

## NOTICE OF MEETING

Elected Members

An Ordinary Meeting of the Council will be held on Tuesday, 19 February 2019 in the Council Chamber, 135 Canning Highway East Fremantle commencing at 6.30pm and your attendance is requested.



GARY TUFFIN  
Chief Executive Officer

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## AGENDA

**1. OFFICIAL OPENING**

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

**3. RECORD OF ATTENDANCE**

**3.1 Attendance**

**3.2 Apologies**

Cr Natale

**3.3 Approved**

**4. DISCLOSURES OF INTEREST**

**4.1 Financial**

**4.2 Proximity**

**4.3 Impartiality**

**5. PUBLIC QUESTION TIME**

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

Nil.

**5.2 Public Question Time**

**6. PRESENTATIONS/DEPUTATIONS**

**6.1 Presentations**

Nil.

**6.2 Deputations**

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- 7. APPLICATIONS FOR LEAVE OF ABSENCE**
- 8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
- 8.1 Meeting of Council (11 December 2018)**

**8.1 OFFICER RECOMMENDATION**

**That the minutes of the Ordinary meeting of Council held on Tuesday, 11 December 2018 be confirmed as a true and correct record of proceedings.**

- 9. ANNOUNCEMENTS BY THE PRESIDING MEMBER**
  - 10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**  
Nil.
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**11. REPORTS AND RECOMMENDATIONS OF COMMITTEES**

**11.1 Town Planning Committee Meeting (5 February 2019)**

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

**Purpose**

To submit the minutes and delegated decisions of the Town Planning & Building Committee for receipt by Council.

**Executive Summary**

The Committee, at its meeting on 5 February 2019, exercised its delegation in seven statutory matters where four members voted in favour of the Reporting Officer's recommendations.

The following three statutory applications were not able to be dealt with under delegation as the minimum four votes in support of the officer's recommendation were not obtained and are included in the Council agenda for further consideration:

- Silas Street Unit 24 No 3 (Lot 123)
- Staton Road No 70 (Lot 54)
- Richmond Circus No 70 (Lot 226)

As the Committee has no delegation to deal with strategic matters, the report regarding the Economic and Industry Standing Committee Inquiry into Short-Stay Accommodation in WA has also been referred to the February Council Meeting.

There is no further action other than to receive the minutes, including delegated decisions, of that meeting.

**Consultation**

Town Planning & Building Committee.

**Statutory Environment**

Nil.

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Nil.

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**Site Inspection**

Not applicable.

**Comment**

The unconfirmed minutes of the Town Planning & Building 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 February 2019 be received.**

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TOWN OF  
EAST FREMANTLE

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# MINUTES

## Town Planning & Building Committee

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Tuesday, 5 February 2019 at 6.30pm

### Disclaimer

The purpose of this Committee meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst the Committee 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 Committee decision. No person should rely on the decisions made by the Committee until formal advice of the Committee decision is received by that person.

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UNCONFIRMED

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**MINUTES OF THE ORDINARY MEETING OF THE TOWN PLANNING COMMITTEE HELD AT THE EAST FREMANTLE TOWN HALL, 135 CANNING HIGHWAY, EAST FREMANTLE ON TUESDAY 5 FEBRUARY 2019.****1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS**

Presiding member opened the meeting at 6.31pm and welcomed members of the gallery.

**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 and present."*

**3. RECORD OF ATTENDANCE****3.1 Attendance**

The following members were in attendance:

Cr C Collinson *Presiding Member*  
Mayor O'Neill  
Cr M McPhail  
Cr D Nardi  
Cr A White

The following staff were in attendance:

Mr A Malone *Executive Manager Regulatory Services*  
Ms G Cooper *Minute Secretary*

**3.2 Apologies**

Cr T Natale

**3.3 Leave of Absence**

Nil.

**4. MEMORANDUM OF OUTSTANDING BUSINESS**

Nil.

**5. DISCLOSURES OF INTEREST****5.1 Financial**

Nil.

**5.2 Proximity**

Nil.

**5.3 Impartiality**

**5.3.1 A Malone – Refer Item 11.8 Petra Street No 11 (Lot 390) Proposed House Extensions Including Garage, Patio and Cellar**

**5.3.2 Cr Collinson - Refer Item 11.8 Petra Street No 11 (Lot 390) Proposed House Extensions Including Garage, Patio and Cellar**

**5.3.3 Cr Nardi- Refer Item 11.8 Petra Street No 11 (Lot 390) Proposed House Extensions Including Garage, Patio and Cellar**

**6. PUBLIC QUESTION TIME**

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

Nil.

**6.2 Public Question Time**

Nil.

**7. PRESENTATIONS/DEPUTATIONS**

**7.1 Presentations**

Nil.

**7.2 Deputations**

Nil.

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**8.1 Town Planning and Building Committee (6 November 2018)**

**8.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION**

Cr White moved, seconded Cr Nardi

That the minutes of the Town Planning and Building Committee meeting held on Tuesday 6 November 2018 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

**9. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Nil.



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**10. REPORTS OF COMMITTEES****10.1 Community Design Advisory Committee**

<b>Prepared by:</b>	Andrew Malone Executive Manager Regulatory Services
<b>Supervised by:</b>	Gary Tuffin, Chief Executive Officer
<b>Authority/Discretion:</b>	Town Planning & Building Committee
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Minutes of the Community Design Advisory Committee meeting held on 19 November 2018.</li><li>2. Minutes of the Community Design Advisory Committee meeting held on 21 January 2019</li></ol>

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**PURPOSE**

To submit the minutes of the Community Design Advisory Committee meetings held in November 2018 and January 2019 for receipt by the Town Planning Committee.

**EXECUTIVE SUMMARY**

The Committee, at its meetings held on 19 November 2018 and 21 January 2019, provided comment on planning applications listed for consideration at the February 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.

**10.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP010219**

Cr Nardi moved, seconded Cr White

That the Minutes of the Community Design Advisory Committee meetings held on 19 November 2018 and 21 January 2019 be received.

(CARRIED UNANIMOUSLY)

**Cr Nardi moved, second Cr McPhail**

**That the order of business be changed to allow members of the gallery to speak to specific planning applications.**

**(CARRIED UNANIMOUSLY)**

## 11. REPORTS OF OFFICERS (COMMITTEE DELEGATION)

### 11.1 Pier Street, No. 9A (Lot 500) – Construction of Two Storey Single Dwelling on Vacant Land

<b>Applicant</b>	Brolga Developments and Construction P/L
<b>Owner</b>	S Sorgiovanni
<b>File ref</b>	P/PIE9A; P096/18
<b>Prepared by</b>	Christine Catchpole, Senior Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Meeting date</b>	5 February 2019
<b>Attachments</b>	Nil

#### Purpose

This report considers a development application for construction of a two storey single dwelling on vacant land on the southern side of the street being No. 9A (Lot 500) Pier Street, East Fremantle.

#### Executive Summary

It is proposed to develop a vacant lot with a two storey single dwelling. The 465m<sup>2</sup> lot is the result of a 'down the middle' subdivision. The resulting lot is long and narrow with a width of approximately 10 metres, sloping downwards away from the road. The lot dimensions have presented some challenges in complying with the R-Code standards for a R12.5 coded area as the lot has been subdivided at R20 standards. The following non-compliance matters are relevant to the determination of this application:

- Street setback: balcony, fencing and entry gate incursion into the setback area;
- Lot boundary setbacks: less than required;
- Open space: below required percentage of site area;
- Building height: building height exceeded for a portion of the dwelling;
- Site works: excavation and fill greater than permitted under the R-Codes;
- Retaining walls: greater than 1.0 metre in height closer than 1.0 metre to the lot boundary and within the front setback area;
- Visual privacy setbacks: less than permitted for upper level bedroom 4 and rear alfresco area;
- Garage width: greater than 30% of the width of the lot frontage; and
- Front fencing.

The variations in regard to impact on amenity are considered reasonable given the site circumstances and are supportable. The application is recommended for approval subject to specific planning conditions relating to balustrading materials, no external roof fixtures, front fencing, crossover width, roof reflectivity and parapet walls.

#### Background

Nil in regard to this application. Vacant land.

**Consultation**Advertising

Surrounding land owners considered to be impacted by the proposal were contacted by mail and comments invited for a two week period from 9 to 23 November 2018. A sign was also placed on the vacant land for the same two week period. Four submissions were received all objecting to the proposal on various grounds. The planning issues raised were discussed with the applicant and amended plans have been submitted and re-advertised to the owners from 9 to 23 January 2019. The only submission received was in support of the application.

Community Design Advisory Committee (CDAC)

This application was referred to the CDAC meeting on 21 January 2019. The following comments were made:

- (a) *The overall built form merits;*
- The Committee acknowledge the improvement to the front façade.
  - The Committee note that the garage does not comply with the Town's Residential Design Guidelines or the R-Codes.
- (b) *The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.*
- No further comment at this time.
- (c) *The relationship with and impact on the broader public realm and streetscape;*
- No further comment at this time.
- (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;*
- No further comment at this time.
- (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.

Officer Comment

The applicant is required to provide two parking bays on site. A lot width of ~10 metres provides few options for accommodating two bays and complying with the provision that requires the width of the garage to be 30% or less of the lot frontage width. The applicant has provided undercroft parking as requested by the Town to minimise the impact of the garage width on the streetscape, so no further changes to the plans are required.

**Statutory Environment**

*Planning and Development Act 2005*

*Residential Design Codes of WA*

*Town of East Fremantle Local Planning Scheme No. 3*



**Policy Implications**

*Town of East Fremantle Residential Design Guidelines 2016*

**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.*

**Site Inspection**

November 2018

**Comment**

LPS 3 Zoning: Residential R12.5  
Site area: 465m<sup>2</sup>

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### Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies. 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 Setback	7.5m	7.5m average achieved as / R-Codes	A
Minor incursions	6.5m	<b>Nil to 5.5m</b> (entry statement internal fencing and gate)	D
Lot Boundary Setback	West GF: 1.5 – 1.8m UF: 2.4m East GF: 2.6 – 3.3m UF: 2.0m South: LF – 6.0m (rear) UF – 6.0m	East GF: 1.0 – 2.1m UF: 1.0 – 2.1m West GF: nil – 1.8m UF: 1.2 – 4.0m South LF: 4.1m UF: 22.4m	D
Garage (R-Codes)	3.75m	6.0m	A
Garage (RDG)	Incorporated into and compatible with dwelling	In alignment with dwelling	A
Garage (% width of lot frontage)	≤30%	54%	D
Open Space	55%	50%	D
Car Parking	2	2	A
Site Works	Excavation or fill behind a street setback line: <ul style="list-style-type: none"> <li>• Within 3m of front boundary</li> <li>• limited by compliance with building height limits and setbacks</li> <li>• within 1.0m of lot boundary</li> </ul>	Various 967mm – 1.2m	D
Retaining Walls	Retaining walls set back from lot boundaries in accordance with Table 1 – 1.0 metre Retaining walls up to or within 1.0 metre of a lot boundary for landscaping - <0.5m high	Various 521mm – 881mm	D
Visual privacy setback	4.5m (bedroom 4) 7.5m (alfresco) - >500mm above NGL)	3.2m 4.2m	D D
Overshadowing	25%	2.5%	A
Drainage	On-site	On-site	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
<b>3.7.4 Site Works</b>	<b>D</b>
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	A
<b>3.7.7 Building Setbacks and Orientation</b>	<b>D</b>
3.7.8 Roof Form and Pitch	A

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3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
<b>3.7.11 Front Fences</b>	<b>D</b>
3.7.12 Pergolas	A
3.7.13 Incidental Development Requirements	A
<b>3.7.14 Footpaths and Crossovers</b>	<b>D</b>
<b>3.7.18.3 Garages, Carports and Outbuildings</b>	<b>D</b>
3.7.15-20 Precinct Requirements	A

Building Height Requirement	Required	Proposed	Status
Building Height (Maximum external wall height) (RDG)	6.5m	North: 4.8m – 5.8m	A
		East: 4.7m – 6.6m	D
		West: 6.6m – 7.3m	D
Building Height (top of pitch of roof) (RDG)	8.1m	5.5m (rear single storey)	A

The lot to be developed is a vacant freehold lot of 465m<sup>2</sup>. The subdivision was approved under the equivalent of a R20 density standard and the lot is now subject to the development standards of R12.5. The original parent lot was the subject of a 'down the middle' subdivision making the resulting lots long and narrow.

There are a number of variations to the R- Codes and the Residential Design Guidelines in respect to this application mostly due to the lot dimensions and the existing ground levels which slope away from Pier Street. These matters are discussed below.

#### Street setback - incursions

The primary street setback of the dwelling is compliant with the R-Codes. The 1.5 metre incursion into the setback is compensated for by a greater area of open space behind the setback line (as permitted under cl. C2.1 (iii)). The R-Codes also allow for minor incursions into the street setback for structures such as balconies, verandahs, stairs and architectural features but these elements cannot protrude more than 1.0 metre into the setback area without Council approval.

In this case the balcony, entry gate and fencing for a front courtyard protrude into the front setback by more than the 1.0 metre permitted. Whilst these structures are further forward than the building line they are below street level and in the case of the balcony, only slightly forward of the building line. The open style balustrading of the balcony assists in reducing the overall bulk of the proposed dwelling and its visual presence in the streetscape. Maintaining an open frontage to the dwelling with minimal 'solid' façade features facing the street is considered important on narrow lots. Undercroft garaging also assists in reducing the dominance of the garage and paved areas fronting the street. It is therefore considered necessary to impose conditions which specify the balustrading be an 'open' style as indicated on the approved plans or a glass balustrade and that fencing details and construction materials, to the satisfaction of the Town, are to be submitted and approved prior to the issue of a Building Permit.

#### Lot boundary setbacks

The lot boundary setbacks do not comply with the R-Codes on the southern, western and eastern side boundaries. Most side wall sections do not comply with the exception of recessed sections. However, the majority of the side walls are setback from both side boundaries at least 1.0 metre and in some cases between 3.0 – 3.5 metres. On the eastern boundary which abuts another vacant lot three sections of wall, between 4.0 and 7.0 metres in length, will be built up to the lot boundary. The

amended plans indicated fewer and shorter sections of wall with a nil setback on both side boundaries as requested.

The proposed setbacks are the result of the applicant responding to the issues raised by adjoining land owners in the initial advertising period. The amended plans, whilst not fully compliant now indicate greater setbacks with some sections of wall in compliance and a greater amount of open space on site provided. This has resulted in reducing building bulk overall and on the boundaries.

Whilst the 'Deemed to Comply' setback provisions are not met the 'Design Principles' of the R-Codes are considered satisfied in regard to both boundary setbacks. The applicant has now reduced building bulk on the adjoining lots and provided for a greater degree of light and ventilation to the adjoining properties. Open space is improved and there are more areas available for landscaping.

#### Site works and retaining walls

The relevant 'Deemed to Comply' provision of the R-Codes is Clause 5.3.7 C7.2 which states as follows:

*"C7.2 Excavation or filling within a site and behind a street setback line limited by compliance with building height limits and building setback requirements."*

Most of the site works and building levels on the lot are the result of the 3 metre fall in the land away from Pier Street. There will be slightly more retaining and site works at the front of the lot to facilitate excavation for the garage. The ground level, however, will be altered in some sections more than 500mm behind the street setback line. This is in excess of the excavation permitted under the R-Codes, therefore the proposal must be assessed under the 'Design Principles' of the R-Codes which states as follows.

*"P7.1 Development that considers and responds to the natural features of the site and requires minimal excavation/fill."*

*P7.2 Where excavation/fill is necessary, all finished levels respecting the natural ground level at the boundary of the site and the adjoining properties and as viewed from the street."*

The redevelopment of this site does not fully utilise the natural slope of the land. The applicant has excavated the front of the site to reduce the impact of the double garage on a 10 metre lot frontage. The proposed dwelling will vary from single to two storeys across the site, however, the two storey section is to be constructed over a higher ground level than the single storey section at the rear, so for the most part the development will appear as a two storey house from Pier Street.

Excavation and fill across the site is therefore required for the dwelling to be on the same level across the full length of the site. The proposed ground levels will result in building height limits being exceeded for a portion of the upper storey from the north western perspective and although not fully compliant with lot boundary setbacks, these aspects of the development are considered to have minimal negative impact on the amenity of surrounding lots and do not impact views.

Similarly there are retaining walls on the site that exceed 500mm and will be adjacent to the lot boundary. These walls do not comply with the R-Codes 'Deemed to Comply' standards. Due to the excavation at the front of the lot, retaining walls in the front setback and side boundary areas are required for the driveway and entry. These structures will be closer than 1.0 metre to the side boundary with walls greater than 500mm in height as permitted under the R-Codes. The retaining walls in this location are considered to result in land which can be used effectively for the benefit of residents without impacting residential amenity as required under the 'Design Principles' of the R-Codes.

There is also a small amount of fill required at the rear of the lot in the south west corner where the land slopes away. Retaining walls that do not comply will be required but again this is not considered to impact resident amenity and can be supported.

#### Building height

The R-Code provisions in respect to building height are substituted by the height control under the Residential Design Guidelines. Clause 3.7.17.4.1.3 states that:

*Where views are an important part of the amenity of the area and neighbours' existing views are to be affected the maximum building heights are as follows:*

- 8.1 metres to the top of a pitched roof; and
- 6.5 metres to the top of an external wall (concealed roof) and where the following apply.
  - (i) the proposal demonstrates design, bulk and scale that responds to adjacent development and established character of the area or other site specific circumstances;
  - (ii) the provision of a landscaping plan demonstrating a minimum of 50% of the effective lot area being landscaped and ;
  - (iii) subject to the 'Acceptable Development' standards of the R-Codes – Element 9 – Design for Climate and Element 8 – Privacy being met.

The building height of the dwelling for the most part is compliant, however, there is a section of the building due to the slope of the land falling length-ways and width-ways across the site, where the dwelling is over height. The over height section is not impacting views and does not overly add bulk or scale to the dwelling. The surrounding land owners have been consulted in this regard due to variations from the R-Codes and the height limits of the Residential Design Guidelines and no submissions on the revised proposal, in regard to building height, have been received. This is most likely because the dwellings to the north and east are on higher land and their views are toward the river. The dwellings to the south and west are on lower land and their views are to the ocean and Port to the west and south west. This building sits 'in between' these surrounding dwellings and the height of the proposed dwelling does not appear to impact views in this location or dominate the streetscape.

Non-compliance with the external wall height for a concealed roof must, however, be assessed in respect to the 'Performance Criteria' of the Residential Design Guidelines as outlined below:

#### *Bulk and Scale of Dwelling and Character of the Area*

- The proposed dwelling is designed to sit reasonably within the 'building envelope' as determined by the R-Codes and the Residential Design Guidelines.
- Two storey development is permitted in the Richmond Hill Precinct. There are no provisions or restrictions limiting new dwelling development to single storey;
- The overall height of the dwelling is mostly compliant;
- The dwelling is considered to satisfy Clause 3.7.4.2 (Site Works) of the Residential Design Guidelines in that *where new development is on a significant slope the floor level of the proposed dwelling shall be the average height of the ground floor levels of the two adjacent dwellings*; and
- The non-compliance with the external wall height on one part of the lot is not a result of fill and is therefore not contributing to the scale and bulk of the overall development.

The proposed dwelling is not out of character with the area. Most other homes in the Precinct, including surrounding houses are two storeys. As noted above the dwelling sits reasonably well within the accepted building envelope parameters for a lot of this size and dimensions. Solar access is not an

issue and the privacy issues for adjoining sites have been addressed with the exception of an upper floor bedroom window which is not considered to present an overlooking issue. The immediate neighbour on this side of the lot has supported the proposal. In respect to the variation to the external wall height the non-compliance is supportable for the reasons outlined above.

#### Visual privacy

The 'Deemed to Comply' provisions for Element 5.4.1 Visual Privacy of the R-Codes requires major openings which have their floor level more than 0.5 metres above natural ground level, and positioned so as to overlook any part of any other residential property behind its setback line, to comply with the following:

- 4.5 metres in the case of bedrooms and studies;
- 6.0 metres in the case of habitable rooms, other than bedrooms and studies; and
- 7.5 metres in the case of unenclosed outdoor active habitable spaces.

The proposed development does not comply with the 'Deemed to Comply' provisions of the R-Codes, however, the 'Design Principles' of 5.4.1 allows for:

*P1.1 Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings achieved through: building layout, location; design of major openings; landscape screening of outdoor active habitable spaces; and/or location of screening devices.*

*P1.2 Maximum visual privacy to side and rear boundaries through measures such as: offsetting the location of ground and first floor windows so that viewing is oblique rather than direct; building to the boundary where appropriate; setting back the first floor from the side boundary; providing higher or opaque and fixed windows; and/or screen devices (including landscaping, fencing, obscure glazing, timber screens, external blinds, window hoods and shutters).*

The upper level bedroom 4 window and the rear alfresco area are considered to be marginally non-compliant. The bedroom window faces to the rear and only a small area of overlooking occurs into the side setback area of the adjoining lot. The adjoining owners have endorsed the proposal so the visual privacy of the lot is not considered to be compromised. Screening of this window is therefore not considered necessary.

The rear alfresco area is partly raised above 500mm in the south west corner. Under the R-Codes it should either be screened or setback a distance of 7.5 metres from the boundary. In this circumstance the required setback or screening is not considered necessary for the minor corner portion of the alfresco area that will be raised approximately 100mm more than the 500mm permitted under the R-Codes. Furthermore, the adjoining lots to the rear have shrubs and trees which offer some screening. The land owner to the immediate rear has not objected to the proposal.

#### Open space

Open space is less than the 55% of the site area required under the R-Codes being 50%. A lot of this size in a R20 coded area would require 50% open space. The minimum area for outdoor living (30m<sup>2</sup>) under a R20 code can be provided at the rear and there are courtyard spaces which can be used for outdoor habitable areas. There are also areas which can be landscaped with vegetation. In this circumstance this non-compliance is considered a slight reduction and is supportable.

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#### Crossover and garage width

The crossover indicated on the plans is non-compliant with Council policy in that it is almost 5 metres (for lots 12 metres in width or less the maximum width is 3 metres). This is not supportable in this case, particularly as the adjoining 10 metre wide lot will also require a crossover, potentially adjacent to this crossover. In this case it is considered necessary for the crossover to not exceed 3 metres to minimise the impact on the streetscape. Reducing hardstand is the objective so that streetscape amenity is maintained and on-street parking is maximised. It is also necessary to protect the existing street tree on Pier Street so a condition is recommended which will require the crossover to be constructed no closer than 1.5 metres from the tree and no greater than 3.0 metres in width. A condition requiring the street tree be protected during the construction phase is also considered necessary as construction on narrow vacant lots can often result in the tree perishing.

The garage width does not comply with the Residential Design Guidelines in that it occupies greater than 30% of the width of the lot frontage (i.e. 54%). The 30% maximum is not achievable if a double garage is required. In this case the R-Codes require two parking bays to be provided on site and the applicant has attempted to reduce the dominance of the garage in respect to the streetscape the additional width is supported.

#### Front fence

Proposed front fencing does not fully comply in that the entry gate and front courtyard (considered front fencing in the setback area) have solid sections which are greater than 1.2 metres in height from natural ground level. This fencing is setback from the lot boundary which lessens its height and visibility from footpath level. It is therefore considered supportable provided that the open grille style gates to the undercroft garage remain a minimum 60% visually permeable to comply with Council's Residential Design Guidelines. With the exception of this section of the fence a condition is recommended which requires all other front fencing to comply with the Residential Design Guidelines so that fencing along each side boundary is not over height and maintains some openness to the streetscape and verge. Also, for the same reason, a condition requiring fencing construction materials and details to be submitted should also be imposed.

#### **Conclusion**

Pier Street and the surrounding area has a range of building heights, scales and built forms. Land in the area is characterised by a fall from the north on the opposite side of Pier Street with the street sloping from east to west. New dwellings are mostly designed to maximise view corridors and long range views to the river and the ocean. In this case, however, the subject lot does not have significant views. Some limited views may be gained from the upper level balcony. The variations proposed have no direct bearing on loss of views for surrounding land owners and there have been no comments of objection from adjoining neighbours/owners in this regard.

Although there are a number of variations from the R-Codes and the Residential Design Guidelines this is mostly a result of the creation of a lot at R20 standards (i.e. 465m<sup>2</sup> lot) which is now subject to assessment under R12.5 development standards. Nonetheless, the amended plans demonstrate an effort to provide reasonable setbacks from the side boundaries given the narrowness of the lot and to attempt to meet the minimum amount of open space required for the site. The dwelling will address the street and is not contrary to the scale and character of the streetscape. The design encompasses a staggered street front setback and a skillion roof and balcony over a double undercroft garage. This minimises the impact of the bulk of the dwelling on surrounding residences. The development addresses the street front reasonably well and only alters the existing slope of the land so that the garage is less visually prominent.

In light of the above the variations from the R-Codes and the Residential Design Guidelines are considered supportable. The applicant is considered to have met the requirements to satisfy the 'Design Principles' and the 'Performance Criteria' for built form, streetscape and residential amenity. The application is recommended for approval subject to conditions as outlined in the Officer report in addition to standard planning conditions relating to balustrade and fencing materials, no external roof fixtures, front fencing, crossover width, roof reflectivity and parapet walls.

- Carlo Famiano (Town Planning Consultant) – spoke in support of the officer's recommendation. The original submitted plans were amended after community consultation, comments from the CDAC and Council staff and feel, this proposal is a better outcome for the site.

#### 11.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP020219

Cr Nardi moved, seconded Cr White

That Council grant development approval for a single two storey dwelling and exercise its discretion in regard to the following:

- (i) Clause 5.1.2 - Street Setback of the Residential Design Codes of WA to permit a street setback incursion of less than 6.5 metres;
- (ii) Clause 5.1.3 - Lot Boundary Setback of the Residential Design Codes of WA to permit a southern, western and eastern lot boundary setback of:
  - (a) Less than 1.5 – 1.8 metres on the western boundary for the ground floor and 2.4 metres for the upper floor;
  - (b) Less than 2.6 – 3.3 metres on the eastern boundary for the ground floor and 2.0 metres for the upper floor; and
  - (c) Less than 6.0 metres from the southern (rear) boundary for the ground floor;
- (iii) Clause 5.1.4 - Open Space of the Residential Design Codes of WA to permit less than 55% open space on site;
- (iv) Clause 5.3.7 - Site Works of the Residential Design Codes of WA to allow excavation within 3 metres of the street alignment and excavation and fill greater than 0.5 metres behind a street setback line and within 1.0 metre of a lot boundary;
- (v) Clause 5.3.8 - Retaining Walls of the Residential Design Codes of WA to permit retaining walls on the side lot boundaries and within the front setback area greater than 0.5 metres in height less than 1.0 metre from the boundaries;
- (vi) Clause 5.4.1 - Visual Privacy of the Residential Design Codes of WA to permit a visual privacy setback from the western boundary for upper level bedroom 4 of less than 4.5 metres and a raised unenclosed outdoor habitable space of less than 7.5 metres;
- (vii) Clause 3.7.17.3.2 Garages, Carports and Outbuildings of the Residential Design Guidelines to allow the width of the garage to exceed 30% of the lot frontage;
- (viii) Clause 3.7.17.4.1.3 - Building Height, Form, Bulk and Scale of the Residential Design Guidelines to permit an external wall height greater than 6.5 metres,

for the construction of a two storey single dwelling at No. 9A (Lot 500) Pier Street, East Fremantle, in accordance with the plans date stamped received on 2 January 2019, subject to the following conditions:

- (1) The balcony balustrade to be of an 'open' style grille or glass material. It is not to be of solid masonry or solid building material construction.
- (2) All front fencing within the street setback area (including the front setback along the side lot boundaries) is to be in compliance with the Residential Design Guidelines 2016 and comply with Australian Standards in respect to sight lines.
- (3) Fencing details and construction materials, are to be submitted and approved by the Chief



- Executive Officer, prior to the issue of a Building Permit.
- (4) The width of the crossover on Pier Street is not to exceed 3.0 metres at the widest point and to be in accordance with Council's crossover policy as set out in the Residential Design Guidelines 2016.
  - (5) The location of the crossover is not to be closer than 1.5 metres to the existing verge tree.
  - (6) The existing verge tree is to be protected to the satisfaction of the Chief Executive Officer during the construction phase. The details of protective barriers to be provided with the Building Permit application plans to the satisfaction of the Chief Executive Officer.
  - (7) All parapet walls/building structures to the adjacent property faces on the eastern boundary are to be finished by way of agreement between the property owners and at the applicant's expense.
  - (8) No external fixtures, fittings or appliances of any nature to be installed on the roof of the dwelling without further Council approval.
  - (9) If requested by Council within the first two years following installation, the Colourbond 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.
  - (10) 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.
  - (11) The proposed works are not to be commenced until Council has received an application for a Demolition Permit and a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.
  - (12) 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.
  - (13) All storm water 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.
  - (14) 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.
  - (15) 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.
  - (16) In cases where there is an existing crossover this is to be removed and the kerb, verge and footpath are to be reinstated at the applicant's expense to the satisfaction of Council, unless on application, Council approval for the crossover to remain is obtained.
  - (17) This planning approval 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) ***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.***
- (ii) ***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.***
- (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) ***Matters relating to dividing fences are subject to the Dividing Fences Act 1961.***
- (v) ***Under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document – "An Installers Guide to Air Conditioner Noise".***

(CARRIED UNANIMOUSLY)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 17 June 2018 this application deemed determined, on behalf of Council, under delegated authority.

- *The Supervisor of this report makes the following impartiality declaration in the matter of No. 11 Petra Street: "As a consequence of the applicant, Ms Maria Rico being known to me as a former Councillor and former Member of the Town Planning and Building Committee, there may be a perception that my impartiality on the matter may be affected. I declare that I have considered this matter entirely on its merits and with complete impartiality and objectivity".*
- *Cr Collinson made the following impartiality declaration in the matter of No. 11 Petra Street. "As a consequence of the applicant, Ms Maria Rico being known to me as a former Councillor and former Member of the Town Planning and Building Committee, there may be a perception that my impartiality on the matter may be affected. I declare that I have considered this matter entirely on its merits and with complete impartiality and objectivity".*
- *Cr Nardi made the following impartiality declaration in the matter of No. 11 Petra Street. "As a consequence of the applicant, Ms Maria Rico being known to me as a former Councillor and former Member of the Town Planning and Building Committee, there may be a perception that my impartiality on the matter may be affected. I declare that I have considered this matter entirely on its merits and with complete impartiality and objectivity".*

### 11.8 Petra Street No 11 (Lot 390) Proposed House Extensions Including Garage, Patio and Cellar

<b>Owner</b>	Maria Rico
<b>Applicant</b>	Perth Builders Pty Ltd
<b>File ref</b>	P114/18; PET11
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	5 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### Purpose

This report considers a planning application for extensions including garage, patio and cellar at No 11 (Lot 390) Petra Street, East Fremantle.

#### Executive Summary

The applicant is seeking Council approval for the following variations;

- (i) Provision 5.3.8 C8 – Residential Design Codes – Site Works
- (ii) Provision 5.4 C1.1 – Residential Design Codes – Visual Privacy
- (iii) Provision 3.7.14.3 A5.1 of the Residential Design Guidelines - Crossovers

It is considered that the first two variations can be supported subject to conditions of planning approval being imposed. The third variation cannot be supported and is reflected in a condition being imposed requiring removal of the second crossover.

#### Background

Zoning: Residential R12.5  
Site area: 983m<sup>2</sup>

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

P137/2011 – development application for solar panels

#### Consultation

Advertising

The applicants approached the neighbouring properties and received no objections from 80 Oakover Street, 9 Petra Street, 13 Petra Street and 13A Petra Street for the proposed development.

Officer response

Nil

Community Design Advisory Committee (CDAC)

The application was referred to CDAC. The following comments were recorded.

- (a) The overall built form merits;
  - The Committee support the proposed redevelopment.
  - The Committee appreciate the retention of the existing dwelling.
  - The Committee support the garage location set back behind the existing building line.
- (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 materials proposed are sympathetic with the original dwelling.
  - The Committee support the movement of the solar panels to reduce any streetscape impact.
- (c) The relationship with and impact on the broader public realm and streetscape;
  - No further comment at this time.
- (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;
  - No further comment at this time.
- (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's Response

No comment was received from the applicant.

Officer's Response

CDAC's comments are noted.

**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.*

### 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
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**MINUTES OF TOWN PLANNING MEETING  
TUESDAY, 5 FEBRUARY 2019**

<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	7.5m	Average 8m	A
Secondary Street Setback	N/A	N/A	N/A
Lot boundary setbacks			
<u>West</u> Bed 3, bath and kitchen	2.2m	23.5m	A
<u>East</u>	1m	1.096m	A
<u>North</u> Patio	1.1m	1.1m	A
<u>South</u> Bed 2 & 3	1.5m	3.85m	A
Open Space	55%	78%	A
Building Height			
Wall height	6m	4.1m	A
Roof height	9m	6.7m	A
Car Parking	2	2	A
Site Works	Less than 0.5m	0.8m	D
Visual Privacy	7.5m setback for active outdoor spaces	0m	D
Overshadowing	≤25%	2.6%	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	N/A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	A
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	A
3.7.12 Pergolas	A
3.7.13 Incidental Development Requirements	A
3.7.14 Footpaths and Crossovers	D
3.7.15 Garage	A
3.7.16.4.3.3 Fremantle Port Buffer Area	N/A
3.7.17.3.3 Garages and Carports	A
3.7.17 Precinct Requirements	D

The application proposes extensions to an existing single storey dwelling. The extensions include new bedrooms, bathroom, toilet, laundry, kitchen, dining, patio and garage.

Site Works

The proposed development does not comply with the deemed to comply requirements of Provision 5.3.8 C8 of the Residential Design Codes for the garden bed in terms of height above natural ground level. Retaining walls are supposed to have a maximum height of 0.5m above natural ground level, but in this case the top of the retaining wall of the garden bed is located 0.8m above natural ground level. The presence of the garden bed forces users of the patio to be located away from the boundary which improves privacy for the neighbours and does not detrimentally affect adjoining properties in accordance with Design principles 5.38 P8. For this reason the garden bed height and location is supported.

#### Visual Privacy (Patio)

The proposed development does not comply with the deemed to comply requirements of Provision 5.4 C1.1 of the Residential Design Code for visual privacy from the patio. Unenclosed active habitable spaces over 0.5m above natural ground level are required to have a setback of 7.5m from the boundary. However, minimal direct overlooking of active outdoor habitable spaces and outdoor living areas of adjacent dwellings can be achieved through building layout and location. In this case the patio overlooks the driveway of the rear battleaxe lot and achieves a setback from the front of the dwelling in excess of 7.5m. Similarly the patio overlooks the front dwelling at 13 Petra Street, but direct overlooking of this dwelling is mitigated by the additional boundary fence between the rear dwelling driveway and the front dwelling. Such an arrangement reduces the extent of overlooking and the loss of privacy in accordance with Design Principles 5.4 P1.1 and P1.2 and for this reason the patio with its proposed position and height above natural ground levels is supported. It is also worth noting that all the owners of the neighbouring properties have supported the proposed development in its current form or have not presented any objections to the proposal.

#### Crossovers

The proposed development does not comply with the acceptable development provision 3.7.14.3 A5.1 of the Residential Design Guidelines for a maximum of one crossover per lot. In this case the applicant has applied for a second crossover to link the proposed garage to the street. The previous crossover is requested to be retained to ensure that garden rubbish can continue to be moved from the property yard and to ensure that there is additional visitor parking. The proposal for a second crossover cannot be supported as it creates a precedent for future development proposals with the possibility of incremental change that has negative impacts on the streetscapes of East Fremantle. Council has been consistent with the enforcement of one crossover per lot. As such a condition will be imposed that requires the removal of the second crossover at the applicant's cost.

#### **Conclusion**

The first two variations as stated above are considered acceptable while the third has required a condition being imposed. The development application is recommended for approval subject to conditions.

- Ms Maria Rico (owner) requested an additional 3m crossover and retention of the existing crossover. Parking is not permitted on the street due to the cycle path, parking on the verge is not possible due to safety and visibility. The additional crossover will be utilised by visitors and by herself. The additional crossover will not affect the streetscape. The overall width of the two crossovers would be 6m. A single 5m crossover would create some difficulties, vegetation to be removed, fencing and gates to be amended.

#### **Amendment**

Mayor O'Neill moved

(a) That approval be granted for two crossovers to be 3m wide as applied for.

Lapsed due to no seconder

#### **11.8 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP030218**

Cr Nardi moved, seconded Cr Collinson

That development approval be granted under delegated authority and discretion exercised in regard to the following:

- (i) Provision 5.3.8 C8 – Residential Design Codes – Site Works – garden bed location does not adversely affect neighbours;
- (ii) Provision 5.4 C1.1 – Residential Design Codes – Visual Privacy – patio is located such that there is minimal impact on neighboring dwellings;

for proposed alterations and additions including garage, patio and cellar at No 11 (Lot 390) Petra Street, East Fremantle, in accordance with the plans date stamped received on 6 December 2018, subject to the following conditions:

- (1) The original crossover to the property is to be removed and the footpath, verge and kerbing is to be reinstated to the satisfaction of the Chief Executive Officer, in consultation with the operations manager, at the applicant's expense.
- (2) The new crossover is to be a maximum width of 30% of the lot frontage up to a maximum width of 5.0 metres.
- (3) The front fence is to be retained with the area above 1.2 metres to have at least 60% visual permeability.
- (4) 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.
- (5) 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.
- (6) 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.
- (7) All storm water 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.
- (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 to remain valid for a period of 24 months from date of this approval.

**Footnote:**





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

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

***(CARRIED UNANIMOUSLY)***

**Note:**

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 17 June 2018 this application deemed determined, on behalf of Council, under delegated authority.

**11.9 Staton Road, No 70 (Lot 54) Home Occupation (Beauty and Skin Therapy)**

<b>Owner</b>	Nuala Briggs and Steven Tadman
<b>Applicant</b>	As above
<b>File ref</b>	P104/18; P/STA70
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	5 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

For Council to consider a planning application for a home occupation (Beauty and Skin Therapy Business) at No. 70 Staton Road, East Fremantle.

**Executive Summary**

The applicant is seeking Council approval for the operation of a beauty and skin therapy business. This business offers skin treatments to female clientele that includes cosmetic tattooing. The business would be operated from 2 front rooms inside an existing residential dwelling; one room would be the business office and the other would be the treatment room with a couch and sink.

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

**Background**

Zoning: Residential R17.5  
Site area: 438m<sup>2</sup>

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

P116/16- planning approval granted for 2 storey dwelling  
Building Permit 2017058- building approval granted to construct two storey dwelling

There have been issues between the owners of this property and the neighboring property to the south at 68 Staton Road regarding the dividing fence along the boundary, as well as issues around possible failure to complete the dwelling in accordance with the planning approval including design solutions used to ensure visual privacy between 70 and 68 Staton Road.

**Consultation**Advertising

The application was advertised to surrounding land owners from 16 November to 30 November 2018. Three (3) submissions were received. The submission noted the following comments and the applicant and officer responses are provided below:

Submission 1

- Staton Road is a quiet residential area with many young children.
- The road is narrow and has limited street parking which makes entering and exiting driveways difficult.
- A private business that adds extra traffic is out of character with the street.
- The location is unsuitable for a commercial business operating during the evenings and on weekends.

- Signage in a residential area is unacceptable.

#### Submission 2

- Residential areas are for enjoying the peace and quiet.
- Signage will detract from the street view.
- Parking has been an ongoing problem in the street during the construction of the dwelling at 70 Staton Road.
- Clients of the proposed business will cause more parking problems.
- There is an abundance of commercial properties available which are in close proximity and include parking.
- The area is zoned for residential uses.

#### Submission 3

- The parking must be onsite.
- There should not be any signage or advertising as it is a residential area and not a main thoroughfare that warrants advertising.
- As members of the public will enter the premises the current temporary boundary fence is inadequate for security and privacy reasons.

#### Applicant's response

- *The new residence is a home and there is no intention to turn it into a commercial operation.*
- *Apologies for previous issues regarding parking related to home construction.*
- *Only one client will be seen at a time and appointments will be staggered.*
- *2 parking spaces are available on site for customer parking*
- *There is no requirement for signage at the current time.*
- *Relocation to commercial properties would be unviable for a business this size.*
- *The business has been designed to provide therapy in a relaxing home environment.*

#### Officer response

The objection letters and applicant's response are acknowledged and are addressed in the Comment section of this report.

#### Community Design Advisory Committee (CDAC)

This matter was not referred to CDAC as it is not a building design issue.

#### **Statutory Environment**

*Planning and Development Act 2005*

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

#### **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.*

**Site Inspection**

7 December 2018

**Comment**Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies as well as the Planning and Development (Local Planning Schemes) Regulations 2015

Section 67 of the Regulations refers to matters to be considered by local government. In the words of the regulations;

*In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —*

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (n) *the amenity of the locality including the following- (ii) the character of the locality;*
- (r) *the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) *the adequacy of —(i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles; (t) the amount of*

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- traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
  - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
  - (y) any submissions received on the application;*
  - (zb) any other planning consideration the local government considers appropriate.*

For applications such as the one being discussed a range of issues need to be examined drawing on the points listed above.

The proposed home occupation will be carried out in the Residential Zone as defined by the Local Planning Scheme No 3. One of the aims of the Residential zone is to protect residential areas from encroachment of inappropriate land uses which are likely to detract from residential amenity, but to provide for a limited range of home-based activities compatible with the locality.

In areas that are zoned for residential uses home occupation is considered a "P" use- which means that the use is permitted by the Scheme providing the use complies with the relevant development standards and requirements of the Scheme.

Home occupation as defined by LPS No 3 is an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which should address the criteria as listed below;

Home Occupation Criteria	Comment
Does not employ any person not a member of the occupier's household;	Applicant is the only employee of the home occupation
Will not cause injury to or adversely affect the amenity of the neighbourhood	There is concern from surrounding residents that there will be issues with parking and loss of amenity
Does not occupy an area greater than 20 square metres	Total area allocated to business 22 square metres
Does not display a sign exceeding 0.2 square metres;	The applicant has stated in response to community consultation that at the current time there is no need for signage or advertising.
Does not involve the retail sale, display or hire of any goods of any nature;	The owner of the business does sell goods through the website linked to the business.
In relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fueling, repair or maintenance of motor vehicles	Parking can be provided from the available car bays at the front of the residential dwelling.
Does not involve the use of an essential service of greater capacity than normally required in the zone.	Complies

A home beauty business is potentially the type of home occupation that has minimal impacts on surrounding properties if the requirements of the Scheme are met including parking, signage and health.

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Car Parking

Required car parking in respect of any non-residential development in the Residential Zone shall be provided in accordance with the standards and specifications set out in Schedule 10 of the scheme. Schedule 10 of LPS No 3 requires that a home occupation refers to the parking requirements of the R Codes and the need for 2 parking bays per dwelling. In this case there are 2 car parking spaces inside the carport of the dwelling, as well as 2 additional car bays outside the carport in the front setback area, and behind the electric gates at the entrance to the property. There will be sufficient parking for customers within the boundaries of the subject property providing that there is only 1 customer at a time as stated by the applicant.

At the same time there is a need to prevent parking overflowing onto the nearby street and verge areas. As such a condition will be imposed that limits all parking related to the operation of the home occupation to the parking spaces onsite and a requirement that this parking is available to all customers during business hours

Signage

A statement is made in the application requesting an A frame sign and flag to advertise the business, however, there is a response from the applicant following the advertising period that there is no requirement for signage at the current time. As such any requirement for signage should be addressed by the applicant through a separate development application at a later date. In residential areas it is essential that commercial operations that create issues that impact on the amenity of surrounding residents are mitigated including matters such as excessive signage and advertising which can create visual pollution.

Opening Hours

The applicant states that the business would treat for 20 hours per week with one customer at a time however, the stated operating hours are greater as provided below;

Days	Times	Daily Hours	Total Hours
Monday and Friday	12 noon – 7pm	7 hours	14 hours
Tuesday to Thursday	9am – 5pm	8 hours	24 hours
Saturday	9am -2pm	5 hours	5 hours
Closed	Sundays and public holidays	0 hours	0 hours
<b>Total Hours</b>			<b>43 hours</b>

The website of the business clearly states that the opening times are subject to variation to suit client requirements including late night appointments. Such arrangements are not in the interests of maintaining residential amenity. It is not considered unreasonable to reduce the operating hours to ensure that residential amenity of the area is not affected and a condition will be imposed that limits business hours to reduce detrimental effects on amenity.

Health

The Town's Principal Environmental Health Officer provided comment that there was no reason to refuse the application on the grounds of health issues. The owner has been made aware of the health requirements of such an operation and conditions will be imposed that require the owner to comply with the Health (Skin Penetration Procedure) Regulations 1998, and the associated Code of Practice for Skin Penetration Procedures.

Comment From Surrounding Residents

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There were 3 submissions which were opposed to the establishment of the business on the grounds of parking, signage and loss of amenity. All comments were considered legitimate concerns regarding businesses operating in residential areas and have been addressed in the proposed conditions.

Council is aware that the business is currently operating without planning approval. A check of the Facebook site of the business showed that the business was officially opened at the subject site on October 23 2018. There are some concerns that such practices should not be tolerated, however there is also a view that such businesses should be formalised and brought within official channels of control, rather than operating covertly in the Town.

At the same time it is critical that the interests of residents surrounding the subject property are protected. Although home occupation is permissible within residential areas it is necessary to ensure that the business is not of a size or type that does not adversely affect the amenity of nearby residents. Although people have a right to earn an income and the residential home can serve a twin role of being a home and business location the objectives of residential areas have primacy over commercial interests. As part of this the business hours will be limited to mitigate the impact on residential amenity and there will be a condition imposed requiring a new planning application to be made within 6 months that will address any concerns that may have arisen in the intervening period with the provision of revocation of the planning approval if the home occupation fails to comply with the conditions of planning approval. The 6 month approval will enable an ongoing assessment of the business and an appropriate response should there be adverse impacts on the residential area.

### Conclusion

It is considered that the proposal can be supported in accordance with the requirements of home occupation, subject to the conditions of planning approval.

- Naula Briggs and Stephen Tadman (owners) advise that the business was previously run in North Fremantle with no issues of parking, noise etc. It is not a business with a high volume of people that will visit the property at any one time and the maximum number of hours that it will be operating is 20 hours per week. Request some flexibility with the hours of operation and clarification on the condition regarding the gates to be left open.

### OFFICER RECOMMENDATION

Mayor O'Neill moved, seconded Cr Collinson

That Council support approval of the proposed home occupation (Beauty and Skin Therapy Business) at No. 70 (Lot 54) Staton Road, East Fremantle, in accordance with the plans date stamped received 31 October 2018, subject to the following conditions:

- (1) No person shall be employed in the home occupation, other than the owner of the property.
- (2) The home occupation is limited to one customer being treated at a time.
- (3) The home occupation is limited to operating for the following days and times;

Monday and Friday	12 noon to 5 pm
Tuesday, Wednesday and Thursday	9 am to 5 pm
Weekends, public holidays and evenings	Closed

Approval is not granted to operate the business on week-ends and public holidays, or before 9 am and after 5 pm Monday to Friday.

- (4) The home business shall be conducted in an unobtrusive manner that will not prejudicially affect the amenity of the area.
- (5) The home occupation shall be conducted within an area marked on the approved plans.
- (6) No vehicles associated with the home occupation shall be parked on the street or on the road

verge.

- (7) The owner is to ensure that suitable on site car parking is available for clients during business hours including having the electric gates at the front of the property open during business operating hours.
- (8) The owner of the business is to advise the clients that suitable parking is available on site.
- (9) The business is to be operated in compliance with the Health (Skin Penetration Procedure) Regulations 1998 and the associated Code of Practice for Skin Penetration Procedures.
- (10) The premises of the home occupation are to be inspected by Council’s Principal Environmental Health Officer prior to commencement of the proposed home occupation. It is the responsibility of the owner of the business to contact the Council to ensure compliance with environmental health requirements prior to operation.
- (11) This planning approval is to remain valid for 6 months from the date of this approval. After this date, a further planning approval will be required to be submitted to continue operating the business from the current site.
- (12) The approval may be revoked by Council, prior to the expiration of the 6 month period referred to in (11) above if there are any adverse impacts involving noise, parking, vehicle traffic and surrounding amenity which are unable to be controlled by the applicant in a timely and effective manner which is to the satisfaction of the Council.
- (13) This planning approval does not include any planning approval for any signage or advertising. A separate planning application is to be made for signage and advertising.

Footnote:

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

- (i) *This decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *A copy of the approved plans as stamped by Council are attached.*
- (iii) *All noise levels produced by 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”.*

**AMENDMENT**

Moved Cr McPhail, seconder Cr White

The Committee amended the following conditions (3) and (9) of the officer’s recommendation and included an additional condition (14):

- (3) The home occupation is limited to operating for the following days and times;

Monday	12 noon to 5.30 pm
Tuesday, Wednesday, Thursday and Friday	9 am to 5.30 pm
Saturday	10am to 2pm
Sundays, public holidays and evenings	Closed

Approval is not granted to operate the business on Sundays and public holidays, or before 9 am and after 5.30 pm Monday to Friday.

- (7) The owner is to ensure that suitable on site car parking is available for clients during business hours.
- (14) Operating hours in any one week shall not exceed 20 hours.

(CARRIED 3:2)



**11.9 SUBSTANTIVE MOTION/COMMITTEE RESOLUTION TP040219**

Mayor O'Neill moved, seconded Cr Collinson

That Council support approval of the proposed home occupation (Beauty and Skin Therapy Business) at No. 70 (Lot 54) Staton Road, East Fremantle, in accordance with the plans date stamped received 31 October 2018, subject to the following conditions:

- (1) No person shall be employed in the home occupation, other than the owner of the property.
- (2) The home occupation is limited to one customer being treated at a time.
- (3) The home occupation is limited to operating for the following days and times;

Monday and Friday	12 noon to 5.30 pm
Tuesday, Wednesday, Thursday and Friday	9 am to 5.30 pm
Saturday	10 am to 2.00pm
Sundays, public holidays and evenings	Closed

Approval is not granted to operate the business on Sundays and public holidays, or before 9 am and after 5.30 pm Monday to Friday.

- (4) The home business shall be conducted in an unobtrusive manner that will not prejudicially affect the amenity of the area.
- (5) The home occupation shall be conducted within an area marked on the approved plans.
- (6) No vehicles associated with the home occupation shall be parked on the street or on the road verge.
- (7) The owner is to ensure that suitable on site car parking is available for clients during business hours.
- (8) The owner of the business is to advise the clients that suitable parking is available on site.
- (9) The business is to be operated in compliance with the Health (Skin Penetration Procedure) Regulations 1998 and the associated Code of Practice for Skin Penetration Procedures.
- (10) The premises of the home occupation are to be inspected by Council's Principal Environmental Health Officer prior to commencement of the proposed home occupation. It is the responsibility of the owner of the business to contact the Council to ensure compliance with environmental health requirements prior to operation.
- (11) This planning approval is to remain valid for 6 months from the date of this approval. After this date, a further planning approval will be required to be submitted to continue operating the business from the current site.
- (12) The approval may be revoked by Council, prior to the expiration of the 6 month period referred to in (11) above if there are any adverse impacts involving noise, parking, vehicle traffic and surrounding amenity which are unable to be controlled by the applicant in a timely and effective manner which is to the satisfaction of the Council.
- (13) This planning approval does not include any planning approval for any signage or advertising. A separate planning application is to be made for signage and advertising.
- (14) Operating hours in any one week shall not exceed 20 hours.

**Footnote:**

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

- (i) *This decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *A copy of the approved plans as stamped by Council are attached.*

- (iii) *All noise levels produced by 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”.*

(CARRIED 3:2)

Note:

The Committee’s delegation was not exercised as the minimum 4 votes in support of the officer’s recommendation was not gained and the matter is referred to the next meeting of Council.

UNCONFIRMED

**11.2 Silas Street, Unit 24 No 3 Lot 123- Mixed Use Development- Change of Use From Office to Recreation- Private**

<b>Owner</b>	Sarah Boxley
<b>Applicant</b>	Anahata Investments Pty Ltd
<b>File ref</b>	P103/18; P/SIL3/U24
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	6 February 2018
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

For Council to consider a planning application for a change of use from office to private recreation for the purpose of a yoga studio at Unit 24 No. 3 (Lot 123) Silas Street, East Fremantle.

**Executive Summary**

The subject site is zoned Town Centre. The applicant is requesting approval for a change of use from an office to private recreation for the purpose of a yoga studio (Off the Wall Yoga). In addition the applicant is proposing below awning signage and window signage.

The proposal has 3 issues; land use, car parking and signage.

In terms of land use the change from office to private recreation is considered appropriate for the Town Centre.

The proposed use has a parking shortfall of 10 car bays.

The signage proposal lacks detail.

It is considered that the proposal for the change of use and signage can be supported subject to conditions of planning approval being imposed.

**Background**

Zoning: Town Centre

Site area: 141m<sup>2</sup>

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

P047/18 - Unit 26 - change of use from shop/office to consulting rooms - approved

P084/16 - Unit 27 - alfresco area for café - approved

P067/16 - Unit 28 – change of use from shop to consulting room - approved

**Consultation**Advertising

The application was advertised to surrounding land owners from 16 November to 30 November 2018. No submissions were received.

Community Design Advisory Committee (CDAC)

This application was not considered by CDAC.

**Statutory Environment**

*Planning and Development Act 2005*

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

*Town Centre Redevelopment Guidelines- Local planning Policy 3.1.4*

**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.*

**Site Inspection**

N/A

**Comment**

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Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies. A summary of the assessment is provided in the following table.

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

Town Centre Redevelopment Guidelines- Local Planning Policy 3.1.4

Design Element	Required	Proposed	Status
Urban Structure	-	-	N/A
Land Use	Developments shall incorporate commercial uses consistent with those permitted under the relevant TPS No3 zoning	Change of use from office to recreation- private	D
Building Form Scale and Height			N/A
Occupant Amenity			N/A
Street Interface			N/A
Pedestrian Amenity			N/A
Vehicle Movement and Access			N/A
Landscape and Public Spaces	Car parking shall be provided at a rate consistent with the TPS No 3 minimum requirements, but with a discount of 20% in the case of mixed use buildings where the residential component accounts for at least 40% of the total plot-ratio area 14 car bays	Existing parking allocation of 4 car bays with office use	D
Resource Conservation			N/A
Signage and Services			D

The subject site is zoned town centre. Approval is sought for a change of use from office to recreation-private for a yoga studio. There are 3 matters that require discussion in relation to this planning application;

- Land use: change of use from office to recreation-private
- Parking
- Signage and advertising

Land use

The proposed change from office to recreation-private (yoga studio is considered an appropriate land use in the Town Centre). Recreation- private is defined under LPS No 3 as "premises used for indoor or outdoor leisure, recreation or sport which are not usually open to the public without charge." There is no specific land use listed in the Scheme for yoga studio.

The building is designed for a range of mixed uses and recreation- private aligns with the objectives and intent of the Town Centre zone "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". The use of the premises will help activate the area and promote pedestrian traffic in an area that currently has a number of vacant commercial premises. However, there are serious deficiencies in the provision of parking.

#### Car parking

A number of clauses from LPS No3 are applicable in this case.

#### Clause 5.8.5 Car Parking and Vehicular Access

Car parking in respect of this proposal is to be provided in accordance with Schedule 10 and 11 of the Scheme. One parking bay is required for every 10m<sup>2</sup> of net floor area for uses related to indoor recreation-health studio, plus an additional space for every staff member present during peak operation. A total of 14 car bays are required which equates to thirteen (13) car bays for premises with a net floor area of 128m<sup>2</sup> and one (1) additional bay for staff. The premises currently has 4 car bays allocated for this office (although the car bays are not specifically allocated in the outdoor parking area).

#### Clause 5.8.6 Location of Car Parking

Required car parking is to be provided on the site of development for which it is required, or subject to the local government's approval, offsite in the immediate vicinity of the development site. In considering a proposal for off-site parking, applicants will need to demonstrate to the satisfaction of the local government that any off-site parking areas will be available for use as required.

#### Clause 5.8.7 On-Street Parking

The local government may accept on street car parking located immediately adjacent to the proposed development provided it does not prejudice adjacent development or adversely affect the safety or amenity of the locality.

#### Clause 5.8.8 Cash-in-Lieu of Parking

The local government may accept or require cash-in-lieu of all or a proportion of required car parking, based on the estimated cost of providing the requisite parking, including any associated access and manoeuvre facilities. Cash-in-lieu of parking shall be paid into a trust fund and used to provide public parking in the vicinity of the development site in relation to which any cash-in-lieu contributions have been received.

#### Car Parking Shortfall

Based on the requirements in the Scheme related to parking there is a 10 bay parking shortfall for this application. Council will have to consider whether to relax the parking requirement or not. Under Clause 5.6.1 Council may approve the application if it does not meet the Scheme requirements, however it can only do so if the following criteria are met;

It must comply with the provisions of Clause 5.6.2 of the Scheme which states;

*In considering an application for planning approval under this clause, where, in the opinion of the local government, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is the subject of consideration for the variation, the local government is to —*

- (a) consult the affected parties by following one or more of the provisions for advertising uses under clause 9.4; and*
- (b) have regard to any expressed views prior to making its determination to grant the variation.*

*5.6.3. The power conferred by this clause may only be exercised if the local government is satisfied that —*

- (a) *approval of the proposed development would be appropriate having regard to the criteria set out in clause 10.2; and*
- (b) *the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.*

In considering an application like this the local government is to have due regard to Clause 67 of the Planning and Development Local Planning Scheme Regulation 2015 Schedule 2 Deemed Provisions which lists the following matters for consideration;

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (g) *any local planning policy for the Scheme area;*
- (s) *the adequacy of —*
  - (i) *the proposed means of access to and egress from the site; and*
  - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (u) *the availability and adequacy for the development of the following —*
  - (i) *public transport services;*
  - (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
- (v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;*
- (z) *any other planning consideration the local government considers appropriate.*

The applicant has provided information outlining their arguments as to why the proposed change of use should be supported. In a survey conducted by the applicant over a period of 3 days including a Saturday, Sunday and Tuesday, there were a significant number of vacant car bays that could be utilised by yoga participants. A short survey such as this has issues in that it shows when there are going to be significant number of vacancies; 2 out of the 3 days surveyed are over the weekend, rather than busier times during the working week.

In addition it is claimed that parking demand will be lower than the scheme requirement because more popular yoga classes are held in the mornings or evenings. Of 28 yoga classes 5 are held before 8am and 9am and 9 are held after 5pm. The remaining classes are held during business hours and typically have fewer participants (according to the applicant), and hence lower parking requirements. It is also claimed that some participants in yoga will ride or walk to the classes and the owners of the business will encourage yoga participants to ride or walk to the classes.

If Council is of the view that the parking shortfall cannot be supported then there are a number of options that could be considered;

1. Refuse the proposed change of use
2. Approve the change of use subject to the payment of cash in lieu for parking.

3. Approve the change of use for 12 months and require a development approval being submitted with a requirement that a parking study be completed by an independent traffic consultancy to demonstrate that the approval be extended.
4. Approve the change of use subject to a condition significantly limiting the number of patrons during normal office hours (ie 9am to 5pm) to ensure appropriate car parking is available to other businesses.

Option 1 does not help to activate the Town Centre. Option 2 is probably unviable for a business of the scale and nature of the one that is the subject of this report and would require Council to find and create parking equivalent to the value of money that is collected from cash in lieu payments. Option 3 would allow the business to operate subject to the requirement for an independent traffic management consultancy providing their report to support an extension of change of use. Option 4 reduces parking pressures during peak times when it would have the greatest adverse effects on surrounding businesses, but still allows the yoga business to operate when it is busiest (before 9am and after 5pm).

#### Signage and Advertising

The Town Centre Redevelopment Guidelines requires that all signage shall comply with the Signage Design Guidelines Policy 3.1.3. There are 2 types of signage proposed;

- Signage affixed to the window of the proposed yoga studio;
- Below awning signage in front of the proposed yoga studio.

According to the signage policy window signs should not exceed 50% of the surface area of a window and as such a condition will be imposed that requires this.

The current proposal has proposed below awning signage. There are a number of requirements in relation to this including;

- Maximum height of 450mm
- Maximum width of 300mm
- Shall not project beyond the awning or exceed 2700mm in length whichever is shorter.
- Shall not be approved if there is another awning sign or horizontal projecting wall sign on the same site.

However, a lack of information from the applicant has meant that a full assessment cannot be completed and as such it will be recommended that signage approval is limited to window signage and another application will have to be made regarding other signage that might be required by the business.

#### **Conclusion**

It is considered that the change of use can be supported subject to conditions. In this case it is believed that the most appropriate response is to approve the change of use subject to a condition that limits the number of customers to ten (10) during normal business hours (9am to 5pm) and limit signage to window signage only.

#### **11.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP050219**

**Cr Nardi moved, seconded Cr McPhail**

**That Council grant development approval and exercise its discretion in regard to the following :**

- (i) **Clause 5.8.5- Car parking of Local Planning Scheme No. 3 to allow an onsite car parking shortfall of ten (10) bays**



for a change of use from office to recreation- private at No 3 Unit 24 (Lot 123) Silas Road, East Fremantle as indicated on the plans date stamped received 30 October 2018, subject to the following conditions:

- (1) No more than one (1) staff member and ten (10) clients can attend the premises at any time between 9am and 5pm Monday to Friday.
- (2) The window signage shall not exceed 50% of the total surface area of the windows of the premises.
- (3) This planning approval does not include approval for any other signage other than that listed in condition (2). No other unauthorised signage is to be displayed.
- (4) Any change to the type, design, location or illumination of signage shall be the subject of a further development approval application for Council's consideration.
- (5) The change of use approval is for Recreation- Private (yoga classes) only. If any other use or other recreation use is proposed then a further development approval application will be required to be submitted for Council's consideration as to the suitability of the use and parking availability and requirements in the Town Centre.
- (6) The premises must be inspected by the Town's Environmental Health Officer prior to opening.
- (7) Any 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.
- (8) 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.
- (9) 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.
- (10) This planning approval is to remain valid for a period of 24 months from the 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 to the approved plans unless otherwise approved by Council.*
- (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).*
- (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 3:2)

**Note:**

The Committee's delegation was not exercised as the minimum 4 votes in support of the officer's recommendation was not gained and the matter is referred to the next meeting of Council

**11.3 Woodhouse Street, No 27 (Lot 299) Proposed Steel Framed Vergola Structure**

<b>Owner</b>	Angelina Mule
<b>Applicant</b>	Vergola WA
<b>File ref</b>	P112/18; WOO27
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	5 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

This report considers a planning application for proposed steel framed vergola structure at No 27 (Lot 299) Woodhouse Street, East Fremantle.

**Executive Summary**

The applicant is seeking Council approval for a patio to be constructed in the front setback area of an existing dwelling. It is considered that the development proposal cannot be supported.

**Background**

Zoning: Residential R17.5  
Site area: 860m<sup>2</sup>

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

P137/17 – development application for patio - refused

**Consultation**Advertising

The proposed development was advertised to properties to the west and east of the subject property and one submission was received that was not supportive of the proposed development on the basis of the following comments;

- Scale and bulk is excessive and proposal seems enlarged and taller than previous proposal
- Height is excessive relative to intended purpose
- Bulk is excessive, and not visually permeable
- Structure is not consistent with streetscape and detracts from the character of the streetscape
- Structure is incongruous with existing building
- Concerns about setback
- Adversely affects view corridors

Officer response

Submissions are noted.

Community Design Advisory Committee (CDAC)

The application was referred to CDAC on 21 January 2019. The following comments were recorded.

- (a) The overall built form merits;
  - The Committee do not support the proposed vergola.
  - The Committee note the plans do not appear to be correct and accurate.
  - The Panel do not support the vergola located forward of the building. The proposed vergola does not comply with the required front and side setbacks.

- The proposal has a negative impact to the streetscape.
- (b) The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.
  - No further comment at this time.
- (c) The relationship with and impact on the broader public realm and streetscape;
  - No further comment at this time.
- (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;
  - No further comment at this time.
- (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 Response

Nil

Officer Response

CDAC’s comments are noted.

**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.*

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- 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.

**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	0.12m	D
Secondary Street Setback	1.5m	14.8	A
Lot boundary setbacks			
East	1.5m	1.35m	D
Open Space	N/A	N/A	N/A
Building Height			
Wall height	5.6m	2.99m	A
Roof height	8.1m	2.99m	A
Car Parking	N/A	N/A	N/A
Site Works	Less than 0.5m	N/A	N/A
Visual Privacy	N/A	N/A	N/A
Overshadowing	≤25%	0%	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	D

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3.7.3 Development of Existing Buildings	N/A
3.7.4 Site Works	N/A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	D
3.7.8 Roof Form and Pitch	N/A
3.7.9 Materials and Colours	N/A
3.7.10 Landscaping	N/A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	D
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.15 Garage	N/A
3.7.16.4.3.3 Fremantle Port Buffer Area	N/A
3.7.17.3.3 Garages and Carports	N/A
3.7.17 Precinct Requirements	D

The application proposes a flat roofed steel framed patio. The proposed patio has a primary street setback of 0.12m. A setback of 6m is required. The proposed patio is set back 1.35m from the eastern boundary. A setback of 1.5m is required. The proposed structure does not comply with the required front and side setbacks required by the Residential Design Codes.

The proposed patio is located in the front setback area of the property and will add to the existing bulk and scale of the front boundary wall. It is accepted that development does not occur in the front setback area of dwellings located on lots of this size. There is an expectation that development will occur in the area behind the front setback area and permitting such development will set a dangerous precedent for similar types of development. It is in direct contrast with the prevailing character of East Fremantle residential development.

The proposed structure does not meet a number of aims of Local Planning Scheme No 3. The proposal will have a detrimental impact on the streetscape due to the reduced front setback. Not only is the proposed structure in the front setback area, but it is located in the furthestmost point forward of the existing dwelling on site.

It fails to meet the aims of the Scheme (Clause 1.6);

- (a) *To recognise the historical development of East Fremantle and to preserve the existing character of the Town;*
- (b) *To enhance the character and amenity of the Town and to promote a sense of place and community identity within each of the precincts of the Town*

It fails to meet the general objectives of zones within the Scheme area (Clause 4.2);

- *To recognise the historical development of East Fremantle and its contribution to the identity of the Town;*
- *To conserve significant places of heritage value and to preserve the existing character of the Town.*

It also fails to meet the goals of the Residential Zone within the Scheme Area (Clause 4.2);

- *To safeguard and enhance the amenity of residential areas and ensure that new housing development is sympathetic with the character and scale of the existing built form;*
- *To recognise the importance of design elements such as the front yard and the back yard to the character, amenity and historical development of the Town and to the community.*

The proposed development also conflicts with Clause 67 (m) and (n) of the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Deemed Provisions for Local Planning Schemes;

- *The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality, including but not limited to the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- *The amenity of the locality including the following –*
  - (ii) *the character of the locality.*

Additionally Clause 5.1.2 of the Residential Design Codes states;

Design Principles P2.1

*Buildings set back from street boundaries an appropriate distance to ensure they:*

- *Contribute to, and are consistent with, an established streetscape;*
- *Provide adequate privacy and open space for dwellings*
- *Accommodate site planning requirements such as parking, landscaping and utilities; and*
- *Allow safety clearances for easements for essential services;*

and

Design Principles P2.2

*Buildings mass and form that:*

- *Uses design features to affect the size and scale of the building;*
- *Uses appropriate minor projections that do not detract from the character of the streetscape;*
- *Minimises the proportion of the facade at ground level taken up by building services, vehicle entries and parking supply, blank walls, servicing infrastructure access and meters and the like; and*
- *Positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework.*

The patio does not contribute and is not consistent with the streetscape and does not contribute positively to the prevailing or future development of the area or the streetscape as outlined in the local planning framework.

The Residential Design Guidelines provide design controls for development in East Fremantle in addition to the R Codes taking into account a variety of contextual differences to development in East Fremantle. Clause 3.7.7.3 A1.3 states;

*Where instances of front setbacks of adjacent residences vary, the front setback of the new development shall either;*

- Match the front setback of one existing dwelling or*
- Be the average of the two setbacks*

The proposed patio does not achieve either of these requirements.

Similarly Clause 3.7.12.3 A6.2 of the Residential design Guidelines states that;

*Pergolas are not to be located within the front setback area. The council shall approve pergolas in the front setback area where the applicant can demonstrate that pergolas in the front setback area are an established feature of the streetscape. Pergolas in the front setback area are not an established feature of East Fremantle streetscapes.*

The proposed development cannot be supported as its impact on the streetscape and adjoining neighbours is not considered acceptable. The proposed patio does not contribute to the streetscape and is not consistent with the prevailing development along Woodhouse Street. The structure would

have negative built form outcomes for the area contributing to a decline in the character of front yards of the Town. The Town has always set an expectation that development should be limited in front setback areas to ensure that streetscapes are open and free of development such as that proposed.

**11.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP060219**

Cr Nardi moved, seconded Cr White

That development approval for a patio at the front of an existing dwelling at No 27 (Lot 229) Woodhouse Road, East Fremantle, as outlined in the plans date stamped received 29 November 2018, be Refused for the following reasons:

- (1) The proposed development does not comply with orderly and proper planning of the area.
- (2) The proposed development conflicts with the Clause 1.6 Aims of the Local Planning Scheme No 3.
- (3) The proposed development conflicts with Clause 4.2 General Zone Objectives and Residential Zone Objectives of the Local Planning Scheme No 3.
- (4) The proposed development conflicts with the provisions of the Town of East Fremantle Local Planning Scheme no 3 – deemed Provision Clause 67 (m & n) because it is incompatible with;
  - (a) The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality, including but not limited to the likely effect of the height, bulk, scale, orientation and appearance of the development;
  - (b) The amenity of the locality including the following –
    - (i) the character of the locality.
- (5) The proposed development does not comply with the Clause 3.7.7.3 A1.3 and Clause 3.7.12.3 A6.2 of the Town of East Fremantle’s Residential Design Guidelines.
- (6) The proposed development does not comply with the Design Principles of Clause 5.1.2 Street Setbacks of the Residential Design Codes.

(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 17 June 2018 this application deemed determined, on behalf of Council, under delegated authority.

**11.4 Richmond Circus No 70 (Lot 226) - Carport**

<b>Owner</b>	Mark Hochstadt and Rachel Bodel
<b>Applicant</b>	Softwoods Timberyard Pty Ltd
<b>File ref</b>	P908/18; P/RIC70
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	5 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

For Council to consider a planning application for a carport at No. 70 Richmond Circus, East Fremantle.

**Executive Summary**

A carport is proposed to be constructed within the front setback area of the subject property. The applicant is seeking Council approval for the following variation:

- (i) Carport- primary street front setback- 1.5m from the front boundary.

It is considered that the above variation should be refused.

**Background**

Zoning: Residential R20

Site area: 585m<sup>2</sup>

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

28 August 1998: Building Permit 2721 issued for a two storey residence.

22 November 2006: Development Approval for a Verandah/Pergola addition.

**Consultation**Advertising

The application was not formally advertised to surrounding properties by the Town, however, the applicant approached the neighbouring property at No 8 Raceway Road and the owner had no objections to the proposed development.

Officer response

The comments provided by the neighbouring property are noted.

Community Design Advisory Committee (CDAC)

This application was considered at the CDAC meeting of 19 November 2018 and the Committee made the following comments. The applicant's response is provided in italics below the Committee's comments.

- (b) *The overall built form merits;*

- The Committee do not support the proposed garage. The Committee commented that the development could set an undesirable design precedence for the area.

*The proposed structure is a carport not a garage.*

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



- No comment.
- (d) *The relationship with and impact on the broader public realm and streetscape;*
- The Committee commented on the unacceptable front setback and that the development has an imposing presence on the streetscape.
- The proposed development adds to the streetscape and is sympathetic to the design of the existing home and is neither imposing nor undesirable.*
- (e) *The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;*
- No comment
- (f) *The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability;*
- No comment.
- (g) *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 comment.

Officer’s response

The CDAC comments and applicant’s response are noted.

**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.

**Site Inspection**

11 December 2018

**Comment**Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies 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			N/A
Secondary Street Setback			N/A
Lot boundary setbacks			
South	Zero lot setback for 1/3 of boundary length	Zero lot setback for less than 1/3 of boundary length	A
Open Space	50%	56%	A
Car Parking	2	2	A
Site Works			N/A
<b>Visual privacy setback</b>			N/A
Overshadowing	≤25%	10.3%	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	N/A
3.7.4 Site Works	N/A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	D
3.7.8 Roof Form and Pitch	A
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
3.7.17.3.3 Garages and Carports	D
3.7.20 Precinct Requirements	D

Carport Setback

The applicant proposes a carport in the front setback area which fails to comply with the acceptable development requirements of the Residential Design Guidelines Clause 3.7.20.3.3 A2. Although it is possible to locate a carport forward of the building line it must not dominate the streetscape or buildings. In this case the carport would set a precedent where large number of carport structures could be located forward of the building line, thereby creating a streetscape that was potentially dominated by carports and garages constructed in the front setback area. It has been accepted practice in the Richmond Raceway precinct that new carports and garages would comply with the acceptable development provisions of the Residential Design Guidelines and would abide by the desired development outcomes Clause 3.7.20.3.1 that include:

- *Garages and carports shall be incorporated into and be compatible with the design of the dwelling*
- *Garages and carports shall not visually dominate the dwelling as viewed from the street.*

The applicant has made the comment that there are 4 dwellings that are within 80m of the proposed development that have had approvals within the front setback area. However, it must be noted that these 4 properties are located in Woodside precinct, whereas the property that is subject to this development application is situated in Richmond Raceway precinct. There are different design guidelines that are applicable for the 2 areas; in this case the guidelines relevant to Richmond Raceway precinct must be applied, as the outcome would have an undesirable impact on the established character and amenity of the area.

**Conclusion**

The development application is recommended for refusal.

**11.4 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP070219**

Cr White moved, seconded Cr McPhail

That Council refuse the development application for a single carport for vehicle parking in the front setback area at No 70 (Lot 226) Richmond Circus, East Fremantle, as outlined on plans date stamped received on 19 October 2018, for the following reasons:

- (1) The proposed development does not comply with the orderly and proper planning of the area.
- (2) The proposed development does not comply with the following requirements of the Local planning Scheme No 3:
  - (a) The proposed development conflicts with Clause 1.6 Aims of the Scheme in particular Clause 1.6 (b)
  - (b) The proposed development conflicts with Clause 4.2 Objectives of the Zones Residential Objectives:
    - (i) To safeguard and enhance the amenity of residential areas and ensure that new housing development is sympathetic with the character and scale of the existing built form
  - (c) The proposed development conflicts with the provisions of the Town of East Fremantle Local Planning Scheme No 3 – Deemed Provision Clause 67 because it is incompatible with:
    - (i) Clause 67 (n) the amenity of the locality including the following- *(ii) the character of the locality;*
- (3) The proposed development does not comply with the Local Planning Policy Residential Design Guidelines in particular:
  - (a) Clause 3.7.20.3.1 that include:
    - (i) Garages and carports shall be incorporated into and be compatible with the design of the dwelling.
    - (ii) Garages and carports shall not visually dominate the dwelling as viewed from the street.
  - (b) Clause 3.7.20.3.3 that requires garages and carports are constructed behind the building line and comply with the following:
    - (i) Setback a minimum distance of 1.2m behind the building line.

(CARRIED 3:2)

Note:

The Committee's delegation was not exercised as the minimum 4 votes in support of the officer's recommendation was not gained and the matter is referred to the next meeting of Council.

**11.5 Duke Street, No. 70 (Lot 500) – Ancillary Dwelling**

<b>Applicant/Owner</b>	J & L Harris
<b>File ref</b>	P/DUK70; P099/18
<b>Prepared by</b>	Christine Catchpole, Senior Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	5 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

This report considers a development approval application for the construction of an ancillary dwelling at No. 70 Duke Street, East Fremantle.

**Executive Summary**

The subject lot is located on Duke Street toward the Marmion Street end of the street block. The subject site is a lot of 508m<sup>2</sup> and contains a Municipal Inventory listed dwelling (Category C – Federation Bungalow). The ancillary dwelling is proposed to be constructed toward the rear of the lot.

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

- Lot boundary setback – nil to southern side boundary;
- Solar access – permitted 25%; proposed 27%;
- Roof pitch – permitted 28° - 36°; proposed 5°; and
- Fremantle Port Buffer Zone – building requirements.

It is considered the variations proposed will not have a significant impact on the amenity of the adjacent lots and the application can therefore be supported subject to conditions relating to parapet walls, roof reflectivity, use of the ancillary dwelling and Port buffer zone building requirements.

**Background**

Zoning: Residential R20  
Site area: 508m<sup>2</sup>

**Consultation**Advertising

Referral to Main Roads WA (MRWA) has been undertaken as the lot abuts a Primary Regional Road reservation under the MRS. MRWA has not objected to the proposal subject to a condition relating to implementing measures to ameliorate the impact of transport noise along Stirling Highway. A number of advice notes, all of which are included in the Officer's recommendation, were also recommended.

The application was advertised to the surrounding land owners from 2 November to 6 December 2018. No submissions were received.

Community Design Advisory Committee (CDAC)

This application was not referred to the CDAC. The proposed ancillary dwelling is to be located to the rear of the property and as such it is considered to have minimal impact on the streetscape or the heritage values of the existing dwelling.

**Statutory Environment**

*Planning and Development Act 2005*

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

*Residential Design Codes of WA*

*Referral to Main Roads WA – lot abuts a Primary Regional Road Reservation under the MRS*

**Policy Implications**

*WAPC State Planning Policy 5.4 “Road and Rail Transport Noise and Freight Considerations in Land Use Planning  
Fremantle Port Buffer Zone - Area 2*

*Town of East Fremantle Residential Design Guidelines 2016*

*Municipal Heritage Inventory - ‘C’ Category – Federation Bungalow c1911*

**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.*

**Site Inspection**

November 2018

MINUTES OF TOWN PLANNING MEETING  
TUESDAY, 5 FEBRUARY 2019

**Comment**Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies. 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	6.0m	No change to existing	A
<b>Lot Boundary Setback (ancillary dwelling)</b>	<b>Side (south) – 1.0m</b>	<b>Nil (up to lot boundary)</b>	<b>D</b>
Plot Ratio	≤70m <sup>2</sup>	~40m <sup>2</sup>	A
Open Space	50%	55%	A
Outdoor Living	30m <sup>2</sup>	~84m <sup>2</sup>	A
Car Parking	1 bay reqd' for dwelling	1 (front setback area)	A
	0 bays req'd for anc. dwell	No bay provided	A
Site Works	Less than 500mm	Less than 500mm	A
<b>Overshadowing</b>	<b>≤25%</b>	<b>27%</b>	<b>D</b>
Drainage	On-site	On-site	A

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	N/A
3.7.3 Development of Existing Buildings	N/A
3.7.4 Site Works	A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	A
<b>3.7.7 Building Setbacks and Orientation</b>	<b>D</b>
<b>3.7.8 Roof Form and Pitch (ancillary dwelling 5°)</b>	<b>D</b>
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
3.7.18.3 Garages and Carports	N/A
3.7.15-20 Precinct Requirements	A

Building Height (R-Codes)	Required	Proposed	Status
Wall height (R-Codes)	6.0m	2.7m	A
Ridge height (R-Codes)	9.0m	3.7m	A

The application proposes the construction of an ancillary dwelling at the rear of an original cottage. The cottage has been renovated and extended and an uncovered parking bay has been provided in the front setback area. The proposed ancillary dwelling will comprise a combined meals/sitting area/kitchenette, bedroom, bathroom and 'cupboard' laundry. The living and bedroom areas will open onto the garden

with the southern parapet wall having no openings. No parking bay is required as the lot is within 250 metres of a high frequency public transport route on Marmion Street.

There are a number of variations to the R-Codes and the Residential Design Guidelines and these are discussed below.

#### Lot boundary setback

A nil lot boundary setback is proposed and the adjoining owner has not objected or commented on the proposal. The parapet wall proposed on the southern boundary is addressed through a condition of planning approval and is not considered to raise issues in relation to residential amenity.

The Design Principles of the R-Codes in respect to the reduced lot boundary setback are considered satisfied in that the ancillary dwelling does not unnecessarily contribute to building bulk on the adjoining lot and adequate sun and ventilation to open spaces on the adjoining property will still be provided. Overshadowing marginally exceeds the acceptable limits for the R20 coding at 27% of the adjoining lot to the south. However, the reduced setback which contributes to the overshadowing is supportable on the basis that the neighbour's amenity is not considered to be detrimentally impacted by the 2% additional shade cover.

#### Solar access - overshadowing

As noted above overshadowing greater than that permitted under the R-Codes will occur (i.e. permitted 25%; proposed 27%). The outdoor living area of the lot which is partly adjacent to the proposed ancillary dwelling is already covered by shade sails. However, the majority of the rear garden of the lot to the south will remain unshaded.

#### Roof pitch

The variation in roof pitch (28° - 36° permitted; 5° proposed) is not considered significant in this circumstance as it will have no impact on building bulk or appearance of the dwelling. It is therefore considered to have a negligible impact on neighbour amenity and the heritage dwelling or streetscape. Due to the roofing materials proposed the roof reflectivity condition has been applied.

#### Fremantle Ports – Buffer Zone Area 2

The Town's Residential Design Guidelines contain provisions which duplicate the built form requirements of the Fremantle Ports Buffer Zone Policy. This is to ensure that the potential impacts that could arise from the operation of the Port are minimised with the construction of new buildings and attention is given to window opening construction materials and noise and air conditioning requirements.

#### Heritage

The dwelling is categorised as category 'C' in the Municipal Inventory. The proposal is considered to acknowledge the heritage value of the property. The existing dwelling maintains a strong presence on the site, has been restored and renovated and the ancillary dwelling will sit as a distinct structure to the rear of the site with little to no visibility from the street. Details of colours, materials and finishes will be requested at Building Permit application stage to ensure the Town is satisfied with the construction materials in respect to overall development of the site.

#### **Conclusion**

It is considered the variations to the R-Codes and the Residential Design Guidelines as proposed will not have a significant impact on the amenity of the subject lot or adjoining sites and the application can



therefore be supported subject to conditions relating to noise minimisation, roof reflectivity, parapet walls, specified screening requirements and use of the ancillary dwelling.

#### 11.5 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP080219

Mayor O'Neill moved, seconded Cr Nardi

That Council grant development approval and exercise its discretion in regard to the following:

- (i) Clause 5.3.1 – Lot Boundary Setback of the Residential Design Codes of WA to permit a lot boundary setback of less than 1.0 metre from the southern boundary;
- (ii) Clause 5.4.2 (C2.1) - Solar Access for Adjoining Sites of the Residential Design Codes of WA to permit greater than 25% overshadowing of the adjoining property site area;
- (iii) Clause 3.7.8.3 – Roof Pitch of the Residential Design Guidelines 2016 to allow a roof form and pitch of less than 28°,

for construction of an ancillary dwelling at No. 70 (Lot 500) Duke Street, East Fremantle, in accordance with the plans date stamped received 22 October 2018, subject to the following conditions:

- (1) Main Roads WA condition of approval (letter dated 29 November 2018) which states as follows:  
*“This noise sensitive development adjacent to an existing major transport corridor must implement measures to ameliorate the impact of transport noise in accordance with WAPC State Planning Policy 5.4 “Road and Rail Transport Noise and Freight Considerations in Land Use Planning and implement noise insulation “Deemed to Comply” packages for this ancillary dwelling”.*
- (2) A door with obscure glazing is to be installed on the western elevation of the ancillary dwelling as indicated on plans date stamped received 22 October 2018.
- (3) The ancillary dwelling is to fully comply with the Fremantle Ports Buffer Zone Area 2 – Built Form Requirements A1 and A2.1 as outlined in the Council’s Residential Design Guidelines 2016. The built form requirements to be indicated on the Building Permit plans submitted with the Building Permit application.
- (4) The ancillary dwelling is not to be used for the purpose of a home occupation, short term accommodation or bed and breakfast accommodation without further Council approval (see Footnote (i) below).
- (5) The parapet wall on the southern boundary is to be of a suitable material to the adjacent lot property face by way of agreement between the property owners and at the applicant’s expense.
- (6) No clothes drying facilities/structures or bin enclosure to be visible from the street.
- (7) The ancillary dwelling is not to be constructed on a foundation pad or podium that exceeds 500mm above natural ground level.
- (8) The details of colour, materials and finishes to be used in construction of the ancillary dwelling to be to the satisfaction of the Chief Executive Officer and to be submitted at Building Permit application stage.
- (9) If requested by Council within the first two years following installation, the metal 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.
- (10) The proposed works are not to be commenced until approval from the Water Corporation has been obtained and the building permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.



- (11) 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.
- (12) 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
- (13) All storm water 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.
- (14) 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.
- (15) 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.
- (16) This planning approval 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) *In regard to condition 4, if use of the ancillary dwelling for any other purpose other than an ancillary dwelling, including a home occupation, short term or bed and breakfast accommodation a development approval application is to be submitted for Council's consideration.*
- (ii) *Main Roads advice:*
  - (a) *This property abuts a Metropolitan Region Scheme Primary Road Reservation as shown on the attached plan - LP01 1.3190-2 (Enlargement attached) and PP01-9421-158.*
  - (b) *The project for the upgrading and widening of Stirling Highway is not in the current four year forward estimated construction program and all projects not listed are considered long term.*
  - (c) *Please be aware that the timing information is subject to change and that Main Roads assumes no liability for the information provided.*
- (iii) *This decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (iv) *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.*
- (v) *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.*
- (vi) *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).*

- (vii) Matters relating to dividing fences are subject to the Dividing Fences Act 1961.***
- (viii) Under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document – “An Installers Guide to Air Conditioner Noise”.***

***(CARRIED UNANIMOUSLY)***

**Note:**

As 4 Committee members voted in favour of the Reporting Officer’s recommendation, pursuant to Council’s decision regarding delegated decision making made on 17 June 2018 this application deemed determined, on behalf of Council, under delegated authority.

UNCONFIRMED

**11.6 Canning Highway, No 238A (Lot 300) Proposed New Single Storey Dwelling**

<b>Owner</b>	Paul and Kathryn Ricci
<b>Applicant</b>	BGC Residential – Debbie Lim
<b>File ref</b>	P106/18; CAN238A
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	5 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

This report considers a planning application for a new single storey dwelling at 238A (Lot 300) Canning Highway, East Fremantle.

**Executive Summary**

The applicant is seeking Council approval for the following variations;

- (i) Garage Width – proposed garage is 33% of lot width where 30% is required
- (ii) Outdoor living area – half of uncovered where 2/3 uncovered is required

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

**Background**

Zoning: Residential R12.5/40  
Site area: 300m<sup>2</sup>

**Consultation**Advertising

The application was advertised to surrounding land owners from 28 November to 14 December 2018. No submissions were received.

Officer response

Nil

Community Design Advisory Committee (CDAC)

The application was referred to CDAC. The Committee did not provide any comment at this time.

External Consultation

The application was referred to Main Roads Western Australia (MRWA). Initially advice was received that did not support the proposed development, but following discussions with MRWA new advice dated 21 January 2019 was received which changed their stance such that the proposed development was supported subject to the following conditions;

1. No earthworks shall encroach into the Canning Highway road reserve.
2. No stormwater shall be discharged into the Canning Highway road reserve.
3. The ground levels along the Canning Highway boundary are to be maintained as existing.

Officer Response

The conditions that were requested by MRWA will be included as part of the proposed development approval.

**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.*

**Site Inspection**

A site inspection was undertaken.

**Comment**

**MINUTES OF TOWN PLANNING MEETING  
TUESDAY, 5 FEBRUARY 2019**

### 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	2.5m	2.7m	A
Secondary Street Setback	1m	1.551m	A
Lot boundary setbacks			
North- living area	1.5m	1.56m	A
East- dining , ensuite, WIR	1m	1.096m	A
East- alfresco	1m	1.096m	A
North-alfresco	1m	2.4m	A
Open Space	45%	46.5%	A
Building Height			
Wall height	5.6m	2.8m	A
Roof height	8.1m	5.2m	A
Setback of Carport	3m	3.5m	A
Primary street setback	2.5m	2.7m	A
Car Parking	2	2	A
Site Works	Less than 500mm	Less than 500mm	A
Overshadowing	≤25%	N/A	N/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	N/A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	A
3.7.9 Materials and Colours	N/A
3.7.10 Landscaping	N/A
3.7.11 Front Fences	D
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	D
3.7.16.4.3.3 Fremantle Port Buffer Area	N/A
3.7.17.3.3 Garages and Carports	D
3.7.17 Precinct Requirements	D

### Heritage

The proposed development is not on the heritage list.

#### Garage Width

The proposed development does not achieve the acceptable development provisions of the Residential Design Guidelines Provision 3.7.15.3.2 where garage width is required to be no more than 30%. As the lot is an unusual shape the maximum width of the lot (16.8m) was utilised to determine the lot frontage. The proposed garage width is equivalent to 33% (5.61m) of the lot width. The proposed garage width is supported on the basis that it is setback further from the front boundary than the proposed dwelling, integrated into the proposed dwelling and compatible with the design of the dwelling given the site constraints including small lot size, proximity to Canning Highway and requirement from Main Roads WA that vehicle access cannot be from Canning Highway.

#### Outdoor Living Area

The proposed development does not achieve the deemed to comply requirements of the Residential Design Codes Provision 5.3.1 C1.1 where the outdoor living area does not have 2/3 of the required area without permanent roof cover (13.3m<sup>2</sup> required, 9.64m<sup>2</sup> provided). The design principles can be achieved given the constraints on this site; the small size of the lot (300m<sup>2</sup>), requirement to utilise area away from Canning Highway for the outdoor living area and requirement that vehicle access be from a street other than Canning Highway. The outdoor living area is capable of use in conjunction with the dining area of the proposed dwelling, open to winter sun and ventilation and optimises the use of the northern aspect of the site. Any reduction in the covered alfresco area would make the outdoor living area unusable and impractical. The variation to the area that is not covered is therefore supported.

#### Street Walls and Fences

No street walls and fences were included on the plans submitted for assessment. As the property fronts onto Canning Highway it is essential that requirements relating to walls and fences are met in accordance with the Residential Design Guidelines Provision 3.7.11.5. As such a condition will be included requiring the submission of a development application for any proposed front and side boundary walls and fences that face Stratford Street and Canning Highway.

#### Driveway and Crossover Width

A condition will be imposed requiring the maximum width of the driveway and crossover to be 5m in compliance with the Residential Design Codes Provision 3.7.14.3 A2.2.

#### MRWA Conditions

The proposed development is wholly located within the Canning Highway road reserve and included in the Metropolitan Region Scheme. They have requested that 3 conditions be imposed as part of the development approval. These conditions were also included in the advice received from MRWA when the lot was subdivided in 2018. The conditions as listed in the advice received from MRWA will be included in the development approval.

#### **Conclusion**

The variations as stated above are considered acceptable and the development application is recommended for approval subject to conditions.

#### **11.6 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP090219**

**Cr McPhail moved, seconded Cr White**

That development approval be granted under delegated authority and discretion exercised in regard to the following:

- (i) Provision 3.7.15.3.2 – Residential Design Guidelines – Garage width – 30% required, 33% provided;
- (ii) Provision 5.3.1 C1 - Residential Design Codes – Uncovered outdoor living area – required two thirds covered, provided half uncovered;

for proposed new single storey dwelling at No 238A (Lot 300) Canning Highway, East Fremantle, in accordance with the plans date stamped received on 15 November 2018, 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) A traffic management plan and a parking management plan (that takes deliveries and workers on site into account) is to be submitted and approved prior to the submission of a building permit.
- (5) All storm water 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) No stormwater shall be discharged onto the Canning Highway road reserve.
- (7) The crossover and driveway is to be a maximum width of 5m and constructed to Council's requirements in consultation with the Town's operations manager.
- (8) Any proposed fencing or walls on the Canning Highway or Stratford Street lot frontages, including the front setback area, will require the submission of a development application for Council's consideration. All fencing and walls are required to be in compliance with the Residential Design Guidelines in terms of materials, dimensions and visual permeability as well as truncations and sightlines where the fence or wall meets the vehicle driveway.
- (9) 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 owner.
- (10) 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.
- (11) No earthworks shall encroach into the Canning Highway road reserve.
- (12) The ground levels along the Canning Highway boundary are to be maintained as existing.
- (13) 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.

- (14) This planning approval to remain valid for a period of 24 months from date of this approval.

**Footnote:**

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

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

(CARRIED UNANIMOUSLY)

**Note:**

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 17 June 2018 this application deemed determined, on behalf of Council, under delegated authority.

**11.7 Sewell Street No 82 (Lot 297) Proposed carport and alfresco**

<b>Owner</b>	Silvia Monaco
<b>Applicant</b>	Tony Monaco
<b>File ref</b>	P113/18; SEW82
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	5 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

This report considers a planning application for a new carport, alfresco, laundry, replacement of existing tile roof with a Colorbond roof and new front fence at 82 (Lot 297) Sewell Street, East Fremantle.

**Executive Summary**

The applicant is seeking Council approval for the following variations;

- (i) Side boundary setback – carport wall located forward of main building and on boundary where it is permissible if located behind front setback area
- (ii) Primary street setback – carport set back 4.185m from front lot boundary where 4.5m is required
- (iii) Carport Width – proposed carport is 33% of lot width where 30% is required

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

**Background**

Zoning: Residential R20  
Site area: 508m<sup>2</sup>

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

Dispute over dividing fence between 82 Sewell and 87 King Street that was ultimately decided in court

**Consultation**Advertising

The application was advertised to surrounding land owners from 7 December to 21 December 2018. No submissions were received.

Officer response

Nil

Community Design Advisory Committee (CDAC)

The application was referred to CDAC. The following comments were recorded.

*(a) The overall built form merits;*

- The Committee has concerns with regards to the impact the carport will have to the neighbour's northern light, solar access and ventilation. The carport will impact on the adjoining neighbour's windows.
- A minimum of 4.5 metre setback is required from the front boundary to provide for a sufficient front setback and to allow for a vehicle to park in the front of the property.

- (b) *The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.*
- No further comment at this time.
- (c) *The relationship with and impact on the broader public realm and streetscape;*
- No further comment at this time.
- (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;*
- No further comment at this time.
- (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 Response

No response was received from the applicant.

#### Officer Response

CDAC's comments are noted.

Although the location of the carport may reduce the access to sunlight to the neighbouring property at 84 Sewell Street there is improved privacy between the 2 properties as a result of the location of the carport wall along the side boundary and adequate ventilation is still possible as there is a gap of approximately 1m between the garage wall and the windows on the northern side of 84 Sewell Street.

In terms of the reduced setback from the street there are few other options for the subject property as there is an existing driveway in place and adequate space between the dwelling and the boundary for a carport. Although the setback is less than that required by the Residential Design Codes the variation is less than 10% of what is required and more than the dwelling setbacks on the properties on both the northern and southern sides of the subject property and more than the carport setbacks on a number of properties elsewhere along Sewell Street.

#### **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.*

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	-	-	N/A
Secondary Street Setback	-	-	N/A
Lot boundary setbacks			
<u>North alfresco</u>	1m	1.235m	A
<u>East alfresco</u>	1m	11m	A
<u>South alfresco</u>	1m	2.5m	A
<u>North laundry</u>	1m	1.235m	A
<u>South garage</u>	1m	0m	D
Open Space	50%	66%	A
Building Height			
Wall height	6m	3.5m	A
Roof height	9m	5.7m	A
Setback of Carport			
Primary street setback	4.5m	4.185m	D
Car Parking	2	2	A
Site Works	Less than 500mm	Less than 500mm	A
Overshadowing	≤25%	16%	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	N/A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	A
3.7.9 Materials and Colours	A
3.7.10 Landscaping	N/A
3.7.11 Front Fences	A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.16.4.3.3 Fremantle Port Buffer Area	Conditions
3.7.17.3.3 Garages and Carports	D
3.7.17 Precinct Requirements	D

Heritage

The proposed development is not on the heritage list.

Lot Boundary Setback (Side of Carport Wall)

The proposed development does not comply with the deemed to comply requirements of provision 5.1.3 C3.2 ii of the Residential Design Codes for the side boundary setback for the carport wall. Although the carport walls are no higher than 3m for less than 9m as required by this clause it is not behind the front setback area. However, in accordance with the design principles 5.1.3 P3.2 buildings built up to boundaries, other than the street boundary is considered permissible if it allows for more effective use of space for enhanced privacy, does not have an adverse impact on the amenity of the adjoining property, reduces the impact of building bulk on adjoining properties, does not compromise sunlight or

ventilation to the building and open spaces on this site or the adjoining site and minimises the extent of overlooking and loss of privacy on adjoining properties. Although the location of the carport may reduce the access to sunlight to the neighbouring property at 84 Sewell Street there is improved privacy between the 2 properties as a result of the location of the carport wall along the side boundary. Whilst it is acknowledged there is an impact to the access to sunlight, it is considered the setback of the dwelling and location of the window will still facilitate light into the room. Adequate ventilation is still possible as there is a gap of approximately 1m between the garage wall and the windows on the northern side of 84 Sewell Street. For this reason the carport wall built on the lot boundary is supported. A condition has been included in the Officer's Recommendation that the finish of the parapet wall is to be constructed in consultation with the owners of the adjoining lot.

#### Primary Street Setback (Carport)

The proposed development does not comply with the deemed to comply provision 5.2.1 C1.1 i of the Residential Design Codes for the primary street setback for the carport. It does achieve the design principles provision 5.2.1 P1; the proposed carport maintains clear sightlines along the street and does not detract from the streetscape or appearance of the dwellings or obstructs views of the dwellings from the street and vice versa. It is setback 4.185m which is more than the carport at 86 Sewell St (setback of 3.6m from the front lot boundary) while the garage at 30 Marmion St is setback 1.7m from Sewell St (the side boundary). The carport is also set back further than either the carport or house at 80 Sewell (3.15m) and 84 Sewell (1.0m). The proposed carport is not a dominant feature of the dwelling or the streetscape and the reduced setback is less than 10% of what is required by the Residential Design Codes. The reduced carport setback is considered to have minimal impact and is therefore supported.

#### Carport Width

The proposed development does not comply with provision 3.7.16.3.2 of the Residential Design Guidelines in terms of carport width. The proposed carport is equivalent to 33% of the lot width where 30% is the maximum. The proposed carport is visually permeable and is designed to complement the existing dwelling with similar roof pitch. It is similar in width to many carports along streets in the Plympton precinct and given that many lots in the precinct are relatively narrow and it is only a single carport ensures that it does not dominate the lot. The additional carport width is therefore supported.

#### **Conclusion**

The variations as stated above are considered acceptable and the development application is recommended for approval subject to conditions.

#### **11.7 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP100219**

**Cr Nardi moved, seconded Mayor O'Neill**

**That development approval be granted under delegated authority and discretion exercised in regard to the following:**

- (i) Clause 5.1.3 C3.2 ii – Residential Design Codes - Carport Wall Side Boundary Setback – 0m required (if behind front setback area) 0m (in front setback area);**
- (ii) Clause 5.2.1 C1.1 i – Residential Design Codes - Primary Street Setback (Carport) – 4.5m required, 4.185m provided;**
- (iii) Clause 3.7.16.3.2 – Residential Design Guidelines - Carport Width – 30% required, 33% provided;**

**for proposed carport, alfresco, laundry, new roof and new front wall at No 82 (Lot 297) Sewell Street, East Fremantle, in accordance with the plans date stamped received on 4 December 2018, 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) 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 owner.
- (5) The works are to comply with the Fremantle Buffer Area requirements including;
  - (i) Any glass used for windows or other openings shall be laminated safety glass of minimum thickness of 6mm of double glazed utilizing laminated or toughened safety glass of a minimum thickness of 3mm.
  - (ii) All safety glass shall be manufactured and installed to an appropriate Australian Standard.
  - (iii) Air conditioning systems are to have internally centrally located shut down point and associated procedures for emergency use.
  - (iv) There is a preference for refrigerative systems.
  - (v) Quiet house design principles are to be utilised.
  - (vi) All development shall incorporate roof insulation.
- (6) All storm water 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) 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) The parapet wall of the carport is to be constructed in consultation with the owners of the adjoining lot in regards to the exterior wall finish and colour.
- (9) The carport is to remain open and not to be fully enclosed. Any proposal to fully enclose the carport is required to have a development application submitted for consideration by the Town of East Fremantle.
- (10) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (11) This planning approval to remain valid for a period of 24 months from date of this approval.

**Footnote:**



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

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

***(CARRIED UNANIMOUSLY)***

**Note:**

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 17 June 2018 this application deemed determined, on behalf of Council, under delegated authority.



**11.10 Allen Street, No 35 (Lot 12) Demolition and Site Works Including Retaining Walls and Fill**

<b>Owner</b>	Heath and Ruth Tyrrell
<b>Applicant</b>	Heath Tyrrell
<b>File ref</b>	P107/2018; P/ALL35
<b>Prepared by</b>	James Bannerman Planning Officer Andrew Malone, Executive Manager Regulatory Services
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	5 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

That Council considers a planning application for the demolition of an existing dwelling and site works including retaining walls and fill at No 35 Lot 12 Allen Street, East Fremantle.

**Executive Summary**

This report considers the demolition of the existing dwelling and site works on a lot that has been subdivided. The applicant is seeking Council approval for the following variations:

- (i) Clause 5.3.7- R Code Street- Siteworks
- (ii) Clause 5.3.8- R Codes- Retaining Wall

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

**Background**

Zoning: Residential R12.5

Site area: 1197m<sup>2</sup> & 1161m<sup>2</sup> No 41 Lot 501 Allen Street

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

The subject site was created from the amalgamation of 2 lots No 35 (Lot 12) Allen Street- area 1197m<sup>2</sup>- and No 41 (Lot 50) Allen Street- area 1161m<sup>2</sup>- and subsequent re-subdivision into 3 survey strata lots.

No 41 (Lot 50) Fletcher Street on the corner of Allen and Fletcher street was reduced in area to 893m<sup>2</sup> 2 further lots facing Allen Street were simultaneously created - front lot of 735m<sup>2</sup> and rear battle-axe lot of 730m<sup>2</sup>. The subdivision was approved by the Western Australian Planning Commission and the Town of East Fremantle supported the proposed subdivision. This will be discussed in further detail in the 'Comment' section of this report.

**Consultation****Advertising**

The application was advertised to surrounding land owners from 28 November to 14 December 2018. Two (2) submissions were received. The submission noted the following comments and the applicant and officer responses are provided below:

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Submission	Applicant Response	Officer Response
<p><u>Submission 1</u></p> <p>(i) In regards to Clause 5.3.1 of Local planning Scheme No 3 Density Bonus for Corner Lots the local government may approve development up to R20 on corner lots where the dwellings are designed to face each of the street frontages and in the opinion of the local government there will be an improvement in the amenity of the street.</p> <p>(ii) The application will have a negative effect on the amenity of our residence at 1A Fletcher Street.</p> <p>(iii) R20 density is not a right and may be granted by Council.</p> <p>(iv) I am disappointed that that I was not made aware of the application and Council did little to recommend against subdivision although it did not comply with the Town Planning Scheme</p>	<p>(i) Street frontage amenity is irrelevant to subdivision.</p> <p>(ii) The relevant zoning for the site has already been granted.</p> <p>(iii) Development applications are always made available for inspection.</p>	<p>(i) Provided the requirements of subdivisions are met in accordance with the Local planning Scheme including the lot areas and frontage widths the Town will support subdivisions on corner lots. Ultimately however, subdivisions are decided by the Western Australian Planning Commission.</p> <p>(ii) The development application is only in relation to the lot heights and retaining walls. There is no proposal for a development application for a dwelling before Council.</p> <p>(iii) The R20 density is decided by Council but subdivision is determined by the WAPC.</p> <p>(iv) The subdivision of the subject lots was approved by the WAPC and the Town supported the proposal because it achieved the requirements of LPS No 3 and the R codes.</p>
<p><u>Submission 2</u></p> <p>(i) The heritage nature of East Fremantle needs to be retained and the proposed subdivision will detract from this and have a negative effect on property values. People have bought houses on big blocks with trees so they are not crammed next to neighbours.</p> <p>(ii) The proposed subdivision with the proposed fill will result in 2 two storey dwellings that will overlook neighbouring blocks and detract from the amenity of neighbours.</p> <p>(iii) We have no objection to the existing house being demolished provided the replacement is single storey or partially double storey but no windows overlooking neighbours back yards.</p> <p>(iv) The existing house is attractive and would benefit from renovations in a heritage style and seems to be the only house in Allen Street that isn't heritage protected.</p> <p>(v) Ugly modern designs detract from the heritage nature of East Fremantle and negatively affect property values and amenity.</p>	<p>(i) There are many instances of varying lot sizes with trees and open space in all suburbs.</p> <p>(ii) There is confusion with future development applications and lot subdivision.</p> <p>(iii) Any development application will have to comply with the R-Codes and Town Planning Scheme.</p> <p>(iv) Points (iv) and (v) is criticizing East Fremantle Planners and Councillors for allowing ugly modern monstrosities.</p> <p>(v) Reference to heritage is a red herring designed to appeal to Councillors emotions and are irrelevant. This a not a development application for proposed dwellings.</p>	<p>(i) The Town of East Fremantle is protective of heritage properties, however, if a dwelling is either not on the heritage list or is not listed as Category A or B properties then the owner can apply for demolition.</p> <p>(ii) Large blocks with trees are not a guarantee that owners will not develop structures that increase the site coverage or remove trees.</p> <p>(iii) This report is dealing with a development application for lot heights and retaining walls. There is no development application for a double story dwelling at the subject address before Council at the moment.</p> <p>(iv) The owners of properties such as the subject lots are entitled to make a development application for a double storey dwelling with windows and for it to be assessed against the Residential Design Guidelines and the Residential Design Code.</p> <p>(v) The aesthetics of a dwelling is subjective. The Residential Design Guidelines encourages new development to adopt more contemporary design styles rather than mimic heritage architecture.</p> <p>i) Property values are not a relevant planning consideration.</p>

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.*

**Site Inspection**

January 2019

**Comment**

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Context

The subject site was created from the amalgamation of 2 lots No 35 (Lot 12) Allen Street- area 1197m<sup>2</sup>- and No 41 (Lot 50) Allen Street- area 1161m<sup>2</sup>- and subsequent re-subdivision into 3 survey strata lots.

No 41 (Lot 50) Fletcher Street on the corner of Allen and Fletcher street was reduced in area to 893m<sup>2</sup> 2 further lots facing Allen Street were simultaneously created - front lot of 735m<sup>2</sup> and rear battle-axe lot of 730m<sup>2</sup>. The subdivision was approved by the Western Australian Planning Commission and the Town of East Fremantle supported the proposed subdivision.

The amalgamation of the 2 lots into a single parent lot created a 2358m<sup>2</sup> corner lot. The applicant applied to the WAPC for subdivision of this lot. The Local Government (administration) recommended support for the subdivision. Given the existing site circumstances and the application of the R20 code under clause 5.3.1 of LPS No. 3 which states as outlined below, approval of the proposed subdivision was considered acceptable and was supported subject to the conditions:

*'Density Bonus for Corner Lots: In areas with a density coding of R12.5, the local government may approve development up to a density of R20 on corner lots where the dwellings are designed to face each of the two street frontages, and in the opinion of local government, there will be an improvement in the overall amenity of the streets as a result of the development.'*

The local government being administration (as differentiated from Council) supported the subdivision based on the following:

The subdivision proposal complied with the minimum and average site area per dwelling and minimum lot frontage requirements under the R20 density code. In fact the proposed lot areas comply with the provisions of the R12.5 density coding of the area (minimum lot area 700m<sup>2</sup>, average lot area 800m<sup>2</sup>) with a 5% variation as provided for under the State Planning Policy for subdivision. As noted above the actual lot areas, comply with the WAPC Policy requirements.

Notwithstanding the above point, the proposed subdivided lots are significantly consistent with the prevailing area (with the exception of the battle-axe design). However it is recognised that battle-axe lots are present in the town, specifically on Petra and Marmion Street.

Whilst the density bonus was utilised (not necessarily required to be utilised due to complying R12.5 densities), the applicant has liaised with Council for a significant period of time to ensure a subdivision and development is created which recognises the prevailing built form within the town.

Were the applicant to utilise the provisions of the R20 provisions, 4 lots could have resulted, which would have resulted in a development that was not wholly consistent with the character of the town.

Lastly the above provisions state that subdivision can be supported where *there will be an improvement in the overall amenity of the streets as a result of the development*. A development application has not been presented to Council. Preliminary discussions with the applicant indicated the design would be consistent with the prevailing design of the area (that being said it is noted above should 2 long east/west lots have been created, the resultant design for the area could be considered to have a greater impact to the streetscape and the adjoining neighbours). The dwelling proposed to be demolished is not a character home and does not significantly add to the streetscape. The proposed subdivision will present in a similar streetscape form to the existing streetscape. The development of the new dwellings

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on Allen Street is considered an overall improvement. The rear dwelling will not be seen from the streetscape due to the lot levels and rear battle-axe lot and therefore has minimal street impact.

In light of the above the subdivision was supported, subject to a number of standard subdivision conditions.

#### Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies 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

Design Elements	Required	Proposed	Status
<b>Site Works</b>			
<b>Front Lot</b>	<0.5m	Cutting 0.9m to 1.02m	D
		Fill <0.5	A
<b>Rear Lot</b>	<0.5m	Cutting 0.09m to 0.34m	A
		Fill 0.05m to 1.0m	D
<b>Retaining Walls</b>			
<b>Front Lot</b>			
North	<0.5m	0-1.0m	D
South	<0.5m	1.1m	D
West	<0.5m	1.1m	D
East	<0.5m	1.1m	D
<b>Rear Lot</b>			
North	<0.5m	0m-1.0m	D
South	<0.5m	Existing retaining walls in place	A
West	<0.5m	0.32m-1.13m	D
East	<0.5m	0.5m	A

There is currently a dwelling located across the lot along with 2 sheds and a garage. The applicant has applied to demolish these structures. There is no reason for refusing the proposed demolition. None of the structures are on the heritage list and as such are not protected by Part 7 of Local Planning Scheme No 3.

#### Site Works

##### Front Lot

- The new front lot that faces Allen Street will have a site level of 23.5m across the whole site (with the exception of a corner truncation).
- There is a 4m corner truncation at the north eastern apex of the lot with a site level of 23m.
- The street is on a slope increasing in height by 1.5m from north to south.
- This involves cutting into the site at No 41 Allen Street such that this portion of the lot is reduced in height between 0.9m and 1.02m and filling the northern section of the lot such that there are increases in the existing ground level heights.

##### Rear Lot

- The rear lot will have a site level of 23.0m.
- The rear lot slopes upwards from north to south increasing in height by 1.5m across the lot.
- The lot is being cut away between 0.09m and 0.34m in the southern eastern quarter and filled elsewhere between 0.05m and 1.0m.

The site works for the subject lots have been carried out such that there is both cut and fill. Fill in the front lot is less than 0.5m which is compliant with the R Codes, but this is matched by removal of earth between 0.9m and 1.02m which exceeds the deemed to comply provisions of the R Codes. The slope of Allen Street means that there is going to be differences in heights of the lot at different points that interface with the street. The crossover for the front lot is at street level but the height of the lot increases northwards relative to Allen Street.

The rear lot is lower than the front lot and with a 1.5m variation across the lot from north to south there has to be some changes in heights to obtain a level lot. There is excavation of between 0.09m to 0.34m which achieves the deemed to comply requirements of the R Codes. Fill of between 0.05m and 1m is used to build up the lot at the north western corner.

#### Retaining Walls

##### Front Lot

- A retaining wall is built around the whole lot with the exception of the opening for the cross-over and driveway on the south eastern corner.
- The height of the retaining wall falls as it edges southwards along Allen Street until the lot and retaining wall is at a similar height to the footpath and front verge.
- The northern retaining wall of the front lot is setback 4m from the boundary fence with Lot 11 Allen Street to provide an access lane for the rear battleaxe lot.
- There is a corner truncation between the lot and the battleaxe lot accessway that reduces the height of the retaining walls on the boundary of the lot to 23m and improves sightlines at the interface between the laneway and the footpath.
- The retaining wall on the north eastern corner of the front lot is 1.0m higher than the surrounding land, but given that it is setback 4m from the neighbouring property for 26.77m it complies with the deemed to comply height requirements of the R Codes.
- The 8.553m retaining wall on the western edge of the lot nearest Lot 101 Fletcher Street is setback 1.5m from the boundary which achieves the deemed to comply requirements for retaining wall heights required by the R Codes.
- The retaining wall at the west of the front lot facing Allen Street is 1.06m lower than the neighbouring property at Lot 101 Fletcher Road.

##### Rear Lot

- A retaining wall is proposed for the rear (western boundary) of the lot for 19.82m at heights varying from 0.32m to 1.13m above the neighbouring properties.
- There is also a retaining wall on the northern boundary that extends for 44.0m varying between 0.08m and 1.13m in height above the neighbouring property
- Based on the heights of the lot and the variation across the site it is not unreasonable to see retaining wall set at 23.0m height.

For the front lot the retaining walls exceed 0.5m wall height but attempts have been made to reduce the impact of the site level relative to the street slope by including a 4m corner truncation that reduces the lot height by 0.5m in the truncation area.

The rear lot has a retaining wall along the northern and western boundary which exceeds 0.5m in height.

One of the problems with this site is the considerable slope across the site from south to north and from east to west. The rear lot in particular varies in natural ground levels from 23.5m down to 22.0m. By lowering the site more there is the threat that the existing retaining wall of properties on the southern boundary will be undermined more. The lot is already considerably lower than 1A and 1B Fletcher Street with points along the boundary showing differences of between 2.04m and 2.65m. At the same time there is between 0.32m and 1.13m difference in height between the subject lot and the neighbouring properties to the west. To the north the site is up to 1.13m above the neighbouring property. A balance has to be achieved with regards to site heights. In this case the site levels are appropriate for a sloping site such as this and the retaining walls are appropriate heights given the variations in site heights across the lots.

#### Submissions

In terms of submissions that have been made by surrounding residents the points raised are not helpful in understanding the real issue with the proposed development application relating to site levels and retaining walls. The comments made refer to property values, amenity, heritage, opposition to two storey development, opposition to development with windows overlooking neighbouring backyards, and opposition to the proposed subdivision. As noted above it is considered that the battle-axe lot will have less impact than two long east west lots particularly to the adjoining neighbour and streetscape. The concerns raised are on the whole matters that are unrelated to the proposed development to be determined by Council, as discussed here. As stated in the officer responses to the submissions the points covered are largely unrelated to this proposed development application.

In regards to the comments provided by residents following advertising the matter being dealt with is in relation to the proposed demolition, site works and construction of retaining walls on the subject lots not a subdivision approval. Subdivisions are approved by the Western Australia Planning Commission and not the Town of East Fremantle, however as noted above the application was supported by administration based on the aspects as outlined above. Significantly the proposed the proposed lot areas comply with the provisions of the R12.5 density coding of the area (minimum lot area 700m<sup>2</sup>, average lot area 800m<sup>2</sup>) with a 5% variation as provided for under the State Planning Policy for subdivision. As noted above the actual lot areas, comply with the WAPC Policy requirements, therefore refusal of the subdivision would have been difficult to justify.

The Town has a chance to comment on proposed subdivision, but does not act as the final decision maker. The WAPC will make decisions relating to the viability of subdivision based on criteria such as minimum lot sizes, average lot sizes and street frontage length in accordance with the local planning scheme and the R Codes. In this case the lot was amalgamated and then subdivided based on the total area of the combined area of No 39 and No 41 Allen Street. This meant that a subdivision could occur with a density coding of R20 in accordance with the Density Bonus for Corner Lots provided by Clause 5.3.1 of LPS No 3.

In this case No 41 was reduced in size to 893m<sup>2</sup> and 2 additional strata lots were created with the rear lot equal to 730m<sup>2</sup> and the front strata lot equal to 735m<sup>2</sup>. No 41 faces Fletcher Street and the 2 strata lots face Allen Street. The lots that are created are in accordance with the minimum (450m<sup>2</sup>) and average (450m<sup>2</sup>) lot sizes for R20. The Town supported the proposed subdivision and imposed standard subdivision conditions.

#### **Conclusion**

The variations as stated above are considered acceptable and the development application is recommended for approval subject to conditions.

#### 11.10 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP110219

Cr White moved, seconded Cr Nardi

That development approval be granted under delegated authority and discretion exercised in regard to the following:

- (i) Clause 5.3.7- R Code Street- Site works
- (ii) Clause 5.3.8- R Codes- Retaining Wall-

for proposed demolition, retaining walls and site works at No 35 (Lot 12) Allen Street, East Fremantle, in accordance with the plans date stamped received on 21 December 2018, 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 storm water 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) 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.
- (6) 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.
- (7) This planning approval 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 17 June 2018 this application deemed determined, on behalf of Council, under delegated authority.

UNCONFIRMED

**12. REPORTS OF OFFICERS (COUNCIL DECISION)****12.1 Economics and Industry Standing Committee Inquiry into Short-stay Accommodation in WA – Draft Town of East Fremantle Submission**

<b>File ref</b>	B/PTP1
<b>Prepared by</b>	James Bannerman, Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting Date:</b>	5 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

This report considers a response to requests for submissions from the Legislative Assembly of Western Australia *Committee Inquiry into Short-stay Accommodation in WA*.

**Executive Summary**

The Economics and Industry Standing Committee has invited written submissions to its Inquiry into Short-Stay Accommodation in Western Australia (WA).

The Committee is seeking data from local governments in regard to the number of accommodation sources offered by online platforms in the local government authority and changes over the past 5 years, as well as comments in relation to the following:

1. The forms and regulatory status of short-stay accommodation providers in regional and metropolitan Western Australia, including existing powers available to local government authorities;
2. The changing market and social dynamics in the short-stay accommodation sector;
3. Issues in the short-stay accommodation sector, particularly associated with emerging business models utilising online booking platforms; and
4. Approaches within Australia and international jurisdictions to ensure the appropriate regulation of short-stay accommodation

Changes in the use of technology and marketing have created environments whereby non-standard hosts (for example other than hotels and motels) are able to offer their homes, investment properties, spare rooms and other ancillary lodging for short-stay accommodation. These offers may often be made either with or without necessary planning, building, health or other approvals.

The Town of East Fremantle has not experienced any known significant issues in relation to short-stay accommodation. However, the number of planning applications for short-stay accommodation has been steadily increasing over recent years. Further regulation in this area may assist in keeping possible future issues in check.

It is considered imperative that any possible future regulation and/or policy involving local government is developed in direct consultation with local government and in any subsequent approval and implementation, local government is not unnecessarily burdened by requirements for additional resources without adequate State government support and contribution.

**Background**

The Committee has resolved to investigate and report on regulation of short-stay accommodation in WA concerning issues around customer safety, insurance, land use planning, building standards, stay length, neighbourhood amenity, registering, licensing and taxation.

The inquiry has been convened to respond to concerns that current regulatory frameworks do not adequately address the issues faced by stakeholders in the short-stay accommodation industry including providers and local government. It is supported by the State Government and the Minister for Planning, Hon Rita Saffiotti MLA and the findings and recommendations from the Inquiry will inform future regulation in this field.

The New South Wales government has responded to a similar inquiry by introducing a new planning framework in relation to short-term accommodation. Some local governments in WA, including the Shire of Augusta-Margaret River, have introduced local planning policies to address some of the issues they have encountered. The City of Busselton and the City of Fremantle has introduced a local law requiring registration and planning approval for short-stay accommodation. The City of Wanneroo has a requirement for a management plan and a waste management plan to be provided with any development application for short stay accommodation, as well as an explanation of the compatibility of the proposal with the planning scheme's zone objectives. From a health perspective Wanneroo also requires compliance with the Environmental Protection Act 1986, Health (Miscellaneous Provisions) Act 1911 and the Food Act 2008.

The submission period for this Inquiry closed on 25 January, however, the Committee has agreed to accept a late submission from the Town of East Fremantle. All submissions will become public after tabling in the Legislative Assembly.

### **Statutory Environment**

Reform proposals linked to short-stay accommodation may lead to changes to planning legislation (including the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015*), as well as planning documents developed thereunder (including local planning strategies and local planning schemes) and statutory approval processes.

Any proposed changes may have subsidiary effects on other regulation in the fields of environmental health and building compliance.

### **Policy Implications**

Reform proposals may require the introduction of a local planning policy dealing with short-stay accommodation and possible changes to the Town's internal administrative and regulatory processes.

### **Financial Implications**

Some reform proposals may require increased resource commitment in terms of staff and time.

### **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.*

**Site Inspection**

Not applicable

**Comment**

A review of short-stay accommodation in WA is welcomed and may be considered by some as overdue.

The following comments are made with regard to the Inquiry parameters:

**1. The forms and regulatory status of short-stay accommodation providers in regional and metropolitan Western Australia, including existing powers available to local government authorities**

The Town deals with land use including short-stay accommodation through Local Planning Scheme No. 3. There are 3 forms of short-stay accommodation that are listed as uses in the zoning table: bed and breakfast, motels and hotels. There are no other short-stay accommodation uses that are formally recognised under the planning scheme. A proposal for short-stay accommodation, must therefore be considered as a 'use not listed' in the Zoning Table under the provisions of the planning scheme and advertised for public comment before Council can determine the application

In each instance the proposed accommodation would be required to comply with the relevant definitions and requirements as provided in the local planning scheme as listed below or have the Council determine the use is consistent with the objectives and purposes of the particular zone and permit the use:

Use Class	Definition
Bed and Breakfast	A dwelling used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast
Hotel	Premises the subject of a hotel licence other than a small bar or tavern license granted under the <i>Liquor Control Act 1988</i> including any betting agency on the premises
Motel	Premises used to accommodate patrons in a manner similar to a hotel but in which specific provision is made for the accommodation of patrons with motor vehicles and may comprise premises licensed under the <i>Liquor Licensing Act 1988</i> ( <i>sic Liquor Control</i> )

Act 1988)
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The Town has not adopted any local planning policies or local laws regarding short-stay accommodation at this time. However, it does apply the Western Australian Planning Commission (WAPC) *'Holiday Homes Guidelines – Short Stay Use of Residential Dwellings'* (published September 2009) which is intended by the WAPC to be used as a guide in the assessment of short-stay accommodation applications. The Town Building Surveyor also determines if the short-stay accommodation proposed will result in a change to the classification of the building/dwelling thereby requiring a Building Permit application to be submitted and compliance with the Building Codes of Australia

Council only grants temporary approvals, usually of 12 month duration with a condition of approval being that the applicant is required to re-apply at the expiry of 12 months. A standardised set of conditions is also imposed which are specific to matters such as number of bedrooms and occupants, vehicle parking, management plans and other general amenity matters. This approach enables Council to monitor the use and its potential impact on the surrounding locality and provides an ability to revoke the approval if this is considered necessary.

## 2. The changing market and social dynamics in the short-stay accommodation sector

The differences between various types of short-stay accommodation appears to have become ambiguous. The emergence of online and mobile phone based accommodation booking services has meant that any owner of a room or dwelling including a bed, bedroom, apartment, 'granny flat' or house is able to market and sell accommodation globally in competition with established accommodation providers.

Traditional barriers to entry of accommodation providers have been broken down and weakened the market dominance of the large motel and hotel operators in a similar way that Uber has forced change on the taxi industry and Netflix has changed television viewing habits.

In a more deregulated environment prices typically fall, however, it could be at a cost with a decline in safety and accessibility regulations, quality of some accommodation and residential communities potentially suffering from a decline in amenity resulting from a variety of factors including increased vehicle traffic, parking difficulties, insufficient servicing (for example bin capacities and collection) and anti-social behaviour.

On the other hand, the Town is aware that short-stay accommodation services are being provided without approvals (general location established from internet searches). Surrounding residents remain unaware of the use of these properties as the operators of the property manage their properties carefully and ensure that there are minimal impacts on the amenity of the neighbourhood.

Air BnB is arguably the most well-known online accommodation booking platform, although there are many others including Stayz, Expedia, Wotif and Trivago. All provide booking services for a variety of accommodation, however, Air BnB has targeted residential properties to become holiday accommodation. Air BnB has received attention with stories of residential homes being used as 'party houses' and suffering damage by guests. A number of articles and documentaries have been produced, as well as a dedicated website created ([insideAirBnB.com](http://insideAirBnB.com)) that highlight issues around Air BnB operations. As previously stated, however, it is noted that there are a number of other online booking service operators in existence.

A search of Council's records, together with online data, shows that within the Town of East Fremantle:

- 31 properties have approved ancillary accommodation;
- 29 properties have had additions and extensions including studios or rooms (not categorised as ancillary accommodation);
- 18 properties have formal approval for providing short-stay accommodation (not Air BnB);
- 3 properties have been formally approved to operate a bed and breakfast use;
- 5 properties have been formally approved to operate as Air BnB; and

- 84 properties are listed as being available for short-stay accommodation in East Fremantle according to “insideAirBnB.com” (accurate to October 2018).

It is possible that those properties with ancillary accommodation, granny flats, studios or additional vacant rooms may also have the potential to use those lodgings for short-stay accommodation.

Some properties listed as being available in East Fremantle may be outside the Town’s boundaries, but within close proximity to the Town’s attractions. Dwellings are identified by general locality rather than specific address.

Regulation alone does not necessarily prevent short-stay accommodation operating without the necessary approvals. The addition of onerous hurdles in approval processes could in fact discourage short-stay accommodation operators from seeking permission to operate. Having the ability to impose and enforce high penalties for operating without approval, however, could provide an appropriate incentive to gain approvals. If there are no significant amenity impacts on residential neighbourhoods, it is possible for the Town to be unaware of the operation of short-stay accommodation. In such instances, it may be difficult to justify the need or value of developing, implementing and enforcing regulation, although Council potentially has a responsibility to require approvals to ensure compliance with building codes, universal access and fire safety.

### **3. Issues in the short-stay accommodation sector, particularly associated with emerging business models utilising online booking platforms**

There is no simple delineation of issues or response to the issues created by the emergence of online booking platforms for short-stay accommodation. Many encompass a variety of operational, planning, building and health matters.

#### Lack of Personal Contact

Online booking platforms are simple to operate, portable, relatively anonymous and take relatively little time or effort compared to traditional booking systems. They have become a regular feature of people’s lives. Operators of short-stay accommodation can remain relatively disconnected from formal government processes and customers of these services are happy to use online providers because they are quick, appear to provide value for money and are generally unconcerned by issues surrounding accommodation operations.

#### Building Classification Changes

The Building Code of Australia recognises different building/use categories and requirements depending on whether a structure is a single residential dwelling or a multi-storey residential dwelling and/or provides short-stay accommodation and how many people are staying within it. If the use of a residential dwelling changes to a commercial function, such as short-stay accommodation, there is a potential change in the classification for building purposes that places higher compliance requirements for safety, emergency and construction standards. In addition, as the number of rooms and guests increases the minimum acceptable criteria under the Building Code becomes more onerous. Short-stay accommodation that is not approved accordingly is in breach of the Building Code Australia.

#### Insurance

For insurance purposes there are different requirements for residential dwellings compared to commercial buildings. Some short-stay accommodation might be defined as commercial, rather than residential depending on the size of the operation and number of rooms. This is a matter for the operator of the accommodation to deal with and is not a local government consideration.

#### Health

There is a requirement that all premises that serve food comply with the Food Act 2008. There is also a requirement that operators of short stay accommodation comply with the Environmental Protection Act 1986 and Health (Miscellaneous Provisions) Act 1911. Again it is the responsibility of the operator to comply with the relevant legislation, although local government is required to police non-compliance.

#### Unfair Competition

Short-stay accommodation businesses operating without a valid approval are financially and operationally advantaged over those that do. Savings are made in time and fees associated with not gaining approvals. In addition, approvals are generally subject to conditions that may impose operational limitations or additional costs in ensuring compliance with planning and building requirements which are not necessarily self-imposed by those who operate without approvals.

There needs to be a balance such that short-stay accommodation operators are not discouraged from applying for planning approval to ensure that providers meet health and safety requirements and do not cause a deterioration in neighbourhood amenity or public safety.

#### Neighbourhood Amenity

The concentration of short-stay accommodation in one particular residential area has the potential to concentrate potential problems. A large number of short-stay accommodation units located together increases the likelihood of neighbouring properties seeking out similar commercial opportunities that tap into the visitor population. Whilst there can be positive economic benefits for the accommodation operators and surrounding local economy, informal and unregulated short-stay accommodation may become problematic if residential areas are overwhelmed by their activities and amenity impacts.

It is important to maintain the positive characteristics of precincts that are popular for short-stay accommodation including tree lined streetscapes, heritage properties, walkable built environments, safe and clean residential areas with high levels of amenity.

From an urban planning perspective, there is a risk of incremental change occurring in residential areas where a concentration of short-stay accommodation has occurred. Residential areas can become increasingly commercialised and blighted. Urban infrastructure may deteriorate more quickly and require maintenance or replacement within shorter timeframes and extra burden can be placed on services such as waste collection.

In the Town's experience short-stay accommodation is nearly always proposed to be located in residential zoned areas. Existing residents have a reasonable expectation that resident amenity should be maintained and should be prioritised over permitting commercial enterprises. Allowing a concentration of short-stay accommodation in residential zoned areas puts resident amenity at risk. Similarly, if established short-stay accommodation in appropriately zoned areas is not patronised then this may jeopardise the viability of existing accommodation businesses and other supporting commercial uses in areas designed and planned specifically for this purpose.

Perceptions of the problems may be quite different from reality with social media and popular media amplifying the negative aspects of short-stay accommodation and ignoring the positive aspects. However, there may be residents that tolerate issues, do not contact the Town to complain about issues with nearby short-stay accommodation that does not have formal approval to operate

#### Economy

As previously stated, short-stay accommodation may have positive benefits for the local economy including nearby businesses. Shortages of local short-stay accommodation may mean that there are fewer spin-off benefits for the local economy.

#### **4. Approaches within Australia and international jurisdictions to ensure the appropriate regulation of short-stay accommodation**

The Town does not actively encourage short stay accommodation in residential areas because they are not zoned for these uses, however, landowners may apply for approval to utilise vacant bedrooms, studios, ancillary accommodation, apartments and homes as short-stay accommodation. The Town's preference is for this accommodation to operate through formal regulated channels to ensure potential issues can be identified and conditions applied as part of the planning and building approval process. This is to ensure that premises are compliant with relevant health and safety requirements, as well as maintain neighbourhood amenity. It is recognised, however, that online and mobile technology enables businesses to operate without the Town being appropriately notified.

The Town does not want or intend to impose harsh measures to police short-stay accommodation. However, in a situation where the Town is made aware of problems associated with a property operating as short-stay accommodation (whether approved or not) the Town will take measures to respond. Typically this would be addressed by the Regulatory Services section and might include ensuring compliance in relation to occupancy/bed numbers, noise, preparation of food by the proprietor, parking, traffic and waste disposal under the relevant legislation and regulations, as well as require the operators to submit a retrospective development application.

The Town has not developed a local planning policy with regard to short-stay accommodation to date, however, it is something that may be contemplated in the future.

#### **General Comments**

It is considered appropriate that Council makes a number of comments in relation to the Inquiry into Short-stay Accommodation.

Caution is needed when attempting to streamline and provide uniformity around the regulation of short-stay accommodation. A "one size fits all" approach to legislation and policies linked to short-stay accommodation is not considered appropriate. There are significant differences between local governments across the State in terms of surface area, population, economic and demographic profile, urban environments, attractiveness and suitability for short-stay accommodation. For this reason it may be more beneficial for local governments to formulate local planning policies and local laws under existing legislation and according to their own circumstance.

It is essential that details of any future short-stay accommodation regulatory and policy proposals by State government involve input and scrutiny from local government. If expected to implement policy and regulation it is critical that local government has input into its development. It is suggested that a working group be established to assist in the formulation of policies and regulation and should include officers from local government with a broad background in economic development, tourism?, urban planning, building compliance and environmental health.

Caution is required to ensure that local governments are not unnecessarily burdened by proposals that increase compliance, responsibility and workloads. Proposals that increase the burden on local government in respect to costs and staffing need to be appropriately supported, resourced and compensated by State government. It is essential that smaller local governments are given the means to raise necessary funds to implement and enforce legislation or policies around short-stay accommodation, without sacrificing other expenditure priorities.

Any recommendations resulting from the Committee Inquiry need to be clearly communicated across communities to protect the interests of stakeholders including residents, property owners, and providers of short-stay accommodation. A well communicated stance by State government that does not give stakeholders mixed messages about short-stay accommodation is essential. It is considered essential that State government takes the lead role in developing a robust public awareness and



information campaign to explain and promote proposals linked to legislation or policies on short-stay accommodation.

It is recommended that the general comments from this report be included as a submission to be forwarded to the Economics and Industry Standing Committee of the Legislative Assembly (Committee Inquiry into Short-stay Accommodation in WA).

**12.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP120219**

**Cr Nardi moved, seconded Cr White**

**That Council:**

- (1) Adopt this report as the basis for a submission to the Economics and Industry Standing Committee of the Legislative Assembly (Committee Inquiry into Short-stay Accommodation in WA) and**
- (2) Forward the adopted Town of East Fremantle Submission – As referred to in (1) above, to the Economics and Industry Standing Committee of the Legislative Assembly (Committee Inquiry into Short-Stay Accommodation in WA)**

(CARRIED UNANIMOUSLY)

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**13. MATTERS BEHIND CLOSED DOORS**

Nil.

**14. CLOSURE OF MEETING**

There being no further business, the Presiding Member declared the meeting closed at 8:00pm.

*I hereby certify that the Minutes of the ordinary meeting of the Town Planning & Building Committee of the Town of East Fremantle, held on 5 February 2019, Minute Book reference 1. to 14 were confirmed at the meeting of the Committee on:*

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*Presiding Member*

UNCONFIRMED

**12. REPORTS**

**12.1 PLANNING REPORTS**

**12.1.1 Silas Street, Unit 24 No 3 Lot 123- Mixed Use Development- Change of Use From Office to Recreation- Private**

<b>Owner</b>	Sarah Boxley
<b>Applicant</b>	Anahata Investments Pty Ltd
<b>File ref</b>	P103/18; P/SIL3/U24
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	19 February 2018
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil.

**Purpose**

For Council to consider the Town Planning Committee (TPC) recommendation (Resolution TP050219) to approve a change of use from Office to Recreation – Private at Unit 24/3 Silas Street as outlined in the Report contained within the TPC minutes (Agenda Item 11.1 Attachment 1).

**Executive Summary**

The Town Planning Committee at its meeting on 5 February 2019 recommended adopting the officer’s recommendation to allow this change of use.

(Refer to Town Planning Committee minutes (pp 32-38) to view the full report and Resolution.)

This matter has been referred to Council as the Town Planning Committee did not have sufficient members present to obtain the minimum of 4 votes to carry the resolution under delegated authority.

**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)
If officer recommendation not supported the decision may be appealed at SAT	Unlikely (2)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$10,000 - \$50,000	Accept Officer Recommendation

### Risk Matrix

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

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

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

#### 12.1.1 COMMITTEE RECOMMENDATION

That Council grant development approval and exercise its discretion in regard to the following :

- (i) Clause 5.8.5- Car parking of Local Planning Scheme No. 3 to allow an onsite car parking shortfall of ten (10) bays

for a change of use from office to recreation- private at No 3 Unit 24 (Lot 123) Silas Road, East Fremantle as indicated on the plans date stamped received 30 October 2018, subject to the following conditions:

- (1) No more than one (1) staff member and ten (10) clients can attend the premises at any time between 9am and 5pm Monday to Friday.
- (2) The window signage shall not exceed 50% of the total surface area of the windows of the premises.
- (3) This planning approval does not include approval for any other signage other than that listed in condition (2). No other unauthorised signage is to be displayed.
- (4) Any change to the type, design, location or illumination of signage shall be the subject of a further development approval application for Council's consideration.
- (5) The change of use approval is for Recreation- Private (yoga classes) only. If any other use or other recreation use is proposed then a further development approval application will be required to be submitted for Council's consideration as to the suitability of the use and parking availability and requirements in the Town Centre.
- (6) The premises must be inspected by the Town's Environmental Health Officer prior to opening.
- (7) Any 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.

- (8) 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.
- (9) 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.
- (10) This planning approval is to remain valid for a period of 24 months from the 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 to the approved plans unless otherwise approved by Council.*
- (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).*
- (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".*

**12.1.2 Staton Road, No 70 (Lot 54) Home Occupation (Beauty and Skin Therapy)**

<b>Owner</b>	Nuala Briggs and Steven Tadman
<b>Applicant</b>	As above
<b>File ref</b>	P104/18; P/STA70
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

For Council to consider the Town Planning Committee (TPC) recommendation (Resolution TP040219) to approve a home occupation of Beauty and Skin Therapy at No 70 (Lot 54) Staton Road as outlined in the Report contained within the TPC minutes (Agenda Item 11.1 Attachment 1).

**Executive Summary**

The Town Planning Committee at its meeting on 5 February 2019 recommended amending the officer's recommendation. The modifications comprised:

- amending the hours of operation
- deleting the requirement for the electric gates at the front of the property to remain open during operating hours
- restricting weekly operating hours to 20 hours.

(Refer to Town Planning Committee minutes (pp 23-31) to view the full report and Resolution.)

This matter has been referred to Council as the Town Planning Committee did not have sufficient members present to obtain the minimum of 4 votes to carry the resolution under delegated authority.

**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)
If officer recommendation not supported the decision may be appealed at SAT	Unlikely (2)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$10,000 - \$50,000	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

**12.1.2 COMMITTEE RECOMMENDATION**

That Council support approval of the proposed home occupation (Beauty and Skin Therapy Business) at No. 70 (Lot 54) Staton Road, East Fremantle, in accordance with the plans date stamped received 31 October 2018, subject to the following conditions:

- (1) No person shall be employed in the home occupation, other than the owner of the property.
- (2) The home occupation is limited to one customer being treated at a time.
- (3) The home occupation is limited to operating for the following days and times;

Monday and Friday	12 noon to 5.30 pm
Tuesday, Wednesday, Thursday and Friday	9 am to 5.30 pm
Saturday	10 am to 2.00pm
Sundays, public holidays and evenings	Closed

Approval is not granted to operate the business on Sundays and public holidays, or before 9 am and after 5.30 pm Monday to Friday.

- (4) The home business shall be conducted in an unobtrusive manner that will not prejudicially affect the amenity of the area.
- (5) The home occupation shall be conducted within an area marked on the approved plans.
- (6) No vehicles associated with the home occupation shall be parked on the street or on the road verge.
- (7) The owner is to ensure that suitable on site car parking is available for clients during business hours.
- (8) The owner of the business is to advise the clients that suitable parking is available on site.
- (9) The business is to be operated in compliance with the Health (Skin Penetration Procedure) Regulations 1998 and the associated Code of Practice for Skin Penetration Procedures.
- (10) The premises of the home occupation are to be inspected by Council's Principal Environmental Health Officer prior to commencement of the proposed home occupation. It is the responsibility

of the owner of the business to contact the Council to ensure compliance with environmental health requirements prior to operation.

- (11) This planning approval is to remain valid for 6 months from the date of this approval. After this date, a further planning approval will be required to be submitted to continue operating the business from the current site.
- (12) The approval may be revoked by Council, prior to the expiration of the 6 month period referred to in (11) above if there are any adverse impacts involving noise, parking, vehicle traffic and surrounding amenity which are unable to be controlled by the applicant in a timely and effective manner which is to the satisfaction of the Council.
- (13) This planning approval does not include any planning approval for any signage or advertising. A separate planning application is to be made for signage and advertising.
- (14) Operating hours in any one week shall not exceed 20 hours.

**Footnote:**

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

- (i) *This decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *A copy of the approved plans as stamped by Council are attached.*
- (iii) *All noise levels produced by 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”.*



### 12.1.3 Richmond Circus No 70 (Lot 226) - Carport

<b>Owner</b>	Mark Hochstadt and Rachel Bodel
<b>Applicant</b>	Softwoods Timberyard Pty Ltd
<b>File ref</b>	P908/18; P/RIC70
<b>Prepared by</b>	James Bannerman Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### Purpose

For Council to consider the Town Planning Committee (TPC) recommendation (Resolution TP070219) to refuse a single carport for vehicle parking in the front setback at No 70 (Lot 226) Richmond Circus as outlined in the Report contained within the TPC minutes (Agenda Item 11.1 Attachment 1).

#### Executive Summary

The Town Planning Committee at its meeting on 5 February 2019 recommended adopting the officer's recommendation to allow this change of use.

(Refer to Town Planning Committee minutes (pp 45-49) to view the full report and Resolution.)

This matter has been referred to Council as the Town Planning Committee did not have sufficient members present to obtain the minimum of 4 votes to carry the resolution under delegated authority.

#### Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The decision may be appealed at SAT	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$10,000 - \$50,000	Accept Risk

#### Risk Matrix

Consequence		Likelihood				
		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

### 12.1.3 COMMITTEE RECOMMENDATION

That Council refuse the development application for a single carport for vehicle parking in the front setback area at No 70 (Lot 226) Richmond Circus, East Fremantle, as outlined on plans date stamped received on 19 October 2018, for the following reasons:

- (1) The proposed development does not comply with the orderly and proper planning of the area.
- (2) The proposed development does not comply with the following requirements of the Local planning Scheme No 3:
  - (a) The proposed development conflicts with Clause 1.6 Aims of the Scheme in particular Clause 1.6 (b)
  - (b) The proposed development conflicts with Clause 4.2 Objectives of the Zones Residential Objectives:
    - (i) To safeguard and enhance the amenity of residential areas and ensure that new housing development is sympathetic with the character and scale of the existing built form
  - (c) The proposed development conflicts with the provisions of the Town of East Fremantle Local Planning Scheme No 3 – Deemed Provision Clause 67 because it is incompatible with:
    - (i) Clause 67 (n) the amenity of the locality including the following- (ii) *the character of the locality*;
- (3) The proposed development does not comply with the Local Planning Policy Residential Design Guidelines in particular:
  - (a) Clause 3.7.20.3.1 that include:
    - (i) Garages and carports shall be incorporated into and be compatible with the design of the dwelling.
    - (ii) Garages and carports shall not visually dominate the dwelling as viewed from the street.
  - (b) Clause 3.7.20.3.3 that requires garages and carports are constructed behind the building line and comply with the following:
    - (i) Setback a minimum distance of 1.2m behind the building line.

**12.1.4 Economics and Industry Standing Committee Inquiry into Short-stay Accommodation in WA – Draft Town of East Fremantle Submission**

<b>File ref</b>	B/PTP1
<b>Prepared by</b>	James Bannerman, Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting Date:</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Officer's Report to Town Planning Committee 5/2/19

**Purpose**

For Council to consider the Town Planning Committee (TPC) recommendation (Resolution TP120219) to adopt the comments as outlined in the Officer's Report, in relation to a Legislative Assembly of Western Australia *Committee Inquiry into Short-Stay Accommodation in WA*, contained within the TPC minutes (Agenda Item 11.1 Attachment 1).

**Executive Summary**

The Town Planning Committee at its meeting on 5 February 2019 recommended adopting the officer's comments relating to this Government Inquiry.

(Refer to Town Planning Committee minutes (pp 79-86) to view the full report and Resolution.)

This matter has been referred to Council as the Town Planning Committee does not have delegated authority to deal with matters of a strategic nature.

**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 will not provide any input into the Short Stay Accommodation in WA Inquiry	Unlikely (2)	Insignificant (1)	Low (1-4)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'no news' item	Accept Risk

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

**12.1.4 COMMITTEE RECOMMENDATION**

That Council:

- adopt the comments outlined in the officer's report (Minute No 12.1 Town Planning Meeting 050219) as the basis for a submission to the Economics and Industry Standing Committee of the Legislative Assembly (Committee Inquiry into Short-stay Accommodation in WA)
- forward the adopted Town of East Fremantle Submission – As referred to in (1) above, to the Economics and Industry Standing Committee of the Legislative Assembly (Committee Inquiry into Short-Stay Accommodation in WA)

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**12. REPORTS OF OFFICERS (COUNCIL DECISION)****12.1 Economics and Industry Standing Committee Inquiry into Short-stay Accommodation in WA – Draft Town of East Fremantle Submission**

<b>File ref</b>	B/PTP1
<b>Prepared by</b>	James Bannerman, Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting Date:</b>	5 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

This report considers a response to requests for submissions from the Legislative Assembly of Western Australia *Committee Inquiry into Short-stay Accommodation in WA*.

**Executive Summary**

The Economics and Industry Standing Committee has invited written submissions to its Inquiry into Short-Stay Accommodation in Western Australia (WA).

The Committee is seeking data from local governments in regard to the number of accommodation sources offered by online platforms in the local government authority and changes over the past 5 years, as well as comments in relation to the following:

1. The forms and regulatory status of short-stay accommodation providers in regional and metropolitan Western Australia, including existing powers available to local government authorities;
2. The changing market and social dynamics in the short-stay accommodation sector;
3. Issues in the short-stay accommodation sector, particularly associated with emerging business models utilising online booking platforms; and
4. Approaches within Australia and international jurisdictions to ensure the appropriate regulation of short-stay accommodation

Changes in the use of technology and marketing have created environments whereby non-standard hosts (for example other than hotels and motels) are able to offer their homes, investment properties, spare rooms and other ancillary lodging for short-stay accommodation. These offers may often be made either with or without necessary planning, building, health or other approvals.

The Town of East Fremantle has not experienced any known significant issues in relation to short-stay accommodation. However, the number of planning applications for short-stay accommodation has been steadily increasing over recent years. Further regulation in this area may assist in keeping possible future issues in check.

It is considered imperative that any possible future regulation and/or policy involving local government is developed in direct consultation with local government and in any subsequent approval and implementation, local government is not unnecessarily burdened by requirements for additional resources without adequate State government support and contribution.

**Background**

The Committee has resolved to investigate and report on regulation of short-stay accommodation in WA concerning issues around customer safety, insurance, land use planning, building standards, stay length, neighbourhood amenity, registering, licensing and taxation.

The inquiry has been convened to respond to concerns that current regulatory frameworks do not adequately address the issues faced by stakeholders in the short-stay accommodation industry including providers and local government. It is supported by the State Government and the Minister for Planning, Hon Rita Saffiotti MLA and the findings and recommendations from the Inquiry will inform future regulation in this field.

The New South Wales government has responded to a similar inquiry by introducing a new planning framework in relation to short-term accommodation. Some local governments in WA, including the Shire of Augusta-Margaret River, have introduced local planning policies to address some of the issues they have encountered. The City of Busselton and the City of Fremantle has introduced a local law requiring registration and planning approval for short-stay accommodation. The City of Wanneroo has a requirement for a management plan and a waste management plan to be provided with any development application for short stay accommodation, as well as an explanation of the compatibility of the proposal with the planning scheme's zone objectives. From a health perspective Wanneroo also requires compliance with the Environmental Protection Act 1986, Health (Miscellaneous Provisions) Act 1911 and the Food Act 2008.

The submission period for this Inquiry closed on 25 January, however, the Committee has agreed to accept a late submission from the Town of East Fremantle. All submissions will become public after tabling in the Legislative Assembly.

### **Statutory Environment**

Reform proposals linked to short-stay accommodation may lead to changes to planning legislation (including the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015*), as well as planning documents developed thereunder (including local planning strategies and local planning schemes) and statutory approval processes.

Any proposed changes may have subsidiary effects on other regulation in the fields of environmental health and building compliance.

### **Policy Implications**

Reform proposals may require the introduction of a local planning policy dealing with short-stay accommodation and possible changes to the Town's internal administrative and regulatory processes.

### **Financial Implications**

Some reform proposals may require increased resource commitment in terms of staff and time.

### **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.*

**Site Inspection**

Not applicable

**Comment**

A review of short-stay accommodation in WA is welcomed and may be considered by some as overdue.

The following comments are made with regard to the Inquiry parameters:

**1. The forms and regulatory status of short-stay accommodation providers in regional and metropolitan Western Australia, including existing powers available to local government authorities**

The Town deals with land use including short-stay accommodation through Local Planning Scheme No. 3. There are 3 forms of short-stay accommodation that are listed as uses in the zoning table: bed and breakfast, motels and hotels. There are no other short-stay accommodation uses that are formally recognised under the planning scheme. A proposal for short-stay accommodation, must therefore be considered as a ‘use not listed’ in the Zoning Table under the provisions of the planning scheme and advertised for public comment before Council can determine the application

In each instance the proposed accommodation would be required to comply with the relevant definitions and requirements as provided in the local planning scheme as listed below or have the Council determine the use is consistent with the objectives and purposes of the particular zone and permit the use:

Use Class	Definition
Bed and Breakfast	A dwelling used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast
Hotel	Premises the subject of a hotel licence other than a small bar or tavern license granted under the <i>Liquor Control Act 1988</i> including any betting agency on the premises
Motel	Premises used to accommodate patrons in a manner similar to a hotel but in which specific provision is made for the accommodation of patrons with motor vehicles and may comprise premises licensed under the <i>Liquor Licensing Act 1988</i> ( <i>sic Liquor Control</i> )

Act 1988)
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The Town has not adopted any local planning policies or local laws regarding short-stay accommodation at this time. However, it does apply the Western Australian Planning Commission (WAPC) *'Holiday Homes Guidelines – Short Stay Use of Residential Dwellings'* (published September 2009) which is intended by the WAPC to be used as a guide in the assessment of short-stay accommodation applications. The Town Building Surveyor also determines if the short-stay accommodation proposed will result in a change to the classification of the building/dwelling thereby requiring a Building Permit application to be submitted and compliance with the Building Codes of Australia

Council only grants temporary approvals, usually of 12 month duration with a condition of approval being that the applicant is required to re-apply at the expiry of 12 months. A standardised set of conditions is also imposed which are specific to matters such as number of bedrooms and occupants, vehicle parking, management plans and other general amenity matters. This approach enables Council to monitor the use and its potential impact on the surrounding locality and provides an ability to revoke the approval if this is considered necessary.

## 2. The changing market and social dynamics in the short-stay accommodation sector

The differences between various types of short-stay accommodation appears to have become ambiguous. The emergence of online and mobile phone based accommodation booking services has meant that any owner of a room or dwelling including a bed, bedroom, apartment, 'granny flat' or house is able to market and sell accommodation globally in competition with established accommodation providers.

Traditional barriers to entry of accommodation providers have been broken down and weakened the market dominance of the large motel and hotel operators in a similar way that Uber has forced change on the taxi industry and Netflix has changed television viewing habits.

In a more deregulated environment prices typically fall, however, it could be at a cost with a decline in safety and accessibility regulations, quality of some accommodation and residential communities potentially suffering from a decline in amenity resulting from a variety of factors including increased vehicle traffic, parking difficulties, insufficient servicing (for example bin capacities and collection) and anti-social behaviour.

On the other hand, the Town is aware that short-stay accommodation services are being provided without approvals (general location established from internet searches). Surrounding residents remain unaware of the use of these properties as the operators of the property manage their properties carefully and ensure that there are minimal impacts on the amenity of the neighbourhood.

Air BnB is arguably the most well-known online accommodation booking platform, although there are many others including Stayz, Expedia, Wotif and Trivago. All provide booking services for a variety of accommodation, however, Air BnB has targeted residential properties to become holiday accommodation. Air BnB has received attention with stories of residential homes being used as 'party houses' and suffering damage by guests. A number of articles and documentaries have been produced, as well as a dedicated website created ([insideAirBnB.com](http://insideAirBnB.com)) that highlight issues around Air BnB operations. As previously stated, however, it is noted that there are a number of other online booking service operators in existence.

A search of Council's records, together with online data, shows that within the Town of East Fremantle:

- 31 properties have approved ancillary accommodation;
- 29 properties have had additions and extensions including studios or rooms (not categorised as ancillary accommodation);
- 18 properties have formal approval for providing short-stay accommodation (not Air BnB);
- 3 properties have been formally approved to operate a bed and breakfast use;
- 5 properties have been formally approved to operate as Air BnB; and



- 84 properties are listed as being available for short-stay accommodation in East Fremantle according to “insideAirBnB.com” (accurate to October 2018).

It is possible that those properties with ancillary accommodation, granny flats, studios or additional vacant rooms may also have the potential to use those lodgings for short-stay accommodation.

Some properties listed as being available in East Fremantle may be outside the Town’s boundaries, but within close proximity to the Town’s attractions. Dwellings are identified by general locality rather than specific address.

Regulation alone does not necessarily prevent short-stay accommodation operating without the necessary approvals. The addition of onerous hurdles in approval processes could in fact discourage short-stay accommodation operators from seeking permission to operate. Having the ability to impose and enforce high penalties for operating without approval, however, could provide an appropriate incentive to gain approvals. If there are no significant amenity impacts on residential neighbourhoods, it is possible for the Town to be unaware of the operation of short-stay accommodation. In such instances, it may be difficult to justify the need or value of developing, implementing and enforcing regulation, although Council potentially has a responsibility to require approvals to ensure compliance with building codes, universal access and fire safety.

### **3. Issues in the short-stay accommodation sector, particularly associated with emerging business models utilising online booking platforms**

There is no simple delineation of issues or response to the issues created by the emergence of online booking platforms for short-stay accommodation. Many encompass a variety of operational, planning, building and health matters.

#### Lack of Personal Contact

Online booking platforms are simple to operate, portable, relatively anonymous and take relatively little time or effort compared to traditional booking systems. They have become a regular feature of people’s lives. Operators of short-stay accommodation can remain relatively disconnected from formal government processes and customers of these services are happy to use online providers because they are quick, appear to provide value for money and are generally unconcerned by issues surrounding accommodation operations.

#### Building Classification Changes

The Building Code of Australia recognises different building/use categories and requirements depending on whether a structure is a single residential dwelling or a multi-storey residential dwelling and/or provides short-stay accommodation and how many people are staying within it. If the use of a residential dwelling changes to a commercial function, such as short-stay accommodation, there is a potential change in the classification for building purposes that places higher compliance requirements for safety, emergency and construction standards. In addition, as the number of rooms and guests increases the minimum acceptable criteria under the Building Code becomes more onerous. Short-stay accommodation that is not approved accordingly is in breach of the Building Code Australia.

#### Insurance

For insurance purposes there are different requirements for residential dwellings compared to commercial buildings. Some short-stay accommodation might be defined as commercial, rather than residential depending on the size of the operation and number of rooms. This is a matter for the operator of the accommodation to deal with and is not a local government consideration.

#### Health

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There is a requirement that all premises that serve food comply with the Food Act 2008. There is also a requirement that operators of short stay accommodation comply with the Environmental Protection Act 1986 and Health (Miscellaneous Provisions) Act 1911. Again it is the responsibility of the operator to comply with the relevant legislation, although local government is required to police non-compliance.

#### Unfair Competition

Short-stay accommodation businesses operating without a valid approval are financially and operationally advantaged over those that do. Savings are made in time and fees associated with not gaining approvals. In addition, approvals are generally subject to conditions that may impose operational limitations or additional costs in ensuring compliance with planning and building requirements which are not necessarily self-imposed by those who operate without approvals.

There needs to be a balance such that short-stay accommodation operators are not discouraged from applying for planning approval to ensure that providers meet health and safety requirements and do not cause a deterioration in neighbourhood amenity or public safety.

#### Neighbourhood Amenity

The concentration of short-stay accommodation in one particular residential area has the potential to concentrate potential problems. A large number of short-stay accommodation units located together increases the likelihood of neighbouring properties seeking out similar commercial opportunities that tap into the visitor population. Whilst there can be positive economic benefits for the accommodation operators and surrounding local economy, informal and unregulated short-stay accommodation may become problematic if residential areas are overwhelmed by their activities and amenity impacts.

It is important to maintain the positive characteristics of precincts that are popular for short-stay accommodation including tree lined streetscapes, heritage properties, walkable built environments, safe and clean residential areas with high levels of amenity.

From an urban planning perspective, there is a risk of incremental change occurring in residential areas where a concentration of short-stay accommodation has occurred. Residential areas can become increasingly commercialised and blighted. Urban infrastructure may deteriorate more quickly and require maintenance or replacement within shorter timeframes and extra burden can be placed on services such as waste collection.

In the Town's experience short-stay accommodation is nearly always proposed to be located in residential zoned areas. Existing residents have a reasonable expectation that resident amenity should be maintained and should be prioritised over permitting commercial enterprises. Allowing a concentration of short-stay accommodation in residential zoned areas puts resident amenity at risk. Similarly, if established short-stay accommodation in appropriately zoned areas is not patronised then this may jeopardise the viability of existing accommodation businesses and other supporting commercial uses in areas designed and planned specifically for this purpose.

Perceptions of the problems may be quite different from reality with social media and popular media amplifying the negative aspects of short-stay accommodation and ignoring the positive aspects. However, there may be residents that tolerate issues, do not contact the Town to complain about issues with nearby short-stay accommodation that does not have formal approval to operate

#### Economy

As previously stated, short-stay accommodation may have positive benefits for the local economy including nearby businesses. Shortages of local short-stay accommodation may mean that there are fewer spin-off benefits for the local economy.

#### **4. Approaches within Australia and international jurisdictions to ensure the appropriate regulation of short-stay accommodation**

The Town does not actively encourage short stay accommodation in residential areas because they are not zoned for these uses, however, landowners may apply for approval to utilise vacant bedrooms, studios, ancillary accommodation, apartments and homes as short-stay accommodation. The Town's preference is for this accommodation to operate through formal regulated channels to ensure potential issues can be identified and conditions applied as part of the planning and building approval process. This is to ensure that premises are compliant with relevant health and safety requirements, as well as maintain neighbourhood amenity. It is recognised, however, that online and mobile technology enables businesses to operate without the Town being appropriately notified.

The Town does not want or intend to impose harsh measures to police short-stay accommodation. However, in a situation where the Town is made aware of problems associated with a property operating as short-stay accommodation (whether approved or not) the Town will take measures to respond. Typically this would be addressed by the Regulatory Services section and might include ensuring compliance in relation to occupancy/bed numbers, noise, preparation of food by the proprietor, parking, traffic and waste disposal under the relevant legislation and regulations, as well as require the operators to submit a retrospective development application.

The Town has not developed a local planning policy with regard to short-stay accommodation to date, however, it is something that may be contemplated in the future.

#### **General Comments**

It is considered appropriate that Council makes a number of comments in relation to the Inquiry into Short-stay Accommodation.

Caution is needed when attempting to streamline and provide uniformity around the regulation of short-stay accommodation. A "one size fits all" approach to legislation and policies linked to short-stay accommodation is not considered appropriate. There are significant differences between local governments across the State in terms of surface area, population, economic and demographic profile, urban environments, attractiveness and suitability for short-stay accommodation. For this reason it may be more beneficial for local governments to formulate local planning policies and local laws under existing legislation and according to their own circumstance.

It is essential that details of any future short-stay accommodation regulatory and policy proposals by State government involve input and scrutiny from local government. If expected to implement policy and regulation it is critical that local government has input into its development. It is suggested that a working group be established to assist in the formulation of policies and regulation and should include officers from local government with a broad background in economic development, tourism?, urban planning, building compliance and environmental health.

Caution is required to ensure that local governments are not unnecessarily burdened by proposals that increase compliance, responsibility and workloads. Proposals that increase the burden on local government in respect to costs and staffing need to be appropriately supported, resourced and compensated by State government. It is essential that smaller local governments are given the means to raise necessary funds to implement and enforce legislation or policies around short-stay accommodation, without sacrificing other expenditure priorities.

Any recommendations resulting from the Committee Inquiry need to be clearly communicated across communities to protect the interests of stakeholders including residents, property owners, and providers of short-stay accommodation. A well communicated stance by State government that does not give stakeholders mixed messages about short-stay accommodation is essential. It is considered essential that State government takes the lead role in developing a robust public awareness and

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information campaign to explain and promote proposals linked to legislation or policies on short-stay accommodation.

It is recommended that the general comments from this report be included as a submission to be forwarded to the Economics and Industry Standing Committee of the Legislative Assembly (Committee Inquiry into Short-stay Accommodation in WA).

**12.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP120219**

**Cr Nardi moved, seconded Cr White**

**That Council:**

- (1) Adopt this report as the basis for a submission to the Economics and Industry Standing Committee of the Legislative Assembly (Committee Inquiry into Short-stay Accommodation in WA) and**
- (2) Forward the adopted Town of East Fremantle Submission – As referred to in (1) above, to the Economics and Industry Standing Committee of the Legislative Assembly (Committee Inquiry into Short-Stay Accommodation in WA)**

(CARRIED UNANIMOUSLY)

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### 12.1.5 WALGA Preferred Model - Third Party Appeal Rights in Planning

<b>File ref</b>	A/WALGA; B/PTP1
<b>Prepared by</b>	Stacey Towne, Urban Project Planner
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting Date:</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Preferred Model – Third Party Appeal rights for decisions made by Development Assessment Panels

#### **Purpose**

The purpose of this report is for Council to provide comments to the Western Australian Local Government Association (WALGA) regarding their Preferred Model for Third Party Appeal Rights in planning. The closing date for comment is 20 February 2019.

#### **Executive Summary**

At the May 2018 WALGA State Council meeting, it was resolved to amend WALGA's policy position from opposing Third Party Appeal Rights, to supporting the introduction of Third Party Appeal Rights only for those decisions made by Development Assessment Panels (DAPs).

State Council also resolved to further consult with members to provide more clarity on the exact details of the criteria that need to be established, before any system is implemented by the State Government. A Preferred Model has now been prepared through a workshop with members, and has been circulated for further comment from the sector.

The new policy position was provided to the State Government and also submitted during the consultation on the Independent Review of the Planning System in July 2018 (the Green paper). The Hon Minister for Planning responded that Third Party Appeal Rights are not included in the Green paper, as they would *"add unnecessary complexity and red tape to the planning framework, contrary to the intent of the review"*. WALGA claims that this statement could perhaps be challenged as the objectives of the Review were also about providing a modern and accountable planning system.

Although agreeing with some of the principles behind WALGA's Preferred Model and the need to make improvements to the accountability and transparency of DAP decision making. It is understood that in the past the Town of East Fremantle has not generally supported Third Party Appeal Rights in planning. The Town's administration is, therefore, reluctant to recommend support for any form of third party appeals as it is likely to pave the way for unwanted future changes, planning delays and involve excessive costs and resources. An introduction of Third Party Appeals could also potentially result in further changes in the future including the possibility for legal challenges to decisions of Council.

The Town's administration recommends further investigation should be undertaken to explore alternative planning reform measures other than the third party appeals process to address DAP functions and processes, that in particular would allow Local Governments to challenge or seek review of a DAP decision.

#### **Background**

No Third Party Appeal Rights currently exist in the planning system in Western Australia.

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In December 2016, WALGA State Council resolved to undertake research on third party appeals around Australia and further consult with members regarding the current policy position at that time, which opposed the introduction of Third Party Appeal Rights in Western Australia. This action was partially driven by changes to legislation arising from the State's planning reform *Planning Makes it Happen: Phases 1 and 2*, and the introduction of DAPS.

Feedback was sought from the Local Government planning community and Elected Members on a discussion paper that put forward the arguments both for and against third party appeals. Following consideration of submissions, two workshops were held in November 2017 to review various forms of Third Party Appeal Rights and to determine a preferred model.

As a result of a formal request for consideration by members in December 2017, a new position to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels, was endorsed at the May 2018 WALGA State Council Meeting and has since been amended accordingly.

WALGA has now prepared a Preferred Model for Third Party Appeal Rights for decisions made by Development Assessment Panels and is seeking Council comments and/or resolutions regarding this matter. Comments are sought by 20 February 2019 and WALGA officers are aware that the Town's response may be late due to the date of this Council Meeting. An extension to the comment period would need to be sought if any further delays than this are anticipated.

#### **Details**

The Preferred Model – Third Party Appeal Rights for decisions made by Development Assessment Panels is shown as Attachment 1 to this agenda.

The benefits of Third Party Appeal Rights for DAP decisions are purported by the Preferred Model as follows:

- The model provides a good test for the introduction of Third Party Appeal Rights, which could possibly be expanded later if it proves to be beneficial.
  - Local Government would be able to appeal a DAP decision and defend the merits of their policies and defend the enforceability of their conditions.
  - Other interested parties and community members would be able to appeal a DAP decision.
  - Addresses community concerns that decisions are being made by those 'removed' from the local community, leading to improved community confidence in the system.
  - More transparent process in both decision making and condition setting, resulting in more accountable DAP members.
  - Would allow for an appeal to be made on the conditions of approval or refusal:
    - (i) That may have been removed from a RAR; or
    - (ii) Added to the decision, particularly where no liaison has occurred with the authority responsible for clearing or enforcing the condition; or
    - (iii) Applied inappropriately i.e. the condition would change the intent or design of the development and therefore a new application should have been lodged.
  - Limits appeal rights to larger, more complex applications and would filter out 'smaller' impact applications which could potentially overburden the system.
  - Provides the opportunity for additional information to be included in the appeal process, particularly if information was not received before the DAP meeting.
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- Provides the ability to challenge any new information being presented at the DAP meeting without the responsible authority being able to undertake any assessment of the new information (unassessed revised plans are currently being lodged and approved at meetings).
- Able to appeal the 'Deferral' process being over utilised, i.e. DAPs are tending to defer applications multiple times rather than making a decision to approve or refuse the proposal.
- Can give the Local Government more confidence that the developer will provide a fully complete application and discuss the application with the Local Government first, rather than relying on the DAP to condition the proposal requiring additional critical information.

In summary, the Preferred Model advocates the following for third party appeals against DAP decisions:

- Appellants to be limited to those parties that previously made a submission; the relevant Local Government where decisions have gone against the RAR or the position of Council; and public authorities where decisions have gone against their advice.
- SAT to ensure appeals are made on valid planning grounds, not for commercial or vexatious reasons (a preliminary hearing could determine whether the appeal is justified).
- Optional and compulsory DAP applications decisions to be subject to appeal, together with applications to amend approvals.
- Appeals to be made within 28 days of a decisions (as per usual timeframe for lodgment of appeals) and Local governments to individually determine process for lodgment (for example, Special Council meeting to determine this action).
- For procedural fairness, all parties should be involved including the Local Government or another third party; the respondent (DAP) and the applicant. If the appellant is another third party, then the Local Government should be invited as an observer.
- Any appellant would be required to cover the costs of initiating an appeal, attending SAT directions, mediation and hearings, and costs could also include obtaining expert advice. Potential costs to be counselled to a third party at the time of a Preliminary Hearing.
- The appeals process to be similar to the existing appeal process currently applicable to an applicant.

### **Consultation**

This Preferred Model has been circulated to all WALGA members for comment and possible Council resolution.

### **Statutory Environment**

Changes would be required to the *Planning and Development Act 2005* to allow for Third Party Appeal Rights.

### **Policy Implications**

Nil

### **Financial Implications**

Possible future cost of funding planning appeals/reviews and impact on Council's resources.

### **Strategic Implications**

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

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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.*
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### 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 supports WALGA's preferred model for Third Party Appeal Rights	Unlikely (2)	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	6
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

### Site Inspection

Not applicable

### Comment

It appears that many of the benefits stated in the WALGA Preferred Model refer to a means of addressing issues that have been raised with the DAP approvals system.

Notwithstanding the benefits of the Preferred Model as a means to improve the accountability and transparency of DAP decisions, questions arise as to whether the appeals process is the most appropriate avenue to deal with these issues, rather than other planning reform measures associated with DAP function and processes.

Possible merit in the WALGA Preferred Model is that it could allow Local Governments the ability to challenge DAP decisions that are either made contrary to recommendations of the Responsible Authority's Report (RAR) which is prepared by the Local Government for a DAP meeting, or decisions made contrary to a particular position of Council.

Changes to allow for general Third Party Appeals is not supported. Even in a modified format as proposed by the WALGA model, it is considered that this could lead to (or facilitate) challenges to Council decisions, or indeed legal challenges as to the wider merits and abilities to appeal any decision. The associated legislation required for Third Party Appeals is considered to have the potential to significantly change the planning landscape and it is believed that more research is required into this matter to ensure any potential issues are fully understood.

However, enabling other third parties to appeal DAP decisions outside of this realm has the potential to cause unnecessary delays and further imposition on Local Government resources resulting in uncertain planning outcomes. The principle to allow for third parties being able to challenge or review a DAP decision, would only be supported in the same circumstances as for Local Government, that is when a decision is made by the DAP that is contrary to the RAR or a particular position of Council.

The Preferred Model put forward by WALGA claims to provide a "... *good test for introduction of Third Party Appeal Rights, which could possibly be expanded later if it proves to be beneficial*". By supporting third party appeals in any form, it has the potential to pave the way for further changes that could extend beyond decisions made by DAPs and beyond the Council's position on a proposal, which is not a desired outcome.

The principle of Local Governments or other third parties being able to challenge and seek review of DAP decisions that are made contrary to the recommendations of a RAR or Council position is supported, however, the WALGA Preferred Model for Third Party Appeal Rights is not supported as the means for this to occur and it is considered that alternative methods should be investigated.

#### **12.1.5 OFFICER RECOMMENDATION**

**That Council advise the Western Australian Local Government Association that the Town of East Fremantle:**

- 1. does not support Third Party Appeal Rights for planning and therefore does not support the WALGA Preferred Model "*Third Party Appeal Rights for decisions made by Development Assessment Panels*", received on 12 December 2018; and**
- 2. supports the principle of Local Governments being able to challenge and seek review of DAP decisions that are made contrary to recommendations of a RAR or Council position;**
- 3. supports the principle of other third parties being able to challenge and seek review of DAP decisions only when decisions are made contrary to recommendations of a RAR or Council position;**
- 4. supports the principle of generally improving the accountability and transparency of Development Assessment Panel decisions; and**
- 5. considers that alternative planning reform measures associated with DAP function and processes, rather than the appeals process, would be a more appropriate method of addressing issues associated with DAP decision making.**



# Preferred Model

## Third Party Appeal Rights for decisions made by Development Assessment Panels

### Benefits of Third Party Appeal Right for decisions made by Development Assessment Panels

- The model provides a good test for the introduction of Third Party Appeal Rights, which could possibly be expanded later if it proves to be beneficial.
- Local Government would be able to appeal a DAP decision and defend the merits of their policies and defend the enforceability of their conditions.
- Other interested parties and community members would be able to appeal a DAP decision.
- Addresses community concerns that decisions are being made by those 'removed' from the local community, leading to improved community confidence in the system.
- More transparent process in both decision making and condition setting, resulting in more accountable DAP members.
- Would allow for an appeal to be made on the conditions of approval or refusal
  - i) that may have been removed from a RAR; or
  - ii) added to the decision, particularly where no liaison has occurred with the authority responsible for clearing or enforcing the condition; or
  - iii) applied inappropriately i.e. the condition would change the intent or design of the development and therefore a new application should have been lodged.
- Limits appeal rights to larger, more complex applications and would filter out 'smaller' impact applications which could potentially overburden the system.
- Provides the opportunity for additional information to be included in the appeal process, particularly if information was not received before the DAP meeting.
- Provides the ability to challenge any new information being presented at the DAP meeting without the responsible authority being able to undertake any assessment of the new information (unassessed revised plans are currently being lodged and approved at meetings).
- Able to appeal the 'Deferral' process being over utilised, i.e. DAPs are tending to defer applications multiple times rather than making a decision to approve or refuse the proposal.
- Can give the Local Government more confidence that the developer will provide a fully complete application and discuss the application with the Local Government first, rather than relying on the DAP to condition the proposal requiring additional critical information.



## Appellants in a Third Party Appeal

Should not be open to any interested party but be limited to those parties which previously made a submission.

- Should be available for a Responsible Authority where DAP has gone against the RAR; or
- Should be available for a Local Government where DAP has gone against the position of Council itself; or
- Should be available to a public authority (e.g. Main Roads WA, Department of Transport) where DAP has made a decision contrary to their advice.

## If any appellant makes a submission

- SAT would need to ensure that appeals are made on valid planning grounds and are not made for commercial or vexatious reasons.
- A Preliminary Hearing could be used to see if the appeal has reasonable planning merit, which would assist in providing clarity for an appellant on what constitutes a valid planning consideration and what would be an invalid planning consideration. The Preliminary Hearing could consider the appellant's justification for submitting the appeal, in particular, whether the grounds of appeal are supported by documentary evidence or other material (a similar process for justifying the lodgement of an appeal already exists through Section 76 of the *Planning and Development Act 2005*).

## What can be appealed?

- DAP applications that are compulsory over \$10 million for JDAPs and \$20 million for City of Perth DAP; or
- DAP applications in the optional threshold \$2m – 10m for JDAPs and in the City of Perth \$2 million - \$20 million; or
- DAP applications seeking amendments to approvals (Form 2 applications proposing a change to the development application, but should not include applications for an extension of time).

## Timeframe to lodge an appeal

- As per the existing timeframe, an appeal on a decision made by a Development Assessment Panel should be lodged within 28 days of the decision being made public, ie publishing of the DAP minutes.
- Local Governments would need to determine within their own organisation what process to follow in order to decide whether or not to lodge an appeal against a DAP decision. In many cases this may require a Special Council meeting to determine this.

## For procedural fairness reasons all parties should be involved.

- The third party - Local Government or
- The third party - another interested party
- The respondent (DAP)
- The applicant

If the appellant is another interested party, then the Local Government should be invited as an observer.



### Costs

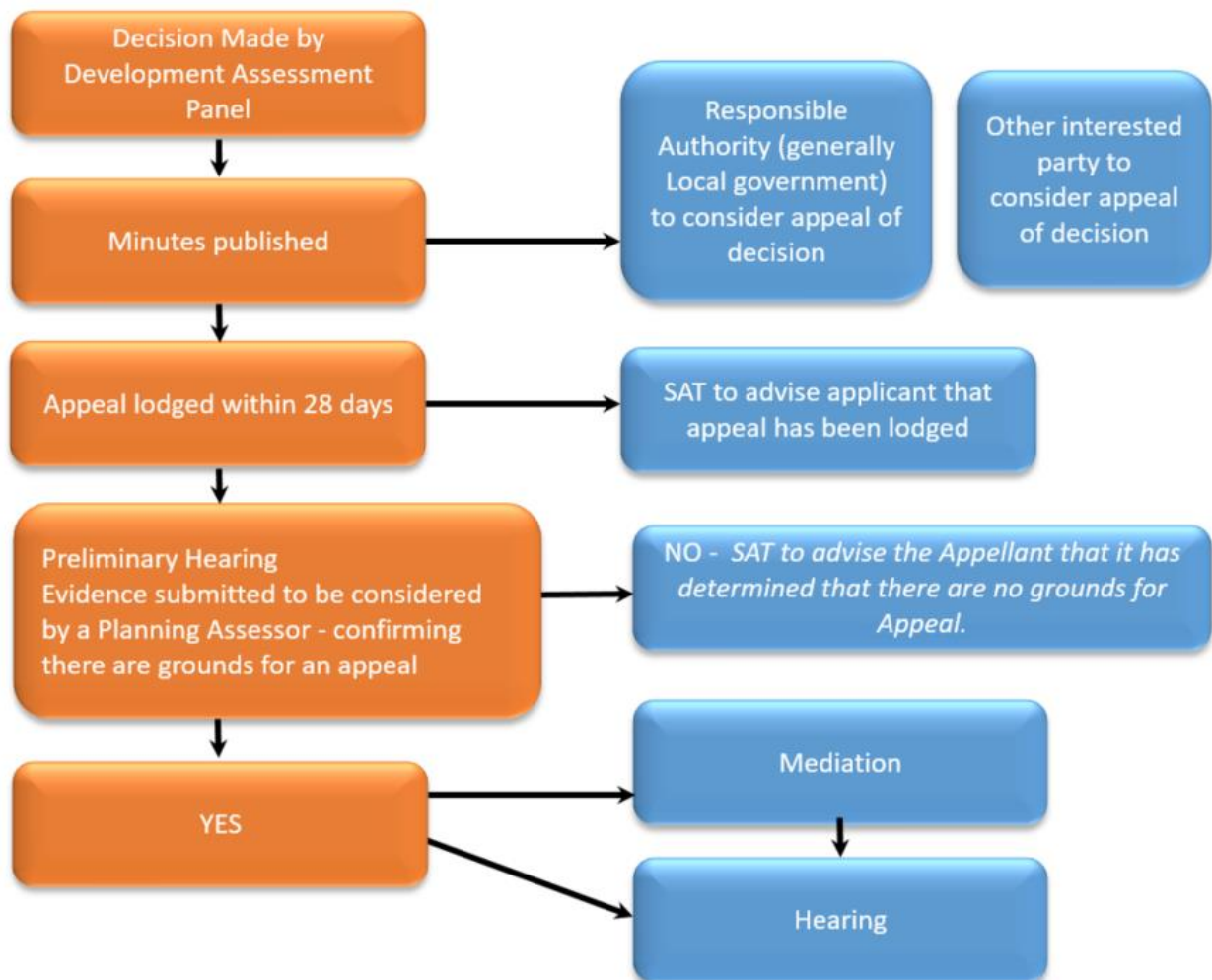
- Any appellant would need to cover their costs of initiating the appeal, attending SAT directions, mediation and hearings, and costs could also include obtaining expert advice.
- A third party appellant should be counselled as part of the Preliminary Hearing in relation to the potential for costs being awarded against them in the case of an unsuccessful appeal.

### Appeals Process



Flowchart

## Third Party Appeals Rights for decisions made by Development Assessment Panels



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### 12.1.6 Canning Highway 101 –Alterations to (FMR) East Fremantle Post Office and Change of Use

<b>Applicant</b>	Heritage Works: Department of Planning, Lands & Heritage
<b>Landowner</b>	Main Roads WA
<b>File ref</b>	P/CAN101
<b>Prepared by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Documents tabled</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Location plan</li><li>2. Place Record Form</li><li>3. Correspondence from Department Planning, Lands &amp; Heritage</li><li>4. Heritage Impact Statement</li><li>5. Photographs</li><li>6. Plans date stamped received on 9 November 2018</li></ol>

#### **Purpose**

This report considers a development application for proposed alterations to the existing building to bring into compliance for a Class 5 building and change of use from 'Shop' to 'Office' use at the former East Fremantle Post Office, 101 Canning Highway, East Fremantle.

#### **Executive Summary**

The Department of Planning, Lands and Heritage, on behalf of the site owners Main Roads WA, have prepared a Heritage Impact Statement comprising of conservation and compliance works to be undertaken at the former East Fremantle Post Office building which accompanies a change of use for the subject site.

The proposed scope of works has been developed to assist the owners in disposing of the property as part of the Government Heritage Property Disposal Process. This will be achieved by conserving significant elements throughout the place, and installing various compliance systems within the building to facilitate a change of use (retail to office use). The proposed scope of conservation and compliance work has been developed in accordance with the Conservation Plan prepared for the place by Philip Griffith Architects in 2010.

As the Old Post Office is in the State Register of Heritage Places, the application has been provided to the Heritage Council under the provisions of Section 11 of the Heritage of Western Australia Act 1990 and to Main Roads for their advice and comment on the proposal.

#### **Background**

Zoning: Town Centre

MRS: Subject property abuts Canning Highway a Regional Road Reserve under the MRS.

Date application received: 18 November 2016

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

Veris on behalf of Main Roads WA (MRWA) requested the Town to commence and support an application for road closure at the Old Post Office. Council resolved to support this application.

#### **Consultation**

##### Advertising

The application for the proposal was advertised to Main Road Western Australia. The application has also been provided to the Heritage Council under the provisions of Section 11 of the Heritage of Western Australia Act 1990. As the redevelopment of the building will have no significant impact to

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neighbouring developments the proposal was not advertised to surrounding properties in the town centre.

#### Community Design Advisory Committee

This application was considered by the Community Design Advisory Committee at its meeting on 19 November 2018. The Committee's comments were recorded as follows:

- The Committee congratulate the applicant on the works and commend the redevelopment of the building including such great commitment to detail.

#### **Statutory Environment**

*Planning and Development Act 2005*

*Town of East Fremantle Town Planning Scheme No. 3 (TPS 3)*

*TPS 3 Heritage List*

*State Heritage List – State registered place No. 12112*

#### **Policy Implications**

*Town Centre Redevelopment Guidelines 2011*

*Fremantle Port Buffer Zone – Area 2*

*Municipal Heritage Inventory – Category A*

#### **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.***

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**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 do not approve the proposed heritage works and change of use.	Unlikely (2)	Moderate (3)	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	
Likelihood	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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

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



**Site Inspection**

N/A

**Comment**

The subject site is partially zoned Urban and partially reserved for Primary Regional Roads (PRR) under the Metropolitan Region Scheme.

Local Planning Scheme determination

The Town is be required to determine the development and change of use (on the zoned Urban land under the MRS) under LPS No. 3.

MRS determination

The proposed development (demolition) on the portion of the lot that is reserved for PRR is not considered to be permitted development in accordance with Section 16 of the MRS, therefore, MRS approval is required which would be determined by the Town of East Fremantle (the Town) under WAPC delegations (see Section A, Clause 2 of Del 2017/02 Powers of Local Governments and Department of Transport MRS).

To avoid two determinations under the MRS being made for the portion of the application that is on land zoned Urban under the MRS, a pragmatic approach would be for the Town to not consider the application to be public works by a public authority. The Town would therefore determine all components of the application (Development on PRR reserve and Urban zone, change of use on Urban zone, development under the LPS and change of use under the LPS).

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies. The subject site is zoned 'Town Centre' under the LPS No.3. Approval is sought for proposed demolition of rear outbuilding, additions and alterations and proposed change of use 'Shop' to 'Office' Use. The primary works comprise of:

*Demolition:*

In general, the majority of this work pertains to the removal of asbestos and later addition fittings from the rear verandah structure and front Loggias, including but not limited to:

- Removal of all dilapidated hardstand and concrete/ brick pavers from the rear yard and side footpath.
- Removal of dilapidated fmr. Staff Amenities and Mailroom building, Ramp, Carport, Pergola and low height brick wall to the rear of the Post Office building (little significance) (located in the MRS PRR are and is required to be removed);
- Removal of dilapidated and later addition rear verandah steps.
- Internal alterations (removal) of later additions/ asbestos and incidental service and cosmetic installations.

*Proposed Works:*

- Construction of three parking bays to the rear of the property, accessed via easement over the Town of East Fremantle parking site to the east of the property (formal agreement to be presented to Council);
  - New paving throughout the rear yard and footpaths either side of the building. The paving will be set back from the Post Office to allow for sufficient ventilation of the walls and to direct run-off away from the structure;
-

- Installation of jarrah paling fence to lot boundary alignment and MRS road reserve, with automatic gate access to the adjacent Town of East Fremantle site;
- Reconstruction of timber steps to the rear verandah in earliest known location;
- Construction of a universal access ramp to Porch 1 off the Canning Hwy footpath;
- Internal plan, ceiling and roof modifications to make good, reinstate or to bring into compliance internal elements of the building as deemed necessary.

The proposed works to the external and internal of the building will significantly improve the buildings appearance and heritage character, whilst improving the universal access to the property.

*Change of Use:*

Approval is also sought for proposed change of use from 'Shop' to 'Office' Use.

The proposed modifications and change of use have been assessed as per the relevant Council planning requirements. No additional car parking other than that proposed (three bays) are provided to the rear of the building. The proposed change of use from shop to office does not increase the car parking required on site and the use is considered consistent with the existing uses in the Town Centre. The parking allocation is considered not to comply with the Town Centre development requirements, however the car parking requirements will be reduced based on the proposed use. The primary development issue regards the car parking and heritage impact to the building.

Compliance with TPS 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. Where the LPP is at variance with the Scheme provisions, Council may apply the provisions of the LPP pursuant with the following clauses of TPS No 3.

- 5.6.1 *Except for development in respect of which the Residential Design Codes apply, if a development is the subject of an application for planning approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit.*

Zone Objectives

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.

#### Compliance with LPP- Town Centre Redevelopment Guidelines

An assessment of the proposed alterations and change of use has been undertaken as per the Town Centre Redevelopment Guidelines. The proposed development is generally a satisfactory response to the heritage status of the building and is largely consistent with the provisions of the LPP – Town Centre Redevelopment Guidelines.

The proposal has no modifications to the height, plot ratio and a reduced impact to the car parking provisions of the LPP, indicating that it does not constitute over development of the site. The proposed additions are sympathetic to the original building and have been given in principal support by the Heritage Council, in that the Department of Planning, Lands and Heritage has prepared the Heritage Impact Statement.

Subject to conditions the application is considered to meet all relevant statutory planning provisions.

#### Heritage

The former Post Office is on the Town's Heritage List and categorised as Category 'A' on the Municipal Inventory. The building is also listed by the Heritage Council and the National Trust. The proposed works are primarily, minor external demolition and internal works.

The Department of Planning, Lands and Heritage has prepared the Heritage Impact Statement. An assessment of the heritage significance of the building, as well as the potential impact the proposal will have on the property is discussed below.

The proposed alterations to the historic building will have minimal negative impact on the heritage values of the existing building. The internal and external modifications will improve the presentation of the building and will have a positive impact on the character and qualities of the Town Centre precinct including the adjoining buildings of the Town Hall (recently renovated), Police Station and Dovenby House.

The modification to the Old Post Office building will improve the internal functionality of the building, improving the internal office space, without significantly impacting on the heritage value of the building. The proposed works aim to remove later additions retaining much of the heritage details and aesthetic to the building.

In its present form, the Heritage Impact Statement concludes:

*The proposed conservation and compliance works whilst having some impact on zones and elements of considerable significance, do not adversely affect the setting, form or aesthetics of the place. The items with the largest impact on considerable significant fabric generally concern the addition of new compliant handrails and balustrades. This impact has been acknowledged and the appropriate steps have been taken to mitigate their impact, and to allow for ease of removal in future.*

Therefore it is concluded, the proposed additions and alterations will have minimal impact on the aesthetic value of the building, with the exception of the upgrade works. The compliance works will

ensure the building meets the modern standards of an office building and will assist in maintaining the longevity of life for the building.

#### Land use

The proposed change of use is for 'Office' use from a previous 'Shop' use. Under Council's LPS No.3, an 'Office' in the Town Centre is zoned as a "P" use, which means that the use is permitted by the Scheme providing the use complies with the relevant development standards and requirements of the Scheme. The proposed change of use is consistent with the existing Town Centre uses and with the provisions of the Scheme.

#### Car parking

Veris on behalf of Main Roads WA (MRWA) requested the Town of East Fremantle to commence and support an application for road closure at the Old Post Office. Council resolved to support this application. The proposed road closure of and its amalgamation with the adjacent lot (Old Post Office) will allow access to the side of the building for maintenance and will ensure the building is located wholly within the separate lot. As part of the proposed works, Council are also assessing an application for an easement over Council land to enable access to the rear of the Old Post Office (separate report prepared by the CEO). This proposed access leg will provide car parking for three cars at the rear of the lot.

Office space under LPS No.3 is required to have car parking for 1 bays per 30sqm. In this instance the office space is approximately 120sqm, therefore 4 bays would be required to be provided on-site. Three car parking bays are provided to the rear of the lot, therefore there is a car parking shortfall of 1 bay. The proposed change of use from shop to office reduces the car parking requirements for the site. The current use is required to provide 6 car parking bays on-site. The current layout does not facilitate that numbers of car on-site, therefore there is a shortfall of spaces on-site. The reduced car parking requirement to 4 bays (1 bay variation as 3 bays provided on-site) is consider acceptable. The change of use from shop to office is considered a reduction in intensity of the use of the site.

Under Clause 5.6.1, Council may approve the application even if it does not meet Scheme requirements, in this case the parking requirement, however can only do so if it meets the following criteria:

*5.6.2. In considering an application for planning approval under this clause, where, in the opinion of the local government, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is the subject of consideration for the variation, the local government is to —*

- (a) consult the affected parties by following one or more of the provisions for advertising uses under clause 9.4; and*
- (b) have regard to any expressed views prior to making its determination to grant the variation.*

*5.6.3. The power conferred by this clause may only be exercised if the local government is satisfied that —*

- (a) approval of the proposed development would be appropriate having regard to the criteria set out in clause 10.2; and*
- (b) the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.*

'Matters to be considered by local government' as per clause 67 of the Regulations, which Council must have regard to if such a relaxation is to be granted has also been considered during the assessment of this application.

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Schedule 10 Car Parking Standards and Schedule 11 Car Parking and Manoeuvre Specifications of LPS3 are required to be considered. Council discretion under Clause 5.6.1 of LPS3 is required with regard to the number of a car parking bay being provided on-site.

In terms of the Town Centre, the following are LPS3 requirements relate to car parking:

- 5.8.5 *Car Parking and Vehicular Access: 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.*
- 5.8.6 *Location of Car Parking: Required car parking is to be provided on the site of the development for which it is required, or subject to the local government's approval, off-site in the immediate vicinity of the development site. In considering a proposal for off-site parking, applicants will need to demonstrate to the satisfaction of the local government that any off-site parking areas will continue to be available for use in conjunction with the development at such times as it might reasonably be required.*
- 5.8.7 *On-Street Parking: 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.*
- 5.8.8 *Cash-in-lieu of Parking: The local government may accept or require cash-in-lieu of all or a proportion of required car parking, based on the estimated cost of providing the requisite parking, including any associated access and manoeuvre facilities. Cash-in-lieu of parking shall be paid into a trust fund and used to provide public parking in the vicinity of the development site(s) in relation to which any cash-in-lieu contributions have been received.*

The subject lot is landlocked by Canning Highway and Stirling Highway on two sides and by Council buildings and car parking on the remaining side. However, there is car parking available on the street within the vicinity of the subject lot. Council Place has public unrestricted parking, therefore it is considered any shortfall in car parking (1 bay) can be adequately satisfied by the provision of street car parking on Council Place.

While cash in lieu has been considered as an option, it is considered an unviable option and is one Council should not request in this instance due to the scale and nature of the use and the significance of the proposed restoration work to the building, resulting in a cluster of high quality heritage buildings in the town centre. A vibrant, efficient and active town centre benefits the Town and the wider community. Providing suitable services within the town is also necessary. It is considered that Council can approve the proposed change of use from 'Shop' to 'Office' considering the overall minimal impact the proposed use will have on the areas. It is recommended Council utilise Clause 5.8.6 of TPS, where Council may approve the application, utilising the street car parking on Council Place for any shortfall.

In light of the above, the proposal is considered acceptable and is recommended to be supported subject to appropriate conditions.

---

### Conclusion

In light of the refurbishment work to the building and the positive impact it is likely to have on the heritage cluster of buildings within the town centre, the renovations are supported. The heritage works and change of use will provide a building that can be utilised and addresses universal access and modern standards. The variation in car parking, considering the availability of on street car parking is supported.

The proposed alterations and additions (including heritage modifications) to the existing building to bring into compliance for a Class 5 building and change of use from 'Shop' to 'Office' use at the former East Fremantle Post Office is recommended for approval subject to conditions.

#### 12.1.6 OFFICER RECOMMENDATION

That Council grant approval for proposed additions and alterations and proposed change of use from 'Shop' to 'Office' to the heritage listed building at 101 (Former Post Office) Canning Highway, East Fremantle, as indicated on the plans date stamped received 9 November 2018 subject to the following conditions:

- (1) Prior to a Building Permit application being submitted, all aspects of the Heritage Impact Statement are to be adhered to and complied with and notated on the submitted Building Permit.
- (2) The Former Post Office building 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.
- (3) A Site and Traffic Management Plan including parking for trades persons and delivery vehicles / site storage to be approved by the Chief Executive Officer in consultation with relevant officers, prior to a Building Permit being submitted to Council.
- (4) 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.
- (5) The proposed works are not to be commenced until Council has received an application for a Demolition Permit and a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.
- (6) 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.
- (7) All storm water 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.
- (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 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).*





## PLACE RECORD FORM



PRECINCT	Town Centre
ADDRESS	101 Canning Highway
PROPERTY NAME	East Fremantle Post Office (former)
LOT NO	Lot 4274
PLACE TYPE	Former Post Office
CONSTRUCTION DATE	1901
ARCHITECTURAL STYLE	Federation Free Classical
USE/S	Original Use: Post Office/ Current Use: Vacant
STATE REGISTER	State Register P00789
OTHER LISTINGS	N/A
MANAGEMENT CATEGORY	Category A
PHYSICAL DESCRIPTION	<p>No 101 Canning Highway is part of <i>Public Buildings, East Fremantle</i>. The <i>Public Buildings, East Fremantle</i> provides a visual focal point for the Town with strong aesthetic value. The former East Fremantle Post Office is located in a prominent position at the corner of Canning Highway and Stirling Highway (formerly King Street). The group exhibits the aesthetic characteristics of a small significant group of public buildings constructed in the Federation Free Classical and Federation Bungalow styles. The group was built between 1899-1902.</p> <p>The Town Hall has a fine façade rendered in the Federation Free</p>

### Classical Style.

The former Police Station is a competently executed Federation Bungalow. The place retains much of its original external detail.

The former Post Office is a finely designed two storey Federation Classical style building. Most of its exterior and interior detailing are still intact. It is constructed in brick and rendered brick with a corrugated iron roof. There is a brick construction former mailroom to the rear, which also accommodated amenities and cycle storage. The building is the westernmost of the group of places. The front elevation is symmetrically planned with an ABBA rhythm. The lower floor is a rendered rusticated storey with single pane double hung sash windows. Each of the windows has modern security grilles fixed over the outside face. The end bays contain symmetrically disposed porches with arched openings. The first floor openings are double hung sash windows. The porches feature original four pane timber doors with hopper lights. The floor is replacement granolithic. The windows over the porch are a later infill. The east and west elevations reflect the front elevation. The rear elevation features a two storey verandah that has been mostly enclosed. The roofscape features a stout rendered chimney.

Individually the buildings exhibit pleasing aesthetic qualities. *Public Buildings, East Fremantle* has a landmark quality in Canning Highway and at the junction with Stirling Highway. The landmark quality has been enhanced by virtue of the construction of Stirling Bridge and the extension of Stirling Highway. The extension has opened up a previously unintended vista giving the group a high degree of visual prominence.

*Public Buildings, East Fremantle* together forms a significant and notable streetscape. They have formed a cultural environment through their service as the public buildings of the Town of East Fremantle throughout most of the twentieth century. The group represents the historic civic heart of East Fremantle and the effect of the group reflects these civic qualities.

### HISTORICAL NOTES

*Public Buildings, East Fremantle* is significant in the occupation of Western Australia. The public buildings of the Town of East Fremantle mark the creation of the Town of East Fremantle in 1897 brought about by the rapid expansion of Fremantle.

*Public Buildings, East Fremantle* were constructed in 1899-1902. The construction followed the proclamation of the Town of East Fremantle and in the period immediately following the Western Australian Gold Boom. The group is the product of a rapid period of expansion and development with the whole group being completed by 1902.

Well-known Architect Joseph F. Allen designed both the initial stages of East Fremantle Town Hall, including the Mechanics' Institute and Library. Allen later became Mayor of East Fremantle. The first Town Clerk of East Fremantle, Horace Hill Parker, worked at the place for more than 40 years, and resided there in the early period following its completion. Hillson Beasley designed the Police Station and it is likely that he was responsible for the design of the Post Office.

On 14 March 1898, the Plympton Post Office opened in makeshift premises with Miss J. Adams as Postmistress. In 1899, the Plympton Post Office was renamed East Fremantle Post Office. On 7 July 1981, the former Post Office and quarters were transferred to the Commissioner of Main Roads.

### OWNERS

Main Roads Western Australia

### HISTORIC THEME

Transport and Communications - Postal Services

CONSTRUCTION MATERIALS	Walls – Brick and rendered brick Roof – Iron
PHYSICAL SETTING	The place is located on the pavement edge of Canning Highway.
STATEMENT OF SIGNIFICANCE	<p><i>Public Buildings, East Fremantle</i> (1899-1902), comprising a single storey limestone construction and iron roof former Police Station (1899), a two storey rendered brick and Colorbond roof Town Hall (1900), and a two storey brick and rendered brick corrugated iron roofed former Post Office (1901), has cultural heritage significance for the following reasons:</p> <ul style="list-style-type: none"> <li>– The group is significant in the occupation of Western Australia, as the public buildings of the Town of East Fremantle (founded 1897), which was brought about by the rapid expansion of Fremantle following the Western Australian Gold Boom;</li> <li>– The group, and in particular the former East Fremantle Post Office in its prominent position at the corner of Canning Highway and King Street, now the junction with Stirling Highway, provides a visual focal point with strong aesthetic value and is a notable landmark; the Town Hall has a fine façade rendered in the Federation Free Classical style;</li> <li>– The former Police Station is a competently executed Federation Bungalow style building, which retains much of its original external detail; and the former Post Office is a finely designed two storey Federation Classical style building, with much of its exterior and interior detailing intact; the Town Hall building is one of the more important works of prominent immigrant architect J. F. Allen; and</li> <li>– The group has some rarity value as a group of civic places built in a very close timeframe of three years and because the outward appearance of each of the buildings in the group has changed very little.</li> </ul>
AESTHETIC SIGNIFICANCE	East Fremantle Post Office has exceptional aesthetic value as a two storey Post Office in the Federation Free Classical style. The place is located in a prominent position at the corner of Canning Highway and Stirling Highway. It provides a visual focal point with strong aesthetic value and is a notable landmark.
HISTORIC SIGNIFICANCE	<i>Public Buildings, East Fremantle</i> has exceptional historic value. They are significant in the occupation of Western Australia as the public buildings of the Town of East Fremantle. They were brought about by the rapid expansion of Fremantle following the Western Australian Gold Boom.
SCIENTIFIC SIGNIFICANCE	N/A
SOCIAL SIGNIFICANCE	No 101 Canning Highway has exceptional social value. It is associated with development and expansion of East Fremantle.
RARITY	No 101 Canning Highway is rare as part of a civic group of places.
CONDITION	No 101 Canning Highway is in good condition.
INTEGRITY	No 101 Canning Highway retains a moderate degree of integrity.
AUTHENTICITY	No 101 Canning Highway retains a moderate degree of authenticity.
MAIN SOURCES	Assessment documentation State Register P00789.

07 November 2018

Your ref:

Our ref: P787/ P789

Enquiries: Courtenay Heldt

(08) 6552 4131

Mr. Gary Tuffin,  
Chief Executive Officer,  
Town of East Fremantle  
135 Canning Highway,  
EAST FREMANTLE WA 6158

Dear Gary,

**EAST FREMANTLE POST OFFICE (FMR),  
101 CANNING HIGHWAY, EAST FREMANTLE  
CONSERVATION & COMPLIANCE WORKS DEVELOPMENT APPLICATION &  
CHANGE OF USE**

Heritage Works have prepared, on behalf of the site owners Main Roads WA, a scope of conservation and compliance works to be undertaken at the former East Fremantle Post Office building (P787/ P789) which accompanies a change of use for the place.

The proposed scope of works has been developed to assist the owners in disposing of the property as part of the Government Heritage Property Disposal Process (GHPDP). This will be achieved by conserving significant elements throughout the place, and installing various compliance systems within the building to facilitate a change of use (Class 6 retail, to Class 5 office use).

The proposed scope of conservation and compliance work has been developed in accordance with the Conservation Plan prepared for the place by Philip Griffith Architects in 2010.

Please note, as this is a Public Works project, the decision-making authority for this joint Development Application and Change of Use Application is the *Western Australian Planning Commission* (WAPC). Please ensure this referral is issued to the WAPC promptly for their action and determination.

As *East Fremantle Post Office (Fmr.)* is in the State Register of Heritage Places, the application must also be provided to the Heritage Council under the provisions of Section 11 of the *Heritage of Western Australia Act 1990* for their advice and comment.

Enclosed for your information are the following documents:

- Metropolitan Region Scheme Form 1 – Application for Planning Approval;
- Certificate of Title;
- Heritage Impact Statement; and,
- Conservation and compliance works drawing set, issued for DA.

For further information please contact Courtenay Heldt on (08) 6552 4131 or [Courtenay.Heldt@dph.wa.gov.au](mailto:Courtenay.Heldt@dph.wa.gov.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Heldt', with a stylized flourish at the end.

Courtenay Heldt

**SNR. PROJECT MANAGER, HERITAGE WORKS**



Department of Planning,  
Lands and Heritage

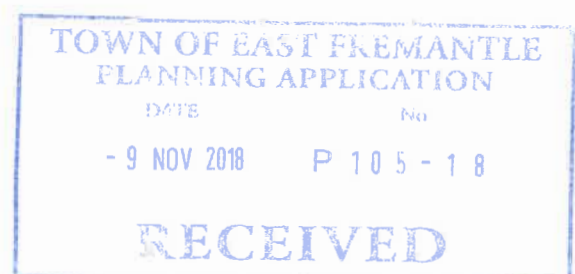


# HERITAGE IMPACT STATEMENT EAST FREMANTLE POST OFFICE

**NOVEMBER 2018**

## HERITAGE WORKS

*Heritage Revolving Fund  
Building on heritage value*





Department of **Planning,**  
**Lands and Heritage**



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## Introduction

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This Heritage Impact Statement relates to the Registered Place, East Fremantle Post Office (fmr) located at 101 Canning Highway, East Fremantle. This document accompanies Main Roads WA formal application (submitted by Heritage Works) for planning approval and change of use concerning conservation and compliance upgrade works to the East Fremantle Post Office (Lot 4274) site.

The proposed works fall within the registered curtilage of the *Public Buildings, East Fremantle P789* and thus requires referral to State Heritage and the Heritage Council of WA for advice and comment.

The East Fremantle Post Office was designed by Chief Architect John Grainger of the Public Works Department and was constructed in 1901. The building is a two-storey brick and iron structure designed in the Federation Free Classical style of architecture. The building performed the functions of postal, telegraphic and banking requirements for the local community until the late 1970s, when the construction of Stirling Bridge had a detrimental impact on access to the site. Shortly thereafter, ownership of the place was transferred to the Commissioner of Main Roads, and the building was adapted for use by the State Emergency Services. In the mid 1990s, the place was shortly occupied by the Police Department before then being leased by Manera Antiques as a retail showroom. The building has remained vacant since 2010.

The last known use for the place as confirmed by the City of East Fremantle was as a Class 6 retail facility (Manera Antiques). Due to the buildings' prominent position on the corner of Canning Hwy and Stirling Hwy, there has been increased interest from commercial parties to purchase the place for Class 5 office use.

Main Roads have advised that this property is surplus to their portfolio requirements and wish to disposal of it in accordance with the Government Heritage Property Disposal Process (GHPDP), to new private ownership. To assist the site owners in the disposal process, Heritage Works (Department of Planning, Lands and Heritage) are seeking to apply for a change of use alongside approval to commence development to satisfy the various conservation and compliance works now required to the place. The proposed works aim to improve the presentation of the building and de-risk the heritage uncertainty for prospective buyers in terms of compliant universal access and fire services.

Heritage Works have prepared drawings outlining the extent of demolition, as well as proposed plans, elevations and sections showing the extent of modification to significant fabric. This document follows the format recommended in State Heritage's *'Heritage Impact Statement'* template. The impact of the proposed conservation and compliance works has been assessed in reference to the *'Post and Telegraph Office (fmr.), East Fremantle, Conservation Plan'* prepared by Philip Griffiths Architects, June 2010.



Department of Planning,  
Lands and Heritage



**Figure 1:** Diagram showing the registered curtilage and cadastral information (P789) for the Public Buildings, East Fremantle. Refer Lot 4274 (western most structure) for the East Fremantle Post Office site.

**P787 East Fremantle Post Office**  
Heritage Impact Statement – November 2018



## Heritage Listings

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The Heritage Listings concerning the East Fremantle Post Office include the following:

- Register of Heritage Places: Permanent Entry 23 June 2000 as part of the Parent Place/Precinct *Public Buildings, East Fremantle 00789*;
- National Trust Classification: Recorded 02/07/1979;
- Municipal Inventory: Adopted 18 November 1997 Category A+.



Figure 1: 'East Fremantle Post Office', National Archives of Australia, K1209, 1905.





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Figure 2: 'Plympton Post Office'; State Library of Western Australia, 1906.



Figure 3: 'East Fremantle Post Office,' National Archives of Australia, K1209, c. 1910.



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Figure 4: 'Looking East along Canning Road,' Fremantle City Library – Local History Collection, c. 1910.



Figure 5: 'Looking towards East Fremantle Post Office and Congressional Church, Fremantle City Library – Local History Collection, 1912.



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Figure 5: 'East Fremantle Post Office', State Library of Western Australia, 1942.



Figure 6: 'East Fremantle Post Office', State Library of Western Australia, 1965.



## Statement of Significance

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*Public Buildings, East Fremantle (1899-1902)*, comprises a single storey limestone construction and iron roof former Police Station (1899), a two storey rendered brick and Colorbond roof Town Hall (1900), and a two storey brick and rendered brick corrugated asbestos roofed (currently galvanised roof sheeting) former Post Office (1901), has cultural significance for the following reasons:

The group is significant in the occupation of Western Australia, as the public buildings of the Town of East Fremantle (founded 1897), which was brought about by the rapid expansion of Fremantle following the Western Australian Gold Boom;

the group, and in particular the former East Fremantle Post Office in its prominent position at the corner of Canning Highway and King Street, now the junction with Stirling Highway, provides a visual focal point with strong aesthetic value and is a notable landmark;

the Town Hall has a fine façade rendered in the Federation Free Classical Style; the former Police Station is a competently executed Federation Bungalow style building, which retains much of its original external detail; and the former Post Office is a finely designed two-storey Federation Classical style building, with much of its exterior and interior detailing intact;

the Town Hall building is one of the more important works of prominent immigrant architect J. F. Allen; and,

the group has some rarity value as a group of civic places built in a very close timeframe of three years, and because the outward appearance of each of the buildings in the group has changed very little.

The landscaping to the rear of the Town Hall, pergola to the former Police Station and the landscaping to the rear of the former Post Office have low significance. The street scaping works to Canning Highway have low significance and the Main Roads direction signage is intrusive. The Post Office sorting room to the rear of the Post Office building has little significance.





## Demolition Works

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The following Demolition and Proposed Works sections provide a scope of works encapsulating the documented conservation and compliance works necessary to assist with the successful disposal of this property as a Class 5 Office. The significance of the particular structure/ item of work has been noted alongside the description of the works in accordance with the 'Zones of Significance' diagram outlined in the Conservation Plan for the place.

Please refer attached drawing DD1.02 and DD1.03 entitled 'Demolition Site Plan' and 'Demolition Floor Plans' and appended images at the end of this statement. In general, the majority of this work pertains to the removal of asbestos and later addition fittings from the rear verandah structure and front Loggias.

### Site

- Removal of all dilapidated hardstand and concrete/ brick pavers from the rear yard and side footpath (little significance). The CP discusses the location of original WCs and the post-masters garage being located to the south of the Post Office (some significance), however there is no physical evidence of these structures evident on site today. The architectural documentation makes note that where archaeological material is discovered on site, the Contractor is to cease works until the Principal can review the discovery. Should any evidence of the former structures be discovered on site, their footprint will be interpreted in a contrasting hardstand.
- Removal of dilapidated chain link site fencing (little significance) to the MRS road boundary line alignment;
- Removal of dilapidated fmr. Staff Amenities and Mailroom building, Ramp, Carport, Pergola and low height brick wall to the rear of the Post Office building (little significance);
- Removal of 2 bottlebrush trees from the rear yard (little significance);
- Removal of dilapidated and later addition rear verandah steps (little significance);
- Remove of A/C units (little significance); and,
- Creation of a breathing strip around the perimeter of the building to assist with remediating rising damp issues (little significance along the eastern footpath and to the south of the building; no level of significance given for the western side of the building.)

### Floor Plans

- Removal of all later addition floor coverings throughout (no significance given);
- Removal of asbestos cladding and lining to the rear verandah structure (intrusive);
- Removal of security grilles from Canning Hwy window and porch openings (intrusive);
- Removal of deteriorated lead flashings from chimney's (considerable significance). New lead flashings will be reinstated to match original detail;
- Removal of asbestos backing board within the site main switchboard (intrusive);
- Removal of later addition paint from the main internal staircase (element of considerable significance);
- Removal of all bathroom and wet area fixings (little significance);





- Removal of A/C units throughout the building (little significance);
- Removal of all ex. smoke alarms, intercom, security alarms, CCTV and access door control systems throughout (intrusive);
- Removal of all redundant surface mounted conduits, switch plates (no significance given);
- Removal of drummy plaster and cement render to 1.5m above floor level along the west side of the Mail Room. The cement plaster is intrusive, however the wall it is adhered to is of considerable significance. The inappropriate plaster will be carefully removed, and new lime-based plaster reinstated to match the original composition;
- Removal of drummy plaster around the first-floor window reveals addressing Canning Highway (considerable significance). The plaster around the window reveals is failing due to weather ingress. The timber lined reveals and sashes will be refurbished to reduce moisture ingress, and the new plaster will be of a composition to match the original;
- Removal of hoardings, heaters and later addition threshold tiles from fireplaces (little significance);
- Removal of plastic paints from the exterior masonry building surfaces. The painted stucco and facebrick has no significance, but the external walls are of considerable significance. All due care will be taken to remove the plastic paint as gently as possible, and any cement patch repairs which are revealed will be removed and made good in lime-based stucco/ pointing; and,
- Removal of brick infills in former Loggia's 1 and 2. Any residual evidence of the former Loggias is of considerable significance. This work aims to reveal the Loggias and reconstruct the plastered balustrades and cast-iron columns to match documentary evidence.



## Proposed Works

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Please refer to the attached drawings DD1.03, DD1.04, DD1.05, DD2.01 and DD3.01 for the extent of proposed conservation and compliance works.

### Site Plan

- Construction of three parking bays to the rear of the property, accessed via easement over the Town of East Fremantle parking site to the east of the property (little significance and low impact on heritage fabric);
- New paving throughout the rear yard and footpaths either side of the building. The paving will be set back from the Post Office to allow for sufficient ventilation of the walls and to direct run-off away from the structure (little significance and low impact);
- Installation of jarrah paling fence to lot boundary alignment and MRS road reserve, with automatic gate access to the adjacent Town of East Fremantle site (little significance and low impact);
- Installation of breathing strip around the perimeter of the building, with all downpipes connected to an onsite stormwater disposal system (little significance and will impact on significant fabric by allowing the external walls to ventilate properly);
- Reconstruction of timber steps to the rear verandah in earliest known location (little significance);
- Construction of a universal access ramp to Porch 1 off the Canning Hwy footpath. The height of the ramp will reach approx. 175mm above the pavement level to provide wheelchair access through the front door of the building. We have investigated providing disabled access through the rear of the building, however it would require extensive modification of the verandah structure itself as there is a 160mm threshold between the verandah floor and the kitchen which must be overcome to provide access. There is far less impact to the considerable significant fabric by creating universal access through the front entrance; and,
- Making good to external stucco work and repointing as required externally around the building (low impact on considerable significant fabric).

### Sub-floor plan

- Repointing of brickwork (where mortar missing) and piers in lime-based mortar to match original composition (low impact on considerable significant fabric);
- Replace section of deteriorated joist 6 (low impact on considerable significant fabric); and,
- Reinstatement of lattice screening to prevent access to sub-floor space (little significance).

### Ground floor plan

- Making good to minor areas of damaged floorboards, sanding and oiling in Tung oil throughout (low impact on considerable significant fabric);
- Installation of small ramp in Porch 1 to overcome a 60mm threshold height at the front door. There will be some visual impact on fabric of considerable significance, but as discussed previously this proposal offers the least impact overall);
- Installation of a compliant balustrade system to the internal staircase as part of an alternative fire engineered solution. The existing and original timber balustrade system does not comply with the requirements of the NCC, and the change of use from Class 6 to 5 necessitates that an



additional compliant system be installed. This will have some impact on the staircase (an element of considerable significance) but ensures that overall the modifications required to the staircase to achieve an alternative solution can be removed at a later date if required, with as few points of attachment as possible to the existing timber balustrade system. The new balustrade system will be obviously contemporary and will not seek to mimic the existing;

- Installation of a new UAT (universal accessible toilet) in the former ground floor bathroom, and a unisex ambulant toilet in the former lunch room to achieve NCC compliance. Both of these facilities are located in the rear verandah structure which is of considerable significance. However, in locating these facilities in this position, the necessary services can be installed with as minimal impact as possible (given the large sub-floor space). This will also allow for these services to be easily removed if they are no longer required in the future;
- Reinstatement of the original timber balustrade design along the rear verandah and balcony, with a compliant handrail located behind. Due to the existing balustrade remaining insitu (in part) and the original posts showing the location and profile of the handrail design, the least impact to these elements of considerable significance is to allow for a faithful reinstatement of the original balustrade and install an obviously contemporary and compliant handrail behind this to achieve NCC compliance. The new handrail will be fixed to the original structure in discrete locations, and can be removed at a later date if it is no longer required;
- Replacement of rotten verandah butt-jointed floorboards with new to match the original profile (considerable significance). All existing verandah floorboards will be sanded and re-oiled;
- Refurbishment all sash windows to full operation, and installation hidden acoustic seals on all window and door reveals (low impact on elements of considerable significance);
- Reinstatement of missing window to south wall of Mail Room. The original sash window has been salvaged on site and is proposed to be reinstated in its original location (low impact on element of considerable significance);
- Replacement of all later addition door and window hardware with new to match original design (low impact on element of considerable significance);
- Replastering of west wall in the Mail Room in lime-based plaster to match the original composition as discussed previously (low impact on element of considerable significance);
- All internal walls are to be painted in Volvox Clay paint to allow for breathability, especially on walls which have been replastered (low impact on element of considerable significance). The original internal colour scheme will be investigated and where it is deemed suitable will be reinstated throughout. Where the colour scheme is not deemed suitable for contemporary use, an interpretation area in the ground floor stair room will be used to show the original colour scheme, with the remainder of the internal walls painted in a suitable colour scheme;
- Reinstatement of original joinery colour scheme externally (low impact on element of considerable significance);
- Replacement of all existing electrical cover plates with contemporary white PVC plates (no level of significance provided); and,
- The door to the store room below the staircase is to be blocked off to prevent further access as required for NCC compliance. This will have some impact on an element of considerable experience, thought visually and aesthetically this will not have any impact. The alternative to fixing the door closed is that the cupboard space must become fire rated and insulated which would have a far greater impact through loss of architrave and skirting detail.



### First floor plan

- Reconstruction of Loggia's 1 and 2 to documentary evidence as discussed previously. An additional balustrade and handrail will be installed behind the loggia balustrade for NCC compliance, which will be obviously contemporary in design. The reconstruction of the loggias to original detail is recommended in the Conservation Plan and will have a positive impact on fabric of considerable significance in returning the main façade to much of its original state;
- Making good to plaster around windows facing Canning Hwy (internally) in lime-based plaster to match original composition (low impact on elements of considerable significance); and,
- Reinstatement of original building signage 'Post and Telegraph Office' to front façade to match original detail (little impact on elements of considerable significance).

### Ceiling Plans

- New light fittings installed throughout. Where lighting is proposed to be installed on an original lath and plaster ceiling, it will be installed in the location of a former light fitting to reduce further impact on these elements of considerable significance; and,
- New smoke alarms, emergency exit signage and lighting in accordance with NCC compliance (little impact on zone of considerable significance). The fittings can be removed, and the adjacent surfaces made good should the emergency signage and lighting no longer be required.

### Roof Plan

- New lead flashings to be installed to chimneys as previously discussed (low impact on elements of considerable significance);
- Bracing of southern most single chimney stack to achieve compliance with AS3826-1998 Existing Buildings for Earthquakes. The bracing will be mounted internally and will consist of a single SHS being fixed within the chimney flu itself. There should be no visual impact on the chimneys externally;
- Replacement of deteriorated timber barge caps with new to match the original design (little impact on elements of considerable significance); and,
- Repainting of all rainwater goods to match original colour scheme (little impact on elements of considerable significance).



## Enhancement of Significance

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The changes proposed in this Development Application and Change of Use proposal will sustain the existing values and significance of the East Fremantle Post Office. In general, the works aim to remove later addition, intrusive, or little significance fabric from the more significant elements on the site and return the building to much of its former detail and aesthetic.

The parking enhancements proposed to the rear of the site are set away from the significant fabric of the main building and will assist in directing stormwater run-off away from the back of the Post Office.

The enhancements of new site fencing, gate access and paved hardstand will improve the onsite amenities without impacting on significant fabric.

Without being able to review the original As Constructed drawing set for the building, it is difficult to determine the exact location of the back verandah steps. As such, we plan to reconstruct the steps in the location shown on Department of Works drawing 'East Fremantle Post Office – New Mail Rm. & Amenities', 1957. This shows a set of existing timber steps in alignment with the back kitchen door. The reconstruction of the steps in this location – whilst cannot be confirm as original – is in keeping with an earlier known state of the building and is generally in the location of the existing dilapidated timber steps.

A further enhancement to the place is the removal of layers of plastic paint from the original lime stucco and facebrick externally. This removal will facilitate ventilation of the masonry and stucco elements and will assist in addressing the rising damp issues evident along the west elevation of the building. The installation of a breathing strip to lower the surrounding ground levels, and installation of a stormwater collection system will further address this issue.

The works proposed to the rear verandah sub-floor are structural in nature and are required to ensure that the verandah is sufficiently maintained for future use. Any timber members requiring replacement will be replaced to match the existing material and profile.

Further enhancements include repointing of the deteriorated brick piers supporting the verandah bearers above, and localised repointing of the north-east corner of the sub-floor space. Any replacement of deteriorated masonry will be done to match the original, and all repointing will match the original mortar composition and pointing profile. This work alongside the replacement of deteriorated structural timber members will ensure the verandah structure is properly maintained for ongoing use.

The reconstruction of the first-floor loggias is in keeping with the recommendations of the Conservation Plan and will return the main elevations to much of their original form and detail.

The proposed modifications aim to contribute to the place's overall maintenance and seek to enhance the heritage values of the place by returning the rear verandah and upstairs loggias to much of their original detail and form.



## **Detrimental Impact and Mitigation**

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The Post Office currently has no universal access provision. In order to comply with the proposed change of use to Class 5 (office), we have documented the construction of a new low-level concrete ramp to provide access to the main entrance of the building (Porch 1) via the footpath along Canning Highway. The ramp will extend the width of the porch arched entrance and be fitted with two contemporary handrails either side. As previously mentioned, we have investigated providing disabled access via the back verandah, however the height difference between the verandah floor level and natural ground level is extensive (approx. 900mm) with a further door threshold height of 160mm. The necessary ramp length and threshold access to overcome these height differences would be extensive and would have a far greater visual impact on the building than would the location of a 175mm high ramp at the front of the property. Additionally, in providing access through the main front entrance it removes the potential for non-compliance with Disability Discrimination Act.

Many of the proposed new works concern compliance upgrades for fire egress from the building. The new compliant handrail and balustrade system to the main internal staircase will be obviously contemporary in design and will be set back from the existing timber balustrade system so that it can be removed (if required) at a later date without causing undue impact.

Further enhancements include the installation of compliant Universal Access Toilet, Ambulant Toilet and WC facilities which will allow the building to achieve compliance for Class 5 Office use. The wet area facilities have all been located in rooms which have previously been used for the same purpose, with the exception of the proposed unisex ambulant toilet. This facility is proposed to be located on the back verandah structure in the area previously known as the staff lunch room. Locating this facility in this area will allow for ease of plumbing services installation and will not adversely affect any masonry elements within the building. Aesthetically, the room will mimic the extent of the existing ground floor bathroom (proposed UAT).

In reviewing the Statement of Significance, the proposed works will have no negative impact on the values identified in therein.

## **Conclusion**

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The proposed Conservation and Compliance works whilst having some impact on zones and elements of considerable significance do not adversely affect the setting, form or aesthetics of the place. The items with the largest impact on considerable significant fabric generally concern the addition of new compliant handrails and balustrades. This impact has been acknowledged and the appropriate steps have been taken to mitigate their impact, and to allow for ease of removal in the future.



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## References

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Register of Heritage Places, Register Document, *Public Buildings, East Fremantle*, 23<sup>rd</sup> June 2000.

Post and Telegraph Office (fmr.), East Fremantle, *Conservation Plan*, prepared by Philip Griffiths Architects, June 2010.





## Photographs

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**Image 1:** Existing hardstand and carport structure to the south of the site, image taken by DPLH October 2017.



**Image 2:** Existing chain-link and barbed wire fencing, image taken by DPLH October 2017.





**Image 3:** Amenities and Mailroom building to the south of the site, image taken by DPLH October 2017.



**Image 4:** Overgrown vegetation to the south of the site, image taken by DPLH October 2017.



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**Image 5:** Bottlebrush tree to be removed, image taken by DPLH October 2017.



**Image 6:** Existing timber steps to be removed, image taken by DPLH October 2017.





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**Image 7:** Air conditioner unit to be removed, image taken by DPLH October 2017.



**Image 8:** Pavement to be cut back to allow for installation of breathing strip, image taken by DPLH October 2017.



**Image 9:** Jute carpet to be removed to expose original timber floorboards, image taken by DPLH October 2017.



**Image 10:** Surface mounted conduits to be removed and consolidated, image taken by DPLH October 2017.



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**Image 11:** Asbestos lining and lattice cladding to be removed, image taken by DPLH October 2017.



**Image 12:** Security grille to be removed. Small ramp and contemporary handrail system to be installed in front of this arched entrance to Porch 1, image taken by DPLH October 2017.

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**Image 13:** Dilapidated chimney flashings to be replaced, image taken by DPLH October 2017.



**Image 14:** Site main switchboard to be reduced in size, and the asbestos backing board removed, image taken by DPLH October 2017.





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**Image 15:** Internal timber staircase to be stripped of paint and oiled. A new balustrade system is to be installed on the inner side of the existing balustrade for compliance purposes, image taken by DPLH October 2017.



**Image 16:** WC bathroom cabinetry to be removed, image taken by DPLH October 2017.



**Image 17:** Mezzanine bathroom fitout to be removed, image taken by DPLH October 2017.



**Image 18:** Miscellaneous electrical fittings to be removed in ceilings throughout, image taken by DPLH October 2017.





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**Image 19:** Cement based plaster to be removed from west wall of the former Mail Room up to 1.5m above floor level, and then replastered in lime based plaster to match the original composition, image taken by DPLH October 2017.



**Image 20:** Drummy plaster between window reveals to be removed and replastered in lime based plaster, image taken by DPLH October 2017.



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**Image 21:** Later addition heaters and hoardings to be removed from all fireplaces, image taken by DPLH October 2017.



**Image 22:** Plastic paints to be removed from the external stucco and facebrick throughout, image taken by DPLH October 2017.



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## Attachments

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Refer attached Architectural Drawing Set, issued for DA: DD1.01 – DD3.01.





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## 12.2 FINANCE REPORTS

### 12.2.1 Mid-Year Review of 2018/19 Budget and Statement of Financial Activity for 31 December 2018

<b>Applicant</b>	Not Applicable
<b>File ref</b>	F/FNS2
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date:</b>	19 February 2019
<b>Voting requirements</b>	Absolute Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Budget Forecast 2. Statement of Financial Activity

#### **Purpose**

Council is requested to consider and adopt the budget review as presented in the Statement of Financial Activity by Program and Statement of Financial Activity by Nature and Type for the period 1 July 2018 to 31 December 2018.

#### **Executive Summary**

The *Local Government (Financial Management) Regulations 1996*, regulation 33A, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

#### **Background**

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2019 for the period ending 31 December 2018 is presented to Council to consider.

Forecasts for the 30 June 2019 have been assigned to all accounts, resulting in a forecast surplus position of \$16,225, which is a favourable result compared to the adopted budget (surplus of nil) and amended budget (deficit of \$27,239).

#### **Consultation**

Management team

#### **Statutory Environment**

Regulation 33A (Review of Budget) of the *Local Government (Financial Management) Regulations 1996*, as amended, requires the local government to carry out a review of its annual budget between 1 January and 31 March each year as follows:

#### **33A. Review of budget**

(1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*

(2A) *The review of an annual budget for a financial year must —*

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- (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
- (b) *consider the local government's financial position as at the date of the review; and*
- (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- \*Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

### **Policy Implications**

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

### **Financial Implications**

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2018/19 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

*In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2018/19 for reporting material variances shall be:*

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

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

### **Strategic Implications**

The matter being put to the Council is not likely to have a direct impact on the strategies of the Council.

*4.9 A financially sustainable Town – Provide financial management services to enable the Town to sustainably provide services to the community.*

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### 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 schedule of budget variations	Rare (1)	Moderate (3)	Low (1-4)	COMPLIANCE Short term non-compliance but with significant regulatory requirements imposed	Accept Officer Recommendation

### Risk Matrix

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

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

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

### Comment

A budget review was undertaken during January 2019 based on the December 2018 financial statements in accordance with the requirements of the *Local Government (Financial Management) Regulation 33A*.

In discussing proposed budget amendments, recommended budget variations are categorised as either Favourable, Unfavourable or Contra. This status relates to their impact on the Town's net current asset position. As an example, a project that is fully funded by grants or reserves would generally be a contra entry – that is, it will have a nil impact on net current assets as the expenditure



is fully supported by specific source funding. The balance of net current assets is a key indicator of the Town's ability to meet its debts and obligations as and when they fall due, and its financial flexibility in responding to opportunities, such as dollar for dollar grants, as and when required.

In constructing the mid-year budget review, forecasts for the 30 June 2019 have been assigned to all accounts, and are being reported in the Statement of Financial Activity by Program and Statement of Financial Activity by Nature and Type at a summary level. A copy of these financial statements is provided below:

TOWN OF EAST FREMANTLE STATEMENT OF FINANCIAL ACTIVITY (Statutory Reporting Program) For the Period Ended 31 December 2018										
	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Amended Budget - Synergy	Amended YTD Budget (a)	YTD Actual (b)	Forecast 30 June 2019	Var. \$ (b)-(a)	Var. % (b)/(a)	Var.
Opening Funding Surplus(Deficit)	3	\$ 782,857	782,857	782,857	782,857	\$ 785,889	785,889	\$ 3,032	% 0%	
<b>Revenue from operating activities</b>										
Governance		20,500	20,500	20,500	10,496	(5,232)	5,500	(15,728)	(150%)	▼
General Purpose Funding - Rates	9	7,819,800	7,819,800	7,819,800	7,795,800	7,808,744	7,837,624	12,944	0%	
General Purpose Funding - Other		371,766	371,766	371,766	219,880	206,095	374,914	(13,785)	(6%)	
Law, Order and Public Safety		29,180	29,180	29,180	28,780	36,185	29,922	7,405	26%	
Health		14,577	14,577	14,577	13,407	13,530	15,577	123	1%	
Education and Welfare		912,422	912,422	912,422	458,084	436,497	915,070	(21,587)	(2%)	
Housing		80,080	80,080	80,080	40,038	43,840	83,580	3,802	9%	
Community Amenities		210,000	210,000	210,000	128,342	134,928	216,500	6,586	5%	
Recreation and Culture		389,324	389,324	389,324	228,764	241,093	312,624	12,329	5%	
Transport		444,000	444,000	444,000	158,496	173,108	459,900	14,612	9%	
Economic Services		107,200	107,200	107,200	54,096	34,763	72,200	(19,333)	(36%)	▼
Other Property and Services		31,517	31,517	31,517	10,756	22,288	31,517	11,532	107%	▲
		10,430,366	10,430,366	10,430,366	9,146,939	9,145,838	10,354,928			
<b>Expenditure from operating activities</b>										
Governance		(1,151,546)	(1,151,547)	(1,151,547)	(651,139)	(609,238)	(1,168,819)	41,901	6%	
General Purpose Funding		(97,763)	(97,763)	(97,763)	(48,882)	(54,026)	(112,259)	(5,144)	(11%)	
Law, Order and Public Safety		(154,617)	(154,617)	(154,617)	(78,855)	(81,787)	(166,342)	(2,892)	(4%)	
Health		(197,651)	(197,651)	(197,651)	(100,123)	(86,960)	(195,654)	13,163	13%	▲
Education and Welfare		(1,057,823)	(1,057,823)	(1,057,823)	(538,695)	(559,133)	(1,063,840)	(20,438)	(4%)	
Housing		(55,630)	(55,630)	(55,630)	(28,408)	(28,621)	(55,680)	(213)	(1%)	
Community Amenities		(2,792,901)	(2,792,902)	(2,792,902)	(1,410,637)	(1,078,520)	(2,633,143)	332,117	24%	▲
Recreation and Culture		(3,024,758)	(3,024,757)	(3,024,757)	(1,496,902)	(1,790,326)	(3,468,022)	(293,424)	(20%)	▼
Transport		(3,297,255)	(3,297,251)	(3,297,251)	(1,659,277)	(1,106,155)	(2,612,401)	593,124	33%	▲
Economic Services		(127,963)	(127,963)	(127,963)	(63,978)	(49,691)	(105,459)	14,287	22%	▲
Other Property and Services		(172,283)	(172,283)	(172,283)	(99,315)	(56,443)	(184,283)	42,872	43%	▲
		(12,130,190)	(12,130,187)	(12,130,187)	(6,176,211)	(5,500,901)	(11,765,902)			
<b>Operating activities excluded from budget</b>										
Add back Depreciation		2,695,133	2,695,133	2,695,133	1,347,576	1,241,605	2,483,226	(105,971)	(8%)	
Adjust (Profit)/Loss on Asset Disposal	8	27,247	27,247	27,247	27,247	(2,996)	27,247	(30,243)	(111%)	▼
Amount attributable to operating activities		2,722,380	2,722,380	2,722,380	1,374,823	1,238,610	2,510,473			
<b>Investing Activities</b>										
Non-operating Grants, Subsidies and Contributions	11	147,726	147,726	147,726	147,726	73,500	147,726	(74,226)	(50%)	▼
Proceeds from Disposal of Assets	8	159,753	159,753	159,753	159,753	100,500	159,753	(59,253)	(37%)	▼
Land and Buildings		(328,885)	(328,885)	(418,885)	(184,370)	(69,845)	(446,500)	(114,525)	62%	▲
Infrastructure Assets - Roads		(538,500)	(538,500)	(492,500)	(203,612)	(45,038)	(465,714)	158,574	78%	▲
Infrastructure Assets - Public Open Space		(213,000)	(213,000)	(196,332)	(85,924)	(3,341)	(199,832)	82,583	96%	▲
Infrastructure Assets - Footpaths		(348,000)	(348,000)	(348,000)	(141,664)	(92,149)	(342,000)	48,516	35%	▲
Infrastructure Assets - Drainage		(50,000)	(50,000)	(50,000)	(20,000)	(2,500)	(85,000)	17,500	88%	▲
Infrastructure Assets - Other		(105,000)	(105,000)	(105,000)	(43,232)	(7,871)	(105,000)	35,361	82%	▲
Infrastructure Assets - Carparks		(705,000)	(705,000)	(705,000)	(284,452)	(14,153)	(705,000)			
Plant and Equipment		(671,784)	(671,784)	(671,784)	(268,712)	(155,557)	(669,873)	113,155	42%	▲
Furniture and Equipment		(20,000)	(20,000)	(20,000)	(8,000)	(17,083)	(25,000)	(9,083)	(114%)	▼
Amount attributable to investing activities		(2,672,690)	(2,672,690)	(2,700,022)	(932,487)	(233,537)	(2,736,440)			
<b>Financing Activities</b>										
Transfer from Reserves	7	1,020,289	1,020,289	1,020,289	0	0	1,020,289	0		
(Transfer to Reserves)	7	(153,012)	(153,012)	(153,012)	0	(11,649)	(153,012)	(11,649)		▼
Amount attributable to financing activities		867,277	867,277	867,277	0	(11,649)	867,277			
Closing Funding Surplus(Deficit)	3	0	3	(27,329)	4,195,921	5,424,250	16,225			
<b>Check against Net Current Assets</b>						5,424,250	-0			



The following high-level snapshot of the budget impact of proposed variations on the Statement of Financial Activity by Program is provided:

- Forecast total operating revenue \$10,354,928 versus amended budget of \$10,430,366 (unfavourable variance of \$75,438);
- Forecast total operating expenditure of \$11,765,902 versus amended budget of \$12,130,187 (favourable variance of \$364,285 – includes depreciation non-cash variance of \$211,907);
- Forecast total depreciation expense of \$2,483,226 versus amended budget of \$2,695,133 (non-cash variance);
- Forecast total capital expenditure of \$3,043,919 versus amended budget of \$3,007,501.

TOWN OF EAST FREMANTLE  
STATEMENT OF FINANCIAL ACTIVITY  
(By Nature or Type)  
For the Period Ended 31 December 2018

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Amended Budget - Synergy	Amended YTD Budget	YTD Actual (b)	Forecast 30 June 2019	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$			\$	\$		\$	%	
Opening Funding Surplus (Deficit)	3	782,857	782,857	782,857	782,857	785,889	785,889	3,032	0%	
<b>Revenue from operating activities</b>										
Rates	9	7,819,800	7,819,800	7,819,800	7,795,800	7,808,744	7,837,624	12,944	0%	
Operating Grants, Subsidies and Contributions	11	1,165,936	1,216,936	1,216,936	479,966	488,995	1,167,984	9,029	2%	
Fees and Charges		1,175,630	1,124,630	1,124,630	722,639	698,028	1,065,520	(24,611)	(3%)	
Interest Earnings		192,000	192,000	192,000	112,000	99,432	197,000	(12,568)	(11%)	▼
Other Revenue		77,000	77,000	77,000	36,534	40,335	86,800	3,801	10%	
Profit on Disposal of Assets	8	0	0	0	0	0	0			
		10,430,366	10,430,366	10,430,366	9,146,939	9,145,838	10,354,928			
<b>Expenditure from operating activities</b>										
Employee Costs		(3,683,695)	(3,683,695)	(3,683,695)	(1,841,826)	(1,835,083)	(3,732,724)	6,743	0%	
Materials and Contracts		(4,464,706)	(4,464,703)	(4,464,703)	(2,232,496)	(1,638,852)	(4,274,005)	593,646	27%	▲
Utility Charges		(310,950)	(310,950)	(310,950)	(155,484)	(154,865)	(330,950)	619	0%	
Depreciation on Non-Current Assets		(2,695,133)	(2,695,133)	(2,695,133)	(1,347,576)	(1,241,605)	(2,483,226)	105,971	8%	
Insurance Expenses		(251,449)	(251,449)	(251,449)	(251,449)	(252,687)	(251,813)	(1,238)	(0%)	
Other Expenditure		(697,010)	(697,010)	(697,010)	(320,131)	(371,400)	(665,937)	(51,269)	(16%)	▼
Loss on Disposal of Assets	8	(27,247)	(27,247)	(27,247)	(27,247)	(6,409)	(27,247)			
		(12,130,190)	(12,130,187)	(12,130,187)	(6,176,211)	(5,500,901)	(11,765,902)			
<b>Operating activities excluded from budget</b>										
Add back Depreciation		2,695,133	2,695,133	2,695,133	1,347,576	1,241,605	2,483,226	(105,971)	(8%)	
Adjust (Profit)/Loss on Asset Disposal	8	27,247	27,247	27,247	27,247	(2,996)	27,247	(30,243)	(111%)	▼
Amount attributable to operating activities		2,722,380	2,722,380	2,722,380	1,374,823	1,238,610	2,510,473			
<b>Investing activities</b>										
Non-operating Grants, Subsidies and Contributions	11	147,726	147,726	147,726	147,726	73,500	147,726	(74,226)	(50%)	▼
Proceeds from Disposal of Assets	8	159,753	159,753	159,753	159,753	100,500	159,753	(59,253)	(37%)	▼
Land and Buildings		(328,885)	(328,885)	(418,885)	(184,370)	(69,845)	(446,500)	114,525	62%	▲
Infrastructure Assets - Roads		(538,500)	(538,500)	(492,500)	(203,612)	(45,038)	(465,714)	158,574	78%	▲
Infrastructure Assets - POS		(213,000)	(213,000)	(196,332)	(85,924)	(3,341)	(199,832)	82,583	96%	▲
Infrastructure Assets - Footpaths		(348,000)	(348,000)	(348,000)	(141,664)	(92,149)	(342,000)	49,516	35%	▲
Infrastructure Assets - Drainage		(50,000)	(50,000)	(50,000)	(20,000)	(2,500)	(85,000)	17,500	88%	▲
Infrastructure Assets - Other		(105,000)	(105,000)	(105,000)	(43,232)	(7,871)	(105,000)	35,361	82%	▲
Infrastructure Assets - Carparks		(705,000)	(705,000)	(705,000)	(284,452)	(14,153)	(705,000)			
Plant and Equipment		(671,784)	(671,784)	(671,784)	(268,712)	(155,557)	(669,873)	113,155	42%	▲
Furniture and Equipment		(20,000)	(20,000)	(20,000)	(8,000)	(17,083)	(25,000)	(9,083)	(114%)	
Amount attributable to investing activities		(2,672,690)	(2,672,690)	(2,700,022)	(932,487)	(233,537)	(2,736,440)			
<b>Financing Activities</b>										
Transfer from Reserves	7	1,020,289	1,020,289	1,020,289	0	0	1,020,289	0		
(Transfer to Reserves)	7	(153,012)	(153,012)	(153,012)	0	(11,649)	(153,012)	(11,649)		▼
Amount attributable to financing activities		867,277	867,277	867,277	0	(11,649)	867,277			
Closing Funding Surplus (Deficit)	3	0	3	(27,329)	4,195,921	5,424,250	16,225	1,228,329	29%	▲
Check against Statement by Program						5,424,250				
						0				

The following high-level snapshot of the budget impact of proposed variations on the Statement of Financial Activity by Nature and Type is provided:

- Forecast rates revenue of \$7,837,624 versus amended budget of \$7,819,800 (favourable variance of \$17,824);
- Forecast operating grants of \$1,167,984 versus amended budget of \$1,216,936 (unfavourable variance of \$48,952);
- Forecast fees and charges of \$1,065,520 versus amended budget of \$1,124,630 (unfavourable variance of \$59,110);
- Forecast employee expenses of \$3,732,724 versus amended budget of \$3,683,695 (unfavourable variance of \$49,029);
- Forecast materials and contracts expense of \$4,274,005 versus amended budget of \$4,464,703 (favourable variance of \$190,698);
- Forecast utility charges of \$330,950 versus amended budget of \$310,950 (unfavourable variance of \$20,000).

A complete schedule of forecasts as at 30 June 2019 is included within the body of the attached monthly financial report. There are a number of variations at income/expenditure code level; however, comparatives between actuals and year to date budget are assessed at general ledger account level, and therefore, this does not impact on the materiality of reporting.

The significant changes in forecasts for Council information and approval are:

<b>Account Number</b>	<b>Account Description</b>	<b>18/19 Budget</b>	<b>18/19 Forecast (Amended Budget)</b>	<b>Favourable (F) Unfavourable(U) Contra (C)</b>	<b>Comment</b>
E09604	Allen Street Kitchen Refurbishments	\$36,000	\$5,000	F	One Agency has advised that kitchen refurbishments are not a priority
E05210	Ranger Accommodation	\$20,000	\$25,000	U	Project budget for dog pound facility has been reallocated to purchase a transportable for ranger accommodation
E11710	EF Football Club – Building Upgrades	\$0	\$20,000	U	Request received for contribution to fencing and security upgrades
E11711	EF Tennis Club – Building Upgrades	\$0	\$5,000	U	Request received for contribution to universal toilet egress
E11623	EF Junior Football Club – Building Upgrades	\$0	\$45,000	U	Likely request for contribution to Clubroom redevelopment. This contribution has been included in prior year budgets
E12699	Footpaths – Canning Highway (various)	\$97,000	\$97,000	No change	Works recommended between Allen and Hamilton Streets

E12656	Footpath – Stratford Street	\$28,000	\$28,000	No change	Recommended change from Petra Street to Stratford Street
E12671	Stormwater Audit	\$50,000	\$85,000	U	Estimate received – increased scope of work
E04203	Strategic and Business Planning	\$140,000	\$175,000	U	\$15k allocated for basement records project, \$90k allocated for business improvement program (SynergySoft enterprise business systems), less \$20k contract labour less \$50k archiving project (deferred)
E04232	Debtor Write Offs	\$0	\$40,000	U	As per previous Council resolution
E04325	Audit Fees	\$18,000	\$30,000	U	Expected increase under Office of Auditor General
E04266	Communications, Advocacy and PR	\$135,680	\$95,000	F	Reduction in budgets for corporate folders, newsletters, annual report publishing, and monthly advertising
E10222	SMRC Materials Recovery Fees	\$137,500	\$90,000	F	Reduced gate fee of \$91 per tonne
E10215	Consultants – Town Planning	\$165,000	\$75,000	F	\$40k Commercial Strategy and \$50k Leeuwin Barracks Divestment budgets deferred
E10216	Strategic Town Planning	\$35,000	\$20,000	F	A number of projects have been completed in-house
E10239	Urban Design	\$40,000	\$0	F	Urban Style Guide budget included against E10216
E11251	Club Development	\$60,000	\$0	C	Funding application to DSR unsuccessful
I03055	General Rates	\$7,779,800	\$7,797,624	F	Small increase in rates raised
I11179	Club Development Grant	\$40,000	\$0	C	Funding application to DSR unsuccessful
I11197	Minor Grants – Sport and Rec	\$40,000	\$1,000	U	No grant applications pending
E12306	Integrated Traffic and Parking Strategy	\$170,000	\$120,000	F	Fully funded from trust fund

**12.2.1 OFFICER RECOMMENDATION**

**That Council:**

- 1. by absolute majority, approves the mid-year budget review as per the forecast figures disclosed in the attached Statement of Financial Activity by Program and Statement of Financial Activity by Nature and Type for the period ending 31 December 2018.**
  - 2. notes the change in the forecast closing budget surplus from a deficit of (\$27,329) to a surplus of \$16,225 as at 30 June 2019.**
  - 3. requests that the Chief Executive Officer forward a copy of the mid-year budget review to the Department of Local Government within 30 days of Council's consideration.**
-

# REPORT 12.2.1

# ATTACHMENT 1

COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget		Current Budget		Forecast 30 June		YTD Budget	YTD Actual	Total Actual	Purchase Order		
				2019	Reason for Budget Variation	2019	Reason for Budget Variation	YTD Budget	YTD Actual				Total Actual	Value	Total Committed
E0460	Furniture and Equipment	430	Non Operating Expenditure Tran	\$20,000.00	\$20,000.00	\$20,000.00	IT Desktop Replacement program	\$8,000.00	\$17,083.16	\$17,083.16	\$3,531.58	\$20,614.74	\$614.74		
E0461	Plant Replacement - CEO Vehicle	430	Furniture and Equipment	\$20,000.00	\$20,000.00	\$20,000.00		\$8,000.00	\$17,083.16	\$17,083.16	\$3,531.58	\$20,614.74	\$614.74		
E11649	Park Bins	430	Non Operating Expenditure Tran	\$45,000.00	\$45,000.00	\$45,000.00		\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00		
E10608	3 Bin FOGO Implementation	430	Non Operating Expenditure Tran	\$20,000.00	\$20,000.00	\$15,000.00	6 bin trial John Tonkin	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00		
E10639	Plant Replacement - EMRS Vehicle	430	Non Operating Expenditure Tran	\$400,000.00	\$400,000.00	\$400,000.00	no change	\$160,000.00	\$7,272.02	\$7,272.02	\$0.00	\$7,272.02	\$392,727.98		
E11692	Plant Replacement - Parks and Ovals	430	Non Operating Expenditure Tran	\$35,000.00	\$35,000.00	\$35,000.00	no change	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00		
E05208	Plant Replacement - Ranger Vehicle	430	Non Operating Expenditure Tran	\$51,873.00	\$51,873.00	\$51,873.00	no change	\$20,748.00	\$28,818.18	\$28,818.18	\$22,845.36	\$51,663.54	\$209.46		
E12615	Plant Replacement - Works	430	Non Operating Expenditure Tran	\$30,000.00	\$30,000.00	\$30,000.00	no change	\$12,000.00	\$26,363.64	\$26,363.64	\$0.00	\$26,363.64	\$3,636.36		
			Non Operating Expenditure Tran	\$89,911.00	\$89,911.00	\$93,000.00	match actuals - adjustment for bobcat	\$35,964.00	\$93,102.75	\$93,102.75	\$0.00	\$93,102.75	\$3,191.75		
			Plant and Equipment	\$671,784.00	\$671,784.00	\$669,717.00		\$268,721.00	\$155,556.59	\$155,556.59	\$22,845.36	\$170,401.95	\$493,382.05		
E0904	Buildings - Allen Street Units Complex - Renewal Cap	430	Non Operating Expenditure Tran	\$36,000.00	\$36,000.00	\$5,000.00	Kitchen refurbish not required	\$14,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,000.00		
E04604	Buildings - Town Hall Remedial Works	430	Non Operating Expenditure Tran	\$0.00	\$0.00	\$20,000.00	P Hunt Architect - outstanding balance	\$0.00	-\$1,000.00	-\$1,000.00	\$1,000.00	\$0.00	\$0.00		
E05210	Ranger Accommodation and Fit-Out	430	Non Operating Expenditure Tran	\$20,000.00	\$20,000.00	\$25,000.00	Ranger Accommodation and Fit-out	\$8,000.00	\$13,500.00	\$13,500.00	\$3,118.00	\$16,618.00	\$3,828.00		
E10629	Public Toilet - Capital	300	Salaries & Wages	\$609.00	\$609.00	\$609.00	no change	\$306.00	\$0.00	\$0.00	\$0.00	\$0.00	\$609.00		
E10629	Public Toilet - Capital	320	Overheads	\$836.00	\$836.00	\$836.00	no change	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$836.00		
E10629	Public Toilet - Capital	330	Plant Operation Costs	\$1,700.00	\$1,700.00	\$1,700.00	no change	\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,700.00		
E10629	Public Toilet - Capital	430	Non Operating Expenditure Tran	\$178,385.00	\$178,385.00	\$138,000.00	tenders have been assessed, reduced cost	\$71,354.00	\$0.00	\$0.00	\$0.00	\$0.00	\$178,385.00		
E11708	Richmond Raceway - Security Bars	430	Non Operating Expenditure Tran	\$0.00	\$15,000.00	\$15,000.00	no change	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00		
E10607	Sumpton Green Fence Replacement	430	Non Operating Expenditure Tran	\$0.00	\$25,000.00	\$30,000.00	increased scope of work	\$12,498.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00		
E14604	Depot Administration Building and Surrounds	300	Salaries & Wages	\$5,800.00	\$5,800.00	\$5,800.00	no change	\$2,898.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,800.00		
E14604	Depot Administration Building and Surrounds	320	Overheads	\$7,965.00	\$7,965.00	\$7,965.00	no change	\$3,984.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,965.00		
E14604	Depot Administration Building and Surrounds	330	Plant Operation Costs	\$1,620.00	\$1,620.00	\$1,620.00	no change	\$810.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,620.00		
E14604	Depot Administration Building and Surrounds	430	Non Operating Expenditure Tran	\$60,000.00	\$60,000.00	\$60,000.00	no change - retaining wall to be constructed	\$27,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00		
E11607	EF Bowling Club - Building Renewal CapEx	430	Non Operating Expenditure Tran	\$10,500.00	\$10,500.00	\$9,500.00	match actuals	\$4,200.00	\$9,545.45	\$9,545.45	\$0.00	\$9,545.45	\$954.55		
E11700	EFCC - Upgrade of Toilets and Showers Contrib. (Uni)	430	Non Operating Expenditure Tran	\$0.00	\$20,000.00	\$20,000.00	no change	\$10,002.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00		
E11710	EF Football Club - Contribution to Building Upgrades	430	Non Operating Expenditure Tran	\$0.00	\$0.00	\$20,000.00	new item - request from club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
E11711	EF Tennis Club - Contribution to Building Upgrades/	430	Non Operating Expenditure Tran	\$0.00	\$0.00	\$5,000.00	new item - request from club	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
E11623	Buildings - EF Junior Football Clubroom - CapEx	430	Non Operating Expenditure Tran	\$0.00	\$0.00	\$45,000.00	new item - request from club (allocated in prior budget)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
E08612	Glyde-In Community Learning Centre	300	Salaries & Wages	\$435.00	\$435.00	\$435.00	no change	\$216.00	\$0.00	\$0.00	\$0.00	\$0.00	\$435.00		
E08613	Glyde-In Community Learning Centre	320	Overheads	\$597.00	\$597.00	\$597.00	no change	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$597.00		
E08613	Glyde-In Community Learning Centre	330	Plant Operation Costs	\$121.00	\$121.00	\$121.00	no change	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$121.00		
E08613	Glyde-In Community Learning Centre	430	Non Operating Expenditure Tran	\$5,847.00	\$5,847.00	\$5,847.00	no change	\$2,338.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,847.00		
			Land and Building	\$328,885.00	\$418,885.00	\$446,500.00		\$184,370.00	\$69,845.45	\$69,845.45	\$4,118.00	\$73,963.45	\$344,921.55		
E12671	Stormwater Audit	430	Non Operating Expenditure Tran	\$50,000.00	\$50,000.00	\$85,000.00	increased scope of work	\$20,000.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$47,500.00		
			Drainage	\$50,000.00	\$50,000.00	\$85,000.00		\$20,000.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$47,500.00		
E11712	INF - Bore Replacement Parks and Ovals	430	Non Operating Expenditure Tran	\$66,000.00	\$49,332.00	\$49,332.00	no change	\$24,666.00	\$0.00	\$0.00	\$21,500.00	\$21,500.00	\$27,832.00		
E11701	Inf - Henry Jeffrey Cricket Nets	430	Non Operating Expenditure Tran	\$0.00	\$0.00	\$0.00	journal to correct accrual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
E11704	Inf - John Tonkin Power Upgrade	430	Non Operating Expenditure Tran	\$0.00	\$0.00	\$3,500.00	carryover not captured 17/18	\$0.00	\$3,340.91	\$3,340.91	\$0.00	\$3,340.91	-\$3,340.91		
E11713	INF - Parks/ Reserve Sign Replacement	300	Salaries & Wages	\$6,960.00	\$6,960.00	\$6,960.00	includes entry statements	\$3,480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,960.00		
E11713	INF - Parks/ Reserve Sign Replacement	320	Overheads	\$9,558.00	\$9,558.00	\$9,558.00	no change	\$4,776.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,558.00		
E11713	INF - Parks/ Reserve Sign Replacement	330	Plant Operation Costs	\$1,944.00	\$1,944.00	\$1,944.00	no change	\$972.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,944.00		
E11713	INF - Parks/ Reserve Sign Replacement	430	Non Operating Expenditure Tran	\$81,538.00	\$81,538.00	\$81,538.00	no change	\$32,614.00	\$0.00	\$0.00	\$35,376.11	\$35,376.11	\$46,161.89		
E11652	Inf- Parks and Ovals Perimeter Fence	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$2,320.00	no change	\$1,158.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,320.00		
E11652	Inf- Parks and Ovals Perimeter Fence	320	Overheads	\$3,186.00	\$3,186.00	\$3,186.00	no change	\$1,596.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,186.00		
E11652	Inf- Parks and Ovals Perimeter Fence	330	Plant Operation Costs	\$648.00	\$648.00	\$648.00	no change	\$324.00	\$0.00	\$0.00	\$0.00	\$0.00	\$648.00		
E11652	Inf- Parks and Ovals Perimeter Fence	430	Non Operating Expenditure Tran	\$18,846.00	\$18,846.00	\$18,846.00	no change	\$7,538.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,846.00		
E11666	Inf - Playground Equipment Upgrade Program - Van	430	Non Operating Expenditure Tran	\$22,000.00	\$22,000.00	\$22,000.00	no change	\$8,800.00	\$0.00	\$0.00	\$5,400.00	\$5,400.00	\$16,600.00		
			Parks and Ovals	\$213,000.00	\$196,332.00	\$199,832.00		\$85,924.00	\$3,340.91	\$3,340.91	\$62,276.11	\$65,617.02	\$130,714.98		
E10605	Inf - Jetty Treatment and Major Maintenance Progr	430	Non Operating Expenditure Tran	\$25,000.00	\$25,000.00	\$25,000.00	no change	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00		
E11617	Inf Foreshore - Restore Steps	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$2,320.00	no change	\$1,158.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,320.00		
E11617	Inf Foreshore - Restore Steps	320	Overheads	\$3,186.00	\$3,186.00	\$3,186.00	no change	\$1,596.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,186.00		
E11617	Inf Foreshore - Restore Steps	330	Plant Operation Costs	\$648.00	\$648.00	\$648.00	no change	\$324.00	\$0.00	\$0.00	\$0.00	\$0.00	\$648.00		
E11617	Inf Foreshore - Restore Steps	430	Non Operating Expenditure Tran	\$8,846.00	\$8,846.00	\$8,846.00	no change	\$3,538.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,846.00		
E11633	Inf - Cliff Management - Niegerup Track	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$2,320.00	no change	\$1,158.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,320.00		
E11633	Inf - Cliff Management - Niegerup Track	320	Overheads	\$3,186.00	\$3,186.00	\$3,186.00	no change	\$1,596.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,186.00		
E11633	Inf - Cliff Management - Niegerup Track	330	Plant Operation Costs	\$648.00	\$648.00	\$648.00	no change	\$324.00	\$0.00	\$0.00	\$0.00	\$0.00	\$648.00		
E11633	Inf - Cliff Management - Niegerup Track	430	Non Operating Expenditure Tran	\$13,846.00	\$13,846.00	\$13,846.00	no change	\$5,538.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,846.00		
E11685	Inf-Acquisition of Public Art (Outdoor Sculpture) - G	300	Salaries & Wages	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$85.40	\$85.40	\$0.00	\$85.40	-\$85.40		
E11685	Inf-Acquisition of Public Art (Outdoor Sculpture) - G	320	Overheads	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$117.85	\$117.85	\$0.00	\$117.85	-\$117.85		
E11685	Inf-Acquisition of Public Art (Outdoor Sculpture) - G	430	Non Operating Expenditure Tran	\$45,000.00	\$45,000.00	\$45,000.00	no change	\$18,000.00	\$7,667.83	\$7,667.83	\$500.00	\$8,167.83	\$36,832.17		
			Other	\$105,000.00	\$105,000.00	\$105,000.00		\$43,232.00	\$7,871.08	\$7,871.08	\$500.00	\$8,371.08	\$96,628.92		
E12699	Inf - Footpath - Canning H'Way (Between Allen and	430	Non Operating Expenditure Tran	\$97,000.00	\$97,000.00	\$97,000.00	recommended location between Allen/Hamilton	\$38,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97,000.00		
E12656	Footpath - Stratford Street	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$2,320.00	reallocate budget from Petra Street to Stratford Street	\$1,158.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,320.00		
E12656	Footpath - Stratford Street	320	Overheads	\$3,186.00	\$3,186.00	\$3,186.00	reallocate budget from Petra Street to Stratford Street	\$1,596.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,186.00		
E12656	Footpath - Stratford Street	330	Plant Operation Costs	\$648.00	\$648.00	\$648.00	reallocate budget from Petra Street to Stratford Street	\$324.00	\$0.00	\$0.00	\$0.00	\$0.00	\$648.00		
E12656	Footpath - Stratford Street	430	Non Operating Expenditure Tran	\$21,846.00	\$21,846.00										

# REPORT 12.2.1

# ATTACHMENT 1

COA	Description	IE Summary	Inc/Exp Analysis Summary	Forecast 30 June			YTD Budget	YTD Actual	Total Actual	Purchase Order		
				Original Budget	Current Budget	2019 Reason for Budget Variation				Value	Total Committed	Variance \$
E12716	Inf - Roads - Glyde St - Asphalt Resurfacing	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$2,320.00 match actuals-completed	\$1,158.00	\$834.06	\$834.06	\$0.00	\$834.06	\$1,485.94
E12716	Inf - Roads - Glyde St - Asphalt Resurfacing	320	Overheads	\$3,186.00	\$3,186.00	\$3,186.00 match actuals-completed	\$1,596.00	\$1,151.00	\$1,151.00	\$0.00	\$1,151.00	\$2,035.00
E12716	Inf - Roads - Glyde St - Asphalt Resurfacing	330	Plant Operation Costs	\$648.00	\$648.00	\$648.00 match actuals-completed	\$324.00	\$52.00	\$52.00	\$0.00	\$52.00	\$596.00
E12716	Inf - Roads - Glyde St - Asphalt Resurfacing	430	Non Operating Expenditure Tran	\$49,846.00	\$49,846.00	\$49,846.00 match actuals-completed	\$19,938.00	\$0.00	\$0.00	\$39,883.90	\$39,883.90	\$9,962.10
E12726	Inf - Roads - Glyde Street (North) - Asphalt Resurfacing	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$2,320.00 reallocate full budget to Glyde St (North)	\$1,158.00	\$445.70	\$445.70	\$0.00	\$445.70	\$1,874.30
E12726	Inf - Roads - Glyde Street (North) - Asphalt Resurfacing	320	Overheads	\$3,186.00	\$3,186.00	\$3,186.00 reallocate full budget to Glyde St (North)	\$1,596.00	\$615.07	\$615.07	\$0.00	\$615.07	\$2,570.93
E12726	Inf - Roads - Glyde Street (North) - Asphalt Resurfacing	330	Plant Operation Costs	\$648.00	\$648.00	\$648.00 reallocate full budget to Glyde St (North)	\$324.00	\$18.00	\$18.00	\$0.00	\$18.00	\$670.00
E12726	Inf - Roads - Glyde Street (North) - Asphalt Resurfacing	430	Non Operating Expenditure Tran	\$19,846.00	\$19,846.00	\$19,846.00 reallocate full budget to Glyde St (North)	\$7,938.00	\$0.00	\$0.00	\$1,363.64	\$1,363.64	\$18,482.36
E12782	Inf - Roads - Moss Street - Asphalt Resurfacing	300	Salaries & Wages	\$4,640.00	\$4,640.00	\$7,500.00 match actuals-completed	\$2,316.00	\$7,468.05	\$7,468.05	\$0.00	\$7,468.05	-\$2,828.05
E12782	Inf - Roads - Moss Street - Asphalt Resurfacing	320	Overheads	\$6,372.00	\$6,372.00	\$10,500.00 match actuals-completed	\$3,186.00	\$10,305.90	\$10,305.90	\$0.00	\$10,305.90	-\$3,833.90
E12782	Inf - Roads - Moss Street - Asphalt Resurfacing	330	Plant Operation Costs	\$1,296.00	\$1,296.00	\$1,000.00 match actuals-completed	\$648.00	\$583.00	\$583.00	\$0.00	\$583.00	\$713.00
E12782	Inf - Roads - Moss Street - Asphalt Resurfacing	430	Non Operating Expenditure Tran	\$97,692.00	\$97,692.00	\$90,000.00 match actuals-completed	\$39,076.00	\$6,437.41	\$6,437.41	\$83,440.48	\$89,877.89	\$7,814.11
E12786	Inf - Roads - View Terrace - Asphalt Resurfacing	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$1,800.00 match actuals-completed	\$1,158.00	\$1,732.91	\$1,732.91	\$0.00	\$1,732.91	\$587.09
E12786	Inf - Roads - View Terrace - Asphalt Resurfacing	320	Overheads	\$3,186.00	\$3,186.00	\$2,400.00 match actuals-completed	\$1,596.00	\$2,391.42	\$2,391.42	\$0.00	\$2,391.42	\$794.58
E12786	Inf - Roads - View Terrace - Asphalt Resurfacing	330	Plant Operation Costs	\$648.00	\$648.00	\$1,000.00 match actuals-completed	\$324.00	\$108.50	\$108.50	\$0.00	\$108.50	\$539.50
E12786	Inf - Roads - View Terrace - Asphalt Resurfacing	430	Non Operating Expenditure Tran	\$23,846.00	\$23,846.00	\$24,000.00 match actuals-completed	\$9,538.00	\$0.00	\$0.00	\$24,211.00	\$24,211.00	-\$365.00
E12788	Inf - Roads - Woodhouse Road - Asphalt Resurfacing	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$1,500.00 match actuals-completed	\$1,158.00	\$1,491.45	\$1,491.45	\$0.00	\$1,491.45	\$828.55
E12788	Inf - Roads - Woodhouse Road - Asphalt Resurfacing	320	Overheads	\$3,186.00	\$3,186.00	\$2,100.00 match actuals-completed	\$1,596.00	\$2,058.20	\$2,058.20	\$0.00	\$2,058.20	\$1,127.80
E12788	Inf - Roads - Woodhouse Road - Asphalt Resurfacing	330	Plant Operation Costs	\$648.00	\$648.00	\$1,000.00 match actuals-completed	\$324.00	\$81.00	\$81.00	\$0.00	\$81.00	\$567.00
E12788	Inf - Roads - Woodhouse Road - Asphalt Resurfacing	430	Non Operating Expenditure Tran	\$19,846.00	\$19,846.00	\$8,500.00 match actuals-completed	\$7,938.00	\$0.00	\$0.00	\$8,433.20	\$8,433.20	\$11,412.80
E12676	Inf - Roads - Allen Street - Widen Road Pavement	430	Non Operating Expenditure Tran	\$50,000.00	\$50,000.00	\$50,000.00 no change	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
E12607	Inf - Roads - Preston Pt. Rd - Roads to Recovery Proj	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$2,320.00 no change to total R2R program as fully funded	\$1,158.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,320.00
E12607	Inf - Roads - Preston Pt. Rd - Roads to Recovery Proj	320	Overheads	\$3,186.00	\$3,186.00	\$3,186.00 no change to total R2R program as fully funded	\$1,596.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,186.00
E12607	Inf - Roads - Preston Pt. Rd - Roads to Recovery Proj	330	Plant Operation Costs	\$648.00	\$648.00	\$648.00 no change to total R2R program as fully funded	\$324.00	\$0.00	\$0.00	\$0.00	\$0.00	\$648.00
E12607	Inf - Roads - Preston Pt. Rd - Roads to Recovery Proj	430	Non Operating Expenditure Tran	\$53,846.00	\$53,846.00	\$53,846.00 no change to total R2R program as fully funded	\$21,538.00	\$0.00	\$0.00	\$58,157.75	\$58,157.75	-\$4,311.75
E12608	Inf - Roads - Sewell Street - Roads to Recovery Proj	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$2,320.00 no change to total R2R program as fully funded	\$1,158.00	\$2,475.92	\$2,475.92	\$0.00	\$2,475.92	-\$155.92
E12608	Inf - Roads - Sewell Street - Roads to Recovery Proj	320	Overheads	\$3,186.00	\$3,186.00	\$3,186.00 no change to total R2R program as fully funded	\$1,596.00	\$3,302.20	\$3,302.20	\$0.00	\$3,302.20	-\$116.20
E12608	Inf - Roads - Sewell Street - Roads to Recovery Proj	330	Plant Operation Costs	\$648.00	\$648.00	\$648.00 no change to total R2R program as fully funded	\$324.00	\$81.50	\$81.50	\$0.00	\$81.50	\$566.50
E12608	Inf - Roads - Sewell Street - Roads to Recovery Proj	430	Non Operating Expenditure Tran	\$86,846.00	\$86,846.00	\$86,846.00 no change to total R2R program as fully funded	\$34,738.00	\$300.00	\$300.00	\$65,949.24	\$65,949.24	\$20,896.76
E12616	Inf - Roads - Marmion Street Median Strip	300	Salaries & Wages	\$4,060.00	\$4,060.00	\$4,060.00 no change - contracted to City of Fremantle	\$2,030.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,060.00
E12616	Inf - Roads - Marmion Street Median Strip	320	Overheads	\$5,575.00	\$5,575.00	\$5,575.00 no change - contracted to City of Fremantle	\$2,790.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,575.00
E12616	Inf - Roads - Marmion Street Median Strip	330	Plant Operation Costs	\$1,134.00	\$1,134.00	\$1,134.00 no change - contracted to City of Fremantle	\$564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,134.00
E12616	Inf - Roads - Marmion Street Median Strip	430	Non Operating Expenditure Tran	\$5,731.00	\$5,731.00	\$5,731.00 no change - contracted to City of Fremantle	\$2,292.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,731.00
E12776	Infra - Roads - Council Place - Asphalt Resurfacing	300	Salaries & Wages	\$2,320.00	\$2,320.00	\$1,260.00 match actuals-completed	\$1,158.00	\$1,260.33	\$1,260.33	\$0.00	\$1,260.33	\$1,069.67
E12776	Infra - Roads - Council Place - Asphalt Resurfacing	320	Overheads	\$3,186.00	\$3,186.00	\$1,800.00 match actuals-completed	\$1,596.00	\$1,739.26	\$1,739.26	\$0.00	\$1,739.26	\$1,446.74
E12776	Infra - Roads - Council Place - Asphalt Resurfacing	330	Plant Operation Costs	\$648.00	\$648.00	\$1,000.00 match actuals-completed	\$324.00	\$105.50	\$105.50	\$0.00	\$105.50	\$542.50
E12776	Infra - Roads - Council Place - Asphalt Resurfacing	430	Non Operating Expenditure Tran	\$18,846.00	\$18,846.00	\$20,500.00 match actuals-completed	\$7,538.00	\$0.00	\$0.00	\$20,370.00	\$20,370.00	-\$1,524.00
E12710	Infra - Roads - Fraser Street - Asphalt Resurfacing	300	Salaries & Wages	\$2,320.00	\$0.00	\$0.00 deleted August OCM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E12710	Infra - Roads - Fraser Street - Asphalt Resurfacing	320	Overheads	\$3,186.00	\$0.00	\$0.00 deleted August OCM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E12710	Infra - Roads - Fraser Street - Asphalt Resurfacing	330	Plant Operation Costs	\$648.00	\$0.00	\$0.00 deleted August OCM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E12710	Infra - Roads - Fraser Street - Asphalt Resurfacing	430	Non Operating Expenditure Tran	\$39,846.00	\$0.00	\$0.00 deleted August OCM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Roads</b>			<b>\$538,500.00</b>	<b>\$492,500.00</b>	<b>\$465,714.00</b>	<b>\$203,612.00</b>	<b>\$45,038.38</b>	<b>\$45,038.38</b>	<b>\$301,509.21</b>	<b>\$346,547.59</b>	<b>\$145,952.41</b>
00300	ALLOCATED ADMIN EXPENSE - RATE REVENUE	440	Activity Based Distribution	\$57,963.00	\$57,963.00	\$61,459.00 match total ABCs	\$28,980.00	\$29,508.20	\$29,508.20	\$0.00	\$29,508.20	\$28,454.80
E03258	Direct Costs of Levying Rates	340	Materials	\$0.00	\$0.00	\$0.00 no change - materials and contract IE codes sum	\$0.00	\$3,900.06	\$3,900.06	\$0.00	\$3,900.06	-\$3,900.06
E03258	Direct Costs of Levying Rates	350	Contractors & Consultants	\$20,000.00	\$20,000.00	\$20,000.00 no change - materials and contract IE codes sum	\$10,002.00	\$9,033.88	\$9,033.88	\$0.00	\$9,033.88	\$10,966.12
E03258	Direct Costs of Levying Rates	390	Other Expenses	\$10,000.00	\$10,000.00	\$20,000.00 no change - materials and contract IE codes sum	\$4,998.00	\$11,200.31	\$11,200.31	\$0.00	\$11,200.31	-\$1,200.31
E03258	Direct Costs of Levying Rates	500	Services	\$3,800.00	\$3,800.00	\$3,800.00 no change - materials and contract IE codes sum	\$1,902.00	\$320.00	\$320.00	\$0.00	\$320.00	\$3,480.00
E03259	Rates Write-off	000	Default	\$0.00	\$0.00	\$0.00 no change	\$0.00	\$1.16	\$1.16	\$0.00	\$1.16	-\$1.16
E03259	Rates Write-off	390	Other Expenses	\$0.00	\$0.00	\$1,000.00 arbitrary budget	\$0.00	\$36.23	\$36.23	\$0.00	\$36.23	-\$36.23
E04237	Valuation Expenses Rates - OpExp	350	Contractors & Consultants	\$6,000.00	\$6,000.00	\$6,000.00 no change	\$3,000.00	\$25.70	\$25.70	\$0.00	\$25.70	\$5,974.30
				<b>\$97,763.00</b>	<b>\$97,763.00</b>	<b>\$112,259.00</b>	<b>\$48,882.00</b>	<b>\$54,025.54</b>	<b>\$54,025.54</b>	<b>\$0.00</b>	<b>\$54,025.54</b>	<b>\$43,737.46</b>
00350	ALLOCATED ADMIN EXPENSE - GOVERNANCE MEMI 440	Activity Based Distribution	\$695,552.00	\$695,552.00	\$737,504.00 match total ABCs	\$347,778.00	\$354,098.38	\$354,098.38	\$0.00	\$354,098.38	\$341,453.62	
E04252	Councillor Training Expenses - MEM - OpExp	350	Contractors & Consultants	\$15,000.00	\$15,000.00	\$15,000.00 no change	\$7,500.00	\$6,649.82	\$6,649.82	\$0.00	\$6,649.82	\$8,350.18
E04253	MAYOR/COUNCILLORS SITTING FEES	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00 no change	\$0.00	\$12,419.34	\$12,419.34	\$0.00	\$12,419.34	-\$12,419.34
E04253	MAYOR/COUNCILLORS SITTING FEES	500	Services	\$149,000.00	\$149,000.00	\$149,000.00 no change	\$74,502.00	\$62,596.70	\$62,596.70	\$0.00	\$62,596.70	\$86,403.30
E04253	Deputy Mayoral Allowance	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00 no change	\$0.00	\$520.84	\$520.84	\$0.00	\$520.84	-\$520.84
E04255	Deputy Mayoral Allowance	500	Services	\$6,250.00	\$6,250.00	\$6,250.00 no change	\$3,126.00	\$2,604.20	\$2,604.20	\$0.00	\$2,604.20	\$3,645.80
E04256	MAYORAL ALLOWANCE	350	Contractors & Consultants	\$25,000.00	\$25,000.00	\$25,000.00 no change	\$12,504.00	\$2,083.34	\$2,083.34	\$0.00	\$2,083.34	\$22,916.66
E04256	MAYORAL ALLOWANCE	500	Services	\$0.00	\$0.00	\$0.00 no change	\$0.00	\$10,416.70	\$10,416.70	\$0.00	\$10,416.70	-\$10,416.70
E04258	RECEPTIONS AND REFRESHMENTS	340	Materials	\$40,000.00	\$40,000.00	\$40,000.00 no change	\$19,998.00	\$2,404.39	\$2,404.39	\$0.00	\$2,404.39	\$37,595.61
E04258	RECEPTIONS AND REFRESHMENTS	390	Other Expenses	\$0.00	\$0.00	\$0.00 no change	\$0.00	\$6,862.46	\$6,862.46	\$3,750.32	\$10,612.78	-\$10,612.78
E04258	RECEPTIONS AND REFRESHMENTS	500	Services	\$0.00	\$0.00	\$0.00 no change	\$0.00	\$13,943.27	\$13,943.27	\$0.00	\$13,943.27	-\$13,943.27
E04262	MEMBERS INSURANCE	365	Insurance	\$33,065.00	\$33,065.00	\$33,065.00 no change	\$33,065.00	\$33,065.13	\$33,065.13	\$0.00	\$33,065.13	-\$0.13
E04268	MEMBERS ICT ALLOWANCE AND EXPENSES	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00 no change	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	-\$2,000.00
E04268	MEMBERS ICT ALLOWANCE AND EXPENSES	500	Services	\$27,000.00	\$27,000.00	\$27,000.00 no change	\$13,500.00	\$9,500.00	\$9,500.00	\$0.00	\$9,500.00	\$17,500.00
E04270	Sponsorship - MEM - OpExp	370	Contributions,Donations,Grants	\$20,000.00	\$20,000.00	\$20,000.00 \$8,000 available Round 3	\$10,000.00	\$4,294.83	\$4,294.83	\$0.00	\$4,294.83	\$15,705.17
E08203	DONATIONS - ALL OTHER	370	Contributions,Donations,Grants	\$5,000.00	\$5,000.00	\$5,000.00 no change	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
000005	Administration Expense-Allocated	440	Activity Based Distribution	-\$2,318,506.00	-\$2,318,506.00	-\$2,848,348.00 no change	-\$1,159,254.00	-\$1,180,327.94	-\$1,180,327.94	\$0.00	-\$1,180,327.94	-\$1,134,178.06
001521	BANK FEES	390										



# REPORT 12.2.1

# ATTACHMENT 1

COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget		Current Budget		Forecast 30 June		YTD Budget	YTD Actual	Total Actual	Purchase Order				
				2019	Reason for Budget Variation	2019	Reason for Budget Variation	YTD Budget	YTD Actual				Total Committed	Variance \$			
E04211	Printing & Stationery	500	Services	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$160.00	\$160.00	\$1,173.00	\$1,333.00	\$1,333.00	\$1,333.00	\$160.00	\$-160.00	
E04213	TELEPHONE	340	Materials	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$49.95	\$49.95	\$0.00	\$49.95	\$0.00	\$49.95	\$0.00	\$-49.95	
E04213	TELEPHONE	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$150.00	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00	\$-150.00	
E04213	TELEPHONE	360	Public Utilities & Govt Fees	\$17,000.00	\$17,000.00	\$17,000.00	no change - total budget matches actuals	\$8,502.00	\$2,977.07	\$2,977.07	\$1,361.23	\$4,338.30	\$4,338.30	\$12,661.70	\$12,661.70	\$-388.19	
E04213	TELEPHONE	500	Services	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$388.19	\$388.19	\$0.00	\$388.19	\$0.00	\$388.19	\$0.00	\$-388.19	
E04215	ADVERTISING	350	Contractors & Consultants	\$16,000.00	\$16,000.00	\$16,000.00	no change - total budget matches actuals	\$7,998.00	\$3,913.77	\$3,913.77	\$0.00	\$3,913.77	\$0.00	\$3,913.77	\$0.00	\$12,086.23	
E04215	ADVERTISING	390	Other Expenses	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$4,624.28	\$4,624.28	\$0.00	\$4,624.28	\$0.00	\$4,624.28	\$0.00	\$-4,624.28	
E04217	EQUIPMENT MAINTENANCE	340	Materials	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$113.17	\$113.17	\$0.00	\$113.17	\$0.00	\$113.17	\$0.00	\$-113.17	
E04217	EQUIPMENT MAINTENANCE	350	Contractors & Consultants	\$10,000.00	\$10,000.00	\$10,000.00	no change - total budget matches actuals	\$4,998.00	\$2,434.65	\$2,434.65	\$1,329.48	\$3,764.13	\$6,235.87	\$6,235.87	\$0.00	\$5,000.00	
E04217	EQUIPMENT MAINTENANCE	500	Services	\$6,000.00	\$6,000.00	\$6,000.00	no change - total budget matches actuals	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-3,000.00	
E04221	COMPUTER SYSTEM SUPPORT & LICENSES	340	Materials	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$2,025.01	\$2,025.01	\$0.00	\$2,025.01	\$0.00	\$2,025.01	\$0.00	\$-2,025.01	
E04221	COMPUTER SYSTEM SUPPORT & LICENSES	350	Contractors & Consultants	\$48,000.00	\$48,000.00	\$64,000.00	Increase to support enterprise system enhancements	\$24,000.00	\$50,998.97	\$50,998.97	\$2,031.20	\$53,030.17	\$50,000.00	\$53,030.17	\$50,000.00	\$-3,000.17	
E04221	COMPUTER SYSTEM SUPPORT & LICENSES	360	Public Utilities & Govt Fees	\$27,120.00	\$27,120.00	\$27,120.00	no change - total budget matches actuals	\$13,560.00	\$8,178.25	\$8,178.25	\$16,316.75	\$24,495.00	\$24,495.00	\$24,495.00	\$24,495.00	\$0.00	
E04221	COMPUTER SYSTEM SUPPORT & LICENSES	500	Services	\$115,500.00	\$115,500.00	\$115,500.00	no change - total budget matches actuals	\$57,750.00	\$54,684.49	\$54,684.49	\$22,110.40	\$76,794.89	\$38,705.11	\$76,794.89	\$38,705.11	\$0.00	
E04227	Subscriptions - Admin	340	Materials	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$943.63	\$943.63	\$0.00	\$943.63	\$0.00	\$943.63	\$0.00	\$-943.63	
E04227	Subscriptions - Admin	350	Contractors & Consultants	\$26,000.00	\$26,000.00	\$35,000.00	match actuals	\$13,000.00	\$35,310.16	\$35,310.16	\$0.00	\$35,310.16	\$0.00	\$35,310.16	\$0.00	\$-9,310.16	
E04227	Subscriptions - Admin	370	Contributions, Donations, Grants	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$227.27	\$227.27	\$0.00	\$227.27	\$0.00	\$227.27	\$0.00	\$-227.27	
E04230	POSTAGE AND FREIGHT	350	Contractors & Consultants	\$14,000.00	\$14,000.00	\$14,000.00	no change	\$7,002.00	\$4,952.20	\$4,952.20	\$0.00	\$4,952.20	\$0.00	\$4,952.20	\$0.00	\$9,047.80	
E04230	POSTAGE AND FREIGHT	500	Services	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$55.48	\$55.48	\$0.00	\$55.48	\$0.00	\$55.48	\$0.00	\$-55.48	
E04230	Debtor Write Offs	390	Other Expenses	\$0.00	\$0.00	\$40,000.00	write-offs as per Council resolution	\$0.00	\$38,711.06	\$38,711.06	\$0.00	\$38,711.06	\$0.00	\$38,711.06	\$0.00	\$-38,711.06	
E04233	VEHICLE EXPENSES - ADMINISTRATION	330	Plant Operation Costs	\$25,000.00	\$25,000.00	\$25,000.00	no change	\$12,498.50	\$11,902.56	\$11,902.56	\$0.00	\$11,902.56	\$0.00	\$11,902.56	\$0.00	\$13,097.44	
E04235	AUDIT FEES	350	Contractors & Consultants	\$18,000.00	\$18,000.00	\$30,000.00	70% increase in audit fee under DAG	\$9,000.00	\$1,760.00	\$1,760.00	\$0.00	\$1,760.00	\$0.00	\$1,760.00	\$0.00	\$16,240.00	
E04235	AUDIT FEES	500	Services	\$0.00	\$0.00	\$0.00	70% increase in audit fee under DAG	\$0.00	\$4,414.30	\$4,414.30	\$0.00	\$4,414.30	\$0.00	\$4,414.30	\$0.00	\$-4,414.30	
E04239	CONSULTANTS-LEGAL/ADMIN	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$14,000.00	\$14,000.00	\$7,670.22	\$21,670.22	\$21,670.22	\$21,670.22	\$21,670.22	\$0.00	
E04239	CONSULTANTS-LEGAL/ADMIN	500	Services	\$60,000.00	\$60,000.00	\$60,000.00	no change - total budget matches actuals	\$30,000.00	\$13,072.53	\$13,072.53	\$4,687.50	\$17,760.03	\$42,239.97	\$17,760.03	\$42,239.97	\$0.00	
E04243	Staff Uniform	340	Materials	\$7,000.00	\$7,000.00	\$7,000.00	no change	\$3,498.00	\$924.00	\$924.00	\$3,711.38	\$4,635.38	\$2,364.62	\$4,635.38	\$2,364.62	\$0.00	
E04243	Staff Uniform	500	Services	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$0.00	\$0.00	\$410.14	\$410.14	\$410.14	\$410.14	\$410.14	\$0.00	
E04245	Staff Conferences	350	Contractors & Consultants	\$15,000.00	\$15,000.00	\$15,000.00	no change	\$7,500.00	\$1,272.90	\$1,272.90	\$304.55	\$1,577.45	\$1,577.45	\$1,577.45	\$1,577.45	\$0.00	
E04245	Staff Conferences	390	Other Expenses	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$1,869.09	\$1,869.09	\$189.09	\$2,058.18	\$2,058.18	\$2,058.18	\$2,058.18	\$0.00	
E04245	Staff Conferences	500	Services	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$956.54	\$956.54	\$1,163.64	\$2,120.18	\$2,120.18	\$2,120.18	\$2,120.18	\$0.00	
E04248	Learning and Development	350	Contractors & Consultants	\$25,000.00	\$25,000.00	\$25,000.00	no change	\$12,500.00	\$295.45	\$295.45	\$0.00	\$295.45	\$0.00	\$295.45	\$0.00	\$24,704.55	
E04248	Learning and Development	390	Other Expenses	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$640.91	\$640.91	\$0.00	\$640.91	\$0.00	\$640.91	\$0.00	\$-640.91	
E04249	Equipment Below Threshold - Administration	340	Materials	\$6,000.00	\$6,000.00	\$6,000.00	no change	\$3,000.00	\$440.00	\$440.00	\$0.00	\$440.00	\$0.00	\$440.00	\$0.00	\$5,560.00	
E04249	Equipment Below Threshold - Administration	390	Other Expenses	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$274.55	\$274.55	\$0.00	\$274.55	\$0.00	\$274.55	\$0.00	\$-274.55	
E04250	Office Expenses	340	Materials	\$3,000.00	\$3,000.00	\$3,000.00	no change	\$1,500.00	\$1,740.03	\$1,740.03	\$818.18	\$2,558.21	\$441.79	\$2,558.21	\$441.79	\$0.00	
E04250	Office Expenses	350	Contractors & Consultants	\$2,000.00	\$2,000.00	\$2,000.00	no change	\$1,000.00	\$541.53	\$541.53	\$309.76	\$851.29	\$1,161.05	\$851.29	\$1,161.05	\$0.00	
E04250	Office Expenses	390	Other Expenses	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$47.41	\$47.41	\$0.00	\$47.41	\$0.00	\$47.41	\$0.00	\$-47.41	
E04266	Communications, Advocacy and PR - OpExp	340	Materials	\$0.00	\$0.00	\$0.00	full budget allocated against IE350	\$0.00	\$369.50	\$369.50	\$2,500.00	\$2,869.50	\$2,869.50	\$2,869.50	\$2,869.50	\$0.00	
E04266	Communications, Advocacy and PR - OpExp	350	Contractors & Consultants	\$135,680.00	\$135,680.00	\$95,000.00	adjustment for corporate folders, newsletters, annual	\$67,840.00	\$3,269.65	\$3,269.65	\$22,610.00	\$25,879.65	\$109,800.35	\$25,879.65	\$109,800.35	\$109,800.35	\$0.00
E04266	Communications, Advocacy and PR - OpExp	390	Other Expenses	\$0.00	\$0.00	\$0.00	full budget allocated against IE350	\$0.00	\$3,378.18	\$3,378.18	\$1,344.00	\$4,722.18	\$4,722.18	\$4,722.18	\$4,722.18	\$0.00	
E04266	Communications, Advocacy and PR - OpExp	500	Services	\$0.00	\$0.00	\$0.00	full budget allocated against IE351	\$0.00	\$29,340.00	\$29,340.00	\$3,275.45	\$32,615.45	\$32,615.45	\$32,615.45	\$32,615.45	\$0.00	
				<b>\$1,151,547.00</b>	<b>\$1,151,547.00</b>	<b>\$1,168,819.00</b>		<b>\$651,139.00</b>	<b>\$609,238.49</b>	<b>\$609,238.49</b>	<b>\$132,351.00</b>	<b>\$741,589.49</b>	<b>\$741,589.49</b>	<b>\$741,589.49</b>	<b>\$409,957.51</b>	<b>\$0.00</b>	
E05220	Dog Registration Day	340	Materials	\$2,000.00	\$2,000.00	\$2,000.00	no change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-2,000.00	
E05230	SALARIES - ANIMAL CONTROL	300	Salaries & Wages	\$27,804.00	\$27,804.00	\$27,804.00	no change	\$13,902.00	\$17,214.74	\$17,214.74	\$0.00	\$17,214.74	\$0.00	\$17,214.74	\$0.00	\$10,589.26	
E05231	Supernannation - Animal Control	310	Employment On Costs Direct	\$1,071.00	\$1,071.00	\$4,300.00	match actuals	\$534.00	\$2,164.06	\$2,164.06	\$0.00	\$2,164.06	\$0.00	\$2,164.06	\$0.00	\$-1,093.06	
E05232	VEHICLE EXP - ANIMAL CONTROL	330	Plant Operation Costs	\$2,250.00	\$2,250.00	\$2,250.00	no change	\$1,128.00	\$790.41	\$790.41	\$0.00	\$790.41	\$0.00	\$790.41	\$0.00	\$1,459.59	
E05232	VEHICLE EXP - ANIMAL CONTROL	500	Services	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$31.82	\$31.82	\$0.00	\$31.82	\$0.00	\$31.82	\$0.00	\$-31.82	
E05233	IMPOUNDING & OTHER EXP - ANIMAL CONTROL	340	Materials	\$14,000.00	\$14,000.00	\$14,000.00	no change	\$7,002.00	\$13,147.20	\$13,147.20	\$3,432.00	\$16,579.20	\$2,579.20	\$16,579.20	\$2,579.20	\$0.00	
E05233	IMPOUNDING & OTHER EXP - ANIMAL CONTROL	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	no change	\$2,500.00	\$1,928.09	\$1,928.09	\$0.00	\$1,928.09	\$0.00	\$1,928.09	\$0.00	\$3,071.91	
E05233	IMPOUNDING & OTHER EXP - ANIMAL CONTROL	390	Other Expenses	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$325.00	\$325.00	\$0.00	\$325.00	\$0.00	\$325.00	\$0.00	\$-325.00	
E05233	IMPOUNDING & OTHER EXP - ANIMAL CONTROL	500	Services	\$0.00	\$0.00	\$5,000.00	match actuals	\$0.00	\$3,636.36	\$3,636.36	\$0.00	\$3,636.36	\$0.00	\$3,636.36	\$0.00	\$-3,636.36	
E05234	LEGAL EXPENSES - ANIMAL CONTROL	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	no change	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
E05234	LEGAL EXPENSES - ANIMAL CONTROL	500	Services	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	\$-250.00	
005000	ALLOCATED ADMIN EXPENSE - OTHER LAW	440	Activity Based Distribution	\$57,963.00	\$57,963.00	\$61,459.00	match total ABCs	\$28,980.00	\$29,508.20	\$29,508.20	\$0.00	\$29,508.20	\$28,454.80	\$29,508.20	\$28,454.80	\$0.00	
E05203	SALARIES - OTH LAW	300	Salaries & Wages	\$18,536.00	\$18,536.00	\$18,536.00	no change	\$9,270.00	\$7,493.43	\$7,493.43	\$0.00	\$7,493.43	\$11,042.57	\$7,493.43	\$11,042.57	\$0.00	
E05205	Supernannation-Ranger Services	310	Employment On Costs Direct	\$3,312.00	\$3,312.00	\$3,312.00	no change	\$1,656.00	\$1,182.62	\$1,182.62	\$0.00	\$1,182.62	\$0.00	\$1,182.62	\$0.00	\$2,029.38	
E05206	VEHICLE EXPENSES - OTH LAW	330	Plant Operation Costs	\$750.00	\$750.00	\$750.00	no change	\$378.00	\$263.47	\$263.47	\$0.00	\$263.47	\$0.00	\$263.47	\$0.00	\$486	

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# ATTACHMENT 1

COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget		Current Budget		Forecast 30 June		YTD Budget	YTD Actual	Total Actual	Purchase Order		
				2019	Reason for Budget Variation	2019	Reason for Budget Variation	YTD Budget	YTD Actual				Total Committed	Variance \$	
004080	DEPRECIATION ON ASSETS - FAM & CHILDREN	410	Depreciation	\$76,902.00	\$76,902.00	\$68,905.00	no change	\$38,454.00	\$34,452.33	\$34,452.33	\$0.00	\$34,452.33	\$42,449.67		
008500	Allocated Admin Expense - HACC - OpExp	440	Activity Based Distribution	\$231,851.00	\$231,851.00	\$245,835.00	match total ABCs	\$115,926.00	\$118,032.79	\$118,032.79	\$0.00	\$118,032.79	\$113,818.21		
E08207	HACC SALARIES	300	Salaries & Wages	\$429,864.00	\$429,864.00	\$429,864.00	no change - fully funded program	\$214,932.00	\$225,358.07	\$225,358.07	\$0.00	\$225,358.07	\$204,605.98		
E08208	HACC SUPERANNUATION	310	Employment On Costs Direct	\$52,727.00	\$52,727.00	\$52,727.00	no change - fully funded program	\$26,364.00	\$28,426.01	\$28,426.01	\$0.00	\$28,426.01	\$24,300.99		
E08210	HACC Service Unit - All Service Programs - Op Exp	300	Salaries & Wages	\$0.00	\$0.00	\$0.00	no change - fully funded program	\$0.00	\$3,738.57	\$3,738.57	\$0.00	\$3,738.57	\$-1,738.57		
E08210	HACC Service Unit - All Service Programs - Op Exp	310	Employment On Costs Direct	\$6,000.00	\$6,000.00	\$6,000.00	no change - fully funded program	\$3,000.00	\$2,387.74	\$2,387.74	\$0.00	\$2,387.74	\$3,612.26		
E08210	HACC Service Unit - All Service Programs - Op Exp	330	Plant Operation Costs	\$40,000.00	\$40,000.00	\$40,000.00	no change - fully funded program	\$19,998.00	\$41,951.40	\$41,951.40	\$0.00	\$41,951.40	\$-2,783.40		
E08210	HACC Service Unit - All Service Programs - Op Exp	340	Materials	\$50,000.00	\$50,000.00	\$50,000.00	no change - fully funded program	\$25,000.00	\$20,438.54	\$20,438.54	\$1,181.91	\$21,620.45	\$28,379.55		
E08210	HACC Service Unit - All Service Programs - Op Exp	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00	no change - fully funded program	\$0.00	\$90.91	\$90.91	\$0.00	\$90.91	\$-90.91		
E08210	HACC Service Unit - All Service Programs - Op Exp	360	Public Utilities & Govt Fees	\$5,500.00	\$5,500.00	\$5,500.00	no change - fully funded program	\$2,748.00	\$2,612.63	\$2,612.63	\$0.00	\$2,612.63	\$2,887.37		
E08210	HACC Service Unit - All Service Programs - Op Exp	365	Insurance	\$14,037.00	\$14,037.00	\$14,037.00	no change - fully funded program	\$14,037.00	\$14,035.88	\$14,035.88	\$0.00	\$14,035.88	\$1.12		
E08210	HACC Service Unit - All Service Programs - Op Exp	390	Other Expenses	\$1,000.00	\$1,000.00	\$1,000.00	no change - fully funded program	\$504.00	\$254.30	\$254.30	\$0.00	\$254.30	\$745.70		
E08210	HACC Service Unit - All Service Programs - Op Exp	500	Services	\$15,000.00	\$15,000.00	\$15,000.00	no change - fully funded program	\$7,500.00	\$260.53	\$260.53	\$227.28	\$487.81	\$14,512.19		
E08211	HACC Service - Day Centre - Materials and Minor Eq	340	Materials	\$10,000.00	\$10,000.00	\$10,000.00	no change - fully funded program	\$4,998.00	\$1,657.28	\$1,657.28	\$0.00	\$1,657.28	\$8,342.72		
E08211	HACC Service - Day Centre - Materials and Minor Eq	390	Other Expenses	\$0.00	\$0.00	\$0.00	no change - fully funded program	\$0.00	\$7.27	\$7.27	\$0.00	\$7.27	\$-7.27		
E08234	EF Community Centre Bldg - Hacc, Tricolore	300	Salaries & Wages	\$0.00	\$0.00	\$0.00	no change - nominal actuals	\$0.00	\$89.60	\$89.60	\$0.00	\$89.60	\$-89.60		
E08234	EF Community Centre Bldg - Hacc, Tricolore	320	Overheads	\$0.00	\$0.00	\$0.00	no change - nominal actuals	\$0.00	\$123.65	\$123.65	\$0.00	\$123.65	\$-123.65		
E08234	EF Community Centre Bldg - Hacc, Tricolore	330	Plant Operation Costs	\$0.00	\$0.00	\$0.00	no change - nominal actuals	\$0.00	\$15.00	\$15.00	\$0.00	\$15.00	\$-15.00		
E08234	EF Community Centre Bldg - Hacc, Tricolore	340	Materials	\$0.00	\$0.00	\$0.00	no change - nominal actuals	\$0.00	\$857.91	\$857.91	\$0.00	\$857.91	\$-857.91		
E08234	EF Community Centre Bldg - Hacc, Tricolore	360	Public Utilities & Govt Fees	\$5,200.00	\$5,200.00	\$5,200.00	no change	\$2,598.00	\$3,137.07	\$3,137.07	\$0.00	\$3,137.07	\$2,062.93		
E08234	EF Community Centre Bldg - Hacc, Tricolore	365	insurance	\$3,418.00	\$3,418.00	\$3,418.00	no change	\$3,418.00	\$3,107.28	\$3,107.28	\$0.00	\$3,107.28	\$370.72		
E08234	EF Community Centre Bldg - Hacc, Tricolore	500	Services	\$14,000.00	\$14,000.00	\$14,000.00	no change - Capex PO 154k	\$7,000.00	\$8,072.50	\$8,072.50	\$600.00	\$8,672.50	\$5,627.50		
E08205	GLYDE IN CENTRE COUNCIL CONT.	370	Contributions,Donations,Grants	\$84,000.00	\$84,000.00	\$84,000.00	no change	\$42,000.00	\$42,000.00	\$42,000.00	\$0.00	\$42,000.00	\$42,000.00		
E08205	GLYDE IN CENTRE COUNCIL CONT.	500	Services	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$1,149.55	\$1,149.55	\$0.00	\$1,149.55	\$-1,149.55		
E08220	GLYDE-IN COMM GRP-BLDG MTCE	340	Materials	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$286.00	\$286.00	\$0.00	\$286.00	\$-286.00		
E08220	GLYDE-IN COMM GRP-BLDG MTCE	350	Contractors & Consultants	\$3,000.00	\$3,000.00	\$3,000.00	no change	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00		
E08220	GLYDE-IN COMM GRP-BLDG MTCE	360	Public Utilities & Govt Fees	\$3,500.00	\$3,500.00	\$3,500.00	no change	\$1,752.00	\$818.75	\$818.75	\$0.00	\$818.75	\$2,681.25		
E08220	GLYDE-IN COMM GRP-BLDG MTCE	365	insurance	\$477.00	\$477.00	\$477.00	no change	\$477.00	\$433.64	\$433.64	\$0.00	\$433.64	\$43.36		
				<b>\$1,057,823.00</b>	<b>\$1,057,823.00</b>	<b>\$1,061,000.00</b>		<b>\$536,696.00</b>	<b>\$559,133.37</b>	<b>\$559,133.37</b>	<b>\$2,441.19</b>	<b>\$561,974.56</b>	<b>\$495,048.44</b>		
004090	DEPRECIATION ON ASSETS - HOUSING	410	Depreciation	\$5,950.00	\$5,950.00	\$6,000.00	match actuals	\$2,976.00	\$2,999.35	\$2,999.35	\$0.00	\$2,999.35	\$2,950.65		
E09201	BUILDING MAINTENANCE - ALLEN ST. UNITS	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	no change - total budget matches actuals	\$2,502.00	\$9,280.11	\$9,280.11	\$0.00	\$9,280.11	\$-4,280.11		
E09201	BUILDING MAINTENANCE - ALLEN ST. UNITS	360	Public Utilities & Govt Fees	\$8,500.00	\$8,500.00	\$8,500.00	no change - total budget matches actuals	\$4,248.00	\$4,112.63	\$4,112.63	\$0.00	\$4,112.63	\$4,387.37		
E09201	BUILDING MAINTENANCE - ALLEN ST. UNITS	365	Insurance	\$1,180.00	\$1,180.00	\$1,180.00	no change - total budget matches actuals	\$1,180.00	\$2,911.36	\$2,911.36	\$0.00	\$2,911.36	\$-1,731.36		
E09201	BUILDING MAINTENANCE - ALLEN ST. UNITS	500	Services	\$35,000.00	\$35,000.00	\$35,000.00	no change - total budget matches actuals	\$17,502.00	\$9,317.66	\$9,317.66	\$0.00	\$9,317.66	\$25,682.34		
				<b>\$55,630.00</b>	<b>\$55,630.00</b>	<b>\$55,680.00</b>		<b>\$28,408.00</b>	<b>\$28,621.11</b>	<b>\$28,621.11</b>	<b>\$0.00</b>	<b>\$28,621.11</b>	<b>\$27,008.89</b>		
010000	ALLOCATED ADMIN EXP-SANITATION	440	Activity Based Distribution	\$57,963.00	\$57,963.00	\$61,459.00	match total ABCs	\$28,980.00	\$29,508.20	\$29,508.20	\$0.00	\$29,508.20	\$28,454.80		
E10201	DOM/COMM REFUSE COLLECTION	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00	no change (outstanding december invoice)	\$0.00	\$23,728.22	\$23,728.22	\$0.00	\$23,728.22	\$-23,728.22		
E10201	DOM/COMM REFUSE COLLECTION	500	Services	\$276,000.00	\$276,000.00	\$276,000.00	no change (outstanding december invoice)	\$138,000.00	\$72,971.07	\$72,971.07	\$34,273.89	\$107,244.96	\$168,755.04		
E10202	Dom/Comm Recycling Clection	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00	no change (outstanding december invoice)	\$0.00	\$2,361.57	\$2,361.57	\$0.00	\$2,361.57	\$-2,361.57		
E10202	Dom/Comm Recycling Clection	500	Services	\$169,000.00	\$169,000.00	\$169,000.00	no change (outstanding december invoice)	\$84,498.00	\$65,904.35	\$65,904.35	\$20,660.75	\$86,565.10	\$82,434.90		
E10203	RATEPAYER TIP PASS FEES	350	Contractors & Consultants	\$20,000.00	\$20,000.00	\$20,000.00	no change	\$10,002.00	\$9,200.00	\$9,200.00	\$0.00	\$9,200.00	\$10,800.00		
E10204	Annual Bulk & Green Waste	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$18,611.33	\$18,611.33	\$0.00	\$18,611.33	\$-18,611.33		
E10204	Annual Bulk & Green Waste	500	Services	\$85,000.00	\$85,000.00	\$85,000.00	no change - total budget matches actuals	\$42,498.00	\$3,120.00	\$3,120.00	\$18,348.37	\$21,468.37	\$63,531.63		
E10210	STREET BIN MAINTENANCE	300	Salaries & Wages	\$5,075.00	\$5,075.00	\$5,075.00	no change	\$2,538.00	\$2,079.45	\$2,079.45	\$0.00	\$2,079.45	\$2,995.55		
E10210	STREET BIN MAINTENANCE	320	Overheads	\$6,970.00	\$6,970.00	\$6,970.00	no change	\$3,486.00	\$2,864.56	\$2,864.56	\$0.00	\$2,864.56	\$4,105.44		
E10210	STREET BIN MAINTENANCE	330	Plant Operation Costs	\$1,417.00	\$1,417.00	\$1,417.00	no change	\$708.00	\$15.50	\$15.50	\$0.00	\$15.50	\$1,401.50		
E10210	STREET BIN MAINTENANCE	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	no change	\$2,502.00	\$83.74	\$83.74	\$0.00	\$83.74	\$4,916.26		
E10210	STREET BIN MAINTENANCE	500	Services	\$25,000.00	\$25,000.00	\$25,000.00	no change	\$12,498.00	\$4,455.32	\$4,455.32	\$5,061.21	\$9,516.53	\$15,483.47		
E10212	City of Fremantle Cont. - Waste Facility	350	Contractors & Consultants	\$90,000.00	\$90,000.00	\$90,000.00	no change - agreement	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00		
E10221	SMRC - Capital Loan Annual Repayment	370	Contributions,Donations,Grants	\$118,373.00	\$118,373.00	\$118,373.00	no change - \$58,364 loan 33 payout	\$59,286.00	\$66,941.49	\$66,941.49	\$0.00	\$66,941.49	\$51,631.51		
E10222	SMRC Materials Recovery Fees	350	Contractors & Consultants	\$137,500.00	\$137,500.00	\$90,000.00	reduced gate fees recyclables	\$68,748.00	\$24,573.62	\$24,573.62	\$0.00	\$24,573.62	\$112,926.38		
E10222	SMRC Materials Recovery Fees	500	Services	\$0.00	\$0.00	\$0.00	reduced gate fees recyclables	\$0.00	\$-252.88	\$-252.88	\$0.00	\$-252.88	\$252.88		
E10224	SMRC Greenwaste Fees	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00	no change (outstanding december invoice)	\$0.00	\$81.82	\$81.82	\$0.00	\$81.82	\$-81.82		
E10224	SMRC Greenwaste Fees	500	Contractors & Consultants	\$27,606.00	\$27,606.00	\$27,606.00	no change (outstanding december invoice)	\$13,800.00	\$7,558.54	\$7,558.54	\$0.00	\$7,558.54	\$20,047.46		
E10227	SMRC Waste Composting Fees	350	Contractors & Consultants	\$605,175.00	\$605,175.00	\$605,175.00	no change (outstanding december invoice)	\$302,586.00	\$239,918.86	\$239,918.86	\$0.00	\$239,918.86	\$365,256.14		
E10227	SMRC Waste Composting Fees	500	Services	\$0.00	\$0.00	\$0.00	no change (outstanding december invoice)	\$0.00	\$39,382.59	\$39,382.59	\$318.91	\$39,701.50	\$-39,701.50		
E10207	Purchase Bins	340	Materials	\$15,000.00	\$15,000.00	\$15,000.00	no change	\$7,500.00	\$7,479.70	\$7,479.70	\$0.00	\$7,479.70	\$7,520.30		
E10208	PURCHASE COMPOST BINS	350	Contractors & Consultants	\$500.00	\$500.00	\$500.00	no change	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00		
E10225	CONTRIB. REGIONAL WASTE MANAGE	370	Contributions,Donations,Grants	\$25,237.00	\$25,237.00	\$25,237.00	no change	\$25,237.00	\$25,548.00	\$25,548.00	\$0.00	\$25,548.00	\$-311.00		
010100	ALLOCATED ADMIN EXPENSE - TOWN PLNG	440	Activity Based Distribution	\$231,851.00	\$231,851.00	\$245,835.00	match total ABCs	\$115,926.00	\$118,032.79	\$118,032.79	\$0.00	\$118,032.79	\$113,818.21		
E10209	SALARIES-TOWN PLANNING	300	Salaries & Wages	\$439,193.00	\$439,193.00	\$439,193.00	no change	\$219,600.00	\$213,971.55	\$213,971.55	\$0.00	\$213,971.55	\$225,221.45		
E10211	SUPERANNUATION AND ON-COSTS - TPLAN - OPEX	310	Employment On Costs Direct	\$52,390.00	\$52,390.00	\$52,390.00	no change	\$26,196.00	\$27,930.71	\$27,930.71	\$0.00	\$27,930.71	\$24,459.29		
E10213	Vehicle Expenses - Planning	330	Plant Operation Costs	\$9,000.00	\$9,000.00	\$9,000.00	no change	\$4,500.00	\$4,670.43	\$4,670.43	\$0.00	\$4,670.43	\$4,329.57		
E10214	Advertising - Planning & Development	340	Materials	\$2,000.00											



# REPORT 12.2.1

# ATTACHMENT 1

COA	Description	IE Summary	Inc/Exp Analysis Summary	Forecast 30 June			YTD Budget	YTD Actual	Total Actual	Purchase Order			
				Original Budget	Current Budget	Reason for Budget Variation				Value	Total Committed	Variance \$	
E10267	Riverside Boat Ramps & Boat Pen maint - OpExp	350	Contractors & Consultants	\$12,000.00	\$12,000.00	\$12,000.00	no change	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00
E10267	Riverside Boat Ramps & Boat Pen maint - OpExp	360	Public Utilities & Govt Fees	\$5,700.00	\$5,700.00	\$5,700.00	no change	\$2,850.00	\$1,013.96	\$1,013.96	\$0.00	\$1,013.96	\$4,686.04
E10267	Riverside Boat Ramps & Boat Pen maint - OpExp	365	Insurance	\$3,413.00	\$3,413.00	\$3,413.00	no change	\$3,413.00	\$3,102.72	\$3,102.72	\$0.00	\$3,102.72	\$310.28
004115	DEPRECIATION ON ASSETS - PARKS	410	Depreciation	\$1,151,474.00	\$1,151,474.00	\$1,549,303.00	match actuals	\$579,786.00	\$774,651.51	\$774,651.51	\$0.00	\$774,651.51	\$376,822.49
004116	LOSS ON SALE OF ASSETS	420	Loss On Asset Disposal	\$0.00	\$0.00	\$0.00	no change - non-cash	\$0.00	\$6,409.09	\$6,409.09	\$0.00	\$6,409.09	-\$6,409.09
011100	ALLOCATED ADMIN EXPENSE - OTHER RECREATION	440	Activity Based Distribution	\$231,851.00	\$231,851.00	\$245,835.00	match total ABCs	\$115,926.00	\$118,032.80	\$118,032.80	\$0.00	\$118,032.80	\$113,818.20
E11203	Pedestrian Access Study - Foreshore and Yacht Club	350	Contractors & Consultants	\$45,000.00	\$45,000.00	\$0.00	project deferred	\$22,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00
E12104	MERV COWAN PARK	300	Salaries & Wages	\$9,570.00	\$9,570.00	\$9,570.00	no change - total budget matches actuals	\$4,788.23	\$5,884.23	\$5,884.23	\$0.00	\$5,884.23	\$3,685.77
E12104	MERV COWAN PARK	310	Employment On Costs Direct	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$176.10	\$176.10	\$0.00	\$176.10	-\$176.10
E12104	MERV COWAN PARK	320	Overheads	\$13,142.00	\$13,142.00	\$13,142.00	no change - total budget matches actuals	\$6,570.00	\$8,081.11	\$8,081.11	\$0.00	\$8,081.11	\$5,060.89
E12104	MERV COWAN PARK	330	Plant Operation Costs	\$2,673.00	\$2,673.00	\$2,673.00	no change - total budget matches actuals	\$1,338.00	\$1,323.03	\$1,323.03	\$0.00	\$1,323.03	\$1,349.97
E12104	MERV COWAN PARK	350	Contractors & Consultants	\$2,000.00	\$2,000.00	\$2,000.00	no change - total budget matches actuals	\$1,002.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
E12104	MERV COWAN PARK	360	Public Utilities & Govt Fees	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$162.23	\$162.23	\$0.00	\$162.23	-\$162.23
E12104	MERV COWAN PARK	500	Services	\$4,000.00	\$4,000.00	\$4,000.00	no change - total budget matches actuals	\$1,998.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
E11205	J. DOLAN PARK	300	Salaries & Wages	\$4,060.00	\$4,060.00	\$4,060.00	no change - total budget matches actuals	\$2,028.67	\$2,858.67	\$2,858.67	\$0.00	\$2,858.67	\$1,201.33
E11205	J. DOLAN PARK	320	Overheads	\$5,576.00	\$5,576.00	\$5,576.00	no change - total budget matches actuals	\$2,790.00	\$3,937.08	\$3,937.08	\$0.00	\$3,937.08	\$1,638.92
E11205	J. DOLAN PARK	330	Plant Operation Costs	\$1,134.00	\$1,134.00	\$1,134.00	no change - total budget matches actuals	\$570.00	\$799.50	\$799.50	\$0.00	\$799.50	\$334.50
E11205	J. DOLAN PARK	350	Contractors & Consultants	\$800.00	\$800.00	\$800.00	no change - total budget matches actuals	\$402.00	\$152.73	\$152.73	\$0.00	\$152.73	\$647.27
E11205	J. DOLAN PARK	360	Public Utilities & Govt Fees	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$4.92	\$4.92	\$0.00	\$4.92	-\$4.92
E11206	W.H. KITSON PARK	300	Salaries & Wages	\$8,410.00	\$8,410.00	\$8,410.00	no change - total budget matches actuals	\$4,205.00	\$4,649.22	\$4,649.22	\$0.00	\$4,649.22	\$3,760.78
E11206	W.H. KITSON PARK	320	Overheads	\$11,550.00	\$11,550.00	\$11,550.00	no change - total budget matches actuals	\$5,778.00	\$6,408.06	\$6,408.06	\$0.00	\$6,408.06	\$5,141.94
E11206	W.H. KITSON PARK	330	Plant Operation Costs	\$2,349.00	\$2,349.00	\$2,349.00	no change - total budget matches actuals	\$1,176.00	\$1,272.00	\$1,272.00	\$0.00	\$1,272.00	\$1,077.00
E11206	W.H. KITSON PARK	350	Contractors & Consultants	\$100.00	\$100.00	\$100.00	no change - total budget matches actuals	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
E11207	JOHN TONKIN PARK	300	Salaries & Wages	\$7,250.00	\$7,250.00	\$7,250.00	no change - total budget matches actuals	\$3,624.00	\$5,976.35	\$5,976.35	\$0.00	\$5,976.35	\$1,273.65
E11207	JOHN TONKIN PARK	320	Overheads	\$9,657.00	\$9,657.00	\$9,657.00	no change - total budget matches actuals	\$4,830.00	\$8,220.08	\$8,220.08	\$0.00	\$8,220.08	\$1,436.92
E11207	JOHN TONKIN PARK	330	Plant Operation Costs	\$2,025.00	\$2,025.00	\$2,025.00	no change - total budget matches actuals	\$1,014.00	\$1,310.50	\$1,310.50	\$0.00	\$1,310.50	\$714.50
E11207	JOHN TONKIN PARK	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	no change - total budget matches actuals	\$2,502.00	\$4,276.70	\$4,276.70	\$0.00	\$4,276.70	\$723.30
E11207	JOHN TONKIN PARK	360	Public Utilities & Govt Fees	\$21,000.00	\$21,000.00	\$21,000.00	no change - total budget matches actuals	\$10,500.00	\$3,415.68	\$3,415.68	\$0.00	\$3,415.68	\$17,584.32
E11207	JOHN TONKIN PARK	500	Services	\$17,000.00	\$17,000.00	\$17,000.00	no change - total budget matches actuals	\$8,500.00	\$14,215.07	\$14,215.07	\$513.64	\$14,728.71	\$2,271.29
E11208	NORM MCKENZIE PARK	300	Salaries & Wages	\$4,930.00	\$4,930.00	\$4,930.00	no change - total budget matches actuals	\$2,465.00	\$2,514.74	\$2,514.74	\$0.00	\$2,514.74	\$2,316.26
E11208	NORM MCKENZIE PARK	320	Overheads	\$6,770.00	\$6,770.00	\$6,770.00	no change - total budget matches actuals	\$3,384.00	\$3,453.26	\$3,453.26	\$0.00	\$3,453.26	\$3,316.74
E11208	NORM MCKENZIE PARK	330	Plant Operation Costs	\$1,377.00	\$1,377.00	\$1,377.00	no change - total budget matches actuals	\$690.00	\$545.00	\$545.00	\$0.00	\$545.00	\$832.00
E11208	NORM MCKENZIE PARK	350	Contractors & Consultants	\$2,300.00	\$2,300.00	\$2,300.00	no change - total budget matches actuals	\$1,152.00	\$212.27	\$212.27	\$0.00	\$212.27	\$2,087.73
E11208	NORM MCKENZIE PARK	360	Public Utilities & Govt Fees	\$750.00	\$750.00	\$750.00	no change - total budget matches actuals	\$378.00	\$196.77	\$196.77	\$0.00	\$196.77	\$553.23
E11208	NORM MCKENZIE PARK	500	Services	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$769.88	\$769.88	\$0.00	\$769.88	-\$769.88
E11209	W. W. WAYMAN RESERVE	300	Salaries & Wages	\$3,480.00	\$3,480.00	\$3,480.00	match actuals	\$1,740.00	\$3,195.10	\$3,195.10	\$0.00	\$3,195.10	\$284.90
E11209	W. W. WAYMAN RESERVE	320	Overheads	\$4,779.00	\$4,779.00	\$8,800.00	match actuals	\$2,388.00	\$4,392.23	\$4,392.23	\$0.00	\$4,392.23	\$386.77
E11209	W. W. WAYMAN RESERVE	330	Plant Operation Costs	\$972.00	\$1,500.00	\$1,500.00	match actuals	\$486.00	\$713.53	\$713.53	\$0.00	\$713.53	\$258.47
E11209	W. W. WAYMAN RESERVE	350	Contractors & Consultants	\$200.00	\$200.00	\$200.00	match actuals	\$102.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
E11209	W. W. WAYMAN RESERVE	360	Public Utilities & Govt Fees	\$0.00	\$0.00	\$0.00	match actuals	\$0.00	\$2.32	\$2.32	\$0.00	\$2.32	-\$2.32
E11210	1ST FREM SEA SCOUTS-BLDG MNT	350	Contractors & Consultants	\$2,000.00	\$2,000.00	\$2,000.00	match actuals IE350/500	\$1,002.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
E11210	1ST FREM SEA SCOUTS-BLDG MNT	365	Insurance	\$1,605.00	\$1,605.00	\$1,605.00	no change	\$1,605.00	\$1,459.10	\$1,459.10	\$0.00	\$1,459.10	\$145.90
E11210	1ST FREM SEA SCOUTS-BLDG MNT	500	Services	\$0.00	\$0.00	\$2,000.00	match actuals IE350/500	\$0.00	\$3,200.00	\$3,200.00	\$0.00	\$3,200.00	-\$1,200.00
E11211	1ST LEEUWIN SEA SCOUTS BLDG MTCE	300	Salaries & Wages	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$29.02	\$29.02	\$0.00	\$29.02	-\$29.02
E11211	1ST LEEUWIN SEA SCOUTS BLDG MTCE	320	Overheads	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$40.05	\$40.05	\$0.00	\$40.05	-\$40.05
E11211	1ST LEEUWIN SEA SCOUTS BLDG MTCE	330	Plant Operation Costs	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$1.00	\$1.00	\$0.00	\$1.00	-\$1.00
E11211	1ST LEEUWIN SEA SCOUTS BLDG MTCE	350	Contractors & Consultants	\$1,000.00	\$1,000.00	\$1,000.00	no change - total budget matches actuals	\$498.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
E11211	1ST LEEUWIN SEA SCOUTS BLDG MTCE	360	Public Utilities & Govt Fees	\$750.00	\$750.00	\$750.00	no change - total budget matches actuals	\$378.00	\$538.79	\$538.79	\$0.00	\$538.79	\$211.21
E11211	1ST LEEUWIN SEA SCOUTS BLDG MTCE	500	Services	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$2,971.05	\$2,971.05	\$0.00	\$2,971.05	-\$2,971.05
E11212	EAST FREMANTLE TENNIS CLUB	300	Overheads	\$0.00	\$0.00	\$7,000.00	match actuals	\$0.00	\$4,100.10	\$4,100.10	\$0.00	\$4,100.10	-\$4,100.10
E11212	EAST FREMANTLE TENNIS CLUB	330	Plant Operation Costs	\$0.00	\$0.00	\$1,000.00	match actuals	\$0.00	\$681.50	\$681.50	\$0.00	\$681.50	-\$681.50
E11212	EAST FREMANTLE TENNIS CLUB	360	Public Utilities & Govt Fees	\$1,300.00	\$1,300.00	\$1,300.00	match actuals	\$648.00	\$319.17	\$319.17	\$0.00	\$319.17	\$980.83
E11212	EAST FREMANTLE TENNIS CLUB	365	Insurance	\$3,761.00	\$3,761.00	\$3,761.00	match actuals	\$3,761.00	\$3,419.10	\$3,419.10	\$0.00	\$3,419.10	\$341.90
E11212	EAST FREMANTLE TENNIS CLUB	500	Services	\$0.00	\$0.00	\$4,000.00	match actuals	\$0.00	\$3,888.87	\$3,888.87	\$0.00	\$3,888.87	-\$3,888.87
E11213	EAST FREMANTLE OVAL	300	Salaries & Wages	\$870.00	\$870.00	\$6,000.00	match actuals	\$432.00	\$3,252.09	\$3,252.09	\$0.00	\$3,252.09	-\$2,382.09
E11213	EAST FREMANTLE OVAL	320	Overheads	\$1,194.00	\$1,194.00	\$8,000.00	match actuals	\$600.00	\$4,449.54	\$4,449.54	\$0.00	\$4,449.54	-\$3,255.54
E11213	EAST FREMANTLE OVAL	330	Plant Operation Costs	\$243.00	\$243.00	\$1,000.00	match actuals	\$120.00	\$811.50	\$811.50	\$0.00	\$811.50	-\$568.50
E11213	EAST FREMANTLE OVAL	340	Materials	\$0.00	\$0.00	\$0.00	match actuals	\$0.00	\$76.10	\$76.10	\$0.00	\$76.10	-\$76.10
E11213	EAST FREMANTLE OVAL	350	Contractors & Consultants	\$25,000.00	\$25,000.00	\$25,000.00	match actuals	\$12,504.00	\$25,899.99	\$25,899.99	\$0.00	\$25,899.99	-\$899.99
E11213	EAST FREMANTLE OVAL	360	Public Utilities & Govt Fees	\$14,000.00	\$14,000.00	\$14,000.00	match actuals	\$7,002.00	\$8,184.71	\$8,184.71	\$0.00	\$8,184.71	\$5,815.29
E11213	EAST FREMANTLE OVAL	365	Insurance	\$10,522.00	\$10,522.00	\$10,522.00	match actuals	\$10,522.00	\$13,614.03	\$13,614.03	\$0.00	\$13,614.03	-\$3,092.03
E11213	EAST FREMANTLE OVAL	500	Services	\$0.00	\$0.00	\$5,000.00	match actuals	\$0.00	\$2,559.95	\$2,559.95	\$0.00	\$2,559.95	-\$2,559.95
E11214	Riverside Road Reserves	300	Salaries & Wages	\$31,320.00	\$31,320.00	\$31,320.00	no change	\$15,660.00	\$19,371.19	\$19,371.19	\$0.00	\$19,371.19	\$11,948.81
E11214	Riverside Road Reserves	320	Overheads	\$43,013.00	\$43,013.00	\$43,013.00	no change	\$21,504.00	\$26,669.99	\$26,669.99	\$0.00	\$26,669.99	\$16,343.01
E11214	Riverside Road Reserves	330	Plant Operation Costs	\$8,748.00	\$8,748.00	\$8,748.00	no change	\$4,374.00	\$4,488.50	\$4,488.50	\$0.00	\$4,488.50	\$4,259.50
E11214	Riverside Road Reserves	350	Contractors & Consultants	\$4,000.00	\$4,000.00	\$4,000.00	no change	\$1,998.00	\$158.69	\$158.69	\$0.00	\$158.69	\$3,841.31
E11214	Riverside Road Reserves	360	Public Utilities & Govt Fees	\$0.00	\$0.00	\$20,000.00	Town has taken over water account at Kiosk (temporal)	\$0.00	\$12,122.24	\$12,122.24	\$0.00	\$12,122.24	-\$12,122.24
E11214	Riverside Road Reserves	365	Insurance	\$1,075.00	\$1,075.00	\$1,075.00							

# REPORT 12.2.1

# ATTACHMENT 1

COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget		Current Budget		Forecast 30 June		YTD Budget	YTD Actual	Total Actual	Purchase Order		
				2019	Reason for Budget Variation	2018	2019	2018	Value				Total Committed	Variance \$	
E11221	EF CROQUET CLUB-GRDS & B MTCE	300	Salaries & Wages	\$8,700.00	\$8,700.00	\$8,700.00	no change - total budget matches actuals	\$4,350.00	\$2,458.21	\$2,458.21	\$0.00	\$2,458.21	\$0.00	\$2,458.21	\$6,241.79
E11221	EF CROQUET CLUB-GRDS & B MTCE	320	Overheads	\$11,948.00	\$11,948.00	\$11,948.00	no change - total budget matches actuals	\$5,976.00	\$3,392.35	\$3,392.35	\$0.00	\$3,392.35	\$0.00	\$3,392.35	\$8,555.65
E11221	EF CROQUET CLUB-GRDS & B MTCE	330	Plant Operation Costs	\$2,430.00	\$2,430.00	\$2,430.00	no change - total budget matches actuals	\$1,215.00	\$660.00	\$660.00	\$0.00	\$660.00	\$0.00	\$660.00	\$2,061.00
E11221	EF CROQUET CLUB-GRDS & B MTCE	350	Contractors & Consultants	\$6,500.00	\$6,500.00	\$6,500.00	no change - total budget matches actuals	\$3,250.00	\$445.00	\$445.00	\$0.00	\$445.00	\$0.00	\$445.00	\$6,055.00
E11221	EF CROQUET CLUB-GRDS & B MTCE	360	Public Utilities & Govt Fees	\$1,900.00	\$1,900.00	\$1,900.00	no change - total budget matches actuals	\$948.00	\$999.96	\$999.96	\$0.00	\$999.96	\$0.00	\$999.96	\$900.04
E11221	EF CROQUET CLUB-GRDS & B MTCE	365	Insurance	\$589.00	\$589.00	\$589.00	no change - total budget matches actuals	\$589.00	\$535.46	\$535.46	\$0.00	\$535.46	\$0.00	\$535.46	\$35.54
E11222	GOURLEY PARK	300	Salaries & Wages	\$4,060.00	\$4,060.00	\$4,060.00	no change - total budget matches actuals	\$2,028.00	\$3,798.11	\$3,798.11	\$0.00	\$3,798.11	\$0.00	\$3,798.11	\$261.89
E11222	GOURLEY PARK	320	Overheads	\$5,576.00	\$5,576.00	\$5,576.00	no change - total budget matches actuals	\$2,790.00	\$5,167.18	\$5,167.18	\$0.00	\$5,167.18	\$0.00	\$5,167.18	\$408.82
E11222	GOURLEY PARK	330	Plant Operation Costs	\$1,134.00	\$1,134.00	\$1,134.00	no change - total budget matches actuals	\$570.00	\$848.00	\$848.00	\$0.00	\$848.00	\$0.00	\$848.00	\$286.00
E11222	GOURLEY PARK	350	Contractors & Consultants	\$500.00	\$500.00	\$500.00	no change - total budget matches actuals	\$252.00	\$0.00	\$0.00	\$560.00	\$0.00	\$560.00	\$0.00	\$560.00
E11222	GOURLEY PARK	360	Public Utilities & Govt Fees	\$500.00	\$500.00	\$500.00	no change - total budget matches actuals	\$252.00	\$383.27	\$383.27	\$0.00	\$383.27	\$0.00	\$383.27	\$116.73
E11222	GOURLEY PARK	500	Services	\$3,000.00	\$3,000.00	\$3,000.00	no change - total budget matches actuals	\$1,500.00	\$84.00	\$84.00	\$0.00	\$84.00	\$0.00	\$84.00	\$2,916.00
E11223	E. I. CHAPMAN RESERVE	300	Salaries & Wages	\$5,800.00	\$5,800.00	\$12,000.00	match actuals	\$2,898.00	\$5,877.72	\$5,877.72	\$0.00	\$5,877.72	\$0.00	\$5,877.72	-\$77.72
E11223	E. I. CHAPMAN RESERVE	320	Overheads	\$7,965.00	\$7,965.00	\$16,000.00	match actuals	\$3,984.00	\$8,111.33	\$8,111.33	\$0.00	\$8,111.33	\$0.00	\$8,111.33	-\$146.33
E11223	E. I. CHAPMAN RESERVE	330	Plant Operation Costs	\$1,620.00	\$1,620.00	\$1,620.00	no change	\$810.00	\$757.00	\$757.00	\$0.00	\$757.00	\$0.00	\$757.00	\$863.00
E11223	E. I. CHAPMAN RESERVE	350	Contractors & Consultants	\$8,000.00	\$8,000.00	\$8,000.00	no change	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00
E11223	E. I. CHAPMAN RESERVE	500	Services	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$2,477.40	\$2,477.40	\$0.00	\$2,477.40	\$0.00	\$2,477.40	-\$2,477.40
E11224	I. G. HANDCOCK PLAYGROUND MAINT OpExp	300	Salaries & Wages	\$3,915.00	\$3,915.00	\$3,915.00	no change - total budget matches actuals	\$1,956.00	\$3,301.11	\$3,301.11	\$0.00	\$3,301.11	\$0.00	\$3,301.11	\$613.89
E11224	I. G. HANDCOCK PLAYGROUND MAINT OpExp	320	Overheads	\$5,377.00	\$5,377.00	\$5,377.00	no change - total budget matches actuals	\$2,688.00	\$4,539.78	\$4,539.78	\$0.00	\$4,539.78	\$0.00	\$4,539.78	\$837.22
E11224	I. G. HANDCOCK PLAYGROUND MAINT OpExp	330	Plant Operation Costs	\$1,093.00	\$1,093.00	\$1,093.00	no change - total budget matches actuals	\$546.00	\$606.00	\$606.00	\$0.00	\$606.00	\$0.00	\$606.00	\$487.00
E11224	I. G. HANDCOCK PLAYGROUND MAINT OpExp	350	Contractors & Consultants	\$100.00	\$100.00	\$100.00	no change - total budget matches actuals	\$48.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
E11225	STRATFORD STREET PARK	300	Salaries & Wages	\$3,770.00	\$3,770.00	\$3,770.00	no change - total budget matches actuals	\$1,884.00	\$1,022.07	\$1,022.07	\$0.00	\$1,022.07	\$0.00	\$1,022.07	\$2,747.93
E11225	STRATFORD STREET PARK	320	Overheads	\$5,178.00	\$5,178.00	\$5,178.00	no change - total budget matches actuals	\$2,589.00	\$1,410.42	\$1,410.42	\$0.00	\$1,410.42	\$0.00	\$1,410.42	\$3,767.58
E11225	STRATFORD STREET PARK	330	Plant Operation Costs	\$1,053.00	\$1,053.00	\$1,053.00	no change - total budget matches actuals	\$528.00	\$269.50	\$269.50	\$0.00	\$269.50	\$0.00	\$269.50	\$783.50
E11225	STRATFORD STREET PARK	350	Contractors & Consultants	\$500.00	\$500.00	\$500.00	no change - total budget matches actuals	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
E11225	STRATFORD STREET PARK	360	Public Utilities & Govt Fees	\$500.00	\$500.00	\$500.00	no change - total budget matches actuals	\$252.00	\$322.34	\$322.34	\$0.00	\$322.34	\$0.00	\$322.34	\$177.66
E11225	STRATFORD STREET PARK	365	Insurance	\$42.00	\$42.00	\$42.00	no change - total budget matches actuals	\$42.00	\$38.18	\$38.18	\$0.00	\$38.18	\$0.00	\$38.18	\$3.82
E11225	STRATFORD STREET PARK	500	Services	\$2,000.00	\$2,000.00	\$2,000.00	no change - total budget matches actuals	\$1,002.00	\$922.06	\$922.06	\$0.00	\$922.06	\$0.00	\$922.06	\$1,077.94
E11226	ULIRCH PARK	300	Salaries & Wages	\$6,960.00	\$6,960.00	\$6,960.00	no change - total budget matches actuals	\$3,480.00	\$1,142.93	\$1,142.93	\$0.00	\$1,142.93	\$0.00	\$1,142.93	\$5,817.07
E11226	ULIRCH PARK	320	Overheads	\$9,558.00	\$9,558.00	\$9,558.00	no change - total budget matches actuals	\$4,781.22	\$1,577.22	\$1,577.22	\$0.00	\$1,577.22	\$0.00	\$1,577.22	\$7,980.78
E11226	ULIRCH PARK	330	Plant Operation Costs	\$1,944.00	\$1,944.00	\$1,944.00	no change - total budget matches actuals	\$972.00	\$490.00	\$490.00	\$0.00	\$490.00	\$0.00	\$490.00	\$1,454.00
E11226	ULIRCH PARK	350	Contractors & Consultants	\$1,000.00	\$1,000.00	\$1,000.00	no change - total budget matches actuals	\$498.00	\$0.00	\$0.00	\$3,400.00	\$3,400.00	\$0.00	\$3,400.00	-\$2,400.00
E11226	ULIRCH PARK	360	Public Utilities & Govt Fees	\$500.00	\$500.00	\$500.00	no change - total budget matches actuals	\$252.00	\$360.78	\$360.78	\$0.00	\$360.78	\$0.00	\$360.78	\$139.22
E11226	ULIRCH PARK	500	Services	\$4,000.00	\$4,000.00	\$4,000.00	no change - total budget matches actuals	\$1,998.00	\$1,225.88	\$1,225.88	\$0.00	\$1,225.88	\$0.00	\$1,225.88	\$2,774.12
E11227	LOCKE PARK	300	Salaries & Wages	\$11,890.00	\$11,890.00	\$11,890.00	no change - total budget matches actuals	\$5,946.00	\$4,276.62	\$4,276.62	\$0.00	\$4,276.62	\$0.00	\$4,276.62	\$7,613.38
E11227	LOCKE PARK	320	Overheads	\$16,329.00	\$16,329.00	\$16,329.00	no change - total budget matches actuals	\$8,164.50	\$5,901.76	\$5,901.76	\$0.00	\$5,901.76	\$0.00	\$5,901.76	\$10,427.24
E11227	LOCKE PARK	330	Plant Operation Costs	\$3,321.00	\$3,321.00	\$3,321.00	no change - total budget matches actuals	\$1,662.00	\$1,203.00	\$1,203.00	\$0.00	\$1,203.00	\$0.00	\$1,203.00	\$2,118.00
E11227	LOCKE PARK	350	Contractors & Consultants	\$2,100.00	\$2,100.00	\$2,100.00	no change - total budget matches actuals	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100.00
E11227	LOCKE PARK	500	Services	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$162.00	\$162.00	\$0.00	\$162.00	\$0.00	\$162.00	-\$162.00
E11227	LOCKE PARK	365	Insurance	\$219.00	\$219.00	\$219.00	no change - total budget matches actuals	\$219.00	\$199.10	\$199.10	\$0.00	\$199.10	\$0.00	\$199.10	\$19.90
E11229	SURBITON ROAD PARK	300	Salaries & Wages	\$1,740.00	\$1,740.00	\$1,740.00	no change - total budget matches actuals	\$870.00	\$772.30	\$772.30	\$0.00	\$772.30	\$0.00	\$772.30	\$967.70
E11229	SURBITON ROAD PARK	320	Overheads	\$2,390.00	\$2,390.00	\$2,390.00	no change - total budget matches actuals	\$1,195.00	\$1,050.16	\$1,050.16	\$0.00	\$1,050.16	\$0.00	\$1,050.16	\$1,339.84
E11229	SURBITON ROAD PARK	330	Plant Operation Costs	\$486.00	\$486.00	\$486.00	no change - total budget matches actuals	\$243.00	\$73.50	\$73.50	\$0.00	\$73.50	\$0.00	\$73.50	\$412.50
E11229	SURBITON ROAD PARK	350	Contractors & Consultants	\$1,000.00	\$1,000.00	\$1,000.00	no change - total budget matches actuals	\$498.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
E11230	Tennis Court- Moss st	300	Salaries & Wages	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$262.91	\$262.91	\$0.00	\$262.91	\$0.00	\$262.91	-\$262.91
E11230	Tennis Court- Moss st	320	Overheads	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$347.07	\$347.07	\$0.00	\$347.07	\$0.00	\$347.07	-\$347.07
E11230	Tennis Court- Moss st	330	Plant Operation Costs	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$84.00	\$84.00	\$0.00	\$84.00	\$0.00	\$84.00	-\$84.00
E11232	RSL Memorial Rose Garden	300	Salaries & Wages	\$2,900.00	\$2,900.00	\$2,900.00	no change - total budget matches actuals	\$1,452.00	\$1,622.49	\$1,622.49	\$0.00	\$1,622.49	\$0.00	\$1,622.49	\$1,277.51
E11232	RSL Memorial Rose Garden	320	Overheads	\$3,983.00	\$3,983.00	\$3,983.00	no change - total budget matches actuals	\$1,992.00	\$2,233.82	\$2,233.82	\$0.00	\$2,233.82	\$0.00	\$2,233.82	\$1,749.18
E11232	RSL Memorial Rose Garden	330	Plant Operation Costs	\$810.00	\$810.00	\$810.00	no change - total budget matches actuals	\$408.00	\$318.50	\$318.50	\$0.00	\$318.50	\$0.00	\$318.50	\$491.50
E11232	RSL Memorial Rose Garden	350	Contractors & Consultants	\$500.00	\$500.00	\$500.00	no change - total budget matches actuals	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
E11232	RSL Memorial Rose Garden	360	Public Utilities & Govt Fees	\$2,100.00	\$2,100.00	\$2,100.00	no change - total budget matches actuals	\$1,050.00	\$266.69	\$266.69	\$0.00	\$266.69	\$0.00	\$266.69	\$1,833.31
E11235	MAINTENANCE OF PARKS EQUIP	300	Salaries & Wages	\$7,250.00	\$7,250.00	\$7,250.00	no change - total budget matches actuals	\$3,624.00	\$2,641.49	\$2,641.49	\$0.00	\$2,641.49	\$0.00	\$2,641.49	\$4,608.51
E11235	MAINTENANCE OF PARKS EQUIP	320	Overheads	\$9,657.00	\$9,657.00	\$9,657.00	no change - total budget matches actuals	\$4,830.00	\$3,640.12	\$3,640.12	\$0.00	\$3,640.12	\$0.00	\$3,640.12	\$6,016.88
E11235	MAINTENANCE OF PARKS EQUIP	330	Plant Operation Costs	\$2,025.00	\$2,025.00	\$2,025.00	no change - total budget matches actuals	\$1,014.00	\$645.50	\$645.50	\$0.00	\$645.50	\$0.00	\$645.50	\$1,379.50
E11235	MAINTENANCE OF PARKS EQUIP	350	Contractors & Consultants	\$12,000.00	\$12,000.00	\$12,000.00	no change - total budget matches actuals	\$6,000.00	\$4,679.12	\$4,679.12	\$0.00	\$4,679.12	\$0.00	\$4,679.12	\$7,320.88
E11235	MAINTENANCE OF PARKS EQUIP	500	Services	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$1,791.78	\$1,791.78	\$2,147.46	\$3,939.24	-\$1,399.24	\$3,939.24	-\$1,399.24
E11236	EF Bowling Club Maintenance	300	Salaries & Wages	\$290.00	\$290.00	\$290.00	no change	\$144.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290.00
E11236	EF Bowling Club Maintenance	320	Overheads	\$398.00	\$398.00	\$398.00	no change	\$198.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$398.00
E11236	EF Bowling Club Maintenance	330	Plant Operation Costs	\$81.00	\$81.00	\$81.00	no change	\$42.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81.00
E11236	EF Bowling Club Maintenance	350	Contractors & Consultants	\$500.00	\$500.00	\$500.									

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# ATTACHMENT 1

COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget		Current Budget		Forecast 30 June		YTD Budget	YTD Actual	Total Actual	Purchase Order		
				2019	Reason for Budget Variation	2019	Reason for Budget Variation	YTD Budget	YTD Actual				Total Committed	Variance \$	
E11257	GEORGE BOOTH PARK	300	Salaries & Wages	\$1,885.00	\$1,885.00	\$1,885.00	no change - total budget matches actuals	\$942.00	\$815.28	\$815.28	\$0.00	\$815.28	\$0.00	\$1,069.72	
E11257	GEORGE BOOTH PARK	320	Overheads	\$2,589.00	\$2,589.00	\$2,589.00	no change - total budget matches actuals	\$1,296.00	\$1,125.12	\$1,125.12	\$0.00	\$1,125.12	\$0.00	\$1,463.88	
E11257	GEORGE BOOTH PARK	330	Plant Operation Costs	\$526.00	\$526.00	\$526.00	no change - total budget matches actuals	\$266.00	\$183.75	\$183.75	\$0.00	\$183.75	\$0.00	\$342.25	
E11257	GEORGE BOOTH PARK	350	Contractors & Consultants	\$100.00	\$100.00	\$100.00	no change - total budget matches actuals	\$48.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
E11257	GEORGE BOOTH PARK	365	Insurance	\$111.00	\$111.00	\$111.00	no change - total budget matches actuals	\$111.00	\$100.90	\$100.90	\$0.00	\$100.90	\$0.00	\$10.10	
E11258	F/SHORE M/MNT/BUSH REGEN	300	Salaries & Wages	\$1,740.00	\$1,740.00	\$1,740.00	match actuals	\$870.00	\$5,251.77	\$5,251.77	\$0.00	\$5,251.77	\$0.00	-\$3,511.77	
E11258	F/SHORE M/MNT/BUSH REGEN	320	Overheads	\$2,389.00	\$2,389.00	\$14,500.00	match actuals	\$1,194.45	\$7,247.45	\$7,247.45	\$0.00	\$7,247.45	\$0.00	-\$4,858.45	
E11258	F/SHORE M/MNT/BUSH REGEN	330	Plant Operation Costs	\$486.00	\$486.00	\$2,000.00	match actuals	\$246.00	\$1,098.50	\$1,098.50	\$0.00	\$1,098.50	\$0.00	-\$612.50	
E11258	F/SHORE M/MNT/BUSH REGEN	350	Contractors & Consultants	\$2,500.00	\$2,500.00	\$2,500.00	no change	\$1,248.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	
E11259	RACEWAY PARK / RICHMOND PARK	300	Salaries & Wages	\$9,860.00	\$9,860.00	\$9,860.00	no change	\$4,930.00	\$3,501.94	\$3,501.94	\$0.00	\$3,501.94	\$0.00	\$6,358.06	
E11259	RACEWAY PARK / RICHMOND PARK	320	Overheads	\$13,541.00	\$13,541.00	\$13,541.00	no change	\$6,768.00	\$4,832.69	\$4,832.69	\$0.00	\$4,832.69	\$0.00	\$8,708.31	
E11259	RACEWAY PARK / RICHMOND PARK	330	Plant Operation Costs	\$2,754.00	\$2,754.00	\$2,754.00	no change	\$1,380.00	\$1,249.00	\$1,249.00	\$0.00	\$1,249.00	\$0.00	\$1,505.00	
E11259	RACEWAY PARK / RICHMOND PARK	350	Contractors & Consultants	\$1,000.00	\$1,000.00	\$1,000.00	no change	\$498.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	
E11259	RACEWAY PARK / RICHMOND PARK	360	Public Utilities & Govt Fees	\$1,500.00	\$1,500.00	\$1,500.00	no change	\$739.88	\$739.88	\$739.88	\$0.00	\$739.88	\$0.00	\$760.12	
E11259	RACEWAY PARK / RICHMOND PARK	365	Insurance	\$438.00	\$438.00	\$438.00	no change	\$438.00	\$398.18	\$398.18	\$0.00	\$398.18	\$0.00	\$39.82	
E11259	RACEWAY PARK / RICHMOND PARK	500	Services	\$13,000.00	\$13,000.00	\$13,000.00	no change	\$6,498.00	\$712.53	\$712.53	\$0.00	\$712.53	\$0.00	\$12,287.47	
E11261	Indigenous Reconciliation Action Plan	350	Contractors & Consultants	\$10,000.00	\$10,000.00	\$10,000.00	arbitrary budget	\$4,998.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	
E11294	Marjorie Green Park Maint.	300	Salaries & Wages	\$2,030.00	\$2,030.00	\$2,030.00	no change - total budget matches actuals	\$1,014.00	\$1,034.02	\$1,034.02	\$0.00	\$1,034.02	\$0.00	\$995.98	
E11294	Marjorie Green Park Maint.	320	Overheads	\$2,788.00	\$2,788.00	\$2,788.00	no change - total budget matches actuals	\$1,392.00	\$1,426.96	\$1,426.96	\$0.00	\$1,426.96	\$0.00	\$1,361.04	
E11294	Marjorie Green Park Maint.	330	Plant Operation Costs	\$567.00	\$567.00	\$567.00	no change - total budget matches actuals	\$282.00	\$230.75	\$230.75	\$0.00	\$230.75	\$0.00	\$336.25	
E11294	Marjorie Green Park Maint.	350	Contractors & Consultants	\$200.00	\$200.00	\$200.00	no change - total budget matches actuals	\$102.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	
E11294	Marjorie Green Park Maint.	365	Insurance	\$179.00	\$179.00	\$179.00	no change - total budget matches actuals	\$179.00	\$162.72	\$162.72	\$0.00	\$162.72	\$0.00	\$16.28	
E11248	CITY OF FREM. TOY LIBRARY	370	Contributions,Donations,Grants	\$6,500.00	\$6,500.00	\$6,500.00	no change	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,500.00	
E11249	City of Frem. - Library Shared Service.	370	Contributions,Donations,Grants	\$143,500.00	\$143,500.00	\$143,500.00	no change	\$71,000.00	\$71,000.00	\$71,000.00	\$0.00	\$71,000.00	\$0.00	\$72,500.00	
E11228	Community Events (In addition to the EF Festival)	350	Contractors & Consultants	\$35,000.00	\$35,000.00	\$35,000.00	no change	\$17,502.00	\$1,809.28	\$1,809.28	\$0.00	\$1,809.28	\$0.00	\$33,190.72	
E11228	Community Events (In addition to the EF Festival)	370	Contributions,Donations,Grants	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	-\$1,000.00	
E11228	Community Events (In addition to the EF Festival)	390	Other Expenses	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$396.61	\$396.61	\$496.44	\$893.05	\$893.05	-\$893.05	
E11263	EAST FREMANTLE FESTIVAL	300	Salaries & Wages	\$0.00	\$0.00	\$0.00	total actuals sum IE 350 Budget	\$0.00	\$2,113.15	\$2,113.15	\$0.00	\$2,113.15	\$0.00	-\$2,113.15	
E11263	EAST FREMANTLE FESTIVAL	320	Overheads	\$0.00	\$0.00	\$0.00	total actuals sum IE 350 Budget	\$0.00	\$2,916.16	\$2,916.16	\$0.00	\$2,916.16	\$0.00	-\$2,916.16	
E11263	EAST FREMANTLE FESTIVAL	330	Plant Operation Costs	\$0.00	\$0.00	\$0.00	total actuals sum IE 350 Budget	\$0.00	\$85.50	\$85.50	\$0.00	\$85.50	\$0.00	-\$85.50	
E11263	EAST FREMANTLE FESTIVAL	340	Materials	\$0.00	\$0.00	\$0.00	total actuals sum IE 350 Budget	\$0.00	\$479.17	\$479.17	\$0.00	\$479.17	\$0.00	-\$479.17	
E11263	EAST FREMANTLE FESTIVAL	350	Contractors & Consultants	\$85,000.00	\$85,000.00	\$90,000.00	match actuals	\$42,498.00	\$8,056.49	\$8,056.49	\$0.00	\$8,056.49	\$0.00	\$76,943.51	
E11263	EAST FREMANTLE FESTIVAL	390	Other Expenses	\$0.00	\$0.00	\$0.00	total actuals sum IE 350 Budget	\$0.00	\$8,452.79	\$8,452.79	\$869.24	\$9,322.03	\$869.24	-\$9,322.03	
E11263	EAST FREMANTLE FESTIVAL	500	Services	\$0.00	\$0.00	\$0.00	total actuals sum IE 350 Budget	\$0.00	\$8,924.32	\$8,924.32	\$2,577.27	\$61,501.59	\$2,577.27	-\$61,501.59	
E11263	Community Garden Project - OpExp	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	Community Garden Project to be deferred	\$7,502.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
				\$3,024,757.00	\$3,024,757.00	\$3,466,022.00		\$1,496,902.00	\$1,790,326.15	\$1,790,326.15	\$27,965.75	\$1,818,291.90	\$27,965.75	\$1,206,465.10	
004121	DEPRECIATION ON ASSETS - INFRASTRUCTURE ROA	410	Depreciation	\$1,196,236.00	\$1,196,236.00	\$524,926.00	match actuals	\$598,116.00	\$262,462.63	\$262,462.63	\$0.00	\$262,462.63	\$0.00	\$933,773.37	
004122	LOSS ON SALE OF ASSETS - TRANSPORT	420	Loss On Asset Disposal	\$21,247.00	\$21,247.00	\$21,247.00	no change - non-cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,247.00	
E12215	Road & Street Maintenance	300	Salaries & Wages	\$17,400.00	\$17,400.00	\$17,400.00	no change - total budget matches actuals	\$8,700.00	\$8,937.49	\$8,937.49	\$0.00	\$8,937.49	\$0.00	\$8,462.51	
E12215	Road & Street Maintenance	320	Overheads	\$23,896.00	\$23,896.00	\$23,896.00	no change - total budget matches actuals	\$11,948.00	\$12,324.11	\$12,324.11	\$0.00	\$12,324.11	\$0.00	\$11,571.89	
E12215	Road & Street Maintenance	330	Plant Operation Costs	\$4,860.00	\$4,860.00	\$4,860.00	no change - total budget matches actuals	\$2,430.00	\$2,025.50	\$2,025.50	\$0.00	\$2,025.50	\$0.00	\$4,657.50	
E12215	Road & Street Maintenance	340	Materials	\$10,000.00	\$10,000.00	\$10,000.00	no change - total budget matches actuals	\$4,998.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	
E12215	Road & Street Maintenance	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	no change - total budget matches actuals	\$2,105.50	\$2,105.50	\$2,105.50	\$1,772.73	\$2,878.23	\$1,772.73	\$1,105.50	
E12215	Road & Street Maintenance	500	Services	\$55,000.00	\$55,000.00	\$55,000.00	no change - total budget matches actuals	\$27,498.00	\$15,807.67	\$15,807.67	\$3,181.82	\$18,989.49	\$3,181.82	\$36,010.51	
E12230	MAINTENANCE - WORKS EQUIPMENT	300	Salaries & Wages	\$5,800.00	\$5,800.00	\$5,800.00	no change - total budget matches actuals	\$2,898.00	\$1,709.75	\$1,709.75	\$0.00	\$1,709.75	\$0.00	\$4,090.25	
E12230	MAINTENANCE - WORKS EQUIPMENT	320	Overheads	\$7,965.00	\$7,965.00	\$7,965.00	no change - total budget matches actuals	\$3,984.00	\$2,359.47	\$2,359.47	\$0.00	\$2,359.47	\$0.00	\$5,605.53	
E12230	MAINTENANCE - WORKS EQUIPMENT	330	Plant Operation Costs	\$1,620.00	\$1,620.00	\$1,620.00	no change - total budget matches actuals	\$810.00	\$80.00	\$80.00	\$0.00	\$80.00	\$0.00	\$1,540.00	
E12230	MAINTENANCE - WORKS EQUIPMENT	340	Materials	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$87.66	\$87.66	\$0.00	\$87.66	\$0.00	-\$87.66	
E12230	MAINTENANCE - WORKS EQUIPMENT	350	Contractors & Consultants	\$6,000.00	\$6,000.00	\$6,000.00	no change - total budget matches actuals	\$3,000.00	\$2,831.63	\$2,831.63	\$0.00	\$2,831.63	\$0.00	\$3,168.37	
E12230	MAINTENANCE - WORKS EQUIPMENT	500	Services	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$195.00	\$195.00	\$0.00	\$195.00	\$0.00	-\$195.00	
E12231	FOOTPATH & CYCLEWAY MTCE	300	Salaries & Wages	\$29,000.00	\$29,000.00	\$29,000.00	no change - total budget matches actuals	\$14,500.00	\$7,335.55	\$7,335.55	\$0.00	\$7,335.55	\$0.00	\$21,664.45	
E12231	FOOTPATH & CYCLEWAY MTCE	320	Overheads	\$39,827.00	\$39,827.00	\$39,827.00	no change - total budget matches actuals	\$19,914.00	\$10,067.72	\$10,067.72	\$0.00	\$10,067.72	\$0.00	\$29,759.28	
E12231	FOOTPATH & CYCLEWAY MTCE	330	Plant Operation Costs	\$8,100.00	\$8,100.00	\$8,100.00	no change - total budget matches actuals	\$4,050.00	\$342.50	\$342.50	\$0.00	\$342.50	\$0.00	\$7,757.50	
E12231	FOOTPATH & CYCLEWAY MTCE	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	no change - total budget matches actuals	\$2,502.00	\$29,126.05	\$29,126.05	\$0.00	\$29,126.05	\$0.00	-\$24,126.05	
E12231	FOOTPATH & CYCLEWAY MTCE	500	Services	\$65,000.00	\$65,000.00	\$65,000.00	no change - total budget matches actuals	\$32,500.00	\$7,088.42	\$7,088.42	\$1,636.37	\$8,724.79	\$1,636.37	\$56,275.21	
E12233	STREET LIGHTING	360	Public Utilities & Govt Fees	\$105,000.00	\$105,000.00	\$105,000.00	no change	\$53,252.17	\$53,252.17	\$53,252.17	\$0.00	\$53,252.17	\$0.00	\$51,747.83	
E12233	STREET LIGHTING	500	Services	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$1,875.00	\$1,875.00	\$0.00	\$1,875.00	\$0.00	-\$1,875.00	
E12234	STREET SWEEPING-Contractor	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	no change	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
E12234	STREET SWEEPING-Contractor	500	Services	\$50,000.00	\$50,000.00	\$50,000.00	no change	\$25,002.00	\$23,905.00	\$23,905.00	\$0.00	\$23,905.00	\$0.00	\$26,095.00	
E12235	VERGES MAINTENANCE	300	Salaries & Wages	\$63,800.00	\$63,800.00	\$63,800.00	no change - total budget matches actuals	\$31,902.00	\$32,375.94	\$32,375.94	\$0.00	\$32,375.94	\$0.00	\$31,424.06	
E12235	VERGES MAINTENANCE	320	Overheads	\$87,619.00	\$87,619.00	\$87,619.00	no change - total budget matches actuals	\$43,812.00	\$40,057.17	\$40,057.17	\$0.00	\$40,057.17	\$0.00	\$47,561.83	
E12235	VERGES MAINTENANCE	330	Plant Operation Costs	\$17,820.00	\$17,820.00	\$17,820.00	no change - total budget matches actuals	\$8,910.00	\$6,534.50	\$6,534.50	\$0.00	\$6,534.50	\$0.00	\$11,285.50	
E12235	VERGES MAINTENANCE	350	Contractors & Consultants	\$2,000.00	\$2,000.00	\$2,000.00	no change - total budget matches actuals	\$1,002.00	\$665.60	\$665.60	\$18				

# REPORT 12.2.1

# ATTACHMENT 1

COA	Description	IE Summary	Inc/Exp Analysis Summary	Forecast 30 June				YTD Budget	YTD Actual	Total Actual	Purchase Order		
				Original Budget	Current Budget	2019	Reason for Budget Variation				Value	Total Committed	Variance \$
E12263	DRAINAGE MAINTENANCE	320	Overheads	\$21,905.00	\$21,905.00	\$21,905.00	no change - total budget matches actuals	\$10,950.00	\$14,219.58	\$14,219.58	\$0.00	\$14,219.58	\$7,685.42
E12263	DRAINAGE MAINTENANCE	330	Plant Operation Costs	\$4,455.00	\$4,455.00	\$4,455.00	no change - total budget matches actuals	\$2,226.00	\$217.50	\$217.50	\$0.00	\$217.50	\$4,237.50
E12263	DRAINAGE MAINTENANCE	340	Materials	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$742.00	\$742.00	\$0.00	\$742.00	\$412.00
E12263	DRAINAGE MAINTENANCE	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	no change - total budget matches actuals	\$2,500.00	\$1,358.45	\$1,358.45	\$1,777.09	\$2,835.54	\$2,164.46
E12263	DRAINAGE MAINTENANCE	500	Services	\$30,000.00	\$30,000.00	\$30,000.00	no change - total budget matches actuals	\$15,000.00	\$2,197.50	\$2,197.50	\$454.55	\$2,652.05	\$2,347.95
E12269	STREET NAME PLATES & ST FURN	300	Salaries & Wages	\$4,060.00	\$4,060.00	\$4,060.00	no change - total budget matches actuals	\$2,028.00	\$2,882.51	\$2,882.51	\$0.00	\$2,882.51	\$1,177.49
E12269	STREET NAME PLATES & ST FURN	320	Overheads	\$5,576.00	\$5,576.00	\$5,576.00	no change - total budget matches actuals	\$2,790.00	\$3,966.90	\$3,966.90	\$0.00	\$3,966.90	\$1,609.10
E12269	STREET NAME PLATES & ST FURN	330	Plant Operation Costs	\$1,134.00	\$1,134.00	\$1,134.00	no change - total budget matches actuals	\$564.00	\$45.50	\$45.50	\$0.00	\$45.50	\$1,088.50
E12269	STREET NAME PLATES & ST FURN	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$5,000.00	no change - total budget matches actuals	\$2,500.00	\$1,243.61	\$1,243.61	\$0.00	\$1,243.61	\$3,756.39
012000	ALLOCATED ADMIN EXPENSE - TRANSPORT	440	Activity Based Distribution	\$231,851.00	\$231,851.00	\$245,835.00	match total ABCs	\$115,926.00	\$118,032.79	\$118,032.79	\$0.00	\$118,032.79	\$113,818.21
012500	Allocated Admin Expense - Parking	400	Activity Based Distribution	\$115,921.00	\$115,921.00	\$122,917.00	match total ABCs	\$57,960.00	\$59,016.40	\$59,016.40	\$0.00	\$59,016.40	\$56,904.60
E12303	SALARIES - PARKING	300	Salaries & Wages	\$139,020.00	\$139,020.00	\$150,000.00	includes contract labour	\$69,510.00	\$81,540.11	\$81,540.11	\$0.00	\$81,540.11	\$57,479.89
E12305	SUPERANNUATION - PARKING	310	Employment On Costs Direct	\$17,132.00	\$17,132.00	\$17,132.00	no change	\$8,568.00	\$9,594.13	\$9,594.13	\$0.00	\$9,594.13	\$7,537.87
E12306	Parking and Traffic Feasibility Study	350	Contractors & Consultants	\$170,000.00	\$170,000.00	\$120,000.00	fully funded from trust; reduced project cost	\$85,002.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170,000.00
E12309	VEHICLE EXPENSES - PARKING	330	Plant Operation Costs	\$12,000.00	\$12,000.00	\$12,000.00	no change	\$6,000.00	\$4,215.48	\$4,215.48	\$0.00	\$4,215.48	\$7,784.52
E12310	PRINTING AND STATIONARY - PARKING	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00	no change - total actuals sum IE350 Budget	\$0.00	\$418.90	\$418.90	\$0.00	\$418.90	\$-418.90
E12311	EQUIP REPAIRS AND MAINT - PARKING	300	Salaries & Wages	\$0.00	\$0.00	\$0.00	no change - total actuals sum IE350 Budget	\$0.00	\$735.00	\$735.00	\$0.00	\$735.00	\$-735.00
E12311	EQUIP REPAIRS AND MAINT - PARKING	320	Overheads	\$0.00	\$0.00	\$0.00	no change - total actuals sum IE350 Budget	\$0.00	\$1,014.30	\$1,014.30	\$0.00	\$1,014.30	\$-1,014.30
E12311	EQUIP REPAIRS AND MAINT - PARKING	330	Plant Operation Costs	\$0.00	\$0.00	\$0.00	no change - total actuals sum IE350 Budget	\$0.00	\$4.00	\$4.00	\$0.00	\$4.00	\$-4.00
E12311	EQUIP REPAIRS AND MAINT - PARKING	340	Materials	\$0.00	\$0.00	\$0.00	no change - total actuals sum IE350 Budget	\$0.00	\$410.00	\$410.00	\$0.00	\$410.00	\$-410.00
E12311	EQUIP REPAIRS AND MAINT - PARKING	350	Contractors & Consultants	\$5,000.00	\$5,000.00	\$8,000.00	match actuals	\$2,502.00	\$1,004.00	\$1,004.00	\$909.09	\$1,913.09	\$3,086.91
E12311	EQUIP REPAIRS AND MAINT - PARKING	500	Services	\$0.00	\$0.00	\$0.00	no change - total actuals sum IE350 Budget	\$0.00	\$750.00	\$750.00	\$900.00	\$1,650.00	\$-1,650.00
E12313	Unmarking, Parking & Directional Signs - OpExp - P	300	Salaries & Wages	\$17,740.00	\$17,740.00	\$17,740.00	no change - total budget matches actuals	\$8,870.00	\$14,944.94	\$14,944.94	\$0.00	\$14,944.94	\$8,870.00
E12313	Unmarking, Parking & Directional Signs - OpExp - P	320	Overheads	\$2,389.00	\$2,389.00	\$2,389.00	no change - total budget matches actuals	\$1,194.00	\$206.62	\$206.62	\$0.00	\$206.62	\$1,187.38
E12313	Unmarking, Parking & Directional Signs - OpExp - P	330	Plant Operation Costs	\$486.00	\$486.00	\$486.00	no change - total budget matches actuals	\$246.00	\$0.50	\$0.50	\$0.00	\$0.50	\$485.50
E12313	Unmarking, Parking & Directional Signs - OpExp - P	350	Contractors & Consultants	\$18,000.00	\$18,000.00	\$18,000.00	no change - total budget matches actuals	\$9,000.00	\$286.00	\$286.00	\$481.56	\$767.56	\$17,232.44
E12313	FINES ENFORCE RECOVER COSTS - PARKING	390	Other Expenses	\$20,000.00	\$20,000.00	\$20,000.00	no change - total budget matches actuals	\$10,002.00	\$9,351.60	\$9,351.60	\$0.00	\$9,351.60	\$10,648.40
E12317	TOWING EXPENSES - PARKING	350	Contractors & Consultants	\$1,000.00	\$1,000.00	\$1,000.00	no change - total budget matches actuals	\$504.00	\$0.00	\$0.00	\$110.00	\$110.00	\$890.00
E12320	Sundry Exp - Parking	350	Contractors & Consultants	\$8,000.00	\$8,000.00	\$8,000.00	no change - total budget matches actuals	\$4,002.00	\$3,477.09	\$3,477.09	\$0.00	\$3,477.09	\$4,522.91
E12320	Sundry Exp - Parking	360	Public Utilities & Govt Fees	\$4,000.00	\$4,000.00	\$4,000.00	no change - total budget matches actuals	\$1,998.00	\$595.30	\$595.30	\$0.00	\$595.30	\$3,404.70
E12320	Sundry Exp - Parking	390	Other Expenses	\$0.00	\$0.00	\$500.00	match actuals	\$0.00	\$309.09	\$309.09	\$0.00	\$309.09	\$-309.09
E12320	Sundry Exp - Parking	500	Services	\$0.00	\$0.00	\$1,000.00	match actuals	\$0.00	\$613.58	\$613.58	\$1,844.44	\$2,458.02	\$-2,458.02
				<b>\$3,297,251.00</b>	<b>\$3,297,251.00</b>	<b>\$2,612,401.00</b>		<b>\$1,659,277.00</b>	<b>\$1,106,155.28</b>	<b>\$1,106,155.28</b>	<b>\$35,607.20</b>	<b>\$1,141,762.48</b>	<b>\$2,155,488.52</b>
013000	ALLOCATED ADMIN EXPENSE - BUILDING	440	Activity Based Distribution	\$57,963.00	\$57,963.00	\$61,459.00	match total ABCs	\$28,980.00	\$29,508.20	\$29,508.20	\$0.00	\$29,508.20	\$28,454.80
E13205	CONTROL EXPENSES - ALL OTHER	350	Contractors & Consultants	\$10,000.00	\$10,000.00	\$0.00	match actuals	\$4,998.00	\$0.00	\$0.00	\$7,200.00	\$7,200.00	\$2,800.00
E13205	CONTROL EXPENSES - ALL OTHER	500	Services	\$0.00	\$0.00	\$14,000.00	match actuals	\$0.00	\$6,720.00	\$6,720.00	\$0.00	\$6,720.00	\$-7,200.00
E13205	BUILDING SERVICES LEVY	360	Public Utilities & Govt Fees	\$30,000.00	\$30,000.00	\$15,000.00	match actuals	\$15,000.00	\$6,962.24	\$6,962.24	\$0.00	\$6,962.24	\$23,037.76
E13207	RCIT- Payments	300	Other Expenses	\$30,000.00	\$30,000.00	\$15,000.00	match actuals	\$15,000.00	\$6,500.96	\$6,500.96	\$0.00	\$6,500.96	\$23,499.04
				<b>\$127,963.00</b>	<b>\$127,963.00</b>	<b>\$105,459.00</b>		<b>\$63,978.00</b>	<b>\$49,691.40</b>	<b>\$49,691.40</b>	<b>\$7,200.00</b>	<b>\$56,891.40</b>	<b>\$71,071.60</b>
004140	DEPRECIATION ON ASSETS - PWO	410	Depreciation	\$6,130.00	\$6,130.00	\$5,313.00	no change	\$3,066.00	\$2,656.55	\$2,656.55	\$0.00	\$2,656.55	\$3,473.45
014000	ALLOCATED ADMIN EXPENSE - PWO	440	Activity Based Distribution	\$231,851.00	\$231,851.00	\$245,835.00	match total ABCs	\$115,926.00	\$118,032.79	\$118,032.79	\$0.00	\$118,032.79	\$113,818.21
E14201	SALARIES - SUPERVISION	300	Salaries & Wages	\$235,677.00	\$235,677.00	\$235,677.00	no change	\$117,840.00	\$103,642.99	\$103,642.99	\$0.00	\$103,642.99	\$132,034.01
E14201	SUPERANNUATION	310	Employment On Costs Direct	\$104,354.00	\$104,354.00	\$104,354.00	no change	\$52,176.00	\$52,355.68	\$52,355.68	\$0.00	\$52,355.68	\$51,908.32
E14201	CONSULTANTS - OPERATIONS	350	Contractors & Consultants	\$25,000.00	\$25,000.00	\$25,000.00	no change	\$12,498.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
E14205	SICK / HOLIDAY PAY / RDO'S	300	Salaries & Wages	\$129,782.00	\$129,782.00	\$129,782.00	no change	\$64,890.00	\$47,304.42	\$47,304.42	\$0.00	\$47,304.42	\$82,477.58
E14205	SICK / HOLIDAY PAY / RDO'S	320	Overheads	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$-371.65	\$-371.65	\$0.00	\$-371.65	\$371.65
E14205	SICK / HOLIDAY PAY / RDO'S	330	Plant Operation Costs	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$3.00	\$3.00	\$0.00	\$3.00	\$-3.00
E14205	INSURANCE - WORKERS COMP - PWOH	365	Insurance	\$19,528.00	\$19,528.00	\$19,528.00	no change	\$19,528.16	\$19,528.16	\$19,528.16	\$0.00	\$19,528.16	\$-16.16
E14207	INSURANCE - WORKS	360	Public Utilities & Govt Fees	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$611.96	\$611.96	\$0.00	\$611.96	\$-611.96
E14207	INSURANCE - WORKS	365	Insurance	\$13,313.00	\$13,313.00	\$13,313.00	no change	\$1,311.10	\$1,193.64	\$1,193.64	\$0.00	\$1,193.64	\$1,919.36
E14208	PROTECTIVE CLOTHING AND SAFETY AND GENERAL	340	Materials	\$9,000.00	\$9,000.00	\$9,000.00	no change	\$4,500.00	\$1,693.11	\$1,693.11	\$0.00	\$1,693.11	\$7,306.89
E14208	PROTECTIVE CLOTHING AND SAFETY AND GENERAL	350	Contractors & Consultants	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$627.55	\$627.55	\$1,371.27	\$1,998.82	\$-1,998.82
E14208	PROTECTIVE CLOTHING AND SAFETY AND GENERAL	500	Services	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$621.90	\$621.90	\$0.00	\$621.90	\$-621.90
E14210	GENERAL-Incl Admin/Safety/Trng	300	Salaries & Wages	\$21,750.00	\$21,750.00	\$21,750.00	no change - total budget matches actuals	\$10,872.00	\$7,599.29	\$7,599.29	\$0.00	\$7,599.29	\$14,150.71
E14210	GENERAL-Incl Admin/Safety/Trng	320	Overheads	\$29,870.00	\$29,870.00	\$29,870.00	no change - total budget matches actuals	\$14,934.00	\$10,487.01	\$10,487.01	\$0.00	\$10,487.01	\$19,382.99
E14210	GENERAL-Incl Admin/Safety/Trng	330	Plant Operation Costs	\$6,075.00	\$6,075.00	\$6,075.00	no change - total budget matches actuals	\$3,036.00	\$76.00	\$76.00	\$0.00	\$76.00	\$5,999.00
E14210	GENERAL-Incl Admin/Safety/Trng	340	Materials	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$57.44	\$57.44	\$0.00	\$57.44	\$-57.44
E14210	GENERAL-Incl Admin/Safety/Trng	350	Contractors & Consultants	\$12,000.00	\$12,000.00	\$12,000.00	no change - total budget matches actuals	\$6,000.00	\$2,420.20	\$2,420.20	\$3,533.53	\$5,953.73	\$6,046.27
E14210	GENERAL-Incl Admin/Safety/Trng	500	Services	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$1,232.12	\$1,232.12	\$2,355.22	\$3,587.34	\$-3,587.34
E14242	DEPOT MAINTENANCE	300	Salaries & Wages	\$1,740.00	\$1,740.00	\$1,740.00	no change - total budget matches actuals	\$870.00	\$855.52	\$855.52	\$0.00	\$855.52	\$884.48
E14242	DEPOT MAINTENANCE	320	Overheads	\$2,389.00	\$2,389.00	\$2,389.00	no change - total budget matches actuals	\$1,194.00	\$1,180.64	\$1,180.64	\$0.00	\$1,180.64	\$1,208.36
E14242	DEPOT MAINTENANCE	330	Plant Operation Costs	\$486.00	\$486.00	\$486.00	no change - total budget matches actuals	\$246.00	\$50.50	\$50.50	\$0.00	\$50.50	\$435.50
E14242	DEPOT MAINTENANCE	340	Materials	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$683.42	\$683.42	\$0.00	\$683.42	\$-683.42
E14242	DEPOT MAINTENANCE	350	Contractors & Consultants	\$20,000.00	\$20,000.00	\$20,000.00	no change - total budget matches actuals	\$10,002.00	\$5,564.38	\$5,564.38	\$421.67	\$5,986.05	\$14,013.95
E14242	DEPOT MAINTENANCE	360	Public Utilities & Govt Fees	\$8,400.00	\$8,400.00	\$8,400.00	no change - total budget matches actuals	\$4,200.00	\$3,259.09	\$3,259.09	\$0.00	\$3,259.09	\$5,140.91
E14242	DEPOT MAINTENANCE	500	Services	\$0.00	\$0.00	\$0.00	no change - total budget matches actuals	\$0.00	\$7,620.70	\$7,620.70	\$1,105.82	\$8,726.52	\$-8,726.52



# REPORT 12.2.1

# ATTACHMENT 1

COA	Description	IE Summary	Inc/Exp Analysis Summary	Forecast 30 June			YTD Budget	YTD Actual	Total Actual	Purchase Order			
				Original Budget	Current Budget	2019				Reason for Budget Variation	Value	Total Committed	Variance \$
E14444	5th West Local Auth & Projects	300	Services	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$750.00	\$750.00	\$0.00	\$750.00	-\$750.00
E14460	GENERAL BLDG & PTY MAINTENANCE	500	Salaries & Wages	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$152.56	\$152.56	\$0.00	\$152.56	-\$152.56
E14460	GENERAL BLDG & PTY MAINTENANCE	330	Overheads	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$210.53	\$210.53	\$0.00	\$210.53	-\$210.53
E14460	GENERAL BLDG & PTY MAINTENANCE	350	Contractors & Consultants	\$8,000.00	\$8,000.00	\$8,000.00	no change	\$4,002.00	\$1,190.45	\$1,190.45	\$0.00	\$1,190.45	\$6,809.55
E14460	GENERAL BLDG & PTY MAINTENANCE	360	Public Utilities & Govt Fees	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$559.78	\$559.78	\$0.00	\$559.78	-\$559.78
E14460	GENERAL BLDG & PTY MAINTENANCE	365	Insurance	\$4,040.00	\$4,040.00	\$4,040.00	no change	\$4,040.00	\$4,329.56	\$4,329.56	\$0.00	\$4,329.56	-\$289.56
E14460	GENERAL BLDG & PTY MAINTENANCE	500	Services	\$30,000.00	\$30,000.00	\$30,000.00	no change	\$15,000.00	\$2,868.40	\$2,868.40	\$454.55	\$3,322.95	\$26,677.05
E14461	128 George Street - Maintenance OpExp - Unc	300	Salaries & Wages	\$290.00	\$290.00	\$290.00	no change	\$144.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290.00
E14461	128 George Street - Maintenance OpExp - Unc	320	Overheads	\$398.00	\$398.00	\$398.00	no change	\$198.00	\$0.00	\$0.00	\$0.00	\$0.00	\$398.00
E14461	128 George Street - Maintenance OpExp - Unc	330	Plant Operation Costs	\$81.00	\$81.00	\$81.00	no change	\$41.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81.00
E14461	128 George Street - Maintenance OpExp - Unc	350	Contractors & Consultants	\$12,000.00	\$12,000.00	\$12,000.00	no change	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00
E14461	128 George Street - Maintenance OpExp - Unc	360	Public Utilities & Govt Fees	\$4,800.00	\$4,800.00	\$4,800.00	no change	\$2,400.00	\$1,722.40	\$1,722.40	\$0.00	\$1,722.40	\$3,077.60
E14461	128 George Street - Maintenance OpExp - Unc	365	Insurance	\$475.00	\$475.00	\$475.00	no change	\$475.00	\$431.82	\$431.82	\$0.00	\$431.82	\$43.18
E14462	Old Police Station - Building Maint - OpExp	350	Contractors & Consultants	\$1,000.00	\$1,000.00	\$1,000.00	no change	\$498.00	\$171.12	\$171.12	\$0.00	\$171.12	\$828.88
E14462	Old Police Station - Building Maint - OpExp	365	Insurance	\$1,005.00	\$1,005.00	\$1,005.00	no change	\$1,005.00	\$913.64	\$913.64	\$0.00	\$913.64	\$91.36
E14491	INSURANCE CLAIMS	365	Insurance	\$0.00	\$0.00	\$12,000.00	match actuals	\$0.00	\$11,960.43	\$11,960.43	\$0.00	\$11,960.43	-\$11,960.43
				<b>\$172,283.00</b>	<b>\$172,283.00</b>	<b>\$184,283.00</b>		<b>\$99,315.00</b>	<b>\$56,442.57</b>	<b>\$56,442.57</b>	<b>\$17,146.37</b>	<b>\$73,588.94</b>	<b>\$98,694.06</b>
001689	Reserve fund Interest	160	Interest On Investments	-\$60,000.00	-\$60,000.00	-\$60,000.00	no change	-\$30,000.00	-\$7,864.79	-\$7,864.79	\$0.00	-\$7,864.79	\$52,135.21
03051	Rates - Interim Rates	100	Rates	-\$40,000.00	-\$40,000.00	-\$40,000.00	no change	-\$16,000.00	-\$11,119.31	-\$11,119.31	\$0.00	-\$11,119.31	\$28,880.69
03055	General Rates Levied	100	Rates	-\$7,779,800.00	-\$7,779,800.00	-\$7,779,800.00	Match actuals raised	-\$7,779,800.00	-\$7,797,624.39	-\$7,797,624.39	\$0.00	-\$7,797,624.39	\$17,825.61
03059	Rates Penalty	120	Fines & Penalties	-\$35,000.00	-\$35,000.00	-\$40,000.00	increased forecast	-\$15,000.00	-\$27,829.26	-\$27,829.26	\$0.00	-\$27,829.26	\$7,170.74
03060	Rates - Legal Costs Recovered	120	Fines & Penalties	\$4,000.00	\$4,000.00	\$4,000.00	no change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
03070	GRANTS COMMISSION	140	Grants & Subsidies - Operating	-\$79,320.00	-\$79,320.00	-\$8,635.00	no change	-\$39,610.00	-\$41,827.50	-\$41,827.50	\$0.00	-\$41,827.50	\$37,482.50
03073	Grants Commission - Formula Local Roads	140	Grants & Subsidies - Operating	-\$40,546.00	-\$40,546.00	-\$34,259.00	Match actual instalments	-\$20,272.00	-\$17,129.50	-\$17,129.50	\$0.00	-\$17,129.50	\$23,416.50
03080	PENSIONER DEFERRED RATES INTER	160	Interest On Investments	-\$2,000.00	-\$2,000.00	-\$2,000.00	no change	-\$2,000.00	-\$647.65	-\$647.65	\$0.00	-\$647.65	\$1,352.35
03188	Interest on Investments Muni - Opinc	160	Interest On Investments	-\$55,000.00	-\$55,000.00	-\$55,000.00	no change	-\$25,000.00	-\$26,570.21	-\$26,570.21	\$0.00	-\$26,570.21	\$28,429.79
03190	RATES ADMIN FEES - INSTALMENTS - RR - Opinc	130	User Fees & Charges	-\$40,000.00	-\$40,000.00	-\$40,000.00	no change	-\$40,000.00	-\$41,283.00	-\$41,283.00	\$0.00	-\$41,283.00	\$1,283.00
03191	Instalment Interest Charge	160	Interest On Investments	-\$40,000.00	-\$40,000.00	-\$40,000.00	no change	-\$40,000.00	-\$36,519.76	-\$36,519.76	\$0.00	-\$36,519.76	\$3,480.24
04085	Rate Enquiries Etc - Opinc	130	User Fees & Charges	-\$15,000.00	-\$15,000.00	-\$15,000.00	no change	-\$7,998.00	-\$5,600.00	-\$5,600.00	\$0.00	-\$5,600.00	\$9,392.00
				<b>-\$8,191,566.00</b>	<b>-\$8,191,566.00</b>	<b>-\$8,212,538.00</b>		<b>-\$8,015,680.00</b>	<b>-\$8,014,838.62</b>	<b>-\$8,014,838.62</b>	<b>\$0.00</b>	<b>-\$8,014,838.62</b>	<b>\$197,727.38</b>
04086	Sundry Fees and Reimbursements	130	User Fees & Charges	-\$500.00	-\$500.00	-\$500.00	no change	-\$500.00	-\$64.77	-\$64.77	\$0.00	-\$64.77	\$435.23
04088	SUNDRY INCOME	130	User Fees & Charges	\$0.00	\$0.00	\$0.00	no change	\$0.00	-\$281.12	-\$281.12	\$0.00	-\$281.12	\$281.12
04088	SUNDRY INCOME	170	Reimbursements	-\$20,000.00	-\$20,000.00	-\$5,000.00	Current debit balance due to write off and other adjust	-\$9,996.00	\$5,578.11	\$5,578.11	\$0.00	\$5,578.11	-\$10,915.89
				<b>-\$20,500.00</b>	<b>-\$20,500.00</b>	<b>-\$5,500.00</b>		<b>-\$10,496.00</b>	<b>\$5,232.22</b>	<b>\$5,232.22</b>	<b>\$0.00</b>	<b>-\$5,232.22</b>	<b>\$15,267.78</b>
004055	Profit On Sale Of Assets - Other Law	210	Gains On Asset Disposal	\$0.00	\$0.00	\$0.00	Non-cash item - no adjustment required	\$0.00	-\$7,722.06	-\$7,722.06	\$0.00	-\$7,722.06	\$7,722.06
05083	CHARGES - FINES AND PENALTY - ANIMAL CONTROL	120	Fines & Penalties	-\$400.00	-\$400.00	-\$400.00	no change	-\$400.00	-\$400.00	-\$400.00	\$0.00	-\$400.00	\$400.00
05084	ESL Commission Received	130	User Fees & Charges	-\$6,980.00	-\$6,980.00	-\$7,722.00	Match actuals	-\$6,980.00	-\$7,722.00	-\$7,722.00	\$0.00	-\$7,722.00	\$772.00
05085	CHARGES - IMPOUNDING FEES ANIMAL CONTROL	130	User Fees & Charges	-\$800.00	-\$800.00	-\$800.00	no change	-\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00
05087	CHARGES - Dog & Cat Registration	110	Permit	-\$21,000.00	-\$21,000.00	-\$21,000.00	no change	-\$21,000.00	-\$20,341.25	-\$20,341.25	\$0.00	-\$20,341.25	\$658.75
				<b>-\$29,180.00</b>	<b>-\$29,180.00</b>	<b>-\$29,922.00</b>		<b>-\$28,780.00</b>	<b>-\$36,185.31</b>	<b>-\$36,185.31</b>	<b>\$0.00</b>	<b>-\$36,185.31</b>	<b>\$7,034.69</b>
07081	Permit Application Fees - Health Opinc	130	User Fees & Charges	-\$2,000.00	-\$2,000.00	-\$2,000.00	no change	-\$2,000.00	-\$1,411.32	-\$1,411.32	\$0.00	-\$1,411.32	\$588.68
07082	E H Gray Centre 80 Canning Hwy - MH - Opinc	130	User Fees & Charges	-\$2,340.00	-\$2,340.00	-\$2,340.00	no change	-\$1,170.00	-\$996.55	-\$996.55	\$0.00	-\$996.55	\$1,343.45
07083	Outdoor Eating Area Fees (Local Law)	130	User Fees & Charges	-\$2,000.00	-\$2,000.00	-\$2,000.00	no change	-\$2,000.00	-\$2,000.00	-\$2,000.00	\$0.00	-\$2,000.00	\$2,000.00
07085	Swimming Pool Inspectors Fees	130	User Fees & Charges	-\$8,237.00	-\$8,237.00	-\$8,237.00	no change	-\$8,237.00	-\$8,308.80	-\$8,308.80	\$0.00	-\$8,308.80	\$71.80
07091	PUBLIC BUILDINGS FEE HEALTH - PUBLIC BLDG REGI	130	Other Revenue	\$0.00	\$0.00	-\$1,000.00	Match actuals	\$0.00	-\$811.00	-\$811.00	\$0.00	-\$811.00	\$1,811.00
				<b>-\$14,577.00</b>	<b>-\$14,577.00</b>	<b>-\$15,577.00</b>		<b>-\$13,407.00</b>	<b>-\$13,529.71</b>	<b>-\$13,529.71</b>	<b>\$0.00</b>	<b>-\$13,529.71</b>	<b>\$1,047.29</b>
08025	PrePrimary Lease Rent	130	User Fees & Charges	-\$2,240.00	-\$2,240.00	-\$2,240.00	to be invoiced	-\$2,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,240.00
08081	HACC - REIMB SUNDRY INCOME	130	User Fees & Charges	\$0.00	\$0.00	-\$10,016.00	reallocate budget from 08083	\$0.00	-\$5,663.44	-\$5,663.44	\$0.00	-\$5,663.44	\$4,336.56
08083	HACC - In Home Respite - Opinc	130	User Fees & Charges	-\$10,016.00	-\$10,016.00	\$0.00	match actuals	-\$5,010.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,010.00
08084	HACC - Gardening services - Opinc	130	User Fees & Charges	-\$12,304.00	-\$12,304.00	-\$7,000.00	match actuals	-\$6,150.00	-\$3,412.00	-\$3,412.00	\$0.00	-\$3,412.00	\$8,892.00
08085	HACC - Home Help Services - Opinc	130	User Fees & Charges	-\$15,040.00	-\$15,040.00	-\$10,000.00	match actuals	-\$7,524.00	-\$3,290.10	-\$3,290.10	\$0.00	-\$3,290.10	\$11,749.90
08096	HACC - Centre Based Respite Wauhop Pk - Opinc	130	User Fees & Charges	-\$21,504.00	-\$21,504.00	-\$21,504.00	no change	-\$10,752.00	-\$8,600.50	-\$8,600.50	\$0.00	-\$8,600.50	\$12,903.50
08087	HACC - Contribution HACC Outings - Opinc	130	User Fees & Charges	-\$4,608.00	-\$4,608.00	\$0.00	match actuals	-\$2,304.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,304.00
08088	HACC Program Operating Grant - Opinc	140	Grants & Subsidies - Operating	-\$828,170.00	-\$828,170.00	-\$828,170.00	no change	-\$414,084.00	-\$391,649.70	-\$391,649.70	\$0.00	-\$391,649.70	\$436,520.30
08093	HACC Transport General - Opinc	130	User Fees & Charges	-\$2,400.00	-\$2,400.00	\$0.00	match actuals	-\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
08094	HACC Transport - Centre Based Day Care - Opinc	130	User Fees & Charges	-\$13,440.00	-\$13,440.00	-\$13,440.00	no change	-\$6,720.00	-\$6,211.50	-\$6,211.50	\$0.00	-\$6,211.50	\$7,228.50
08205	GYLVE-IN RENT INCOME	130	User Fees & Charges	-\$1,200.00	-\$1,200.00	-\$1,200.00	no change	-\$600.00	-\$3,490.32	-\$3,490.32	\$0.00	-\$3,490.32	\$2,290.32
08205	GYLVE-IN RENT INCOME	170	Reimbursements	-\$1,500.00	-\$1,500.00	-\$1,500.00	no change	-\$1,500.00	-\$179.72	-\$179.72	\$0.00	-\$179.72	\$1,320.28
				<b>-\$912,422.00</b>	<b>-\$912,422.00</b>	<b>-\$915,070.00</b>		<b>-\$458,084.00</b>	<b>-\$436,497.28</b>	<b>-\$436,497.28</b>	<b>\$0.00</b>	<b>-\$436,497.28</b>	<b>\$475,922.72</b>
09081	CHARGES - RENTS - HOUSING	130	User Fees & Charges	-\$80,080.00	-\$80,080.00	-\$80,080.00	no change	-\$40,038.00	-\$42,078.03	-\$42,078.03	\$0.00	-\$42,078.03	\$38,001.97
09081	CHARGES - RENTS - HOUSING	170	Reimbursements	\$0.00	\$0.00	-\$3,500.00	match actuals	\$0.00	-\$1,762.44	-\$1,762.44	\$0.00	-\$1,762.44	\$1,737.56
				<b>-\$80,080.00</b>	<b>-\$80,080.00</b>	<b>-\$83,580.00</b>		<b>-\$40,038.00</b>	<b>-\$43,840.47</b>	<b>-\$43,840.47</b>	<b>\$0.00</b>	<b>-\$43,840.47</b>	<b>\$36,264.53</b>
10075	RENT-SUMPTON GREEN	130	User Fees & Charges	-\$300.00	-\$300.00	-\$300.00	no change	-\$150.00	-\$342.00	-\$342.00	\$0.00	-\$342.00	\$142.00
10080	DOMESTIC SERVICE CHARGE	130	User Fees & Charges	-\$11,250.00	-\$11,250.00	-\$11,250.00	no change	-\$11,250.00	-\$12,000.00	-\$12,000.00	\$0.00	-\$12,000.00	\$750.00
10081	CHARGES COMMERCIAL REFUSE	130	User Fees & Charges	-\$85,500.00	-\$85,500.00	-\$90,000.00	match actuals	-\$85,500.00	-\$91,765.76	-\$91,765.76	\$0.00	-\$91,765.76	\$4,265.76
10083	Survey Clearance Fees	130	User Fees & Charges	-\$500.00									

# REPORT 12.2.1

# ATTACHMENT 1

COA	Description	IE Summary	Inc/Exp Analysis Summary	Forecast 30 June			YTD Budget	YTD Actual	Total Actual	Purchase Order		
				Original Budget	Current Budget	2019				Reason for Budget Variation	Value	Total Committed
111191	Leeuwin & Fremantle Sea Scouts - Oplnc - ORS	170	Reimbursements	-\$1,200.00	-\$1,200.00	-\$1,200.00	no change	-\$1,200.00	\$0.00	\$0.00		
111192	HENRY JEFFREY OVAL	170	Reimbursements	-\$1,100.00	-\$1,100.00	-\$1,100.00	no change	-\$1,100.00	-\$906.05	-\$906.05		
111193	PRESTON PT. LACROSSE CLUB	130	User Fees & Charges	-\$1,500.00	-\$1,500.00	-\$1,500.00	no change	-\$1,500.00	-\$1,535.84	-\$1,535.84		
111193	PRESTON PT. LACROSSE CLUB	170	Reimbursements	-\$2,500.00	-\$2,500.00	-\$2,500.00	no change	-\$2,500.00	-\$1,784.60	-\$1,784.60		
111197	Minor Grants - Recreation and Culture	140	Grants & Subsidies - Operating	-\$40,000.00	-\$40,000.00	-\$1,000.00	grant app for CDO unsuccessful	\$0.00	-\$583.13	-\$583.13		
111198	Reserve Hire Fees - Functions	130	User Fees & Charges	-\$1,000.00	-\$1,000.00	-\$1,000.00	no change	-\$500.00	-\$701.54	-\$701.54		
111199	EAST FREMANTLE CROQUET CLUB	130	User Fees & Charges	-\$1,938.00	-\$1,938.00	-\$1,938.00	ground fees not charged 17/18 and 18/19?	\$0.00	\$0.00	\$0.00		
111199	EAST FREMANTLE CROQUET CLUB	170	Reimbursements	-\$280.00	-\$280.00	-\$280.00	no change	-\$280.00	-\$241.61	-\$241.61		
				<b>-\$389,324.00</b>	<b>-\$389,324.00</b>	<b>-\$31,624.00</b>		<b>-\$228,764.00</b>	<b>-\$241,092.58</b>	<b>-\$241,092.58</b>		
112039	MRD Direct Grant	140	Grants & Subsidies - Operating	-\$6,000.00	-\$6,000.00	-\$16,900.00	match actuals	-\$6,000.00	-\$16,899.00	-\$16,899.00		
112040	MRD - Stirling Bridge Verge Maintenance Agreement	150	Contributions & Donations	-\$7,200.00	-\$7,200.00	-\$7,200.00	no change - yet to be invoiced	\$0.00	\$0.00	\$0.00		
112086	STREET LIGHTING	140	Grants & Subsidies - Operating	-\$4,800.00	-\$4,800.00	-\$4,800.00	no change - yet to be invoiced	\$0.00	\$0.00	\$0.00		
112087	Developer Contributions Carparking	150	Contributions & Donations	-\$120,000.00	-\$120,000.00	-\$120,000.00	no change - contribution from trust fund	\$0.00	\$0.00	\$0.00		
112180	FINES AND PENALTIES - PARKING	120	Fines & Penalties	-\$70,000.00	-\$70,000.00	-\$120,000.00	match actuals	-\$34,998.00	-\$60,976.27	-\$60,976.27		
112181	PARKING FEES	130	User Fees & Charges	-\$150,000.00	-\$150,000.00	-\$25,000.00	match actuals	-\$75,000.00	-\$11,775.96	-\$11,775.96		
112181	PARKING FEES	132	Simplepay - User Fees & Charges	-\$50,000.00	-\$50,000.00	-\$130,000.00	match actuals	-\$24,996.00	-\$54,498.49	-\$54,498.49		
112181	PARKING FEES	170	Reimbursements	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$32.00	\$32.00		
112182	Reimb. M/V Impounding Fees	130	User Fees & Charges	-\$500.00	-\$500.00	-\$500.00	no change	\$0.00	\$0.00	\$0.00		
112182	Reimb. M/V Impounding Fees	180	Other Revenue	\$0.00	\$0.00	\$0.00	no change	\$0.00	-\$181.82	-\$181.82		
112183	FINES ENFORCEMENT RECOVERED	120	Fines & Penalties	-\$35,000.00	-\$35,000.00	-\$35,000.00	no change	-\$17,502.00	-\$28,808.14	-\$28,808.14		
112184	SPECIAL EVENTS	180	Other Revenue	-\$500.00	-\$500.00	-\$500.00	no change	\$0.00	\$0.00	\$0.00		
				<b>-\$444,000.00</b>	<b>-\$444,000.00</b>	<b>-\$489,900.00</b>		<b>-\$158,496.00</b>	<b>-\$173,107.68</b>	<b>-\$173,107.68</b>		
113181	BUILDING PERMITS	110	Permit	-\$35,000.00	-\$35,000.00	-\$30,000.00	match actuals	-\$18,000.00	-\$15,367.70	-\$15,367.70		
113182	BCITF - Receipts	130	User Fees & Charges	-\$35,000.00	-\$35,000.00	-\$20,000.00	match actuals	-\$17,502.00	-\$9,684.21	-\$9,684.21		
113182	BCITF - Receipts	180	Other Revenue	\$0.00	\$0.00	\$0.00	no change	\$0.00	\$214.50	\$214.50		
113184	Building Services Levy	130	User Fees & Charges	-\$35,000.00	-\$35,000.00	-\$20,000.00	match actuals	-\$17,502.00	-\$9,105.62	-\$9,105.62		
113186	BCITF COMMISSION	180	Other Revenue	-\$500.00	-\$500.00	-\$500.00	no change	-\$246.00	-\$195.00	-\$195.00		
113188	DA Sign Fees & Permits - BC - Oplnc	110	Permit	-\$1,000.00	-\$1,000.00	-\$1,000.00	no change	-\$498.00	-\$300.00	-\$300.00		
113190	Commission on Building Services Levy	130	User Fees & Charges	-\$700.00	-\$700.00	-\$700.00	no change	-\$348.00	-\$325.00	-\$325.00		
				<b>-\$107,200.00</b>	<b>-\$107,200.00</b>	<b>-\$72,280.00</b>		<b>-\$64,096.00</b>	<b>-\$34,763.03</b>	<b>-\$34,763.03</b>		
114083	Insurance Recov- Incl Workers Comp Claims Ref	170	Reimbursements	-\$10,000.00	-\$10,000.00	-\$10,000.00	no change	\$0.00	-\$11,700.84	-\$11,700.84		
114085	PROPERTY - 128 GEORGE ST. RENTAL	130	User Fees & Charges	-\$13,397.00	-\$13,397.00	-\$13,397.00	no change	-\$6,696.00	-\$6,627.03	-\$6,627.03		
114085	PROPERTY - 128 GEORGE ST. RENTAL	170	Reimbursements	-\$3,120.00	-\$3,120.00	-\$3,120.00	no change	-\$1,560.00	-\$260.00	-\$260.00		
114086	RECOVERABLE WORKS	170	Reimbursements	-\$5,000.00	-\$5,000.00	-\$5,000.00	no change	-\$2,500.00	-\$3,700.01	-\$3,700.01		
				<b>-\$31,517.00</b>	<b>-\$31,517.00</b>	<b>-\$31,517.00</b>		<b>-\$10,756.00</b>	<b>-\$22,287.88</b>	<b>-\$22,287.88</b>		
												<b>-\$9,145,838.47</b>
112097	Grant - Roads to Recovery	141	Grants & Subsidies - Capital	-\$147,726.00	-\$147,726.00	-\$147,726.00	no change	-\$147,726.00	-\$73,500.00	-\$73,500.00		
				<b>-\$147,726.00</b>	<b>-\$147,726.00</b>	<b>-\$147,726.00</b>		<b>-\$147,726.00</b>	<b>-\$73,500.00</b>	<b>-\$73,500.00</b>		
000218	TRANSFER TO COMMERCIAL PRECINCT DEVELOPME	830	Transfer To Reserves	\$50,000.00	\$50,000.00	\$50,000.00	no change	\$0.00	\$0.00	\$0.00		
000224	TRANSFER TO STRATEGIC PLAN AND INFRASTRUCTU	830	Transfer To Reserves	\$58,012.00	\$58,012.00	\$58,012.00	no change	\$0.00	\$11,649.00	\$11,649.00		
000251	TRANSFER TO ARTS & SCULPTURE RESERVE	830	Transfer To Reserves	\$45,000.00	\$45,000.00	\$45,000.00	no change	\$0.00	\$0.00	\$0.00		
				<b>\$153,012.00</b>	<b>\$153,012.00</b>	<b>\$153,012.00</b>		<b>\$0.00</b>	<b>\$11,649.00</b>	<b>\$11,649.00</b>		
000340	TRANSFER FROM PLANT RESERVE	810	Transfers From Reserves	-\$135,331.00	-\$135,331.00	-\$135,331.00	no change	\$0.00	\$0.00	\$0.00		
000342	TRANSFER FROM STAFF LEAVE RESERVE	810	Transfers From Reserves	-\$397,665.00	-\$397,665.00	-\$397,665.00	no change	\$0.00	\$0.00	\$0.00		
000343	TRANSFER FROM OFFICE RESERVE	810	Transfers From Reserves	-\$9,121.00	-\$9,121.00	-\$9,121.00	no change	\$0.00	\$0.00	\$0.00		
000344	TRANSFER FROM UNSPENT GRANTS RESERVE	810	Transfers From Reserves	-\$75,000.00	-\$75,000.00	-\$75,000.00	no change	\$0.00	\$0.00	\$0.00		
000347	TRANSFER FROM ARTS AND SCULPTURE RESERVE	810	Transfers From Reserves	-\$45,000.00	-\$45,000.00	-\$45,000.00	no change	\$0.00	\$0.00	\$0.00		
000348	TRANSFER FROM LEGAL FUNDS RESERVE	810	Transfers From Reserves	-\$142,480.00	-\$142,480.00	-\$142,480.00	no change	\$0.00	\$0.00	\$0.00		
000349	TRANSFER FROM WASTE RESERVE	810	Transfers From Reserves	-\$200,309.00	-\$200,309.00	-\$200,309.00	no change	\$0.00	\$0.00	\$0.00		
000350	TRANSFER FROM CIVIC BUILDING RESERVE	810	Transfers From Reserves	-\$15,183.00	-\$15,183.00	-\$15,183.00	no change	\$0.00	\$0.00	\$0.00		
				<b>-\$1,020,289.00</b>	<b>-\$1,020,289.00</b>	<b>-\$1,020,289.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
004043	DEPRECIATION ON ASSETS	410	Depreciation	\$129,920.00	\$129,920.00	\$200,000.00	amend to reflect actuals	\$64,962.00	\$99,994.02	\$99,994.02		
004060	DEPRECIATION ON ASSETS - PRE SCHOOL	410	Depreciation	\$3,562.00	\$3,562.00	\$3,592.00	amend to reflect actuals	\$1,782.00	\$1,795.85	\$1,795.85		
004070	DEPRECIATION ON ASSETS - INFANT HLTH	410	Depreciation	\$787.00	\$787.00	\$794.00	amend to reflect actuals	\$396.00	\$396.96	\$396.96		
004080	DEPRECIATION ON ASSETS - FAM & CHILDREN	410	Depreciation	\$76,902.00	\$76,902.00	\$68,905.00	amend to reflect actuals	\$38,454.00	\$34,452.33	\$34,452.33		
004090	DEPRECIATION ON ASSETS - HOUSING	410	Depreciation	\$5,950.00	\$5,950.00	\$6,000.00	amend to reflect actuals	\$2,976.00	\$2,999.35	\$2,999.35		
004109	DEPRECIATION ON ASSETS - OTH COMM AMEN	410	Depreciation	\$2,887.00	\$2,887.00	\$7,225.00	amend to reflect actuals	\$1,446.00	\$3,612.05	\$3,612.05		
004115	DEPRECIATION ON ASSETS - PARKS	410	Depreciation	\$1,151,474.00	\$1,151,474.00	\$1,549,303.00	amend to reflect actuals (variance due to infra reval)	\$575,736.00	\$774,651.51	\$774,651.51		
004121	DEPRECIATION ON ASSETS - INFRASTRUCTURE ROA	410	Depreciation	\$1,196,236.00	\$1,196,236.00	\$524,926.00	amend to reflect actuals (variance due to infra reval)	\$598,116.00	\$262,462.63	\$262,462.63		
004140	DEPRECIATION ON ASSETS - PWO	410	Depreciation	\$6,130.00	\$6,130.00	\$5,313.00	amend to reflect actuals	\$3,066.00	\$2,656.55	\$2,656.55		
004143	Plant Depreciation - Plant Operating Costs	410	Depreciation	\$121,285.00	\$121,285.00	\$117,168.00	amend to reflect actuals	\$60,642.00	\$58,584.15	\$58,584.15		
				<b>\$2,695,133.00</b>	<b>\$2,695,133.00</b>	<b>\$2,483,226.00</b>		<b>\$1,347,576.00</b>	<b>\$1,241,605.40</b>	<b>\$1,241,605.40</b>		

**TOWN OF EAST FREMANTLE**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 December 2018**

**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 December 2018**

## 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 December 2018 of \$5,424,250.

### Items of Significance

The material variance adopted by the Town of East Fremantle for the 2018/19 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	%				
	Collected /	Annual		YTD Budget	YTD Actual
	Completed	Budget			
<b>Significant Projects</b>					
Public Toilet - Glasson Park	0%	\$ 180,000	\$	-	\$ -
Road Resurfacing Program	8%	\$ 538,500	\$	203,612	\$ 45,038
Footpath Program	26%	\$ 348,000	\$	141,664	\$ 92,149
Carpark Projects	2%	\$ 705,000	\$	284,452	\$ 14,153
<b>Grants, Subsidies and Contributions</b>					
Commonwealth Home Support Programme	47%	\$ 828,170	\$	414,084	\$ 391,650
Roads to Recovery Non-Operating Grant	50%	\$ 147,726	\$	147,726	\$ 73,500
	48%	\$ 975,896	\$	561,810	\$ 465,150
Rates Levied	100%	\$ 7,819,800	\$	7,795,800	\$ 7,808,744

*% Compares current ytd actuals to annual budget*

### Financial Position

	Current Year
Adjusted Net Current Assets	\$ 5,424,250
Cash and Equivalent - Unrestricted	\$ 4,149,829
Cash and Equivalent - Restricted	\$ 2,094,283
Receivables - Rates	\$ 2,344,506
Receivables - Other	\$ 124,720
Payables	\$ 577,107

*% 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

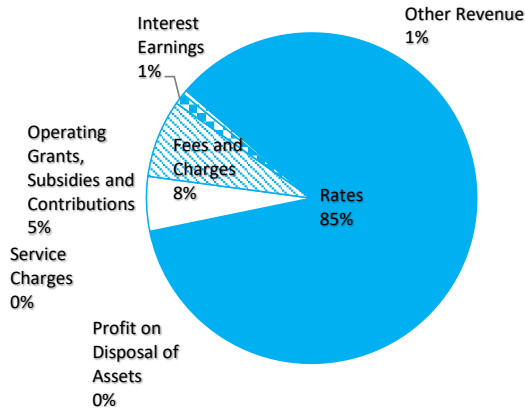
Prepared by: Terry Paparone

Reviewed by: Peter Kocian

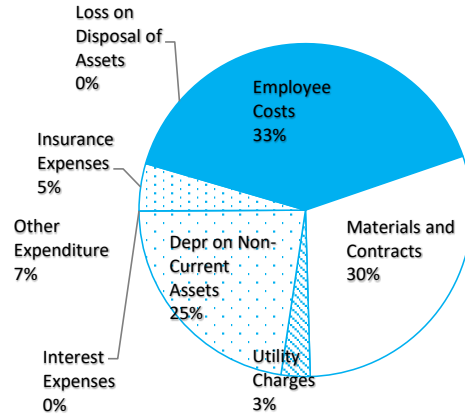
Date prepared: 22 January 2019



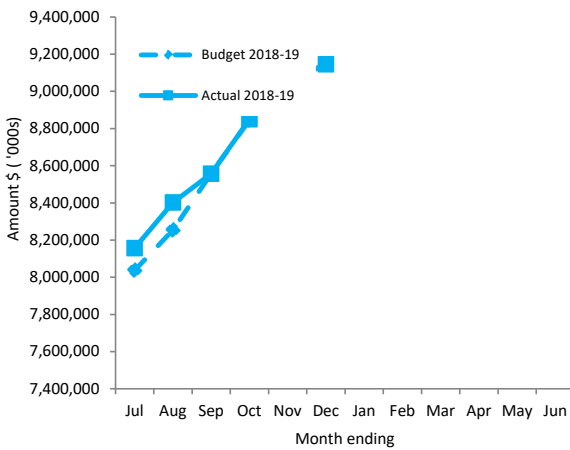
Operating Revenue



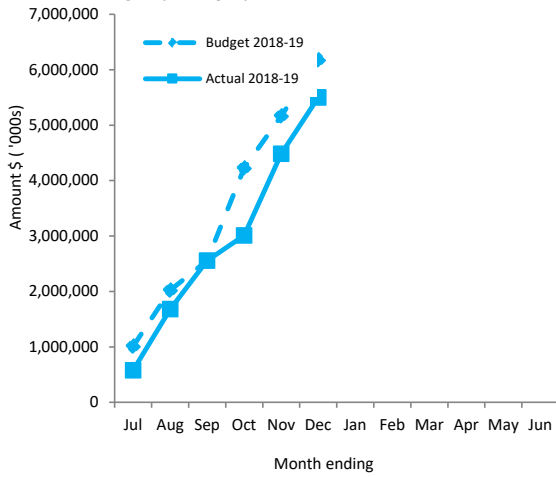
Operating Expenditure



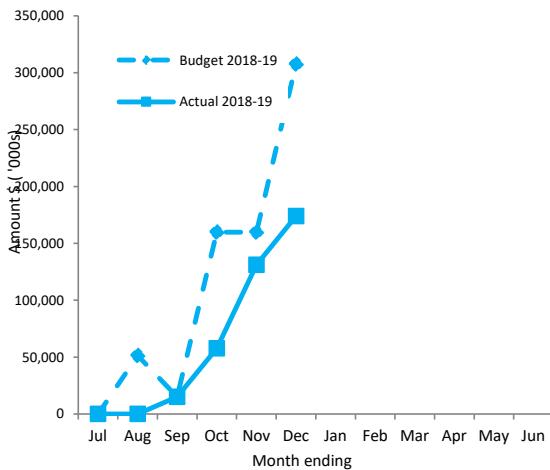
Budget Operating Revenues -v- Actual (Refer Note 2)



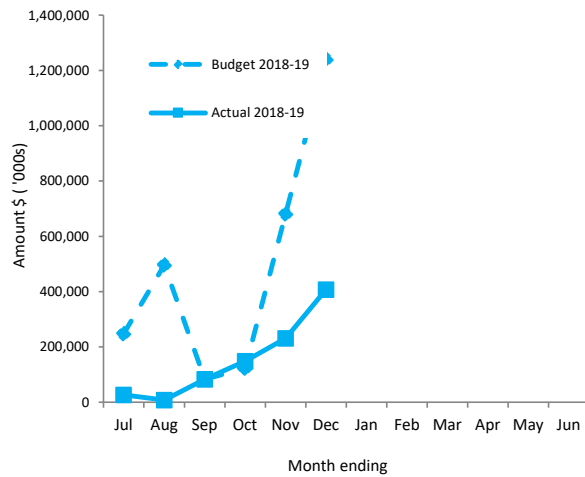
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



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



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



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

TOWN OF EAST FREMANTLE  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 31 December 2018

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Amended Budget - Synergy	Amended YTD Budget (a)	YTD Actual (b)	Forecast 30 June 2019	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	782,857	782,857	782,857	782,857	785,889	785,889	3,032	0%	
<b>Revenue from operating activities</b>										
Governance		20,500	20,500	20,500	10,496	(5,232)	5,500	(15,728)	(150%)	▼
General Purpose Funding - Rates	9	7,819,800	7,819,800	7,819,800	7,795,800	7,808,744	7,837,624	12,944	0%	
General Purpose Funding - Other		371,766	371,766	371,766	219,880	206,095	374,914	(13,785)	(6%)	
Law, Order and Public Safety		29,180	29,180	29,180	28,780	36,185	29,922	7,405	26%	
Health		14,577	14,577	14,577	13,407	13,530	15,577	123	1%	
Education and Welfare		912,422	912,422	912,422	458,084	436,497	915,070	(21,587)	(5%)	
Housing		80,080	80,080	80,080	40,038	43,840	83,580	3,802	9%	
Community Amenities		210,000	210,000	210,000	128,342	134,928	216,500	6,586	5%	
Recreation and Culture		389,324	389,324	389,324	228,764	241,093	312,624	12,329	5%	
Transport		444,000	444,000	444,000	158,496	173,108	459,900	14,612	9%	
Economic Services		107,200	107,200	107,200	54,096	34,763	72,200	(19,333)	(36%)	▼
Other Property and Services		31,517	31,517	31,517	10,756	22,288	31,517	11,532	107%	▲
		<b>10,430,366</b>	<b>10,430,366</b>	<b>10,430,366</b>	<b>9,146,939</b>	<b>9,145,838</b>	<b>10,354,928</b>			
<b>Expenditure from operating activities</b>										
Governance		(1,151,546)	(1,151,547)	(1,151,547)	(651,139)	(609,238)	(1,168,819)	41,901	6%	
General Purpose Funding		(97,763)	(97,763)	(97,763)	(48,882)	(54,026)	(112,259)	(5,144)	(11%)	
Law, Order and Public Safety		(154,617)	(154,617)	(154,617)	(78,855)	(81,787)	(166,342)	(2,932)	(4%)	
Health		(197,651)	(197,651)	(197,651)	(100,123)	(86,960)	(195,654)	13,163	13%	▲
Education and Welfare		(1,057,823)	(1,057,823)	(1,057,823)	(538,695)	(559,133)	(1,063,840)	(20,438)	(4%)	
Housing		(55,630)	(55,630)	(55,630)	(28,408)	(28,621)	(55,680)	(213)	(1%)	
Community Amenities		(2,792,901)	(2,792,902)	(2,792,902)	(1,410,637)	(1,078,520)	(2,633,143)	332,117	24%	▲
Recreation and Culture		(3,024,758)	(3,024,757)	(3,024,757)	(1,496,902)	(1,790,326)	(3,468,022)	(293,424)	(20%)	▼
Transport		(3,297,255)	(3,297,251)	(3,297,251)	(1,659,277)	(1,106,155)	(2,612,401)	553,122	33%	▲
Economic Services		(127,963)	(127,963)	(127,963)	(63,978)	(49,691)	(105,459)	14,287	22%	▲
Other Property and Services		(172,283)	(172,283)	(172,283)	(99,315)	(56,443)	(184,283)	42,872	43%	▲
		<b>(12,130,190)</b>	<b>(12,130,187)</b>	<b>(12,130,187)</b>	<b>(6,176,211)</b>	<b>(5,500,901)</b>	<b>(11,765,902)</b>			
<b>Operating activities excluded from budget</b>										
Add back Depreciation		2,695,133	2,695,133	2,695,133	1,347,576	1,241,605	2,483,226	(105,971)	(8%)	
Adjust (Profit)/Loss on Asset Disposal	8	27,247	27,247	27,247	27,247	(2,996)	27,247	(30,243)	(111%)	▼
<b>Amount attributable to operating activities</b>		<b>2,722,380</b>	<b>2,722,380</b>	<b>2,722,380</b>	<b>1,374,823</b>	<b>1,238,610</b>	<b>2,510,473</b>			
<b>Investing Activities</b>										
Non-operating Grants, Subsidies and Contributions	11	147,726	147,726	147,726	147,726	73,500	147,726	(74,226)	(50%)	▼
Proceeds from Disposal of Assets	8	159,753	159,753	159,753	159,753	100,500	159,753	(59,253)	(37%)	▼
Land and Buildings		(328,885)	(328,885)	(418,885)	(184,370)	(69,845)	(446,500)	114,525	62%	▲
Infrastructure Assets - Roads		(538,500)	(538,500)	(492,500)	(203,612)	(45,038)	(465,714)	158,574	78%	▲
Infrastructure Assets - Public Open Space		(213,000)	(213,000)	(196,332)	(85,924)	(3,341)	(199,832)	82,583	96%	▲
Infrastructure Assets - Footpaths		(348,000)	(348,000)	(348,000)	(141,664)	(92,149)	(342,000)	49,516	35%	▲
Infrastructure Assets - Drainage		(50,000)	(50,000)	(50,000)	(20,000)	(2,500)	(85,000)	17,500	88%	▲
Infrastructure Assets - Other		(105,000)	(105,000)	(105,000)	(43,232)	(7,871)	(105,000)	35,361	82%	▲
Infrastructure Assets - Carparks		(705,000)	(705,000)	(705,000)	(284,452)	(14,153)	(705,000)			
Plant and Equipment		(671,784)	(671,784)	(671,784)	(268,712)	(155,557)	(669,873)	113,155	42%	▲
Furniture and Equipment		(20,000)	(20,000)	(20,000)	(8,000)	(17,083)	(25,000)	(9,083)	(114%)	▼
<b>Amount attributable to investing activities</b>		<b>(2,672,690)</b>	<b>(2,672,690)</b>	<b>(2,700,022)</b>	<b>(932,487)</b>	<b>(233,537)</b>	<b>(2,736,440)</b>			
<b>Financing Activities</b>										
Transfer from Reserves	7	1,020,289	1,020,289	1,020,289	0	0	1,020,289	0		
(Transfer to Reserves)	7	(153,012)	(153,012)	(153,012)	0	(11,649)	(153,012)	(11,649)		▼
<b>Amount attributable to financing activities</b>		<b>867,277</b>	<b>867,277</b>	<b>867,277</b>	<b>0</b>	<b>(11,649)</b>	<b>867,277</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>3</b>	<b>(27,329)</b>	<b>4,195,921</b>	<b>5,424,250</b>	<b>16,225</b>			
<b>Check against Net Current Assets</b>						<b>5,424,250</b>				<b>-0</b>

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 December 2018

Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Amended Budget - Synergy	Amended YTD Budget	YTD Actual (b)	Forecast 30 June 2019	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus (Deficit)</b>	3	\$ 782,857	782,857	782,857	\$ 782,857	785,889	\$ 3,032	% 0%	
<b>Revenue from operating activities</b>									
Rates	9	7,819,800	7,819,800	7,819,800	7,795,800	7,808,744	12,944	0%	
Operating Grants, Subsidies and Contributions	11	1,165,936	1,216,936	1,216,936	479,966	488,995	9,029	2%	
Fees and Charges		1,175,630	1,124,630	1,124,630	722,639	698,028	(24,611)	(3%)	
Interest Earnings		192,000	192,000	192,000	112,000	99,432	(12,568)	(11%)	▼
Other Revenue		77,000	77,000	77,000	36,534	40,335	3,801	10%	
Profit on Disposal of Assets	8	0	0	0	0	10,305			
		<b>10,430,366</b>	<b>10,430,366</b>	<b>10,430,366</b>	<b>9,146,939</b>	<b>9,145,838</b>			
<b>Expenditure from operating activities</b>									
Employee Costs		(3,683,695)	(3,683,695)	(3,683,695)	(1,841,826)	(1,835,083)	6,743	0%	
Materials and Contracts		(4,464,706)	(4,464,703)	(4,464,703)	(2,232,498)	(1,638,852)	593,646	27%	▲
Utility Charges		(310,950)	(310,950)	(310,950)	(155,484)	(154,865)	619	0%	
Depreciation on Non-Current Assets		(2,695,133)	(2,695,133)	(2,695,133)	(1,347,576)	(1,241,605)	105,971	8%	
Insurance Expenses		(251,449)	(251,449)	(251,449)	(251,449)	(252,687)	(1,238)	(0%)	
Other Expenditure		(697,010)	(697,010)	(697,010)	(320,131)	(371,400)	(51,269)	(16%)	▼
Loss on Disposal of Assets	8	(27,247)	(27,247)	(27,247)	(27,247)	(6,409)			
		<b>(12,130,190)</b>	<b>(12,130,187)</b>	<b>(12,130,187)</b>	<b>(6,176,211)</b>	<b>(5,500,901)</b>			
<b>Operating activities excluded from budget</b>									
Add back Depreciation		2,695,133	2,695,133	2,695,133	1,347,576	1,241,605	(105,971)	(8%)	
Adjust (Profit)/Loss on Asset Disposal	8	27,247	27,247	27,247	27,247	(2,996)	(30,243)	(111%)	▼
<b>Amount attributable to operating activities</b>		<b>2,722,380</b>	<b>2,722,380</b>	<b>2,722,380</b>	<b>1,374,823</b>	<b>1,238,610</b>			
<b>Investing activities</b>									
Non-operating Grants, Subsidies and Contributions	11	147,726	147,726	147,726	147,726	73,500	(74,226)	(50%)	▼
Proceeds from Disposal of Assets	8	159,753	159,753	159,753	159,753	100,500	(59,253)	(37%)	▼
Land and Buildings		(328,885)	(328,885)	(418,885)	(184,370)	(69,845)	114,525	62%	▲
Infrastructure Assets - Roads		(538,500)	(538,500)	(492,500)	(203,612)	(45,038)	158,574	78%	▲
Infrastructure Assets - POS		(213,000)	(213,000)	(196,332)	(85,924)	(3,341)	82,583	96%	▲
Infrastructure Assets - Footpaths		(348,000)	(348,000)	(348,000)	(141,664)	(92,149)	49,516	35%	▲
Infrastructure Assets - Drainage		(50,000)	(50,000)	(50,000)	(20,000)	(2,500)	17,500	88%	▲
Infrastructure Assets - Other		(105,000)	(105,000)	(105,000)	(43,232)	(7,871)	35,361	82%	▲
Infrastructure Assets - Carparks		(705,000)	(705,000)	(705,000)	(284,452)	(14,153)	(705,000)		
Plant and Equipment		(671,784)	(671,784)	(671,784)	(268,712)	(155,557)	113,155	42%	▲
Furniture and Equipment		(20,000)	(20,000)	(20,000)	(8,000)	(17,083)	(9,083)	(114%)	
<b>Amount attributable to investing activities</b>		<b>(2,672,690)</b>	<b>(2,672,690)</b>	<b>(2,700,022)</b>	<b>(932,487)</b>	<b>(233,537)</b>			
<b>Financing Activities</b>									
Transfer from Reserves	7	1,020,289	1,020,289	1,020,289	0	0	0		
(Transfer to Reserves)	7	(153,012)	(153,012)	(153,012)	0	(11,649)	(11,649)		▼
<b>Amount attributable to financing activities</b>		<b>867,277</b>	<b>867,277</b>	<b>867,277</b>	<b>0</b>	<b>(11,649)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>0</b>	<b>3</b>	<b>(27,329)</b>	<b>4,195,921</b>	<b>5,424,250</b>	<b>1,228,329</b>	<b>29%</b>	<b>▲</b>
<b>Check against Statement by Program</b>					<b>5,424,250</b>	<b>0</b>			

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 December 2018

## Capital Acquisitions

	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
	\$	\$	\$	\$	\$	\$
Land and Buildings	69,845	0	184,370	328,885	<b>69,845</b>	(114,525)
Infrastructure Assets - Roads	0	45,038	203,612	538,500	<b>45,038</b>	(158,574)
Infrastructure Assets - POS	3,341	0	85,924	213,000	<b>3,341</b>	(82,583)
Infrastructure Assets - Footpaths	40,000	52,149	141,664	348,000	<b>92,149</b>	(49,516)
Infrastructure Assets - Drainage	2,500	0	20,000	50,000	<b>2,500</b>	(17,500)
Infrastructure Assets - Other	7,871	0	43,232	105,000	<b>7,871</b>	(35,361)
Infrastructure Assets - Carparks	14,153	0	284,452	705,000	<b>14,153</b>	(270,299)
Plant and Equipment	155,557	0	268,712	671,784	<b>155,557</b>	(113,155)
Furniture and Equipment	17,083	0	8,000	20,000	<b>17,083</b>	9,083
<b>Capital Expenditure Totals</b>	<b>310,350</b>	<b>97,187</b>	<b>1,239,966</b>	<b>2,980,169</b>	<b>407,537</b>	<b>(832,429)</b>
<b>Capital acquisitions funded by:</b>						
Capital Grants and Contributions					<b>198,726</b>	
Borrowings					<b>0</b>	
Other (Disposals & C/Fwd)					<b>116,253</b>	
Council contribution - Cash Backed Reserves:						
Vehicle, Plant and Equipment Reserve					<b>135,531</b>	
Office Equipment Reserve					<b>9,383</b>	
Arts and Sculpture Reserve					<b>45,000</b>	
Waste Reserve					<b>200,000</b>	
Commerical Precinct Development Reserve						
Council contribution - operations					<b>2,275,276</b>	
<b>Capital Funding Total</b>			<b>0</b>	<b>0</b>	<b>2,980,169</b>	

**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:

<b>Asset</b>	<b>Years</b>
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.

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	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.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the allocation to services.	Rating, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	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.
<b>HEALTH</b>	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.
<b>EDUCATION AND WELFARE</b>	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.
<b>HOUSING</b>	To assist with housing for staff and the community.	Provision and maintenance of residential rental properties.
<b>COMMUNITY AMENITIES</b>	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.
<b>RECREATION AND CULTURE</b>	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.
<b>TRANSPORT</b>	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.
<b>ECONOMIC SERVICES</b>	To help promote the Town and improve its economic wellbeing.	The regulation and provision of tourism, area promotion activities and building control.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control plant and depot operations, and to provide other property services not included elsewhere.	Private works operation, plant operating costs, depot operations and unclassified property functions.



**Note 2: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

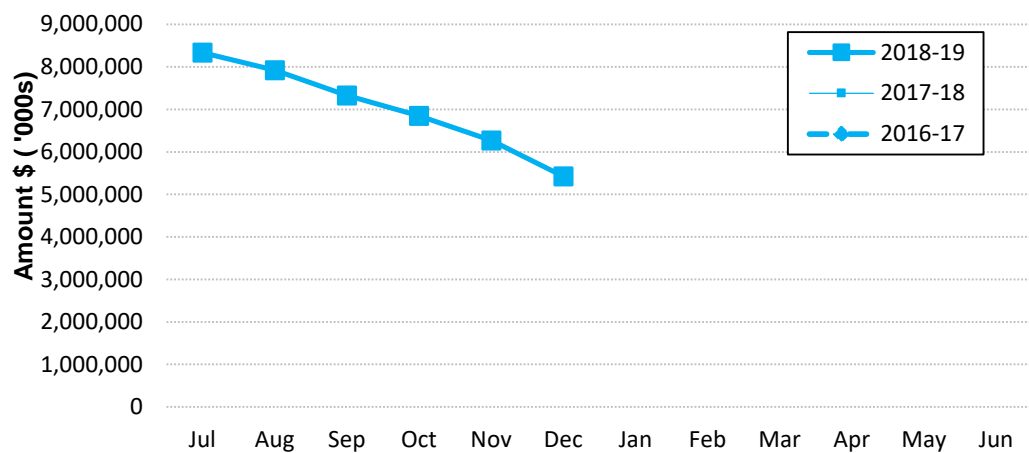
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	(15,728)	(150%)		Permanent	Sundry Debtor Write Off approved by Council
Economic Services	(19,333)	(36%)		Timing	Building Fees slightly down against YTD budget
Other Property and Services	11,532	107%		Permanent	Insurance reimbursements. Offset against expenditure
<b>Operating Expense</b>					
Health	13,163	13%		Timing	Favourable - timing
					Favourable - timing - waste collection and disposal contractor invoices not received. Cont. to Fremantle Recycling Centre not invoiced.
Community Amenities	332,117	24%		Timing	
Recreation and Culture	(293,424)	(20%)		Permanent	Non-cash adjustment for depreciation expense
Transport	553,122	33%		Permanent	Non-cash adjustment for depreciation expense
Economic Services	14,287	22%		Timing	Favourable - timing
Other Property and Services	42,872	43%		Timing	Favourable - timing
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(74,226)	(50%)		Timing	Road to Recovery Grant partially claimed. Cashflow budgeted for December.
Proceeds from Disposal of Assets	(59,253)	(37%)		Timing	Plant replacement program is underway with 3 vehicles replaced
					All capital works are budgeted to substantively commence in November/December. Year to date budgets and actuals will start to reconcile once projects are underway
<b>Capital Expenses</b>					
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 December 2018**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing	Current
		30 June 2018	31 Dec 2018
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	4	1,396,010	4,149,829
Cash Restricted - Reserves	4	2,082,634	2,094,283
Receivables - Rates	6	191,475	2,344,506
Receivables - Other	6	161,691	124,720
Interest / ATO Receivable/Trust		(0)	(8,504)
Inventories		0	0
		<u>3,831,810</u>	<u>8,704,834</u>
<b>Less: Current Liabilities</b>			
Payables		(359,978)	(577,107)
Provisions		(603,309)	(609,194)
		<u>(963,287)</u>	<u>(1,186,300)</u>
Less: Cash Reserves	7	(2,082,634)	(2,094,283)
<b>Net Current Funding Position</b>		<b>785,889</b>	<b>5,424,250</b>

**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 December 2018

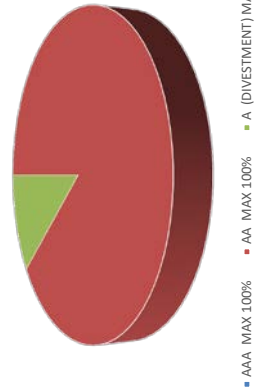
Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Interest to be Accrued	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
<b>(a) Cash Deposits</b>									
Municipal Bank Account - On-Call	360,425			360,425	508	CBA	AA-	1.45%	At Call
Municipal Bank Account	200,161			200,161	102	CBA	AA-		At Call
Reserve Bank Account		105		105		CBA	AA-		At Call
Trust Bank Account			6,439	6,439		CBA	AA-		At Call
Cash On Hand	1,100			1,100		Petty Cash/Till Float		Nil	On Hand
<b>(b) Term Deposits</b>									
Municipal									
	705,154			705,154	6,886	NAB	AA-	2.68%	19-Feb-19
	625,922			625,922	5,590	BANKWEST	AA-	2.65%	07-Jan-19
	451,058			451,058	4,126	BANKWEST	AA-	2.65%	21-Jan-19
	301,467			301,467	2,933	BANKWEST	AA-	2.67%	05-Mar-19
	452,928			452,928	4,175	BANKWEST	AA-	2.67%	01-Apr-19
	301,614			301,614	2,737	BANKWEST	AA-	2.65%	19-Mar-19
	400,000			400,000	3,775	BANKWEST	AA-	2.65%	12-Mar-19
	350,000			350,000	3,187	WESTPAC	AA-	2.68%	05-Feb-19
Trust			782,137	782,137	5,167	SUNCORP	A+	2.65%	18-Feb-19
Reserves		917,939		917,939	12,222	WESTPAC	AA-	2.70%	05-Mar-19
Reserves		1,176,240		1,176,240	16,306	CBA	AA-	2.75%	07-Feb-19
<b>Total</b>	<b>4,149,829</b>	<b>2,094,283</b>	<b>788,576</b>	<b>7,032,689</b>	<b>67,714</b>				
Less Cash on Hand	(1,100)			(1,100)					
	<b>4,148,729</b>			<b>7,031,589</b>					

Comments/Notes - Investments and Cash Deposits

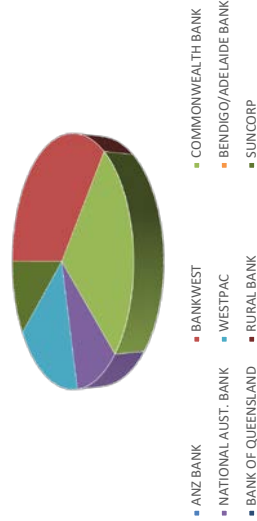
(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%		
AA	MAX 100%	\$6,249,452	88.88%
A (DIVESTMENT)	MAX 80%	\$782,137	11.12%
	MAX 80%	<b>\$7,031,589</b>	<b>100.00%</b>

RISK RATING



INSTITUTION	\$	%	(LT) RISK
ANZ BANK			AA-
BANKWEST	\$2,532,989	36.02%	AA-
COMMONWEALTH BANK	\$1,743,370	24.79%	AA-
NATIONAL AUST. BANK	\$705,154	10.03%	AA-
WESTPAC	\$1,267,939	18.03%	AA-
BENDIGO/ADELAIDE BANK			BBB+
BANK OF QUEENSLAND			BBB+
RURAL BANK			BBB+
SUNCORP	\$782,137	11.12%	A+
	<b>\$7,031,589</b>	<b>100.00%</b>	

INSTITUTION





TOWN OF EAST FREMANTLE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

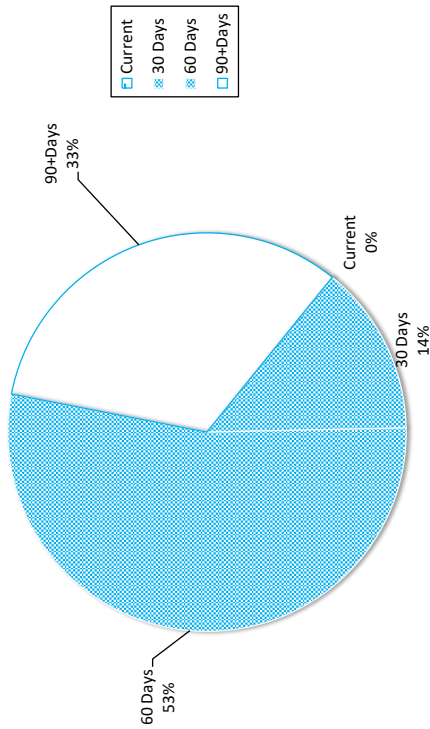
For the period ending 31 December 2018

Receivables - Rates Receivable	31 December 2018	30 June 2018	Receivables - General	Current	30 Days	60 Days	90+Days	Total
Opening Arrears Previous Years	\$ 202,853	\$ 150,429	Receivables - General	\$ 2,714	\$ 169	\$ 1,405	\$ 19,669	23,957
Opening Balance Deferred Rates	28,590		Receivables - Parking					89,750
Rates, ESL and Service Charges Levied this year	9,666,578	8,861,717	East Fremantle Lawn & Tennis Club					27,000
Interim Rates Billing 2018/19 (GL 1030510)	11,119							
Less Collections to date	(7,469,254)	(8,658,864)						
Equals Current Outstanding (as per TB)	<b>2,197,323</b>	<b>202,853</b>						
<b>Net Rates Collectable</b>	<b>2,197,323</b>	<b>202,853</b>	<b>Total Receivables General Outstanding</b>					<b>140,707</b>
% Collected	75.46%							

Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	23,957
SSL - Current EFTC	114	3,000
SSL - Non-Current EFTC	1684	24,000
Parking Debtors	180	89,750
		<u>140,707</u>

Note 6 - Accounts Receivable (non-rates)

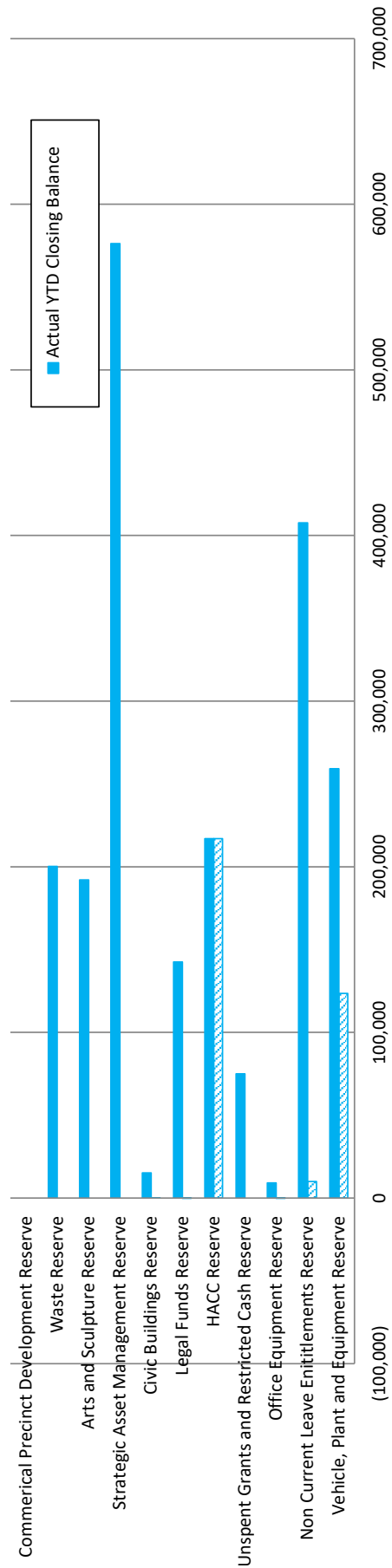


TOWN OF EAST FREMANTLE  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 December 2018

Note 7 : Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
Vehicle, Plant and Equipment Reserve	\$ 259,150							\$ 123,619	\$ 259,150
Non Current Leave Entitlements Reserve	407,665					(135,531)	0	10,000	407,665
Office Equipment Reserve	9,121					(397,665)	0	(0)	9,121
Unspent Grants and Restricted Cash Reserve	75,000					(75,000)	0	0	75,000
HACC Reserve	217,037						0	217,037	217,037
Legal Funds Reserve	142,480					(142,480)	0	(0)	142,480
Civic Buildings Reserve	15,183					(15,183)	0	0	15,183
Strategic Asset Management Reserve	564,668	58,012	7,865	58,012	11,649				576,317
Arts and Sculpture Reserve	192,022			45,000	0	(45,000)	0		192,022
Waste Reserve	200,308					(200,309)	0		200,308
Commerical Precinct Development Reserve	0			50,000	0				0
	<b>2,082,634</b>	<b>58,012</b>	<b>7,865</b>	<b>153,012</b>	<b>11,649</b>	<b>(1,020,289)</b>	<b>0</b>	<b>350,656</b>	<b>2,094,283</b>

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 December 2018

**Note 8: Disposal of Assets**

Asset Number	Asset Description	YTD Actual			Amended Budget		
		Net Book Value	Proceeds	Profit (Loss)	Net Book Value	Proceeds	Profit (Loss)
		\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>						
PEMV259	CEO Vehicle				26,000	20,000	(6,000)
PEMV260	EMRS Vehicle				15,000	15,000	0
PEMV256	Parks Vehicle	29,000	22,591	(6,409)	15,000	15,000	0
PEMV252	Ranger Vehicle	12,278	20,000	7,722	14,000	14,000	0
PEMV242	Mitsubishi Rosa Bus				44,000	44,000	0
PE271	Verge Mower	13,317	15,000	1,683	13,000	11,753	(1,247)
PE269	Loader		42,909		60,000	40,000	(20,000)
		<b>54,595</b>	<b>100,500</b>	<b>9,405</b>	<b>187,000</b>	<b>159,753</b>	<b>0</b>
				<b>(6,409)</b>			<b>(27,247)</b>

End of Month  
September 2018  
Note 9

TOWN OF EAST FREMANTLE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Rate Revenue	Interim Rate	Back Rate	Total Revenue	
<b>Differential General Rate</b>											
Residential GRV	0.068310	3,002	90,581,990	6,200,606	11,119		6,187,656	40,000			6,227,656
Commercial GRV	0.103738	121	12,433,188	1,295,748			1,289,794				1,289,794
<b>Sub-Totals</b>		<b>3,123</b>	<b>103,015,178</b>	<b>7,496,354</b>	<b>11,119</b>	<b>0</b>	<b>7,477,450</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>7,517,450</b>
<b>Minimum Payment</b>											
Residential GRV	\$ 1,080.00	265	3,563,980	285,120			286,200				286,200
Commercial GRV	1,615.00	10	135,755	16,150			16,150				16,150
<b>Sub-Totals</b>		<b>275</b>	<b>3,699,735</b>	<b>301,270</b>	<b>0</b>	<b>0</b>	<b>302,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>302,350</b>
<b>Amount from General Rates</b>		<b>3,398</b>	<b>106,714,913</b>	<b>7,797,624</b>	<b>11,119</b>	<b>0</b>	<b>7,779,800</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>7,819,800</b>
<b>Totals</b>											<b>7,819,800</b>



**TOWN OF EAST FREMANTLE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 December 2018**

**Note 10: Information on Borrowings**  
 (a) Debenture Repayments

Particulars	01 Jul 2018	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
<b>Governance</b>		\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>									
<b>Recreation and Culture</b>									
		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 December 2018

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
					\$	\$	\$			\$
<b>General Purpose Funding</b>										
Grants Commission - General	United - General Purpose	NA	NA	Operating	79,220	0	39,610	79,220	79,220	41,828
Grants Commission - Roads	United - Road	NA	NA	Operating	40,546	0	20,272	40,546	40,546	17,130
<b>Education and Welfare</b>										
Home and Community Care Program	Commonwealth Dep. Health			Operating	828,170	0	414,084	828,170	828,170	391,650
Recycling Grant	Better Bins Program			Operating	51,000	0	0	51,000	51,000	0
<b>Community Amenities</b>										
Club Development Grant	Department Sport and Rec			Operating	40,000	0	0	40,000	40,000	0
Minor Grants - Rec and Culture	Various			Operating	40,000	0	0	40,000	40,000	21,489
<b>Recreation and Culture</b>										
Roads To Recovery Grant - Cap	Roads To Recovery			Non-operating	0	147,726	147,726	147,726	147,726	73,500
Direct Grant	Main Roads	31-Oct	Audited Annual Report	Operating	6,000	0	6,000	6,000	6,000	16,899
Street Lighting Subsidy	Street Lighting Subsidy	July	GST Free Invoice	Operating	4,800	0	0	4,800	4,800	0
Stirling Bridge Verge Maintenance Agreement	Stirling Highway Verge Maint. Agreement	September	GST inc. Invoice	Operating	7,200	0	0	7,200	7,200	0
Developer Contribution Carparking	Transfer from Trust			Operating	120,000	0	0	120,000	120,000	0
<b>TOTALS</b>					<b>1,216,936</b>	<b>147,726</b>	<b>627,692</b>	<b>1,364,662</b>	<b>1,364,662</b>	<b>562,495</b>
<b>SUMMARY</b>										
Operating	Operating Grants, Subsidies and Contributions				1,216,936	0	0	1,216,936	1,216,936	488,995
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions				0	0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions				0	147,726	147,726	147,726	147,726	73,500
<b>TOTALS</b>					<b>1,216,936</b>	<b>147,726</b>	<b>0</b>	<b>0</b>	<b>1,364,662</b>	<b>562,495</b>
<b>Pending Grants:</b>										
Grant Provider	Purpose of Grant	Date Applied	Expected Date of Outcome	Type				Amount Applied	Required Co Contribution	
								\$	\$	

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## 12.2.2 Monthly Financial Report (Containing the Statement of Financial Activity) – January 2019

<b>Applicant</b>	Not Applicable
<b>File ref</b>	F/FNS2
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date:</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Monthly Financial Report for the Period Ended 31 January 2019

### 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 January 2019.

### Executive Summary

A new Monthly Financial Report template 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 2018/19 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

*In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2018/19 for reporting material variances shall be:*

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

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

The monthly Financial Report for the period ended 31 January 2019 is appended and includes the following:

- Statement of Financial Activity by Program
  - Statement of Financial Activity by Nature and Type
  - Notes to the Statement of Financial Activity including:
    - Statement of capital acquisitions and capital funding
    - Significant Accounting Policies
    - Explanation of Material Variances
    - Net Current Funding Position
    - Cash and Investments
    - Budget amendments
    - Receivables
-

- Cashed Back Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants and Contributions

The attached Monthly Financial Reports are prepared in accordance with the amended *Local Government (Financial Management) Regulations 1996*; together with supporting material to provide Council with easy to understand financial information covering activities undertaken during the financial year.

**Consultation**

Nil.

**Statutory Environment**

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

**Policy Implications**

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

**Financial Implications**

Material variances are disclosed in the Statement of Financial Activity.

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

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

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

**Strategic Implications**

The matter being put to the Council is not likely to have a direct impact on the strategies of the Council.

*4.9 A financially sustainable Town – Provide financial management services to enable the Town to sustainably provide services to the community.*

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### Risk Implications

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

### Risk Matrix

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

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

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

### Site Inspection

Not applicable.

### Comment

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

	Original Budget	Year to Date Budget	January Actuals
<b>Opening Surplus</b>	<b>782,857</b>	<b>782,857</b>	<b>785,889</b>
Operating Income	10,430,366	9,445,526	9,483,610
Operating Expenditure	(12,130,190)	(7,139,293)	(6,407,976)
Capital Expenditure	(2,980,169)	(1,798,317)	(409,431)
Capital Income	307,479	307,479	174,000

Net Transfers from Reserves	867,277	0	(11,649)
Non-Cash Items	2,722,380	1,599,419	1,463,667
<b>Closing Surplus</b>	<b>0</b>	<b>3,197,671</b>	<b>5,078,107</b>
Unrestricted Cash			4,542,748
Rates Receivables			1,693,639
Restricted Cash			2,094,283

- Rates were levied in the month of July;
- Year to date budgets have been entered into the financial system. The majority of variances between year to date actuals and the year to date budget are attributable to timing differences, and are further explained in Note 2 of the Monthly Financial Report. There is a permanent downward adjustment to depreciation expense on infrastructure assets following a circa \$7m decrement in the carrying value of infrastructure assets as at 30 June 2018.
- The capital program has commenced with \$409k in expenditure as at end of January. Major expenditures relate to plant and equipment and footpath construction.
- 75% of rates were collected by the end of January, meaning that the Town has a significant unrestricted cash position, with majority of these funds placed in short term deposits, ranging in term from one to four months.

The Statements of Financial Activity have been updated to include additional columns; being the annual budget entered in the financial system (SynergySoft), the amended budget following approved budget variations at the August 2018 OCM, and the forecast position as at 30 June 2019 following the mid-year budget review. The Annual Budget (Synergy) column confirms that the budgets entered into the financial system reconcile to the adopted budget (rounding of \$3). The amended budget captures all budget variations that have approved by Council since the original budget adoption.

#### 12.2.2 OFFICER RECOMMENDATION

**That Council:**

- 1. receives the Monthly Financial Report (Containing the Statement of Financial Activity) for the month ended 31 January 2019.**
- 2. notes the Forecast column in the Statements of Financial Activity, forecasting a small surplus of \$16,225 as at 30 June 2019.**
- 3. notes the municipal surplus of \$5,078,107, which comprises of \$4,542,748 in unrestricted cash, as at 31 January 2019.**

**TOWN OF EAST FREMANTLE**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 January 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 January 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 January 2019 of \$5,078,107.

### Items of Significance

The material variance adopted by the Town of East Fremantle for the 2018/19 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	%				
	Collected / Completed	Annual Budget	YTD Budget	YTD Actual	
<b>Significant Projects</b>					
Public Toilet - Glasson Park	0%	\$ 180,000	\$ -	\$ -	
Road Resurfacing Program	8%	\$ 538,500	\$ 294,392	\$ 45,038	
Footpath Program	27%	\$ 348,000	\$ 208,392	\$ 93,693	
Carpark Projects	2%	\$ 705,000	\$ 422,578	\$ 14,153	
<b>Grants, Subsidies and Contributions</b>					
Commonwealth Home Support Programme	72%	\$ 828,170	\$ 621,126	\$ 593,279	
Roads to Recovery Non-Operating Grant	50%	\$ 147,726	\$ 147,726	\$ 73,500	
	68%	\$ 975,896	\$ 768,852	\$ 666,779	
Rates Levied	100%	\$ 7,819,800	\$ 7,799,800	\$ 7,811,852	

*% Compares current ytd actuals to annual budget*

### Financial Position

	Current Year
Adjusted Net Current Assets	\$ 5,078,107
Cash and Equivalent - Unrestricted	\$ 4,542,748
Cash and Equivalent - Restricted	\$ 2,094,283
Receivables - Rates	\$ 1,693,639
Receivables - Other	\$ 119,364
Payables	\$ 576,876

*% 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:

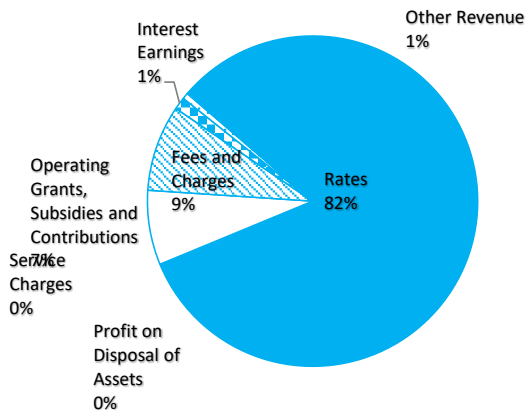
Reviewed by: Peter Kocian

Date prepared: 6 February 2019

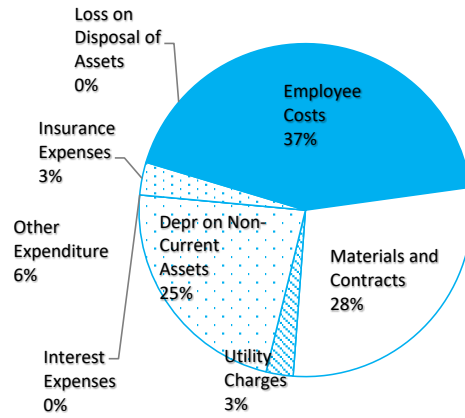


Town of East Fremantle  
Information Summary  
For the Period Ended 31 January 2019

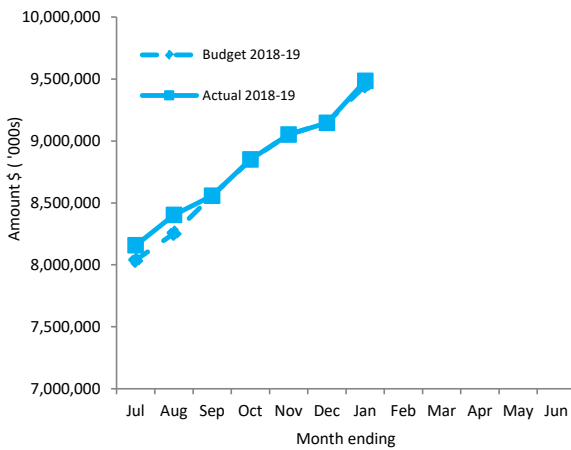
Operating Revenue



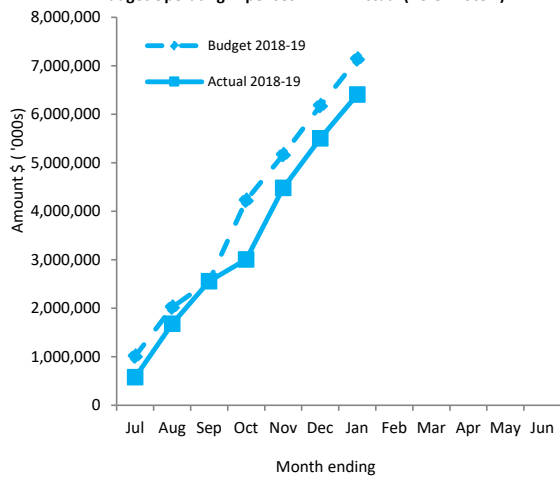
Operating Expenditure



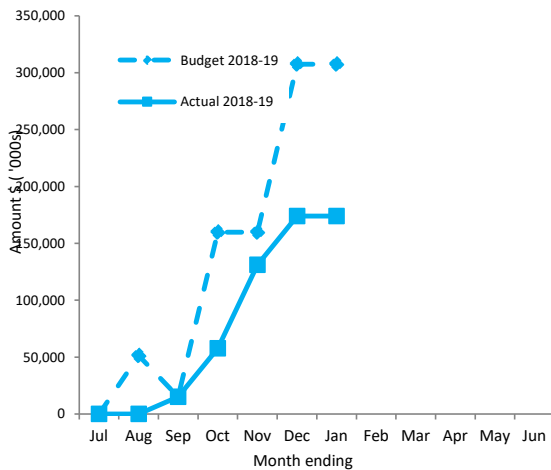
Budget Operating Revenues -v- Actual (Refer Note 2)



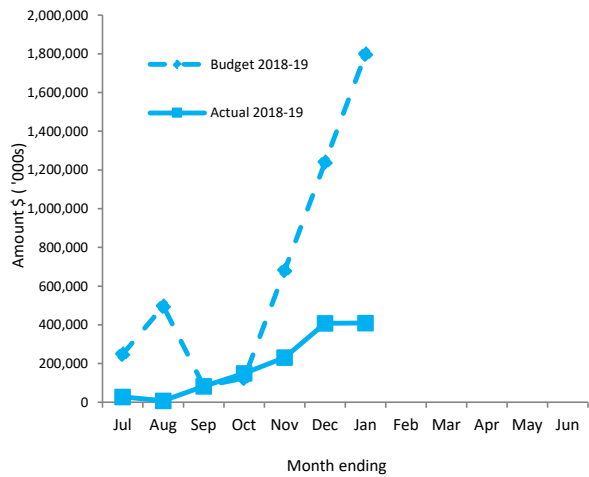
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



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



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



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

TOWN OF EAST FREMANTLE  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 31 January 2019

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Amended Budget (August OCM) -	Amended YTD Budget (a)	YTD Actual (b)	Forecast 30 June 2019	Var. \$ (b)-(a)	Var. % (b)/(a)	Var.
		\$	\$	\$	\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	782,857	782,857	782,857	782,857	785,889	785,889	3,032	0%	
<b>Revenue from operating activities</b>										
Governance		20,500	20,500	20,500	12,162	(4,302)	5,500	(16,464)	(135%)	▼
General Purpose Funding - Rates	9	7,819,800	7,819,800	7,819,800	7,799,800	7,811,852	7,837,624	12,052	0%	
General Purpose Funding - Other		371,766	371,766	371,766	236,213	223,217	374,914	(12,996)	(6%)	
Law, Order and Public Safety		29,180	29,180	29,180	28,780	38,323	29,922	9,543	33%	
Health		14,577	14,577	14,577	13,602	20,597	15,577	6,995	51%	
Education and Welfare		912,422	912,422	912,422	671,836	642,268	915,070	(29,568)	(4%)	
Housing		80,080	80,080	80,080	46,711	49,800	83,580	3,089	7%	
Community Amenities		210,000	210,000	210,000	133,449	127,431	216,500	(6,018)	(5%)	
Recreation and Culture		389,324	389,324	389,324	243,817	243,429	312,624	(388)	(0%)	
Transport		444,000	444,000	444,000	183,912	251,339	459,900	67,427	37%	▲
Economic Services		107,200	107,200	107,200	63,112	38,364	72,200	(24,748)	(39%)	▼
Other Property and Services		31,517	31,517	31,517	12,132	41,292	31,517	29,160	240%	▲
		<b>10,430,366</b>	<b>10,430,366</b>	<b>10,430,366</b>	<b>9,445,526</b>	<b>9,483,610</b>	<b>10,354,928</b>			
<b>Expenditure from operating activities</b>										
Governance		(1,151,546)	(1,151,547)	(1,151,547)	(732,462)	(718,585)	(1,168,819)	13,877	2%	
General Purpose Funding		(97,763)	(97,763)	(97,763)	(57,029)	(60,429)	(112,259)	(3,400)	(6%)	
Law, Order and Public Safety		(154,617)	(154,617)	(154,617)	(91,489)	(90,910)	(166,342)	579	1%	
Health		(197,651)	(197,651)	(197,651)	(116,381)	(104,278)	(195,654)	12,103	10%	▲
Education and Welfare		(1,057,823)	(1,057,823)	(1,057,823)	(618,218)	(673,227)	(1,063,840)	(55,009)	(9%)	
Housing		(55,630)	(55,630)	(55,630)	(32,946)	(30,310)	(55,680)	2,636	8%	
Community Amenities		(2,792,901)	(2,792,902)	(2,792,902)	(1,630,639)	(1,195,120)	(2,633,143)	435,519	27%	▲
Recreation and Culture		(3,024,758)	(3,024,757)	(3,024,757)	(1,728,231)	(2,005,795)	(3,468,022)	(277,564)	(16%)	▼
Transport		(3,297,255)	(3,297,251)	(3,297,251)	(1,932,282)	(1,317,313)	(2,612,401)	614,969	32%	▲
Economic Services		(127,963)	(127,963)	(127,963)	(74,641)	(51,769)	(105,459)	22,872	31%	▲
Other Property and Services		(172,283)	(172,283)	(172,283)	(124,975)	(160,241)	(184,283)	(35,266)	(28%)	▼
		<b>(12,130,190)</b>	<b>(12,130,187)</b>	<b>(12,130,187)</b>	<b>(7,139,293)</b>	<b>(6,407,976)</b>	<b>(11,765,902)</b>			
<b>Operating activities excluded from budget</b>										
Add back Depreciation		2,695,133	2,695,133	2,695,133	1,572,172	1,451,882	2,483,226	(120,290)	(8%)	
Adjust (Profit)/Loss on Asset Disposal	8	27,247	27,247	27,247	27,247	11,785	27,247	(15,462)	(57%)	▼
<b>Amount attributable to operating activities</b>		<b>2,722,380</b>	<b>2,722,380</b>	<b>2,722,380</b>	<b>1,599,419</b>	<b>1,463,667</b>	<b>2,510,473</b>			
<b>Investing Activities</b>										
Non-operating Grants, Subsidies and Contributions	11	147,726	147,726	147,726	147,726	73,500	147,726	(74,226)	(50%)	▼
Proceeds from Disposal of Assets	8	159,753	159,753	159,753	159,753	100,500	159,753	(59,253)	(37%)	▼
Land and Buildings		(328,885)	(328,885)	(418,885)	(248,529)	(70,195)	(446,500)	178,334	72%	▲
Infrastructure Assets - Roads		(538,500)	(538,500)	(492,500)	(294,392)	(45,038)	(465,714)	249,354	85%	▲
Infrastructure Assets - Public Open Space		(213,000)	(213,000)	(196,332)	(116,562)	(3,341)	(199,832)	113,221	97%	▲
Infrastructure Assets - Footpaths		(348,000)	(348,000)	(348,000)	(208,392)	(93,693)	(342,000)	114,699	55%	▲
Infrastructure Assets - Drainage		(50,000)	(50,000)	(50,000)	(30,000)	(2,500)	(85,000)	27,500	92%	▲
Infrastructure Assets - Other		(105,000)	(105,000)	(105,000)	(62,796)	(7,871)	(105,000)	54,925	87%	▲
Infrastructure Assets - Carparks		(705,000)	(705,000)	(705,000)	(422,578)	(14,153)	(705,000)			
Plant and Equipment		(671,784)	(671,784)	(671,784)	(403,068)	(155,557)	(669,873)	247,511	61%	▲
Furniture and Equipment		(20,000)	(20,000)	(20,000)	(12,000)	(17,083)	(25,000)	(5,083)	(42%)	▼
<b>Amount attributable to investing activities</b>		<b>(2,672,690)</b>	<b>(2,672,690)</b>	<b>(2,700,022)</b>	<b>(1,490,838)</b>	<b>(235,432)</b>	<b>(2,736,440)</b>			
<b>Financing Activities</b>										
Transfer from Reserves	7	1,020,289	1,020,289	1,020,289	0	0	1,020,289	0		
(Transfer to Reserves)	7	(153,012)	(153,012)	(153,012)	0	(11,649)	(153,012)	(11,649)		▼
<b>Amount attributable to financing activities</b>		<b>867,277</b>	<b>867,277</b>	<b>867,277</b>	<b>0</b>	<b>(11,649)</b>	<b>867,277</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>3</b>	<b>(27,329)</b>	<b>3,197,671</b>	<b>5,078,107</b>	<b>16,225</b>			
<b>Check against Net Current Assets</b>						<b>5,078,107</b>				

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 January 2019

Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Amended Budget (August OCM) - Synergy	Amended YTD Budget	YTD Actual (b)	Forecast 30 June 2019	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	
<b>Opening Funding Surplus (Deficit)</b>	3	\$ 782,857	782,857	782,857	782,857	785,889	\$ 3,032	% 0%		
<b>Revenue from operating activities</b>										
Rates	9	7,819,800	7,819,800	7,819,800	7,799,800	7,811,852	12,052	0%		
Operating Grants, Subsidies and Contributions	11	1,165,936	1,216,936	1,216,936	687,008	691,725	4,717	1%		
Fees and Charges		1,175,630	1,124,630	1,124,630	793,550	799,606	6,056	1%		
Interest Earnings		192,000	192,000	192,000	125,000	114,696	(10,304)	(8%)		
Other Revenue		77,000	77,000	77,000	40,168	56,327	16,159	40%	▲	
Profit on Disposal of Assets	8	0	0	0	0	9,405	0			
		<b>10,430,366</b>	<b>10,430,366</b>	<b>10,430,366</b>	<b>9,445,526</b>	<b>9,483,610</b>				
<b>Expenditure from operating activities</b>										
Employee Costs		(3,683,695)	(3,683,695)	(3,683,695)	(2,148,797)	(2,333,729)	(184,932)	(9%)		
Materials and Contracts		(4,464,706)	(4,464,703)	(4,464,703)	(2,604,581)	(1,818,261)	786,320	30%	▲	
Utility Charges		(310,950)	(310,950)	(310,950)	(181,398)	(168,063)	13,335	7%		
Depreciation on Non-Current Assets		(2,695,133)	(2,695,133)	(2,695,133)	(1,572,172)	(1,451,882)	120,290	8%		
Insurance Expenses		(251,449)	(251,449)	(251,449)	(251,449)	(203,806)	47,643	19%	▲	
Other Expenditure		(697,010)	(697,010)	(697,010)	(353,649)	(411,044)	(57,395)	(16%)	▼	
Loss on Disposal of Assets	8	(27,247)	(27,247)	(27,247)	(27,247)	(21,190)	(27,247)			
		<b>(12,130,190)</b>	<b>(12,130,187)</b>	<b>(12,130,187)</b>	<b>(7,139,293)</b>	<b>(6,407,976)</b>				
<b>Operating activities excluded from budget</b>										
Add back Depreciation		2,695,133	2,695,133	2,695,133	1,572,172	1,451,882	(120,290)	(8%)		
Adjust (Profit)/Loss on Asset Disposal	8	27,247	27,247	27,247	27,247	11,785	(15,462)	(57%)	▼	
<b>Amount attributable to operating activities</b>		<b>2,722,380</b>	<b>2,722,380</b>	<b>2,722,380</b>	<b>1,599,419</b>	<b>1,463,667</b>				
<b>Investing activities</b>										
Non-operating Grants, Subsidies and Contributions	11	147,726	147,726	147,726	147,726	73,500	(74,226)	(50%)	▼	
Proceeds from Disposal of Assets	8	159,753	159,753	159,753	159,753	100,500	(59,253)	(37%)	▼	
Land and Buildings		(328,885)	(328,885)	(418,885)	(248,529)	(70,195)	(446,500)	178,334	72%	▲
Infrastructure Assets - Roads		(538,500)	(538,500)	(492,500)	(294,392)	(45,038)	(465,714)	249,354	85%	▲
Infrastructure Assets - POS		(213,000)	(213,000)	(196,332)	(116,562)	(3,341)	(199,832)	113,221	97%	▲
Infrastructure Assets - Footpaths		(348,000)	(348,000)	(348,000)	(208,392)	(93,693)	(342,000)	114,699	55%	▲
Infrastructure Assets - Drainage		(50,000)	(50,000)	(50,000)	(30,000)	(2,500)	(85,000)	27,500	92%	▲
Infrastructure Assets - Other		(105,000)	(105,000)	(105,000)	(62,796)	(7,871)	(105,000)	54,925	87%	▲
Infrastructure Assets - Carparks		(705,000)	(705,000)	(705,000)	(422,578)	(14,153)	(705,000)			
Plant and Equipment		(671,784)	(671,784)	(671,784)	(403,068)	(155,557)	(669,873)	247,511	61%	▲
Furniture and Equipment		(20,000)	(20,000)	(20,000)	(12,000)	(17,083)	(25,000)	(5,083)	(42%)	
<b>Amount attributable to investing activities</b>		<b>(2,672,690)</b>	<b>(2,672,690)</b>	<b>(2,700,022)</b>	<b>(1,490,838)</b>	<b>(235,432)</b>				
<b>Financing Activities</b>										
Transfer from Reserves	7	1,020,289	1,020,289	1,020,289	0	0	0	0		
(Transfer to Reserves)	7	(153,012)	(153,012)	(153,012)	0	(11,649)	(11,649)		▼	
<b>Amount attributable to financing activities</b>		<b>867,277</b>	<b>867,277</b>	<b>867,277</b>	<b>0</b>	<b>(11,649)</b>				
<b>Closing Funding Surplus (Deficit)</b>	3	<b>0</b>	<b>3</b>	<b>(27,329)</b>	<b>3,197,671</b>	<b>5,078,107</b>	<b>16,225</b>	<b>1,880,436</b>	<b>59%</b>	<b>▲</b>
<b>Check against Statement by Program</b>					<b>5,078,107</b>	<b>0</b>				

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 January 2019

## Capital Acquisitions

	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
	\$	\$	\$	\$	\$	\$
Land and Buildings	70,195	0	248,529	328,885	70,195	(178,334)
Infrastructure Assets - Roads	0	45,038	294,392	538,500	45,038	(249,354)
Infrastructure Assets - POS	3,341	0	116,562	213,000	3,341	(113,221)
Infrastructure Assets - Footpaths	40,000	53,693	208,392	348,000	93,693	(114,699)
Infrastructure Assets - Drainage	2,500	0	30,000	50,000	2,500	(27,500)
Infrastructure Assets - Other	7,871	0	62,796	105,000	7,871	(54,925)
Infrastructure Assets - Carparks	14,153	0	422,578	705,000	14,153	(408,425)
Plant and Equipment	155,557	0	403,068	671,784	155,557	(247,511)
Furniture and Equipment	17,083	0	12,000	20,000	17,083	5,083
<b>Capital Expenditure Totals</b>	<b>310,700</b>	<b>98,732</b>	<b>1,798,317</b>	<b>2,980,169</b>	<b>409,432</b>	<b>(1,388,885)</b>
<b>Capital acquisitions funded by:</b>						
Capital Grants and Contributions					198,726	
Borrowings					0	
Other (Disposals & C/Fwd)					116,253	
Council contribution - Cash Backed Reserves:						
Vehicle, Plant and Equipment Reserve					135,531	
Office Equipment Reserve					9,383	
Arts and Sculpture Reserve					45,000	
Waste Reserve					200,000	
Commerical Precinct Development Reserve						
Council contribution - operations					2,275,276	
<b>Capital Funding Total</b>			<b>0</b>	<b>0</b>	<b>2,980,169</b>	

**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:

<b>Asset</b>	<b>Years</b>
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.

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	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.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the allocation to services.	Rating, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	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.
<b>HEALTH</b>	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.
<b>EDUCATION AND WELFARE</b>	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.
<b>HOUSING</b>	To assist with housing for staff and the community.	Provision and maintenance of residential rental properties.
<b>COMMUNITY AMENITIES</b>	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.
<b>RECREATION AND CULTURE</b>	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.
<b>TRANSPORT</b>	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.
<b>ECONOMIC SERVICES</b>	To help promote the Town and improve its economic wellbeing.	The regulation and provision of tourism, area promotion activities and building control.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control plant and depot operations, and to provide other property services not included elsewhere.	Private works operation, plant operating costs, depot operations and unclassified property functions.



**Note 2: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	(17,364)	(143%)		Permanent	Sundry Debtor Write Off approved by Council
Transport	67,427	(37%)		Permanent	Increase in parking fines and penalties
Economic Services	(24,748)	(39%)		Timing	Building Fees slightly down against YTD budget
Other Property and Services	29,160	240%		Permanent	Insurance reimbursements. Offset against expenditure
<b>Operating Expense</b>					
Health	12,103	10%		Timing	Favourable - timing
					Favourable - timing - waste collection and disposal contractor invoices not received. Cont. to Fremantle Recycling Centre not invoiced.
Community Amenities	435,519	27%		Timing	
Recreation and Culture	(277,564)	(16%)		Permanent	Non-cash adjustment for depreciation expense
Transport	614,969	32%		Permanent	Non-cash adjustment for depreciation expense
Economic Services	22,872	31%		Timing	Favourable - timing
Other Property and Services	(35,266)	(28%)		Timing	Favourable - timing
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(74,226)	(50%)		Timing	Road to Recovery Grant partially claimed.
Proceeds from Disposal of Assets	(59,253)	(37%)		Timing	Plant replacement program is underway
<b>Capital Expenses</b>					
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					

All capital works are budgeted to substantively commence in November/December. Year to date budgets and actuals will start to reconcile once projects are underway

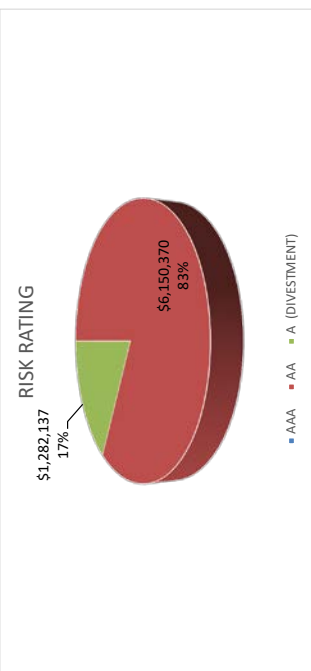
TOWN OF EAST FREMANTLE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 January 2019

Note 4: Cash and Investments

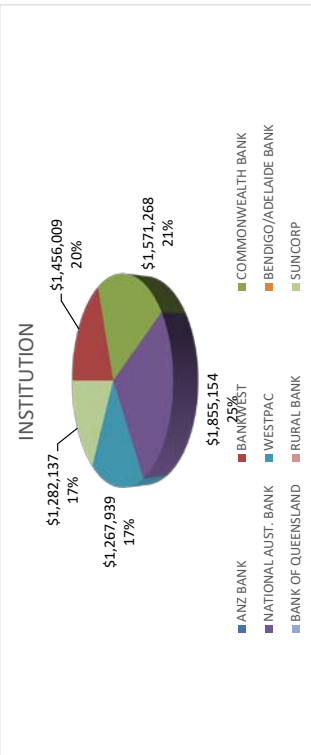
	Unrestricted	Restricted	Trust	Total	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	Amount				
(a) Cash Deposits								
Municipal Bank Account - On-Call	200,425			200,425	CBA	AA-	1.45%	At Call
Municipal Bank Account	180,060			180,060	CBA	AA-		At Call
Reserve Bank Account		105		105	CBA	AA-		At Call
Trust Bank Account			14,439	14,439	CBA	AA-		At Call
Cash On Hand	1,100			1,100	Petty Cash/Till Float		Nil	On Hand
(b) Term Deposits								
Municipal								
	705,154			705,154	NAB	AA-	2.68%	19-Feb-19
	700,000			700,000	NAB	AA-	2.68%	09-Apr-19
	450,000			450,000	NAB	AA-	2.70%	23-Apr-19
	301,467			301,467	BANKWEST	AA-	2.67%	05-Mar-19
	452,928			452,928	BANKWEST	AA-	2.67%	01-Apr-19
	301,614			301,614	BANKWEST	AA-	2.65%	19-Mar-19
	400,000			400,000	BANKWEST	AA-	2.65%	12-Mar-19
	350,000			350,000	WESTPAC	AA-	2.68%	05-Feb-19
	500,000			500,000	SUNCORP	A+	2.61%	15-Apr-19
Trust			782,137	782,137	SUNCORP	A+	2.65%	18-Feb-19
Reserves		917,939		917,939	WESTPAC	AA-	2.70%	05-Mar-19
Reserves		1,176,240		1,176,240	CBA	AA-	2.75%	07-Feb-19
<b>Total</b>	<b>4,542,748</b>	<b>2,094,283</b>	<b>796,576</b>	<b>7,433,607</b>				
Less Cash on Hand	(1,100)			(1,100)				
	<b>4,541,648</b>			<b>4,541,648</b>				

Comments/Notes - Investments and Cash Deposits

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%		
AA	MAX 100%	\$6,150,370	82.75%
A (DIVESTMENT)	MAX 80%	\$1,282,137	17.25%
		<b>\$7,432,507</b>	<b>100.00%</b>



INSTITUTION	\$	%	(LT) RISK
ANZ BANK			AA-
BANKWEST	\$1,456,009	19.59%	AA-
COMMONWEALTH BANK	\$1,571,268	21.14%	AA-
NATIONAL AUST. BANK	\$1,855,154	24.96%	AA-
WESTPAC	\$1,267,939	17.06%	AA-
BENDIGO/ADELAIDE BANK			BBB+
BANK OF QUEENSLAND			BBB+
RURAL BANK			BBB+
SUNCORP	\$1,282,137	17.25%	A+
	<b>\$7,432,507</b>	<b>100.00%</b>	

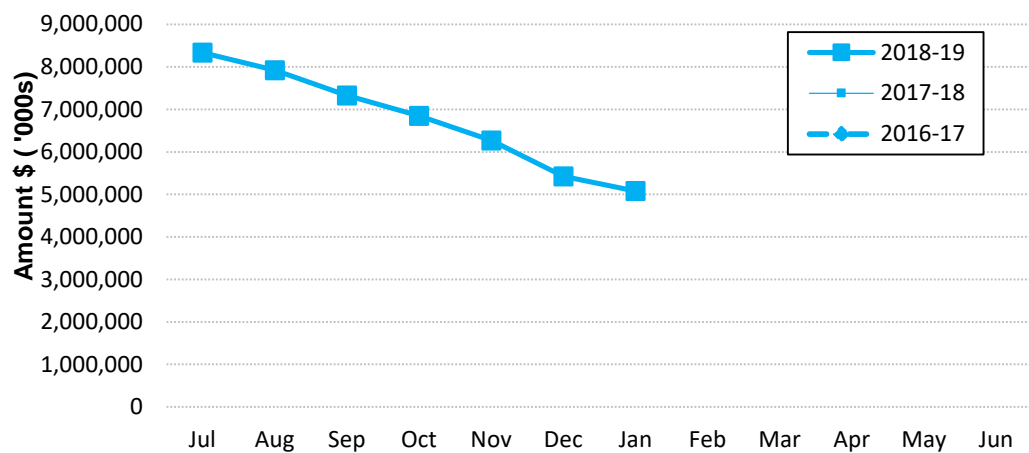


**TOWN OF EAST FREMANTLE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing	Current
		30 June 2018	31 Jan 2019
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	4	1,396,010	4,542,748
Cash Restricted - Reserves	4	2,082,634	2,094,283
Receivables - Rates	6	191,475	1,693,639
Receivables - Other	6	161,691	119,364
Interest / ATO Receivable/Trust		(0)	(94,779)
Inventories		0	0
		<u>3,831,810</u>	<u>8,355,256</u>
<b>Less: Current Liabilities</b>			
Payables		(359,978)	(576,876)
Provisions		(603,309)	(605,990)
		<u>(963,287)</u>	<u>(1,182,866)</u>
Less: Cash Reserves	7	(2,082,634)	(2,094,283)
<b>Net Current Funding Position</b>		<b>785,889</b>	<b>5,078,107</b>

**Note 3 - Liquidity Over the Year****Comments - Net Current Funding Position**



TOWN OF EAST FREMANTLE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

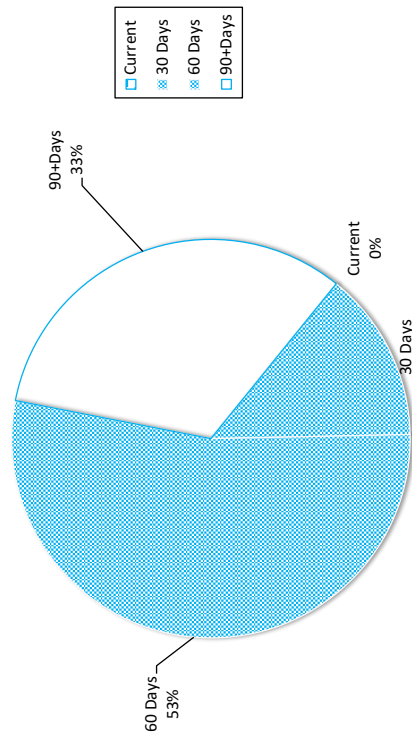
For the period ending 31 January 2019

Receivables - Rates Receivable	30 November 2018	30 June 2018	Receivables - General	Current	30 Days	60 Days	90+Days	Total
Opening Arrears Previous Years	\$ 202,853	\$ 150,429	Receivables - General	\$ 10,272	\$ 836	\$ 0	\$ 37,050	21,157
Opening Balance Deferred Rates	28,590		Receivables - Parking					95,207
Rates, ESL and Service Charges Levied this year	9,665,875	8,861,717	East Fremantle Lawn & Tennis Club					27,000
Interim Rates Billing 2018/19 (GL 1030510)	14,227							
Interim Rubbish Billing 2018/19 (G/11100810)	0							
Less Collections to date	-7,469,254	-8,658,864						
Equals Current Outstanding (as per TB)	<b>1,688,272</b>	<b>202,853</b>						
<b>Net Rates Collectable</b>	<b>1,688,272</b>	<b>202,853</b>	<b>Total Receivables General Outstanding</b>				<b>0</b>	<b>143,364</b>
Less Value of Fourth Instalment	1,215,196							
Amount of Rates Outstanding Excluding Instalments	<b>473,076</b>							
% Collected	75%							

Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	21,157
SSL - Current EFTC	114	3,000
SSL - Non-Current EFTC	1,684	24,000
Parking Debtors	180	95,207
		<b>143,364</b>

Note 6 - Accounts Receivable (non-rates)

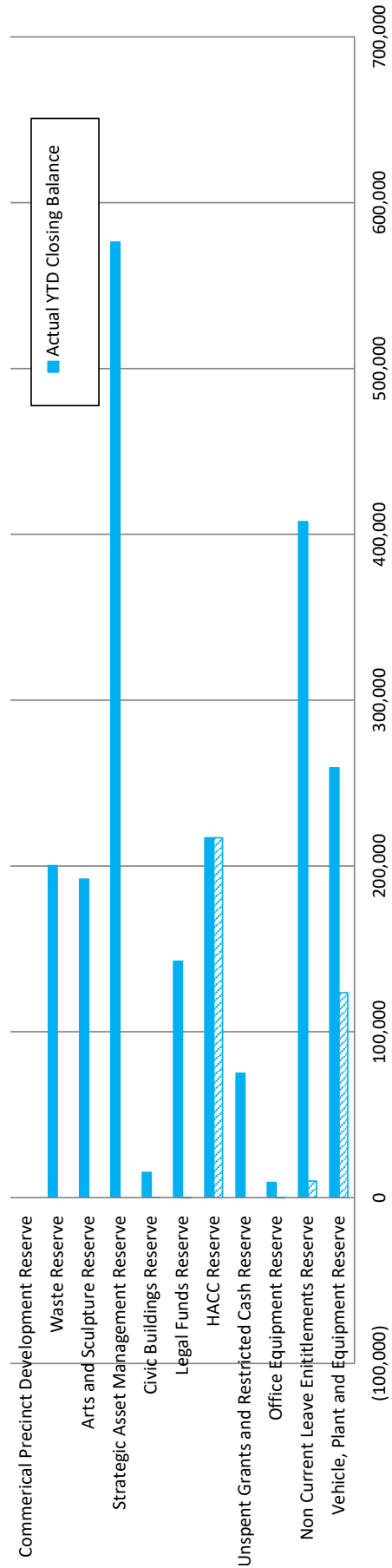


**TOWN OF EAST FREMANTLE**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31 January 2019

**Note 7 : Cash Backed Reserve**

Name	Opening Balance	Amended Budget Interest Earned		Actual Interest Earned		Amended Budget Transfers In (+)		Actual Transfers In (+)		Amended Budget Transfers Out (-)		Actual Transfers Out (-)		Amended Budget Closing Balance		Actual YTD Closing Balance	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Vehicle, Plant and Equipment Reserve	259,150									(135,531)				123,619		259,150	
Non Current Leave Entitlements Reserve	407,665									(397,665)				10,000		407,665	
Office Equipment Reserve	9,121									(9,121)				(0)		9,121	
Unspent Grants and Restricted Cash Reserve	75,000									(75,000)				0		75,000	
HACC Reserve	217,037													217,037		217,037	
Legal Funds Reserve	142,480									(142,480)				(0)		142,480	
Civic Buildings Reserve	15,183									(15,183)				0		15,183	
Strategic Asset Management Reserve	564,668	58,012	7,865	58,012	7,865	58,012	11,649	11,649		(45,000)					576,317		
Arts and Sculpture Reserve	192,022			45,000		45,000	0	0		(200,309)					192,022		
Waste Reserve	200,308													0		200,308	
Commerical Precinct Development Reserve	0			50,000	7,865	50,000	0	0						0		0	
	<b>2,082,634</b>	<b>58,012</b>	<b>7,865</b>	<b>153,012</b>	<b>7,865</b>	<b>153,012</b>	<b>11,649</b>	<b>11,649</b>		<b>(1,020,289)</b>				<b>350,656</b>		<b>2,094,283</b>	

**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 January 2019**

**Note 8: Disposal of Assets**

Asset Number	Asset Description	YTD Actual			Amended Budget		
		Net Book Value	Proceeds	Profit (Loss)	Net Book Value	Proceeds	Profit (Loss)
		\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>						
PEMV259	CEO Vehicle				26,000	20,000	(6,000)
PEMV260	EMRS Vehicle				15,000	15,000	0
PEMV256	Parks Vehicle	29,000	22,591	(6,409)	15,000	15,000	0
PEMV252	Ranger Vehicle	12,278	20,000	7,722	14,000	14,000	0
PEMV242	Mitsubishi Rosa Bus				44,000	44,000	0
PE271	Verge Mower	13,317	15,000	1,683	13,000	11,753	(1,247)
PE269	Loader	28,128	42,909	(14,781)	60,000	40,000	(20,000)
		<b>82,723</b>	<b>100,500</b>	<b>9,405</b>	<b>187,000</b>	<b>159,753</b>	<b>0</b>
				<b>(21,190)</b>			<b>(27,247)</b>





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

**Note 10: Information on Borrowings**  
 (a) Debenture Repayments

Particulars	01 Jul 2018	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
<b>Governance</b>		\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>									
<b>Recreation and Culture</b>									
		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 January 2019

Note 11: Grants and Contributions

Grant Provider	Purpose of Grant	Acquittal Date	Acquittal Requirement	Type	Amended Budget Operating Capital	YTD Budget	Annual Budget (d)	Expected (d)+(e)	YTD Actual Revenue
					\$	\$			\$
<b>General Purpose Funding</b>									
Grants Commission - General	United - General Purpose	NA	NA	Operating	79,220	39,610	79,220	79,220	41,828
Grants Commission - Roads	United - Road	NA	NA	Operating	40,546	20,272	40,546	40,546	17,130
<b>Education and Welfare</b>									
Home and Community Care Program	Commonwealth Dep. Health			Operating	828,170	621,126	828,170	828,170	599,279
Recycling Grant	Better Bins Program			Operating	51,000	0	51,000	51,000	0
<b>Community Amenities</b>									
Club Development Grant	Department Sport and Rec			Operating	40,000	0	40,000	40,000	0
Minor Grants - Rec and Culture	Various			Operating	40,000	0	40,000	40,000	22,589
<b>Recreation and Culture</b>									
<b>Transport</b>									
Roads To Recovery Grant - Cap	Road Renewal	31-Oct	Audited Annual Report	Non-operating	0	147,726	147,726	147,726	73,500
Direct Grant	Direct Grant	July	GST Free Invoice	Operating	6,000	6,000	6,000	6,000	16,899
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	GST Inc. Invoice	Operating	7,200	0	7,200	7,200	0
Developer Contribution Carparking	Transfer from Trust			Operating	120,000	0	120,000	120,000	0
<b>TOTALS</b>					<b>1,216,936</b>	<b>147,726</b>	<b>1,364,662</b>	<b>1,364,662</b>	<b>765,225</b>
<b>SUMMARY</b>									
Operating	Operating Grants, Subsidies and Contributions				1,216,936	0	1,216,936	1,216,936	691,725
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions				0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions				0	147,726	147,726	147,726	73,500
<b>TOTALS</b>					<b>1,216,936</b>	<b>147,726</b>	<b>1,364,662</b>	<b>1,364,662</b>	<b>765,225</b>
<b>Pending Grants:</b>									
Grant Provider	Purpose of Grant	Date Applied	Expected Date of Outcome	Type	Amount Applied	Required Co Contribution			
					\$	\$			

### 12.2.3 Accounts for Payment – December 2018/January 2019

<b>File ref</b>	F/FNS2
<b>Prepared by</b>	Peter Kocian, Executive Manager, Corporate Service
<b>Meeting Date</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Monthly List of Payments – December 2018 2. Monthly List of Payments – January 2019

#### **Purpose**

For Council to receive the monthly list of accounts paid.

#### **Executive Summary**

To endorse the list of payments made under delegated authority for the months of December 2018 and January 2019.

It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 December 2018 to 31 January 2019, as per the summary table.

#### **Background**

The Chief Executive Officer has delegated authority to make payments from the Municipal and Trust Accounts in accordance with budget allocations.

The Town provides payments to suppliers by electronic funds transfer, cheque or credit card. Attached is an itemised list of all payments made under delegated authority during the said period.

#### **Consultation**

Nil.

#### **Statutory Environment**

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

#### **Policy Implications**

Policy 4.2.4 Purchasing Policy

#### **Financial Implications**

Accounts for Payment are sourced from budget allocations.

All amounts quoted in this report are inclusive of GST.

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### Risk Implications

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

### Risk Matrix

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

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

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

### Strategic Implications

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

#### **STRATEGIC PRIORITY 5: Leadership and Governance**

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

### Site Inspection

Not applicable.

### Comment

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

**12.2.3 OFFICER RECOMMENDATION**

That the list of accounts paid for the period 1 December 2018 to 31 January 2019 be received, as per the following summary table:

<b>DECEMBER 2018</b>		
<b>Voucher No</b>	<b>Account</b>	<b>Amount</b>
5199 – 5202	Municipal (Cheques)	10,702.79
EFT26827 – EFT27029	Municipal (EFT)	\$1,146,614.55
Payroll	Municipal (EFT)	\$259,357.22
Superannuation	Municipal (EFT)	\$43,848.64
Credit Card	Corporate Credit Card	\$1,111.32
	<b>Total Payments</b>	<b>\$1,461,634.52</b>
<b>JANUARY 2019</b>		
<b>Voucher No</b>	<b>Account</b>	<b>Amount</b>
5203 – 5208	Municipal (Cheques)	\$1,401.95
EFT27030– EFT27128	Municipal (EFT)	\$273,494.99
Payroll	Municipal (EFT)	\$392,035.95
Direct Debt	Municipal (EFT)/Corporate Credit Cards	\$68,040.63
	<b>Total Payments</b>	<b>\$734,973.52</b>

<b>TOWN OF EAST FREMANTLE</b>					
List of Accounts paid by the Chief Executive for December 2018 & submitted for the information of the Council Meeting to be held on 19 February 2019.					
<b>Cheque</b>	<b>Payment Date</b>	<b>Supplier</b>	<b>Description</b>	<b>Inv Amount</b>	<b>Cheque</b>
<b>CHEQUES</b>				<b>\$</b>	<b>\$</b>
5199	07/12/2018	TOEF	ADMIN PETTY CASH RECOUP 03/12/18	56.10	56.10
5200	07/12/2018	TOEF	RESPITE CENTRE PETTY CASH RECOUP 28/11/2018	362.50	362.50
5201	12/12/2018	WATER CORPORATION	WATER USAGE AND SERVICES CHARGES VARIOUS LOCATIONS	8,489.09	8,489.09
5202	24/12/2018	SHERIFF'S OFFICE PERTH	REFUND DUE TO ERROR BY DEPART OF JUSTICE	1,795.10	1,795.10
			<b>CHEQUE TOTAL</b>	<b>\$ 10,702.79</b>	<b>\$ 10,702.79</b>
<b>EFTs</b>		<b>Supplier</b>	<b>Description</b>	<b>Inv Amount</b>	<b>EFT</b>
EFT26827	07/12/2018	AUSTRALIAN TAXATION OFFICE	GST PAYABLE NOVEMBER 18	21,848.00	21,848.00
EFT26828	07/12/2018	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND COLLECTED NOVEMBER 18	2,160.95	2,160.95
EFT26829	07/12/2018	BUNNINGS	VARIOUS HARDWARE FOR GEORGE STREET FESTIVAL	166.77	
			VARIOUS HARDWARE FOR GEORGE STREET FESTIVAL	34.97	
			STORAGE CONTAINERS AND POWER BOARD FOR RESPITE CENTRE	59.40	261.14
EFT26830	07/12/2018	EAST FREMANTLE FOOTBALL CLUB	GROUND MAINTENANCE OF EAST FREMANTLE OVAL FOR 2019 SEASON AS PER AGREEMENT	16,666.63	
			UPGRADING OF PLAYER SHOWERS AND TOILETS TO FACILITATE UNISEX USE	22,000.00	38,666.63
EFT26831	07/12/2018	GLYDE IN COMMUNITY GROUP (INC)	EAST FREMANTLE'S GEORGE STREET FESTIVAL: GROUP DONATION (40 HOURS ASSISTANCE - BUMP-IN)	1,000.00	1,000.00
EFT26832	07/12/2018	MAYOR JIM O'NEILL	MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR DECEMBER 18	4,416.68	4,416.68
EFT26833	07/12/2018	SWAN YACHT CLUB	RESPITE CENTRE FUNCTION 12/12/18	2,100.00	2,100.00
EFT26834	07/12/2018	O'CONNOR LAWNMOWER & CHAINSAW CENTRE	2 X KM94 A FILTERS AND 2 X BLADES PAIRS FOR HACC	96.00	96.00
EFT26835	07/12/2018	TELSTRA	RESPITE CENTRE PHONES	122.52	122.52
EFT26836	07/12/2018	YOUNGS PLUMBING SERVICE P/L	INSPECT AND REPAIR WATER FOUNTAIN - ULRICH PARK	151.80	151.80
EFT26837	07/12/2018	GHD PTY LTD	REVITALISATION OF EAST FREMANTLE OVAL PRECINCT	16,825.71	16,825.71
EFT26838	07/12/2018	J & M ASPHALT (MERGER CONTRACTING PTY LTD)	CONSTRUCT NEW FOOTPATH ON MAY STREET BETWEEN GEORGE ST AND ST PETERS RD WESTERN SIDE	37,745.40	37,745.40
EFT26839	07/12/2018	HARVEY NORMAN	RESPITE CENTRE EQUIPMENT	874.00	874.00
EFT26840	07/12/2018	KOOL LINE ELECTRICAL & REFRIGERATION	REPLACEMENT OF 2 EXISTING LIGHTPOLES IN JOHN TONKIN PARK	14,675.00	14,675.00
EFT26841	07/12/2018	SOUTHERN METROPOLITAN REGIONAL COUNCIL	MSW GATE FEES FOR NOVEMBER 2018	27,034.99	27,034.99
EFT26842	07/12/2018	DEPT OF MINES, INDUSTRY REGULATION & SAFETY (FORMALLY BUILDING COMMISSION)	BUILDING SERVICES LEVY COLLECTED NOVEMBER 18	1,652.15	1,652.15
EFT26843	07/12/2018	RENOWN TYRE COMPANY	2 X NEW TYRES PLUS FITTING FOR BUS	737.00	737.00
EFT26844	07/12/2018	CR. JENNY HARRINGTON	SITTING FEES & ICT ALLOWANCE FOR DECEMBER 18	1,542.00	1,542.00
EFT26845	07/12/2018	WOOLWORTHS SUPERMARKETS	RESPITE CENTRE GROCERIES-NOVEMBER 18	324.11	324.11
EFT26846	07/12/2018	ATHOLL'S AUTO ELECTRICS	SUPPLY AND FIT BEACON LIGHT AND ELECTRIC BRAKE UNIT TO VW AMAROK	1,091.71	1,091.71
EFT26847	07/12/2018	CR. CLIFF COLLINSON	SITTING FEES FOR DECEMBER 18	1,292.00	1,292.00
EFT26848	07/12/2018	INCREDIBLE CREATURES MOBILE FARM	GEORGE STREET FESTIVAL 2018, PROVISION OF PETTING ZOO FROM 11AM TO 6PM	990.00	990.00
EFT26849	07/12/2018	WEST COAST SHADE PTY LTD	RE-INSTALLATION OF SHADE SAILS FOR SUMMER - VARIOUS LOCATIONS	1,771.00	1,771.00
EFT26850	07/12/2018	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE FOR DECEMBER 18	1,542.00	1,542.00
EFT26851	07/12/2018	FOODWORKS EAST FREMANTLE	ADMIN & WORKS CONSUMABLES NOVEMBER 18	171.20	171.20
EFT26852	07/12/2018	OFFICEWORKS	COPY OF ARCHIVE SEARCH PLANS AND OTHER GENERAL COPYING FOR REGULATORY SERVICES - NOVEMBER 2018	176.83	
			PURCHASE BLACKBOARD	84.98	261.81
EFT26853	07/12/2018	POTHOLE MASTERS PTY LTD	REPAIRS TO CROSSOVER WINDSOR ROAD	1,320.00	1,320.00
EFT26854	07/12/2018	LENIP PTY LTD T/AS ASPHALT IN A BAG	SUPPLY OF 1 PALLET OF COLD MIX ASPHALT IN 20KG BAGS	1,718.75	1,718.75
EFT26855	07/12/2018	CASCADA	PURCHASING OF STORM WATER GRATES	1,386.00	1,386.00
EFT26856	07/12/2018	METRO CONCRETE	REMOVE EXISTING FOOTPATH AND LAY NEW FOOTPATH AND KERBING	19,170.80	19,170.80
EFT26857	07/12/2018	CR. MICHAEL MCPHAIL	DEPUTY MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR DECEMBER 18	2,062.84	2,062.84
EFT26858	07/12/2018	CR. TONY WATKINS	SITTING FEES & ICT ALLOWANCE FOR DECEMBER 18	1,542.00	1,542.00
EFT26859	07/12/2018	CR. ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE FOR DECEMBER 18	1,542.00	1,542.00
EFT26860	07/12/2018	CR. ANDREW WHITE	SITTING FEES & ICT ALLOWANCE FOR DECEMBER 18	1,542.00	1,542.00
EFT26861	07/12/2018	CORPORATE SECURITY AUSTRALIA	GEORGE STREET FESTIVAL 2018, PROVISION OF SECURITY SERVICES	532.95	532.95
EFT26862	07/12/2018	AZCOM ELECTRICS	REWIRE DEPOT OFFICE NETWORK	2,667.50	2,667.50
EFT26863	07/12/2018	TONY JONES	FESTIVAL ART EXHIBITION	495.00	495.00
EFT26864	07/12/2018	AXIIS CONTRACTING PTY LTD	SUPPLY AND CONSTRUCT CONCRETE APRONS	2,417.25	2,417.25
EFT26865	07/12/2018	PLATINUM BAGS	EAST FREMANTLE'S GEORGE STREET FESTIVAL 2018: 2,500 CALICO BAGS	4,812.50	4,812.50
EFT26866	07/12/2018	BLING TRIO	ENTERTAINMENT FOR CENTRE BASED RESPITE CHRISTMAS PARTY - 12/12/18 1PM - 2PM.	300.00	300.00
EFT26867	07/12/2018	Cr. TONY NATALE	SITTING FEES & ICT ALLOWANCE FOR DECEMBER 18	1,542.00	1,542.00
EFT26868	07/12/2018	NATURE CALLS PORTABLE TOILETS	GEORGE STREET FESTIVAL 2018, PROVISION OF 16 SINGLE TOILETS AND 2 DISABILITY ACCESS TOILETS, INCLUDING DELIVERY AND PICK-UP / AND ADDITIONAL PUMP OUTS	2,516.00	2,516.00
EFT26869	07/12/2018	CHARLIE SCOTT MUSIC	EAST FREMANTLE'S GEORGE STREET FESTIVAL ENTERTAINMENT	726.00	726.00
EFT26870	07/12/2018	KIM NGUYEN	GEORGE STREET FESTIVAL 2018, PROVISION OF TWO FACE PAINTERS FOR FIVE HOURS, 11AM TO 4PM	800.00	800.00
EFT26871	07/12/2018	COASTLINE MOWERS	SUPPLY 8 X STIHL FS 131 BRUSHCUTTERS, TRADE IN 6 X STIHL FS 130 BRUSH CUTTERS	4,085.75	
			2 X BRUSHCUTTER HARNESS	240.00	4,325.75

REPORT 12.2.3

ATTACHMENT 1

EFT26872	07/12/2018	T & M BAILEY T/AS PICNIC TABLES HIRE	EAST FREMANTLE'S GEORGE STREET FESTIVAL - PROVISION OF FURNITURE AS PER LIST PROVIDED, INCLUDING DELIVERY / PICK-UP WITH TIMES SPECIFIED	533.50	533.50
EFT26873	07/12/2018	DI MIMI	CATERING 20/11/18	314.60	
			CATERING 29/11/18	314.60	629.20
EFT26874	07/12/2018	ARI AND ESMAY	EAST FREMANTLE'S GEORGE STREET FESTIVAL - MORNING TEA FOR INVITED GUESTS	299.00	299.00
EFT26875	07/12/2018	HURRICANE DRAGON BOAT AND OUTRIGGER CANOE CLUB INC	EAST FREMANTLE'S GEORGE STREET FESTIVAL - CLUB DONATION (32 HOURS ASSISTANCE)	800.00	800.00
EFT26876	07/12/2018	LADYBIRD ENTERTAINMENT	GEORGE STREET FESTIVAL 2018, PROVISION OF TWO PIRATE PERFORMERS FOR STORYTELLING AND TWO JUNIORS FOR CRAFT, FOR THREE HOURS	1,050.00	1,050.00
EFT26877	07/12/2018	BUBBLE VENTURES	GEORGE STREET FESTIVAL 2018, PROVISION OF 2 HOURS OF BUBBLY CLOUDS AND 1 X 45 MINUTE SET OF MONSTER BUBBLES	599.50	599.50
EFT26878	07/12/2018	ATMOSPHERIC ARTISTRIES	GEORGE STREET FESTIVAL 2018, PROVISION OF ROVING PROMOTION, TRASH TO TREASURE CHEST + COMMUNITY TREASURE MAP (COMBINED) WORKSHOP AND ONE ARRR SHOW (11AM TO 1.30PM APPROX)	450.00	450.00
EFT26879	07/12/2018	THE FUNK FACTORY	GEORGE STREET FESTIVAL 2018, PROVISION OF JUNKADELIC BRASS BAND ROVING PERFORMANCE (1 SET) AND JUNKADELIC SECONDLINE DANCE WORKSHOP	2,376.00	2,376.00
EFT26880	07/12/2018	CO2CUP	GEORGE STREET FESTIVAL 2018, PROVISION OF REUSABLE PLATE, CUTLERY AND CUP HIRE	2,300.00	2,300.00
EFT26881	07/12/2018	ENCHANTED CHARACTERS	GEORGE STREET FESTIVAL 2018, PROVISION OF TWO STILT WALKERS	1,408.00	1,408.00
EFT26882	07/12/2018	THE LOST QUAYS	GEORGE STREET FESTIVAL 2018, PROVISION OF THE LOST QUAYS, 2 SETS, BETWEEN 1PM AND 3PM	1,500.00	1,500.00
EFT26883	07/12/2018	THE MIGHTY BOOTHS	GEORGE STREET FESTIVAL 2018, PROVISION OF OPEN PHOTO BOOTH FROM 11AM TO 6PM - INCLUDING FACEBOOK UPLOAD	879.00	879.00
EFT26884	07/12/2018	UPBEAT EVENTS	GEORGE STREET FESTIVAL 2018, PROVISION OF STAGE SOUND, SOLAR POWERED WITH PA / CONSOLE / LIGHTING / OPERATOR AND DUMPSTER DISCO SYSTEM WITH OPERATOR (11AM TO 6PM)	2,161.50	
			EAST FREMANTLE'S GEORGE STREET FESTIVAL, WIRELESS MIC SYSTEM FOR COOKING TENT, INCLUDING SET-UP AND PACK DOWN	396.00	2,557.50
EFT26885	07/12/2018	CUBE 21	EAST FREMANTLE'S GEORGE STREET FESTIVAL 2018 - SUPPLY OF NINE WOODEN LETTERS 30CM X 60CM # E A S T F R E O	333.00	333.00
EFT26886	07/12/2018	BETH CULLING	EAST FREMANTLE'S GEORGE STREET FESTIVAL 2018, BUSKING RETAINER (2PM TO 3PM)	60.00	60.00
EFT26887	07/12/2018	MJ LEACH	EAST FREMANTLE'S GEORGE STREET FESTIVAL - PROVISION OF LIVE ENTERTAINMENT	600.00	600.00
EFT26888	07/12/2018	MISTRAL L SANDERSON	REFUND OF OVERPAYMENT OF PARKING TICKET	16.00	16.00
EFT26889	07/12/2018	BREE REITNGER	REIMBURSEMENT OFFICE ITEM PURCHASED	129.25	129.25
EFT26890	07/12/2018	GRAEME KRUGER	REFUND OF DUPLICATE PARKING TICKET PURCHAED IN ERROR	16.00	16.00
EFT26891	07/12/2018	CAITLIN OLIVER	BOND REFUND	300.00	300.00
EFT26892	07/12/2018	STEPHEN W DOYLE	BOND REFUND	3,000.00	3,000.00
EFT26893	07/12/2018	GEMMA JAMESON	BOND REFUND	309.80	309.80
EFT26894	07/12/2018	ANTHONY ROSS HISCOX	BOND REFUND	2,000.00	2,000.00
EFT26895	07/12/2018	CELTIC BUILDERS PTY LTD	BOND REFUND	1,500.00	1,500.00
EFT26896	07/12/2018	LAURENCE EVANS	BOND REFUND	5,021.05	5,021.05
EFT26897	07/12/2018	WESTRALIA POOLS PTY LTD	BOND REFUND	1,500.00	1,500.00
EFT26898	07/12/2018	BARRATT CONSTRUCTION & DEVELOPMENT	BOND REFUND	1,500.00	1,500.00
EFT26899	07/12/2018	WEBB & BROWN-NEAVES PTY LTD	BOND REFUND	1,500.00	1,500.00
EFT26900	07/12/2018	ARTHUR ASH PETTIGREW	BOND REFUND	1,500.00	1,500.00
EFT26901	07/12/2018	ANGELA NORMA CRAGGS	BOND REFUND	1,500.00	1,500.00
EFT26902	10/12/2018	EAST FREMANTLE BOWLING CLUB	COUNCIL SPONSORSHIP FOR COMMUNITY ENTERTAINMENT ON SATURDAY 8TH DECEMBER 2018	500.00	500.00
EFT26903	10/12/2018	MCLEODS	DRAFTING OF COMMERCIAL LEASE	1,828.20	1,828.20
EFT26904	10/12/2018	SWAN YACHT CLUB	PIONEER XMAS FUNCTION 163 GUESTS 3/12/2018	8,815.50	8,815.50
EFT26905	10/12/2018	TELSTRA CORPORATION LIMITED	HACC MOBILE - 3/10/2018-3/12/2018, DEPOT NEXT G 1GB BROADBAND	47.67	47.67
EFT26906	10/12/2018	SYNERGY	POWER SUPPLY 16/10/2018-19/11/2018	1,357.75	1,357.75
EFT26907	10/12/2018	MELVILLE MITSUBISHI	SERVICE AND MECHANICAL REPAIR FOR BUS	4,039.55	4,039.55
EFT26908	10/12/2018	TOTAL PACKAGING (WA) PTY LTD	15 CARTONS (60 BOXES) OF DISPOSABLE DOG BAGS	3,775.20	3,775.20
EFT26909	10/12/2018	SOUTHERN METROPOLITAN REGIONAL COUNCIL	RRRC LOAN REPAYMENT FOR DECEMBER 2018 QUARTER	37,947.32	37,947.32
EFT26910	10/12/2018	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2018/19 ESL QUARTER 2 OPTION B AGREEMENT	409,561.99	409,561.99
EFT26911	10/12/2018	FOCUS NETWORKS	MANAGED PROACTIVE SERVICE - MONTHLY COMPUTER NOVEMBER 2018	3,729.00	3,729.00
EFT26912	10/12/2018	VOCUS COMMUNICATIONS	UNLIMITED INTERNET SERVICE ENHANCED FIBRE 20MBPS - 135 CANNING HWY	1,171.50	1,171.50
EFT26913	10/12/2018	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INLCUDING LICENCE AND COMMUNICATION COSTS	165.00	165.00
EFT26914	10/12/2018	STOTTHOARE	MICROSOFT LICENSING AGREEMENT - YEAR 3 OF 3	17,558.48	17,558.48
EFT26915	10/12/2018	SIMPLEPAY SOLUTIONS PTY LIMITED	SIMPLE PAY CREDIT CARD TRANSACTIONS FOR LEEUWIN BOAT RAMP NOVEMBER 2018	226.27	226.27
EFT26916	10/12/2018	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES - 19/11/2018-27/11/2018	2,057.00	2,057.00
EFT26917	10/12/2018	ARI DAVIS	GEORGE STREET FESTIVAL 2018, PROVISION OF TRIO FROM 5PM TO 6PM	700.00	700.00
EFT26918	10/12/2018	T & M BAILEY T/AS PICNIC TABLES HIRE	EAST FREMANTLE'S GEORGE STREET FESTIVAL - HIRE OF FURNITURE ITEMS	6,059.00	6,059.00
EFT26919	10/12/2018	SUEZ RECYCLING & RECOVERY	GEORGE STREET FESTIVAL RUBBISH PICK UP	429.00	429.00
EFT26920	10/12/2018	WINC	MICROSOFT VISIO PROFESSIONAL RETAIL LICENSE (HR DEPARTMENT)	689.32	689.32
EFT26921	10/12/2018	SPECTRUM MURAL DESIGNS	INSTALLATION AND SEALING OF MURAL ON HUBBLE STREET	3,500.00	
			INSTALLATION AND SEALING OF MURAL ON HUBBLE STREET - ANTI GRAFFITI BARCADE	233.33	3,733.33
EFT26922	10/12/2018	LA SOSTA	COUNCIL DINNER	1,551.00	1,551.00
EFT26923	12/12/2018	AUSTRALIA POST	NOVEMBER 18 POSTAGE	1,302.19	1,302.19
EFT26924	12/12/2018	BUNNINGS	2 X 9 KG GAS BOTTLE EXCHANGE	53.90	53.90
EFT26925	12/12/2018	BOC LIMITED	CONTAINER SERVICE NOVEMBER 2018	43.99	43.99
EFT26926	12/12/2018	CITY OF COCKBURN	TIP FEES NOVEMBER 2018	20,263.24	20,263.24
EFT26927	12/12/2018	LANDGATE	GRV INTERIM VALUATIONS DATED 14/07/18 - 10/08/18	143.21	
			GRV INTERIM VALUATIONS DATED 08/09/18 - 21/09/18	201.73	344.94
EFT26928	12/12/2018	FREMANTLE HERALD	ADVERTISING CHANGE TO HACC TRANSPORT FEE	115.06	

			ADVERTISING CHRISTMAS CLOSURE/RUBBISH COLLECTIONS	258.88	373.94
EFT26929	12/12/2018	IT VISION	AUTOMATED OPEN PURCHASE ORDER REPORTS	550.00	550.00
EFT26930	12/12/2018	MCLEODS	PROFESSIONAL FEES - LEASE REVIEW	1,292.39	1,292.39
EFT26931	12/12/2018	ST JOHNS AMBULANCE ASSOCIATION	EAST FREMANTLE'S GEORGE STREET FESTIVAL, PROVISION OF 2 EVENT HEALTH OFFICERS / 1 MEDICAL POST 10:30 TO 18:30	554.40	554.40
EFT26932	12/12/2018	SHERIDANS FOR BADGES	ETCHED STAINLESS STEEL PLAQUE, WITH TOWN LOGO AND CRYSTAL COAT - FOR HUBBLE ST MURAL	422.95	422.95
EFT26933	12/12/2018	SCITECH	GEORGE STREET FESTIVAL 2018, PROVISION OF 5 HOUR VIRTUAL REALITY EXPERIENCE, 11AM TO 4PM	750.00	750.00
EFT26934	12/12/2018	WORK CLOBBER	1 X PAIR OF SAFETY BOOTS	130.50	130.50
EFT26935	12/12/2018	FASTA COURIERS	POSTAGE NOVEMBER 2018	78.43	78.43
EFT26936	12/12/2018	SWAN LOCK SERVICES PTY LTD	3 X MK2 ABLOY KEYS - SERVER ROOM + POSTAGE	121.50	121.50
EFT26937	12/12/2018	MCGEES NATIONAL PROPERTY CONSULTANTS	SEABED RENT 01/12/2018-28/02/2019	11,821.60	11,821.60
EFT26938	12/12/2018	KOOL LINE ELECTRICAL & REFRIGERATION	EAST FREMANTLE'S GEORGE STREET FESTIVAL - PROVISION OF ELECTRICAL SERVICES FOR EVENT	6,975.00	6,975.00
EFT26939	12/12/2018	SOUTHERN METROPOLITAN REGIONAL COUNCIL	MSW GATE FEES FOR NOVEMBER 2018, 15/11/2018-30/11/2018	33,221.01	33,221.01
EFT26940	12/12/2018	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	TRAINING - PREPARING AGENDA AND MINUTES	567.00	567.00
EFT26941	12/12/2018	SATELLITE SECURITY SERVICES	SERVICE CALL OUT TO DEPOT 28/08/2018	169.50	169.50
EFT26942	12/12/2018	ANALYTICAL REFERENCE LABORATORY (WA) P/L	ANALYSIS OF SUSPECTED ASBESTOS SAMPLE	60.50	60.50
EFT26943	12/12/2018	W.A. BLUEMETAL	ROAD BASE FOR EASTON STREET - 16 TONNES	447.15	447.15
EFT26944	12/12/2018	RENOWN TYRE COMPANY	6 X TYRES PLUS FITTING FOR BUS	2,211.00	2,211.00
EFT26945	12/12/2018	WOOLWORTHS SUPERMARKETS	RESPIRE CENTRE GROCERIES - 10/12/18	86.63	
			RESPIRE CENTRE GROCERIES AND VOLUNTEER GIFTS - 6/12/18	170.00	256.63
EFT26946	12/12/2018	GFORCE PRINTING & DESIGN INCORPORATING SIMNETT	A4 DOG ACT CAUTION BOOKS X15	460.79	
			NOTICE TO RESIDENTS -ADVICE BOOKS	271.59	732.38
EFT26947	12/12/2018	MARQUEE MAGIC	EAST FREMANTLE'S GEORGE STREET FESTIVAL, PROVISION OF MARQUEES / STAGING / TABLES / CHAIRS / ETC AS PER LIST PROVIDED, DELIVERY AND PICK-UP WITHIN SPECIFIED TIMES	6,423.70	6,423.70
EFT26948	12/12/2018	LANDSCAPE YARD O'CONNOR	TWO CUBIC METRES OF LAWN SAND - DOLAN PARK	108.30	108.30
EFT26949	12/12/2018	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA BIZHUB C658 ADMIN AREA PHOTOCOPY CHARGES 13/10/2018-12/11/2018,	542.81	
			KONICA MINOLTA PHOTOCOPIER CONTRACT (4374610) 01/11/2018-30/11/2018	19.58	562.39
EFT26950	12/12/2018	ADCO SERVICES	REPAIRS TO EF LAWN TENNIS CLUB - FIRE DAMAGE	5,720.00	
			REPAIRS TO DAMAGED DOOR FRAME AND CHANGE DOOR TO OUTWARD OPENING	3,520.00	9,240.00
EFT26951	12/12/2018	THE TURBAN INDIAN RESTURANT	CATERING 13 NOVEMBER 2018	295.35	295.35
EFT26952	12/12/2018	MY DELICIOUS	CHRISTMAS CAKE FOR PIONEERS LUNCH MONDAY 3 DECEMBER 2018	490.00	490.00
EFT26953	12/12/2018	DVG MELVILLE VOLKSWAGEN	30,000km VEHICLE SERVICE	685.00	
			REPLACEMENT WING MIRROR FOR VW AMAROK 1GHV 402	717.42	1,402.42
EFT26954	12/12/2018	GARAGE SALE TRAIL FOUNDATION LTD	PAYMENT SECOND YEAR OF PARTICIPATION IN GARAGE SALE TRAIL AT FIXED RATE FOR FOUR YEARS	2,597.73	2,597.73
EFT26955	12/12/2018	HORIZON WEST LANDSCAPE & IRRIGATION PL	CALLOUT FOR REPAIR TO 2 WIRE IRRIGATION SYSTEM AT PRESTON POINT RESERVE	589.86	589.86
EFT26956	12/12/2018	MARKETFORCE	ADVERTISING - WEST AUSTRALIAN NEWSPAPER LG TENDERS	312.59	312.59
EFT26957	12/12/2018	CORPORATE LIVING	ADDITIONAL TOWN HALL FURNITURE	2,527.71	2,527.71
EFT26958	12/12/2018	REPCO	VARIOUS HARDWARE FOR EQUIPMENT MAINTENANCE	44.12	44.12
EFT26959	12/12/2018	MARKET CREATIONS	SOCIAL MEDIA STRATEGY WORKSHOP	2,288.00	2,288.00
EFT26960	12/12/2018	SNAP PRINTING	PRINT AND SUPPLY 1,000 REPLY PAID ENVELOPES	308.10	308.10
EFT26961	12/12/2018	HUBBLES YARD	CATERING FOR 21/11/18	357.50	
			CATERING FOR 5/12/18	330.00	
			CATERING FOR 10/12/18	495.00	
			CATERING FOR 19/11/18,	165.00	1,347.50
EFT26962	12/12/2018	ZIRCODATA	OFFSITE STORAGE, BARCODES, LODGEMENT AND TRANSPORTATION 26/10/2018-25/11/2018	57.34	57.34
EFT26963	12/12/2018	CELLARBRATIONS AT EAST FREMANTLE	REFRESHMENTS TOWN HALL	765.86	765.86
EFT26964	12/12/2018	KEYS BROS	FURNITURE STORAGE - HISTORIC AND CHAMBER FURNITURE	325.00	325.00
EFT26965	12/12/2018	MMM WA PTY LTD	RETENTION CLAIM PAID FOR RFT03 16-17 - JOHN TONKIN PARK HEADLANDS & FORESHORE	21,092.64	21,092.64
EFT26966	12/12/2018	KAREN DORE	REIMBURSEMENT OF COSTS FOR ITEMS PURCHASED FOR EAST FREMANTLE FESTIVAL 2018	479.17	479.17
EFT26967	12/12/2018	WA CONTRACT RANGER SERVICES	RANGER SERVICES - EAST FREMANTLE FESTIVAL SUNDAY 25 NOVEMBER	660.00	660.00
EFT26968	12/12/2018	CAPPUCCINO ORCHESTRA	EAST FREMANTLE'S GEORGE STREET FESTIVAL - PERFORMANCE 2018	400.00	400.00
EFT26969	12/12/2018	PAUL DAVIES	GEORGE STREET FESTIVAL 2018, PROVISION OF BUSKING SERVICES 4:30PM TO 6PM	100.00	100.00
EFT26970	12/12/2018	BUZZ ENTERPRISES PTY LTD TRADING AS SHIFTING SANDS	CARRY OUT SAND PIT CLEAN AT VARIOUS RESERVES	3,758.73	3,758.73
EFT26971	12/12/2018	MAY MCGUIRE	EAST FREMANTLE'S GEORGE STREET FESTIVAL, SUNDAY 25 NOVEMBER 2018 - WELCOME TO COUNTRY (AS PART OF FESTIVAL OPENING, 11AM)	500.00	500.00
EFT26972	12/12/2018	EAST FREMANTLE PRIMARY SCHOOL P & C ASSOCIATION	EAST FREMANTLE'S GEORGE STREET FESTIVAL: GROUP DONATION (USE OF SCHOOL OVAL FOR PARKING)	250.00	250.00
EFT26973	12/12/2018	SANUS VITA PTY LTD T/A BUBBLE MUFFIN	GEORGE STREET FESTIVAL 2018, PROVISION OF ONE-DAY FESTIVAL SHOW FROM 11AM TO 4PM	1,485.00	1,485.00
EFT26974	12/12/2018	DANIEL(INK)	EAST FREMANTLE'S GEORGE STREET FESTIVAL 2018 - PROVISION OF 30 T-SHIRTS FOR VOLUNTEERS (DISCOUNTED BY 50%)	880.00	880.00
EFT26975	12/12/2018	GRA PARTNERS PTY LTD	AMENDMENT 14 & 15 STRATEGIC STAKEHOLDER & COMMUNICATIONS ADVICE - KEY GOVERNMENT STAKEHOLDER ENGAGEMENT AND ADVICE EXTERNAL COMMUNICATIONS	4,070.00	4,070.00
EFT26976	12/12/2018	SHRED-X PTY LTD	240 LITRE BIN EXCHANGE SEPTEMBER 2018	10.12	10.12
EFT26977	12/12/2018	ADE PAYNE	EAST FREMANTLE'S GEORGE STREET FESTIVAL 2018 - RETAINER FOR BUSKING SERVICES	60.00	60.00
EFT26978	12/12/2018	WIND WANDERER	EAST FREMANTLE'S GEORGE STREET FESTIVAL 2018 - RECYCLE ROGER ON BIN PATROL (11AM TO 6PM)	600.00	600.00
EFT26979	12/12/2018	TANKS FOR HIRE	EAST FREMANTLE'S GEORGE STREET FESTIVAL 2018, 11AM TO 6PM - 1 X HYDRATION TRAILER	599.50	599.50







<b>TOWN OF EAST FREMANTLE</b>					
List of Accounts paid by the Chief Executive for January 2019 & submitted for the information of the Council Meeting to be held on 19 February 2019					
Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
<b>CHEQUES</b>				\$	\$
5203	10/01/2019	CHEQUE CANCELLED	CHEQUE CANCELLED	0.00	0.00
5204	10/01/2019	DEPARTMENT OF TRANSPORT	6 MONTHS REGO RENEWAL HACC BUS 1DXU938	211.65	211.65
5205	10/01/2019	TOWN OF EAST FREMANTLE	ADMIN PETTY CASH RECoup 02/01/18	134.50	134.50
5206	10/01/2019	TOWN OF EAST FREMANTLE	RESPIRE CENTRE PETTY CASH RECoup 13/12/18	482.50	482.50
5207	23/01/2019	DEPARTMENT OF TRANSPORT	6 MONTHS REGO RENEWAL FOR 1GDS73	211.65	423.30
			6 MONTHS REGO RENEWAL FOR 1GEI255	211.65	
5208	23/01/2019	SOHE THAI FUSION	CATERING 07/11/18	150.00	150.00
			<b>CHEQUE TOTAL</b>	<b>\$ 1,401.95</b>	<b>\$ 1,401.95</b>
EFTs		Supplier	Description	Inv Amount	EFT
EFT27030	04/01/2019	OPTUS	MOBILE PHONE USE 22/05/18 - 21/12/18	2,200.67	2,200.67
EFT27031	04/01/2019	MAYOR JIM O'NEILL	MAYORAL ALLOWANCE , SITTING FEES & ICT ALLOWANCE FOR JANUARY 2019	4,416.68	4,416.68
EFT27032	04/01/2019	O'CONNOR LAWNMOWER & CHAINSAW CENTRE	BRUSHCUTTER CORD AND 2 STROKE OIL	348.80	
			REPAIR 2 X STIHL BRUSHCUTTERS	129.80	
			REPAIR 2 X STIHL BRUSHCUTTERS	72.60	551.20
EFT27033	04/01/2019	W.A. BLUEMETAL	ROAD BASE FOR BUS STOP ON VIEW TCE	424.60	424.60
EFT27034	04/01/2019	CR. JENNY HARRINGTON	SITTING FEES & ICT ALLOWANCE FOR JANUARY 2019	1,542.00	1,542.00
EFT27035	04/01/2019	CR. CLIFF COLLINSON	SITTING FEES FOR JANUARY 2019	1,292.00	1,292.00
EFT27036	04/01/2019	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE FOR JANUARY 2019	1,542.00	1,542.00
EFT27037	04/01/2019	OFFICEWORKS SUPERSTORES	SCANNING OF BUILDING APPLICATION PLANS	8.40	8.40
EFT27038	04/01/2019	CR. MICHAEL MCPHAIL	DEPUTY MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR JANUARY 2019	2,062.84	2,062.84
EFT27039	04/01/2019	CR. TONY WATKINS	SITTING FEES & ICT ALLOWANCE FOR JANUARY 2019	1,542.00	1,542.00
EFT27040	04/01/2019	CR. ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE FOR JANUARY 2019	1,542.00	1,542.00
EFT27041	04/01/2019	CR. ANDREW WHITE	SITTING FEES & ICT ALLOWANCE FOR JANUARY 2019	1,542.00	1,542.00
EFT27042	04/01/2019	STATE WIDE TURF SERVICES	SUPPLY AND LAY JUMBO ROLLS OF TURF TO PRESTON POINT RESERVE CRICKET NETS	2,633.40	2,633.40
EFT27043	04/01/2019	CR. TONY NATALE	SITTING FEES & ICT ALLOWANCE FOR JANUARY 2019	1,542.00	1,542.00
EFT27044	04/01/2019	ALEXANDER TEISSIER	REFUND OF HOME OCCUPATION FEE - APPLICATION WITHDRAWN	226.00	226.00
EFT27045	04/01/2019	WAYNE DRAGE	REFUND OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP	32.00	32.00
EFT27046	10/01/2019	AUSTRALIAN TAXATION OFFICE	GST PAYABLE DECEMBER 18	18,696.00	18,696.00
EFT27047	10/01/2019	IMPRINT PLASTIC	REPLACEMENT NAME BADGE FOR STAFF MEMBER	16.50	16.50
EFT27048	10/01/2019	IT VISION	CREATE AND SCHEDULE RESPONSIBLE OFFICER REPORT	1,281.50	1,281.50
EFT27049	10/01/2019	SOUTH WEST GROUPS	2018-2019 MEMBER COUNCIL CONTRIBUTIONS IN RESPECT OF SWG ADMINISTRATION AND PROJECTS - SECOND INSTALMENT	21,217.35	21,217.35
EFT27050	10/01/2019	TELSTRA CORPORATION LIMITED	HACC MOBILE & DEPOT NEXT G 1G BROADBAND	19.24	
			RESPIRE CENTRE PHONE	121.91	141.15
EFT27051	10/01/2019	ZIPFORM PTY LTD	COSTS ASSOCIATED WITH PRINTING AND DISTRIBUTING THIRD INSTALMENT RATES NOTICES	2,354.26	2,354.26
EFT27052	10/01/2019	MELVILLE MITSUBISHI	4 X BATTERY REPLACEMENT AND FITTING FOR BUS 1DTB605	1,121.55	1,121.55
EFT27053	10/01/2019	CARDNO (WA) PTY LTD	PROFESSIONAL FEES - INTEGRATED TRAFFIC MOVEMENT PROJECT - FOR PERIOD ENDING 14 DECEMBER 18	8,250.00	
			PROFESSIONAL FEES - INTEGRATED TRAFFIC MOVEMENT PROJECT - FOR PERIOD ENDING 30 NOVEMBER 18	7,150.00	15,400.00
EFT27054	10/01/2019	WATERLOGIC AUSTRALIA PTY LTD	MAINTENANCE OF EQUIPMENT AT DEPOT - 01/09/18 TO 30/11/18	176.00	
			MAINTENANCE OF EQUIPMENT AT DEPOT - 01/12/18 TO 28/02/19	176.00	352.00
EFT27055	10/01/2019	PETRA CLEAN	CLEANING SERVICES - DEPOT, TRICOLORE, SUMPTON GREEN AND TOWN HALL - NOVEMBER 2018	6,988.21	6,988.21
EFT27056	10/01/2019	WOOLWORTHS SUPERMARKETS	RESPIRE CENTRE GROCERIES - 7/1/19	200.33	200.33
EFT27057	10/01/2019	KONICA MINOLTA BUSINESS SOLUTIONS	ADMIN - COPY CHARGES 13/11/18 - 12/12/18,	868.41	
			HACC COPY CHARGES 01/10/18 - 31/10/18,	18.69	887.10
EFT27058	10/01/2019	CARINYA OF BICTON	CENTRE BASED RESPIRE MEALS - 01/11/18 - 16/11/18,	825.79	
			CENTRE BASED RESPIRE MEALS - 17/11/18 - 31/11/18,	548.86	1,374.65
EFT27059	10/01/2019	T-QUIP	MOWER SERVICE	589.99	589.99
EFT27060	10/01/2019	FOODWORKS EAST FREMANTLE	ADMIN, WORKS AND COMMUNITY EVENTS CONSUMABLES DECEMBER 2018	239.22	239.22
EFT27061	10/01/2019	OFFICEWORKS SUPERSTORES PTY LTD	MOBILE PHONE CHARGER CABLES FOR HACC	21.93	21.93
EFT27062	10/01/2019	CATALYSE PTY LTD	MARKYT COMMUNITY SCORECARD 2019 DEVELOPMENT, ASSESSMENT AND PRESENTATION OF COMMUNITY SURVEY - INITIAL 50% OF FEES	8,250.00	8,250.00
EFT27063	10/01/2019	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES NOVEMBER 18	13.60	13.60
EFT27064	10/01/2019	FOCUS NETWORKS	2018-2019 FOCUS NETWORKS EMAIL PROTECTION SERVICE, MANAGED RECOVERY SERVICE, HOSTED ANTI-VIRUS, HOSTED WIFI MANAGEMENT & MICROSOFT VISIO PRO FOR OFFICE 365 - MONTHLY SUBSCRIPTIONS - JANUARY 19	1,849.12	
			2018-2019 FOCUS NETWORKS EMAIL PROTECTION SERVICE, MANAGED RECOVERY SERVICE, HOSTED ANTI-VIRUS, HOSTED WIFI MANAGEMENT & MICROSOFT VISIO PRO FOR OFFICE 365 - MONTHLY SUBSCRIPTIONS - DECEMBER 19	1,797.14	
			HTTPS SSL CERTIFICATE 2 YEARS- MANAGED TELEPHONY SERVICE 1 YEAR	1,067.00	
			PO35527 - ADDITIONAL CHARGES - SUPPORT SERVICES OUTSIDE NORMAL SERVICE SCOPE - DECEMBER 18	429.00	
			MANAGED PROACTIVE SERVICE - MONTHLY COMPUTER JANUARY 19	3,729.00	8,871.26
EFT27065	10/01/2019	FUJI XEROX	FUJI XEROX - DC5C6675T - FINANCE AREA PHOTOCOPY CHARGES 2018 / 2019 YEAR	193.31	193.31
EFT27066	10/01/2019	VOCUS COMMUNICATIONS	ADSL INTERNET TRICOLORE CENTRE - 01/01/19 - 01/03/19	100.00	
			UNLIMITED INTERNET SERVICE ENHANCED FIBRE 20MBPS - 135 CANNING HWY - 01/02/18 - 28/02/19	1,171.50	1,271.50

EFT27067	10/01/2019	RACHAEL GARDNER	REIMBURSEMENT OF COSTS - VARIOUS SUNDRY ITEMS FOR HACC	115.09	115.09
EFT27068	10/01/2019	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INLCUDING LICENCE AND COMMUNICATION COSTS - DECEMBER 18	165.00	165.00
EFT27069	10/01/2019	SIMPLEPAY SOLUTIONS	SIMPLE PAY CREDIT CARD TRANSACTIONS FOR LEEUWIN BOAT RAMP DECEMBER 18	592.90	592.90
EFT27070	10/01/2019	ICS AUSTRALIA	REPAIRS TO LIGHT AT THE TOWN HALL	1,597.20	1,597.20
EFT27071	10/01/2019	SUEZ RECYCLING & RECOVERY PTY L	MONTHLY COLLECTION AT 46 EAST STREET SEPT 18	1,466.40	
			MONTHLY COLLECTION AT 46 EAST STREET OCTOBER 18,	1,466.40	
			MONTHLY COLLECTION AT 46 EAST STREET NOVEMBER 18,	1,466.40	4,399.20
EFT27072	10/01/2019	MURRAY SMITH SOLICITORS	RATES REFUND	324.61	324.61
EFT27073	10/01/2019	MARIA JOSE LOMBARDO	RATES REFUND	1,141.37	1,141.37
EFT27074	10/01/2019	JOHN YATES	PARTIAL REFUND OF ANNUAL FEES PAID FOR MOORING PEN LEASE SURRENDERED (11/12/18 - 30/06/19)	2,352.05	2,352.05
EFT27075	11/01/2019	BRADLEY WOODHEAD	TOWN OF EAST FREMANTLE BOND REFUND	1,500.00	1,500.00
EFT27076	11/01/2019	TANGENT NOMINEES	TOWN OF EAST FREMANTLE BOND REFUND	3,000.00	3,000.00
EFT27077	11/01/2019	THE ROOF AND WALL DOCTOR	TOWN OF EAST FREMANTLE BOND REFUND	1,500.00	1,500.00
EFT27078	11/01/2019	SHELFORD CONSTRUCTIONS	TOWN OF EAST FREMANTLE BOND REFUND	1,500.00	1,500.00
EFT27079	11/01/2019	ANTHONY BENCE	TOWN OF EAST FREMANTLE BOND REFUND	1,500.00	1,500.00
EFT27080	11/01/2019	AJ & CM NORCROSS	TOWN OF EAST FREMANTLE BOND REFUND	1,500.00	1,500.00
EFT27081	11/01/2019	ALAN RODNEY JAMES FIELD	TOWN OF EAST FREMANTLE BOND REFUND	1,500.00	1,500.00
EFT27082	11/01/2019	SALT RESIDENTIAL WA PTY LTD	TOWN OF EAST FREMANTLE BOND REFUND	1,500.00	1,500.00
EFT27083	11/01/2019	RENAE CLAIRE MILLER	TOWN OF EAST FREMANTLE BOND REFUND	1,500.00	1,500.00
EFT27084	11/01/2019	JOANNE GRAY	TOWN OF EAST FREMANTLE BOND REFUND	1,500.00	1,500.00
EFT27085	17/01/2019	CITY OF FREMANTLE	DESIGN WORK FOR JOHN TONKIN RESERVE	9,573.00	9,573.00
EFT27086	18/01/2019	THE WORKWEAR GROUP	2018 STAFF UNIFORM ORDERS	1,517.39	1,517.39
EFT27087	23/01/2019	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND COLLECTED DECEMBER 18	35.33	35.33
EFT27088	23/01/2019	BUNNINGS BLDG SUPPLIES LTD	HARDWARE FOR DEPOT MAINTENANCE	431.72	
			HARDWARE FOR DEPOT MAINTENANCE	11.40	443.12
EFT27089	23/01/2019	BOC LIMITED	CONTAINER SERVICE FOR DECEMBER 2018	8.70	8.70
EFT27090	23/01/2019	COMMUNITY NEWSPAPERS	ADVERTISING - CHRISTMAS CLOSURE/ RUBBISH SERVICE	468.46	468.46
EFT27091	23/01/2019	CITY OF COCKBURN	CITY OF COCKBURN TIP FEES - DECEMBER 2018	2,976.00	2,976.00
EFT27092	23/01/2019	FREMANTLE HERALD	ADVERTISING - ANNUAL REPORT / ELECTORS MEETING 22/12/18	115.06	115.06
EFT27093	23/01/2019	IT VISION	CREATE CRYSTAL REPORT FOR RECORDKEEPING STATISTICS	825.00	
			INITIATION FEES (15%) ON COMMENCEMENT, INTERNAL PROJECT SUPPORT & IMPLEMENTATION ASSISTANCE.	14,157.00	14,982.00
EFT27094	23/01/2019	MCLEODS	LEGAL ADVICE - LPS3	3,865.84	3,865.84
EFT27095	23/01/2019	TELSTRA CORPORATION LIMITED	CEO MOBILE PHONE USE 16/12/18 - 15/01/19	56.50	56.50
EFT27096	23/01/2019	TOTAL EDEN PTY LTD	IRRIGATION SUPPLIES	1,163.78	1,163.78
EFT27097	23/01/2019	TITAN FORD	30,000 KM SERVICE FORD FOCUS IGEM342	515.00	515.00
EFT27098	23/01/2019	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	10,564.45	10,564.45
EFT27100	23/01/2019	FASTA COURIERS	COURIER COSTS 15/12/18 - 31/12/18	30.51	30.51
EFT27101	23/01/2019	GHD PTY LTD	REVITALISATION OF EAST FREMANTLE OVAL PRECINCT - PROGRESS FEE CLAIM TO 18/12/18	5,112.36	
			VARIATION - EAST FREMANTLE OVAL PRECINCT REVITALISATION PROJECT, EXTRA INVESTIGATIONS AS REQUIRED BY TOEF	4,576.00	9,688.36
EFT27102	23/01/2019	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY COLLECTED DECEMBER 18	566.50	566.50
EFT27103	23/01/2019	KENNARDS HIRE	HIRE OF STUMP GRINDER	220.00	220.00
EFT27104	23/01/2019	PETRA CLEAN	CLEANING SERVICES - TOWN HALL, DEPOT, TRICOLERE & SUMPTON GREEN - DECEMBER 2018	5,867.25	5,867.25
EFT27105	23/01/2019	FRANK GILMOUR PEST CONTROL	INSPECTION AND GENERAL ANT TREATMENT SOUTH END OF TOWN HALL ADMINISTRATION BUILDING	287.10	287.10
EFT27106	23/01/2019	KERB DOCTOR	KERB MAINTENANCE AND PREPARATION FOR ROAD RESURFACING - COUNCIL PLACE, WOODHOUSE ROAD, MOSS ST	7,264.40	
			KERB MAINTENANCE AND PREPARATION FOR ROAD RESURFACING - VIEW TCE, MOSS ST	2,890.80	10,155.20
EFT27107	23/01/2019	WOOLWORTHS SUPERMARKETS	RESPIRE CENTRE GROCERIES - 14/1/19	246.87	
			RESPIRE CENTRE GROCERIES - 21/1/19	163.98	410.85
EFT27108	23/01/2019	PLANET FOOTPRINT	AUDIT UTILITY CONSUMPTION (WATER/POWER) FOR BUILDING AND DETERMINE APPROXIMATE WATER USE. PROVIDE A REPORT ON METHODOLOGY BASIS OF CALCULATION AND SUMMARY FINDINGS.	2,200.00	2,200.00
EFT27109	23/01/2019	HYDRO JET	REMOVAL OF GRAFFITI - VARIOUS LOCATIONS	506.00	506.00
EFT27110	23/01/2019	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA BIZHUB C224E - DEPOT CHARGES 13/06/18 - 12/10/18	1,770.38	1,770.38
EFT27111	23/01/2019	OFFICEWORKS	OFFICE SUPPLIES FOR HACC	105.48	
			BROTHER MFC-J5330DW PRINTER AND OFFICE SUPPLIES FOR HACC.	628.65	734.13
EFT27112	23/01/2019	ENVIRO SWEEP	STREET SWEEPING - DECEMBER 2018	3,382.50	3,382.50
EFT27113	23/01/2019	TABORDA CONTRACTING PTY LTD	GEORGE STREET FESTIVAL 2018, PROVISION OF 7 TRAFFIC CONTROLLERS AND DETAILED TRAFFIC MANAGEMENT PLAN	9,882.40	9,882.40
EFT27114	23/01/2019	WORLD DIESEL	VEHICLE ROADWORTHY INSPECTION FOR BUS 1DXU938	192.50	192.50
EFT27115	23/01/2019	THE WORKWEAR GROUP	2018 STAFF UNIFORM ORDERS	383.14	383.14
EFT27116	23/01/2019	MICHAEL VAUGHAN	REPAIRS TO PAVING ON FOOTPATH - CANNING HIGHWAY	900.00	900.00
EFT27117	23/01/2019	HORIZON WEST LANDSCAPE & IRRIGATION PL	2 X BOX OF I25 SPRINKLERS AND 100 RISER FITTINGS	1,541.10	1,541.10
EFT27118	23/01/2019	SUEZ RECYCLING & RECOVERY	MONTHLY COLLECTION AT 46 EAST STREET - DEC 18	1,613.04	1,613.04
EFT27119	23/01/2019	AMBIUS (RENTOKIL INITIAL PTY LTD)	PLANT HIRE FOR TOWN HALL 27/01/19 - 26/02/19	263.12	263.12
EFT27120	23/01/2019	HURRICANE DRAGON BOAT AND OUTRIGGER CANOE CLUB INC	COMMUNITY ASSISTANCE GRANT	999.00	999.00
EFT27121	23/01/2019	SOUTH METROPOLITAN TAFE	CERT IV HORTICULTURE OPERATIONS STAFF MEMBER	224.75	224.75
EFT27122	23/01/2019	HAZEL DICKSON	REIMBURSEMENT OF MEDICAL COSTS	60.00	60.00
EFT27123	23/01/2019	GRA PARTNERS PTY LTD	AMENDMENT 14 & 15 STRATEGIC STAKEHOLDER & COMMUNICATIONS ADVICE	12,100.00	12,100.00
EFT27124	23/01/2019	ZIP HEATERS (AUST) PTY LTD	2 x WATER FILTERS (93702) FOR ZIP HYDROTAPS TOWN HALL	330.00	330.00
EFT27125	23/01/2019	DELTA ROOFING	ROOF MAINTENANCE - TOWN HALL & TRICOLERE	16,445.00	16,445.00
EFT27126	23/01/2019	K & F ROBERTSON	RATES REFUND	2,232.73	2,232.73
EFT27127	23/01/2019	ALDONE HIAB SERVICE	DELIVER NEW RANGER OFFICE TO DEPOT	385.00	385.00
EFT27128	23/01/2019	CALTEX AUSTRALIA	FUEL USE 01/12/18 - 31/12/18	4,071.18	4,071.18
			<b>EFT TOTAL</b>	<b>\$ 273,494.99</b>	<b>\$ 273,494.99</b>

	Direct Debit	Supplier	Description	Inv Amount	EFT
	DD11564.1	CREDIT CARD - GARY TUFFIN	PAYPAL - SCENTSYTLE	\$ 84.00	\$ 84.00
			ADOBE	\$ 2,428.54	\$ 2,428.54
		CREDIT CARD - PETER KOCIAN	SECURE PARKING PERTH	\$ 25.63	\$ 25.63
			COMMONWEALTH BANK - FEES	\$ 6.67	\$ 6.67
	DD11570.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$ 21,634.08	\$ 21,634.08
	DD11571.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$ 21,439.61	\$ 21,439.61
	DD11572.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$ 22,029.08	\$ 22,029.08
	DD1573.1	EMPLOYERPAY SUPER	SUPERANNUATION	\$ 96.02	\$ 96.02
	DD1576.1	EXETEL	NBN ACCESS	\$ 297.00	\$ 297.00
			<b>DIRECT DEBIT TOTAL</b>	<b>\$68,040.63</b>	<b>\$68,040.63</b>
			<b>Description</b>	<b>Inv Amount</b>	<b>EFT</b>
			PAYROLL P/E 01/01/19	\$ 130,467.27	\$ 130,467.27
			PAYROLL P/E 15/01/19	\$ 128,028.57	\$ 128,028.57
			ONE OFF PAY 23/01/19	\$ 1,010.71	\$ 1,010.71
			PAYROLL P/E 30/01/19	\$ 132,529.40	\$ 132,529.40
			<b>PAYROLL TOTALS</b>	<b>\$ 392,035.95</b>	<b>\$ 392,035.95</b>
			<b>GRAND TOTAL</b>	<b>\$ 734,973.52</b>	<b>\$ 734,973.52</b>

#### 12.2.4 Donation – Fremantle Chamber Orchestra

<b>Applicant</b>	Town of East Fremantle
<b>File ref</b>	F/DNS1
<b>Prepared by</b>	Janine May, Executive Assistant to CEO
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Date of Meeting</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Donation Request

#### **Purpose**

To consider providing sponsorship to the Fremantle Chamber Orchestra (FCO).

#### **Executive Summary**

The Fremantle Chamber Orchestra is an incorporated not-for-profit orchestra which provides performance experience to young professional musicians (UWA and WAAPA students, ex students, WASO casual and freelancers). All organisational, administration and marketing work is voluntary. The professional musicians get paid low rates to cover their expenses (instrument upkeep, transport). The orchestra relies on sponsors and donors to keep ticket prices low.

It is recommended that Council provide sponsorship of \$2,000 to the Fremantle Chamber Orchestra.

#### **Background**

Previously, Council has made the following donations to FCO:

Feb 2011	\$1,000
Jan 2012	\$1,200
Nov 2012	\$2,000
Nov 2013	\$3,000
April 2017	\$2,000

#### **Statutory Environment**

Local Government Act Section 2.7.

#### **Policy Implications**

This donation requires Council endorsement as it is outside the criteria of Council's Donations Policy (4.2.11) which reads as follows:

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

- (a) *Charitable and Community Benefit Organisations*  
*Public Appeals from organisations that provide a service to persons resident in the community of East Fremantle – Limit \$200*
- (b) *Youth Sponsorship*
  - i. *Applications from individuals who are representing the State or competing at national or international level whether as an individual or as part of a team.*
  - ii. *Applications from intellectual and cultural representation will be considered with this item Limit interstate \$300 and international \$500 as a contribution to travel costs.*

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

(c) *Amounts Determined by Council*

- i. Funding for appeals, which arise from major events or catastrophes and are usually part of a Lord Mayor's Appeal such as Floods, Fire, Cyclones etc.*
- ii. Council may determine contribution in excess of the limits specified above where there are extraordinary costs involved in the funding application.*

**Financial Implications**

This amount would be funded from the Donations allocation in the 2018/19 Budget which currently has a balance of \$4,500.

**Strategic Implications**

Strategic Priority 1: Social

Aspiration: A socially connected, inclusive and safe community

1.3.3 *Enrich Identity, culture and heritage through program, event and celebrations.*

**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 is not seen as supportive of cultural events.	Unlikely (2)	Insignificant (1)	Low (1-4)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'no news' item	Accept Risk

**Risk Matrix**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any

items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

<b>Risk Rating</b>	2
<b>Does this item need to be added to the Town's Risk Register</b>	No
<b>Is a Risk Treatment Plan Required</b>	No

**Site Inspection**

N/A

**Comment**

As Council provides funds for a large number of sporting pursuits, the financial support of a local cultural organisation which offers invaluable performance experience for young musicians and gives local residents access to reasonably priced quality classical concerts is considered appropriate.

It is further recommended that an annual allocation of at least \$2,000 pa be made in future draft budgets for Council's consideration.

**12.2.4 OFFICER RECOMMENDATION**

**That Council provide sponsorship of \$2,000 to the Fremantle Chamber of Orchestra for the 2019, and include an ongoing allocation in future draft budgets for Council's consideration.**



**Janine May**

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**Subject:** FW: FCO Invite 2, 3 February /// Sponsorship 2017 Report and Sponsorship 2019 Request

**Attachments:** Flyer 2, 3 February 2019 City of Perth.pdf; 2019 East Fremantle Council.pdf; FCO Rudolf Koelman Plays Bruch 2 reviews, feedback, musicians comments, letter of support.pdf

**From:** Hans Hug <[hug1@inet.net.au](mailto:hug1@inet.net.au)>

**Sent:** Tuesday, 22 January 2019 10:24 AM

**To:** [mayor.oneill@eastfremantle.wa.gov.au](mailto:mayor.oneill@eastfremantle.wa.gov.au); [cr.mcphail@eastfremantle.wa.gov.au](mailto:cr.mcphail@eastfremantle.wa.gov.au);

[cr.natale@eastfremantle.wa.gov.au](mailto:cr.natale@eastfremantle.wa.gov.au); [cr.aimcphail@eastfremantle.wa.gov.au](mailto:cr.aimcphail@eastfremantle.wa.gov.au);

[cr.collinson@eastfremantle.wa.gov.au](mailto:cr.collinson@eastfremantle.wa.gov.au); [cr.nardi@eastfremantle.wa.gov.au](mailto:cr.nardi@eastfremantle.wa.gov.au); [cr.harrington@eastfremantle.wa.gov.au](mailto:cr.harrington@eastfremantle.wa.gov.au);

[cr.watkins@eastfremantle.wa.gov.au](mailto:cr.watkins@eastfremantle.wa.gov.au); [cr.white@eastfremantle.wa.gov.au](mailto:cr.white@eastfremantle.wa.gov.au); [admin@eastfremantle.wa.gov.au](mailto:admin@eastfremantle.wa.gov.au)

**Subject:** FCO Invite 2, 3 February /// Sponsorship 2017 Report and Sponsorship 2019 Request

Dear Mayor, Deputy Mayor, CEO and Councillors

I would like to invite you to our February concerts with the internationally renowned Dutch violinist Rudolf Koelman in an all romantic program. It will give you a good idea of what we do. RSVP by 29 January 2019 please.

Also, I would like to apply for funding from the Town of East Fremantle, having missed out in 2018. Costs have risen but income hasn't kept up.

- Fremantle Chamber Orchestra (FCO) is the only orchestra in WA providing valuable performance experience to young professional musicians. (advanced UWA and WAAPA students, WASO casuals and freelancers). This is why WASO (the Western Australian Symphony Orchestra) and Musica Viva support us with seat drops of our flyers at their concerts. We fit in between WAYMA and WASO. (see attachment)
- FCO is the leading chamber orchestra in WA, receiving regularly 4 star reviews and most enthusiastic listeners' feedback. (see attachment) So supporting FCO also means you associate with a leading arts organisation in WA.
- Lots of FCO listeners live in East Fremantle and we co-operate with Glyde-in.
- All FCO sponsors receive prominent exposure: thanks to the Fremantle Herald and Perth Voice, big ads appear for 5-6 weeks in the lead up to every concert, all flyers, newspaper advertisements and programs feature East Fremantle's logo and East Fremantle is mentioned in our group emails and in the program prominently.
- FCO is incorporated and all organisational and administrative work is voluntary. This means every sponsorship dollar directly goes towards supporting young talented musicians. FCO is also a tax deductible charity.

In short: FCO is a very worthwhile and efficient organisation with various benefits to East Fremantle Council and its residents. As we have limited financial support, we would appreciate enormously further sponsorships from the Town of East Fremantle so we can continue to provide training for young professional musicians and delight people interested in classical music at affordable prices.

Despite more than half a dozen assurances, I never received a reply to my 2018 application. I hope to hear from you this time.

Hans



Fremantle Chamber Orchestra Pty Ltd  
13 Solomon St  
Fremantle WA 6160  
ABN 98 160 022 579.

22 January 2017

Dear Mr Tuffin, Mayor and Councillors

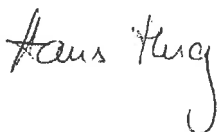
I am writing to ask whether the Town of East Fremantle would support the Fremantle Chamber Orchestra (FCO) again as it did some years ago.

FCO is unique in WA as it is the only orchestra that provides performance experience to young professional musicians (UWA and WAAPA students, ex-students, WASO casual and freelancers). FCO is incorporated not-for-profit and has an excellent reputation (see attached reviews). Many ratepayers in East Fremantle attend our concerts and we collaborate with the Glyde-in Community Centre. All organisational, admin and marketing work is voluntary. The professional musicians get paid low rates to cover their expenses (instrument upkeep, transport,..). Despite the training character of our organisation and the artistic achievements, we rely on sponsors and donors to keep ticket prices low.

Naturally we make sure all our supporters are acknowledged adequately. We print thousands of flyers with supporters' logos clearly visible and distribute them widely. In recognition of the training FCO provides, WASO and Musica Viva place FCO flyers on seats at their concerts. We also include our supporters in our group emails, a considerable list which we have built up over 13 years. Thanks to our biggest sponsor, the Fremantle Herald and Perth Voice, the attached flyer with supporter's logos clearly visible appears as an advertisement 5 to 6 weeks in the lead up to all concerts. The logos also feature prominently in our program.

I look forward to hearing from you

Sincerely



Hans Hug  
Director  
[hug1@iinet.net.au](mailto:hug1@iinet.net.au)

**12.2.5 Community Assistance Grants and Sponsorship Program – 2018-2019 (Round Three)  
Request Approvals**

<b>File ref</b>	A/CFG1
<b>Prepared by</b>	Karen Dore, Economic & Community Development Officer
<b>Supervised by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Meeting Date</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. CAG Advisory Group Minutes dated 29/01/19 2. Armando Sports Direct Quote dated 29/01/19

**Purpose**

Council is requested to consider endorsing the recommendation from the Community Grants Advisory Group meeting, held on 29 January 2019, to approve the five (5) proposed Community Assistance Grants 2018-2019 (Round Three) requests.

**Executive Summary**

The Community Grants Advisory Group met on 29 January 2019 to assess six (6) submissions received under the Community Assistance Grants (CAG) Program, 2018-2019.

Group	Purpose	Request
East Fremantle Bowling Club	Equipment (vacuum cleaner)	499.00
East Fremantle Junior Cricket Club	Equipment (unspecified)	1,000.00
East Fremantle Women's Football Club	Infrastructure (storeroom upgrade)	961.00
Hurricane Dragon Boat & O/r Canoe Club	Equipment (safety)	882.44
Lions' Club of East Fremantle	Equipment (batteries)	836.00
Fremantle Sea Scouts	Equipment (safety)	1,407.45
<b>TOTAL</b>		<b>\$5,585.89</b>

The Advisory Group members, being elected members Mayor Jim O'Neill and Cr Andrew McPhail; community members Suzi Nelson and John Chisholm; and Town Staff, Chief Executive Officer Gary Tuffin and Executive Manager Corporate Services Peter Kocian, discussed all six (6) submissions and recommended that the following five (5) requests be funded as requested.

Group	Amount requested
East Fremantle Bowling Club	499.00
East Fremantle Women's Football Club	961.00
Hurricane Dragon Boat & Outrigger Canoe Club	882.44
Lions' Club of East Fremantle	836.00
Fremantle Sea Scouts	1,407.45
<b>SUB-TOTAL</b>	<b>\$4,585.89</b>

Whilst the application was supported, the East Fremantle Junior Cricket Club submission was not recommended by the Group as there was no supporting documentation to outline what equipment was to be purchased, along with a cost breakdown. This information was received on 04/02/19 (please refer to Attachment 2).

## Background

The Community Grants and Sponsorship Policy and the Community Assistance Grants Program were adopted by Council in June 2016 to provide an orderly and consistent way of dealing with small funding requests on an annual basis. The program was introduced for the first time in 2016-2017 financial year and the following allocations have been made to date:

- 2016-2017 \$9,305.00
- 2017-2018 \$9,699.00
- 2018-2019 \$14,478.46 (of \$20,000.00) allocated to date

Submissions totalling \$5,585.89 have been received for 2018-2019 Round Three, which closed on Monday 21 January 2019. A balance of \$5,521.54 is available.

## Consultation

Local community groups were informed of the opportunity through the following mediums;

- Town's email newsletter
- Direct email (37 clubs / groups)
- Facebook
- Website – [www.eastfremantle.wa.gov.au/community/community-assistance-grants-cag-program-2018-2019-now-open.aspx](http://www.eastfremantle.wa.gov.au/community/community-assistance-grants-cag-program-2018-2019-now-open.aspx)

## Statutory Environment

Not applicable.

## Policy Implications

*1.2.2 Community Grants and Sponsorship*

## Financial Implications

An allocation of \$20,000.00 is included in the 2018-2019 budget. Should all of the recommended applications be endorsed by Council the total amount released in Round Three would be \$4,585.89, leaving a final balance of \$935.65.

## Strategic Implications

Community Strategic Plan 2017-2027:

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

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

- 1.1.1 *Facilitate or partner to ensure a range of quality services are provided at a local level*
- 1.1.2 *Strengthen the sense of place and belonging through inclusive community interaction and participation*

#### **1.2 Inviting open spaces, meeting places and recreational facilities**

- 1.2.1 *Provision of adequate recreational, sporting and social facilities*
- 1.2.2 *Activate inviting open spaces that encourage social connection*

#### **1.3 Strong community connection within a safe and vibrant lifestyle**

- 1.3.1 *Partner and educate to build a strong sense of community safety*
- 1.3.2 *Facilitate opportunities for people to people to develop community connections and foster local pride*
- 1.3.3 *Enrich identity, culture and heritage through programs, events and celebrations*
- 1.3.4 *Facilitate community group capacity building*

### 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 support the allocation of funding under the Community Grants Program	Unlikely (2)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, low impact, low news item	Accept Officer Recommendation

### Risk Matrix

Consequence \ Likelihood		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

Not applicable.

### Comment

All members of the Community Assistance Grants Advisory Group were fully agreeable to the recommendation of five of the six submissions, being;

- \$ 499.00 East Fremantle Bowling Club
- \$ 961.00 East Fremantle Women's Football Club
- \$ 882.44 Hurricane Dragon Boat and Outrigger Canoe Club
- \$ 836.00 Lions' of East Fremantle
- \$ 1,407.45 Fremantle Sea Scouts

Council is additionally requested to consider the inclusion of the East Fremantle Junior Cricket Club's application for funding to assist with equipment, which (as previously stated) was supported by the Group but unable to be recommended without the provision of a quote / estimate.

Should Council agree to add this request to their endorsement it is suggested that the balance of funding available, \$935.65, be allocated with the Club needing to meet the \$64.05 shortfall.

**12.2.5 OFFICER/COMMITTEE RECOMMENDATION**

**That Council:**

- 1. endorse the release of funds to the following local organisations:**
  - \$ 499.00 East Fremantle Bowling Club;
  - \$ 961.00 East Fremantle Women's Football Club;
  - \$ 882.44 Hurricane Dragon Boat and Outrigger Canoe Club;
  - \$ 836.00 Lions' of East Fremantle;
  - \$ 1,407.45 Fremantle Sea Scouts;
  - \$ 935.65 East Fremantle Junior Cricket Club; and
- 2. advise all applicants of the outcomes of their application.**

## MINUTES

### 1. DECLARATION OF OPENING OF MEETING

The Mayor welcomed everyone and declared the meeting open at 5.00pm.

### 2. RECORD OF ATTENDANCE

#### 2.1 Attendance

Mayor Jim O'Neill  
Cr Andrew McPhail  
John Chisholm, Community Member  
Suzi Nelson, Community Member  
Gary Tuffin, Chief Executive Officer  
Peter Kocian, Executive Manager Corporate Services  
Karen Dore, Economic & Community Development Officer

#### 2.2 Apologies

Nil

### 3. DISCLOSURES OF INTEREST

#### 3.1 Financial

Nil

#### 3.2 Proximity

Nil

#### 3.3 Impartiality

Nil

### 4. BUSINESS

#### 4.1 Community Assistance Grants Submissions (Round Three) 2018-2019

<b>File ref</b>	A/CGF1
<b>Prepared by</b>	Karen Dore, Economic & Community Development Officer (ECDO)
<b>Meeting Date:</b>	29 January 2019
<b>Attachments</b>	1. Summary of Submissions (Round Three) 2018-2019

#### Purpose

To review the submissions received in order to make a recommendation to Council.

#### Background

The Community Grants and Sponsorship Policy and the Community Assistance Grants Program were adopted by Council in June 2016 to provide an orderly and consistent way of dealing with small funding requests on an annual basis. The aim of the program is to provide financial assistance to community groups to help build capacity within the community in relation to recreation and leisure activities. The CAG program is intended for small grants only, and does not prevent clubs from seeking assistance for larger contributions from Council for more substantial capital projects.

The program was introduced for the first time in 2016-2017 financial year and the following allocations have been made:

- 2016-2017 \$9,305.00
- 2017-2018 \$9,699.00
- 2018-2019 \$14,478.46(of \$20,000.00) allocated to date

### Consultation

Local community groups were informed of the opportunity through the following mediums;

- Town's email newsletter
- Direct email (initial and follow-up, plus 'closing' reminder)
- Town Facebook page
- Town Website – [www.eastfremantle.wa.gov.au/community/community-assistance-grants-cag-program-2018-2019-now-open.aspx](http://www.eastfremantle.wa.gov.au/community/community-assistance-grants-cag-program-2018-2019-now-open.aspx)

### 2018-2019 Submissions (Round Three)

Submissions totalling \$5,585.89 have been received for 2018-2019 Round Three, which closed on Monday 21 January 2019. A balance of \$5,521.54 is available.

It is noted that an additional submission was not accepted, as the actual event date was prior to the close of submissions. Also, another organisation made contact regarding infrastructure improvement funding but did not submit an application.

Each submission was discussed;

#### ***East Fremantle Bowling Club***

\$499.00 for facility equipment (vacuum cleaner)

The Committee supported the request as they felt that this equipment would assist Club members to ensure that the facility was kept properly clean, providing a better visual amenity for both members of the Club and hirers of the facility.

***Approved: 100% of a \$499.00 project - \$499.00***

#### ***East Fremantle Junior Cricket Club***

\$1,000 for equipment (unspecified)

Unfortunately the Committee were unable to support the application as no supporting documentation was supplied before the meeting.

***Declined: 100% of a \$1,000.00 project***

#### ***East Fremantle Women's Football Club***

\$961.00 for infrastructure (upgrade of an existing storage room)

The Committee were fully supportive of the application, acknowledging that the project included the donation of time by members and their families, to clean, waterproof and repaint their storeroom.

***Approved: 100% of a \$961.00 project – \$961.00***

#### ***Hurricane Dragon Boat and Outrigger Canoe Club***

\$882.44 for equipment (various safety items and a 'Sunsmart' gazebo)

The Committee were fully supportive of the application, agreeing that with their growing membership the Club required additional resources.

***Approved: 100% of an \$882.44 project – \$882.44***

#### ***Lions' Club of East Fremantle***

\$836.00 for equipment (2 x mobility scooter batteries – for 'Shopper Train')

The Committee were fully supportive of the application, recognising the number of hours and amount of hard work that had been volunteered by a small number of people towards the growing success of the monthly markets, complete with additional attractions.

***Approved: 100% of a \$836.00 project - \$836.00***



**Fremantle Sea Scouts**

\$1,407.45 for equipment (safety – 2 x Flammable Substance Storage Cabinets)

The Committee were fully supportive of the application, understanding the importance of safety, especially with flammable materials (fuel) around children. The Committee also noted the work that had been undertaken by the Scouts to raise the additional funds – through sponsorship and a sausage sizzle.

**Approved: 50% of a \$2,814.90 project - \$1,407.45**

Should all of the recommended applications be endorsed by Council the total amount released in Round Three would be \$4,585.89, leaving a final balance of \$935.65.

**COMMITTEE RECOMMENDATION**

**That the Community Grants Advisory Group recommends that Council:**

**(a) fund the following grant applications;**

- \$ 499.00 East Fremantle Bowling Club
- \$ 961.00 East Fremantle Women's Football Club
- \$ 882.44 Hurricane Dragon Boat and Outrigger Canoe Club
- \$ 836.00 Lions' of East Fremantle
- \$ 1,407.45 Fremantle Sea Scouts

**(b) advise all applicants of the outcomes.**

**5. CLOSURE OF MEETING**

The Mayor thanked everyone for their attendance and their ongoing support of the Committee. He declared the meeting closed at 5.35pm.

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Invoice 00072384  
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 Page: e 1 of 1  
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 Terms: Net 1st after EOM

### Quote

East Fremantle Junior Football Club  
 PO Box 58  
 Palmyra WA 6157

Delivery Address:

East Fremantle Junior Football Club

Quantity	Item Code	Description	Unit Price (ex-GST)	Discount %	Total (ex-GST)
4	MISH101	Batting Pads Boys DW	40.00		\$160.00
5	MISH101	Batting Gloves 1/LHB 4/RHB	25.00		\$125.00
1	MISH101	Equipment Bags With Wheels	70.00		\$70.00
1	MISH101	Wicketkeeping Gloves Boys	45.00		\$45.00
3	MISH101	Helmets With Grill	60.00		\$180.00
1	MISH101	Stumps Set (60) Gray Nicolls	75.00		\$75.00
4	MISH101	Thigh Pads Bys	18.00		\$72.00
4	MISH101	Gray Nicolls Bats 2/S5 2/S4	45.455		\$181.82

Delivery Via: Pick Up  
 Delivery Date:  
 Salesperson: Armando De Abreu

Subtotal:	\$908.82
Freight (ex-GST):	\$0.00
GST:	\$90.88
Total (inc-GST):	\$999.70
Paid to Date:	\$0.00
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EFT Payments - BSB: 086 217 Acc: 47042 2814

Invoice #: 00072384

Amount Due: \$999.70

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### 12.2.6 Amendment of Policy – Debt Collection

<b>File ref:</b>	F/RAT1 & C/POL1
<b>Prepared by:</b>	Jessica Melia, Rates Officer
<b>Supervised by:</b>	Peter Kocian, Executive Manager Corporate Services
<b>Meeting Date:</b>	19 February 2019
<b>Voting requirements:</b>	Simple Majority
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Policy 4.4.2 Debt Collection (Proposed Deletion/Additions Marked in Red)</li><li>2. Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance</li></ol>

#### **Purpose**

The purpose of this report is for Council to consider adopting a proposed amendment to Policy 4.4.2 Debt Collection.

#### **Executive Summary**

Financial stewardship is one of four Key Result Areas for the Chief Executive Officer, as well as being a statutory responsibility. The adoption of Policy 4.4.2 Debt Collection presented at Ordinary Council Meeting (OCM), Tuesday 18 September 2018 was developed to ensure the Town of East Fremantle (Town) continues to improve on performance with regards to debt management in accordance with statutory requirements.

#### **Background**

Council has adopted a new policy for debt management used to assist with the recovery of outstanding debt for ratepayers and sundry debtors, which has been formalised by new procedures and in accordance with legislative requirements under the *Local Government (Financial Management) Regulations 1996 (as amended)*.

The Office of the Western Australian Ombudsman has, over a period of time, received complaints regarding processes used by Local Governments for the collection of overdue rates for people in situations of vulnerability.

A person in a situation of vulnerability may have low income or, as a result of their circumstances, be experiencing a financial shock, leading to difficulties in paying rates by the due date. This can take the form of 'payment difficulties' or 'financial hardship'.

Payment difficulties can be defined as:

*"A state of immediate financial disadvantage that results in a debtor being unable to pay an outstanding amount by reason of a change in personal circumstances"*

Financial hardship can be defined as:

*"A state of more than immediate financial disadvantage which results in a debtor being unable to pay an outstanding amount without affecting the ability to meet the basic living needs of the debtor or a dependant"*.

Following an investigation by the Ombudsman, including considering relevant legislative and regulatory requirements, the Ombudsman has developed Good Practice Guidance for local

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governments regarding their role in collecting overdue rates owed by people in situations of vulnerability.

The Good Practice Guidance has been designed to assist local governments to consider their own policies and practices for the collection of rates and overdue rates in respect to people in situations of vulnerability and identify any aspects of these policies and practices that may present opportunities for improvement to ensure that the process is efficient and effective for local governments and is fair and equitable for all ratepayers.

Where ratepayers are unable to make payment of their rates by the prescribed instalment options and they are in situations of vulnerability they may apply for a special payment arrangement in order to avoid legal action for recovery. Special payments arrangements involve scheduled repayments of an agreed amount and full payment of the outstanding rates are to be paid by the end of the financial year. Each special Payment Arrangement requires the approval of the Executive Manager Corporate Services in accordance with Delegation DA14 – Rates and Services Charges.

The following table is a summary of the total number of ratepayers who have requested a special payment arrangement. The Town has assisted the ratepayer in formalising these arrangements.

Assessment Number	Total Amount Outstanding	Rate Levied Amount 2018/19 Rating Year
A10270	3,095.34	4,642.34
A11350	2,166.09	2,690.17
A21290	1,161.63	1,789.63
A25820	1,711.60	3,260.61
A30110	2,253.46	5,133.46
A32280	920.72	2,449.72
A32510	2,200.77	2,200.77
A32825	705.46	1,967.46
A33100	403.68	3,063.68
A35990	1,360.30	2,092.30
A40120	1,984.09	8,076.75
A40200	2,532.20	3,792.20
A41120	4,403.00	4,403.76
A44090	2,638.16	4,138.16
A51612	2,957.12	5,357.12
A51913	816.00	1,458.00
A11350	2,166.00	2,690.00
A13940	1,387.72	2,015.00
<b>TOTAL</b>	<b>\$34,863.34</b>	<b>\$61,221.13</b>

#### Policy Amendment

The Town has recently considered the current processes in regards to the collection of overdue rates in respect of people in vulnerable situations. Thereby the following amendment to the current policy is recommended to ensure that the process of collecting rates is fair and equitable for all rate payers.

“Pursuant to section 6.49 of the *Local Government Act 1995*, where a person is assessed to be under financial hardship, a special payment arrangement will be offered, and Council resolves to waive all administration charges and penalty interest associated with the assessment, on the proviso that all rates and charges (arrear plus current) and paid in full by the end of the current financial year.”

Rate payers who are claiming financial hardship will be required to provide evidence. Types of evidence required include:

- Loss of employment
- The unexpected death of family member
- Loss of income or failure of a business
- Adversely effected by a major disaster
- Destruction or severe damage to your home, necessitating relocation of the family
- Victim of domestic violence
- Other evidence to support the link between the above circumstance and financial hardship.

### **Statutory Environment**

Regulation 5 of the *Local Government (Financial Management) Regulations 1996* outlines the CEO's duties as to financial management of the local government which includes:

- That efficient systems and procedures are to be established for the proper collection of all money owing to the local government.

Section 6.49 of the *Local Government Act 1995* states that a local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

Council is also requested to amend the Schedule of Fees and Charges, and resolve on a \$0 administration fee for special rates payment arrangement where financial hardship is evidenced. Council is required to give notice of the \$0 fee in accordance with the requirements of section 6.19 of the *Local Government Act 1995*.

### **Policy Implications**

The role of Council is defined under section 2.7 of the *Local Government Act 1995*. Council is to govern the local government's affairs and one of the ways Council does this is by establishing Policies.

### **Financial Implications**

Should Council support the proposed amendment to the Policy, there will be a slight reduction in income as a result of administration charges and penalty interest being waived for special payment arrangements under financial hardship circumstances. It is anticipated that foregone income will not exceed \$2,000pa.

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### 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 support waiving fees and penalties for special payment arrangements for debtors under financial hardship	Rare (1)	Moderate (3)	Low (1-4)	REPUTATIONAL Substantiated, low impact, low news item	Accept Officer Recommendation

### Risk Matrix

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

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

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

### Consultation

Town of East Fremantle employees have been consulted and included in the process of developing this policy and support the amendment to the current policy.

- Executive Manager of Corporate Services
- Manager of Administration and Finance
- Rates Officer

---

### 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
- 5.3 Strive for excellence in leadership and governance

#### Comment

The current policy for Debt Collection procedures has been developed to provide clarity with regard to how the Town of East Fremantle will carry out debt recovery in a fair and equitable manner, ensuring the processes of the recovery of outstanding debt are simple to administer, cost effective and compliant with all regulatory requirements under the *Local Government Act 1995*.

The recommendation to amend the current policy will ensure greater efficiency in the collection of rates thereby assisting the Town to plan and fund their service delivery priorities. Furthermore, addressing overdue rates through an early intervention approach without resorting to court recovery processes minimises legal and court costs to individual ratepayers, the local government and ultimately, to the wider community.

It is recommended Council amend Policy 4.4.2 Debt Collection as proposed.

#### 12.2.6 OFFICER RECOMMENDATION:

##### That Council:

1. note the publication received from the Office of Ombudsman “ Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance”
  2. adopt the proposed amendment to Policy 4.4.2 Debt Collection, as per the tracked changes in the attached Policy.
  3. provide local public notice of the \$0 administration fee for special rate payment arrangements, where financial hardship has been proven.
-

## DEBT COLLECTION

<b>Policy Number:</b>	<b>4.4.2</b>
<b>Type:</b>	Governance & Leadership - Financial Management
<b>Legislation:</b>	Refer to References
<b>Delegation:</b>	DA76
<b>Other Related Document:</b>	

### Objective

The purpose of this policy is to outline the Town of East Fremantle process for efficient and effective collection of outstanding debtor amounts including rates and service charges.

### Policy Scope

The Town of East Fremantle will exercise its debt recovery powers, as outlined in Part 6 of the *Local Government Act 1995*, in order to reduce the overall debt burden on ratepayers. It will be guided by the principles of:

- ensuring that debt collection procedures are carried out in a fair and equitable manner;
- making the processes used to recover outstanding debt clear, simple to administer and cost effective;
- transparency by making clear the obligations of its ratepayers and sundry debtors to the processes used by Council in ensuring that they meet their financial obligations;
- equity by having regard to providing the same treatment for ratepayers and sundry debtors with similar circumstances;
- flexibility by responding where necessary to changes in the local economy;
- ensuring the Town of East Fremantle is compliant with all regulatory obligations;
- promoting effective governance and definition of roles and responsibilities;
- upholding recognition from the public and industry for the Town of East Fremantle practices that withstand probity.

### Definitions

**Debtor** an individual, organisation or other party that transacts with the Town where goods or services are provided, use of facilities are made available, fines and license fees are levied and any other transaction that results in an expected future payment to the Town.

**General Procedure Claim (GPC)**” means the claim lodged with the Magistrates Court where the value of the claim or the relief claimed does not exceed \$75,000.

**Property Seizure and Sale Order (PSSO)** is a court order that authorises a bailiff to seize and sell as much of the judgment debtor’s real or personal property as necessary to satisfy the judgment debt wholly or partially.



## Policy

### 1. Recovery of Sundry Debtor Accounts

The recovery of outstanding sundry debtors will be collected in a fair and timely manner. Sundry debts are due for payments 30 days from date of issue. The process for sundry debt collection is as follows:

- a) Sundry debtors will be issued an invoice as soon as possible after the amount is known, providing 30 day payment terms.
- b) A statement will be issued at the end of the subsequent month following the initial 30 day payment term, requesting payment, with a reminder sticker/stamp to be affixed to the Statement requesting payment within 14 days.
- c) At the end of 14 days, a Final Notice letter will be issued advising that legal action may be taken without further warning should the debt remain outstanding beyond 7 days.

Where the customer fails to pay in full by the expiry of the period defined above, credit may be suspended or services limited and legal action may be commenced.

Legal action – debts will be assessed to ascertain the ability to recover. If the cost of legal action exceeds the amount of the debt, the amount may be considered for write off, subject to Council delegation, once all non-legal recovery actions have been exhausted.

### 2. Recovery of Rate and Service Charges

The recovery of outstanding rates will be collected in a fair and timely manner. Rate notices are due for payment 35 days from date of issue in accordance with the *Local Government Act 1995*.

#### **Amounts that remain outstanding past the prescribed due date will have interest applied.**

Interest is calculated on the number of days from the due date of payment until the day the payment is received by the Town of East Fremantle. This includes overdue amounts where the rate payer has elected to pay by an instalment option.

#### **Accounts unpaid by the due date shown on the Rate Notice**

Where accounts remain outstanding after the prescribed due date, a Final Notice shall be issued requesting full payment within fourteen (14) days unless the rate payer has entered into a payment arrangement which has been agreed upon by both parties.

Final Notices are not to be issued to eligible persons registered to receive a pensioner or senior rebate under *the Rates and Charges (Rebates and Deferrals) Act 1992*, as such persons have until 30 June of the current financial year to make payment, without incurring any penalty interest. Final notices will, however, be issued to registered pensioners or seniors where there are unpaid charges which are not subject to a rebate or deferment eg: rubbish collection charges.

#### **Accounts unpaid after the expiry date shown on the Final Notice**

Where amounts remain outstanding after the expiry date shown on the Final Notice, recovery action will commence based upon a risk management approach as determined by the value and type of debt and may include such action as referral to Council's debt collection agency. As a minimum, a letter of demand on Solicitor letterhead will be sent to all overdue rate accounts where a final notice has not been paid, and the amount of rates outstanding is more than \$500.

**Seizure of Rent for Non Payment of Rates**

Where the property owner of a leased or rented property on which Rates and Service Charges are outstanding cannot be located or refuses to settle Rates and Service Charges owed, a Notice may be served on the lessee or tenant under the provisions of Section 6.60 of the *Local Government Act 1995* requiring the lessee or tenant to pay to the Town the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid.

**Options to recover rates debt where rates are in arrears for in excess of (3) years**

Under the guidance of the Towns debt collection service provider, legal action may be undertaken to recover outstanding rates and charges. This action may include General Procedure Claims and Property Seizure and Sale Orders (Goods). Any costs incurred in undertaking legal action in a Court of competent jurisdiction are recoverable from ratepayers under section 6.56 of the *Local Government Act 1995*.

**Alternative payment arrangement**

Where ratepayers are unable to make payment of their rates by one of the prescribed instalment options, they may apply for a special payment arrangement in order to avoid legal action for recovery. Special payments arrangements are to involve regular weekly, fortnightly or monthly repayments of a fixed amount, and are to achieve full payment of outstanding rates by the end of the financial year. A minimum payment of an equivalent of \$50 per week is to apply. Special payment arrangements will incur a one-off Administration Fee in accordance with Council's adopted Fees and Charges. Interest on overdue amounts accrues at the prevailing interest rate as set out in the adopted Fees & Charges.

Each Alternative Payment Arrangement requires the approval of the Executive Manager Corporate Service in accordance with Delegation DA14 – Rates and Services Charges.

**Options to recover rates debt where rates are in arrears for in excess of three (3) years.****(i) Lodging a Caveat on the Title for Land**

If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years a caveat may be registered on the title for the land, under the provisions of Section 6.64 (3) of the *Local Government Act 1995*. The approval of Council is required before this course of action is undertaken.

**(ii) Sale of Property**

If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least five (5) years, Council may take possession of the land under the provisions of Section 6.64 of the *Local Government Act 1995*. The approval of Council is required to be obtained before this course of action is undertaken.

**3. Write off Debts and Financial Hardship**

The Chief Executive Officer and the Executive Manager Corporate have the authority to write-off individual debts up to \$500.00 in accordance with Delegation DA76 – Write off Debt.

**Financial Hardship is not a ground to write-off debt.** Where a person is experiencing financial hardship and is unable to pay their outstanding debt, the Town may assist the applicant, where applicable, to negotiate an Alternative Payment Arrangement.

Pursuant to section 6.49 of the *Local Government Act 1995*, where a person is assessed to be under financial hardship, a special payment arrangement will be offered, and Council resolves to waive all administration charges and penalty interest associated with the assessment, on the proviso that all rates and charges (arrears plus current) and paid in full by the end of the current financial year.

Rate payers who are requesting a payment arrangement and to waive all administration charges and penalty interest associated with their rates assessment by claiming financial hardship will be required to provide evidence.

Types of evidence required include:

- Loss of employment
- The unexpected death of family member
- Loss of income or failure of a business
- Adversely effected by a major disaster
- Destruction or severe damage to your home, necessitating relocation of the family
- Victim of domestic violence
- Other evidence to support the link between the above circumstance and financial hardship

All write-offs above \$500.00 will be reported to Council on a bi-annual basis and will include:

- Name of Debtor / Rate Payer
- Amount to be written off
- Description of invoice / Assessment Number
- Reason for write-off.

For a debt to be written off one of the following conditions must be satisfied:

- The debtor cannot be located
- Uneconomical to pursue the debt
- The hardship circumstances of the debtor do not warrant the taking or continuation of recovery action
- Legal proceedings through the courts have proved, or on legal advice would prove, unsuccessful.

#### **4. Management Reporting**

##### **Rates Debtors:**

The Town has adopted a benchmark target of 5% for its outstanding rates ratio. The monthly financial report to Council is to include a receivables note detailing the total amount of rates outstanding, and a breakdown of rates outstanding between one and two years, two and three years, and more than three years. Management are required to maintain a status report of recovery action against all rates in arrears of more than one year.

##### **Sundry Debtors:**

The Town has adopted a benchmark of less than 10% of sundry debtors exceeding 90 days outstanding. The monthly financial report to Council is to include an aged receivables note detailing the total amount outstanding against current, 30 days, 60 days and 90+ days. Management are required to maintain a status report of recovery action against all sundry debts in arrears of more than 90 days.

##### **Roles and Responsibilities**

- The Chief Executive Officer shall be responsible for the application of delegations of authority in regards to the Policy.
- The Executive Manager Corporate Services shall be responsible for referring matters to Council in regards to this Policy and the collection of outstanding debts.

- The Manager Administration and Finance shall be responsible for the review and monitoring of the operations of the Policy.
- The Corporate Service Team shall be responsible for the day to day operations of the Policy.

### Legislation

- Local Government Act 1995: Part 6, Division 4, Clause 6.13 - Interest on money owing to local governments
- Local Government Act 1995: Part 6, Division 6, Subdivision 4, Clause 6.45 – Options for payment of rates and service charges
- Local Government Act 1995: Part 6, Division 6, Subdivision 4, Clause 6.51 - Accrual of interest on overdue rates or service charges
- Local Government Act 1995: Part 6, Division 6, Subdivision 5, Clause 6.56 - Rates or service charges recoverable in court
- Local Government Act 1995: Part 6, Division 6, Subdivision 5, Clause 6.60 - Local government may require lessee to pay rent
- Local Government Act 1995: Part 6, Division 6, Subdivision 6, Clause 6.64 - Actions to be taken
- Local Government (Financial Management) Regulations 1996
- Rates and Charges (Rebates and Deferments) Act 1992

<b>Responsible Directorate</b>	Corporate Services
<b>Reviewing Officer</b>	Manager Administration and Finance
<b>Decision Making Authority</b>	Council
<b>Policy Adopted</b>	18/9/18
<b>Policy Amended</b>	19/2/19
<b>Next Review Date</b>	February 2020



**Local government collection of overdue rates for  
people in situations of vulnerability:  
Good Practice Guidance**

**Ombudsman Western Australia**  
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## About this Report

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## Contact Details

### Street Address

Level 2, 469 Wellington Street  
PERTH WA 6000

### Postal Address

PO Box Z5386 St Georges Terrace  
PERTH WA 6831

**Telephone:** (08) 9220 7555 or 1800 117 000 (free from landlines)

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**Web:** [www.ombudsman.wa.gov.au](http://www.ombudsman.wa.gov.au)

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## Our commitment to Aboriginal and Torres Strait Islanders

The office of the Ombudsman acknowledges Aboriginal and Torres Strait Islander people of Australia as the traditional custodians of Australia. We recognise and respect the exceptionally long history and ongoing cultural connection Aboriginal and Torres Strait Islander people have to Australia, recognise the strength, resilience and capacity of Aboriginal and Torres Strait Islander people and pay respect to Elders past, present and future.

The Office is committed to working in a collaborative and transparent manner and by respecting Aboriginal people's right to self-determination. The Office is committed to working with, and for, Aboriginal Western Australians to build understanding of the unique vulnerability and disadvantage faced by Aboriginal people due to past wrongs.

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## 1 Background

The office of the Western Australian Ombudsman (**the Office**) has, over a period of time, received complaints regarding the collection of overdue rates for people in situations of vulnerability. Following an investigation by the Office, including considering relevant legislative and regulatory requirements, a review of relevant literature, analysis of good practice and consultation with local governments, the Office has developed Good Practice Guidance for local governments regarding their role in collecting overdue rates owed by people in situations of vulnerability.

## 2 Local government rates

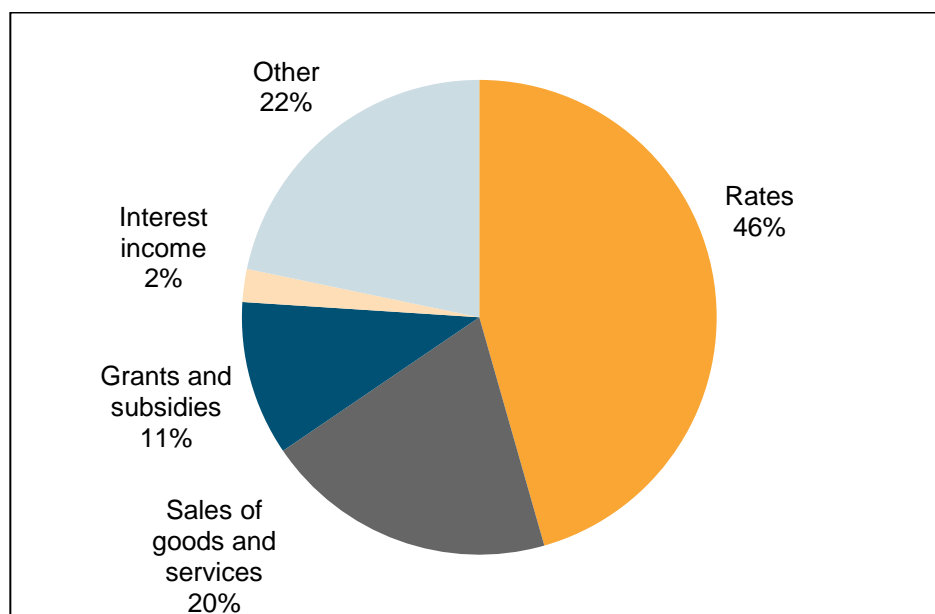
### 2.1 Collection of rates

A property owner's liability to pay local government rates arises from section 6.44(1) of the *Local Government Act 1995* (**Local Government Act**), which provides that:

The owner for the time being of land on which a rate or service charge has been imposed is liable to pay the rate or service charge to the local government.

Rates are the primary source of revenue for local governments. As shown in Figure 1, rates comprised 46 per cent (\$2.25 billion) of the \$4.9 billion in revenue of the 137 Western Australian local governments in 2016-17.<sup>1</sup>

**Figure 1: Sources of revenue for Western Australian local governments, 2016-17<sup>2</sup>**



Source of data: Australian Bureau of Statistics, *Government Finance Statistics Australia, 2016-17*, (Cat. no. 5512.0)

For many households, rates represent a considerable annual expense. To assist ratepayers to meet their payment obligations, the *Local Government Act* empowers local governments to collect rates through a single payment (section 6.45(1)), four

<sup>1</sup> Australian Bureau of Statistics, *Government finance statistics, Australia, 2016-17*, cat. no. 5512.0, ABS, Canberra, April 2018.

<sup>2</sup> Percentages do not add to 100 due to rounding.

equal or nearly equal instalments (section 6.45(1)(a)) or, such other method of payment by instalments as is set forth in the local government's annual budget (section 6.45(1)(b)). Further, section 6.49 of the *Local Government Act* provides that a local government may accept payment in accordance with an agreement made with the person.

Payment by instalments can incur additional charges. Section 6.45(3) of the *Local Government Act* empowers a local government to impose an additional charge for the payment of rates by instalments, typically referred to as 'administration charges'.

## 2.2 Overdue rates

The *Local Government Act* specifies the due date of rates. Section 6.50(1) of the *Local Government Act* provides that '...a rate or service charge becomes due and payable on such date as is determined by the local government.' Section 6.50(2) further states that the due date '...is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued'. Rates that remain unpaid after they are due and payable are referred to as 'overdue rates' in this report.

As rates are the primary source of revenue for local governments, overdue rates represent a significant opportunity cost for local governments and can impact adversely on their ability to fund the service delivery priorities identified in their annual budget.

### 2.2.1 Interest and rebates

Under section 6.51(1) of the *Local Government Act*, local governments can impose interest on overdue rates.

The *Local Government Act* also provides local governments with considerable discretion in relation to interest and additional charges. Section 6.51(4) of the *Local Government Act* provides that no interest is to accrue or additional charge to be imposed on a person 'if the local government in a particular case so resolves...'

The *Rates and Charges (Rebates and Deferrals) Act 1992* permits '...administrative authorities to allow rebates on, or the deferral of payment of, certain amounts payable by way of rates or charges by pensioners and other eligible persons...'. Eligible pensioners and other eligible persons can pay rates by instalments without incurring additional charges and are not charged interest if their rates are overdue.

### 2.2.2 Means of collecting overdue rates

The *Local Government Act* provides local governments with significant powers in relation to the collection of overdue rates. These powers include:

- Garnishing of rent from the lessee of a property (section 6.60);
- Recovering rates and services charges, as well as the costs of proceedings, in a court of competent jurisdiction (section 6.56);
- Taking possession of the land to which the overdue rates apply, including the power to lease or sell the land (section 6.64);

- Lodging a caveat that precludes dealings in respect of land that it has an interest in (for example, selling or refinancing the property) until the overdue rates have been paid (section 6.64 (3)); and
- Writing off any amount of money owed (section 6.12(1)(c)).

### 3 People in situations of vulnerability

Local governments in Western Australia engage with ratepayers from a wide range of backgrounds and circumstances. Some ratepayers may be in situations of vulnerability and require a different approach from local government officers involved in collecting overdue rates.

A person in a situation of vulnerability may have low income or, as a result of their circumstances, be experiencing a financial shock, leading to difficulties in paying rates by the due date. This can take the form of 'payment difficulties' or 'financial hardship'.

Payment difficulties can be defined as:

a state of **immediate** financial disadvantage that results in a [debtor] being unable to pay an outstanding amount ... by reason of a *change in personal circumstances*.<sup>3</sup>  
[Original emphasis]

Financial hardship can be defined as:

a state of **more than immediate** financial disadvantage which results in a [debtor] ... being unable to pay an outstanding amount ... without affecting the ability to meet the *basic living needs* [of the debtor] or a dependant...<sup>4</sup> [Original emphasis]

Payment difficulties therefore reflect short term financial constraints while financial hardship may reflect financial constraints with longer term or broader implications. It is important to note that in both cases, there is willingness to pay, but an inability to do so. The Office's Good Practice Guidance is not designed to inform the collection of rates from people who are able, but unwilling, to pay their rates in accordance with their obligations under the *Local Government Act*.

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<sup>3</sup> Economic Regulation Authority Western Australia, *Financial Hardship Policy Guidelines - Electricity & Gas Licences*, Perth, March 2015, p. 4.

<sup>4</sup> *Ibid*, p. 5.

### What do we mean by vulnerability?

A person experiencing vulnerability is particularly susceptible to experiencing harm, loss or disadvantage.<sup>5</sup> Vulnerability is influenced by a person's capacity to defend against, and cope with, harm, loss or disadvantage.<sup>6</sup>

Vulnerability arises from the interaction of individual characteristics, circumstances and the actions (or inaction) of institutions.<sup>7</sup> The following risk factors are commonly associated with increasing the potential for vulnerability:

- Disability;
- Illiteracy/innumeracy;
- Unemployment;
- Serious or chronic illness;
- Bereavement;
- Exposure to family or domestic violence; and
- Low English language proficiency.<sup>8</sup>

Of course, such risk factors do not necessarily result in vulnerability, but are more prevalent in those people in our community in situations of vulnerability. This includes Aboriginal and Torres Strait Islander people, who as a result of historical and systemic wrongs are more likely to experience disadvantage and be in situations of vulnerability.

### Why have we used the phrase 'people in situations of vulnerability'?

This report uses the phrase 'people in situations of vulnerability' to reflect the fact that anyone, given a certain combination of circumstances, can find themselves in a situation of vulnerability.

Ofwat, the economic regulator of the water sector in England and Wales, encourages this conceptualisation of vulnerability. Ofwat note that such language provides '...a foundation...to view vulnerability as a transient state without labelling customers, but also leaves room for companies to engage with their customers, develop agile, tailor made and inclusive services for their entire customer base'. They also note '...the term vulnerability may be a loaded one...customers do not want to be termed as vulnerable, and using the 'label' could lead to them feeling vulnerable and not seeking assistance'.<sup>9</sup>

<sup>5</sup> Consumer Affairs Victoria, *Discussion Paper: What do we mean by 'vulnerable' and 'disadvantaged' consumers?*, 2004, p. 4; Fitch, C, Evans, J and Trend, C, *Vulnerability: a guide for debt collection: 21 questions, 21 steps*, 2017, Personal Finance Research Centre, University of Bristol, p. 8.

<sup>6</sup> Consumer Affairs Victoria, *Discussion Paper: What do we mean by 'vulnerable' and 'disadvantaged' consumers?*, 2004, p. 4.

<sup>7</sup> *Vulnerability: a guide for debt collection: 21 questions, 21 steps*, 2017, Personal Finance Research Centre, University of Bristol, pp. 8-9.

<sup>8</sup> Financial Conduct Authority, *Consumer Vulnerability*, Occasional Paper No. 8, 2015. p. 23; Consumer Utilities Advocacy Centre Ltd., *Helping not hindering: Uncovering domestic violence and utility debt*, August 2014, p. 2.

<sup>9</sup> Ofwat, *Vulnerability focus report*, 2016, p. 20.

# Appendix A: Good Practice Guidance for the collection of overdue rates for people in situations of vulnerability

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# Good Practice Guidance for the collection of overdue rates for people in situations of vulnerability

## Overview of the guidance

The Office has identified four principles reflecting contemporary good practice in the collection of overdue rates for people in situations of vulnerability. These principles are:

1. Good culture;
2. Good decisions;
3. Good support; and
4. Good service.

For each principle, further underpinning guidance is presented. Where helpful, specific initiatives are suggested that reflect potential approaches to implement the guidance.

The Good Practice Guidance is designed to assist local governments to:

- Consider their own policies and practices for the collection of rates and overdue rates in respect to people in situations of vulnerability; and
- Identify any aspects of these policies and practices that may present opportunities for improvement to ensure that the process is efficient and effective for local governments and is fair and equitable for all ratepayers, subject to the following two overarching principles.

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## Overarching principles applicable to the Good Practice Guidance

**Overarching Principle 1: Overdue rates must be paid, nonetheless, fair, reasonable and flexible approaches to payment are beneficial.**

**All ratepayers have a responsibility to pay overdue rates. The guidance in no way overrides, detracts from, or diminishes, the responsibility of ratepayers to pay overdue rates, consistent with the *Local Government Act*.<sup>10</sup>** Nonetheless, a large body of research demonstrates that a fair, reasonable and flexible approach leads to better repayment outcomes and fewer resources expended in the collection of payments.<sup>11</sup> Greater efficiency and predictability in the collection of rates thereby assists local governments to plan and fund their service delivery priorities. Furthermore, addressing overdue rates through an early intervention approach without resorting to court recovery processes minimises legal and court costs to individual ratepayers, councils and ultimately, to the wider community who fund the court system through the payment of taxes.<sup>12</sup>

**Overarching Principle 2: Good Practice Guidance should not impose unreasonable regulatory cost burdens on local governments and should be fit for size and circumstance.**

Implementation of the Good Practice Guidance can, and should, be done in a way that does not impose any unreasonable or inappropriate regulatory costs on local governments (which, of course, are paid for by ratepayers).

**It is absolutely appropriate for local governments to consider the relevance, costs and benefits of implementing the four Good Practice Principles and tailor areas of the Good Practice Guidance to their specific circumstances.** In particular:

1. Local governments may have already implemented good practice frameworks in relation to assisting people in situations of vulnerability, including in the collection of overdue rates. Where this is the case, the Good Practice Guidance can be used to ensure these existing frameworks adequately address the issues contained in the Good Practice Guidance, rather than the need to write new guidance;
2. Local governments may have either more or less ratepayers in situations of vulnerability and therefore the extent of adoption of guidance underpinning principles may appropriately vary; and
3. It is completely appropriate and reasonable for smaller local governments to consider the practicalities and resources required to tailor the guidance to their specific circumstances.

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<sup>10</sup> It is noted that the Department of Local Government, Sport and Cultural Industries is currently undertaking a review of the *Local Government Act 1995*.

<sup>11</sup> Financial Conduct Authority, *Consumer Vulnerability*, Occasional Paper No. 8, 2015, pp. 71-72.

<sup>12</sup> Footscray Community Legal Centre and Federation of Community Legal Centres (Victoria) Inc, *Council debt collection: Alternatives to suing ratepayers in hardship*, 2012, p. 3.



The good practice principles for the collection of overdue rates by local governments are summarised in Table 1.

**Table 1: Good practice principles and guidance for the collection of overdue rates from people in situations of vulnerability**

Principle	Guidance
<p><b>1. Good culture</b></p> <p><i>A culture of achieving positive outcomes in the collection of overdue rates from people in situations of vulnerability is embedded throughout the organisation and the subject of leadership.</i></p>	<ul style="list-style-type: none"> <li>Local government senior management, including the CEO, should communicate, and model, the organisation's commitment to achieving positive outcomes for people in situations of vulnerability in respect to the collection of overdue rates.</li> <li>Governance frameworks and systems should reflect and support the local government's commitment to achieving positive outcomes for people in situations of vulnerability.</li> <li>Good practice should be shared internally and externally to promote continuous improvement in the support provided to people in situations of vulnerability.</li> </ul>
<p><b>2. Good decisions</b></p> <p><i>Decisions in respect to overdue rates from people in situations of vulnerability are lawful, reasonable, transparent, result in proportionate outcomes, reflect contemporary practice and are capable of being reviewed.</i></p>	<ul style="list-style-type: none"> <li>Local governments should ensure that decision making is consistent with applicable legislation and regulations and accord procedural fairness to people in situations of vulnerability.</li> <li>If they have not already done so, local governments should develop and publish a financial hardship policy that is responsive to the needs of people in situations of vulnerability, including Aboriginal and Torres Strait Islander people in situations of vulnerability.</li> <li>Local governments should ensure that policies and practices relating to the collection of overdue rates, including the practices of external collection agencies, follow a fair and transparent process that is supported by good record keeping.</li> <li>Ratepayers should be informed of their rights to internal and external review of decisions regarding overdue rates and their right to complain about the decision making process.</li> </ul>
<p><b>3. Good support</b></p> <p><i>Staff are supported in all of their interactions with people in situations of vulnerability.</i></p>	<ul style="list-style-type: none"> <li>Staff responsible for assisting people in situations of vulnerability should have access to training, be supported and recognised.</li> </ul>
<p><b>4. Good service</b></p> <p><i>Accessible and flexible service provision supports the early identification and provision of support to people in situations of vulnerability.</i></p>	<ul style="list-style-type: none"> <li>Local governments should encourage the proactive, early identification of people in situations of vulnerability to minimise the accumulation of debt.</li> <li>Where practicable and available, local governments should develop proactive working relationships with financial counsellors, community legal centres and other relevant organisations to facilitate timely referrals of ratepayers in situations of vulnerability.</li> <li>Local governments should be flexible and accessible in their communication methods. Wherever practicable, people in situations of vulnerability, including those with disability or who require translation services, should be able to use the channel that best reflects their individual needs and preferences.</li> <li>For ratepayers in situations of vulnerability, local governments should negotiate a flexible alternative payment arrangement that reflects their actual capacity to pay.</li> </ul>

## Principle 1: Good culture

*A culture of achieving positive outcomes in the collection of overdue rates from people in situations of vulnerability is embedded throughout the organisation and the subject of leadership.*

### Overview of principle

A local government's efforts to improve outcomes for people in situations of vulnerability is underpinned by its organisational culture. Organisational culture can be defined as:

...the implicit values, beliefs, and assumptions that employees infer guide behaviour...[based] on the stories, myths, and socialization experiences they have and the behaviors they observe (especially on the part of leaders) that prove to be useful and promote success.<sup>13</sup>

Put simply, efforts to improve outcomes in relation to the collection of overdue rates from people in situations of vulnerability are unlikely to be successful if staff observe that it is not valued or considered an organisational priority.

There are many factors that contribute to the emergence or change in an organisation's culture. The research literature clearly supports the central role of leadership in embedding a culture that is committed to achieving positive outcomes for people in situations of vulnerability.<sup>14</sup> Governance frameworks and systems should also reflect and support the organisation's commitment to achieving positive outcomes for people in situations of vulnerability. This includes, but is not limited to, a local government's strategic planning, delegations of authority, risk management, employee performance management, employee selection, policies and quality assurance processes. Senior management should also establish mechanisms for employees to collaborate and cooperate in order to minimise the emergence of cultural silos and promote continuous improvement.<sup>15</sup>

### Good Practice Guidance underpinning principle

#### Good Practice Guidance 1

Local government senior management, including the CEO, should communicate, and model, the organisation's commitment to achieving positive outcomes for people in situations of vulnerability in respect to the collection of overdue rates.

In implementing this guidance, local governments could consider the following initiatives where practical to do so and resources allow:

- Reporting on progress in implementing vulnerability initiatives at senior leadership meetings; and

<sup>13</sup> Schneider, B, Ehrhart, M and Macey, W, 'Organisational culture and climate', *Annual Review of Psychology*, vol. 64, 2013, p. 381.

<sup>14</sup> Ofwat, *Vulnerability focus report*, 2016, p. 34; Financial Conduct Authority, *Consumer Vulnerability*, Occasional Paper No. 8, 2015. p. 85.

<sup>15</sup> Victorian State Services Authority, *Organisational culture*, 2013, p. 14.

- Communicating the organisation's commitment to supporting people in situations of vulnerability during staff meetings and in organisation-wide correspondence.

**Good Practice Guidance 2**

Governance frameworks and systems should reflect and support the local government's commitment to achieving positive outcomes for people in situations of vulnerability.

In implementing this guidance, local governments could consider the following initiatives where practical to do so and resources allow:

- Ensuring that the values, priorities and measures of success in strategic planning reflect the local government's commitment to achieving positive outcomes for people in situations of vulnerability;
- Ensuring a process to assess and review policies on a periodic basis related to the collection of overdue rates from people in situations of vulnerability; and
- Developing relevant outcome measures that are reported at senior leadership meetings.

**Good Practice Guidance 3**

Good practice should be shared internally and externally to promote continuous improvement in the support provided to people in situations of vulnerability.

## Principle 2: Good decisions

*Decisions in respect to overdue rates from people in situations of vulnerability are lawful, reasonable, transparent, result in proportionate outcomes, reflect contemporary good practice and are capable of being reviewed.*

### Overview of principle

The *Local Government Act* provides local governments with considerable powers in relation to their collection of overdue rates. It is of course essential that the decision making of local governments in respect to overdue rates complies with all applicable legislation, regulations and established codes of conduct.

The *Local Government Act* also provides local governments with considerable discretion in their decision making. This includes the discretion to offer alternative payment arrangements and to impose (or not impose) additional charges and/or interest. Such decisions should be fair, transparent and consistent and be supported by clearly documented reasons, as well as complying with relevant statutory requirements and limitations.

Overall, the collection of overdue rates should reflect contemporary good practice and achieve a positive and proportionate outcome that is in the best interest of the individual ratepayer and all ratepayers in the local government district. Established practice and evidence demonstrates that a process that is respectful, fair and reasonable and takes into account individual circumstances is more likely to engage ratepayers with overdue rates and lead to outcomes that better serve organisational goals.<sup>16</sup>

### Good Practice Guidance underpinning principle

#### Good Practice Guidance 4

Local governments should ensure that decision making is consistent with applicable legislation and regulations and accord procedural fairness to people in situations of vulnerability.

In implementing this guidance, local governments could consider the following initiatives:

- Clear instruments of delegation that ensure that decisions regarding overdue rates are made by staff with the power to do so;
- Clear policies and procedures on managing actual or perceived conflicts of interest between a decision maker and a person in a situation of vulnerability that is affected by the decision;
- Clear and consistent criteria for what constitutes 'financial hardship', including evidence requirements;

<sup>16</sup> Financial Conduct Authority, *Consumer Vulnerability*, Occasional Paper No. 8, 2015. pp. 71-72.

- Clear guidance on the situations where staff can reduce, waive or defer additional charges and/or interest and the ability of the ratepayer to afford additional costs arising from the decision;
- Clear procedures on what steps are to be taken prior to further collections activity (such as legal proceedings) being commenced against a ratepayer and the cessation of further collections activity where the ratepayer is compliant with a payment arrangement or where a payment arrangement is in the process of being considered and in the context of commencing legal action, whether the legal costs are proportionate to the amount of overdue rates;
- Providing the ratepayer or their representative with timely written confirmation of any payment agreement to minimise any ambiguities or misunderstandings; and
- Providing the ratepayer with the opportunity to contact the local government to clarify any aspect of a payment agreement or if their circumstances change.

**Good Practice Guidance 5**

If they have not already done so, local governments should develop and publish a financial hardship policy that is responsive to the needs of people in situations of vulnerability, including Aboriginal and Torres Strait Islander people in situations of vulnerability.

In implementing this guidance, local governments could consider the following initiatives where practical to do so and resources allow:

- Developing the policy in consultation with key community stakeholders such as financial counsellors, other non-government organisations and community legal centres;
- Conducting a gap analysis of the policy compared to best practice in other sectors;
- Providing training to staff on the practical implementation of the policy to enable them to achieve the best outcomes for the recovery of overdue rates;
- Publishing the policy in an easy to find location on the local government's website, such as under its own page and/or accessible via a prominent link on the homepage; and
- Working with Aboriginal and Torres Strait Islander people in the development of the policy and subsequent training of staff to ensure that the local government's practices are culturally informed and appropriate.

### Aboriginal and Torres Strait Islander people

Aboriginal and Torres Strait Islander communities are particularly at risk of experiencing vulnerability. The research literature indicates that Aboriginal and Torres Strait Islander people experience traumatic events at significantly higher rates than non-Aboriginal Australians.<sup>17</sup>

In considering ways to work with Aboriginal and Torres Strait Islander people in situations of vulnerability in respect to overdue rates, local governments should ensure that Aboriginal and Torres Strait Islander people lead any work that involves Aboriginal and Torres Strait Islander communities and that Aboriginal and Torres Strait Islander people are listened to, respectfully engaged, involved in the development, delivery and evaluation of services.

### Good Practice Guidance 6

Local governments should ensure that policies and practices relating to the collection of overdue rates, including the practices of external collection agencies, follow a fair and transparent process that is supported by good record keeping.

In implementing this guidance, local governments should note that this includes, but is not limited to:

- Communicating with ratepayers about overdue rates only for reasonable purposes associated with the debt collection process;
- Using a means of contact that is appropriate and reasonable for the purposes of the debt collection process and has been agreed with the ratepayer;
- Contacting the ratepayer or a third party by telephone at reasonable times, or in accordance with their reasonable wishes (for example, the ratepayer is a shift worker, or a carer, or does not wish to be contacted when other people are present);
- Ensuring the privacy of ratepayers in a manner consistent with privacy legislation;
- Ensuring that authorised agents acting on behalf of a ratepayer (such as a financial counsellor or advisor, a community worker, solicitor, guardian or carer) have provided reasonable evidence of their authority to act; and
- Ensuring that external collection agencies are provided with accurate and up-to-date information in respect to overdue rates.

<sup>17</sup> For example, Aboriginal and Torres Strait Islander people are two to five times more likely than non-Aboriginal people to experience violence as victims or offenders. See Willis, M, "Non-disclosure of violence in Australian Indigenous Communities," Australian Institute of Criminology, Trends & Issues in Crime and Criminal Justice, No, 405, Canberra, 2011, viewed 21 August 2018, <<http://www.aic.gov.au/publications/current%20series/tandi/401-420/tandi405.html>>.

**Good Practice Guidance 7**

Ratepayers should be informed of their rights to internal and external review of decisions regarding overdue rates and their right to complain about the decision making process.

In implementing this guidance, local governments should provide ratepayers who are dissatisfied with a decision regarding rates with:

- Information about, and access to, an internal review process;
- Information about, and access to, a complaints management system that conforms to the principles of the Australian and New Zealand Standard, *Guidelines for complaint management in organizations* (AS/NZS 10002:2014) and the *Public Sector Commissioner's Circular 2009:27: Complaints Management*;
- An explanation of the outcomes of the complaints handling and internal review procedures, including clear reasons for the decision; and
- Information about the availability of any external review of the outcomes of the complaints handling and internal review procedures, including the correct agency and procedure for seeking such a review.



## Principle 3: Good support

*Staff are supported in all of their interactions with people in situations of vulnerability.*

### Overview of principle

Given a certain combination of circumstances, anyone can find themselves in a situation of vulnerability. Vulnerability can arise as result of any number of difficult life events, including bereavement, serious illness, unemployment and exposure to family or domestic violence. Accordingly, people in situations of vulnerability should be treated in a compassionate, supportive and non-judgemental manner. This not only contributes to the wellbeing of the person approaching the local government for assistance; it also encourages full disclosure of their circumstances and needs.<sup>18</sup>

At the same time, staff have an important and challenging task in responding to disclosures of vulnerability. If staff are inadequately equipped for this task, there is the potential for vicarious trauma, poor staff retention and a failure to appropriately respond to disclosures.<sup>19</sup> As part of an organisation's duty of care to staff and in order to attain optimal outcomes for ratepayers and the organisation, it is essential that staff are appropriately trained, supported and recognised.

### Good Practice Guidance underpinning principle

#### Good Practice Guidance 8

Staff responsible for assisting people in situations of vulnerability should have access to training, be supported and recognised.

In implementing this guidance, local governments could consider the following initiatives:

- Ensuring training for staff in recognising people in situations of vulnerability and effectively communicating with people in situations of vulnerability;
- Having peer support and debriefing opportunities;
- Recognising the work of staff who assist people in situations of vulnerability (for example, senior management acknowledgement in staff meetings); and
- Having training and support for staff that may be subject to unreasonable behaviour of ratepayers.

<sup>18</sup> Ofwat, *Practitioner's pack for water companies: To accompany Ofwat's vulnerability focus report*, 2016, p. 8; British Banker's Association, *Improving outcomes for customers in vulnerable circumstances*, 2016, p. 8.

<sup>19</sup> Financial Conduct Authority, *Consumer Vulnerability*, Occasional Paper No. 8, 2015, p. 73.



### Support for women experiencing family or domestic violence

Women experiencing family and domestic violence require specific support from local governments to ensure their often complex and vulnerable circumstances are managed sensitively and appropriately. This may include support in relation to financial abuse.

Women are primarily the victims of family and domestic violence and men are primarily the perpetrators.<sup>20</sup> It is also acknowledged that certain groups are at an increased risk of experiencing family and domestic violence, including Aboriginal and Torres Strait Islander Australians, people with disability and lesbian, gay, bisexual, transgender and intersex people.<sup>21</sup>

Processes and systems that are appropriate and responsive to the particular needs of women experiencing family and domestic violence may involve:

- Ensuring confidentiality so that updated contact details are not accidentally passed on to the alleged perpetrator of violence;
- Being aware of the potential difficulties in accessing mail or certain documentation due to homelessness;
- Being aware of the risk of vicarious trauma among staff; and
- Having systems in place that minimise the likelihood of people having to disclose their circumstances multiple times.<sup>22</sup>

In order to support staff to appropriately assist women experiencing family or domestic violence, local governments should consider conducting specific staff training and developing family and domestic violence guidance material and policies.

<sup>20</sup> The Australian Institute of Health and Welfare note that 1 in 6 women have experienced physical and/or sexual violence by a current or previous partner compared to 1 in 16 men. In addition, 3 in 4 victims of domestic violence reported the perpetrator as male, while 1 in 4 reported the perpetrator as female. See Australian Institute of Health and Welfare, *Family, domestic and sexual violence in Australia*, 2018, Cat. no. FDV 2. Canberra: AIHW, pp. ix, 31.

<sup>21</sup> *ibid*, p. xii.

<sup>22</sup> The Consumer Utilities Advocacy Centre provides extensive guidance on the management of debts of women experiencing family or domestic violence, see Consumer Utilities Advocacy Centre Ltd., *Helping not hindering: Uncovering domestic violence and utility debt*, August 2014, pp. 37-40.

## Principle 4: Good service

*Flexible and accessible service provision supports the early identification and provision of support to people in situations of vulnerability.*

### Overview of principle

Local governments are in a strong position to make a positive difference to the lives of people in situations of vulnerability. However, many people in situations of vulnerability are unable or unwilling to disclose their circumstances. Research and industry guidance indicate that people in situations of vulnerability often do not consider themselves 'vulnerable' or proactively seek out assistance.<sup>23</sup> Compassionate and well trained staff are essential in overcoming such barriers, but it is also important that the systems themselves are flexible and accessible to encourage self-identification and reduce the accumulation of debt.

Ideally, local government processes should support early identification and intervention, avoiding the need for more expensive and stressful debt collection and legal proceedings. Strong working relationships with independent financial counsellors, community legal services and other relevant non-government organisations are key to achieving early and sustainable resolution of debt issues.

A flexible and accessible approach should be present in all aspects of service, including communication methods and payment arrangements. An approach raised during the procedural fairness process was the possibility for payment of rates on a periodic basis or a greater frequency, for example, monthly. Certain local governments at the moment allow ratepayers to 'smooth' payments over the course of the year by weekly, fortnightly or monthly payments.

An approach that is tailored to the specific needs of people in situations of vulnerability is more likely to lead to positive outcomes for both the person experiencing vulnerability and the local government in their recovery of debt. In contrast, an inflexible approach is likely to exacerbate existing health concerns or stress, further entrench disadvantage and result in unsustainable payment arrangements.<sup>24</sup>

<sup>23</sup> ESRO Ltd, *Vulnerability exposed: The consumer experience of vulnerability in financial services*, 2014, p. 3; Insurance Council of Australia, *Interim Report: Review of the General Insurance Code of Practice*, 2017, p. 80; Australian Banker's Association Inc., *Industry guideline - Promoting understanding about banks' financial hardship programs*, Version 2.0, 2015, p. 12.

<sup>24</sup> Footscray Community Legal Centre and Federation of Community Legal Centres (Victoria) Inc, *Council debt collection: Alternatives to suing ratepayers in hardship*, 2012, p. 21.

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**Good Practice Guidance underpinning principle****Good Practice Guidance 9**

Local governments should encourage the proactive, early identification of people in situations of vulnerability to minimise the accumulation of debt.

In implementing this guidance, local governments could consider the following initiatives:

- Ensuring guidance state that ratepayers do not have to already be in debt before assistance is made available;
- Encouraging ratepayers to disclose difficulty in paying rates by the due date on the website and rates notices, reassuring them that disclosures will be treated seriously, non-judgementally and taken into account;
- Setting up an alert on the ratepayer record system that shows when rates are overdue and advising ratepayers (and the availability of assistance) accordingly; and
- Wherever practicable to do so, proactively contacting ratepayers in areas affected by natural disasters or economic events to see if they require any hardship assistance.

**Good Practice Guidance 10**

Where practicable and available, local governments should develop proactive working relationships with financial counsellors, community legal centres and other relevant organisations to facilitate timely referrals of ratepayers in situations of vulnerability.

In implementing this guidance, local governments could consider the following initiatives:

- Developing a protocol for the sensitive referral of ratepayers to financial counselling and community legal services;
- Developing memoranda of understanding with financial counsellors, community legal centres and other relevant stakeholders;
- Conducting engagement and awareness activities in partnership with relevant organisations, including organisations relevant to Aboriginal and Torres Strait Islander Australians and people from culturally and linguistically diverse backgrounds; and
- Ensuring policies stipulate that it is unnecessary for people to be referred to fee-charging debt management firms given the existence of free (to ratepayer) services.

**Good Practice Guidance 11**

Local governments should be flexible and accessible in their communication methods. Wherever practicable, people in situations of vulnerability, including those with disability or who require translation services, should be able to use the channel that best reflects their individual needs and preferences.

In implementing this guidance, local governments could consider the following initiatives wherever resourcing allows:

- Ensuring policies and communications are written in simple and clear language;
- Providing a free-call number or a call-back service for customers who cannot afford the cost of being placed on hold;
- Providing longer appointment times and agreeing to talk at specific times of the day in order to meet the specific needs of ratepayers;
- Making financial hardship policies and communications with ratepayers available in alternative formats (for example, large print, audio) on request;
- Providing financial hardship policies and communications in other languages;
- Providing an interpreting service and ensuring staff are trained to recognise when an interpreter may be required; and
- In consultation with the local Aboriginal and Torres Strait Islander community, designing information sheets about the rates recovery process that is culturally appropriate for Aboriginal and Torres Strait Islander people.

**Good Practice Guidance 12**

For ratepayers in situations of vulnerability, local governments should negotiate a flexible alternative payment arrangement that reflects their actual capacity to pay.

In implementing this guidance, local government staff could consider the following during the decision making process:

- The likelihood that the ratepayer may have other debts;
- The likely impact of the proposed payment arrangement on the basic living needs of the ratepayer and any dependents;
- The ratepayer's eligibility for any concessions or rebates;
- The availability, costs and benefits of rate smoothing options, including Centrepay; and
- Any advice received from an independent financial counsellor.

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### 12.2.7 Property Management Framework

<b>Applicant</b>	Town of East Fremantle
<b>File ref</b>	F/RPR1
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Date of Meeting</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Town of East Fremantle Property Management Framework (Draft)

#### **Purpose**

This report recommends that Council adopt the attached Property Management Framework.

#### **Executive Summary**

A draft Property Management Framework has been developed for Council consideration. The objectives of the framework are:

1. To define the classifications for which Town owned and managed property is held.
2. To establish the categories and associated principles under which Town owned and managed property may be used and occupied.
3. To promote equitable, effective and sustainable management practices for the use and occupation of Town owned and managed property.

#### **Background**

The Town of East Fremantle manages 44 buildings/facilities either as freehold or managed property which are reserved or dedicated under the *Land Administration Act 1997*. These properties have been set aside for a diversity of purposes, such as recreation, public open space, drainage and administrative or infrastructure purposes.

A Property Management Framework is thus recommended to provide the Town with a guide to managing all property under the Town's ownership, care and control. The framework takes into account the Town's statutory obligations and the desire to promote the wellbeing of all people in the community through support of recreational and community groups and the provision of high quality and accessible facilities.

The Town acknowledges the City of Joondalup for sharing the resources upon which the Property Management Framework has been developed.

#### **Statutory Environment**

*Land Administration Act 1997*

*Local Government Act 1995*

*Telecommunications Act 1997*

*Public Places and Local Government Property Local Law 2016 (Town of East Fremantle)*

#### **Policy Implications**

Requests for New or Capital Upgrades to Existing Community Buildings Policy

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### Financial Implications

The Property Management Framework informs the setting of property rent, so once adopted, it will govern price setting for all property rentals.

### Strategic Implications

#### **Strategic Priority 5: Leadership and Governance**

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

### 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 the draft Property Management Framework not be endorsed, leading to adhoc tenure arrangements	Unlikely (2)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation

### Risk Matrix

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

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

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

**Site Inspection**

Not applicable.

**Comment**

The following sections of the Property Management Framework are referenced for Council information and endorsement:

**4.0 Classification of Property**

- Property held for Community Purposes
- Property held for Capital Appreciation
- Property held for Income Generation

**5.0 Property utilisation by groups**

- Facility Hire (as per Schedule of Fees and Charges)
- Lease Agreement (exclusive use)
- Licence Agreement (non-exclusive use)

**6.0 Standard tenure arrangements**

- Type of agreement
- Period of tenure
- Main responsibilities of lessee/licensee
- Main responsibilities of lessor/licensor
- Tenure guidelines

It is important to note that all land which is vested for community purposes will be retained for the reserved purpose, and categorized as Property held for Community Purposes.

Appendix 8.1 of the Property Management Framework illustrates a comparison of tenure guidelines. The framework does allow some level of discretion in determining terms and conditions of tenure arrangements for not-for-profit community groups; however, the following key principles apply:

- Market rent will apply for all commercial organisations
  - Local government rates will apply for all commercial organisations
  - The Town will maintain building insurance cover for all buildings and recoup this cost from lessees/licensees
  - The Town is responsible for all structural maintenance
  - Lessees/Licensees are responsible for all cleaning and non-structural maintenance
  - Lessees/Licensees are responsible for all outgoings include utilities, water rates, refuse collection charges and the Emergency Services Levy
  - Rent for Not-for-Profit Community Groups is set at 0.1% of the capital replacement cost of facilities that comprise the lease area (as per the most recent Building/Infrastructure Valuation Report). A minimum lease fee of \$1,000 will apply for not for profit community groups.
-

#### 12.2.7 OFFICER RECOMMENDATION

That Council:

1. adopt the Town of East Fremantle Property Management Framework as presented;
2. note the following key principles that underpin the standard tenure arrangements for leases and licences:
  - Market rent will apply for all commercial organisations
  - Local government rates will apply for all commercial organisations
  - The Town will maintain building insurance cover for all buildings and recoup this cost from lessees/licensees
  - The Town is responsible for all structural maintenance
  - Lessees/Licensees are responsible for all cleaning and non-structural maintenance
  - Lessees/Licensees are responsible for all outgoings include utilities, water rates, refuse collection charges and the Emergency Services Levy
  - Rent for Not-for-Profit Community Groups is set at 0.1% of the capital replacement cost of facilities that comprise the lease area (as per the most recent Building/Infrastructure Valuation Report). A minimum lease fee of \$1,000 will apply for not for profit community groups.



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## 12.3 GOVERNANCE REPORTS

### 12.3.1 East Fremantle Oval Precinct Revitalisation Project - Vision Report – Advertise for Feedback

<b>Applicant</b>	Town of East Fremantle
<b>File ref</b>	R/RSO9
<b>Prepared by</b>	Wendy Cooke, Project Coordinator
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Date of Meeting</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	East Fremantle Oval Revitalisation -
<b>Attachments</b>	1. East Fremantle Oval Project Revitalisation Project – Draft Vision Report ( <b>Separate Attachment</b> )

#### **Purpose**

To seek endorsement from Council to advertise the East Fremantle Oval Project Revitalisation Project – Vision Report as presented by GHD Pty Ltd.

#### **Executive Summary**

Following the four day Design Forum and meeting with a range of stakeholders, consultants GHD Pty Ltd have prepared the East Fremantle Oval Precinct Revitalisation Project – Vision Report (the Report) for Council consideration and endorsement for advertising.

The Charrette process has been a very positive experience for the Town and the community, resulting in a possible vision for the revitalisation and development of the East Fremantle Oval Precinct.

The prepared Community Preferred Option outlined in the Report provides an option that is a result of the engagement process. During the process of preparing the Report, the consultants, in conjunction with Town officers, also provided an alternative option based on the community input received, the main difference being the location of the proposed building(s). The Building locations have moved from the Northern Eastern corner to the North West corner.

It is recommended that Council advertise the report and seek further feedback from the community and stakeholders.

#### **Background**

The objective of this project has been to investigate a range of concepts, together with funding options, to provide a preferred revitalisation vision plan for the East Fremantle Oval Precinct (the Precinct).

The Project included a comprehensive community engagement process by way of a Charrette to prepare concepts that explore various scenarios, and a variety of options to maximise the use of the Precinct.

The following options are outlined in the report:

- **Vision Concept 1** – opening the Park - Concepts provide a broad spatial representation for how the community's vision might be delivered within the precinct.
-

Vision Concept 1 retains current functional arrangements on site, with a strong focus on unifying the precinct through connected open space. The concept opens up underutilised land for community and passive recreation purposes.

Vision Concept 1 is presented to show the least/minimal intervention and extensive landscaping. This concept, whilst not the preferred, provides an example of an acceptable outcome albeit with clubs remaining in existing locations on site.

- **Vision Concept 2 - Community Hub** - Concepts provide a broad spatial representation for how the community's vision might be delivered within the precinct.

Vision Concept 2 creates a community hub in the heart of the precinct, surrounded by a parkland setting that maximises connectivity and visual aesthetic to all boundaries.

Vision Concept 2 is the community's preferred representation of the future, delivering a community hub surrounded by parkland.

- **Adaptability in the Preferred Concept**- Adaptability is necessary to the success of a revitalisation vision.

The analysis of the community's preferred concept identifies that strategic planning for Preston Point Recreation Precinct may identify additional co-location opportunities for local clubs.

Further testing explored how the community's preferred concept could be adapted over time, if there are changes to users in the precinct.

### Consultation

- Elected members were advised of the process to be undertaken at a Council Forum via a Project Plan (December 2017) and also at Council Forum May 2018.
- Project Control Group (PCG) was formed to assist the Town with guiding the project.
- A tender process was undertaken to appoint consultants – GHD Pty Ltd were awarded the Tender to undertake the Charrette.
- GHD Pty Ltd consultant team proceeded to undertake the project under the direction and guidance of the Town of East Fremantle and the Project Control Group.
- A comprehensive Design Forum (Charrette) was undertaken in September 2018.
- GHD Pty Ltd presented the findings of the Charrette to Council in December 2018 seeking further comment from the Town.

### Statutory Environment

N/A

### Policy Implications

There are no policy implications.

### Financial Implications

Funding of \$75,000 was received from the Department of Local Government, Sport and Cultural Industries (DLGSCI) for the project.

Council budgeted a total of \$150,000 for 2018/19 financial year for this project.

The potential financial implication of the potential revitalisation options are contained within the East Fremantle Oval Project Revitalisation Project – Vision Report.

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## Strategic Implications

The Town of East Fremantle **Strategic Community Plan 2017-2027** states:

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

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

- 1.1.3 Facilitate or partner to ensure a range of quality services are provided at a local level*
- 1.1.4 Strengthen the sense of place and belonging through inclusive community interaction and participation.*

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

- 1.2.1 Provision of adequate recreational, sporting and social facilities*
- 1.2.2 Activate inviting open spaces that encourage social connection*

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

- 1.3.1 Partner and educate to build a strong sense of community safety*
- 1.3.2 Facilitate opportunities for people to develop community connections and foster local pride*
- 1.3.3 Enrich identity, culture and heritage through programs, events and celebrations develop community connections and foster local pride*
- 1.3.4 Facilitate community group capacity building*

The Town of East Fremantle **Recreation and Community Facilities Strategy** adopted in 2016 identified that *‘the East Fremantle Oval Precinct is a major recreation and sporting precinct in East Fremantle that is currently perceived as poorly planned as a precinct, is underutilised in terms of community use and access and is an ineffective use of major open space.*

*In response, a key recommendation of the Strategy calls for a long term perspective for the development and revitalisation of the Precinct and suggests to:*

- Develop the area to service the whole East Fremantle community;*
- Provide active sporting, passive recreation and community spaces;*
- Reduce and/or minimise the number of buildings;*
- Establish a community centre hub;*
- Create multipurpose playing fields; and*
- Possibly relocate the Council depot to an alternate site.’*

Community Perceptions Survey April 2017 - a number of comments were made by the community in relation to the East Fremantle Oval Precinct, and the need for something to be done in relation to current condition.

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### 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 should Council not seek community feedback before finalising the Plan, it may impact on level of community support for the project	Unlikely (2)	Major (4)	High (10-16)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	Accept Officer Recommendation

### Risk Matrix

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

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

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

### Site Inspection

N/A

### Comment

The design forum (charrette) was promoted through newspaper advertisements, direct letter invitations, multiple signs around the precinct, and flyers to all properties in the Town of East Fremantle. Over 1,000 people were reached through social media posts. The wide promotion,

numerous in-person opportunities to engage, and the online design forum provided considerable opportunity for club and community members to engage and shape the vision for revitalisation.

Over 145 individuals attended workshop sessions and additional people participated through an online design forum on Facebook.

#### OPEN SESSION 1

- Session 1 included a walking tour to discuss and understand the context and key issues for the precinct.
- This was followed by a short, intensive workshop session to gain priority feedback regarding key issues and ideas for the precinct.
- The session was repeated. A breakfast session was held on Saturday 13 September and an afternoon session on Sunday 16 September.

#### INVITED SESSION

- A day-long invited workshop was held with government stakeholders, club representatives (including within and beyond the precinct) and immediate residents.
- The session involved a contextual presentation followed by in-depth facilitated discussions to discover themes of consensus that became the consensus statements. The session ended with a design exercise to commence generation of the concept vision options.

#### OPEN SESSION 2

- Session 2 involved similar activities as the invited sessions, but for a wider audience during an evening workshop.
- The session involved the same contextual presentation followed by small-table discussions on key elements that formed the consensus statements. The session ended with a design exercise to generate community-led concept vision options.

#### INTERNAL DESIGN SESSIONS

- Using the consensus statements and community design outcomes, the precinct designs prepared by the community were synthesised into four preliminary concept options.
- As the options were prepared, they were workshopped with technical specialists including a Quantity surveyor to confirm their feasibility. A discussion was held with elected members to confirm consistency with the community's direction.

#### OPEN SESSION 3

- Session 3 facilitated a conversation on the preliminary concept options with participants.
- Group discussions focused on preferred concept options, funding opportunities, and recommended modifications to refine the preliminary concepts into a representative vision.

#### OPEN SESSION 4

- Session 4 presented the final two concept options for revitalisation, based on feedback during session 3.

#### ONLINE DESIGN FORUM

- An online design forum, hosted within a Facebook page, provided opportunity for community members not able to attend workshop sessions to be involved in the visioning process.
  - Information, videos, and ideas were posted for comment and consideration during the community design workshop.
-

- Over four days, many conversations were had about the various elements that influence the revitalisation of the precinct.

The outcome of these key conversations reflects the journey of achieving consensus on how the precinct should be revitalised, and provide much of the context for the consensus statements and vision concepts.

#### **12.3.1 OFFICER RECOMMENDATION**

**That Council request:**

- 1. the Chief Executive Officer advertise the draft East Fremantle Oval Precinct Revitalisation Project Vision Report for further community comment and feedback for a period of 2 months.**
  - 2. a further report be presented to the May Ordinary Council meeting to consider any submissions, prior to the reports final adoption.**
-

### 12.3.2 Fremantle City Soccer Club – Proposed Lease

<b>Applicant</b>	N/A
<b>File ref</b>	R/RSD3
<b>Prepared by</b>	Gary Tuffin, Chief Executive Officer
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### **Purpose**

To consider a request from the Fremantle City Soccer Club (Formerly East Fremantle Tricolore Soccer Club) to have a formal lease for its premises located on a portion of Reserve 22365.

#### **Executive Summary**

It is recommended that Council:

1. authorise the Chief Executive Officer to finalise lease terms and have Council's solicitors prepare a 20 year lease between the Town and the Fremantle City Soccer Club for portion of Reserve 22365 as detailed in this report.
2. authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the new lease agreement with Fremantle City Soccer Club for portion of Reserve 22365.

#### **Background**

The Club has expressed a desire to undertake capital improvements to the building by constructing a new purpose built canteen in the back half of the building facing out to the lower soccer field. However, prior to undertaking such works they would like to formalise their tenure on site with a lease.

The club has been operating without a lease and has made a financial contribution to the Town based on membership numbers.

This building currently is jointly used by the Town's Home and Aged Care (HACC) services unit during business hours Monday to Friday for the delivery of its day services and administration.

#### **Consultation**

Fremantle City Soccer Club  
TOEF HACC

#### **Statutory Environment**

**Local Government Act 1995** - Section 3.58 Disposing of property

Regulation 30 of the ***Local Government (Functions & General) Regulations 1996*** states;

#### **30. Dispositions of property excluded from Act s. 3.58**

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*

- (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*
- (i) *its market value is less than \$5 000; and*
  - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
- or
- (b) *the land is disposed of to a body, whether incorporated or not —*
- (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, **recreational**, sporting or other like nature; and*
  - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*

Therefore, this disposal is exempt under Regulation 30 (b) from the requirements of section 3.58 (3), and does not need to be advertised.

**Land Administration Act 1997.**

The proposed Lease is subject to the prior approval of the Minister for Lands under the *Land Administration Act 1997*.

Error! Use the Home tab to apply Name of Act/Reg to the text that you want to appear here.  
Section 136 states;

**136. Approval required for some dealings as to land not dealt with as lot or lots**

- (1) *Subject to sections 139 and 140 a person is not to —*
- (a) *lease or grant a licence to use or occupy land for any term exceeding 20 years, including any option to extend or renew the term or period; or*
  - (b) *lease and grant a licence to use or occupy land for terms in the aggregate exceeding 20 years, including any option to renew or extend the terms or periods; or*
  - (c) *sell or agree to sell land; or*
  - (d) *grant any option of purchase of land,*
- without the approval of the Commission unless the land is dealt with by way of such lease, licence, agreement or option of purchase as a lot or lots.*

Council delegation DA48 authorises the CEO to:

- initiate or respond to all lease proposals involving property that the Town owns or controls
- negotiate all draft lease proposals referred to above, to the point of a recommendation to Council.

**Policy Implications**

In line with the newly adopted Town of East Fremantle Property Management Framework it is recommended that an annual lease amount be set at 0.01% of the buildings replacement value, being \$2,297pa plus all outgoings



### Financial Implications

The contribution paid by the Soccer club in 2017/18 was \$6,469.50.

Calculation of lease value (Replacement value of buildings and infrastructure \$2,297,077 x 0.01%)  
\$2,297

Under the proposed lease the soccer club will be responsible for all outgoings, previously the Town was responsible for the electrical & water costs, including \$12,237 in power for the Tricolore Community Centre which will need to be apportioned. The soccer club already reimburses the Town for building insurance (approx. \$700pa).

It is normal practice for the lessee to cover the cost of preparation of the lease documents.

### Strategic Implications

**KEY FOCUS AREA 2:** *Infrastructure and waste services*

**Aspiration:** *The needs of our community are met through the provision of high quality infrastructure and waste services*

4.3 *Council owned buildings for public use are maintained, accessible and safe  
Provide facilities for sport and recreation*

### 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)
Tenant continues to use premises without formal agreement in place	Unlikely (2)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation

### Risk Matrix

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

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

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

#### Site Inspection

Not required.

#### Comment

Reserve 22365 provides the Council with the ability to lease the property for up to 21 years with the requirement for Minister for Land's consent. However, under section 136 of *Planning and Development Act 2005* approval of the Planning Commission is required when dealing with portion of lots for a term exceeding 20 years. Therefore, to avoid any further delays it is recommended that the term not exceed 20 years.

In line with Council's recently adopted Property Management Framework the following base terms will be incorporated into the proposed lease agreement:

1. Leased Premises –Lease is for the change rooms & oval spaces. Oval spaces are to be made available to the general public when not being used for soccer training or soccer matches/games;
2. Term – 10 years with 2 options for further 5 years each;
3. Rent – \$2,297pa;
4. Outgoings –payable in addition to Rent;
5. Rent review mechanism –CPI each year, with building valuation review done every 5 years;
6. Permitted purpose of lease – 'Soccer Club and uses reasonably ancillary thereto';
7. Any specific maintenance obligations – the usual maintenance obligations to maintain, repair and keep clean the Premises. No structural maintenance required;
8. Hire to a third party permitted with the Town's consent;
9. Termination with 12 months' notice if premises is to be redeveloped.

The draft lease will be prepared by Council's solicitors McLeods & Co.

#### 12.3.2 OFFICER RECOMMENDATION

##### That Council:

1. authorise the Chief Executive Officer to finalise lease terms and have Council's solicitors prepare a 20 year lease between the Town and the Fremantle City Soccer Club for portion of Reserve 22365 as detailed in this report.
2. authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the new lease agreement with Fremantle City Soccer Club for portion of Reserve 22365.

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### 12.3.3 Hurricane Dragon Boat & Outrigger Canoe Club – Proposed Lease

<b>Applicant</b>	N/A
<b>File ref</b>	R/RSB9
<b>Prepared by</b>	Gary Tuffin, Chief Executive Officer
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### **Purpose**

To consider a request from the Hurricane Dragon Boat & Outrigger Canoe Club (HDBOCC) to have a formal lease for its 50 % portion of the 1<sup>st</sup> Leeuwin Scout premises located on Reserve 28785.

#### **Executive Summary**

It is recommended that Council:

1. authorise the Chief Executive Officer to finalise lease terms and have Council's solicitors prepare a 20 year lease between the Town and the HDBOCC for portion of Reserve 28785 as detailed in this report.
2. authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the new lease agreement with HDBOCC for portion of Reserve 28785.

#### **Background**

Following protracted discussions between the 1<sup>st</sup> Leeuwin Scout Group and the HDBOCC regarding clubroom space and storage, a Memorandum of Understanding (MOU) was signed by both Clubs on 17 August 2018. This MOU sets out designated storage areas, usage times and shared costs.

HDBOCC began subleasing a portion the scout group's premises in 2013 and had been operating without any formal agreement/lease prior to the MOU.

The 1<sup>st</sup> Leeuwin Scout Group (formerly 3<sup>rd</sup> East Fremantle Sea Scouts) moved to the current premises in 1973 when the facility was built, after previously being located in the vicinity of what is now the Dome Café (at that time the Oyster Beds Restaurant). The scouts lease expired in December 1994.

Negotiations are underway with 1<sup>st</sup> Leeuwin Scout Group regarding a new lease and a further report will be provided to Council in the future once draft terms have been agreed.

#### **Consultation**

Executive Manager Corporate Services (financial information)  
Hurricane Dragon Boat & Outrigger Canoe Club  
1<sup>st</sup> Leeuwin Scout Group

#### **Statutory Environment**

*Local Government Act 1995* - Section 3.58 Disposing of property

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Regulation 30 of the *Local Government (Functions & General) Regulations 1996* states;

**30. Dispositions of property excluded from Act s. 3.58**

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
  - (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*
    - (i) *its market value is less than \$5 000; and*
    - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
  - or
  - (b) *the land is disposed of to a body, whether incorporated or not —*
    - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, **recreational**, sporting or other like nature; and*
    - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*

Therefore, this disposal is exempt under Regulation 30 (b) from the requirements of section 3.58 (3), and does not need to be advertised.

**Land Administration Act 1997.**

The proposed Lease is subject to the prior approval of the Minister for Lands under the *Land Administration Act 1997*.

Error! Use the Home tab to apply Name of Act/Reg to the text that you want to appear here.

Section 136 states;

**136. Approval required for some dealings as to land not dealt with as lot or lots**

- (1) *Subject to sections 139 and 140 a person is not to —*
  - (a) *lease or grant a licence to use or occupy land for any term exceeding 20 years, including any option to extend or renew the term or period; or*
  - (b) *lease and grant a licence to use or occupy land for terms in the aggregate exceeding 20 years, including any option to renew or extend the terms or periods; or*
  - (c) *sell or agree to sell land; or*
  - (d) *grant any option of purchase of land,*  
*without the approval of the Commission unless the land is dealt with by way of such lease, licence, agreement or option of purchase as a lot or lots.*

Council delegation DA48 authorises the CEO to:

- initiate or respond to all lease proposals involving property that the Town owns or controls
- negotiate all draft lease proposals referred to above, to the point of a recommendation to Council.

**Policy Implications**

In line with the newly adopted Town of East Fremantle Property Management Framework it is recommended that both clubs equally share an annual lease amount set at 0.01% of the buildings replacement value, being \$1,000pa plus all outgoings

**Financial Implications**

The HDBOCC currently pays rent to 1<sup>st</sup> Leeuwin Scout Group for use of the building.

The contribution paid to Council by 1<sup>st</sup> Leeuwin in 2017/18 was \$941.33.

Calculation of lease value (Replacement value \$436,000 x 0.01%) \$436. In accordance with Council’s Property Management Framework, a minimum rental of \$1,000 applies for non for profit community groups.

Under the proposed lease both clubs will be responsible for all outgoings – ESL Levy, Building insurance & utilities (Water & Power).

It is normal practice for the lessee to cover the cost of preparation of the lease documents.

**Strategic Implications**

**KEY FOCUS AREA 2:** *Infrastructure and waste services*

**Aspiration:** *The needs of our community are met through the provision of high quality infrastructure and waste services*

4.3 *Council owned buildings for public use are maintained, accessible and safe  
Provide facilities for sport and recreation*

**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)
Tenant continues to use premises without formal agreement in place	Unlikely (2)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation

**Risk Matrix**

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

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

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

**Site Inspection**

Not required.

**Comment**

Reserve 28785 provides the Council with the ability to lease the property for up to 21 years with the requirement for Minister for Land's consent. However, under section 136 of *Planning and Development Act 2005* approval of the Planning Commission is required when dealing with portion of lots for a term exceeding 20 years. Therefore, to avoid any further delays it is recommended that the term not exceed 20 years.

In line with Council's recently adopted Property Management Framework the following base terms will be incorporated into the proposed lease agreement:

10. Leased Premises – 50% of the building;
11. Term – 10 years with 2 options for further 5 years each;
12. Rent – \$1,000pa;
13. Outgoings – payable in addition to Rent;
14. Rent review mechanism – CPI each year, with building valuation review done every 5 years;
15. Permitted purpose of lease – 'Rowing Club and uses reasonably ancillary thereto';
16. Any specific maintenance obligations – the usual maintenance obligations to maintain, repair and keep clean the Premises. No structural maintenance required;
17. Hire to a third party permitted with the Town's consent;
18. Termination with 12 months' notice if premises is to be redeveloped.

The draft lease will be prepared by Council's solicitors McLeods & Co.

**12.3.3 OFFICER RECOMMENDATION**

**That Council:**

- 1. authorise the Chief Executive Officer to finalise lease terms and have Council's solicitors prepare a 20 year lease between the Town and the Hurricane Dragon Boat & Outrigger Canoe Club for portion of Reserve 28785 as detailed in this report.**
  - 2. authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the new lease agreement with Hurricane Dragon Boat & Outrigger Canoe Club for portion of Reserve 28785.**
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#### 12.3.4 2017/18 Elector's Meeting

<b>Applicant</b>	Town of East Fremantle
<b>File ref</b>	C/ELM1
<b>Prepared by</b>	Janine May, Executive Assistant to CEO
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Date of Meeting</b>	19 February 2019
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Minutes of Annual Electors' Meeting 29/1/19

#### **Purpose**

To present the Minutes of the 2017/8 Annual Electors' Meeting and facilitate consideration of any decisions taken at the meeting.

#### **Executive Summary**

This report documents items raised at the Annual Electors' Meeting and resulting proposed action.

#### **Background**

Council held its Annual Electors' Meeting on Tuesday, 29 January 2019 which was attended by 6 members of the public.

A copy of the minutes were circulated to all elected members on the 12 February 2019.

#### **Statutory Environment**

Under Section 5.33(1) of the *Local Government Act 1995*, all decisions made at an Electors' Meeting "are to be considered at the next ordinary council meeting or, if that is not practicable at the next meeting thereafter".

Section 5.33(2) of the Act provides that *if* the Council makes a decision in response to a decision made at an Electors' Meeting, the reasons for the decision are to be recorded in the minutes.

#### **Policy Implications**

There are no policy implications.

#### **Financial Implications**

There are no financial implications.

#### **Strategic Implications**

STRATEGIC PRIORITY 5: Leadership & Governance

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

#### **Site Inspection**

N/A

#### **Comment**

Apart from receiving the Minutes of the previous Electors' Meeting and the 2016/2017 Annual Report, there were no additional resolutions passed at this Electors' Meeting.

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**12.3.4 OFFICER RECOMMENDATION**

**That the minutes of the Electors' meeting held on 29 January 2019 be received.**

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**MINUTES OF THE ELECTORS' GENERAL MEETING, HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY, EAST FREMANTLE ON TUESDAY, 29 JANUARY 2019 COMMENCING AT 6.35PM.**

**1. OPENING OF MEETING**

***Present***

Mayor J O'Neill	Presiding Member
Cr C Collinson	
Cr J Harrington	
Cr A McPhail	
Cr M McPhail	
Cr D Nardi	
Cr A Watkins	
Cr A White	

Mr G Tuffin	Chief Executive Officer
Mr A Malone	Executive Manager Regulatory Services
Mr P Kocian	Executive Manager Corporate Services
Mr S Gallagher	Operations Manager
Ms J May	Executive Assistant to CEO

Mr & Mrs J & P Newton  
Mrs M Flynn  
Ms T Leysley  
Ms M Hood  
Mr J Bird.

**2. ACKNOWLEDGEMENT OF COUNTRY**

Mayor O'Neill, on behalf of the Council, acknowledged the Nyoongar people as the traditional custodians of the land on which this meeting is taking place.

**3. WELCOME TO GALLERY**

The Mayor welcomed members of the public and thanked them for attending tonight's meeting.

**4. INTRODUCTION OF ELECTED MEMBERS AND STAFF**

Mayor O'Neill introduced staff members and elected members.

**5. APOLOGIES**

Cr A Natale

**6. CONFIRMATION OF MINUTES OF PREVIOUS ANNUAL MEETING OF ELECTORS**

Mrs Flynn queried the issues raised regarding cycling within the Town. She asked whether the matter of bike racks would be considered in any traffic movement study.

The CEO advised that the location of bike racks would be addressed in the Integrated Traffic Management & Movement Strategy and potential designs would be addressed in the Urban Streetscape and Public Realm Style Guide, both currently being developed by Council.

Moved Mr J Newton, seconded Cr A McPhail

That the Minutes of the Electors' Meeting held on 30 January 2018 be received.

CARRIED UNANIMOUSLY

## 7. MATTERS FOR DISCUSSION

### 7.1 Contents of the Annual Report

Moved Mrs P Newton, seconded Cr D Nardi

That the 2017-18 Annual Report be received.

CARRIED UNANIMOUSLY

### 7.2 General Business

- **Street Trees**

Mrs Flynn tabled the following question from Mr Damien Flynn:

*I understand the Town has a Tree Preservation Policy (in draft or finalised).*

*The stated Objectives include:*

*(b) "To ensure new/replacement trees are planted to preserve or enhance the Town's existing streetscape character"*

*(c) To preserve street trees"*

*It is quite obvious just walking around that the Town has lost a significant number of street trees over the past few years due to dry weather conditions and aging of trees. I have not noticed much replacement activity.*

*Please advise how many replacement street trees have been planted over the past year.*

The Operations Manager advised that Council's tree planting budget was \$50,000 pa which generally provides for around 100 trees.

Mayor O'Neill advised that the CEO would provide a written response to Mr Flynn.

Mr Newton commented that since moving into the area in 1963 tree coverage had significantly changed and he would be happy to provide photographs illustrating the transformation.

Ms Hood queried whether Council kept records of the age of trees within the district. The CEO responded that there were no records regarding this information.

Staff advised that the Urban Streetscape and Public Realm Style Guide would address the species of trees to be planted in specific locations for the future. It was anticipated that Council's proposed urban forest program may provide targets for future tree coverage.

- **East Fremantle Oval Redevelopment**

Mrs Newton requested Council give serious consideration to the provision of a skateboard park in the redevelopment proposal.

Mayor O'Neill advised that a report regarding the results of the recent consultation process for the project would be considered by Council at its February meeting and then advertised for public comment. He urged everyone to get involved and provide further feedback

Mrs Flynn queried the Football Club's financial capacity to be part of the proposed redevelopment of the Oval.

The CEO advised that any redevelopment would be subject to a further detailed business case and development would be staged over a considerable period, the first stage being soft landscaping, removal of perimeter fencing etc. The second stage would be the development of a community facilities which would include the issue of viability of the Club.

Mr Newton advised that, as was the case with most of the WAFL clubs, he didn't believe the Club would have the financial capacity to service a loan for redevelopment of their facilities.

Mrs Newton noted the long tradition and association of the Football Club with the Town and supported the retention of the Club at the Oval.

Ms Hood queried whether the bowling and croquet clubs would be part of the redevelopment.

The CEO advised that any relocation (if any) for either club, would involve extensive consultation and would most likely only proceed if improved facilities could be offered. There has not been any formal discussions to relocate either club.

- **Council Staff**

Mr Bird stated that since the decisions regarding council amalgamations, Council needed to give thought to what a small town really means for its residents, what does it have to offer? He advised that most ratepayers had never met any Council staff, besides the rangers and questioned whether they were necessary, given we could enlist the services of rangers from adjacent councils.

Mayor O'Neill advised that the last Council perception survey had indicated that the majority of respondents were happy with the operations of the Council. The next survey was due to be released shortly and would provide further feedback on how ratepayers/residents view Council's performance. Over recent times, Council had employed an Economic and Community Development Officer who was liaising with community and sporting clubs and local businesses within the area. The Mayor advised Council was always keen for feedback on how it can improve.

Ms Hood advised her latest interaction with Council staff had been great. She had been pleasantly surprised to receive a follow-up phone call regarding a matter she had raised.

Mrs Flynn advised that her dealings with Council staff over the past 12-18 months had been excellent, also citing the conduct of the George Street Festival and the utilisation of kids from a local sporting club delivering the Town's calico shopping bags as great initiatives.

Mayor O'Neill advised that Council Rangers performed a very difficult job, issuing a greater ratio of cautions to any infringements issued for parking (3 cautions /1 infringement) and dog matters (6/1).

Both Mr & Mrs Newton advised this was the best Council (elected members and staff) that they had experienced since moving to the area. Mrs Newton advised that she had met many staff members by dropping into the Council office and suggested Mr Bird could do the same. She also suggested that perhaps information regarding individual staff members could be regularly featured in the Town's e-newsletter.

#### **Parking in Front of Left Bank**

Mr Bird suggested Council investigate providing additional parking in front of the Left Bank.

Mayor O'Neill advised that this could be looked at as part of the Integrated Traffic Management and Movement Strategy.

The CEO advised that with the future upgrade of Riverside Road it was proposed to realign the road where financially viable to increase some areas of land adjacent to the foreshore.

- ***Mrs Pat Newton – WA Volunteer Service Award***

Mrs Newton thanked Council for the letter of congratulations on receiving the above Award.

#### **8. CLOSURE OF THE MEETING**

There being no other business Mayor O'Neill thanked everyone for attending and declared the meeting closed at 7.35pm.

- 13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
  - 14. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING**
  - 15. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
  - 16. NEW BUSINESS OF AN URGENT NATURE**
  - 17. MATTERS BEHIND CLOSED DOORS**
  - 17.1 Grant of an Access Easement, Land Exchange & Road Dedication**
  - 18. CLOSURE**
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