



# AGENDA

## Works Committee Agenda Tuesday, 22 August 2023 7:30 PM

### **Disclaimer**

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting. Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

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

### **Copyright**

The Town wishes to advise that any plans or documents contained within this Agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction.

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

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

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

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

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

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

A Deputation invited to attend a Council meeting:

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

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

#### Procedure for Presentations

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

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

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

### **Procedure for Public Question Time**

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

Council (as required by the **Local Government Act 1995**) sets aside a period of ‘Public Question Time’ to enable a member of the public to put up to three (3) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Mayor may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

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

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

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

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

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

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## NOTICE OF MEETING

Elected Members

An Ordinary Meeting of the Works Committee will be held on 22/08/2023 7:30:00 PM in the Council Chamber, 135 Canning Highway, East Fremantle and your attendance is requested.



ANDREW MALONE

Acting Chief Executive Officer

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# AGENDA

## 1 DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

## 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

## 4 MEMORANDUM OF OUTSTANDING BUSINESS

## 5 DISCLOSURES OF INTEREST

## 6 PUBLIC QUESTION TIME

## 7 PRESENTATIONS/DEPUTATIONS

## 8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 8.1 WORKS COMMITTEE TUESDAY, 27 JUNE 2023

**OFFICER RECOMMENDATION**

That the minutes of the Works Committee meeting held on Tuesday, 27 June 2023 be confirmed as a true and correct record of proceedings.

## 9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

## 10 REPORTS

Reports start on the next page

## 10.1 BUILDING MAINTENANCE & IMPROVEMENT PROGRAM

<b>Report Reference Number</b>	WCR-147
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Andrew Malone
<b>Meeting date</b>	Tuesday, 22 August 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

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### PURPOSE

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

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### 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 2023/24 financial year for maintenance and upgrades.

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### BACKGROUND

The Town's last building condition assessments were undertaken in 2023, 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.

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 \$1,00,000, 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.

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### CONSULTATION

Nil

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### 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 \ 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

<b>Risk Rating</b>	10
<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

Nil

#### COMMENT

With the condition assessments for the buildings completed in March 2023, this will flow into the five year capital building plan. The condition assessments showed that overall the Towns building assets are in good condition.

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 designs and construction tender out to market in August 2023. The tender closes in September 2023, and a report will go to Council with a recommended builder at the September 2023 Council meeting.

#### CONCLUSION

The majority of the building maintenance for the 2023/24 budget will be used to undertake upgrades to the Sumpton Green building. These works may include painting of the external of the building, upgrades of the external deck and other minor upgrades.

#### CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

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

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REPORT ATTACHMENTS

Nil

**END OF REPORT – Do not delete anything on or below this line**

## 10.2 CAPITAL WORKS PROGRESS REPORT

<b>Report Reference Number</b>	WCR-149
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Andrew Malone
<b>Meeting date</b>	Tuesday, 22 August 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

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### PURPOSE

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

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### EXECUTIVE SUMMARY

The Council's adopted 2023/24 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.

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### BACKGROUND

Following the adoption of the budget, the Officers have planned out the 2023/24 capital works program for the financial year ahead. All other major capital projects are planned to be completed by December 2023. Projects such as the Fremantle City women's soccer club will commence before December 2023 and is planned to be completed by May 2023.

The Town as part of the 2023/24 budget has also included the LED street light upgrade project, with a budget of \$310,000.

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### CONSULTATION

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

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### 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

<b>Risk Rating</b>	5
<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

Nil

COMMENT

Major Capital works projects timing and information is provided below:

Description	Budget	Status
Light Fleet - Administration	\$86,200	
Light Fleet - Health Inspection & Admin	\$40,000	EV ordered July 23, waiting delivery
Light Fleet - Town Planning & Regional Development	\$40,000	
Light Fleet - Other	\$115,000	
Playground	\$20,000	Equipment ordered July 23
Irrigation/Bores	\$152,000	Works completed on Gourley park upgrade Aug 23
Parks & Ovals - Drink fountains and bins	\$25,000	Placing order Aug 23
Parks & Ovals - Other Recreation & Sport	\$10,000	Placing order Aug 23
Buildings - Fremantle Women's Football Club	\$920,000	Out to Constr tender Aug 23
Infrastructure Footpaths - Clayton Street 2 sections	\$170,000	Works to commence Aug 23
Capex - Footpath Repair - Hazards & Defects	\$30,000	Ongoing
Street Light LED Project	\$310,000	In discussion with Western Power
Heavy Fleet - Bobcat replacement	\$70,000	Order to be placed Sept 23
Roads - Surface/Pavement	\$80,000	Ongoing
Drainage	\$100,000	Ongoing
Infrastructure Footpaths - Canning Highway between Moss & Bedford	\$70,000	Works to be complete Aug 23
Infrastructure - Car Parks	\$15,000	Ongoing
Buildings	\$80,000	Ongoing
<b>Capital Expenditure</b>	<b>\$2,333,200</b>	

CONCLUSION

With the early adoption of the 2023/24 budget this allows Officers to begin procurement for major projects, all of the major projects planned to be completed by December 2023.

The major project within the budget is the LED street light upgrade, which the Towns officers have progressed the project through Western Power. Western Power have assured the Town that we would be one of the first of these LED upgrade projects, and it would be anticipated that works may be completed by the end of the 2023/24 budget.

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CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

**That the Works Committee receive and note the Capital Works Program for August 2023.**

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REPORT ATTACHMENTS

Nil

**END OF REPORT – Do not delete anything on or below this line**



### 10.3 ENGINEERING MAINTENANCE ITEMS

<b>Report Reference Number</b>	WCR-152
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Andrew Malone
<b>Meeting date</b>	Tuesday, 22 August 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

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#### PURPOSE

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

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#### 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 being its 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.

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#### 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.

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#### CONSULTATION

Nil

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#### STATUTORY ENVIRONMENT

Local Government Act 1995

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#### POLICY IMPLICATIONS

Purchasing Policy 2.1.3

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#### FINANCIAL IMPLICATIONS

The Towns Engineering maintenance budget is approximately \$300,000 for the 2023/24 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**

<b>Risk Rating</b>	11
<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
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**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 2023 audit**, and repairs are up until **July 2023**:

	<b>Defects</b>	<b>Pit defects</b>	<b>Repaired Defects</b>
<b>Total</b>	2018	412	227

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

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

At the April works committee meeting it was discussed to have Key Performance Indicators (KPI's). Internally this was discussed and agreed that we will aim to repair or eliminate 20 defects per month, this will be a combination of grinding by the Towns staff and upgrade works through the Towns nominated contractor. This work will be in addition to the capital works upgrade, which usually account for 50 or more defects each year.

All capital footpath projects will be completed by October 2023 to ensure that the risk is reduced for the Town.

Minor drainage maintenance works were undertaken within the Towns depot in August 2023, to capture all roof drainage from the depot sheds and buildings, with the impervious drainage area approximately 1600m<sup>2</sup>. This area meant that 10 Soakwells needed to be installed to make sure this water was maintained onsite.

From 1 July 2023 until 14 August 2023 there were 37 snap, send and solve reports to the Town, of the 37 reported the below shows the breakdown of most reported issues:

<b>Category</b>	<b>Reports</b>
Footpath	2
Graffiti	5
Pothole	3
Signs	8

**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.

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CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

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

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REPORT ATTACHMENTS

Nil

**END OF REPORT – Do not delete anything on or below this line**

10.4 PARKS & GARDENS

<b>Report Reference Number</b>	WCR-155
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Andrew Malone
<b>Meeting date</b>	Tuesday, 22 August 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	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 \$200,000 for the financial year 2023/24.

**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.

**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 \$200,000 for the 2023/24 financial year  
Operating costs of approximately \$600,000 for the 2023/24 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**

<b>Risk Rating</b>	11
<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**

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:

- Retic bore upgrades – Stratford Street bore cubicle upgrade to commence Sept 2023, with flow testing to occur in Sept 2023.
- Retic upgrades – Reticulation upgrade works in Gourley Park were completed in August 2023. Rewiring of McKenzie reserve is planned to be undertaken in September 2023.
- The townwide reticulation network is being picked up by a surveyor, with these works planned to be completed by October 2023.
- Tree planting – We started the Town wide verge planting in May 2023, with the plan to complete all of the verge planting and Town wide planting by August 2023. This includes replacement of any trees which have recently died through the urban canopy program last year.

**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.

**CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION**

**Committee Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

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

**REPORT ATTACHMENTS**

Nil



**END OF REPORT – Do not delete anything on or below this line**

10.5 RISK & HAZARDS

<b>Report Reference Number</b>	WCR-157
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Andrew Malone
<b>Meeting date</b>	Tuesday, 22 August 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	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

<b>Risk Rating</b>	11
<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

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SITE INSPECTION

Nil

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COMMENT

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

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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 Towns 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.

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CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

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

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REPORT ATTACHMENTS

Nil

**END OF REPORT – Do not delete anything on or below this line**

## 10.6 STRATEGIC PROJECTS

<b>Report Reference Number</b>	WCR-159
<b>Prepared by</b>	Nicholas King
<b>Supervised by</b>	Andrew Malone
<b>Meeting date</b>	Tuesday, 22 August 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

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### PURPOSE

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

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### 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

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### BACKGROUND

The four key strategic projects have varied background information, which all are long term projects,

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### 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 has been 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.

Of the works identified within the foreshore upgrade plan, two sites have been completed in October/November 2022. More designs were undertaken with the consultant, and works are planned to be undertaken in October 2023.

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 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

<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

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

The Town has undertaken an additional traffic survey in February 2023, which any action from this may be presented to Council.

##### Implementation of Foreshore Management Plan

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 2022/23 financial year building condition assessment were completed for all buildings the Town owns or maintains.

Playgrounds and park assets are inspected annually, including a playground audit to keep all of our playgrounds compliant and safe.

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## 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.

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## CHOOSE AN ITEM. OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

**Committee Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

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

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## REPORT ATTACHMENTS

Nil

**END OF REPORT – Do not delete anything on or below this line**

11 MATTERS BEHIND CLOSED DOORS

12 CLOSURE OF MEETING