasing Policy will alleviate current delays for officers unsuccessfully attempting to meet the quotation criteria stipulated.

In addition, a further review of the policy has highlighted that the current policy has only applied Regulation 11 (exemptions) of the *Local Government (Functions & General) Regulations 1996* to

Tenders only and not quotations, therefore, a further amendment has been proposed to address this anomaly.

12.3.1 OFFICER RECOMMENDATION

That the Purchasing Policy 2.1.3 be amended as per tracked changes in relation to the procurement of quotations.



2.1.3 Purchasing

Type:	Corporate Services – Financial Management
Legislation:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Delegation:	DA35 Ordering Thresholds
Other Related Document:	Purchasing Procedures PRO2.1.3

Objective

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Town;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Town;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Town and that ethical decision making is demonstrated.

Policy Scope

This policy will affect all staff members.

Policy

The Town of East Fremantle (the “**Town**”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “**Act**”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “**Regulations**”). Procurement processes and practices to be complied with are defined within this Policy and the Town’s prescribed procurement procedures.

Ethics and Integrity

Code of Conduct

All officers and employees of the Town undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Town must act in an honest and professional manner at all times which supports the standing of the Town.

Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Town's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Town's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money

Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Town.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Town's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

Purchasing Requirements

Legislative / Regulatory Requirements

The requirements that must be complied with by the Town, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Town.

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 7 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under section 8 of this Policy is not deemed to be suitable.

Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Town will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

Purchasing from Existing Contracts

Where the Town has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Town must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

Purchasing Thresholds

The table below prescribes the purchasing process that the Town must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000 (exc GST)	<p>Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Town, or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government Common Use Arrangement (CUA); or • from the open market. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price.

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

	<p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Town through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
<p>Over \$150,000 (exc GST)</p>	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 8 of this Policy, conduct a public Request for Tender process in accordance with the Regulations, this policy and the Town's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>

Quotation Exemptions

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

Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement;
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- the purchase is from a pre-qualified supplier under a Panel established by the Town; or

- any of the other exclusions under Regulation 11 of the Regulations apply.

Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, the Town may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Town's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Town is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Town must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

From time to time, the Town may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

The Town shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Town in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Record Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*; the Town's Records Keeping Plan and associated procurement procedures.

For each procurement activity, such documents may include:

- the Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;

- request for Quotation/Tender documentation;
- copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- copies of quotes/tenders received;
- evaluation documentation, including individual evaluators note and clarifications sought;
- negotiation documents such as negotiation plans and negotiation logs;
- approval of award documentation;
- all correspondence to respondents notifying of the outcome to award a contract;
- contract Management Plans which describes how the contract will be managed; and
- copies of contract(s) with supplier(s) formed from the procurement process.

Sustainable Procurement and Corporate Social Responsibility

The Town is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Town shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Town's sustainability objectives.

Local Economic Benefit

The Town encourages the development of competitive local businesses within its boundary and as much as practicable, the Town will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders
- avoid bias in the design and specifications for Requests for Quotation and Tenders
- provide adequate and consistent information to potential suppliers.

Purchasing from Disability Enterprises

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

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

Purchasing from Aboriginal Businesses

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

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and

tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

Panels of Pre-Qualified Suppliers

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

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

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

Establishing a Panel

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

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

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

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

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

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

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

Distributing Work Amongst Panel Members

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

- i. obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 20; or
- ii. purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 19 (b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Town is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Town may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications may be made through eQuotes, or any other electronic quotation facility or otherwise must all be captured on the Town's electronic records system. A separate file is to be maintained for quotation processes made under each Panel that captures all communications between the Town and Panel members.

Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- the Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;

- request for Applications documentation;
- copy of public advertisement inviting applications;
- copies of applications received;
- evaluation documentation, including clarifications sought;
- negotiation documents such as negotiation plans and negotiation logs;
- approval of award documentation;
- all correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- contract Management Plans which describes how the contract will be managed; and
- copies of framework agreements entered into with pre-qualified suppliers.

The Town is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Town.

Responsible Directorate:	Corporate Services
Reviewing Officer:	Executive Manager Corporate Services
Decision making Authority:	Council
Policy Adopted:	16/8/16
Policy Amended/Reviewed:	19/6/18, 17/9/19
Former Policy No:	4.2.4

Attachment
Purchasing Procedures

PURCHASING PROCEDURES (PRO2.1.3)

(Amended 20/11/18, 16/07/19)

1. Council purchase orders are to be signed only by Officers authorised by Council, namely the :
 - Chief Executive Officer; (unlimited)
 - Executive Manager Corporate Services; Limit \$50,000
 - Executive Manager Regulatory Services; Limit \$50,000
 - Principal Environmental Health Officer; Limit \$1,500
 - Operations Supervisor; Limit \$15,000
 - Operations Manager; Limit \$50,000
 - Manager Administration and Finance, Limit \$15,000
 - Projects Coordinator; Limit \$5,000
 - HR Coordinator; Limit \$5,000
 - Coordinator Capacity Building; Limit \$1,500
 - Executive Assistant to CEO; Limit \$1000
 - Coordinator Planning and Building; Limit \$500
 - Coordinator CHSP (CHSP related purchases only); Limit \$1,500
 - Assistant Coordinator CHSP (CHSP related purchases only); Limit \$500
 - Administration Support Officer – Operations; Limit \$500or those Officers acting in the positions from time to time;
2. Authority limitations apply to any purchase including signing of contracts in accordance with Delegation DA8 and DA9;
3. An official purchase order must be placed for all goods or services (including consultants' opinions, eg legal, engineering, town planning, etc) ordered;
4. Standing Purchase Order – these are commitments made against a particular supplier for good or services that are regularly procured over a specified period, usually one financial year. The full value of the commitment is restricted to the amount in the approved budget, allowing for a spread over more than one supplier. Standing order numbers will need to be quoted to the supplier for inclusion in their invoice. Do not provide a printed copy of “Standing Purchase Orders” to suppliers. Standing orders will be expedited by Finance at the end of each financial year and will need to be re-established in the new financial year.
5. Emergency Order – emergency orders can only be processed outside the procurement process when any of the following events are likely to occur:
 - Possible cause of injury or loss of life
 - Potential to result in destruction of property
 - Possible loss or disruption to the Town’s stakeholders or core functions
 - Will seriously impair the reputation of the Town in the local or wider community

In such cases, the purchaser will initially make a purchase commitment with a third party without following all the processes in this procedure. The purchase order is to be raised as soon as possible following the initial commitment.

6. When ordering by telephone a purchase order number must be quoted and the original of the order to be forwarded to the supplier endorsed "Confirmation of Telephone Order on "(date)";
7. All Officers are to ensure that when issuing a Council order for goods or services that a current account number (which will reflect the Budget estimate for those goods or services) be quoted on the Council order. This will ensure that:-
 - 7.1 expenditure is allocated to the correct Budget item (with the job number account being noted on the Council order); and
 - 7.2 that sufficient funds are identified against the job number account before expenditure is authorised;
8. In order that costs are adequately controlled before issuing a Council purchase order Officers must check against their current Budget estimates for the current financial year and monthly expenditure reports to ensure that there are sufficient funds to cover the cost of the goods or services being ordered;
9. Roles of Finance:
 - Finance Officers will provide initial training and support to Authorised Purchasing Officer;
 - Finance staff will review purchase orders prior to paying invoices to ensure compliance with the Purchasing Policy including ensuring that all relevant quotes are attached. Should there be any non-compliance, payment of the invoice will be placed on hold. An email will be sent to the Purchaser seeking a valid reason which will need to be confirmed by the CEO. Once this has been received, payment will be processed.
 - Goods receipt amounts will be matched to supplier's invoice and processed for payment in line with their terms. Any variance greater than 10% will be referred back to the Purchaser.
 - Purchase orders will be reviewed every three months to ensure obsolete orders are expedited.
10. Where possible, Council use environmentally friendly paper products including recycled paper;
11. All purchases must also comply with Policy 2.1.3 – Purchasing Policy.

12.3.2 Policy 2.1.11 Community Grants and Sponsorship

File ref	C/POL1
Prepared by	Janine May, EA to Chief Executive Officer
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	19 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Current Policy with recommended tracked changes

Purpose

To amend Policy 2.1.11 to reflect current membership of the Community Grants Advisory Group.

Executive Summary

It is recommended that the amended Policy 2.1.11 be adopted as submitted.

Background

Council at its special meeting held on 22 October 2019 reappointed Mayor O'Neill and Cr A McPhail to the Community Grants Advisory Group, with Cr Donovan also being appointed. Membership of this Group, as set out in Policy 2.1.11 states:

- *Mayor (or his/her representative) & Councillor*
- *2 x staff members*
- *2 x community members*

Consultation

As there is no change to the community members appointments, no consultation is required.

Statutory Environment

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

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

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

Policy Implications

The existing Policy is to be amended to reflect current membership of this Group.

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 review existing Policy	Rare (1)	Minor (2)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	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	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

As this Policy was reviewed in September 2019, the only change recommended is to include “two Councillors” as part of the Group’s membership, to reflect the appointments made in October 2019.

12.3.2 OFFICER RECOMMENDATION

That Council amend Policy 2.1.11 Community Grants & Sponsorship to increase membership of the Group by an additional Councillor.

2.1.11 Community Grants & Sponsorship

Type:	Corporate Services – Financial Management
Legislation:	
Delegation:	
Other Related Document:	Community Assistance Grants & Sponsorship Funding Guidelines Community Grants & Sponsorship Process

Objective

To provide financial assistance to community groups and individuals that will build capacity within the community, stimulate volunteering and youth development, and deliver sustainable, accessible and demonstrated social, environmental and economic benefits.

Policy Scope

Funding for individuals and incorporated not-for-profit organisations/associations that are resident-based or those providing services within the East Fremantle community.

Policy

The Community Grants Assistance Program aims to provide assistance to individuals and incorporated associations that can deliver meaningful benefits and outcomes in the following target areas:

- Community Development
- Sport and Recreation
- Economic Development
- Environment and Heritage
- Culture and the Arts
- Emergency Services

Grant Categories

“Community Assistance Grants” refers to funding towards infrastructure and equipment. Examples of this type of funding are uniforms or equipment.

“Sponsorships” refers to funding towards events, projects (annual or one off), Community Bus use and Photocopying/Printing.

Funding of up to \$5,000 will be considered for Community Assistance Grants.

Funding of up to \$3,000 will be considered for Sponsorship Funding.

Council contributions will generally be limited to:

\$0 - \$1,000	100% funded
\$1,001 - \$3,000	50% matching contribution (dollar for dollar up to \$3,000)
\$3,001 - \$5,000	1/3 matching contribution

The value of in-kind work undertaken by volunteers may not exceed one third of the completed value of the project. The voluntary work should be described and valued at a rate of \$20 per hour (generally \$15 per hour for unskilled works and \$20 per hour for skilled labour).

Minor grants are to be considered by the Mayor. Formal acquittal processes are not mandatory but may be requested if considered appropriate.

Funding Application Assessment Criteria

Consideration will be given to priority areas, not limited to, emergency services, education, youth, sports, recreation, heritage and culture within the Town of East Fremantle.

Only one application for assistance towards one project will be assessed for the provision of minor sporting, recreation, cultural or other project.

The applicant organisation must operate from the Town of East Fremantle and beneficiaries must be residents of the Town of East Fremantle. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Town of East Fremantle must be included in the application.

Only groups who can demonstrate that they are a not-for-profit community organisation will be considered eligible for funding.

Community Grants Committee

The Community Grants Advisory Group will consist of the following membership;

- Mayor (or his/her representative) & two Councillors
- 2 x staff members
- 2 x Community members.

Retrospective Funding

No application for retrospective projects will be considered as part of this grant/funding scheme.

Projects may not materially commence before the announcement of successful applicants.

Ineligibility

State and Federal Government agencies, incorporated associations whose members derive individual benefit or financial return from their activities, individuals outside of Travel Subsidy and Youth Encouragement grants.

Perception of Bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member or life member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Committee.

Responsible Directorate:	Corporate Services
Reviewing Officer:	CEO
Decision making Authority:	Council
Policy Adopted:	21/06/16
Policy Amended/Reviewed:	17/9/19, <u>19/11/19</u>
Former Policy No:	1.2.2

12.3.3 Delegation DA35 Ordering Thresholds

File ref	C/DEL1
Prepared by	Janine May, EA to CEO
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	19 November 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Procedures Attachment to Purchasing Policy (2.1.3)

Purpose

To approve the inclusion of a \$1500 purchasing authority to the Executive Assistant Corporate Services.

Executive Summary

That the Executive Assistant Corporate Services be granted purchasing authority to \$1500 and Council's:

- Delegation DA35 Ordering Thresholds; and
- Procedures Attachment to Purchasing Policy (2.1.3)

be amended to reflect this inclusion.

Background

With the recent appointment of Ms Bron Browning as Executive Assistant Corporate Services, it is recommended that she have authority to approve, amongst other expenditure, property maintenance requests/quotes from Council's property manager for its Allen Street rental properties, to a value of \$1,500.

Consultation

Nil.

Statutory Environment

Sections 5.42 and 5.16 of the *Local Government Act*.

Policy Implications

The new purchasing authority would need to be included in the purchasing procedures attached to Purchasing Policy (2.1.3).

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 Purchasing Authority not be provided impacting day to day operations	Rare (1)	Minor (2)	Low (1-4)	SERVICE INTERRUPTION No material service interruption	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	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

5.1 Strengthen organisational accountability and transparency

5.1.3 Improve the efficiency and effectiveness of services

5.3 Strive for excellence in leadership and governance

5.3.2 Improve organisational systems with a focus on innovation

Site Inspection

Not applicable.

Comment

This request is considered of a minor nature and will improve efficiencies in administration.

12.3.3 OFFICER RECOMMENDATION

That the Executive Assistant Corporate Services be granted purchasing authority to \$1,500 and Council's:

- **Delegation DA35 Ordering Thresholds; and**
- **Procedures Attachment to Purchasing Policy (2.1.3)**

be amended to reflect this inclusion.



PURCHASING PROCEDURES (PRO2.1.3)

(Amended 20/11/18, 16/07/19, 19/11/19)

1. Council purchase orders are to be signed only by Officers authorised by Council, namely the :
 - Chief Executive Officer; (unlimited)
 - Executive Manager Corporate Services; Limit \$50,000
 - Executive Manager Regulatory Services; Limit \$50,000
 - Principal Environmental Health Officer; Limit \$1,500
 - Operations Supervisor; Limit \$15,000
 - Operations Manager; Limit \$50,000
 - Manager Administration and Finance, Limit \$15,000
 - Projects Coordinator; Limit \$5,000
 - HR Coordinator; Limit \$5,000
 - Coordinator Capacity Building; Limit \$1,500
 - **Executive Assistant Corporate Services, Limit \$1,500**
 - Executive Assistant to CEO; Limit \$1000
 - Coordinator Planning and Building; Limit \$500
 - Coordinator CHSP (CHSP related purchases only); Limit \$1,500
 - Assistant Coordinator CHSP (CHSP related purchases only); Limit \$500
 - Administration Support Officer – Operations; Limit \$500

or those Officers acting in the positions from time to time;
2. Authority limitations apply to any purchase including signing of contracts in accordance with Delegation DA8 and DA9;
3. An official purchase order must be placed for all goods or services (including consultants' opinions, eg legal, engineering, town planning, etc) ordered;
4. Standing Purchase Order – these are commitments made against a particular supplier for good or services that are regularly procured over a specified period, usually one financial year. The full value of the commitment is restricted to the amount in the approved budget, allowing for a spread over more than one supplier. Standing order numbers will need to be quoted to the supplier for inclusion in their invoice. Do not provide a printed copy of “Standing Purchase Orders” to suppliers. Standing orders will be expedited by Finance at the end of each financial year and will need to be re-established in the new financial year.
5. Emergency Order – emergency orders can only be processed outside the procurement process when any of the following events are likely to occur:
 - Possible cause of injury or loss of life
 - Potential to result in destruction of property
 - Possible loss or disruption to the Town's stakeholders or core functions
 - Will seriously impair the reputation of the Town in the local or wider community

In such cases, the purchaser will initially make a purchase commitment with a third party without following all the processes in this procedure. The purchase order is to be raised as soon as possible following the initial commitment.

6. When ordering by telephone a purchase order number must be quoted and the original of the order to be forwarded to the supplier endorsed "Confirmation of Telephone Order on "(date)";
7. All Officers are to ensure that when issuing a Council order for goods or services that a current account number (which will reflect the Budget estimate for those goods or services) be quoted on the Council order. This will ensure that:-
 - 7.1 expenditure is allocated to the correct Budget item (with the job number account being noted on the Council order); and
 - 7.2 that sufficient funds are identified against the job number account before expenditure is authorised;
8. In order that costs are adequately controlled before issuing a Council purchase order Officers must check against their current Budget estimates for the current financial year and monthly expenditure reports to ensure that there are sufficient funds to cover the cost of the goods or services being ordered;
9. Roles of Finance:
 - Finance Officers will provide initial training and support to Authorised Purchasing Officer;
 - Finance staff will review purchase orders prior to paying invoices to ensure compliance with the Purchasing Policy including ensuring that all relevant quotes are attached. Should there be any non-compliance, payment of the invoice will be placed on hold. An email will be sent to the Purchaser seeking a valid reason which will need to be confirmed by the CEO. Once this has been received, payment will be processed.
 - Goods receipt amounts will be matched to supplier's invoice and processed for payment in line with their terms. Any variance greater than 10% will be referred back to the Purchaser.
 - Purchase orders will be reviewed every three months to ensure obsolete orders are expedited.
10. Where possible, Council use environmentally friendly paper products including recycled paper;
11. All purchases must also comply with Policy 2.1.3 – Purchasing Policy.

12.3.4 Development Assessment Panel (DAP) Representation

File ref	B/MPL1
Prepared by	Janine May, EA to CEO
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	19 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

To seek a nomination to replace Cr Harrington as an Alternate DAP delegate for the Town of East Fremantle.

Executive Summary

That Cr xxxxxx replace Cr Harrington as an Alternate DAP delegate for the Town of East Fremantle.

Background

At the Special Council Meeting held on 22 October 2019 Crs Collinson and Nardi were appointed as DAP delegates, with Crs M McPhail and Harrington appointed as Alternate (deputy) delegates. Since that time Cr Harrington's work commitments have increased to a point that she may be unable to take time out to attend the compulsory training required for this role and requested the position be offered to other members.

Comment

The next session of compulsory training for a new DAP delegate, comprising approximately 3 hours, will take place in Perth in the new year.

12.3.4 OFFICER RECOMMENDATION

That Cr xxxxxx replace Cr Harrington as an Alternate DAP delegate for the Town of East Fremantle.

12.4 OPERATIONS

12.4.1 Waterwise Council – Water Efficiency Action Plan Endorsement

File ref	H/WAT1
Prepared by	Stephen Gallagher, Operations Manager
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	19 November 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Water Efficiency Action Plan

Purpose

To consider endorsing the newly developed Water Efficiency Action Plan (WEAP) in order that the Town may obtain a Waterwise Council status.

Executive Summary

Sustainable water management is crucial for Local Governments to operate effectively. The Town recognises that water is a scarce and valuable resource. For these reasons, the Town has committed to becoming a Waterwise Council and implementing Waterwise initiatives.

Background

On 11 December 2018 the Town resolved to authorise the Chief Executive Officer to endorse a Memorandum of Understanding with the Water Corporation of WA (WCWA) and Department of Water and Environmental Regulation (DWER) to seek endorsement as a Waterwise Council.

The Water Corporation and the Department of Water launched the Waterwise Council Program in 2009 to build a cooperative working relationship with local governments to improve water use efficiency. The program was then referred to as the 'ICLEI Water Campaign' and required local governments to achieve a number of milestones.

Why Participate in the Waterwise Council Program?

Climate change and predictions of reduced water availability present significant challenges for those responsible for planning and managing our water resources.

Local government is a high water user and as such, have an opportunity and a responsibility to lead in promoting efficient and effective water management in the community.

The new Waterwise Council Program is free to join and is open to all councils in Australia. Benefits of becoming a Waterwise Council include:

- A better understanding of water use in council operations and the community;
- Potential water and financial savings through improved efficiency;
- Access to free waterwise training for staff;
- Access to waterwise material to promote water conservation in the community;
- Access to Waterwise Council branding to promote the council as a sustainable water manager;
- Opportunities to participate in funded and co-funded water efficiency initiatives; and
- Access to services such as data logging.

Environmental Issues – Water Consumption

Altered rainfall patterns experienced in the South West of Western Australia (12% drop in rainfall since 1975), coupled with human activity, has resulted in a 50% decrease in dam inflow. Recharge of groundwater supplies has also significantly declined due to a decrease in annual rainfall.

Based on decline in groundwater levels, the Department of Water advises the need for more sustainable extraction to ensure the protection of ecosystems which depend on these groundwater schemes.

Requirements to Obtain Waterwise Council Status:

To retain Waterwise Council endorsement, the Town must fulfil the following five criteria:

	Action	Status
Criteria 1	Council commitment - Council must sign a Memorandum of Understanding confirming the council's commitment to participate in the program.	Completed
Criteria 2	Review Council water consumption and create a Water Efficiency Action Plan for potable and non-potable water sources for all of council's operations and the community. This criteria involves establishment of a WEAP that outlines the current and future actions to meet water efficiency goals. Action Plans are required to be endorsed by Council	The purpose of this report is to fulfil Criteria 2
Criteria 3	Ensure that appropriate staff member complete free waterwise training.	Completed and ongoing, a number of Council staff have completed this training.
Criteria 4	No breaches of groundwater licence terms or conditions set by the Department of Water, and no breaches of scheme water usage issued by Water Corporation in the last 12 months	No breaches of groundwater use or conditions have been issued.
Criteria 5	Report annually to retain Waterwise Council endorsement.	Completed annually.

Water Efficiency Action Plan:

The attached WEAP (Attachment 1) has been developed by the Town's officers from a template provided by the Water Corporation.

The WEAP will act as a guiding document for current and future actions to assist the Town in meeting its water conservation and management objectives. These actions are outlined in the 'Table of actions' section of the WEAP.

In addition to the demonstrated progress towards all items in sections 1 and 2 of the actions, the Town has already achieved a number of 'Other' actions including a number of community incentives as well as community education and engagement.

These 'Other' actions along with additional work in the interim will enable the Town to be considered for Gold Council Status in 2020 which recognises Councils that have demonstrated significant progress towards best practice water efficiency that is above and beyond the minimum endorsement requirements.

Consultation

Not Applicable

Policy Implications

Not Applicable

Financial Implications

The cost of scheme water continues to rise. Increasing water consumption within the Town of East Fremantle would result in increased associated costs. It is important to list funds on future budgets to enable implementation of water saving actions and water quality improvement actions.

Endorsed Waterwise Councils can apply for up to \$10, 000 dollar for dollar funding in total each year for waterwise initiatives.

It is hoped that as part of the program, all staff will become more conscious of the need to conserve water, thus reducing water bills. The program offers free waterwise training modules which include topics such as landscaping and irrigation and water auditing. There may be some cost savings, once staff have completed these courses.

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)
Failure to approve the plan will result in the Town not being classified as a Waterwise Council.	Unlikely (2)	Minor (2)	Low (1-4)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'no news' item	Accept Officer Recommendation

Risk Matrix

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

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

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

Strategic and Sustainability Implications

In accordance with the Town's *Strategic Community Plan 2017-2027*:

Strategic Priority 4 - Natural Environment –

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

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

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

In accordance with the Town's *Corporate Business Plan 2019-2023*:

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

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

4.3.1.3 Register as a Waterwise Council and implement waterwise initiatives

12.4.1 OFFICER RECOMMENDATION

That Council endorse the developed Water Efficiency Action Plan in order for the Town to achieve a Waterwise Council status.



Waterwise Council Program Action Plan

Council name: Town of East Fremantle

Date: 31 October 2019



Contact Information

Council	
Name	Town of East Fremantle
Postal address	PO Box 1097 Fremantle 6959
Telephone	(08) 9339 9339
Council email	admin@eastfremantle.wa.gov.au
Chief Executive Officer	
Name	Gary Tuffin
Telephone	(08) 9339 9339
Email	gtuffin@eastfremantle.wa.gov.au
Primary program contact	
Name	Stephen Gallagher
Position	Operations Manager
Telephone	08 9339 9395
Email	sgallagher@eastfremantle.wa.gov.au
Secondary program contact	
Name	Emma Clothier
Position	Administration Support Officer – Operations
Telephone	08 9339 9395
Email	operations@eastfremantle.wa.gov.au



Waterwise Council Management Team

Name	Position	Department	Email
Stephen Gallaughier	Operations Manager	Operations	sgallaughier@eastfremantle.wa.gov.au
Andrew Malone	Exec Manager Regulatory Services	Operations	amalone@eastfremantle.wa.gov.au
Dave Burke	Operations Supervisor	Regulatory Services	dburke@eastfremantle.wa.gov.au
Emma Clothier	Operations Coordinator	Operations	operations@eastfremantle.wa.gov.au
Shelley Cocks	PEHO	Regulatory Services	scocks@eastfremantle.wa.gov.au
Connor Warn	Education Officer	Regulatory Services	cwarn@eastfremantle.wa.gov.au



Background

The Town of East Fremantle is located on the south-side of the Swan River between the localities of Fremantle and Melville approx. 17km from the Perth CBD. The Town is home to over 7,800 residents in housing which some date back to 1900 -1940 and covers only 3.2 square kilometres. The Town includes Preston Point, Niergarup Track, Merv Cowan Park, John Tonkin Reserve, and a number of sporting clubs for dragon boat racing, AFL, Tennis, Swan Yacht Club, and Lacrosse.

Region:	Perth metro
Population:	7,860
Population comments:	Highest percentage of residents is between 35 to 49 and then 50 to 59 age bracket.
Annual average rainfall (mm):	702.4mm (Fremantle weather station via BOM)
Residents are employed in the following industries:	Health care and social assistance; education and training; professional, scientific and technical services
Drinking water supply source if known (please include alternative water sources):	IWSS, Dam, Storm water Harvesting, Wastewater Reuse, and Groundwater.

Completed Water Efficiency Programs/Initiatives

The Town of East Fremantle has been participating in the Waterwise Council Program since 2018 and this action plan starts the Town's journey towards endorsement and access to the benefits of the Waterwise Council Program which has been running in Western Australia by Water Corporation for over a decade.

Some of the water related initiatives that the Town has implemented include:

- The Town holds a Native Plant Subsidy Scheme through Apace Nursery that allows residents to purchase up to 10 plants at a subsidised price.
- [Community grants](#) for community groups to fund a range of initiatives including Sustainable Living Workshops through East Freo Farm that were funded in the past
- Support for [East Freo Farm Community Garden](#) that promotes sustainable ecological practices and holds garden and sustainability workshops for residents including providing information on waterwise gardens.
- Verge treatment, beautification and street tree [guide online](#)

The Town also collaborates with the [South West Group of Local Authorities](#) which includes Cities of Cockburn, Fremantle, Kwinana, Melville and Rockingham to undertake an integrated approach to regional development including environmental issues.



Relationship to Strategic Documents

The Town's Waterwise Council Action Plan sits under the Town's [Strategic Community Plan 2017-2027](#) and [Corporate Business Plan 2019-2023](#) in regards to the vision to "maintaining and enhancing our river foreshore and other green, open spaces with a focus on environmental sustainability and community amenity". The corporate business plan mentions the action to "register as a Waterwise Council and implement waterwise initiatives" as part of the Town's objective to "acknowledge the change in our climate and understand the impact of those changes".

Other related documents include:

- [Policy Manual](#)
- [Local Emergency Management Arrangements](#)

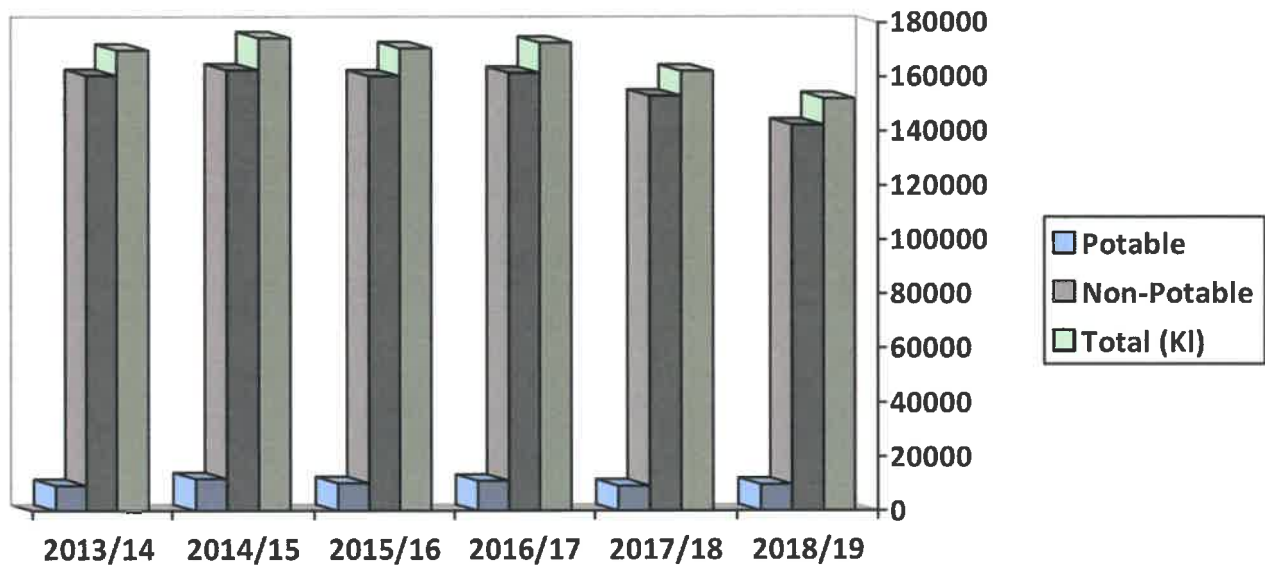


Historical Water Use

Total council water use

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Potable water use (kL)	9286	11,737	10,224	11,050	9,218	9,770
Non-potable water use (kL)	160627	162662	160382	161542	153034	142310
Total	169913	174399	170606	172592	162252	152080

Please display your council water use in a bar graph. Double click on the graph below to start entering your data.



Potable water use - top 5 facilities as per 18/19

Facility name	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Clarify water use increase or reduction
Zephyrs Café	1634 kL	1779 kL	1682 kL	1953 kL	587 kL	1819 kL	Natural Fluctuations
EF Football oval	943 kL	1495 kL	1334 kL	1921 kL	1765 kL	891 kL	Natural Fluctuations
EF Football Club	878 kL	1820 kL	1511 kL	1259 kL	1477 kL	737 kL	Natural Fluctuations



Tricolore	1215 kL	1568 kL	1279 kL	631 kL	435 kL	667 kL	Natural Fluctuations
Memorial Rose Gardens	691 kL	525 kL	567 kL	487 kL	819 kL	605 kL	Natural Fluctuations

Non-potable water use - top 5 facilities

Non-potable water use includes ground water, surface water storm water capture and re-use and recycled wastewater.

Please enter your **non-potable** water use (kL) for your top 5 facilities in the table below.

Facility name	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Clarify water use increase or reduction
Sports Grounds	70986	71248	69346	66427	62731	57402	Water use has decreased due to seasonal rainfall, replacement of irrigation controller and repair of leaks
Foreshore parks, John Tonkin, Norm Mackenzie, Wayman Parks	13978	14314	12696	15192	15073	12815	A lot of new infrastructure has been installed in this area over the last few years resulting in a lot of breakages to the irrigation causing leaks, all now repaired.
East Fremantle Oval	34339	35763	40057	34992	32177	32992	Reduction in use due to Turbine pump being refurbished.
Glasson Park	2196	2210	2087	2171	1318	1934	Variation in use due to faulty pump which was replaced.
Depot, Croquet/Bowling Clubs and tree watering	5403	7015	8017	7810	8143	7946	Varies depending on the number of tree planted each year.



Community Water Use

Historical community water use - potable

Your community water use is the amount of water currently consumed by the community. This information can assist you to identify trends and set targets to reduce water.

Please enter the relevant information for your historical community water use in the table below.

Year (financial)	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Community water use (kL)	823,503	867,515	831,363	797,783	809,564	806,615
Population	7831	7803	7680	7770	7811	7852
Per capita water use	105	111	108	103	104	103
Reason for increase/decrease from previous year (if known)	Continual reduction due to water restrictions set by Water Corporation, new builds that install more water efficient products and general community awareness of better water usage.					

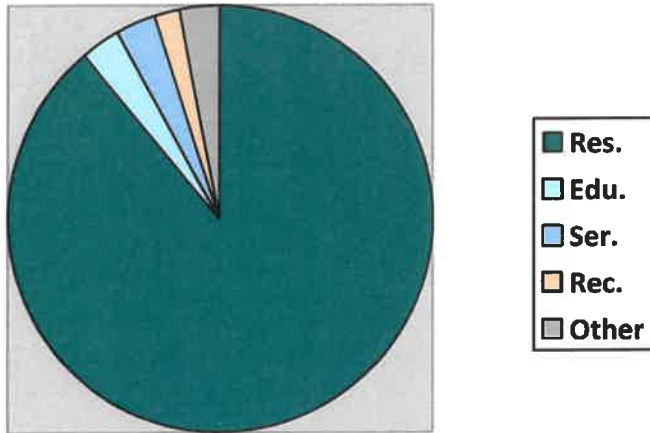
Community Water Use by Sector

Please break down your community water use for 2017/18 by sector to identify trends and water savings opportunities. For example if Community potable water use is predominantly residential you may consider an initiative such as a showerhead swap program. If commercial or business water use is high you may consider a water audit and retrofit program.

Community water use – sectors 2017/18	%
1. Residential	89%
2. Education/Government and Defence	3%
3. Hospitality/Health and Community Services	3%
4. Recreational	2%
5. Other – General business	3%



Please display the data from the above table into a pie graph.





Water Efficiency Goals

Setting water efficiency goals will help drive the implementation of water efficiency measures across your operations and in the community. Goals need to include a realistic timeframe and the base year from which improvements will be measured.

Council water efficiency goal

Over the coming year, the Town will aim to reduce corporate scheme water consumption by 2%.

Corporate bore water use targets are determined by the Department of Water and Environmental Regulation in regards to license allocations. The Town is currently within these allocations, due to the careful management of each reserve.

Community potable water efficiency goal

Over the coming year, the Town will aim to further reduce community scheme water consumption per capita by 2%. As residential bores are unmetered, there can be no target for residential ground water use.



Performance Benchmarks

Determining an appropriate performance indicator for the council's top water using sites will allow water use comparisons to be made each year.

If you are unsure about the most appropriate benchmark for your site please email water_efficiency@watercorporation.com.au or go to www.watercompare.com.au for step by step instructions.

How to calculate your benchmarks?

For each facility or irrigated area divide your water use (kL) by the appropriate performance indicator (e.g. L/ patron/ year) to determine the benchmark for 2017/18 usage year.

Please enter your performance benchmarks for your top 5 facilities in the table below.

Facility	Period (Year)	Potable/non-potable	Annual Water use (kL)	Benchmark Indicator	Benchmark
Sports Grounds	2018/19	Non-potable	57402	kL/hectare	7500kL/hectare
Foreshore parks, John Tonkin, Norm Mackenzie, Wayman Parks	2018/19	Non-potable	12815	kL/hectare	7500kL/hectare
East Fremantle Oval	2018/19	Non-potable	32992	kL/hectare	7500kL/hectare
Depot, Croquet/Bowling Clubs and tree watering*	2018/19	Non-potable	7946	kL/hectare	7500kL/hectare



Glasson Park 2018/19 Non-potable 1934 kL/hectare 7500kL/hectare

*This also includes a stand pipe which is utilised to water newly planted street trees.

Waterwise Endorsement

To be endorsed as a **Waterwise Council**, please complete all of the actions in the Waterwise Endorsement Action Table.

Please note: You are required to provide evidence/examples for each action to demonstrate your progress when you submit your application. This includes photographs, copy of meter reading template or maintenance/operation plan or schedule.

Waterwise Council Endorsement Action Table				
Ref	Action	Status of action In progress / completed / ongoing	Department responsible	Evidence
1.	Sign Waterwise Council Program MOU . Please email completed MOU to water.ency@watercorporation.com.au	Complete	CEO	Copy of MOU already provided.
2.	Conduct a water audit on the council's top 5 water using sites and commit to implementing the most viable recommendations. For smaller councils we have online water audit training available. If you're a larger council we recommend you visit our Water Auditor Program page .	Ongoing	Regulatory Services	The Town currently engages Planet Footprint to carry out regular audits of the Towns water use. The results of these will be used to influence Council's building Capital Works Program in conjunction



					with its asset management plan. See Planet Footprint attachments.
3.	Irrigation team and appropriate employees to complete free online Water Corporation water efficiency training.	John/Dave to complete	Operations	See Operations Supervisor Certificate	
4.	Demonstrate your council has considered the inclusion of compulsory pool covers in your council pool inspection and certification checklist.	Ongoing	Regulatory Services	Inspections done externally, the next tender specifications is to include checking for pool covers and encouraging owners to use them.	
5.	Promote water conservation to your residents through different communications channels (social media, newsletter, website, brochures).	Ongoing	Office Of CEO	https://www.eastfremantle.wa.gov.au/community/programs/waterwise-council.aspx	
6.	Demonstrate engagement with local schools to promote the Waterwise Schools Program. Engage with local schools on water efficiency and sustainability programs.	Ongoing	Regulatory Services	East Fremantle Primary School Kindergarten became a recognised Waterwise School in 2007. The Town is currently in communication with the Richmond Primary School to facilitate Waterwise Education Programs to promote and move towards becoming a Waterwise School, commencing Term 1 2020. The Town has requested	



<p>material from the Water Corporation to aid these programs.</p>				
<p>Town utilises the application for below and encourages the installation of grey water systems by absorbing the cost of application/permit. https://ww2.health.wa.gov.au/Articles/A_E/Apply-to-install-a-wastewater-system</p>	<p>Regulatory Services</p>	<p>Complete</p>	<p>Provide information on the installation and local regulation of non-potable water supply (e.g. grey water systems and rainwater tanks) where appropriate.</p>	<p>7.</p>
<p>Town Hall and Depot have Billi taps which have an automatic shut off system. Tricolore has a waterless urinal Depot has an automatic flush urinal. Town has ordered Waterwise stickers, posters and brochures from Water Corporation to place in the buildings.</p>	<p>All departments</p>	<p>Ongoing</p>	<p>Put processes in place to encourage behavioural change within council office, e.g. save water signage in staff facilities, regular water management team meetings.</p>	<p>8.</p>
<p>The Towns maintenance contracts are being reviewed and redeveloped. This will include this consideration.</p>	<p>Operations</p>	<p>Ongoing</p>	<p>Procurement processes incorporate consideration of better than 3 star WELS rated fixtures.</p>	<p>9.</p>



10.	Meters (and any sub-meters) are read on a regular basis and recorded. Ensure your team includes leaks observed/fixed.	Ongoing	Regulatory Services	High fluctuations in water bills are investigated/questioned straight away to ascertain whether a viable explanation is available or if repairs need to be done.
11.	Audit irrigation system to identify poorly performing irrigation hardware. Develop a system maintenance and audit schedule.	Ongoing	Operations	The Towns irrigation systems are currently audited with all repair requirements performed straight away – specifically prior to Summer. Additionally, GFG Consulting are currently auditing the Towns bores. See attached PO. See attached <u>Verges Checklist</u>
12.	Meter all bores - install a water meter to the standards detailed in the Department of Water and Environmental Regulation Guidelines for water meter installation 2009, on all non-scheme water sources to measure both water flow rate and cumulative volume.	Complete	Operations	Was actioned in May 2016 See attached <u>Horizon West PO.</u>
13.	Landscaping plans to include low water use plants, hydrozoning and soil amendments.	Complete	Operations	As stated in the introduction of this report, the Town holds a Native Plant Subsidy Scheme through Apace Nursery. See attached <u>Apace PO.</u> See attached <u>Landscaping</u>



<p><u>of Verge Policy</u> See attached the Towns Draft Style Guide.</p>				
<p>See 3.3 (iv) and (v). https://www.eastfremanle.wa.gov.au/Profiles/leastfremanle/Assets/ClientData/Document-Centre/local-planning-policies/3_1_1_LPP_Regional_Design_Guide_lines_Amended_17_May_2016.pdf</p> <p>See page 5 (e) https://www.eastfremanle.wa.gov.au/community-design-advisory-committee.aspx</p>	<p>Regulatory Services</p>	<p>Complete</p>	<p>Develop a Local Planning Policy to implement water sensitive urban design in new land developments.</p>	
<p>Although the Town have installed meters and hold a licence, the allocation applied to each bore was incorrect. Consequently, we are still in discussion with the Department of Water to rectify this. However, the Town does not go over the advised allocation of 7500kL per hectare.</p>	<p>Operations</p>	<p>Ongoing</p>	<p>No breaches of groundwater licence terms or conditions set by the Department of Water and Environmental Regulation, and no breaches of scheme water usage issued by Water Corporation, in the past 12 months. This includes permanent water efficiency measures.</p>	



16.	<p><u>Report annually on community and corporate water use (scheme and groundwater).</u></p>	Ongoing	Regulatory Services	<p>This is performed by Planet Footprint on behalf of the Town.</p>
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Endorsement of Waterwise Council Action Plan

Council Name: Town of East Fremantle

- a) Will implement the water saving measures stated in Section 5 of the Water Efficiency Action Plan and ensure employees and contractors assist in implementing actions.
- c) Acknowledges that the Water Corporation and / or Department of Water and Environmental Regulation may comment on the WCAP and/or request additional information relating to the WCAP.
- d) Acknowledges that the Water Corporation and Department of Water and Environmental Regulation will monitor the Action Plan and failure to meet requirements of the program may result in the withdrawal of Waterwise endorsement.
- e) Will submit an annual report, in accordance with Section 5 (Action Plan), detailing progress made on the WCAP in order to maintain endorsement as a Waterwise Council.

Name Gary Tuffin

Position Chief Executive Officer

Signature

Date

29/10/19

Water Corporation and Department of Water and Environmental Regulation Acceptance of WCAP

Water Corporation and Department of Water and Environmental Regulation has reviewed and accepted the WCAP. With acceptance of this Action Plan <LGA>: will be eligible for endorsement as a Waterwise Council.

Water Corporation:

Name

Position

Signature

Date

Department of Water and Environmental Regulation:

Name

Position

Signature

Date

Document Number

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13.1 Mayor O’Neill – Impact of Heavy Vehicular Traffic along Stirling Highway

That Council;

- 1) express its concern to the State Government regarding the growth of container truck traffic along the Stirling Highway over the last few decades. Whilst acknowledging and congratulating the State government on increasing containers on rail, residents in the Town continue to be subjected to air and noise pollution from heavy vehicles placing their health and that of their children at risk.*
- 2) request the State government monitor the situation and the impact of heavy vehicular traffic along Stirling Highway in East Fremantle and continue to examine the Outer Harbour as a viable alternative.*

Mayor O’Neill comment:

I believe the Town needs to look at the health impacts of residents that live in close proximity to the main truck route into Fremantle. Nothing is more important than the health and safety of our residents and their children. It is imperative that we look at the air quality, noise levels and other factors that may have an impact on the residents of the Town.

There has been a letter of support received regarding this proposed motion.

Officer’s comment:

Administration is supportive of the proposed motion.

13.2 Mayor O’Neill – Climate Change Strategies

The Council;

- 1) recognises the ‘climate emergency’ and supports WALGA’s request for all levels of Government to work in partnership in an attempt to address this matter.*
- 2) adopts more strategies to play its role in trying to minimise our impact on climate change.*

Mayor O’Neill’s comment:

The climate emergency must be acknowledged and action taken by governments, corporations and individuals. There is no doubt that we all must act and the Town must show leadership in acknowledging the emergency.

The proposed motion is not requesting that Council sign the WALGA declaration, rather that we acknowledge climate change and encourage further climate change actions within the Town.

Background

The following declaration comes from WALGA’s Policy Statement on Climate Change (2018):

Local Government acknowledges:

- I. *The science is clear: climate change is occurring and greenhouse gas emissions from human activities are the dominant cause.*
- II. *Climate change threatens human societies and the Earth's ecosystems.*
- III. *Urgent action is required to reduce emissions, and to adapt to the impacts from climate change that are now unavoidable.*
- IV. *A failure to adequately address this climate change emergency places an unacceptable burden on future generations.*

Local Government is committed to addressing climate change.

Local Government is calling for:

- I. *Strong climate change action, leadership and coordination at all levels of government.*
- II. *Effective and adequately funded Commonwealth and State Government climate change policies and programs.*

Local Governments from across Western Australia have committed to WALGA's Climate Change Declaration demonstrating their acknowledgment of the impacts of climate change and their commitment to developing locally appropriate mitigation and adaptation strategies to manage climate change.

Officer's Comment

To address this issue the Town has more recently undertaken the following activities;

- Riverside Rd reconstruction - Paving with TonerPlas will use approximately:
 - 800,000 reclaimed plastic bag equivalents
 - 252,000 glass bottle (stubby) equivalents
 - Unused toner from 1900 printer cartridges
 - 20% reclaimed asphalt pavement
- Thermal imagery study of the Town – future development of Urban Forest Strategy.
- Implementation of FOGO
- Annual Tree planting program
- Adoption of two Wood Encouragement Policies (Council buildings and public)
- Installation of solar panels – (Bowling Club, Dovenby House)
- Becoming a Waterwise Council – November OCM Agenda item.

Financial implication

The proposed motion will not result in any financial commitment other than what Council chooses to support in relation to climate change activities, such as the ones mentioned above.

Since the Notice of Motion was submitted to the October Council Meeting, Council has received 21 letters of support for the proposed resolution (see summary of submissions attached).

13.3 Mayor O'Neill – Glyphosate

The Town of East Fremantle stops the use of glyphosate based products in all its public spaces, parks and reserves etc by Council employees and contractors.

Mayor O'Neill comments:

There are multiple alternatives to the use of glysohate which Council and its contractors can use. Whilst glysohate is available people will continue to use it. There are multiple compensation cases before the courts. The potential risk to residents, children, Council staff, fauna and our pets is easily avoided by not using glysohate.

Officer's comments:

Administration support the proposed motion, and have already commenced using alternative weed eradication sprays, Localsafe & Slasher that are both glysohate free.

Localsafe's website provides;

"Our Weed Terminators are natural herbicides designed for agriculture, government, municipalities, the education sector, re-vegetation programs, national parks as well as small and large homes

When combining the active ingredient of acetic acid and Contact Organics proprietary delivery technology we penetrate the plant by breaking down the waxy covering (protective film) of the weed. This allows the moisture to escape and effectively desiccating the weed by dehydration to termination. With no residues remaining in the soil, weeds are unable to build resistance.

Being made from natural ingredients, means there are no toxins or poisons that can pass into the food chain or the human body."

Slasher

*Slasher Weedkiller is a Registered Organic herbicide that is **glyphosate-free** and rapidly kills weeds, moss, algae and lichen. Use it in gardens, paths, drive-ways, around buildings and as a spot spray in lawns. It works quickly to easily control weeds the organic way!*

Active Constituents: 525g/L Nonanoic Acid

Nonanoic acid is also known as pelargonic acid and is derived from plant oils

Financial implication:

Whilst Glysohate is generally cheaper to purchase, the dilution ratio is much less with Localsafe & Slasher, therefore, the overall costs for the products are similar.

Council has also made provision in its current budget for the purchase of a weed spraying (foam) unit that does not use glysohate based products.

14. **NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING**
15. **QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
16. **NEW BUSINESS OF AN URGENT NATURE**

17. MATTERS BEHIND CLOSED DOORS

17. PROCEDURAL MOTION

That the meeting be closed to the public to discuss Item 17.1 under the terms of the *Local Government Act 1995, Section 5.23(2)(a)*.

- 17.1 Gratuity Payment – Terry Paparone**
Confidential Report – Separate Attachment

18. CLOSURE

SUMMARY OF SUBMISSIONS RECEIVED REGARDING MAYOR O'NEILL'S PROPOSED MOTION ON THE CLIMATE CHANGE EMERGENCY

Name/Address	Request
Submission 1	Request for elected members to support the Climate Change Emergency motion proposed by Mayor O'Neill
Submission 2	<ul style="list-style-type: none"> ● Request for elected members to support the Climate Change Emergency motion proposed by Mayor O'Neill ● Look to Council to implement an action plan based upon WALGA policy statement on climate change, to steer our community's efforts towards mitigating the effects of climate change
Submission 3	Request for elected members to support the Climate Change Emergency motion proposed by Mayor O'Neill and to progress the development of an action plan based on the WALGA policy statement.
Submission 4	Request for elected members to support the Mayor's motion to support a declaration of climate emergency and to take immediate action to lead the community in reducing carbon emissions, planting trees and encouraging community initiatives such as the mural supporting Extinction Rebellion on Canning Highway.
Submission 5	Request for elected members to support the Climate Change Emergency motion proposed by Mayor O'Neill
Submission 6	Request for elected members to support the Climate Change Emergency motion proposed by Mayor O'Neill but would like the wording to be amended to say "declares a climate emergency" rather than "recognises a climate emergency".
Submission 7	Request for elected members to support the Climate Change Emergency motion proposed by Mayor O'Neill
Submission 8	Request for elected members to support the Mayor's motion to support a declaration of climate emergency and to take immediate action to lead the community in reducing carbon emissions, planting trees and encouraging community initiatives such as the mural supporting Extinction Rebellion on Canning Highway.
Submission 9	Request for elected members to support the Climate Change Emergency motion proposed by Mayor O'Neill
Submission 10	Thank you to Mayor & Councillors for tackling the climate emergency and support any motions that address this vital issue.
Submission 11	<ul style="list-style-type: none"> ● Request for elected members to support the Climate Change Emergency motion proposed by Mayor O'Neill ● Urge Council to advise residents of the specific strategies that will be implemented to minimise the impact of Council's activities on climate change. ● Request a strengthened strategy to increase the urban forest in East Fremantle by insisting that mature trees are retained on properties facing redevelopment, nurturing the Town's mature street trees and replacing lost canopies, especially on verges and other land for which Council has ultimate responsibility.
Submission 12	<ul style="list-style-type: none"> ● Urge Council to pass the proposed motion and urgently adopt climate mitigation strategies such as converting Council's vehicles to electric vehicles. ● Lobbying State and Federal Government to urgently address the increasing risks we face as a result of climate change. ● Will our local water drainage and sewage systems cope with the predicted storm surges and sea level rises in the Fremantle area? ● Council to appoint an expert advisory panel to advise on climate mitigation strategies. ● Seeking a response and information on:

	<ul style="list-style-type: none"> — The Town’s existing climate mitigation strategies — The passage of the motion — The adopted strategies “to minimise our impact on climate change” — The implementation of these strategies.
Submission 13	Calling on Councillors to pass a motion on the climate emergency.
Submission 14	Request for elected members to support the Climate Change Emergency motion proposed by Mayor O’Neill
Submission 15	Request for elected members to support the Climate Change Emergency motion proposed by Mayor O’Neill
Submission 16	Request for elected members to support the Climate Change Emergency motion proposed by Mayor O’Neill
Submission 17	<ul style="list-style-type: none"> ● Request for elected members to support the Climate Change Emergency motion proposed by Mayor O’Neill ● Follow up with the development of an action plan based on the WALGA policy statement detailing how Council will develop and implement climate change policies and program.
Submission 18	Request elected members support the declaration of a climate emergency in East Fremantle and bring about a more sustainable future for all.
Submission 19	Support the motion the Mayor is putting to the next Council Meeting about climate change. Urging Council to join the Cities Power Partnership.
Submission 20	Pleased to see motion the Mayor is putting up at next Council Meeting but urging elected members to support stronger wording and declare a climate emergency. Also urging Council to join the Cities Power Partnership.
Submission 21	Please pass the upcoming motion at Council that recognises the climate emergency and its support to adopt more strategies in trying to minimise our impact on climate change.