



MINUTES

Works Committee Minutes Wednesday, 26 April 2023 6:30 PM

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MINUTES

MINUTES OF THE ORDINARY MEETING OF THE WORKS COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON WEDNESDAY, 26 APRIL 2023

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 A Malone Executive Manager Regulatory Services

Mr N King Executive Manager Technical Services

3.2 APOLOGIES

Cr C Collinson

Mr Gary Tuffin Chief Executive Officer

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, 28 FEBRUARY 2023

OFFICER RECOMMENDATION

Moved Cr D Nardi, seconded Cr McPhail

That the minutes of the Works Committee meeting held on Tuesday, 28 February 2023, 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	Wednesday, 26 April 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 were completed in March 2023, with the information being finalised by the consultant, and due in 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 \$1,000,000 with an additional \$200,000 approved by the Department of Local Government, Sport and Cultural Industries in December 2022, and the Town committing \$80,000 towards the project during the 2022/23 mid-year review process.

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 \$1,00,000 in the 2022/23 financial year with \$20,000 spent in the 2021/22 financial year. The majority of this project is funded externally by the State Government (Department of Local Government, Sport and Cultural Industries) \$720,000, and the Club contributing \$200,000. The Town have committed \$80,000 as part of the 2022/23 mid-year review.

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 assessments for the buildings completed in March 2023, this will flow into the five year capital building plan.

Fremantle City Women's soccer club building upgrade has slowed due to the issue with the first preferred construction contractor. The design has been slightly amended to further reduce costs, with the updated design to go to market in May 2023.

CONCLUSION

The Town's 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 Town's 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 012604

OFFICER RECOMMENDATION:

Moved Cr White, seconded Mayor O'Neill

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	Wednesday, 26 April 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 March 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 completed as of March 2023.

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

As per the attached Capital works report, the Capital works renewal and upgrade program is worth over \$2 million.

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:

- Building renewal projects, Hurricane roof upgrade is to commence in May 2023, with this taking up the majority of the building budget. In addition to this, the scouts, Camp Waller roof will be repaired to prevent future leaks.

- Drainage rationalisation, works are being undertaken in April 2023 to fix the flooding issues on Riverside Road near the Leeuwin boat ramp car park, and rationalize some drainage outlets in the area.
- Retic controllers, still having trouble obtaining a second quote. First quote came back more expensive than initially thought, but would like to see that this is the market rate with a second quote.

Description	Budget	Total	Completion %
Buildings - Specialised - Capex - Renewal - Unclassified Property	\$65,000	\$38,658	30%
Buildings - Specialised - Capex - Fremantle Women's Football Club	\$1,000,000	\$118,671	5%
Infrastructure - Parks & Ovals - Playground - Various Upgrades	\$30,000	\$0	25%
Infrastructure - Parks & Ovals - Retic Upgrades	\$50,000	\$8,736	100%
Infrastructure - Parks & Ovals - Retic Controllers	\$32,000	\$0	30%
Infrastructure - Parks & Ovals - Turf - Wauhop Oval	\$110,000	\$107,663	100%
Capex - Tricolore - Bbq Replacement	\$10,000	\$0	
Capex - Bench Seats - Various Locations	\$15,000	\$14,609	100%
Infrastructure - Parks & Ovals - Ancillary - Drink Fountains	\$10,000	\$13,997	100%
Infrastructure - Car Parks - Surface/Pavement - Capex - Renewal - Maintenance Streets, Roads & Bridges	\$15,000	\$0	65%
Capex - Drainage Rationalisation - Foreshore	\$100,000	\$31,382	30%
Infrastructure - Roads - Renewal - Marmion St - East St	\$361,127	\$344,302	100%
Infrastructure - Footpaths - Renewal - Canning Hwy (Fortescue - Irwin)	\$66,000	\$72,026	100%
Infrastructure - Footpaths - Renewal - Canning Hwy (Irwin - Oakover)	\$80,000	\$94,987	100%
Infrastructure - Footpaths - Renewal - Petra St (View Tce - Preston Point Rd)	\$68,000	\$61,068	100%
Infrastructure - Footpaths - Renewal - George St (East St - Glyde St)	\$36,000	\$29,330	100%
Infrastructure	\$2,048,127	\$935,429	72%

CONCLUSION

With the early adoption of the 2022/23 budget this allows Officers to begin procurement for major projects. All of the major projects are completed to March 2023.

10.2 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 022604

OFFICER RECOMMENDATION:

Moved Cr Nardi, seconded Mayor O'Neill

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	Wednesday, 26 April 2023
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

1. Email Attachment received from Cr Wilson dated 20 April 2023

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 is 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 \$89,917, which the contractor sweeps all of the streets and car parks once per month.

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	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)
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.

The footpath defect repair numbers are as below, which the defects were picked up in the February 2022 audit, and repairs are up until December 2022:

	Defects	Pit defects	Repaired Defects
Total	2018	412	47

Below shows the number of defects repaired as part of the capital works in 2022/23:

2022/23 Capital works footpaths	Defects repaired
Petra Street	28
George Street	15
Canning Hwy	29
Total	72

Below shows the number of defects to be repaired as part of the upcoming capital works in 2023/24:

2023/24 Capital works footpaths	Defects repaired
Clayton Street	21
Clayton Street	41
Canning Hwy	5
Total	67

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 032604

OFFICER RECOMMENDATION:

Moved Cr Nardi, seconded Cr Donovan

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

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Attachments start on the next page

Attachment 1

Missing bollards that were supposed to be installed as part of road upgrade in J Dolan carpark. Resulting yellow sand and no replanting of verge.

- Can additional bollards be provided? [At this stage there is no need for bollards.](#)
- Can additional planting / grass establishment be provided? [The Town can seed it before winter 2023.](#)



Dead tree - reported on a number of occasions for removal. [There have been no reports to the Towns Operations Department on this, however the Town have been monitoring the relevant tree.](#)

- Can this be removed and by when? And then replaced? [The Town have been monitoring it.](#)
- Who's responsibility is this area of parkland for maintenance? [The Town.](#)
- Is there any plan for revegetation in this area? [No, not at this stage.](#)
- If there is no plan for revegetation in this area can a plan be put in place to expand the planting to this area? [The Town have planted trees where possible, may look at further plantings in the 2023/24 budget.](#)



Attachment 1

Sand under bridge was planned to be paved post roadworks.

1. Is this still the case that paving will be provided? [No paving is being undertaken.](#)
2. What can be done for this area if paving is not planned to be put in place? [The Town can look into what may grow underneath the shade of the bridge.](#)



Dead Tree Left Bank Car Park - poor root system won't be providing much support.

- Can this tree be removed and replaced? [Within lease area of Left bank. However, any trees along the foreshore need DBCA approval. Sometimes dead trees provide habitat for animals.](#)



Attachment 1

Derelict bitumen footpath on the Western side of the Sail Training building , Pier Street corner.

- What can be done to this area? [The path is planned to be removed. At this moment in time it is lower on the wall upgrade priority list.](#)
- What is the plan and time frame? [Late 2023/early 2024.](#)



Rusted one year old railing at speed hump Riverside Road across from number 3. No plans to remediate nor replace. Same problem at Andrews Road Crossing.

- What can done to rectify this issue? [Not urgent issue, Town can paint.](#)



Left Bank steps erosion on both sides. Left as is post remediation. First rains will erode the unprotected bank badly.

- What plan can be put in place to replant this area ASAP. [The area was seeded, should start to grow in the coming weeks.](#)

Also - rail is missing for section.

- What plan is in place to get this rectified? [Rail to be fixed at the bottom of the steps. Rail was removed to undertake some retaining wall works.](#)



Attachment 1

Dome picnic area planted and grass damaged.

- What can be done by regenerating this grass area. [Will grow back over winter.](#)



This is the state of the boat ramp and put simply a tidy up needs to be completed.

Much of this construction work has been place for over six months however, there is no remediation of the disrupted landscape around it. Various photos giving examples.

- What is the plan for this area? [Mulch the area until it can be planted.](#)
- Graffiti on the sign has been there for some time, please can this be rectified.
- Can the dead plant middle of one bed be removed. [Yes. T](#)









Attachment 1

Roadway sign 300 m to speed hump not true it's at least 500 m and sign is pre a full chicane.

- Can this be re located to the correct position 300m from the Speed hump. [The Town have passed this onto Main Roads WA, however sign does state "next 300m", so not incorrect.](#)

Correct sign on hump entirely covered by large tree limb

- Can this limb be removed? [Yes.](#)



Graffiti reported no action near huts at J Dolan Park.

- Can this be actioned for removal? [Yes.](#)



Attachment 1

Dome footpath Easter side badly falling apart large indent and totally uneven.

- Can this be repaired or added to the plan to get it repaired? [Within leased area, responsibility of Dome. The Town will inform the Dome café.](#)



General state of bins with them being filthy.

- Can these be cleaned and graffiti removed:



Attachment 1

Bins being unsecured leads to them falling over in winter months and rubbish ending up in river.

- Can this be rectified? [Town will inform the Towns bin collection contractor.](#)



The sandy verge outside of Dome, will not rehabilitate itself. The slow point sign is also redundant.

- What can be done to rectify / improve the grass. [Winter coming up, should rejuvenate.](#)
- Can the slow point sign be removed / relocated? [Town have passed onto MRWA.](#)



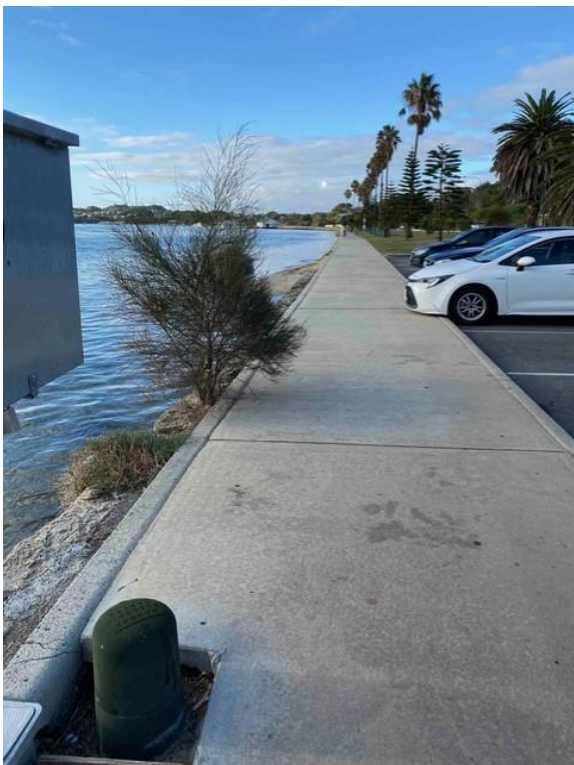
Attachment 1

Pink Flower faded rusted, many lights broken and lights on at the wrong time. - reported previously - response it's on list for when there's money to fix it.

- Can arts funding be allocated to repair this. [Yes, the Town will fix and](#)

Plant growing in between the sea wall and footpath North of Dome. Path undermined adjacent with large holes that are public liability issue.

- Can this be removed as the continued growth of the tree will further damage the path and wall. Plant removed. [Wall works planned to be undertaken in the 23/24 budget.](#)



Attachment 1

Various locations, can you outline the plan for top wall repairs where cracks and holes are appearing along this length of the sea wall? [Long term river wall plan is in place.](#)



Attachment 1

Bench seat removed at boat ramp car park prior to having a replacement. All the Park benches from East Street to Zephyrs were to be replaced post the roadworks, half are done.

- What is the plan to replace this bench specifically? [To be replaced.](#)
- What is the plan to replace all benches? [Annual allocation within the budget to upgrade all benches within the Town. Allocation allows for approximately 2-3 benches per year.](#)



Attachment 1

Pier St / Maritime Shed upper footpath never completed and now suffering wash away at end and undermining. Trip hazard and sand over path creates slip hazard and overtime will damage the lower footpath.

- What plan is in place to rectify the path and finish the works? [Works to be undertaken in the coming weeks to fix this problem.](#)



Attachment 1

Torn up surface below the Dip Bars

- When can this be repaired? [To be done before 30 June. Have had to order new equipment.](#)



Tree planting / pruning needs to be considered

- Can the double trunk be removed as in the future this could pose a risk. [No risk. Multi-stemmed coastal moort.](#)



10.4 PARKS & GARDENS

Report Reference Number	WCR-155
Prepared by	Nicholas King
Supervised by	Gary Tuffin
Meeting date	Wednesday, 26 April 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 Town's parks is very important as it is an amenity that is seen and used daily by residents and stakeholders. The Town's major maintenance works and projects are listed below with relevant timeframes:

- Wauhop Park resurfacing – Maintenance period for the contractor finished in March 2023. The Women's Football Club have commenced training on the bottom oval and The Town have had positive reviews from the project.
- 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 commencing in November 2022.
- Niergarup track zone 1 planting complete, part of zone 2 planted, and weed control completed in zone 2 in September 2022. 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 – A meeting with the relevant clubs that use Henry Jeffery and Preston Point ovals was held on the 28th March, with the clubs happy with the recent maintenance works undertaken the previous week of 21st March. This included returfing worn areas, fertilising and other minor works. There was a request for additional turf works, which the Town agreed to accommodate in April 2023.
- Retic Controllers – Prices being sought, prices are an issue, with initial quotes coming in 25% higher than first anticipated. Hoping to get a second quote back in the coming weeks, however several companies are unwilling to supply quotes.
- Gourley Park upgrade – The new drink fountain was installed in December 2022, and the BBQ in February 2023. A picnic bench and seat will be installed in April 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 Town's external work force work on a fortnightly maintenance schedule to maintain the Town's parks and gardens.

10.4 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 042604

OFFICER RECOMMENDATION:

Moved Cr White, seconded Cr Nardi

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	Wednesday, 26 April 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 052604

OFFICER RECOMMENDATION:

Moved Cr Nardi, seconded Cr Donovan

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	Wednesday, 26 April 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 Ecoscope 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 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. Further updates to be provided in mid 2023, with the status of recommendations addresses.

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. The documents are informing the maintenance regimes and upcoming budgets.

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. Several of the recommendations are ongoing items, which can never be marked as completed due to the nature of the recommendation. These include recommendations such as "Instigate monthly performance review meeting for the Manager, Supervisor and Team leaders", which regular meetings currently occur with staff.

To date of the 66 recommendations the status is below for each:

Status	66	%
Ongoing	39	59%
Completed	18	27%
No Action	9	14%

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 any action from this may be presented to Council in the coming months.

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 Town's 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 062604

OFFICER RECOMMENDATION:

Moved Cr White, seconded Cr Nardi

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

(CARRIED UNANIMOUSLY)

11 MATTERS BEHIND CLOSED DOORS

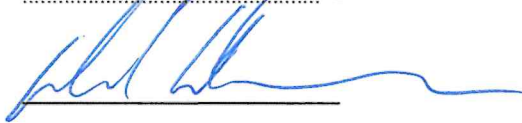
Nil

12 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 7.35pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Works Committee** of the Town of East Fremantle, held on **26 April 2023**, Minute Book reference **1. to 12.** were confirmed at the meeting of the Committee on*

27 JUNE 2023



Presiding Member