



MINUTES

Works Committee Minutes Tuesday, 28 February 2023 6:30 PM

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MINUTES

1 DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

The Presiding Member opened the meeting at 6.30pm

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 RECORD OF ATTENDANCE

3.1 ATTENDANCE

The following members were in attendance:

Mayor J O’Neill
Cr A McPhail
Cr D Nardi
Cr M Wilson Presiding Member
Cr A White
Cr K Donovan

The following staff were in attendance:

Mr Gary Tuffin Chief Executive Officer
Mr N King Executive Manager Technical Services
Ms H Clark Minute Secretary / Operations Coordinator

3.2 APOLOGIES

Cr L Mascaro

3.3 APPROVED LEAVE

Nil.

4 MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

5 DISCLOSURES OF INTEREST

Nil.

6 PUBLIC QUESTION TIME

Nil.

7 PRESENTATIONS/DEPUTATIONS

Nil.

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 WORKS COMMITTEE TUESDAY, 22 NOVEMBER 2022

OFFICER RECOMMENDATION

Moved Cr White, seconded Cr Nardi

That the minutes of the Works Committee meeting held on Tuesday, 22 November 2022, be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

10 REPORTS

Reports start on the next page

10.1 BUILDING MAINTENANCE & IMPROVEMENT PROGRAM

| | |
|--------------------------------|---------------------------|
| Report Reference Number | WCR-147 |
| Prepared by | Nicholas King |
| Supervised by | Gary Tuffin |
| Meeting date | Tuesday, 28 February 2023 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | Nil |

PURPOSE

The Works and Services Committee is requested to receive this report regarding the Town's Building Maintenance & Improvement Program.

EXECUTIVE SUMMARY

The Town has approximately \$37 million in building asset portfolio and 44 individual asset items relating to buildings. Considering this number the Town has allocated \$80,000 to the 2022/23 financial year for maintenance and upgrades.

BACKGROUND

The Town's last building condition assessments were undertaken in 2017, with most of the Town's assets in good condition, and only needing minor maintenance. Since then the allocation to maintenance of buildings annually has been below what was recommended within the asset management plan. The Building condition assessments will commence in March 2023, with a consultant chosen and confirmed to have the works complete by April 2023.

In addition to the maintenance program the Town is undertaking the upgrade of the Fremantle City Women's soccer club building upgrade. The project has an existing budget of \$920,000, with an additional \$200,000 approved by the Department of Local Government, Sport and Cultural Industries in December 2022.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995
Building Code of Australia 2005
Environment Protection Act 1994
Heritage Act 2004
and Regulations
Crown Lands Act 1989

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

Allocation of \$80,000 for the 2022/23 financial year for building maintenance and upgrades.

Fremantle City Women’s soccer club building upgrade has a budget of \$900,000 in the 2022/23 financial year with \$20,000 spent in the 2021/22 financial year. At this state the project is 100% funded externally by the State Government (Department of Local Government, Sport and Cultural Industries), and the Club. The Town may look to contribute a portion of funding, if savings are achieved from the Wauhop Oval project in the 2022/23 financial year.

STRATEGIC IMPLICATIONS

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

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

1.2 Inviting open spaces, meeting places and recreational facilities

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces

3.2 Maintaining and enhancing the Town’s character

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

RISK IMPLICATIONS

RISKS

| Risk | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|--|---|---------------------------|---|--|---|
| If buildings are not maintained they deteriorate and costs become more long term | Possible (3) | Minor (2) | Moderate (5-9) | SERVICE INTERRUPTION Medium term temporary interruption - backlog cleared by additional resources <1 week | Manage by updating asset management plans and maintenance budgets to avoid long term issues |

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

| | |
|--|----|
| Risk Rating | 10 |
| Does this item need to be added to the Town's Risk Register | No |
| Is a Risk Treatment Plan Required | No |

SITE INSPECTION

Nil

COMMENT

With the condition assessment quotes being sent to market in December 2022, and the works planned to be completed by early 2023, this will flow into the five year capital building plan. Once the condition assessments are received, the priority list can be provided to the Works committee, proposed for April 2023.

Fremantle City Women's soccer club building upgrade additional funding of \$200,000 was approved by the Department in December 2022, taking the total project budget to \$920,000. The designs went to market for a construction contractor in November 2022, and a report going to Council in December 2022. Since the Council decision the Town have worked with the 'preferred' contractor, in an attempt to increase the contingency for the project and value engineer the project to get better value for money for the club.

CONCLUSION

The Towns building assets are a major component of its asset portfolio, meaning it is important to maintain our buildings to a suitable standard at all times. Considering the limited use of some of the Towns buildings they may get neglected, however the Town should be maintaining all assets to a suitable standard, so that the wider public and stakeholders can utilize them when required.

10.1 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 012802

OFFICER RECOMMENDATION:

Moved Cr McPhail, seconded Cr Nardi

That the Works Committee receive and note the Building maintenance and improvement report.

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Nil

10.2 CAPITAL WORKS PROGRESS REPORT

| | |
|--------------------------------|---------------------------|
| Report Reference Number | WCR-149 |
| Prepared by | Nicholas King |
| Supervised by | Gary Tuffin |
| Meeting date | Tuesday, 28 February 2023 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | Nil |

PURPOSE

The Works and Services Committee is requested to receive this report regarding the Town's Capital works program progress until February 2023.

EXECUTIVE SUMMARY

The Council's adopted 2022/23 budget consists of over \$2 million of capital renewal and upgrade projects. Consisting of four categories; Plant and Equipment, Furniture and Equipment, Buildings, and Infrastructure. Progress costing and comments are provided monthly to Council through the Council Concept forum and as part of the monthly Council reporting.

BACKGROUND

Following the adoption of the budget, the Officers have planned out the 2022/23 capital works program for the financial year ahead. Particular works required early procurement due to seasonal conditions, such as the Wauhop Oval resurfacing project which needed to commence in November 2022. All other major capital projects are planned to be completed by February 2023, with all procurement completed and contractors commissioned.

CONSULTATION

Internal consultation with impacted Officers, including the Executive Management Team.

STATUTORY ENVIRONMENT

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

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

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

The Capital works renewal and upgrade program is worth over \$2 million, with costs tracking on budget for all projects to date and no over expenditure expected.

STRATEGIC IMPLICATIONS

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

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces

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

RISK IMPLICATIONS

RISKS

| Risk | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---|---|---------------------------|---|---|---|
| Individual quotes will need to be sought for minor works, delaying works and compromising capital works completion within financial year. | Unlikely (2) | Minor (2) | Low (1-4) | FINANCIAL IMPACT \$250,001 - \$1,000,000 | Manage by undertaking procurement early in the financial year to ensure works can be completed. |

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

| | |
|--|----|
| Risk Rating | 5 |
| Does this item need to be added to the Town’s Risk Register | No |
| Is a Risk Treatment Plan Required | No |

SITE INSPECTION

Nil

COMMENT

Major Capital works projects timing and information is provided below:

| Description | Current Budget | Actual spend | Anticipated Start Date | Anticipated Completion Date |
|--|--------------------|------------------|------------------------|-----------------------------|
| Buildings - Specialised - Capex - Renewal - Unclassified Property | \$80,000 | \$9,291 | Jan-23 | Apr-23 |
| Buildings - Specialised - Capex - Fremantle Women's Football Club | \$690,000 | \$65,830 | Jan-23 | Jun-23 |
| Infrastructure - Parks & Ovals - Playground - Various Upgrades | \$30,000 | \$0 | Nov-22 | May-23 |
| Infrastructure - Parks & Ovals - Playgrounds - Nature Playground | \$120,000 | \$124,960 | May-22 | Oct-22 |
| Infrastructure - Parks & Ovals - Retic Upgrades | \$50,000 | \$8,736 | Nov-22 | May-23 |
| Infrastructure - Parks & Ovals - Retic Controllers | \$32,000 | \$0 | Nov-22 | May-23 |
| Infrastructure - Parks & Ovals - Turf - Wauhop Oval | \$150,000 | \$76,443 | Nov-22 | Mar-23 |
| Capex - Tricolore - Bbq Replacement | \$10,000 | \$0 | Nov-22 | Jan-23 |
| Capex - Bench Seats - Various Locations | \$15,000 | \$14,609 | Oct-22 | Dec-22 |
| Infrastructure - Parks & Ovals - Ancillary - Drink Fountains | \$10,000 | \$9,997 | Nov-22 | Jan-23 |
| Infrastructure - Car Parks - Surface/Pavement - Capex - Renewal - Maintenance Streets, Roads & Bridges | \$15,000 | \$0 | Nov-22 | Mar-23 |
| Capex - Drainage Rationalisation - Foreshore | \$100,000 | \$650 | Oct-22 | Mar-23 |
| Infrastructure - Roads - Renewal - Marmion St - East St | \$361,127 | \$320,447 | Nov-22 | Dec-22 |
| Infrastructure - Footpaths - Renewal - Canning Hwy (Fortescue - Irwin) | \$66,000 | \$1,700 | Feb-23 | Feb-23 |
| Infrastructure - Footpaths - Renewal - Canning Hwy (Irwin - Oakover) | \$80,000 | \$6,980 | Feb-23 | Feb-23 |
| Infrastructure - Footpaths - Renewal - Petra St (View Tce - Preston Point Rd) | \$68,000 | \$5,252 | Jan-23 | Feb-23 |
| Infrastructure - Footpaths - Renewal - George St (East St - Glyde St) | \$36,000 | \$28,000 | Nov-22 | Nov-22 |
| | \$1,913,127 | \$672,895 | | |

CONCLUSION

With the early adoption of the 2022/23 budget this allows Officers to begin procurement for major projects, which will see most of the major projects completed before December 2022. Further explanation of the major project as below:

- Marmion Street resurfacing, works commenced on Monday 14th November 2022. All major works will be completed within two weeks, with only the line marking outstanding which is undertaken by Main Roads WA.
- Two concrete footpath projects on Canning Highway have been pushed back to February 2023, with all works planned to be completed by March 2023.
- The George Street asphalt footpath project commenced on Monday 7 November, all works completed before December 2023.
- The Petra Street asphalt footpath project commenced in January 2022, with all works completed by February 2023.

- Wauhop Oval resurfacing, works commenced on Monday 14th November 2022, with the grow in period going well up until February 2023. The plan is to allow clubs to use the grounds in March 2023, pending contractor practical completion of works.

10.2 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 022802

OFFICER RECOMMENDATION:

Moved Cr Nardi, seconded Cr Collinson

That the Works Committee receive and note the Capital Works Program.

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Nil

10.3 ENGINEERING MAINTENANCE ITEMS

| | |
|--------------------------------|---------------------------|
| Report Reference Number | WCR-152 |
| Prepared by | Nicholas King |
| Supervised by | Gary Tuffin |
| Meeting date | Tuesday, 28 February 2023 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | Nil |

PURPOSE

The Works and Services Committee is requested to receive this report regarding Engineering Maintenance items.

EXECUTIVE SUMMARY

Engineering maintenance items within the Town are generally reactive and dealt with by the Towns engineering field officers or contractors. With the highest risk asset the Town has footpaths, the Town have implemented an annual footpath inspection program which a consultant investigates and rates all of the Towns footpath network. The inspection will be undertaken in January and February every year, with the condition of the footpaths the basis for the following years budget.

BACKGROUND

The Towns Engineering maintenance budget is approximately \$300,000 annually, and accounts for two of the Towns external work force. Although the workforce is small the importance on the department is high, with footpaths and roads some of the Towns high risk assets. One of the highest cost materials and contracts item within the engineering maintenance budget is street sweeping (E12215) \$89,917, which the contractor sweeps all of the streets and car parks once per month.

The Towns also have several bus shelters under its care and control, which the Public Transport Authority (PTA) are looking to upgrade all stops to be to the relevant standard.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

The Towns Engineering maintenance budget is approximately \$300,000 for the 2022/23 financial year.

STRATEGIC IMPLICATIONS

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

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces

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

RISK IMPLICATIONS

RISKS

| Risk | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---|---|---------------------------|---|---|---|
| High risk items like footpath repairs are left and public liability claims increase | Possible (3) | Moderate (3) | Moderate (5-9) | REPUTATIONAL Substantiated, low impact, low news item | Manage by making sure assets are maintained and repaired in a timely manner |

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

| | |
|--|----|
| Risk Rating | 11 |
| Does this item need to be added to the Town’s Risk Register | No |
| Is a Risk Treatment Plan Required | No |

SITE INSPECTION

Nil

COMMENT

With the purchasing of a concrete grinding machine in August 2022, the Town is now undertaking footpath grinding works at least four days per month. This way the minor footpath defects that can be ground down, can be fixed urgently, and the Town does not need to wait for a contractor or hiring a machine.

Minor drainage maintenance works are planned to be undertaken along Riverside Road, adjacent to Leeuwin boat ramp, with the goal to improve drainage in the area. The issue with all drainage along Riverside Road is that the levels are not enough to get the water to the river outlets. More investigation needs to be done before works can commence.

The bus stop removals undertaken by the PTA are awaiting replacement and pricing, for particular stops that are highly used. There has been no update from the PTA on when shelters will be reinstated.

CONCLUSION

With Engineering assets being highly visible and high risk to the Town it is important that these assets are maintained to a high standard. The external work crew for engineering maintenance are proactive when queries or complaints are received, this includes assisting in the mitigation of trip hazards within the Towns footpath network which we are progressing with each month.

10.3 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 032802

OFFICER RECOMMENDATION:

Moved Cr White, seconded Cr Donovan

That the Works Committee receive and note the Engineering Maintenance report.

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Nil

10.4 PARKS & GARDENS

| | |
|--------------------------------|---------------------------|
| Report Reference Number | WCR-155 |
| Prepared by | Nicholas King |
| Supervised by | Gary Tuffin |
| Meeting date | Tuesday, 28 February 2023 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | Nil |

PURPOSE

The Works Committee is requested to receive this report regarding the Town's Parks and Gardens.

EXECUTIVE SUMMARY

The Towns Parks, Ovals and reserves asset portfolio has an estimated value of approximately \$8 million, excluding non-depreciable assets (passive parks, sports fields and natural areas). The majority of its external work force are based within the parks and gardens team, maintaining the Towns parks and gardens on a schedule program which runs fortnightly. In addition to the maintenance, capital projects within parks account for approximately \$400,000 for the financial year 2022/23.

BACKGROUND

The Towns parks and gardens are the most visible asset to its residents and stakeholders, meaning that the maintenance of these areas is important in keeping the Town looking proactive and mindful of its stakeholders values in relation to the environment.

In the 2022/23 financial year the Town have six major parks and gardens related projects as below:

- Wauhop Park resurfacing.
- Urban Canopy tree planting.
- Niergarup track.
- Street tree planting.
- Sports Ovals maintenance.
- Gourley Park upgrade.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995
Environment Protection and Biodiversity Conservation Act 1999

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

Capital projects of approximately \$400,000 for the 2022/23 financial year

Operating costs of approximately \$600,000 for the 2022/23 financial year

STRATEGIC IMPLICATIONS

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

1.2 Inviting open spaces, meeting places and recreational facilities

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces

3.2 Maintaining and enhancing the Town’s character

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

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

4.2 Enhance environmental values and sustainable natural resource use

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

RISK IMPLICATIONS

RISKS

| Risk | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|-------------------------------------|---|---------------------------|---|---|---|
| Parks become degraded and look poor | Possible (3) | Moderate (3) | Moderate (5-9) | REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile | Manage by making sure out maintenance standards are high and checked by senior staff. |

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

| | |
|--|----|
| Risk Rating | 11 |
| Does this item need to be added to the Town's Risk Register | No |
| Is a Risk Treatment Plan Required | No |

SITE INSPECTION

Nil

COMMENT

The maintenance and upgrade of the Towns parks is very important as it is an amenity that is seen and used daily by residents and stakeholders. The Towns major maintenance works and projects are listed below with relevant timeframes:

- Wauhop Park resurfacing – revised scope works commenced Monday 14 November. All major works was completed in December 2022, with the maintenance grow in period ongoing until March 2023 with the contractor. As of February 2023 the grass was taking well and had 95% coverage on the ground. It is anticipated the grounds can be open in March 2023 for use by the soccer club.
- Urban Canopy tree planting completed, planted 249 of the urban canopy trees in 2022/23. 100 Street and verge trees planted, with all planting completed, with watering commenced in November 2022.
- Niergarup track zone 1 planting complete, part of zone 2 planted, and weed control completed in zone 2 in September 2022. Areas assessed in December 2022, with more weeding to be undertaken in March 2023. Approximately 100 metres of the limestone path from Merv Cowan Reserve heading north was removed and reinstated, with new limestone and a smoother compacted surface.
- Sports ovals maintenance – Over the December period reticulation issues within Henry Jeffery and Preston Point, meant that the grass condition deteriorated to an unacceptable level. These issues were fixed and the grass is recovering, with longer watering times until it is back to an acceptable level. Covering the cricket pitch on Henry Jeffery is booked in for the week of 20 March 2023, as agreed with the clubs. Including some turf repairs around the grounds where required. The clubs have given one week where the Town can undertake any major maintenance works before the junior football club want to use the ground.
- Retic Controllers – Prices being sought, prices are an issue, with initial quotes coming in 25% higher than first anticipated. All works to be completed by May 2023.
- Gourley Park upgrade – The new drink fountain was installed in December 2022, and the BBQ in February 2023.

CONCLUSION

As works in parks and gardens is generally seasonal in terms of tree planting and recovery, most of the capital works relating to parks and gardens is undertaken in the winter months between July and September. In addition to the capital projects the Towns external work force work on a fortnightly maintenance schedule to maintain the Towns parks and gardens.

10.4 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 042802

OFFICER RECOMMENDATION:

Moved Cr Nardi, seconded Cr McPhail

That the Works Committee receive and note the Parks and Gardens report.

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Nil

10.5 RISK & HAZARDS

| | |
|--------------------------------|---------------------------|
| Report Reference Number | WCR-157 |
| Prepared by | Nicholas King |
| Supervised by | Gary Tuffin |
| Meeting date | Tuesday, 28 February 2023 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | Nil |

PURPOSE

The Works Committee is requested to receive this report regarding Risk & Hazards and OHS/WHS matters.

EXECUTIVE SUMMARY

As there are no items to report on these matters for this month, items may be raised during the meeting.

BACKGROUND

Risk & Hazards and OHS/WHS matters are important for the Town, as reporting and mitigating risk is a key component on reducing the Towns public liability. If done correctly the Town, residents and other stakeholders will benefit from a safe Town of limited risks and hazards.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Work Health and Safety Act 2020

POLICY IMPLICATIONS

Policy 2.2 Risk Management

FINANCIAL IMPLICATIONS

No direct costs associated with this item, however the Towns insurance policies may be impacted indirectly.

STRATEGIC IMPLICATIONS

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

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

RISK IMPLICATIONS

RISKS

| Risk | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|--|---|---------------------------|---|--|---|
| If risks are not identified then hazards can become worse, and the impact can sometimes be fatal | Unlikely (2) | Major (4) | Moderate (5-9) | REPUTATIONAL Substantiated, public embarrassment, high impact, high news profile, third party actions | Manage by identifying risks and mitigating them early |

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

| | |
|--|----|
| Risk Rating | 11 |
| Does this item need to be added to the Town's Risk Register | No |
| Is a Risk Treatment Plan Required | No |

SITE INSPECTION

Nil

COMMENT

As no items for this month, this section will be filled as required in coming meetings.

CONCLUSION

Risk & Hazards and OHS/WHS are items that are important to the Town as its reputation can be damaged and the financial implications can be high if the severity of incidents is serious. It is the Town's responsibility to mitigate these risks and identify hazards, in trying to prevent serious incidents.

The Towns risk register has recently been migrated to SharePoint, making it easier for staff members to use and get automatic reminders of when risks are to be reviewed.

10.5 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 052802

OFFICER RECOMMENDATION:

Moved Cr Nardi, seconded Cr White

That the Works Committee receive and note the Risk & Hazards and OHS/WHS report.

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Nil

10.6 STRATEGIC PROJECTS

| | |
|--------------------------------|---------------------------|
| Report Reference Number | WCR-159 |
| Prepared by | Nicholas King |
| Supervised by | Gary Tuffin |
| Meeting date | Tuesday, 28 February 2023 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | Nil |

PURPOSE

The Works and Services Committee is requested to receive this report regarding the Town's Strategic Projects.

EXECUTIVE SUMMARY

The Town has several strategic projects which align with its Strategic Community Plan, Corporate Business Plan and Strategic Resource Plan. Four key projects have been identified and will be updated within this report, being:

- Implementation of Works Review
- Implementation of Integrated Traffic Management Plan
- Implementation of Foreshore Management Plan
- Implementation of Asset Management Plan

BACKGROUND

The four key strategic projects have varied background information, with relevant information as below.

Implementation of Works Review

Works review undertaken by GFG Consulting in early 2020, with the report finalised in March 2020. 66 individual recommendations were put forward within the report to increase efficiencies in the Operations Department, and create greater transparency.

Implementation of Integrated Traffic Management Plan

The Integrated Traffic Management Plan was undertaken by Cardno in 2020, with the final report finalised in April 2021. With over 100 individual recommendations put forward, the Officers have broken the recommendations into three categories: Parking, Traffic and Active Transport. Which an implementation plan has been created to target recommendations in the next five years.

Implementation of Foreshore Management Plan

The Town commissioned Ecoscape in 2015 to undertake a foreshore management plan, which put forward a 10 year asset maintenance priority plan. This plan has been used as the basis for subsequent foreshore management documents, including the River wall 10 year priority plan which was undertaken by MP Rogers in early 2022, with a first draft presented at the works committee in August 2022.

Implementation of Asset Management Plan

The Town has many asset categories, with asset management plans in place for Buildings, Drainage, Footpaths, Parks, Plant and Equipment, and Roads. Best practice is to review these plans annually if not bi-annually, with the most recent review undertaken in late 2021. Asset conditions are not reviewed annually for all categories, however for high risk assets such as footpaths an annual inspection has been put in place to identify and mitigate and hazards.

CONSULTATION

All strategic projects have had varied levels of consultation, including:

Implementation of Works Review

Finalised report went to Council informally upon completion, with updates provided to Council in late 2021 at the Council Concept Forum.

Implementation of Integrated Traffic Management Plan

The finalised report was presented to Council at the Council Concept Forum in mid-2021. A traffic survey of the Plympton ward was undertaken in February 2023, which this information will be provided to Council in March 2023.

Implementation of Foreshore Management Plan

Different iterations have been presented to Council both formally and informally since the 2015 plan, however the updated condition assessment and plan has not been presented to Council as of yet.

Implementation of Asset Management Plan

The asset management plans have not been presented to Council as of yet. With updated documents to be presented to an upcoming Council Concept Forum.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

The four strategic projects have an impact on the Towns long term financial plan and the current 2022/23 financial year budget.

STRATEGIC IMPLICATIONS

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

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces

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

RISK IMPLICATIONS

RISKS

| Risk | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---|---|---------------------------|---|---------------------------------------|--|
| If strategic plans are not updated or maintained the long term financial plan may be adversely impacted | Possible (3) | Minor (2) | Low (1-4) | FINANCIAL IMPACT \$50,000 - \$250,000 | Manage by annually reviewing strategic projects to make sure we are aligning with the plans and long term financial planning |

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

| | |
|---|----|
| 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

Nil

COMMENT

Updates on the individual projects are as below:

Implementation of Works Review

The Operations review is reviewed monthly by the CEO and EMTS, with the recommendations commented on and updated if completed. To date of the 66 recommendations the status is below for each:

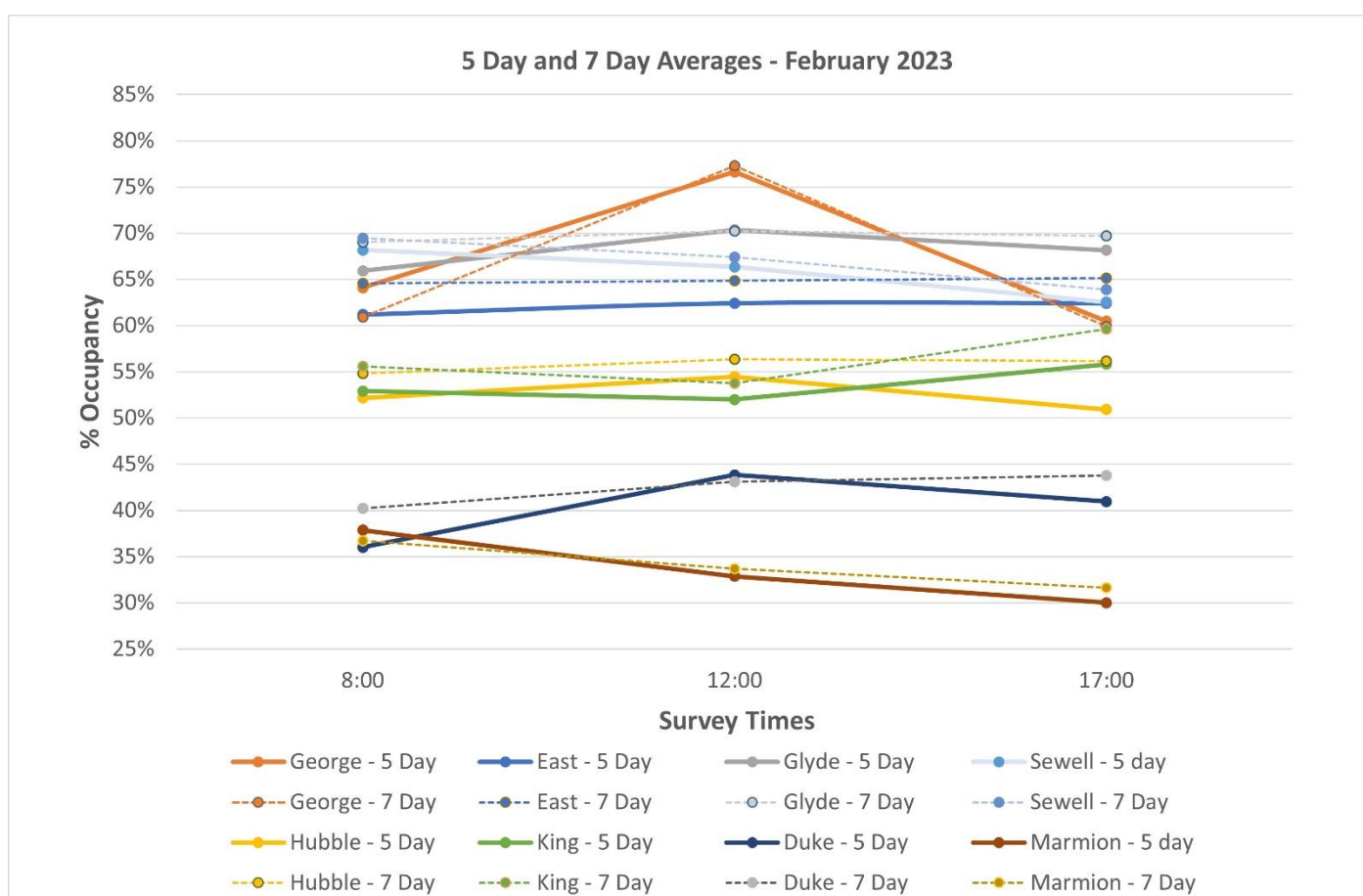
| Status | 66 | % |
|-----------|----|-----|
| Ongoing | 40 | 61% |
| Completed | 15 | 23% |
| No Action | 11 | 17% |

Implementation of Integrated Traffic Management Plan

Following the plan being presented to Council in mid 2021, the Officers set out an implementation plan with the relevant implementation year and comments from relevant managers. With some recommendations needing further investigation, it is proposed that within the 2022/23 budget, minor projects are concentrated on, with a budget allocation of \$60,000 for this financial year.

The Town has undertaken an additional traffic survey in February 2023, which will give a better idea of the parking capacity and usage within the Plympton ward.

As can be seen below the average capacities from the survey undertaken in February 2023.



Implementation of Foreshore Management Plan

The updated condition assessment and five year plan outlines the Towns capital upgrade program moving forward. Within the 2022/23 financial year the Council has allocated approximately \$250,000 towards river wall upgrades, including a contribution of \$75,000 from the DBCA.

Works were completed on two sites in November 2022, Swan yacht club works to fix the wall and adjacent footpath, and the section of wall adjacent to Pier Street which the footpath was subsiding. Both sections of wall were fixed and the adjacent footpaths replaced by November 2022.

More designs are being undertaken by the consultant to work on the next section of wall works, with the wall near the Dome café the next proposed site in need of repair.

Implementation of Asset Management Plan

All Asset management plans were reviewed in late 2021, however condition assessments were only undertaken for Footpaths and Roads being too high risk assets. In the existing financial year a building condition assessment will be undertaken for all buildings the Town owns or maintains, in addition to the annual playground inspections undertaken near December every year.

CONCLUSION

The Towns strategic projects are vital in capturing and updating the Towns assets and priorities in aligning with its long term financial plan. It is important that the Town review these projects regularly to make sure our annual capital program and maintenance budgets are aligning with the long term plans.

10.6 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 062802

OFFICER RECOMMENDATION:

Moved Cr Donovan, seconded Cr Nardi

That the Works Committee receive and note the strategic projects update.

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Nil

MINUTES OF WORKS COMMITTEE MEETING TUESDAY, 28 FEBRUARY 2023



11 MATTERS BEHIND CLOSED DOORS

Nil.

12 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 7.22pm.

I hereby certify that the Minutes of the ordinary meeting of the Works Committee of the Town of East Fremantle, held on 28 February 2023, Minute Book reference 1. to 11. were confirmed at the meeting of the Committee on

26 APRIL 2023

A handwritten signature in black ink, appearing to be "P. Hill", written over a horizontal line.

Presiding Member