



MINUTES

Works Committee Minutes Tuesday, 28 November 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 TUESDAY, 28 NOVEMBER 2023

1 DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

Jonathan Throssell, Chief Executive Officer opened the meeting at 6.33pm

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:

Cr T Natale
Cr M Wilson
Cr C Collinson

The following staff were in attendance:

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

3.2 APOLOGIES

Cr A McPhail
Cr A White

3.3 APPROVED LEAVE

Nil.

4 ELECTION OF PRESIDING PERSON

PURPOSE

The Chief Executive Officer advised that following the appointment of members to the Committee after the October 2023 Elections, it was now necessary to call for nominations as Presiding Member and Deputy Presiding Member.

EXECUTIVE SUMMARY

Nominations are sought in writing, for the position of Presiding Member and Deputy Presiding Member.

BACKGROUND

Clause 5.3 of the Works Committee Terms of Reference states that the Presiding Member and Deputy Presiding Member will be appointed by the Works Committee, biennially by election by all committee members after the Ordinary Local Government Election.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Section 5.12 of the *Local Government Act 1995* deals with the election of presiding members and deputies – the members of the committee are to elect a presiding member and deputy presiding member from amongst themselves in accordance with Schedule 2.3, Division 1:

This procedure requires the election to be conducted in the same manner as for the local government elections; a key change resulting from amendments to the *Local Government Act 1995* mean that the method of voting to be used is the ‘optional preferential’ method.

The details are as follows:

- (1) *The council is to elect a councillor (other than the mayor or president) to fill the office.*
 - (2) *The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.*
 - (3) *Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.*
 - (3a) *Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.*
 - (4) *If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.*
 - (5) *The council members are to vote on the matter by secret ballot as if they were electors voting at an election.*
 - (6) *Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*
 - (7) *As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.*
- 9. Votes may be cast a second time**
- (1) *If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.*
 - (2) *Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.*
 - (3) *When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.*
 - (4) *The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election*

Division 3 of **Schedule 4.1A** of the Act provides how votes are to be counted and how to ascertain results in a one office election.

2. **One office election: 2 candidates**

(1) *If there are only 2 candidates in a one office election —*

- (a) the first-preference votes for each candidate must be counted; and*
- (b) the candidate who has the greater number of first-preference votes is elected.*

(2) *If the candidates have the same number of first-preference votes, the returning officer must draw lots in accordance with regulations to determine which candidate is elected.*

3. **One office election: 3 or more candidates**

Clauses 4 and 5 apply if there are 3 or more candidates in a one office election.

4. **Count of first-preference votes**

(1) *The first-preference votes for each candidate must be counted.*

(2) *A candidate is elected if the number of first-preference votes for the candidate exceeds 50% of the total number of all the first-preference votes for candidates.*

5. **Process if no candidate elected under clause 4**

(1) *The process in subclause (2) —*

- (a) must be followed if no candidate is elected under clause 4; and*
- (b) as necessary, must be repeated until a candidate is elected under subclause (3).*

Notes for this subclause:

- 1. Subclauses (4) to (6) supplement subclauses (2) and (3) for cases where candidates have the same number of votes.*
- 2. Subclauses (7) and (8) explain how the terms ballot paper and continuing candidate are used in this clause.*

(2) *The process is as follows —*

a. *exclude the candidate (the **excluded candidate**) with —*

- i. if this process is being followed for the first time — the fewest first-preference votes; or*
- ii. if this process is being repeated — the fewest votes on the last count under paragraph (d);*

b. *set aside as exhausted any ballot paper of the excluded candidate that contains —*

- i. no preference votes at all; or*
- ii. no preference votes for any continuing candidates;*

c. *transfer any remaining ballot papers of the excluded candidate that indicate the next available preference for a particular continuing candidate to that continuing candidate;*

d. *count the number of votes for each of the continuing candidates by totalling the following —*

- i. *the number of first-preference votes for the continuing candidate;*
 - ii. *if this process is being followed for the first time — the total number of ballot papers transferred to the continuing candidate under paragraph (c);*
 - iii. *if this process is being repeated — the total number of ballot papers transferred to the continuing candidate under paragraph (c) on this or a previous occasion.*
- (3) *A continuing candidate is elected if, on a count under subclause (2)(d), the number of votes for the continuing candidate exceeds 50% of the total number of all the votes for continuing candidates.*
- (4) *Subclause (6) applies if subclause (2)(a) cannot otherwise be applied because, as the case requires —*
- (a) 2 or more candidates have the same number of first-preference votes (no other candidates having fewer first-preference votes); or*
 - (b) 2 or more candidates have the same number of votes on the last count under subclause (2)(d) (no other candidates having fewer votes).*
- (5) *Subclause (6) also applies if subclause (3) cannot otherwise be applied because —*
- (a) there are only 2 continuing candidates in a count under subclause (2)(d); and*
 - (b) on the count, the continuing candidates have the same number of votes.*
- (6) *The returning officer must draw lots in accordance with regulations to determine, as the case requires —*
- (a) the candidate to be excluded; or*
 - (b) the continuing candidate to be elected.*
- (7) *For the purposes of the process in subclause (2), a ballot paper is a ballot paper of the excluded candidate if either of the following applies —*
- (a) the ballot paper contains a first-preference vote for the excluded candidate;*
 - (b) the process is being repeated and the ballot paper was transferred to the excluded candidate under subclause (2)(c) on a previous occasion.*
- (8) *For the purposes of the process in subclause (2), a continuing candidate is a candidate to whom neither of the following applies —*
- (a) the candidate is the excluded candidate;*
 - (b) the process is being repeated and the candidate was excluded under subclause(2)(a) on a previous occasion.”*

POLICY IMPLICATIONS

There are no Council Policies relevant to this item.

FINANCIAL IMPLICATIONS

There are no Financial Implications relevant to this item.

STRATEGIC IMPLICATIONS

Town of East Fremantle Strategic Community Plan 2020-30
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)
The election of the Presiding Person and Deputy Presiding Person is not conducted in accordance with the LGA	Unlikely (2)	Moderate (3)	Moderate (5-9)	COMPLIANCE Some temporary non-compliance	Manage by CEO conducting the election process....

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

Not Applicable

COMMENT

The following written nominations have been received:

Presiding Person

Cr M Wilson

Deputy Presiding Person

Nil

CONCLUSION

The following persons were elected as the Presiding Person and Deputy Presiding Person.

Presiding Person

Cr M Wilson

Deputy Presiding Person

Cr T Natale

5 MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

6 DISCLOSURES OF INTEREST

Nil.

7 PUBLIC QUESTION TIME

Nil.

8 PRESENTATIONS/DEPUTATIONS

Nil.

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.2 WORKS COMMITTEE TUESDAY, 22 AUGUST 2023

OFFICER RECOMMENDATION

Moved Cr Natale, seconded Cr Collinson

That the minutes of the Works Committee meeting held on Tuesday, 22 August 2023, be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY 3:0)

For: Crs Natale, Collinson & Wilson

Against: Nil

10 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

11 REPORTS

Reports start on the next page

11.1 BUILDING MAINTENANCE & IMPROVEMENT PROGRAM

Report Reference Number	WCR-147
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 November 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.

The largest building project within the 2023/25 budget is the upgrade of the Fremantle Women's Football club changing rooms. Works are planned to commence in early 2024.

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 \$1,000,000, with an additional \$200,000 approved by the Department of Local Government, Sport and Cultural Industries in December 2022, in addition to the initial \$500,000 election commitment, 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

The approved total project budget is currently \$1,089,091 ex GST, comprising:

State Government contribution of \$800,000;

Fremantle Women's Football Club contribution of \$109,091 (\$120,000 Including GST); and

Town contribution of \$80,000 in the 2023/24 budget.

Town contribution of \$100,000 as of the OCM 21 November 2023.

To date, through the design process and by undertaking some minor civil works in preparing for the new building construction, costs expended are \$134,805. There are also approximately \$50,000 in outstanding costs incurred during the re-design process.

The construction component of the project has a current budget of \$908,710 ex GST (including construction contingency of 10%), after costs incurred from the designs.

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

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. The condition assessments showed that overall, the Town's 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 sent out to tender in August 2023. The costs submitted again were higher than anticipated, however it is hoped that the Council can work with a preferred contractor to get the price down to the current budget.

Council at the Ordinary Council Meeting 21 November 2023 appointed a preferred contractor for the construction of the project, in addition to \$100,000 of Council funds to get the project to a budget of \$1,089,091.

CONCLUSION

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

11.1 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 012811

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

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

(CARRIED UNANIMOUSLY 3:0)

For: Crs Natale, Collinson & Wilson

Against: Nil

REPORT ATTACHMENTS

Nil

11.2 CAPITAL WORKS PROGRESS REPORT

Report Reference Number	WCR-230
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 November 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 November 2023.

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.

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 in January 2024 and is planned to be completed by May 2024.

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

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:

Account Description	Budget	Actuals & Commitments	Comments
Mitsubishi Eclipse Cross (EMCS)	\$ 40,000.00	\$ -	
VW Golf Alltrack Wagon (EMRS)	\$ 40,000.00	\$ -	
Vehicle Replacement CHSP	\$ 42,364.00	\$ 42,363.64	
Ford Focus Trend Sedan (EV vehicle)	\$ 40,000.00	\$ 38,340.91	EV arrived Aug 2023
Mustang R165 Skidsteer	\$ 75,000.00	\$ -	
Ford Ranger Single Cab Ute	\$ 35,000.00	\$ -	
Cage Trailer	\$ 5,000.00	\$ -	Trailer delivered Nov 2023
Works Supervisor Ute	\$ 28,000.00	\$ -	
Torro Master 7000	\$ 30,000.00	\$ -	
Public Art	\$ 45,000.00	\$ -	
Upgrade Street Lights LED Project	\$ 310,000.00	\$ -	Progressing with Western Power
Isuzu 4.5T Tipper	\$ 70,000.00	\$ -	Quotes being sought, order to be placed Nov 2023
EV Charging Station - Staff use	\$ 19,500.00	\$ -	50% grant funded
Buildings - Depot Administration Building and Surrounds	\$ 87,000.00	\$ 87,299.72	Depot extension works complete
Buildings - Specialised - Capex - Renewal - Unclassified Property	\$ 53,000.00	\$ -	Works locked in to commence Dec 2023
Buildings - EFJFF and EFJCC Clubroom - Henry Jeffrey Pavillion	\$ 15,000.00	\$ -	
EF Yacht Club - Dinghy Storage and Training Facility CSRRF Cont.	\$ 30,000.00	\$ -	
East Fremantle Oval Precinct - Advanced trees and bushes	\$ 20,000.00	\$ -	Works to commence Dec 2023
East Fremantle Oval Precinct - Off Leash Dog Exercise Area	\$ 195,020.00	\$ -	Works to commence Dec 2023
Buildings - Specialised - Capex - Fremantle Women's Football Club	\$ 866,689.00	\$ 87,047.38	Building contract out to tender Aug 2023
Road Pavement Surface - Renewal - General Allocation	\$ 80,000.00	\$ 2,909.09	
Road Renewal - Marmion St - East St	\$ -	\$ 2,290.00	
Capex - Drainage Rationalisation - Foreshore	\$ 100,000.00	\$ 13,069.85	Works to commence Sept 2023
Infrastructure - Parks & Ovals - Playground - Various Upgrades	\$ 20,000.00	\$ -	Equipment being ordered Sept 2023
Infrastructure - Parks & Ovals - Retic Controllers	\$ 32,000.00	\$ -	All controllers are installed and operational. Wrong job number used, transfer required to this account.
Infrastructure - Parks & Ovals - Retic Upgrades	\$ 70,000.00	\$ 13,327.27	Works completed Gourley Park, other works to commence Sept 2023
Infrastructure - Parks & Ovals - Bores and Pumps - Stratford Street Park	\$ 50,000.00	\$ -	Works to begin Oct 2023
Capex - BBQ Replacement	\$ 10,000.00	\$ 10,175.00	Order to be placed Sept 2023
Capex - Bench Seats - Various Locations	\$ 15,000.00	\$ -	Order to be placed Sept 2023
Infrastructure - Parks & Ovals - Ancillary - Drink Fountains	\$ 10,000.00	\$ 3,802.50	Order to be placed Sept 2023
Carparks - General Allocation	\$ 15,000.00	\$ 6,150.00	
Footpath Renewal - Clayton St	\$ 55,000.00	\$ 57,600.00	Works to commence Sept 2023, completed by Oct 2023
Footpath Renewal - Clayton St (west side)	\$ 115,000.00	\$ 93,600.00	Works to commence Sept 2023, completed by Oct 2023
George Street - general paving repairs	\$ 30,000.00	\$ -	Works to commence Nov 2023
Footpaths - Canning Highway (south side), between Bedford and Moss	\$ 70,000.00	\$ 71,770.40	Completed Aug 2023
Total	\$ 2,718,573.00	\$ 529,745.76	

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, these include the three footpath project upgrades, river wall upgrade works at Dome café, and larger building maintenance items.

Eastern bank of the East Fremantle Oval is a project given to the Officers, in lieu of the main building contractor undertaking the project. The works within the proposed dog park will commence in December 2023, and be completed before March 2024. Works include a new footpath around the eastern boundary of

the oval, a fenced dog park, drainage sump earthworks, installation of new reticulation and trees, waste bins, a drink fountain and dog agility equipment.

The major project within the budget is the LED street light upgrade, which the Towns officers have progressed the project through Western Power. The Officers have been liaising with Western Power and the requirement behind smart lighting. Western Power at this stage through their upgrade program are not including smart lighting, just the standard LED's. 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 2024/25 budget.

11.2 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 022811

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

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

(CARRIED UNANIMOUSLY 3:0)

For: Crs Natale, Collinson & Wilson

Against: Nil

REPORT ATTACHMENTS

Nil

11.3 ENGINEERING MAINTENANCE ITEMS

Report Reference Number	WCR-152
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 November 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 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 year's 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.

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 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	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)	
2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)	
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 2023 audit, and repairs are up until July 2023:

	Defects	Pit defects	Repaired Defects
Total	2018	412	227

Below shows the number of defects that are now repaired as part of the completed capital works in 2023/24 budget.

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

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.

From 1 September 2023 until 17 November 2023 (77 day period) there were 70 snap, send and solve reports to the Town, of the 37 reported the below shows the breakdown of most reported issues:

Category	Reports
Footpath	4
Graffiti	8
Play equipment	5
Signs	16

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.

11.3 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 032811

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

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

(CARRIED UNANIMOUSLY 3:0)

For: Crs Natale, Collinson & Wilson

Against: Nil

REPORT ATTACHMENTS

Nil

11.4 PARKS & GARDENS

Report Reference Number	WCR-155
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 November 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 \$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

The Officers meet with the relevant sports user groups of the Preston Point ovals every quarter, which is a good way to communicate works or issues.

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

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:

- Retic bore upgrades – Stratford Street bore cubicle upgrade to commence after summer, due to waiting on parts and materials.
- Retic upgrades – Reticulation upgrade works in Gourley Park were completed in August 2023. Rewiring of McKenzie reserve is complete.
- The townwide reticulation network has been picked up by a surveyor. This was a large undertaking but the longer term benefit will be evident in the coming years.
- Tree planting – All seasonal tree planting was completed by August 2023. The aim will be to plant more trees before July 1 2024, closer to winter months. These will be from resident requests and park replacement.

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.

11.4 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION**Committee Resolution 042811****OFFICER RECOMMENDATION:****Moved Cr Natale, seconded Cr Collinson****That the Works Committee receive and note the Parks and Gardens report.****(CARRIED UNANIMOUSLY 3:0)****For:** Crs Natale, Collinson & Wilson**Against:** Nil

REPORT ATTACHMENTS

Nil

11.5 RISK & HAZARDS

Report Reference Number	WCR-157
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 November 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.

As discussed in the works committee in August 2023, the highest risks within the Technical Services Department are below:

- Inadequate hazard identification and exclusion Risk rating 12
- Lack of Asset management planning Risk rating 9
- Lack of formal or appropriate scheduling Risk rating 9
- Lack of training, awareness and knowledge Risk rating 9

- Project management - Failure to consult with key stakeholders Risk rating 9
- Inadequate security protection measures in place for buildings Risk rating 9
- Inadequate contract management practices Risk rating 9

All of these risks have relevant controls in place, with the inherent impact on the lower end for all of the risks.

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 Town's 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.

11.5 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 052811

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

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

(CARRIED UNANIMOUSLY 3:0)

For: Crs Natale, Collinson & Wilson

Against: Nil

REPORT ATTACHMENTS

Nil

11.6 STRATEGIC PROJECTS

Report Reference Number	WCR-159
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 November 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, which all are long term projects.

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		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

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 which is adjacent to Cool Beans café, Norm McKenzie Park. The concept is out to the public for any feedback, which will be provided to Council in early 2024.

The river wall upgrade project near Dome café commenced in November 2023, with progress going well, and the works to be completed by December 2023. The works were planned during this time due to lowest tide heights.

Some images are below of the works progressing.



Implementation of Asset Management Plan

All Asset management plans were reviewed in early 2022, 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.

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.

11.6 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 062811

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

That the Works Committee receive and note the Strategic Project report.

(CARRIED UNANIMOUSLY 3:0)

For: Crs Natale, Collinson & Wilson

Against: Nil

12 MATTERS BEHIND CLOSED DOORS

Nil.

13 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 7.33pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Works Committee** of the Town of East Fremantle, held on **28 November 2023**, Minute Book reference **1. to 13.** were confirmed at the meeting of the Committee on*

26 MARCH 2024



Presiding Member