



AGENDA

Council Meeting

Tuesday, 16 June 2020 at 6.30pm

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.

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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 style="text-align: center;">Deputations</p> <p style="text-align: center;">A formal process where members of the community request permission to address Council or Committee on an issue.</p>	<p style="text-align: center;">Presentations</p> <p style="text-align: center;">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 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 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 Council will be held at 6.30pm on Tuesday, 16 June 2020 in the Council Chamber, 135 Canning Highway, East Fremantle and your attendance is requested.



GARY TUFFIN
Chief Executive Officer

AGENDA

- 1. OFFICIAL OPENING**
- 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**
 - 3.2 Apologies**
 - 3.3 Approved**
- 4. DISCLOSURES OF INTEREST**
 - 4.1 Financial**
 - 4.2 Proximity**
 - 4.3 Impartiality**
- 5. PUBLIC QUESTION TIME**
 - 5.1 Responses to previous questions from members of the public taken on notice**
Nil.
 - 5.2 Public Question Time**
- 6. PRESENTATIONS/DEPUTATIONS**
 - 6.1 Presentations**
Nil.

6.2 Deputations

7. APPLICATIONS FOR LEAVE OF ABSENCE

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Meeting of Council (19 May 2020)

8.1 OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 19 May 2020 be confirmed as a true and correct record of proceedings.

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

10.1 Endorsement of the Preston Point Road North Recreation Precinct Master Plan

File ref	A/PNRM
Prepared by	Karen Dore, Coordinator Capacity Building
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date	16 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Preston Point Road North Recreation Precinct Master Plan (draft) (separate attachment)2. Summary of Public Comment Submissions

Purpose

Council is requested to consider endorsing the Preston Point Road North Recreation Precinct Master Plan, as attached with deliberation of the officer's comments.

Executive Summary

The requirement for the preparation of a Preston Point Road North Recreation Precinct Master Plan was identified in the Town's Recreation and Community Facilities Strategy (adopted 13 December 2016).

A Master Plan for the Preston Point Road North Recreation Precinct will provide a blueprint to enable effective planning for the diverse sporting and active recreation requirements of the precinct to meet the needs of the community, providing clear direction in the short and medium term for the redevelopment / upgrade of and investment in recreation facilities.

Better meeting the recreational needs of our community could be reasonably expected to:

- increase the physical activity participation of the community;
- reduce the percentage of residents who are overweight and obese;
- increase the recognition of the value of sport and active recreation in the community; and
- develop social capital leading to a stronger, happier and more connected community.

The following items should also be noted when considering the criticality of this Plan;

- probable growth area due to the proposed redevelopment of the Leeuwin Barracks site;
- proposed co-location of facilities where appropriate and / or the assurance that with the three proposed upgrade / redevelopments there is not a duplication of facilities; and
- expectation of increased participation through new users, special interest groups and the wider community.

The Sporting Clubs that utilise the Precinct are identified as;

- East Fremantle Cricket Club
- East Fremantle Junior Cricket Club
- East Fremantle Junior Football Club
- East Fremantle Lacrosse Club
- East Fremantle Tennis Club
- East Fremantle Yacht Club
- First Fremantle Sea Scouts' (Camp Waller)
- Fremantle City Football Club (formerly EF Tricolore Soccer Club)

Background

A Scope of Works for the Plan was released in November 2018, with six (6) submissions received. In late December 2018 A Balanced View Leisure Consultancy Services (ABV) were engaged to undertake the preparation of the Master Plan. Extensive consultation and research has been undertaken by ABV since February 2019.

The draft Plan was released for public comment period on 21 February 2020, with submissions accepted up until close of business on 20 March 2020. A forum for precinct users was facilitated by the Town on Tuesday 25 February 2020

Forty submissions were received (summary below) and reviewed.

- 06 x Local Resident 15%
- 01 x Local Member 2%
- 04 x Club Representative 10%
- 02 x Non Resident 5%
- 26 x Unknown (no address) 66%
- 01 x State Sporting Association 2%

The submissions were broken down to one hundred and one “observations”;

- 24 Local Resident 24%
- 01 Local Member 1%
- 35 Club Representative 35%
- 11 Non Resident 11%
- 28 Unknown (no address) 27%
- 02 State Sporting Association 2%

This report was submitted to the Council Meeting 19 May 2020 where it was resolved to hold the matter over to the June meeting.

Consultation

- Businesses, Community Groups & Sporting Clubs
 - Online survey
 - One-on-one meetings
 - Breakfast presentation
 - Public comment period
- Community
 - Online / hard copy survey
 - Drop-in session onsite (2)
 - Breakfast presentation
 - Public comment period
- Department of Biodiversity, Conservation and Attractions (Swan River Trust)
- Town of East Fremantle “Neighbourhood Link”
- Neighbouring LGAs
- State Sporting Associations

Statutory Environment

Not applicable.

Policy Implications

Community Engagement Framework.

Financial Implications

There is no financial implication associated directly with the endorsement of this document.

Strategic Implications

The Town's Recreation and Community Facilities Strategy, adopted in December 2016, identified a range of strategic issues and principles to guide future development of recreation and community facilities in East Fremantle. Relevant to this project is Action 3.

Facility

Parks and Playgrounds

Rationale

Sporting reserves north of Preston Point Road comprise a significant open space precinct.

Comments

Master plan to include sporting facilities and passive recreation facilities (play spaces, trails and community meeting spaces) and amenities such as car parks.

Master plan to integrate the total area and create linkages which allow for multipurpose use and long term flexibility.

Designate reserves north of Preston Point Road as sites for major multi age play spaces, incorporating drinking water fountains, shade, seating and toilets in close proximity.

Action

Prepare a master plan for the sporting reserves north of Preston Point Road (Wauhop Park, Henry Jeffery Oval, Chapman Oval and Preston Point Reserve*).

Timeframe

2018-2019

*This 'precinct' also includes the following built facilities; East Fremantle Yacht Club, Camp Waller, Tennis Club Pavilion, East Fremantle Cricket & Lacrosse 'Clubhouse', East Fremantle Junior Cricket & Junior Football 'Clubhouse' and Tricolore Community Centre.

Site Inspection

ABV undertook various site inspections during the course of consultation and Plan preparation.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not endorse this document.	Unlikely (2)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	Accept Officer Recommendation

Risk Matrix

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

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

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

Comment

The Master Plan's Summary of Proposed Priorities is a suggested timeline with indicative costings. The listed projects are not final, and any identified project will be subject to a rigorous project planning process with further approval sought prior to commencement.

The focus area was gifted the quite onerous title of Preston Point Road North Recreation Facilities Precinct through the Town's Recreation and Community Facilities Strategy. It is recommended that this be simplified to "Preston Point Precinct", with the final document edited to reflect this change.

In deference to the review of submissions it is suggested that;

- an access audit (on buildings, reserves and existing pathways) be undertaken by Town staff.
- an end-of-trip facilities audit be undertaken by Town staff.
- a lighting audit be undertaken by Town staff.

10.1 OFFICER RECOMMENDATION

That Council:

1. note the forty submissions presented in Attachment 2;
2. endorse the Preston Point Road North Recreation Precinct Master Plan with the amended title of Preston Point Precinct Master Plan;
3. endorse the priority projects outlined in Part 14 of the Master Plan with projects to be reviewed and prioritised on an annual basis as part of the budget process; and
4. support the proposed audits (access, end-of-trip facilities and lighting) to be undertaken by Town staff.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

No.	Submittor	Reference	Summary of Submission	Officers Comment
18.10	Resident	IEM83172	Access and Inclusion: The Disability Access and Inclusion Plan 2016-2020 mentions the need for access and improvements to the PPRNRP site. It appears very little to date has been done to improve this. Generally access to the playing fields is difficult. It is important this plan is inclusive of all park users including local residents, elderly and disabled.	Acknowledged. If this is not covered as part of the Cardno Traffic Management Plan, it is suggested that an access audit (on buildings, reserves and existing pathways) be undertaken by Town staff to identify what areas might not be compliant. This can build upon the observations made on pages 93 and 94 of the Plan. The assessment could then be extrapolated to identify when a remedy might be possible.
5.1	Club Representative (Junior Football)	IEM82786	Addition: relocation of the 20 foot sea container which is currently behind the cricket nets needs to be considered (estimated cost \$14,000).	Community consultation has been undertaken concerning this with the preferred outcome being to leave the container 'as is'. The Plan indicates the possibility of future storage on the Preston Point Road side of the reserve, the location of the container can/will be reviewed at that time.
18.9	Resident	IEM83172	Ageing Population: The Town has an older population than WA as a whole. I think additional passive recreation needs to be an integral part of the Master Plan.	The proposed walking paths with seating under trees provide the opportunity for passive recreation. They will also open up the possibility of including local interpretative plaques at the rest spots as a future project.
36.9	Club Representative (Table Tennis)	IEM83272	Ageing Population: The Town of East Fremantle is likely to experience increased local demand for senior sports programs and a minimal increase in demand for introductory level sports programs for young children aged 5-14 years. Table Tennis will help with increased demand at minimal cost. Older persons seek lower impact activities at more convenient and flexible times of the day, Table Tennis will provide this.	The inclusion of, and increase in, Masters and Veterans competitions in many sports is a positive sign of the times.
3.5	Non-resident	IEM82621	Camp Waller (8): colocate Scouts to EFYC (16) and reutilise site as a pleasant public space for river access.	This proposal would require in-principle support from both the Scouts and Yacht Club prior to the preparation of a feasibility study. Potential issues that would require

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

				consideration could include the possible conflict between children, various boats, traffic and licenced facilities.
36.19	Club Representative (Table Tennis)	IEM83272	<p>Colocation: Address of stated weaknesses of Table Tennis colocating with the East Fremantle Lawn Tennis Club;</p> <ul style="list-style-type: none"> - Estimated \$1m building cost, would require minimum funds from Town of East Fremantle, if Table Tennis are given a target and reasonable tenure. - Table Tennis is not currently an East Fremantle Club, a Table Tennis facility would be a huge added benefit to ALL Town residents and to the EFLTC with an immediate boost of a considerable number of social/playing members. - Capital expense of two buildings, the new building location has less relationship to the river aspect than the existing building and has been addressed in the EFLTC presentation. - 2 storey building height impact on residents, will be addressed by EFLTC. - Car parking impact, as there are no event days for Table Tennis, impact on car parking will be minimal. 	<p>Building Cost – Table Tennis appear to have approximately \$110k to invest, with \$13kpa (hire) which indicates that considerable time, or a loan, will be needed to raise the amount required.</p> <p>New Club – as a small local government there is not necessarily the capacity to support an additional club without adversely affecting an existing club or group. Concerning additional members, it is possible that the immediate take up has been catered for, with further growth from outside East Fremantle.</p> <p>Building Height – the minimum height request (4m) equates to a 2-storey building. It is acknowledged that an alternative is to build lower into the ground but this would add to site building costs.</p> <p>Car Park – if this were to be considered a State facility (as indicated in the Table Tennis submission) it would be expected that State, and possible National, tournaments would be held. This could impact parking. Also there is an anecdotally acknowledged that there is a shortage of parking in the area (predominantly when the Yacht Club and field sports coincide) and an additional could be reasonably expected to add cars to the area.</p> <p>An alternative that could be considered is the continued use of the current, and then the planned, Tennis Club Hall as a permanent hire venue.</p>

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

3.10	Non-resident	IEM82621	Colocation: co sharing of current building space would provide a fiscal benefit and should be a priority when considering future planning.	This is supported by Master Plan.
6.3	Club Member (Yacht Club)	IEM82976	Colocation: Given discussions of the Bowling Club & Croquet Club relocating to the Tennis Club area, I would think the MOU with Tennis Club & Table Tennis is not in the best interests of all the existing East Fremantle Sporting Clubs.	There is no mention of the East Fremantle Croquet Club relocating to this Precinct, and concerning the East Fremantle Bowling Club, this was a contemplation rather than a discussion.
36.10	Club Representative (Table Tennis)	IEM83272	Colocation: Rather than facility sharing by Summer and Winter sports Table Tennis is played, and uses the facility, all year round. It will be available to all Preston Point Precinct users all year round.	Noted.
36.18	Club Representative (Table Tennis)	IEM83272	Colocation: Strengths of Table Tennis colocating with the East Fremantle Lawn Tennis Club; <ul style="list-style-type: none"> - MOU (27/9/2018) - Currently working together EFLTC, first table tennis session March 2019 - Winter / all year option for tennis players to continue participation at the facility - Similar sports and cultures, many top East Fremantle tennis players also played Table Tennis - Table Tennis will activate the area in traditional non peak times providing additional security 	Noted.
18.12	Resident	IEM83172	Consultation: <i>“Can you please make sure I’m kept aware and up to date with all developments”.</i>	All submitters will continue to be informed as the document progresses, information will also be shared through the Town’s normal communication channels (email newsletter, website, social media, monthly Fremantle Herald advertisement and – ultimately – the Annual Report).
11.2	Resident	ICORR83033	Consultation: Feel local resident input was limited. Very few residents saw the few small signs advertising the community forum. Consultation sessions were held when very few working people could attend.	Consultation was undertaken in line with the Town’s Community Engagement Plan, with details of consultation detailed on Page 1 of the Plan.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

				Resident opinions are considered integral to the endorsement of the Plan.
18.1	Resident	IEM83172	Consultation: Firstly I am disappointed and concerned with the lack of local resident and ratepayer involvement. My understanding is that the meeting was set up for sporting clubs only and the resident invitation was an afterthought. The initial acknowledgement from ABV does not even mention residents in its opening statement regarding the PPRNP. It appears the opinions and protections for local residents is given very little consideration and is not a priority for the Council.	Consultation was undertaken in line with the Town's Community Engagement Plan, with details of consultation detailed on Page 1 of the Plan. Resident opinions are considered integral to the endorsement of the Plan.
3.6	Non-resident	IEM82621	Dipping Deck (12): consider additional installation at EFYC end of car park.	Noted.
39.1	Address not provided	IEM83317	Dipping Deck: Applaud the proposed upgrades to the sporting facilities and public amenities associated with them. However, deeply troubled by the proposed "improvements" to the riverfront section between the scout hall and EFYC. This is only remaining un-manicured section of river frontage in East Fremantle. It is enjoyed by children, dogs, exercisers and seekers of solace on a daily basis. Indeed, generations beyond enumeration have delighted in it's natural wildness. It is a haven, our Secret Beach. Spare us from dipping pool decks.	Noted.
11.1	Resident	ICORR83033	Dog Exercise Area: concern re dog droppings on ovals [might be addressed with a fenced area].	Feedback from dog-owners indicates that open spaces are preferred to run dogs. There are detrimental aspects identified concerning a fenced area, such as urine concentration, worn grassed areas and too small for medium and large sized dogs. For these reasons, the consideration was removed from the draft Plan.
1.1	Resident	IEM82554	Dog Exercise Area: fenced for the protection of dogs, nesting birds, cyclists and pedestrians.	Feedback from dog-owners indicates that open spaces are preferred to run dogs. There are detrimental aspects identified concerning a fenced area, such as urine concentration, worn grassed areas and too small for

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

				medium and large sized dogs. For these reasons, the consideration was removed from the draft Plan.
36.21	Club Representative (Table Tennis)	IEM83272	East Fremantle Oval: it is suggested that this redevelopment includes suitable facilities for Table Tennis activities however this option is not suitable for a designated Table Tennis facility. History shows that equipment, if set up / put down / away, and is used by unsupervised participants unfamiliar to racquet sport, soon deteriorates. A couple of tables could be provided for use by those at the EFFC oval.	It should be noted that there is a vision that the 'new' East Fremantle Oval complex includes a purpose built indoor sports hall, Table Tennis could be considered an ideal partner at such a venue due to their heavy daytime usage. It is acknowledged that they would have to pack up but with suitable arrangements in place it could be successful. It is noted anecdotally that a number of table tennis venues operate this way.
36.13	Club Representative (Table Tennis)	IEM83272	Environmental: Table Tennis needs mainly toilets and drinking water with showers usually taken at home. There is also no requirement for grass maintenance (watering, fertilizing, mowing).	Unfortunately, this is <i>"comparing apples with oranges"</i> . Whilst a new building costs \$1m, a new playing field might be \$500k, but they then both need replacing over about 40 years so 2% of capital costs need to be apportioned pa. This means that the building is double the cost of the oval. There are additional values associated with playing fields, such as anyone can use it when not being used for sport bookings (25 hrs a week).
3.4	Non-resident	IEM82621	Foreshore: consider closing steps permanently and have public access at Camp Waller (8) and EFYC (16).	Staff at the Department of Biodiversity, Conservation and Attractions suggested that more access points can be better as this is the best option to eradicate erosion. This is one of the known / natural pathways used by residents and visitors.
25.2	Address not provided	IEM83238	Idea: A clay based bike pump track (or BMX track, or mountain bike trail) installed near the kids playground.	It is suggested that this is not compatible with this area (insufficient space). These facilities get very busy, requiring vehicle parking and bike access. This could be considered as part of a youth facilities could include a skate park and 3-on-3 basketball pad. It should also be noted for future reference that clay based tracks are proving to requiring ongoing repair with many being replaced by bitumen.
1.3	Resident	IEM82554	Idea: consider building a bird watching hide on the cliff.	The cliff area is heritage listed and known to be eroding, it is suggested that additional foot traffic and construction is

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

				unlikely to receive support from the Department of Biodiversity, Conservation and Attractions. Also, it is unknown whether the area in question would be quiet enough.
25.1	Address not provided	IEM83238	Idea: Suggestion that bike racks be installed at each recreation club (20+ bikes each), with a small rack (10+) at Camp Waller.	Acknowledged. It is suggested that this will be included within the Cardno Traffic Management Plan, and that an audit be undertaken by Town staff to ascertain where existing racks are and where additional racks could be located.
18.11	Resident	IEM83172	IG Handcock Park: This small park appears very neglected and could easily be improved with some reticulation and a few more plants. It should not be utilised for car parking.	There is an implied intent within the Plan to improve this small park with planting and landscaping of the area. It is noted that this should include reticulation.
3.2	Non-resident	IEM82621	Jerrat Drive (26): exclude traffic east of the tennis club car park.	This option was not supported as no entry / exit at the eastern entry to Jerrat Drive would mean that traffic is required to turn around at the existing Tennis Club car park. In turn, this would increase internal traffic contrary to the objective of easing congestion.
18.6	Resident	IEM83172	Jerrat Drive (26): It is stated that the existing proximity of the fields to Jerrat Drive pathway presents a safety risk for pedestrians on match days. Any increase in pitch size and consequent movement of the road will still maintain an equivalent distance between boundary and spectators. I cannot see how this will improve safety. The increase in playing area to national standards also allows for additional senior games of lacrosse. This in turn means more hours and surface wear.	The increase in cricket pitch size will place pedestrians further away from the batsman, which will make pathways safer. In relation to lacrosse, an increase in size will allow for increased run off areas between the fences and playing fields, making the area safer. National standards do not increase games as playing surfaces can only sustain maximum number of hours. The Town is looking at closer monitoring of playing hours in the future.
4.2	Resident	IEM82618	Jerrat Drive (26): proposed cycle way seems to be a poorly researched item.	This opportunity has been identified and researched, but will be further researched prior to enactment.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

39.2	Address not provided	IEM83317	Jerrat Drive (26): PS: I can't help thinking the one-way direction on the access road past the tennis court needs to be in the opposite direction; entering from Petra street and leaving from an actual upgraded intersection on Preston Point Rd (as opposed to the footpath bunnyhop currently in place). The egress onto Petra St is currently confused and dangerous, and will become more so with increased traffic associated with the easier access to Bicton pool.	This feedback will be considered when the traffic component of the Plan is reviewed and planned.
6.4	Club Member (Yacht Club)	IEM82976	Jerrat Drive (26): We are in favour of the changes to traffic flow on Jerrat Drive. There are at present visibility issues which will need to be addressed as at present not all road users stop at the STOP Sign.	Noted.
1.2	Resident	IEM82554	Jerrat Drive (26): west, between Wauhup Road and Lacrosse Club Rooms, consider retainment to allow vegetation growth and in turn return of native birds.	Acknowledged. It is suggested that the Town address this, and similar suggestions, during the landscape design phase of this, and similar, areas.
36.11	Club Representative (Table Tennis)	IEM83272	Junior Sport: Table tennis juniors and seniors mix during all sessions, there is not a need for segregation as in some sports.	Noted.
4.3	Resident	IEM82618	Leeuwin Barracks: the Master Plan does not take into account this future redevelopment.	The Plan accounts for the proposed population increases with regard to the development in future sporting activity developments. The Plan also recognises the expected increase in transportation movements from the development. It is noted that the timing of the development at this stage is unknown meaning that details of facilities that will be provided within the development haven't been determined as yet.
3.3	Non-resident	IEM82621	Lighting: consider the addition of footpath lighting.	Acknowledged. It is suggested that a lighting audit be undertaken by Town staff to identify what areas, if any, might need lighting improvement.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

18.5	Resident	IEM83172	Lighting: The addition of match play and training lighting will enable extra hours for training and potential evening games causing more playing surface wear and disturbance for residents.	Improved lighting actually allows more even wear and tear on playing fields as the entire area is use. For example, the current lacrosse fields are only one third to one half lit, the areas under lights take most of the wear. Wear would be evened out if entire field was lit. Upgrades in lighting technology can provide less lighting “spill” to other areas. Night games that might possibly cause disruption to residents could be managed and / or influenced by the Town through governing the times and numbers of night fixtures permissible.
4.4	Resident	IEM82618	Master Plan: this is basically a wish list that needs to be more up front with costing and how they will be paid for.	This observation is correct. Each identified project will be subject to its own plan and budget.
36.22	Club Representative (Table Tennis)	IEM83272	Parking: A lot of the parking difficulties seem to be created by EFYC. Residents should be given the opportunity for a new activity instead of increased provision for weddings, functions and bar trade. There is ample private enterprise in East Fremantle for entertainment of this type.	It should be noted that the East Fremantle Yacht Club was established in 1933. It is acknowledged that function hire is the lifeblood of community sporting sustainability.
28.3	Club Representative (Tennis)	IEM83244	Parking: Less intrusive parking options are available than reclaiming the rested grass-courts for a Petra Street carpark. This area should be kept free for future grass-court restoration or floodlit Hardcourt expansion. The existing carpark and red-ball court carpark could be improved and extended by Council (estimate \$100,000). (refer proposal)	This observation is noted, with the issue being addressed via an independent process.
6.2	Club Member (Yacht Club)	IEM82976	Parking: This item has been on the books for many years. It was disappointing that the proposed parking lot at the corner of Petra St and Preston Pt Rd didn’t go ahead. We do understand it is in the Tennis Club Lease area, but given this plot of land is not used regularly by the Tennis Club I believe for all clubs & residents this should go ahead.	Noted.
18.3	Resident	IEM83172	Parking: Whilst understanding that in peak times car parking space is limited for players and spectators, this peak time is limited to very few hours on some weekends. For the vast	This issue will be addressed in the least impactful but most efficient way possible through the Cardno Traffic Management Plan.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

			majority of time these spaces are not utilised. What other strategies have been looked at for parking in peak periods? There needs to be a limit on the number of car parking spaces to protect the environment and ambience within the Town of East Fremantle.	
36.16	Club Representative (Table Tennis)	IEM83272	Parking: Table Tennis parking would fit within the existing capacity.	This statement could be considered as correct off-peak, however, there are ongoing parking problems in the precinct during peak times. As previously noted, if the proposed Table Tennis building was to be considered a State facility (as indicated in the Table Tennis submission) it would be expected that State, and possible National, tournaments would be held. This could affect parking.
36.15	Club Representative (Table Tennis)	IEM83272	Participation – Affordability: Table Tennis will not require ongoing funding and will provide a <i>“locally accessed, lower cost opportunity for those without the resources to travel or pay for more expensive pursuits”</i> . The current annual fee allows 13 hours per week play on 5 different sessions at just over \$1 per session.	Council needs to be cognisant of the fact that with new buildings there can be the potential for future funding requirements, for example in relation to building replacement, or maintenance should a Club not remain solvent. It is estimated that approximately 2% of capital cost is required for building replacement, therefore if a \$1m build is proposed then operationally \$20k pa is required after all other operating expenses for building renewal / replacement.
3.1	Non-resident	IEM82621	Pathway (10): preserving of open space and providing a running track is positive. Pathway needs to be extended around the bottom oval and back up past the north end of the pavilion and onto Jarrett Drive.	The proposed pathway will go to Wauhop Road, covering this suggestion.
28.6	Club Representative (Tennis)	IEM83244	Pathway (10): We commend the Master Plan’s focus on improving pedestrian access in the Precinct as a first priority. We are disappointed that the Cardno Traffic Management Plan was not made available at this time. Vehicular traffic and parking in the Precinct are clear themes throughout this Master Plan. Not being fully informed of the Cardno data and recommendations compromises our response. (refer proposal)	Noted.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

6.5	Club Member (Yacht Club)	IEM82976	Pathway (10): With cyclists being the worst offenders & the plan showing a new cycle lane our concern is for vehicles using Petra Street heading north.	Noted.
6.1	Club Member (Yacht Club)	IEM82976	Petra Street (17): The walkway connection and stairway access should have high priority. The EFYC must provide access in front of the club. This access has become very busy with the only way to walk or ride. The EFYC have cars, boats and sailing going on in a small area. Not ideal. The walkway would at least give two accesses & especially for the busy times.	The timeline and priorities are intended as a guide to ensure that Council are ready for development opportunities (ie funding and collaboration) that present themselves.
18.4	Resident	IEM83172	Playing Field Utilisation: Section 11.4 states research undertaken by DLGSI and Curtin University estimates the carrying capacity of rectangular pitches is 16 hours usage per week and for oval surfaces 25. Wauhop Park, Henry Jeffery Oval and Preston Point Reserve all presently exceed this by up to 100 percent with matches and training on 6/7 days a week. Proposals in the Master Plan suggest hours will increase (lighting / playing surface).	An increase in playing surface (ie through lighting) will increase the spread of use, therefore reducing wear. It is also proposed that through an improvement in processes usage will be more closely monitored to enable restriction to be enforced where necessary.
36.14	Club Representative (Table Tennis)	IEM83272	Playing Field Utilisation: Table Tennis can be played 24/7 with no wear and tear on grounds.	This is acknowledged, however it should be noted that wear and tear is also a factor of built facilities, with the requirement for maintenance and replacement budgeting.
18.2	Resident	IEM83172	Preston Point Road: This is a very busy road and in sections very narrow. Apart from Page 2 there is no mention in the report regarding the danger for recreational cyclists. On any Saturday morning over 1,000 cyclists travel along the road and on any other day these numbers would be in the 100's. Vehicles try to overtake on narrow sections where central road bollards make it virtually impossible to do so. Occasionally vehicles overtake by driving to the right of Keep Left signs.	The Plan refers to the dangers associated with recreational cyclists, with a recommendation to install an additional bike path section. It is envisaged that this issue will be a focus of the Cardno Traffic Management Plan.
18.7	Resident	IEM83172	Preston Point Road: This road is extremely busy especially at weekends and commuter times. For the last few years very little has been done to protect drivers, cyclists, pedestrians	The Plan has a reference to improved fencing at road and pathway ends. This issue should also be addressed through the Cardno Traffic Management Plan.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

			and residents from balls crossing the road. There have been many instances where nets have not gone up along the PPR boundary. Hard balls flying across the road have the potential to cause a fatality at worst and damage to cars, property and people. There needs to be a vigilant method of protection for road users and residents during matches and training.	
3.9	Non-resident	IEM82621	Sporting Clubs: some clubs are able to access external funding from sports bodies which should not provide them with an unfair advantage over other clubs.	All projects are, and will be, considered on their own merits to limit disadvantage.
3.8	Non-resident	IEM82621	Sporting Clubs: suggest all clubs are re-contacted to ensure that what is presented in the plan is their current thinking.	All sporting clubs were involved in the initial consultation process, and were invited to provide comment on the draft Plan. Additionally, before any individual projects are planned / progressed all affected clubs will be consulted to ensure that their latest position, and up-to-date trends, are considered.
3.7	Non-resident	IEM82621	Stair Access (17): make this an urgent priority.	Noted.
36.1	Club Representative (Table Tennis)	IEM83272	<p>Table Tennis: (23 pages) The initiative to give Table Tennis a permanent, dedicated modern facility at EFLTC is fully supported by East Fremantle Lawn Tennis Club, Table Tennis WA and Table Tennis Australia. Currently there is no dedicated facility in WA that can cater for local players who want to play table tennis at virtually any time and on any day of the week. It is intended that the TT facility proposed for EFLTC will be able to provide this, as well as allowing the holding of occasional National or International Table Tennis events. EFLTC will get a boost of social / potential playing members from FTTC.</p> <p>FTTC have;</p> <ul style="list-style-type: none"> • Proven financial management . • Increasing participation numbers . • Multicultural participants and committee. • Varied qualified, and age spread of committee. 	Refer 36.19.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

36.8	Club Representative (Table Tennis)	IEM83272	Table Tennis: Community access and general community use will be encouraged by Table Tennis in line with Council's desire for infrastructure which allows community access.	Council's reference to "access and general community use" is more in relation to Ovals. It is envisaged that an enclosed table tennis facility would not have the ability to be publicly open like a public open space.
36.7	Club Representative (Table Tennis)	IEM83272	Table Tennis: If Table Tennis is given a reasonable target, and lease terms, the requirement for Town of East Fremantle funding will be minimal.	Noted.
7.1	Address not provided	IEM82993	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
8.1	Address not provided	IEM82977	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
9.1	Non resident	IEM83093	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
10.1	Address not provided	IEM83116	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
12.1	Address not provided	IEM83148	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
13.1	Resident	IEM83133	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
14.1	Address not provided	IEM83140	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
15.1	Address not provided	IEM83153	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
16.1	Address not provided	IEM83170	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
17.1	Address not provided	IEM83171	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
19.1	Address not provided	IEM83178	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
20.1	Address not provided	IEM83187	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
21.1	Address not provided	IEM83210	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.

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22.1	Address not provided	IEM83211	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
23.1	Address not provided	IEM83214	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
24.1	Address not provided	IEM83228	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
26.1	Address not provided	IEM83239	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
27.1	Address not provided	IEM83242	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
29.1	Address not provided	IEM83251	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
30.1	Address not provided	IEM83254	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
31.1	Address not provided	IEM83256	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
32.1	Local Member	IEM83265	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
33.1	Address not provided	IEM83267	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
34.1	Address not provided	IEM83269	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
35.1	Address not provided	IEM83270	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
37.1	Address not provided	IEM83273	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
38.1	Address not provided	IEM83297	Table Tennis: supportive of inclusion within East Fremantle Lawn Tennis Club.	Noted.
36.6	Club Representative (Table Tennis)	IEM83272	Table Tennis: Table Tennis is available to all, including schools, aged groups and the general public. If the priority is, as stated, to be given to infrastructure which “ <i>meets the needs of the broader East Fremantle community and has higher levels of use and community access</i> ”, along with	Noted.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

			<i>“developing recreation and community hubs which cater for multiple activities and user groups”</i> Table Tennis should be a priority.	
36.5	Club Representative (Table Tennis)	IEM83272	Table Tennis: Table Tennis ticks all of the Key Development Principles: <ol style="list-style-type: none"> 1. <i>Financially sustainable</i> 2. <i>Colocation, shared use, multipurpose design</i> 3. <i>Maximised utilisation</i> 4. <i>Contemporary</i> 5. <i>Accessibility</i> 6. <i>Sustainability</i> 	Noted.
36.3	Club Representative (Table Tennis)	IEM83272	Table Tennis: The addition of table tennis would be a new activity, the plan shows no new initiative for the next 20 years, mainly maintenance and upgrading of existing facilities.	The Preston Point Precinct is already a busy, well-utilised area. One aim of the Plan is to ensure the provision of safe, contemporary and well-regarded facilities for all to continue to enjoy. Where possible the Town will be flexible in order to accommodate new utilisation possibilities, however, this is not a priority.
36.4	Club Representative (Table Tennis)	IEM83272	Table Tennis: The Plan shows at least four Bars/Function rooms within the Precinct.	Function spaces in relation to sporting clubs (ie the Lacrosse/Cricket Club, Tennis Club and Yacht Club within the precinct) are important for socialising and meetings along with enabling the clubs to be sustainable through hire / income generation / provision of facilities to members.
28.4	Club Representative (Tennis)	IEM83244	Table Tennis: The Table Tennis Pavilion concept should be on the Master Plan Concept drawing (section 13), to allow EFLTC to continue to investigate the feasibility, and the best way, to co-locate Table Tennis at EFLTC in open cooperation with all stakeholders. Proposed schedule 2023-2024 with funding through SportAus/CSRFF/EFLTC/FTTC. (refer proposal)	Table Tennis is not included in the Plan as it is not a recommendation of the consultant. This does not preclude the Tennis Club from continuing to investigate the feasibility of the collaboration.
36.20	Club Representative (Table Tennis)	IEM83272	Tennis - Funding: It is noted that this colocation could represent a sizeable expense for the Town when the Table Tennis Club is not based in the Town. The estimate for the	Noted.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

			<p>Table Tennis component of facilities is approximately \$800,000 (to \$1m). Table Tennis can contribute approximately \$100,000 capital along with servicing a \$200,000 18year loan. Fund raising and in kind contributions would be an additional source of contribution. Other sources could include;</p> <ul style="list-style-type: none"> • Tax deductible contributions • Sponsors • Members Bonds • Functions • Club savings 	
36.12	Club Representative (Table Tennis)	IEM83272	<p>Tennis Hit Up Walls: the wall of proposed Table Tennis hall could be used.</p>	<p>It is our understanding that this has been addressed by the Tennis Club, although it is noted that Lacrosse could be considering access to a practice wall. It is also to be noted that utilising the wall of a building as practice wall could lead to a ‘thumping’ effect internally.</p>
40.1	State Sporting Association (Tennis)	IEM83323	<p>Tennis Pavilion (21) – Lighting: EFLTC is the only provider of tennis in the area. They have clearly demonstrated the growth in their structured coaching programs as well as casual use through the Tennis Australia endorsed Book-a-Court system. In fact their capacity to deliver tennis under lights on hardcourts is already close to capacity and the club has a short term need for more lit courts. The club and their head coach have articulated the need for an upgrade for lighting to the western hardcourts.</p>	<p>It is identified that the Fremantle (4.3km) and Melville Tennis Clubs (2.8km) are considered as being within close proximity of East Fremantle.</p> <p>The requirement for upgraded court lighting is noted as a priority, however will be subject to competing priorities for funding.</p>
40.2	State Sporting Association (Tennis)	IEM83323	<p>Tennis Pavilion (21) – Lighting: The Town of East Fremantle have made a number of references and recommendations about the EFLTC in the Preston Point Road North Recreation Precinct Master Plan. One of these recommendations, in section 12.4 of the plan, is to “Support the club’s plans to light the western hard courts subject to appropriate planning approvals and feasibility assessment”. However further in the</p>	<p>This can be considered at the time that the Tennis Club propose to submit a CSRFF grant application, in relation to other proposed activities.</p>

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			document, this lighting project is listed as a medium priority with a 5-10 year timeframe. Tennis West suggests this needs to be a short term project, noting that partial funding for the project will be sought through the State Government's CSRFF grant and from Tennis Australia's National Court Rebate Scheme. We are confident that the club's application warrants consideration for these funding sources and we hope they are successful.	
28.5	Club Representative (Tennis)	IEM83244	Tennis Pavilion (21): 4.Relocation of the Bowling Club to EFLTC has no supporting analysis, it is neither desirable nor practicable and is not supported by EFLTC or EFBC. (refer proposal)	This is not a preferred option, it was an option considered as part of due process. The East Fremantle Bowling Club indicated that they would consider a relocation proposal, noting that their minimum requirement would be one grass and one synthetic green in line with member sentiments.
11.3	Resident	ICORR83033	Tennis Pavilion (21): Concern re the EFLTC Plans including having copies of a letter from ToEF CEO to EFLTC 29/5/2018 plus a copy of MOU between EFLTC and the Fremantle Table Tennis Club 6/10/18 confirming intent to establish a new joint facility. The EFLTC website displays plans that the new building would be two story over 650m2 at an estimated cost of \$2.6m. Raised question why ratepayers money and grass courts be given to a Fremantle Club and why isn't this being advertised?	Noted.
28.1	Club Representative (Tennis)	IEM83244	Tennis Pavilion (21): EFTLC Response (13 pages), noting that the Club are fully supportive of the objective of the Plan but the Club's opinion is that that the Master Plan draft does not properly reflect the representations made by EFLTC and its members during the consultation phase. <i>"We are disappointed that a year has been allowed to pass with only limited further consultation with EFLTC to discuss, negotiate and refine the draft Master Plan to properly reflect our goals, which have been clearly and openly communicated by EFLTC"</i>	Initial consultation was undertaken, but it is not feasible to continue consultation once the report construction process has commenced. Consultation was undertaken prior to the preparation of the Plan in order to have an understanding of local requirement. General contact was made during the, unfortunately protracted, process. The current call for public comment is to seek comment on the proposed plan – which was based on initial consultation. It should be noted that this is a precinct master plan, rather than an individual facility-planning project. Updates to

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

			<i>over that last few years, and to work towards mutually agreeable solutions to certain challenges.”</i> (refer proposal)	Club plans can be considered in tandem with consideration of the endorsed Plan.
18.8	Resident	IEM83172	Tennis Pavilion (21): I understand the need to redevelop the tennis club facilities but object to a new 2 story building with ceilings reaching up to a 6 metre height. This will have a direct impact on views for local residents and will increase traffic and noise in the vicinity. I understand the table tennis club wishes to operate 24/7 and possibly encompass a gym. 24/7 sport facilities should not operate in a residential area with the additional noise and disturbance to residents.	Any, and all, development applications will be subject to statutory consultation processes.
36.2	Club Representative (Table Tennis)	IEM83272	Tennis Pavilion (21): It is puzzling as to why the colocation of the Fremantle Table Tennis Club at East Fremantle Club was not the final Recommendation of the Master Plan rather than ‘in an East Fremantle Oval (EFO) redevelopment that includes suitable facilities for its activities’. EFO is not a suitable venue for a TT facility as tables and equipment would need to be folded and packed away after each session. Also, tennis is a more compatible sport.	Noted.
4.1	Resident	IEM82618	Tennis Pavilion (21): large amount of information available on future extensions but none included in the Master Plan.	A Master Plan does not generally include specific detail, it is a high level overview.
2.1	Resident	IEM82611	Tennis Pavilion (21): second storey addition not referenced.	This is not included as it is not a preferred option.
36.17	Club Representative (Table Tennis)	IEM83272	Tennis Pavilion (21): The preferred western option is in direct line with Clayton Street, thus lessening the potential impact on residents’ views. This is not shown within the Plan.	This is not included as it is not a preferred option. It should be noted that this detail would be dealt with during the design stage / development application. A master plan deals with the high-level concepts such as supported facilities and preferred locations.
28.2	Club Representative (Tennis)	IEM83244	Tennis Pavilion (21): Western Hardcourt Floodlighting Suggest earlier in timeline (2021-22) with funding breakdown as follows; <ul style="list-style-type: none"> • EFLTC: \$50,000 • CSRFF \$125,000 	Noted.

Preston Point Road North Recreation Precinct Master Plan – public comment submissions

			<ul style="list-style-type: none">• TA \$25,000• ToEF \$50,000 (for electrical infrastructure) (refer proposal)	
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11. REPORTS AND RECOMMENDATIONS OF COMMITTEES

11.1 Town Planning Committee Meeting (2 June 2020)

File ref	C/MTP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	16 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Town Planning Committee Minutes

Purpose

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

Executive Summary

The Committee, at its meeting on 2 June 2020, exercised its delegation in six statutory matters where at least four members voted in favour of the Reporting Officer's recommendations.

Two applications were deferred with one (loft additions at 10 Bolton Street) the subject of a further report for the Council Meeting on 16 June.

Consultation

Town Planning Committee.

Statutory Environment

Nil.

Policy Implications

Nil.

Strategic Implications

Nil.

Site Inspection

Not applicable.

Comment

The unconfirmed minutes of the Town Planning Committee meeting are now presented to Council to be received.

11.1 COMMITTEE RECOMMENDATION

That the unconfirmed Minutes of the Town Planning Committee Meeting held on 2 June 2020 be received.

TOWN OF
EAST FREMANTLE



MINUTES

Town Planning Committee

Tuesday, 2 June 2020 at 6.30pm

Disclaimer

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 I) 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.

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MINUTES OF THE ORDINARY MEETING OF THE TOWN PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY, EAST FREMANTLE ON TUESDAY 2 JUNE 2020.**1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS**

Presiding member opened the meeting at 6.30pm and welcomed members of the gallery.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. RECORD OF ATTENDANCE**3.1 Attendance**

The following members were in attendance:

Cr Collinson *Presiding Member*
Mayor O'Neill
Cr Harrington
Cr Watkins
Cr Nardi
Cr Natale

The following staff were in attendance:

Mr Malone *Executive Manager Regulatory Services*
Ms Culkin *Minute Secretary*

There were 5 members of the public in attendance.

3.2 Apologies

Nil

3.3 Leave of Absence

Nil

4. MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

5. DISCLOSURES OF INTEREST**5.1 Financial**

Nil.

5.2 Proximity**5.2.1 Cr Nardi - Item 11.8 Marmion Street #122A (Lot 2)**

Cr Nardi declared a proximity interest in Item 11.8 as he resides adjacent to the subject lot.

5.3 Impartiality

Nil.

6. PUBLIC QUESTION TIME

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

6.2 Public Question Time
Nil.

7. PRESENTATIONS/DEPUTATIONS

7.1 Presentations
Nil.

7.2 Deputations
Nil.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Town Planning Committee (5 May 2020)

8.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION

Moved Cr Nardi, seconded Cr Watkins

That the minutes of the Town Planning Committee meeting held on Tuesday 5 May 2020 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER
Nil.

10. REPORTS OF COMMITTEES
Nil.

PROCEDURAL MOTION**Moved Cr Nardi, second Mayor Cr Harrington****That the order of business be changed to allow members of the gallery to speak to specific planning applications.****(CARRIED UNANIMOUSLY)****11. REPORTS OF OFFICERS (COMMITTEE DELEGATION)****11.1 Bolton Street No 10 (Lot 24) Proposed loft addition**

Owner	Mark & Tanya Duncan-Smith
Applicant	Angella Moffat
File ref	P087/18
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Appendix (Summary of Submissions)

Purpose

The purpose of this report is for Council to consider a planning application for a proposed loft addition at No 10 (Lot 24) Bolton Street, East Fremantle.

Executive Summary

The applicant is seeking Council approval for the following variations to the Residential Design Codes and the Residential Design Guidelines;

- (i) Clause 5.1.3– Residential Design Codes – Lot Boundary Setback - Western Boundary – 4.7m required, 3.2m provided
- (ii) Clause 5.4.1 – Residential Design Codes – Visual Privacy Setback - 4.5m required, 4.3m provided
- (iii) Clause 3.7.18.4.1.3 – Residential Design Guidelines – Wall Height – 5.6m required, 6.9m provided
- (iv) Clause 3.7.8.3– Residential Design Guidelines – Roof Form & Pitch – original pitch required, curved (variable) roof pitch provided
- (v) Clause 3.7.2.3 – Residential Design Guidelines – Additions and Alterations to Existing Building – Loft Windows, Roof Geometry, Visibility from Street–horizontally proportioned windows provided, no significant change to roof geometry, minimal visibility from street

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

Background

Zoning: Residential R12.5

Site area: 678m²

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

There have been previous sets of plans presented to the Town in an effort to have the proposed development approved, however, an application was not presented to Council.

ConsultationAdvertising

The application was advertised to surrounding land owners from 18 March to 3 April 2020 with an additional week given for submitters to complete their submissions. Two submissions were received. The Town also undertook additional meetings with a submitter to discuss the application in detail. These submissions are included in the appendix at the end of this report due to the length of the submissions. The applicant response and officer response are also included in the appendix.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

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

3.3.1 Continue to improve asset management practices.

3.3.2 Optimal management of assets within resource capabilities.

3.3.3 Plan and advocate for improved access and connectivity.

**MINUTES OF TOWN PLANNING MEETING
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Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 Conserve, maintain and enhance the Town's open spaces.

4.1.1 Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.

4.1.2 Plan for improved streetscapes parks and reserves.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices.

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

4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts.

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	7.5m	11m	A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Eastern wall loft	11.1m long, 5.5m to 6m high 1.6m setback required	3.4m	A
Western wall loft	11.1m long, 7.6m to 8.5m high 4.7m setback required	3.2m	D
Southern wall loft	6m setback required	20.9m	A
Open Space		No change in open space from existing as loft is being built within existing footprint	N/A
Wall height	5.6m	6.9m	D
Roof height	8.1m	7.1m	A
Setback of Garage/Carport			N/A
Car Parking			N/A

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Site Works			N/A
Visual Privacy	4.5m	4.3m	D
Overshadowing			N/A
Drainage			To be conditioned

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	D
3.7.3 Development of Existing Buildings	D
3.7.4 Site Works	N/A
3.7.5 Demolition	D
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	N/A
3.7.8 Roof Form and Pitch	D
3.7.9 Materials and Colours	D
3.7.10 Landscaping	N/A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.18.3 Garages and Carports	N/A
3.7.18.4 Building Design Requirements	D
3.7.18.4.3 Fremantle Port Buffer Requirements	N/A

This development application proposes a loft addition as well as internal works at the subject property. The property is on the Town of East Fremantle's heritage list as a Category A property. Additions and alterations to such dwellings can be proposed by applicants.

The loft will house a master bedroom, lift, ensuite and toilet, walk-in robe and entry door onto the belvedere. Additional changes are proposed to the ground floor. Internal walls to 2 rooms and a hallway at the front of the house will be removed allowing the amalgamation of the area into a single open plan living, dining and kitchen area. New metal roof sheeting will be installed utilising the existing roof framing and approximately 50% of the guttering and downpipes will be replaced. New weather sealed windows in the same style as the existing windows will be installed. The existing belvedere and double chimney will remain in place. The existing footprint of the dwelling will remain unchanged and there is no increase in site coverage by the building nor reduction in the current open space on site.

The loft that is being proposed will be located 11m from the front boundary of the property and inserted in the valley and between the ridges of the existing roof. An attempt has been made to ensure that the loft has minimal impact on the neighbouring property owners' views of the river or ocean as the overall height complies with the Deemed to Comply provisions of the Residential Design Guidelines. The loft will alter the external appearance of the dwelling and will be discussed later in the report. The internal works that are proposed have no impact on the external appearance of the dwelling, but do improve the functionality and liveability of the dwelling by increasing the size of the rooms and allow the living area to become an open plan living space more in keeping with contemporary living.

It is noted that this proposal represents a significantly lower and more minimalistic proposal compared to the original proposal and the applicants claim that the proposal is closer to the aims of the Burra Charter. It is also noted that the Burra Charter can influence decisions taken by the Town with regards to

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the development of heritage properties but there is no legal requirement to do so. The Burra Charter ultimately provides guidance with regards to heritage protection and conservation only. Ultimately it is up to the Council to make the final decision as to whether the proposed development will be supported or not.

The following variations are proposed to the Residential Design Codes and the Residential Design Guidelines.

Setback – Western Side Boundary

The western wall of the loft is located approximately 3.2m from the western side boundary where it is required to be 4.7m in accordance with the deemed to comply requirements of Table 2b and Clause 5.1.3 C3.1 i of the Residential Design Codes. The 1.5m variation can be supported in accordance with design principles 5.1.3 P3.1. The proposed loft design is setback from the side boundary such that;

- there is minimal impacts from building bulk on the western boundary due to the proposed locations of the loft and because the slope of the area results in minimal impact from a visual or building bulk perspective;
- it has negligible impact on access to sunlight or ventilation to the building and open spaces on site and on the adjoining property; and
- there is minimal impact from overlooking or loss of privacy on adjoining properties.

The loft is setback from the western boundary where the dwelling is effectively hidden from the subject site due to the slope of the area and the fact that 12 Bolton Street has a dwelling that is built towards the rear of the lot and at a lower site level with the roof of the dwelling facing the subject property.

Visual Privacy

Four Velux skylights are proposed to be located on the western roof space above the loft area. These windows are located such that they are less than 1.6m from the finished floor level of the loft and have the potential to allow the western property to be overlooked. The visual privacy setback required for a bedroom is 4.5m in accordance with the deemed to comply requirements of clause 5.4.1 C1.1 i of the Residential Design Codes. In this case a setback of 4.3m is achieved. This minor variation can be supported because the windows overlook a narrow garden area and the roof on the adjacent property at 12 Bolton Street. Due to the height of the loft, the area principally looks over the adjoining roof towards Fremantle Port and has minimal privacy impacts. There is minimal direct overlooking of the active habitable spaces and outdoor living areas on adjacent properties in accordance with design principles clause 5.4.1 P1.1 of the Residential Design Codes.

An objection has been received from the eastern neighbour relating to the clerestory windows and privacy concerns. The clerestory windows are highlight windows to the subject property, therefore from the requirements of the R-Codes, the proposal is considered to comply with the Deemed provisions. The adjoining eastern property is elevated above the subject site and as such the highlight windows may be perceived to allow sight lines into the adjoining property. Plans have been provided to indicate privacy corridors are significantly protected. No condition has been added to require screening to the windows as the windows comply with the Deemed to Comply Provisions.

Demolition

A development impact statement has not been provided by the applicant specifically for these plans as required by acceptable development clause 3.7.5.3 A2 of the Residential Design Guidelines, however, a statement was received from the owner and applicant that outlined the proposal and the issues that they have attempted to mitigate through the proposed design. The proposal is the third iteration of plans that

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have been presented to the Town for assessment and previous heritage/ design impact statements have been provided to these plans. Whilst the current design does have a different external design, the overall intent of the modifications to this heritage dwelling are considered to be consistent. The Town has considered all documentation submitted throughout this development application, including previous heritage impact statements. The owners have reached the stage where they want a final decision to be made by the Town in relation to the proposed development.

The interior walls of the dwelling that are proposed to be demolished are clearly demonstrated on the plans that were provided as part of the development application. There are no planning issues created by the demolition of these walls as it is intended not to demolish the whole wall, but to facilitate openings in the walls to ensure the alterations can be readily interpreted. Features of the interior of the heritage dwelling are retained with the exception of the creation of a large and more contemporary open plan living and kitchen area. Structurally, any internal changes will have to be approved through the building permit process to ensure the changes are safe and structurally sound.

Wall Height

In accordance with the Residential Design Guidelines acceptable development provisions 3.7.18.4.1.3 A2.4 those areas with views which are considered to be an important part of the amenity of the area and neighbours existing views are affected then reduced wall and roof heights are required. At 6.9m the wall height is higher than the 5.6m required by the Residential Design Guidelines, as the subject site is considered to be located in an area sensitive to views. The design has attempted to respond to the adjacent developments and the established character of the area. The walls of the loft are above maximum height, but the overall height of the development is still below the maximum allowable roof height as explained in the next section.

Roof Height

The roof is proposed to be a maximum of 7.1m above natural ground level compared to the maximum allowable height of 8.1m as required by the Residential Design Guidelines clause 3.7.18.4.1.3 A2.4. By doing this the design does not eliminate all views of the ocean and river from the neighbouring properties including the property immediately to the east, 8 Bolton Street.

Roof Form and Pitch

The pitch of the roof of the proposed loft is curved with a pitch of approximately 2 degrees. Although this does not achieve the acceptable development requirements of clause 3.7.8.3 A1 of the Residential Design Guidelines, the roof form has been designed to sit inside the existing roof cavity, therefore the original roof form can be readily interpreted, whilst the new roof element to the loft is differentiated from the existing heritage element. The proposed additions do achieve the performance criteria clause 3.7.8.3 P1 in that the roof forms of additions and alterations positively contribute to the existing dwelling.

The area that the loft is built between in the roof of the existing dwelling is currently the top of 2 ridgelines of the roof and within the existing roof valley. This will lessen the likelihood of issues associated with drainage from the roof by ensuring that stormwater is drained away from the centre of the building towards the sides and as a result positively contributes to the longevity of the building as was highlighted in documentation provided by the owner and applicant relating to issues relating to stormwater drainage off the roof.

The eastern neighbour has raised concern regarding the roof material from the new roof. It is proposed the new roof is made from zincalume. As such the material is consistent with the exiting roof and the heritage building. Whilst zincalume can be reflective, it is also considered to be the material that

effectively dulls the quickest, resulting in a patina on the material reducing glare. A condition is included in the Officer's Recommendation which enables Council to take action if the glare of the roof causes amenity impacts, that in the opinion of Council warrant further modifications to the roof.

Additions and Alterations to Existing Buildings

As with all residential design, compromises often have to be made with design and trade-offs between what is possible and what is permissible. This matter is complicated by the heritage status of the dwelling.

Loft Windows

In this case the subject property is proposed to have windows at the top of the loft that are aligned horizontally, rather than vertically. Acceptable development clause 3.7.2.3 A2 of the Residential Design Guidelines requires that windows have a vertical profile. Similarly the performance criteria 3.7.2.3 P2 states that alterations to openings or new openings, facing the street are to have a vertical profile or to be composed of vertical modules. The proposed new openings on the primary street façade are of a horizontal proportion to ensure that the design is not higher which would in turn create issues relating to the loss of views from neighbouring properties. The loft design is such that it is lower than if it had vertically proportioned windows. It is recommended that despite not achieving the requirement for vertically proportioned windows the proposed window format should be supported as by not doing so would potentially create other issues relating to the proposed loft being above the acceptable roof height and then in turn impacting on neighbouring property views of the river and ocean.

Additionally, the vertical windows cause a break in the design between the existing heritage of the current roof form and the proposed addition of the flat roof. The vertical windows act to visually establish old and new in the proposal. For the above reasons the proposed loft windows with horizontally proportioned windows are supported. Please note above, the eastern neighbours have raised concerns regarding these windows, however the windows are considered to be compliant from a visual privacy assessment.

Change in Roof Geometry

According to the Residential Design Guidelines acceptable development clause 3.7.2.3.A1.2 second storey additions are required to be accommodated within the existing roof (without changes to the roof geometry) and built behind the existing building and not visible from the opposite side of the street.

In this case the loft addition is built in the valley between the two ridge lines and no change occurs to the geometry of the eastern and western roof panels of the ridgelines of the dwelling, only the valley roof panels. The loft utilises the area in between the ridgelines, and although the loft roof is slightly higher it is done in a way that is integrated into the existing roof, but still interpreted as a new addition. The design and detail of the loft also has been designed to maintain the neighbours view corridors where possible. The valley cannot be seen from the street front so the loft addition is utilising vacant roof space. Despite creating a large room inside the roof cavity there is only minimal interference with the existing roof line.

The belvedere and the western chimney are not modified by the proposed development. The loft is below the belvedere and the chimney is retained. There is no requirement to ensure that the chimneys or belvedere can be seen from locations outside the Town of East Fremantle.

Visibility from Opposite Side of Street

Although the additions may be seen from the opposite side of the street a minor variation to this may be permitted on the basis of its impact on the streetscape. It is not a dominant feature of the dwelling and is in a different style to the existing heritage dwelling. This is in alignment with clause 3.7.2.2 Desired

**MINUTES OF TOWN PLANNING MEETING
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Development Outcomes of the Residential Design Guidelines which requires that additions and alterations;

- Should take into account the significance and character of the existing building and its contribution to the character of the precinct,
- Should be well designed with minimal interference to the existing building,
- Second storey additions shall be supported but are required to:
 - Be constructed within the existing roof space or towards the rear of the dwelling and must not impact upon significant fabric of the dwelling
 - Not be dominant from the primary street
- Should visually contrast to the contributory building, with differentiation being major or subtle,
- Not be dominant from the primary street.
- Should always respect scale, bulk and proportions of the existing dwelling.

The Category A heritage listing is being respected while at the same time allowing some development in an area of the roof that is currently not visible from the street and the loft addition has minimal impact on the existing dwelling. Whilst there may be visibility from the street, the eye line would have to be drawn to the addition, which is based higher than the level of the street. Although it can be seen it is not dominant from the street, as the heritage building and significant retention of existing roof form will remain the dominant feature to the street. The loft addition also contrasts with the heritage component of the building and is not out of proportion with the rest of the dwelling. As photos from the applicant show, the change in the look of the building from numerous points around the surrounding street and area is minimal. An additional 0.6m height is added to the building height which, compared to its overall height of the front section of the house (not including the belvedere) of 7.1m which is under the permissible 8.1m set by the Residential Design Guidelines, represents an increase of 8% in height. This increase is not excessive and as a result of utilising different materials and shapes to the heritage component of the dwelling, a clear distinction is made between the old and new parts of the building.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Design Codes and the Residential Development Guidelines are considered acceptable. An assessment has been completed of the proposed development and the variations are considered relatively minor. Submissions have been received and these have been considered by the assessing officer. The development application has been assessed on its merits. This report therefore recommends that the proposed development be supported subject to planning conditions.

OFFICER RECOMMENDATION

That development approval is granted and Council exercises its discretion in regard to the following;

- (i) Clause 5.1.3– Residential Design Codes – Lot Boundary Setback - Western Boundary – 4.7m required, 3.2m provided;
- (ii) Clause 5.4.1 – Residential Design Codes – Visual Privacy - 4.5m required, 4.3m provided;
- (iii) Clause 3.7.18.4.1.3 – Residential Design Guidelines – Wall Height – 5.6m required, 6.9m provided;
- (iv) Clause 3.7.8.3– Residential Design Guidelines – Roof Form & Pitch – original pitch required, curved roof pitch provided;
- (v) Clause 3.7.2.3 – Residential Design Guidelines – Additions and Alterations to Existing Building – Loft Windows, Roof Geometry, Visibility from Street–horizontally proportioned windows provided, no significant change to roof geometry, minimal visibility from street

**MINUTES OF TOWN PLANNING MEETING
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for loft additions at No. 10 (Lot 24) Bolton Street, East Fremantle, in accordance with the plans date stamped received 9 March 2020, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
- (2) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.
- (3) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
- (4) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (5) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (6) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
- (7) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (8) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (vi) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*

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- Mark and Rebecca Sofield (neighbours) expressed concern with regard to Heritage, bulk and scale, reflectivity, obstruction of view and privacy.
- Angella Moffatt (architect, 10 Bolton) spoke in support of the proposed design and structure of the building that included modifications incorporated to address neighbours' concerns.
- Mark Duncan Smith (owner, 10 Bolton) spoke in support of the proposal, acknowledging the concerns raised by the neighbours and subsequent changes incorporated into recent re-design to address these. Mr Duncan Smith also referred to a recent re-assessment of the development plan that resulted in items (i) and (ii) now being determined as compliant.

11.1 PROCEDURAL MOTION/COMMITTEE RESOLUTION TP010620**Moved Cr Harrington, seconded Cr Natale****That the application be deferred to the next ordinary Council Meeting to allow the preparation of an amended report which provides inclusion of amendments recommended at this meeting, and to allow further discussions between the owner and objecting neighbour, where practical.****(CARRIED 5:1)**

In accordance with s.5.21(4)(a) of the *Local Government Act 1995*, Cr Watkins requested that his vote against the motion be recorded.

11.7 64A Clayton Street No (Lot 1) Proposed garage

Owner	Jasmin Karwacki
Applicant	Urbanista Town Planning
File ref	P023/20; P/CLA64A
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for a proposed garage at No 64A (Lot 1) Clayton Street, East Fremantle.

Executive Summary

The applicant is seeking Council approval for the following variations to the Residential Design Codes and the Residential Design Guidelines;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 1.5m required, 1m provided;
- (ii) Clause 5.1.4 – Residential Design Codes – Open Space – 50% required, 47% provided
- (iii) Clause 3.7.14 – Residential Design Guidelines – Crossover Width – 30% maximum width required to maximum width of 5m, greater than 47% width provided
- (iv) Clause 3.7.17.3.3 A3 – Residential Design Guidelines – Garage Setback - 1.2m setback behind building line required, 2.5m from street and 4.3m in front of existing dwelling;
- (v) Clause 3.7.17. 3.3 A3 – Residential Design Guidelines – Garage Width – 30% maximum width required, 48% provided.

It is considered that the above variations cannot be supported and it is recommended that the development application be refused by Council.

Background

Zoning: Residential R17.5

Site area: 422m²

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

P185/08 – development application for below ground swimming pool – issued 8 October 2008

ConsultationAdvertising

The application was advertised to surrounding land owners 19 March to 2 April 2020. No submissions were received.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 *Facilitate sustainable growth with housing options to meet future community needs.*

3.1.1 *Advocate for a desirable planning and community outcome for all major strategic development sites.*

3.1.2 *Plan for a mix of inclusive diversified housing options.*

3.2 *Maintaining and enhancing the Town's character.*

3.2.1 *Ensure appropriate planning policies to protect the Town's existing built form.*

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

3.3.1 *Continue to improve asset management practices.*

3.3.2 *Optimal management of assets within resource capabilities.*

3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 *Conserve, maintain and enhance the Town's open spaces.*

4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.*

4.1.2 *Plan for improved streetscapes parks and reserves.*

4.2 *Enhance environmental values and sustainable natural resource use.*

4.2.1 *Reduce waste through sustainable waste management practices.*

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

4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts.*

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

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Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback			N/A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Southern boundary – garage wall	1.5m	1m	D
Open Space	50%	47%	D
Wall height	6m	2.4m	A
Roof Height	9m	<9m	A
Setback of Garage	4.5m	2.5m	D
Car Parking	1-2 car bays	2 car bays	A
Site Works			N/A
Visual Privacy			N/A
Overshadowing			N/A
Drainage			N/A

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	A
3.7.3 Development of Existing Buildings	A
3.7.4 Site Works	N/A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	D
3.7.8 Roof Form and Pitch	A
3.7.9 Materials and Colours	A
3.7.10 Landscaping	N/A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	D
3.7.17.4.3.2 Fremantle Port Buffer Area	N/A
3.7.15.3.3 Garages and Carports	D

This development application proposes a new garage to be constructed in place of an existing carport at a front strata lot, but at a much reduced front street setback and of a size that is well beyond what is

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normally permitted and with an excessively wide crossover. The property is not heritage listed. Four variations are requested to the requirements of the Residential Design Codes and one variation is requested to the Residential Design Guidelines.

Side Boundary Setback

The garage wall is 6.84m long and 2.4m high. However, the full length of the garage and dwelling is required to be measured as part of the assessment of the lot boundary setback. The full length of the garage wall and the rest of the dwelling is 17.52m along the southern boundary. As such it is required to be setback 1.5m according to the deemed to comply clause 5.1.3 C3.1 i. In this case it is setback 1m from the boundary. The reduced setback cannot be supported in this instance because;

- There is an associated impact when assessed with the reduced front setback variance. The overall bulk of the garage when assessed against the prevailing streetscape form is considered to be overbearing.
- Whilst the existing carport is located in the front setback area, the footprint and size of the garage is larger and is enclosed, creating a more imposing structure to the street and therefore is recommended to be refused.

Open Space

The overall level of development as a result of the inclusion of a new garage will see site coverage rise to 53% of the site and open space fall to 47% of the site. This is below the level required of Table 1 and clause 5.1.4 C4 of the Residential Design Codes that requires areas with a density coding of R17.5 to have an open space area equivalent to 50% of the lot area. To have a significantly higher level of site coverage in an area with R17.5 density coding cannot be supported as the design points to overdevelopment on the site, particularly in a low density area. None of the design principles outlined in clause 5.1.4 P4 are achieved.

Crossover Width

The Residential Design Guidelines require that crossovers be a maximum of 30% of the lot width up to a maximum width of 5m in accordance with clause 3.7.14.3 A2.2. In this case the crossover appears to be at least 6.7m wide or approximately 48% of the width of the lot which is well in excess of the maximum of 30% of the width of the lot that is permissible. The Town takes the view that motor vehicles and associated infrastructure should not be the dominant feature of dwelling design, however in this case the crossover width is considered excessive and as such cannot be supported.

Garage – Front Setback

The proposed garage is located 2.5m from the primary street boundary and 4.3m in front of the existing dwelling where it is required to be located 1.2m behind the existing dwelling building line in accordance with deemed to comply clause 3.7.17.3.3 of the Residential Design Guidelines. Whilst the carport is currently located to the front of the dwelling, the proposed garage is not permeable, is larger and is located closer to the street, therefore the garage will add bulk close to the streetscape. The garage will alter the prevailing setback and bulk as seen from the street and therefore the proposed garage forward of the dwelling cannot be supported.

Garage Width

The proposed garage is 6.7m wide which is approximately 48% of the lot width (14m). This exceeds the maximum 30% width required by acceptable development provision 3.7.17.3.3 A3 ii from the Residential Design Guidelines. The proposed garage is far in excess of what is permissible under the Residential Design Guidelines. The garage would become a dominant feature of the dwelling which is the Town does not

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support; the view is taken that cars and carports and garages should not be the dominant feature of dwelling design. Garages should be built into dwellings and hidden or become a less dominant feature. For this reason the proposed garage width cannot be supported.

Conclusion

The variations (from both the Residential Design Codes and the Residential Design Guidelines) requested are not considered acceptable and cannot be supported. The Residential Design Guidelines have been prepared by the Town to ensure that development within the Town is reflective of characteristics of streetscapes that the Town wishes to promote. There is a desire that garages do not dominate streetscapes, either through their width or proximity to the primary street boundary. In this case a garage is being proposed that is too wide and too close to the street front and with the addition of an extremely wide crossover produces an outcome which is unacceptable to the Town.

The property currently has a double carport which is open and setback 3.5m from the front street boundary. Although not ideal, the current design is better than the reduction in the street front setback that is proposed. Although the applicant has stated that the proposed garage is in a similar location a reduction in the setback combined with the size of the structure close to the front boundary is considered unacceptable. By allowing the proposed design in its current form would set a precedent that would result in the very aims of the Residential Design Guidelines being undermined and orderly and proper planning would not be able to be achieved.

Based on the preceding assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Development Guidelines are considered unacceptable. As such it is recommended that the proposed development be refused.

OFFICER RECOMMENDATION

That Council refuse development approval for a garage at No 64A (Lot 1) Clayton Street, East Fremantle, in accordance with the plans date stamped received 10 March 2020, as the proposed development conflicts with the provisions of the Town of East Fremantle Local Planning Scheme No 3 and Deemed Provision for Local Planning Schemes Clause 67 due to incompatibility with:

1. s67 (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;
2. s67 (g) Any local planning policy for the Scheme area;
3. s67 (m) the compatibility of the development with its setting including the relationship of the development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.

Moved Collinson, seconded Cr Harrington

The adoption of the officer's recommendation.

11.7 ALTERNATIVE RECOMMENDATION/COMMITTEE RESOLUTION TP020620

Moved Mayor O'Neill, seconded Cr Natale

That the item be deferred and the applicant be asked to consider the comments made by the Town Planning Committee regarding

1. the size and location of the garage
2. increase in the front setback
3. the resulting width of the crossover required.

(CARRIED 4:2)

PROCEDURAL MOTION**Moved Cr Nardi, seconded Cr Harrington****That the following items be approved en bloc - 11.2, 11.3, 11.4, 11.5 and 11.6.****(CARRIED UNANIMOUSLY)****11.2 May Street No 22 (Lot 67) Proposed beauty therapy salon**

Owner	David Cockburn
Applicant	TBS Risk Pty Ltd ATF The Sussex Trust
File ref	P025/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	6 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to reconsider a planning application for a proposed change of use from an office to a shop for a beauty therapy salon and the associated signage located at No 22 (Lot 67) May Street, East Fremantle.

Executive Summary

The applicant is seeking Council approval for a change of use from an office to a shop and also for the signage associated with the business. A shop is a "P" use (or permitted), however, the parking requirements for such a use are not met at the location and the signage is relatively compliant with the exception of being located below the awning fascia, but located on a Category B heritage property and as such development approval is required.

The proposal was previously presented to the Town Planning Committee but was deferred on the basis that advertising had not been undertaken in the surrounding area. Advertising was subsequently undertaken in the surrounding area and the proposal is being re-presented.

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

Background

Zoning: Town Centre
Site area: 663m²

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

P155/07 – development application and approval from Council for alterations to existing residence and the addition of 2 double storey rear dwelling units.

ConsultationAdvertising

The development application was advertised to 9 surrounding properties from 8 to 22 May 2020. No submissions were received. Administration advertised to surrounding businesses and residential properties, past St Peters Road, which is considered an extensive advertising area.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC. There are minimal streetscape impacts.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

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

3.3.1 Continue to improve asset management practices.

3.3.2 Optimal management of assets within resource capabilities.

3.3.3 Plan and advocate for improved access and connectivity.

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 Conserve, maintain and enhance the Town's open spaces.

4.1.1 Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.

4.1.2 Plan for improved streetscapes parks and reserves.

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- 4.2 *Enhance environmental values and sustainable natural resource use.*
 - 4.2.1 *Reduce waste through sustainable waste management practices.*
- 4.3 *Acknowledge the change in our climate and understand the impact of those changes.*
 - 4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts.*

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

CommentStatutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Signage Design Guidelines (LPP3.1.2) and the Town Centre Redevelopment Guidelines (LPP 3.1.3). A summary of the assessment is provided in the following tables.

This development application proposes a change of use from office to shop and the installation of the associated signage for the respective business at the subject property. The property is currently a real estate office. The applicant will relocate the business from suite 6/163 Canning Highway to 22 May Street. The current owner has operated the business in the East Fremantle area for the past 10 years. In this case, the beauty therapy clinic will occupy the front four rooms of the building for treatments and employ four people. The business will service approximately 4 customers per hour in individual rooms within the building.

Parking

In accordance with Schedule 10 of Local Planning Scheme No 3 the parking requirement for a shop is a minimum of 4 car bays with 1 space for every 20m² net lettable area. There is only 1 car bay onsite for premises with a net lettable area of approximately 140m². As such the shop should have 7 car bays and therefore has a deficit of 6 car bays. However, there is significant on street parking available along May Street. Although it may not be earmarked specifically for this business, the movement of customers means that street parking will become available as customers finish their appointments. The applicant makes the comment in his application that some clients may also opt to use the bus services located on Canning Highway or ride their bicycle. The business is located in close proximity to Canning Highway which is a high frequency bus route and therefore able to encourage customers to utilise buses as an alternative to driving cars. It is also in close proximity to residential areas with a relatively safe cycling environment.

The real estate business that is currently located on site is also operating on the same basis and has significantly more workers within the office. According to the applicant there are between 15 and 20 workers within the office and there is no compensating parking provided.

Given that the subject site is in close proximity to the Town Centre, May Street is a wide street with generous street parking for its full length and is also in close proximity to public transport along Canning Highway and the area is both a relatively pedestrian and bike friendly environment, it is recommended that the change of use with the reduced parking provision be supported. It is also noted that the business will have a relatively high customer turnover which means that customers will come and go and as a result parking will become available on the street while the business is operating. According to the applicant the

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business tends to be very busy on Saturday when demand is potentially lower from other surrounding businesses so there will be ample parking available along May Street.

Signage

It is proposed to attach signage to the fascia of the verandah of the subject building. It will be located in a similar position to the current real estate office advertising. The dimensions of the signage are proposed to be 12m long by 0.4m high and 0.05m deep. The underside of the sign will be 2.2m above the ground. It will not interfere with people arriving or leaving the premises as it is located above customer entry points to the building. The graphic on the sign will read Bella's Skin Care Centre with blue writing and a white background. The sign does not impact on the heritage character or affect the structural integrity of the Category B listed heritage building.

According to the Local Planning Policy 3.1.2 Signage Design Guidelines this sign would be defined as awning fascia signage and as such has the following criteria to be assessed against;

Acceptable Solution (Permitted)	Alternative performance Criteria (Discretionary)
Shall not project beyond the fascia line of an approved or existing awning	Shall not project beyond the fascia line of an approved or existing awning
Shall not project above or below the fascia of the awning	Maximum height of 500mm
Maximum height 450mm	

In this case the signage is 0.4m high which is less than the maximum height of 0.45m stated in the policy. It does not project beyond the existing verandah of the building in accordance with the policy, however, it does project below the verandah which means that the alternative performance criteria is required to assess the signage proposal. The proposed signage achieves both criteria from the alternative assessment criteria. It is less than the maximum height of 500mm and does not project beyond the fascia line of an approved or existing awning. For these reasons the signage should be supported.

Conclusion

Based on the preceding assessment that has been completed for this development and the explanation provided in this report, the proposed change of use and the associated signage are considered acceptable. No submissions were received during the advertising period. As such it is recommended that the proposed development be supported subject to planning conditions.

11.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP030620

That development approval is granted and Council exercises its discretion in regard to the following;

- (i) Schedule 10 – Local Planning Scheme No 3 – 7 car bays required, 1 car bay provided**
- (ii) Attachment 1 – Local Planning Policy 3.1.2 Signage Design Guidelines – Shall not project above or below the fascia of the awning - required, projected below the fascia of the awning provided**

for a change of use from office to shop and signage at No. 22 (Lot 67) May Street, East Fremantle, in accordance with the plans and information date stamped received 13 March 2020, subject to the following conditions:

- (1) This planning approval does not include approval for any other signage other than that approved in accordance with the plans and information date stamped received 13 March 2020. No other unauthorised signage is to be displayed.**

- (2) Any change to the type, design, location or illumination of signage shall be the subject of another development approval application for Council's consideration.
- (3) The change of use approval is for a shop (beauty therapy clinic) only. If any other use is proposed then a further development approval application will be required to be submitted for Council's consideration as to the suitability of the use and parking availability and requirements in the Town Centre.
- (4) With regard to the plans submitted with respect to the building permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
- (5) The proposed use is not to be commenced until all conditions attached to this planning approval have been finalised to the satisfaction of the Chief Executive Officer in consultation with relevant officers.
- (6) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
- (7) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (8) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (iv) *the applicant be advised that following receipt of planning approval the Town's Principal Environmental Health Officer is to be contacted to arrange for an inspection of the premises (telephone 9339 9315).*

(ADOPTED BY EN BLOC RESOLUTION)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

11.3 Bolton Street No 12 (Lot 2000) Proposed ground floor conversion, additional garage and balcony extension

Owner	Leona & Christopher Vivian
Applicant	Studio M1 – Mike Dobson
File ref	P042/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for a proposed ground floor conversion, additional garage and balcony extension at No 12 (Lot 2000) Bolton Street, East Fremantle.

Executive Summary

The applicant is seeking Council approval for the following variations to the Residential Design Guidelines;

- (i) Clause 3.7.18.4.1.3 - Residential Design Guidelines – Wall Height – 5.6m required, 6.75m provided;
- (ii) Clause 3.7.18.3.3 – Residential Design Guidelines – Primary Street Setback – Garage – 1.2m behind dwelling required, 4.6m from street boundary provided;
- (iii) Clause 3.7.18.3.3 – Residential Design Guidelines - Garage Width – 30% required, 32% provided and;
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – to match existing dwelling, 10 degrees for verandah and 0 degrees for garage.

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

Background

Zoning: Residential R12.5
Site area: 650m²

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

Nil

ConsultationAdvertising

The application was advertised to surrounding land owners from 23 April to 8 May 2020. No submissions were received.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 *Facilitate sustainable growth with housing options to meet future community needs.*

3.1.1 *Advocate for a desirable planning and community outcome for all major strategic development sites.*

3.1.2 *Plan for a mix of inclusive diversified housing options.*

3.2 *Maintaining and enhancing the Town's character.*

3.2.1 *Ensure appropriate planning policies to protect the Town's existing built form.*

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

3.3.1 *Continue to improve asset management practices.*

3.3.2 *Optimal management of assets within resource capabilities.*

3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 *Conserve, maintain and enhance the Town's open spaces.*

4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.*

4.1.2 *Plan for improved streetscapes parks and reserves.*

4.2 *Enhance environmental values and sustainable natural resource use.*

4.2.1 *Reduce waste through sustainable waste management practices.*

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

4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts.*

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Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback			N/A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Balcony southern boundary	1.2m	2.2m	A
Open Space	55%	56%	A
Setback of Garage	4.5m	4.6m	A
Car Parking	2 car bays	2 car bays	A
Site Works			N/A
Visual Privacy			N/A
Overshadowing	<25%	9.6%	A
Drainage			To be conditioned

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	A
3.7.3 Development of Existing Buildings	A
3.7.4 Site Works	N/A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	N/A
3.7.8 Roof Form and Pitch	D
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	D
3.7.15.4.3.1 Fremantle Port Buffer Area	A
3.7.18.3.3 Garage Width	D
3.7.18.4.1.3 Building and Roof Height	D

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This development application proposes a ground floor conversion, additional garage and balcony extension. Four variations are requested to the requirements of the Residential Design Guidelines. These are discussed below. It is noted that the dwelling is not heritage listed and the proposed development will result in the property being substantially renovated as part of the works. The large tree in the front yard and the existing front garden and picket fence will be retained. Limestone will be used for the garage walls and similar materials to the existing building will be utilised for the extended balcony and verandah roof. No submissions were received as a result of advertising to surrounding properties.

Wall Height

The maximum wall height as required by the Residential Design Guidelines clause 3.7.18.4.1.3 A2.4 of 5.6m is not achieved however the proposal does meet performance criteria 3.7.18.4.1.3 P1. Although it is 6.75m to the top of the southern wall of the verandah from the natural ground level the additions and alterations are of a compatible form, bulk and scale to the traditional development in the immediate locality. The additions have been designed to be integrated into the existing dwelling and it is also noted that the lot slopes significantly from the eastern boundary down to the western boundary. The slope of the lot also contributes to the additional wall height. There is not view corridor impediments as a result of the additional wall height. The overall height of the verandah is less than the permissible 8.1m in this area. For these reasons the additional height can be supported.

Primary Street Setback- Garage

The primary street setback of the garage is required to be 1.2m behind dwelling in accordance with clause 3.7.18.3.3 A2 i of the Residential Design Guidelines. It partially achieves performance criteria 3.7.18.3.3 P2. In this case the garage is located 4.6m from the front boundary (and therefore complies with the minimum required setback of 4.5m in accordance with the Residential Design Codes clause 5.2.1 C1.1) and the property is not heritage listed. The proposed design utilises the topography of the site without removing the large tree in the front yard. The garage is set into the bottom level of the lot and as a result does not dominate the front of the property. For this reason the location of the garage can be supported.

Garage Width

The garage was originally proposed to be 7.72m or 38% of the lot width. However after discussions with the applicant it was agreed to modify the garage width to reduce it to 6.525m or 32% of the lot width. Although this does not comply with acceptable development provision 3.7.18.3.3 A2 ii the reduction in the width of the garage would ensure that the garage does not dominate the dwelling design and its location at the bottom of the lot on a sloped site minimises detrimental streetscape and visual impacts to the surrounding properties. The variation is considered minor and achieves performance criteria 3.7.18.3.3 P2 i; the garage does not visually dominate the streetscape or the buildings to which it belongs. For this reason the increased garage width can be supported.

Roof Pitch

The roof pitch of the proposed design does not meet the acceptable development provisions 3.7.8.3 A1 that require the alterations and additions to match the original roof pitch. In this case the garage roof is flat roofed and the verandah is angled at 10 degrees. In both cases the roof pitches positively contribute to the existing dwelling.

Ocean and River Views

It is noted that the applicant has attempted to minimise the visual impacts of the proposed development on the surrounding properties by having a flat roofed garage without any other structures being attached to the top of the roof. Conditions will be imposed that prevent the addition of any structure or permanent fixtures to the top of the garage roof or the north facing or west facing verandahs to ensure that the views of properties to the east and south of the subject site are not reduced any further.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Design Codes and the Residential Development Guidelines are considered acceptable. The addition of the verandah and the garage (as well as internal changes to the dwelling) with the retention of the large tree, existing garden and picket fence will create a liveable dwelling that is not substantially changed, but at the same time nestles into its iconic position. As such it is recommended that the proposed development be supported subject to planning conditions.

11.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP040620

That development approval is granted and Council exercises its discretion in regard to the following;

- (i) Clause 3.7.18.4.1.3 - Residential Design Guidelines – Wall Height – 5.6m required, 6.75m provided;**
- (ii) Clause 3.7.18.3.3 – Residential Design Guidelines – Primary Street Setback – Garage – 1.2m behind dwelling required, 4.6m from street boundary provided;**
- (iii) Clause 3.7.18.3.3 – Residential Design Guidelines - Garage Width – 30% required, 32% provided and;**
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – to match existing dwelling, 10 degrees for verandah and 0 degrees for garage;**

for a ground floor conversion, additional garage and balcony extension at No 12 (Lot 2000) Bolton Street, East Fremantle, in accordance with the plans date stamped received 21 April & 5 May 2020, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.**
- (2) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- (3) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.**
- (4) No fixed structures including patios, pergolas, verandahs, wind or sun shelters, privacy screens or visually impermeable fences are permitted to be located or constructed on the garage roof.**
- (5) No wind or sun shelters, privacy screens or visually impermeable fences are permitted to be located or constructed along the edge or within the north and west facing verandahs of the dwelling.**
- (6) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to**

structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.

- (7) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (8) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (9) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (10) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (v) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*

(ADOPTED BY EN BLOC RESOLUTION)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

11.4 Munro Street No 14 (Lot 5051) Proposed additions including alfresco and deck

Owner	Abeni & Julie Craig
Applicant	Infinity Design
File ref	P043/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for proposed additions including alfresco and deck at the rear of the dwelling at No 14 (Lot 5051) Munro Street, East Fremantle.

Executive Summary

The applicant is seeking Council approval for the following variations to the Residential Design Codes and the Residential Design Guidelines;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 4.8m required, 1.5m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 4.8m required, 1.5m provided
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 1.5m required, 0.75m provided
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – To match existing dwelling, 3 degrees provided
- (v) Clause 5.4.1 – Residential Design Codes – Visual Privacy – Rear Alfresco– 7.5m required, less than 7.5m provided
- (vi) Clause 5.4.1 – Residential Design Codes – Visual Privacy – Deck Ancillary Dwelling– 7.5m required, less than 7.5m provided

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

Background

Zoning: Residential R17.5

Site area: 736m²

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

P078/08 – development application – rear verandah – granted 7 May 2008

ConsultationAdvertising

The application was advertised to surrounding land owners 30 April to 15 May 2020. One submission with a statement of support for the proposal was received.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

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External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

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

3.3.1 Continue to improve asset management practices.

3.3.2 Optimal management of assets within resource capabilities.

3.3.3 Plan and advocate for improved access and connectivity.

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 Conserve, maintain and enhance the Town's open spaces.

4.1.1 Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.

4.1.2 Plan for improved streetscapes parks and reserves.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices.

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

4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts.

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

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Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	6m	6.609m	A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Bathroom – north east boundary	4.8m	1.5m	D
Living & alfresco – north east boundary	4.8m	1.5m	D
Alfresco – rear boundary	1.1m	8.222m	A
Deck – ancillary dwelling – rear boundary	1m	8.5m	A
Deck – ancillary dwelling – north west boundary	1.5m	0.75m	D
Open Space	50%	68%	A
Setback of Carport/Garage			N/A
Car Parking	3 car bays	3 car bays	A
Site Works	<0.5m	>0.5m	A
Visual Privacy	7.5m	<7.5m (screening added along boundary)	A
Overshadowing	<25%	<15%	A
Drainage			To be conditioned

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Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	A
3.7.3 Development of Existing Buildings	A
3.7.4 Site Works	A
3.7.5 Demolition	A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	D
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	A
3.7.15.4.3.1 Fremantle Port Buffer Area	A
3.7.15.3.3 Garages and Carports	N/A

This development application proposes additions including an alfresco area at the rear of the lot and a deck added to the ancillary accommodation. Five variations are requested to the requirements of the Residential Design Codes and one variation is requested to the Residential Design Guidelines. The variations are discussed below. It is noted that the dwelling is not heritage listed and there are no significant issues on site. A condition will be added in the recommendation that written approval be given for the proposed development from the Water Corporation to ensure there are no issues with the sewer line or connections to the rear of the subject lot.

Lot Boundary Setback – Front Bathroom – North East Boundary

The bathroom against the north east boundary is part of a 21.85m long wall that is 4.4m high with one major opening. Although it is only a small part of the wall and has an existing major opening it has to be assessed on the total length of a wall with a major opening. As a result a 4.8m setback is required where there is only a 1.5m setback. It does not comply with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 but does achieve design principles clause 5.1.3 P3.1 for the following reasons;

- There are minimal impacts from building bulk on adjoining properties;
- There is minimal impact on sunlight or ventilation to the building and open spaces on the site and for adjoining properties and;
- Minimal overlooking or loss of privacy from the reduced setback.

For these reasons the reduced lot boundary setback can be supported.

Lot Boundary Setback – Living Area and Alfresco – North East Boundary

The living area and alfresco on the north eastern side of the property is also a part of a 21.85m long wall that is 4.4m high and has a major opening. It is required to be 4.8m from the boundary but is setback 1.5m. It does not comply with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 but does achieve design principles clause 5.1.3 P3.1 for the following reasons;

- There are minimal impacts from building bulk on adjoining properties;
- There is minimal impact on sunlight or ventilation to the building and open spaces on the site and for adjoining properties and;
- Minimal overlooking or loss of privacy from the reduced setback.

For these reasons the reduced lot boundary setback can be supported.

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Lot Boundary Setback – Alfresco from Ancillary Dwelling – North West Boundary

The ancillary dwelling comprises a 12.2m long and 3m high wall with a major opening. The additional deck is required to be setback 1.5m as part of this, although the existing building setback is 0.75m. It does not comply with Residential Design Codes deemed to comply clause 5.1.3 C3.1 but does achieve design principles clause 5.1.3 P3.1 for the following reasons;

- There are minimal impacts from building bulk on adjoining properties;
- There is minimal impact on sunlight or ventilation to the building and open spaces on the site and for adjoining properties and;
- Minimal overlooking or loss of privacy from the reduced setback.

For these reasons the reduced lot boundary setback can be supported.

Roof Pitch of Main Dwelling

Additions and alterations are to match the roof pitch of the original building. In this case the roof profile has been changed such that it has been reduced to 3 degrees. It does not achieve the acceptable development clause 3.7.8.3 A1 but does achieve performance criteria 3.7.8.3 P1. The roof forms of the proposed additions and alterations positively contribute to the existing dwelling.

Visual Privacy - Alfresco

The alfresco is elevated above 0.5m from natural ground level. For this reason a 7.5m privacy setback is required in accordance with clause 5.4.1 C1.1 of the Residential Design Codes. This is not achieved. Through the addition of screening along to the side boundary closest to the alfresco area design principles clause 5.4.1 P1.1 can be achieved and in turn reduce overlooking and improve privacy. The screen will have to be a minimum of 1.6m above the finished floor level of the alfresco area, at least 75% obscure, permanently fixed, made of durable material and restrict view in the direction of overlooking. This will be conditioned in the recommendation.

Visual Privacy – Deck of Ancillary Dwelling

The deck is elevated above 0.5m from natural ground level. For this reason a 7.5m privacy setback is required in accordance with clause 5.4.1 C1.1 of the Residential Design Codes. Through the addition of a privacy screen to the rear of the deck design principles clause 5.4.1 P1.1 can be achieved and in turn reduce overlooking and improve privacy. The screen will have to be between 0.3m and 0.5m above the side boundary fence closest to the alfresco area, at least 75% obscure, permanently fixed, made of durable material and restrict view in the direction of overlooking. This will be conditioned in the recommendation.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Design Codes and the Residential Development Guidelines are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

11.4 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP050620

That development approval is granted and Council exercises its discretion in regard to the following;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 4.8m required, 1.5m provided;**

- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 4.8m required, 1.5m provided;
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 1.5m required, 0.75m provided;
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – To match existing dwelling, 3 degrees provided;

for additions including alfresco and deck, at 14 Munro Street East Fremantle, in accordance with the plans date stamped received 22 April 2020, subject to the following conditions:

- (1) The screening shown on the plans at the rear and side of the ancillary dwelling deck is to be a minimum of 1.6m above the finished floor level of the alfresco area, at least 75% obscure, permanently fixed, made of durable material and restrict views in the direction of overlooking.
- (2) The screening shown on the plans along the boundary fence closest to the rear alfresco area is to be between 0.3m and 0.5m in height above the side boundary fence, at least 75% obscure, permanently fixed, made of durable material and restrict views in the direction of overlooking.
- (3) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
- (4) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.
- (5) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
- (6) Prior to the submission of a building permit written approval is to be received from the Water Corporation in regards to works in proximity to the sewerage line to the rear of the property.
- (7) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
- (8) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (9) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (10) The verge tree on Munro Street is to be protected during construction works to the satisfaction of the Chief Executive Officer and no pruning or removal of branches of the tree is to be undertaken during or at the completion of construction works.
- (11) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without

limitation any works associated with the proposal) which are required by another statutory or public authority.

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

Footnote:

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

- (i) this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (v) matters relating to dividing fences are subject to the Dividing Fences Act 1961.*

(ADOPTED BY EN BLOC RESOLUTION)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

11.5 Fraser Street No 27 (Lot 1) Proposed demolition of existing dwelling and construction of new dwelling with garage outbuilding

Owner	Matthew Berden
Applicant	Gerard McCann Architect
File ref	P036/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for the proposed demolition of the existing strata dwelling and construction of a new strata dwelling with garage outbuilding at No 27 (Lot 1) Fraser Street, East Fremantle.

Executive Summary

The applicant is seeking Council approval for the following variations to the Residential Design Codes;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Garage Wall - 1m required, 0m provided;
- (ii) Clause 5.1.4 – Residential Design Codes - Open Space – 50% required, 47.7% provided

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

Background

Zoning: Residential R12.5

Site area: 415m²

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

DA P20/14 - amendment to carport extension – approved 3 April 2014

DA P126/13 - carport extension – approved 25 October 2013

ConsultationAdvertising

The application was advertised to surrounding properties from 23 April 2020 to 8 May 2020. No submissions were received.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 *Facilitate sustainable growth with housing options to meet future community needs.*

3.1.1 *Advocate for a desirable planning and community outcome for all major strategic development sites.*

3.1.2 *Plan for a mix of inclusive diversified housing options.*

3.2 *Maintaining and enhancing the Town's character.*

3.2.1 *Ensure appropriate planning policies to protect the Town's existing built form.*

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

3.3.1 *Continue to improve asset management practices.*

3.3.2 *Optimal management of assets within resource capabilities.*

3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 *Conserve, maintain and enhance the Town's open spaces.*

4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.*

4.1.2 *Plan for improved streetscapes parks and reserves.*

4.2 *Enhance environmental values and sustainable natural resource use.*

4.2.1 *Reduce waste through sustainable waste management practices.*

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

4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts.*

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

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CommentStatutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	2.6m	2.7m	A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Bed 3	1.5m	1.6m	A
Laundry, scullery, pantry	0m	0m	A
Sitting	1.5m	1.6m	A
Garage	1.5m	5.2m	A
Garage – parapet wall	1m	0m	D
Bed 1	1.5m	4.9m	A
Ensuite – parapet wall	1m	3.9m	A
Bed 2	1.5m	4.9m	A
Bed 4 upper storey north	2.8m	14m	A
Bed 4 upper storey east	2.5m	9.3m	A
Open Space	50%	47.7%	D
Wall height	6m	5.58m	A
Roof Height	9m	7.01m	A
Car Parking	1-2 car bays	2 car bays	A
Site Works	Maximum 0.5m	<0.5m	A
Visual Privacy	4.5m	>4.5m	A
Overshadowing			N/A
Drainage			To be conditioned

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	N/A
3.7.3 Development of Existing Buildings	N/A
3.7.4 Site Works	A
3.7.5 Demolition	A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	D
3.7.8 Roof Form and Pitch	A
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.15.4.3.1 Fremantle Port Buffer Area	N/A

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This development application proposes the demolition of the existing dwelling on the front strata lot of the property and the construction of a new dwelling and garage. Two variations to the Residential Design Codes are requested. Considering the overall design compliance of the development and the two minor variations, it is considered the proposal can be supported.

It is noted that there is a reduced front setback, but this reduction complies with the acceptable development clause 3.7.7.3 A1.3 i which allows front setbacks to match the front setbacks of adjoining residences. In this case the adjoining dwelling to the east has a front setback of 2.6m and the property to the west is 3.6 metres, where this property is proposing a front setback of 2.7m, significantly consistent with the prevailing two adjoining properties. There are a number of residences in the street that have a front setback of between 2.6m and 3m. Whilst this does not comply with the Deemed to Comply provisions, the high quality of the design and single storey residential dwelling (loft living) provides for a development that is consistent with the streetscape, prevailing built form and does not attempt to overdevelop the lot (a two storey development would be inconsistent with primarily single storey development in the area).

The lot was previously subdivided as an R20 lot and as such the R20 requirements could be used in accordance with Local Planning Scheme No 3 clause 5.3.3 (a) and (b) which requires a setback of 6m. The applicant has chosen to have a reduced front setback in accordance with the Residential Design Guidelines.

To the west is an 8.6m long parapet wall that is 2.77m high (incorporating the laundry, scullery and pantry). This complies with the deemed to comply clause 5.1.3 C3.2 ii that allows development with a density coding of R20 to have walls built to the boundary not higher than 3.5m and no more than 9m in length.

Lot Boundary Setback - Garage Parapet Wall

There is a parapet wall proposed for the garage that is 8.2m long and 3.11m in height and borders on the neighbouring strata property. There are no major openings in the wall. This does not achieve the Residential Design Codes deemed to comply clause 5.1.3 C3.1 i that requires a 1m setback from the side boundary, however, it does meet the design principles clause 5.1.3 P3.2. The wall built to the boundary meets the following requirements;

- Makes effective use of the space for enhanced privacy for the occupants or the outdoor living areas;
- There is reduced impact from building bulk on adjoining properties;
- Does not limit sunlight and ventilation to the buildings and open spaces on site or on adjoining properties;
- Minimises overlooking and any loss of privacy to adjoining properties;
- Does not have an adverse effect on the amenity of adjoining properties;
- Does not limit sunlight to major openings of habitable rooms or outdoor areas to adjoining properties; and
- Positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework

For these reasons the proposed reduced lot boundary setback can be supported. It is noted that it is also built adjacent to a parapet wall on the neighbouring strata property for over half its length.

Open Space

The proposed development is required to have 50% of the site area dedicated to open space in accordance with the Residential Design Codes deemed to comply clause 5.1.4 C4 and clause 5.3.3 of Local

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Planning Scheme No 3 which allows lots that have existing authorised development that exceeds the prescribed density coding to have new development at the same density. In this case 48% is dedicated to open space. This is considered a minor variation and achieves design principles 5.1.4 P4. Development has suitable open space for its context to;

- Reflect the existing and desired streetscape character presenting as single storey;
- Provides access to sunlight for the dwelling and those of adjoining dwellings;
- Reduces building bulk on site consistent with the local planning framework;
- Provides an attractive setting for the building, landscape, vegetation and streetscape;
- Provides opportunities for residents to use space external to the dwelling for outdoor pursuits and access within and around the site; and
- Provides space for external fixtures and essential facilities.

For these reasons the proposed reduction in open space can be supported.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Design Codes and the Residential Development Guidelines are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP060620

That development approval is granted and Council exercises its discretion in regard to the following;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Garage Wall - 1m required, 0m provided;**
- (ii) Clause 5.1.4 – Residential Design Codes - Open Space – 50% required, 47.7% provided**

for the demolition of an existing dwelling and construction of a new dwelling at No 27 (Lot 1) Fraser Street, East Fremantle, in accordance with the plans date stamped received 7 April 2020, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council’s further approval.**
- (2) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- (3) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council’s attention.**
- (4) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.**

- (5) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (6) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (7) All parapet walls are to be fair faced brickwork, cement rendered or as agreed to the adjacent property face by way of agreement between the property owners and at the applicant's expense.
- (8) Any changes to the front fence will require the submission of a development application for the consideration of Council. Front fencing is to comply with the requirements of the Residential Design Guidelines and Council requirements.
- (9) The verge tree on Fraser Street is to be protected during construction works to the satisfaction of the Chief Executive Officer and no pruning or removal of branches of the tree is to be undertaken during or at the completion of construction works.
- (10) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (11) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

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

(ADOPTED BY EN BLOC RESOLUTION)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

11.6 May Street No 35 (Lot 616) Proposed alterations and additions

Owner	Nicholas Hogan
Applicant	KTR Creations
File ref	P032/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for proposed alterations and additions at No 35 (Lot 616) May Street, East Fremantle.

Executive Summary

The applicant is seeking Council approval for the following variations to the Residential Design Codes and the Residential Design Guidelines;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 1.7m required, 1.229m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 3.4m required, 3.251m provided
- (iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 5 degrees provided
- (iv) Clause 5.3.7 – Residential Design Codes – Site Works – 0.5m required, greater than 0.5m provided
- (v) Clause 5.3.8 – Residential Design Codes – Retaining Walls – 0.5m required, greater than 0.5m within 1m of side boundary provided
- (vi) Clause 5.4.1 – Residential Design Codes – Visual Privacy – Alfresco (South) – 7.5m required, 2.7m provided
- (vii) Clause 5.4.1 – Residential Design Codes – Visual Privacy – Alfresco (North) - 7.5m required, 4.6m provided

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

Background

Zoning: Residential R20
Site area: 511m²

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

Nil

ConsultationAdvertising

The application was advertised to surrounding land owners from 7 to 22 April and no submissions were received.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 Facilitate sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

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

3.3.1 Continue to improve asset management practices.

3.3.2 Optimal management of assets within resource capabilities.

3.3.3 Plan and advocate for improved access and connectivity.

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 Conserve, maintain and enhance the Town's open spaces.

4.1.1 Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.

4.1.2 Plan for improved streetscapes parks and reserves.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices.

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

4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts.

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Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback			N/A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Southern wall	1.7m	1.229m	D
Northern wall	1.6m	3.251m	A
Alfresco – rear boundary	3m	9.455m	A
Open Space	50%	71%	A
Wall height	6m	5.094m	A
Roof height	9m	7.009m	A
Setback of Garage/Carport			N/A
Car Parking			N/A
Site Works	0.5m maximum	>0.5m	D
Retaining Walls	0.5m maximum	>0.5m	D
Visual Privacy	7.5m	<7.5m	D
Overshadowing	<25%	20%	A
Drainage			To be conditioned

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	A
3.7.3 Development of Existing Buildings	A
3.7.4 Site Works	D
3.7.5 Demolition	A
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	D
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	N/A

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3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.15.4.3.1 Fremantle Port Buffer Area	A
3.7.15.3.3 Garages and Carports	N/A

This development application proposes multiple variations to both the Residential Design Codes and the Residential Design Guidelines. The property is a Category C heritage dwelling and the proposed alterations to the dwelling retain the heritage front of the dwelling. Given that it is Category C retention of the dwelling with additions and alterations is favoured over full demolition of the dwelling and is welcomed by the Town. The demolition works include the removal of the old outbuilding located at the rear of the property, as well as the existing rear deck, sleep-out, laundry and toilet. Existing asbestos materials on the building will be removed and replaced with safer cladding materials. The proposed changes create a more contemporary home that is more liveable and sustainable.

Lot Boundary Setback – Southern Wall

The southern wall of the dwelling is 20.08m long and 3.9715m high (average). It is located 1.229m from the boundary, although it is required to be setback 1.7m from the boundary. It does not achieve the Residential Design Codes deemed to comply setback requirements in accordance with clause 5.1.3 C3.1 but does achieve design principles 5.1.3 P3.1 for the following reasons;

- Reduces impact of building bulk on adjoining properties;
- It makes more effective use of the space for enhanced privacy for the occupants or outdoor living areas;
- Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties;
- Minimises the extent of overlooking and resultant loss of privacy on adjoining properties; and
- Does not have an adverse impact on adjoining properties

The setback variation of less than 0.5 metres is considered minor and has minimal impact. For these reasons the reduced side boundary setback can be supported.

Roof Pitch and Materials

The property is located within the Plympton precinct and as such is required to have a roof pitch of between 28 and 36 degrees in accordance with the Residential Design Guidelines acceptable development provisions 3.7.8.3 A4.1. However, it has a roof pitch of 25 degrees 38 minutes on the existing part of the dwelling and the roof of the new addition is 5 degrees. The proposed additions and alterations achieve performance criteria 3.7.8.3 P1 as the roof form positively contributes to the existing dwelling. As such the proposed roof pitch can be supported.

Site Works

The proposed development does not achieve the maximum of 0.5m of fill behind the front setback area and within 1m of the side boundary in accordance with the Residential Design Codes deemed to comply clause 5.3.7 C7.3. There are planter boxes that are approximately 0.7m high that are built to the side boundary. The planter boxes achieve design principles 5.3.7 P7.1 in that development considers and responds to the natural features of the site and requires minimal excavation and fill and as such can be supported. The site works has no impacts on the finished floor levels of the dwelling and therefore the development is consistent with the prevailing built form in the area.

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There are retaining walls up to or within 1.0 metre of a lot boundary for landscaping that are approximately 0.7m rather than the 0.5m required. As such it does not achieve Residential Design Codes deemed to comply clause 5.3.8 C8. However, it does achieve design principles 5.3.8 P8 as the retaining walls result in land that can be effectively used for the benefit of residents and do not detrimentally affect adjoining properties and are designed, engineered and landscaped having due regard to clauses 5.3.7 (Site Works) and 5.4.1 (Visual Privacy). As such the planter boxes and their role as retaining walls can be supported.

Visual Privacy

There are two areas from the proposed dwelling where visual privacy setbacks are less than required.

The alfresco area on the south side of the property requires a 7.5m privacy setback, however, a setback of only 2.7m is provided. It does not achieve the Residential Design Codes Deemed to Comply provisions 5.4.1 C1.1. The additions and alterations have reduced the overlooking compared to the existing structures on site. Photos provided by the applicant demonstrate that the proposed design will provide a reasonable level of additional privacy and overlooking is minimised by the solid wall with a small opening at the top of the alfresco area and the existing design on the southern neighbouring property which includes a screened outdoor living area and shrubs located along the boundary of this property which provides some privacy screening.

The alfresco area on the north side of the property requires a 7.5m privacy setback, however, a 4.6m setback is provided. It does not achieve the Residential Design Codes Deemed to Comply 5.4.1 C1.1. The northern property overlooks only a small section of this property according to cone of privacy calculations and permanent screening will be fitted to the northern side of the alfresco area to improve privacy.

In both cases the overlooking is a relatively small area of the neighbouring properties and the views are oblique. As such the proposed reduced visual privacy setbacks on the northern and southern sides of the property can be supported in accordance with design principles clause 5.4.1 P1.1 which requires that minimal direct overlooking is achieved through:

- Building layout and location;
- Design of major openings;
- Landscape screening of outdoor active habitable spaces; and
- Location of screening devices

It is noted that there have been no objections to the proposed design from the northern or southern neighbouring properties and as stated by the applicant the demolition of the existing deck and other structures on site and replacement with the proposed structures will increase the level of visual privacy from current levels. The proposed development significantly improves the existing dwelling with the removal of asbestos and renovation of the Category C heritage building and minimal negative impacts on the existing streetscape. For these reasons the proposed development is supported.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Design Codes and the Residential Development Guidelines are considered acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

11.6 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP070620

That development approval is granted and discretion is exercised in regard to the following;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 1.7m required, 1.229m provided;
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – 3.4m required, 3.251m provided;
- (iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 5 degrees provided;
- (iv) Clause 5.3.7 – Residential Design Codes – Site Works – 0.5m required, greater than 0.5m provided;
- (v) Clause 5.3.8 – Residential Design Codes – Retaining Walls – 0.5m required, greater than 0.5m within 1m of side boundary provided;
- (vi) Clause 5.4.1 – Residential Design Codes – Visual Privacy – Alfresco (South) – 7.5m required, 2.7m provided;
- (vii) Clause 5.4.1 – Residential Design Codes – Visual Privacy – Alfresco (North) - 7.5m required, 4.6m provided;

for proposed alterations and additions at 35 May Street, East Fremantle, in accordance with the plans date stamped received 14 May 2020, subject to the following conditions:

- (1) The proposed works are not to be commenced until written approval has been received from the Water Corporation in regards to works in proximity to the sewerage connection to the rear of the property.
- (2) The crossover widths are not to exceed the width of the crossovers indicated on the plans date stamped received 14 May 2020 and to be in accordance with Council's crossover policy as set out in the Residential Design Guidelines (2016).
- (3) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
- (4) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.
- (5) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
- (6) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (7) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (8) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.

- (9) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (10) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (v) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*

(ADOPTED BY EN BLOC RESOLUTION)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

Cr Nardi declared a proximity interest in the following item and left the meeting at 8.10pm

11.8 Marmion Street No 122A (Lot 2) Proposed two storey dwelling

Owner	Jack & Sarah Dart
Applicant	Red Ink Homes
File ref	P041/20
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a planning application for a proposed two storey dwelling at No 122A (Lot 2) Marmion Street, East Fremantle.

Executive Summary

The applicant is seeking Council approval for the following variations to the Residential Design Codes and the Residential Design Guidelines;

- (i) Clause 5.1.3 – Residential Design Code – Lot Boundary Setbacks – Garage - 1m required, 0.3m provided
- (ii) Clause 5.1.3 – Residential Design Code – Lot Boundary Setbacks – Kitchen - 6m required, 5.5m provided
- (iii) Clause 5.1.3 – Residential Design Code – Lot Boundary Setbacks – Living & alfresco 6m required, 2.3m provided
- (iv) Clause 5.1.4 – Residential Design Codes – Open Space – 55% required, 52% provided
- (v) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 18 and 25 degrees provided
- (vi) Clause 5.3.7 – Residential Design Codes – Fill – up to 0.5m required, 0.57 provided
- (vii) Clause 5.3.8 – Residential Design Codes - Retaining Walls - up to 0.5m required, 0.57m provided

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

Background

Zoning: Residential R12.5

Site area: 422m²

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

Strata lot created 6 September 2019

Consultation

Advertising

The application was advertised to surrounding land owners 23 April to 8 May 2020. One submission was received that was supportive of the proposal with no conditions or explanatory comments. Strata approval was received from both owners of 122 Marmion Street.

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Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

External Consultation

A condition was imposed that requires the applicant to submit written approval from the Water Corporation prior to the submission of a building permit.

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 *Facilitate sustainable growth with housing options to meet future community needs.*

3.1.1 *Advocate for a desirable planning and community outcome for all major strategic development sites.*

3.1.2 *Plan for a mix of inclusive diversified housing options.*

3.2 *Maintaining and enhancing the Town's character.*

3.2.1 *Ensure appropriate planning policies to protect the Town's existing built form.*

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

3.3.1 *Continue to improve asset management practices.*

3.3.2 *Optimal management of assets within resource capabilities.*

3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

4.1 *Conserve, maintain and enhance the Town's open spaces.*

4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.*

4.1.2 *Plan for improved streetscapes parks and reserves.*

4.2 *Enhance environmental values and sustainable natural resource use.*

4.2.1 *Reduce waste through sustainable waste management practices.*

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

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4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts.

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	7.5m	>7.5m	A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Garage - south	1m	0.3m	D
Bed 4 - south	1.5m	1.5m	A
Bed 4, bathroom, toilet, bed 3 - east	1.5m	1.5m	A
Laundry, scullery - east	1.0m	1.02m	A
Family - east	1.5m	7.5m	A
Kitchen, scullery - north	6m	5.598m	D
Family, alfresco - north	6m	2.358m	D
Alfresco, theatre - west	1.0m	1.099m	A
Double garage - west	1m	6.619m	A
Upper storey - east	1.2m	4.26m	A
Upper storey - north	1.2m	9.99m	A
Upper storey - west	1.2m	7.139m	A
Upper storey - south	1.2m	3.5m	A
Open Space	55%	52%	D
Wall Height	6m	5.442m	A
Roof Height	9m	7.28m	A
Car Parking	1-2 car bays	2 car bays	A
Site Works	Maximum of 0.5m fill	0.57m	D
Visual Privacy			N/A
Overshadowing	25%	25%	A
Drainage			To be conditioned

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Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	N/A
3.7.3 Development of Existing Buildings	N/A
3.7.4 Site Works	A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	N/A
3.7.8 Roof Form and Pitch	D
3.7.9 Materials and Colours	A
3.7.10 Landscaping	N/A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.15.4.3.1 Fremantle Port Buffer Area	N/A

This development application proposes a new double storey dwelling located on the vacant rear strata property at 122A Marmion Street. Six variations are requested to the requirements of the Residential Design Codes and one variation is requested to the Residential Design Codes. These variations are explained further below. The majority of the variations result from a previous subdivision, permitted because of the heritage listing of 122 Marmion Street (the parent lot) as a Category C listing, at a density of R20, when the current zoning is R12.5.

Lot Boundary Setbacks – Garage Wall – Southern Boundary

The garage has a 9.23m long and 3.12m high wall located 0.3m from the boundary where it is supposed to be 1m from the boundary in accordance with the Residential Design Codes Table 2. Although it does not achieve the deemed to comply clause 5.1.3 C3.1 i it does achieve the design principles clause 5.1.3 P3.2 for the following reasons;

- The reduced setback makes effective use of the space for enhanced privacy for the occupants;
- Reduces the impacts of building bulk on adjoining properties;
- Adequate sunlight and ventilation is provided to the building and open spaces on the site and adjoining properties;
- There is minimal overlooking or loss of privacy;
- Does not have an adverse impact on the amenity of the adjoining property;
- Direct sunlight to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted; and
- Positively contributes to the prevailing and future development context and streetscape in the local planning framework.

For these reason the reduced boundary setback for the garage wall can be supported.

Lot Boundary Setback – Kitchen and Scullery – Northern Boundary

The kitchen and scullery located to the north of the dwelling comprises a wall 6.48m long and 2.607m high and is located 5.598m from the northern boundary. It does not achieve the deemed to comply clause 5.1.3 C3.1 i of the Residential Design Codes which requires a setback of 6m in accordance with Table 1 and a residential density coding of R12.5. However, it does achieve design principles clause 5.1.3 P3.1 for the following reasons;

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- Reduces the impacts of building bulk on adjoining properties;
- Adequate sunlight and ventilation is provided to the building and open spaces on the site and adjoining properties; and
- There is minimal overlooking or loss of privacy.

It is also noted that the subject lot has been subdivided at a R20 density subject to the heritage listing of the front property (122 Marmion Street) and is closer to meeting the requirements of a density coding of R20 rather than the R12.5 that it currently has. There are considerable constraints on a smaller lot that is still expected to achieve the rear boundary setback of 6m. For these reasons the reduced boundary setback for the kitchen and scullery wall can be supported.

Lot Boundary Setback - Family Room – Northern Boundary

The family room located to the north of the dwelling comprises a wall 11.03m long and 2.607m high and is located 2.358m from the northern boundary. It does not achieve deemed to comply clause 5.1.3 C3.1 i of the Residential Design Codes which requires a setback of 6m in accordance with Table 1 and a residential density coding of R12.5. However, it does achieve design principles clause 5.1.3 P3.1 for the following reasons;

- Reduces the impacts of building bulk on adjoining properties;
- Adequate sunlight and ventilation is provided to the building and open spaces on the site and adjoining properties; and
- There is minimal overlooking or loss of privacy.

As stated previously the subject lot has been subdivided and is closer to meeting the requirements of a density coding of R20 rather than the R12.5 that it currently has. There are considerable constraints on a smaller lot that is still expected to achieve the rear boundary setback of 6m. For these reasons the reduced boundary setback for the family room wall can be supported.

Open Space

Site coverage for this proposed development is equivalent to 48% of the lot which means that open space provided equates to 52% (including half of the 111m² common property shared with the front strata property). As a result it does not achieve deemed to comply clause 5.1.4 C4 of the Residential Design Codes that requires open space of 55%. However, it does achieve design principles clause 5.1.4 P4 in that development incorporates suitable open space for its context that:

- Reflects existing and desired streetscape character;
- Provides access to natural sunlight for the dwelling;
- Reduces building bulk on the site consistent with the expectations of the applicable density code;
- Provides an attractive setting for buildings, landscape, vegetation an streetscape;
- Provides opportunities for residents to use space external to the dwelling for outdoor pursuits and access within/around the site; and
- Provides space for external fixtures and essential facilities.

As the subject lot has been subdivided it is closer to meeting the requirements of a density coding of R20 rather than the R12.5 that it currently has. There are considerable constraints on a smaller lot that is still expected to achieve the open space requirements of a density coding of R12.5 of 55%. If it was coded R20

it would only require 50% open space therefore the development complies with a R20 density coding, the density at which the lot was subdivided at. For these reasons the reduced open space provision can be supported.

Roof Pitch

In the Woodside precinct there is a requirement that roof pitch is between 28 and 36 degrees in accordance with acceptable development provisions 3.7.8.3 A4.1. The roof has a pitch of 18 and 25 degrees which achieves performance criteria clause 3.7.8.3 P4 which requires that roof forms of new buildings complement the traditional form of surrounding development in the immediate locality. For this reason the roof pitch less than 28 degrees can be supported.

Fill

Some fill is proposed to be introduced to the site such that it is 0.57m above natural ground level at that point. Although it does not achieve the deemed to comply clause 5.3.7 of the Residential Design Codes, it does achieve design principles clause 5.3.7 P7.2; where fill is necessary all finished levels respect the natural ground level at the lot boundary of the site and as viewed from the street. There is minimal impact to adjoining properties. For this reason the use of fill can be supported.

Retaining Walls

Retaining walls up to 0.57m high are proposed which is above the 0.5m maximum height permitted by the Residential Design Codes deemed to comply clause 5.3.8 C8 provisions. It does achieve design principles clause 5.3.8 P8 which allows retaining walls to be used that allow the land to be effectively used for the benefit of residents and not detrimentally affect adjoining properties and designed, engineered and landscaped having due regard to the requirements around fill and privacy. For this reason the retaining wall can be supported.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, particularly the subdivision of the lot at R20 and the assessment of the proposal at R12.5, the variations that have been proposed to the Residential Design Codes and the Residential Development Guidelines are considered to have minimal adverse impacts and are acceptable. As such it is recommended that the proposed development be supported subject to planning conditions.

11.7 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP080620

Moved Mayor O'Neill, seconded Cr Harrington

That development approval is granted and Council exercises discretion in regard to the following;

- (i) Clause 5.1.3 – Residential Design Code – Lot Boundary Setbacks – Garage - 1m required, 0.3m provided**
- (ii) Clause 5.1.3 – Residential Design Code – Lot Boundary Setbacks – Kitchen - 6m required, 5.5m provided**
- (iii) Clause 5.1.3 – Residential Design Code – Lot Boundary Setbacks – Living & Alfresco - 1m required, 2.3m provided**
- (iv) Clause 5.1.4 – Residential Design Codes – Open Space – 55% required, 45.5% provided**
- (v) Clause 3.7.8.3 – Residential design Guidelines – Roof Pitch – 28 to 36 degrees required, 18 and 25 degrees provided**

- (vi) Clause 5.3.7 – Residential Design Codes – Fill – up to 0.5m permitted, 0.57m provided
- (vii) Clause 5.3.8 – Residential Design Codes - Retaining Walls - up to 0.5m permitted, 0.57m provided

for a double storey dwelling at 122A Marmion Street, East Fremantle, in accordance with the plans date stamped received 20 April 2020, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
- (2) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.
- (3) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
- (4) Prior to the submission of a building permit written approval is to be received from the Water Corporation in regards to works in proximity to the sewerage easement.
- (5) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
- (6) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (7) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (8) Any changes to the front fence will require the submission of a development application for the consideration of Council. Front fencing is to comply with the requirements of the Residential Design Guidelines and Council requirements.
- (9) The verge tree on Marmion Street is to be protected during construction works to the satisfaction of the Chief Executive Officer and no pruning or removal of branches of the tree is to be undertaken during or at the completion of construction works.
- (10) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (11) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

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

(CARRIED UNANIMOUSLY)

Note:

As 4 Committee members voted in favour of the Reporting Officer’s recommendation, pursuant to Council’s decision regarding delegated decision making made on 19 May 2020 this application deemed determined, on behalf of Council, under delegated authority.

Cr Nardi returned to the meeting at 8.14pm and it was noted he did not speak or vote on the previous motion.

12. MATTERS BEHIND CLOSED DOORS

Nil.

13. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 8.15 pm.

I hereby certify that the Minutes of the ordinary meeting of the Town Planning Committee of the Town of East Fremantle, held on 2 June 2020, Minute Book reference 1. to 13 were confirmed at the meeting of the Committee on:

.....

Presiding Member

12. REPORTS

12.1 PLANNING

12.1.1 Bolton Street No 10 (Lot 24) Proposed loft addition

Owner	Mark & Tanya Duncan-Smith
Applicant	Angella Moffat
File ref	P087/18
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	16 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Plans date stamped 9 March 20202. Community Consultation3. Summary of Submissions4. Materials

Purpose

The purpose of this report is for Council to consider a planning application for a proposed loft addition at No 10 (Lot 24) Bolton Street, East Fremantle.

Executive Summary

This item was presented to Town Planning Committee on 2 June 2020 but a final decision was deferred to the 16 June full Ordinary Council meeting. The applicant has provided clarifying technical specifications and details. A re-assessment of those details was undertaken and is detailed in the comment section of this report.

A re-assessment of all setbacks, heights and privacy matters for the proposed development was undertaken to specifically identify potential impacts to adjoining neighbours. For the purposes of clarification relating to the height details as discussed below, the maximum height of the proposal is 34.78 metres AHD.

The assessment table with adjusted figures and subsequent comments will clarify comments made in the original Committee report including requests for clarification from the applicant and adjoining neighbour. To that end, this is an amended report.

The applicant is seeking Council approval for the following variations to the Residential Design Guidelines;

- (i) Clause 3.7.18.4.1.3 – Residential Design Guidelines – Wall Height – 5.6m required, 6.8 – 7.2m provided;
- (ii) Clause 3.7.8.3– Residential Design Guidelines – Roof Form & Pitch – original pitch required, curved (variable) roof pitch provided; and
- (iii) Clause 3.7.2.3 – Residential Design Guidelines – Additions and Alterations to Existing Building – Loft Windows, Roof Geometry, Visibility from Street–horizontally proportioned windows provided, no significant change to roof geometry, minimal visibility from street

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

A reassessment of the intent and interpretation regarding the regulatory requirements for the proposed development at 10 Bolton Street was undertaken prior to the Town Planning Committee meeting and it was conceded that item (i) and (ii) from the proposed variations stated in Agenda Item 11.1 from the Town Planning Committee report of 2 June 2020 are compliant and therefore can be removed. Further explanation is provided in the comment section of the report.

Background

Zoning: Residential R12.5
Site area: 678m²

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

There have been previous sets of plans presented to the Town in an effort to have the proposed development approved, however an application was not presented to Council for determination.

Consultation

Advertising

The application was advertised to surrounding land owners from 18 March to 3 April 2020 with an additional week given for submitters to complete their submissions. Two submissions were received. The Town also undertook additional meetings with a submitter to discuss the application in detail. These submissions are included in the appendix at the end of this report due to the length of the submissions.

The applicant response and officer response are also included in the appendix.

The application was deferred to facilitate the applicant and the neighbour to enter dialogue regarding the outcomes of the proposed development.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC due to the COVID19 pandemic.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA

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

Policy Implications

Town of East Fremantle Residential Design Guidelines 2016 (as amended)

Financial Implications

Nil

Strategic Implications

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

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

- 3.1 *Facilitate sustainable growth with housing options to meet future community needs.*
 - 3.1.1 *Advocate for a desirable planning and community outcome for all major strategic development sites.*
 - 3.1.2 *Plan for a mix of inclusive diversified housing options.*
- 3.2 *Maintaining and enhancing the Town's character.*
 - 3.2.1 *Ensure appropriate planning policies to protect the Town's existing built form.*
- 3.3 *Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.*
 - 3.3.1 *Continue to improve asset management practices.*
 - 3.3.2 *Optimal management of assets within resource capabilities.*
 - 3.3.3 *Plan and advocate for improved access and connectivity.*

Natural Environment

Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.

- 4.1 *Conserve, maintain and enhance the Town's open spaces.*
 - 4.1.1 *Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore.*
 - 4.1.2 *Plan for improved streetscapes parks and reserves.*
- 4.2 *Enhance environmental values and sustainable natural resource use.*
 - 4.2.1 *Reduce waste through sustainable waste management practices.*
- 4.3 *Acknowledge the change in our climate and understand the impact of those changes.*
 - 4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts.*

Risk Implications

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

Site Inspection

A site inspection was undertaken.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Local Planning Scheme No. 3 and the Town's Local Planning Policies including the Residential Design Guidelines, as well as the Residential Design Codes. A summary of the assessment is provided in the following tables.

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	7.5m	11m	A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Eastern wall loft	11.1m long, 5.5m to 6m high 1.6m setback required	3.4m	A
Western wall loft	11.1m long, 7.6m to 8.5m high 4.7m setback required	5.6m	A
Southern wall loft	6m setback required	20.9m	A
Open Space		No change in open space from existing as loft is being built within existing footprint	N/A
Wall height	5.6m	6.8 – 7.2m	D
Roof height	8.1m	7.1 – 7.5m	A
Setback of Garage/Carport			N/A
Car Parking			N/A
Site Works			N/A
Visual Privacy	4.5m	4.6m	A
Overshadowing			N/A
Drainage			To be conditioned

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	D
3.7.3 Development of Existing Buildings	D
3.7.4 Site Works	N/A
3.7.5 Demolition	D
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	N/A
3.7.8 Roof Form and Pitch	D
3.7.9 Materials and Colours	D
3.7.10 Landscaping	N/A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.18.3 Garages and Carports	N/A
3.7.18.4 Building Design Requirements	D
3.7.18.4.3 Fremantle Port Buffer Requirements	N/A

The proposed matter was presented to Town Planning Committee on 2 June 2020 but a final decision was deferred to the 16 June full Council meeting. Modifications to the report have been made to update the interpretation regarding the regulatory requirements for the proposed development and are detailed below. Following the Town Planning Committee meeting additional information was provided by the applicant and a re-assessment of the development requirements for the proposed development was undertaken to specifically identify maximum development impacts to adjoining neighbours. The assessment table and subsequent comments

provide adjusted figures which will clarify comments made in the original Committee report including requests for clarification from the applicant and adjoining neighbour.

This development application proposes a loft addition as well as internal works at the subject property. The property is on the Town of East Fremantle's heritage list as a Category A property. Additions and alterations to such dwellings can be proposed by applicants.

The loft will house a master bedroom, lift, ensuite and toilet, walk-in robe and entry door onto the belvedere. Additional changes are proposed to the ground floor. Internal walls to 2 rooms and a hallway at the front of the house will be removed allowing the amalgamation of the area into a single open plan living, dining and kitchen area. New metal roof sheeting will be installed utilising the existing roof framing and approximately 50% of the guttering and downpipes will be replaced. New weather sealed windows in the same style as the existing windows will be installed. The existing belvedere and double chimney will remain in place. The existing footprint of the dwelling will remain unchanged and there is no increase in site coverage by the building nor reduction in the current open space on site.

The loft that is being proposed will be located 11m from the front boundary of the property and inserted in the valley and between the ridges of the existing roof. An attempt has been made to ensure that the loft has minimal impact on the neighbouring property owners' views of the river or ocean as the overall height complies with the Deemed to Comply provisions of the R-Codes. The loft will alter the external appearance of the dwelling and will be discussed later in the report. The internal works that are proposed have no impact on the external appearance of the dwelling, but do improve the functionality and liveability of the dwelling by increasing the size of the rooms and allow the living area to become an open plan living space more in keeping with contemporary living.

The applicants claim that the proposal is closer to the aims of the Burra Charter. It is also noted that the Burra Charter can influence decisions taken by the Town with regards to the development of heritage properties but there is no legal requirement to do so. The Burra Charter ultimately provides guidance with regards to heritage protection and conservation only. Ultimately it is up to the Council to make the final decision as to whether the proposed development will be supported or not.

The following variations are proposed to the Residential Design Guidelines.

Visual Privacy

Whilst not a variation, an objection has been received from the eastern neighbour relating to the clerestory windows and privacy concerns. The clerestory windows are highlight windows to the subject property and the windows are located to non-habitable rooms, therefore from the requirements of the Residential Design Codes the proposal is considered to comply with the Deemed to Comply provisions. The adjoining eastern property is elevated above the subject site and as such the highlight windowed may be perceived to allow sight lines into the adjoining property. Plans have been provided (as below) to indicate privacy corridors are significantly protected.

No condition has been added to require screening to the windows as the windows comply with the Deemed to Comply Provisions.

Demolition

A development impact statement has not been provided by the applicant specifically for these plans as required by acceptable development clause 3.7.5.3 A2 of the Residential Design Guidelines, however, a statement was received from the owner and applicant that outlined the proposal and the issues that they have attempted to mitigate through the proposed design. The proposal is the third iteration of plans that have been presented to the Town for assessment and previous heritage/ design impact statements have been provided to these plans. Whilst the current design does have a different external design, the overall intent of the modifications to this heritage dwelling are considered to be consistent. The Town has considered all documentation submitted throughout this development application, including previous heritage impact statements. The owners have reached the stage where they want a final decision to be made by the Town in relation to the proposed development.

The interior walls of the dwelling that are proposed to be demolished are clearly demonstrated on the plans that were provided as part of the development application. There are no planning issues created by the demolition of these walls as it is intended not to demolish the whole wall, but to facilitate openings in the walls to ensure the alterations can be readily interpreted. Features of the interior of the heritage dwelling are retained with the exception of the creation of a large and more contemporary open plan living and kitchen area. Structurally, any internal changes will have to be approved through the building permit process to ensure the changes are safe and structurally sound.

Concern has been raised that the proposal is not consistent with the heritage characteristics of this A listed dwelling. As noted above a heritage statement has been provided by a qualified heritage architect relating to the previous design which supported the proposal. Whilst the design has been modified the intent of the design remains the same, therefore based on heritage grounds can be supported.

Wall Height

Additional wall and roof height details have been provided to Council which confirms a maximum wall height of both eastern and western elevations which comprises of 6.8 metres (eastern elevation) and 7.2 metres (western elevation) respectively. However it has to be noted that although the highlight windows have been termed a wall for ease of understanding, they provide natural light and ventilation 'above eye level'. They are not a traditional clerestory as the highlight windows are not in a wall as per distinct technical terms – but in the roof framework. Walls are typically understood as a structure that rest on a building foundation, which again in specific terms these windows clearly do not. However to ensure a conservative assessment is undertaken, for the purposes of this assessment the windows have been assessed as a wall and therefore there is a variation regarding setbacks to the boundary and wall heights. If the technical assessment was made regarding the windows were part of the roof form, there would be no variations.

In accordance with the Residential Design Guidelines acceptable development provisions 3.7.18.4.1.3 A2.4 those areas with views which are considered to be an important part of the amenity of the area and neighbours existing views are affected then specific wall and roof heights are required.

Again it is noted that the window façade is considered a wall for assessment purposes only. At 7.2m on the western elevation, the wall height is higher than the 5.6m required (1.6 metres) by the Residential Design Guidelines as the subject site is considered to be located in an area

sensitive to views. The design has attempted to respond to the adjacent developments by ensuring the overall height of the development is compliant with maximum roof height requirements and the established character of the area, which has many examples of multi storey dwellings because of the fall in the land on Bolton Street. The walls of the loft are above maximum height, but the overall height of the development is still below the maximum allowable roof height as explained in the next section.

Roof Height

Additional roof height details have been provided to Council and approximate specification regarding roof construction (please note engineering works have not been completed and therefore approximate calculations are presented) which confirms a maximum roof height of on both eastern and western elevations comprising of 7.1 metres (eastern elevation) and 7.5 metres (midpoint of roof form) respectively. The roof height is a maximum of 34.78 metres AHD. The roof is proposed to be a maximum of 7.5m above natural ground level compared to the maximum allowable height of 8.1m as required by the Residential Design Guidelines clause 3.7.18.4.1.3 A2.4 (0.6 metres under the maximum height required) and therefore is compliant with the Deemed to Comply provisions.

Clarification has been provided by the applicant regarding the wall and roof height, and the overall structure is circa 0.92 metres above the existing roof form. By doing this the design does not eliminate all views of the ocean and river from the neighbouring properties including the property immediately to the east, 8 Bolton Street.

Roof Form and Pitch

The pitch of the roof of the proposed loft is curved with a pitch of approximately 2 degrees. Although this does not achieve the acceptable development requirements of clause 3.7.8.3 A1 of the Residential Design Guidelines. The roof form has been designed to sit inside the existing roof cavity, therefore the original roof form can be readily interpreted, whilst the new roof element to the loft is differentiated from the existing heritage element. The proposed additions do achieve the performance criteria clause 3.7.8.3 P1 in that the roof forms of additions and alterations positively contribute to the existing dwelling.

The area that the loft is built between in the roof of the existing dwelling is currently the top of 2 ridgelines of the roof and within the existing roof valley. This will lessen the likelihood of issues associated with drainage from the roof by ensuring that stormwater is drained away from the centre of the building towards the sides and as a result positively contributes to the longevity of the building as was highlighted in documentation provided by the owner and applicant relating to issues relating to stormwater drainage off the roof.

The eastern neighbour has raised concern regarding the roof material from the new roof. It is proposed the new roof is made from zincalume. As such the material is consistent with the exiting roof and the heritage building. Whilst zincalume can be reflective, it is also considered to be the material that effectively dulls the quickest resulting in a patina on the material reducing glare. A condition is included in the Officer's Recommendation which enables Council to take action if the glare of the roof causes amenity impacts, that in the opinion of Council warrant further modifications to the roof.

Change in Roof Geometry

According to the Residential Design Guidelines acceptable development clause 3.7.2.3.A1.2 second storey additions are required to be accommodated within the existing roof (without

changes to the roof geometry) and built behind the existing building and not visible from the opposite side of the street.

In this case the loft addition is built in the valley between the two ridge lines and no change occurs to the geometry of the eastern and western roof panels of the ridgelines of the dwelling, only the valley roof panels. The loft utilises the area in between the ridgelines, and although the loft roof is slightly higher it is done in a way that is integrated into the existing roof, but still interpreted as a new addition. The design and detail of the loft also has been designed to maintain the neighbours view corridors where possible. The valley cannot be seen from the street front so the loft addition is utilising vacant roof space. Despite creating a large room inside the roof cavity there is only minimal interference with the existing roof line.

The belvedere and the western chimney are not modified by the proposed development. The loft is below the belvedere and the chimney is retained. There is no requirement to ensure that the chimneys or belvedere can be seen from locations outside the Town of East Fremantle.

Additions and Alterations to Existing Buildings

As with all residential design, compromises often have to be made with design and trade-offs between what is possible and what is permissible have to be made. This matter is complicated by the heritage status of the dwelling.

Loft Windows

In this case the subject property is proposed to have windows at the top of the loft that are aligned horizontally, rather than vertically. These windows have been assessed as being a walled element rather than distinctly assessed as roof. Acceptable development clause 3.7.2.3 A2 of the Residential Design Guidelines requires that windows have a vertical profile. Similarly the performance criteria 3.7.2.3 P2 states that alterations to openings or new openings, facing the street are to have a vertical profile or to be composed of vertical modules. The proposed new openings on the primary street façade are of a horizontal proportion to ensure that the design is not higher which would in turn create issues relating to the loss of views from neighbouring properties. The loft design is such that it is lower than if it had vertically proportioned windows. It is recommended that despite not achieving the requirement for vertically proportioned windows, the proposed window format should be supported as by not doing so would potentially create other issues relating to the proposed loft being above the acceptable roof height and then in turn impacting on neighbouring property views of the river and ocean.

Additionally the vertical windows cause a break in the design between the existing heritage of the current roof form and the proposed addition of the flat roof. The vertical windows act to visually establish old and new in the proposal. For the above reasons the proposed loft windows with horizontally proportioned windows are supported. Please note above the eastern neighbours have raised concerns regarding these windows, however the windows are considered to be compliant from a visual privacy assessment.

Visibility from Opposite Side of Street

Although the additions may be seen from the opposite side of the street a minor variation to this may be permitted on the basis of its impact on the streetscape. The addition is not a dominant feature of the dwelling and is in a different style to the existing heritage dwelling. This is in alignment with clause 3.7.2.2 Desired Development Outcomes of the Residential Design Guidelines which requires that additions and alterations;

- Should take into account the significance and character of the existing building and its contribution to the character of the precinct,
- Should be well designed with minimal interference to the existing building,
- Second storey additions shall be supported but are required to:
 - Be constructed within the existing roof space or towards the rear of the dwelling and must not impact upon significant fabric of the dwelling
 - Not be dominant from the primary street
- Should visually contrast to the contributory building, with differentiation being major or subtle,
- Not be dominant from the primary street.
- Should always respect scale, bulk and proportions of the existing dwelling.

The Category A heritage listing is being respected while at the same allowing some development in an area of the roof that is currently not visible from the street and the loft addition has minimal impact on the existing dwelling. Whilst there may be visibility from the street, the eye line would have to be drawn to the addition, which is based higher than the level of the street. Although it can be seen it is not dominant from the street, as the heritage building and significant retention of existing roof form will remain the dominant feature to the street. The loft addition also contrasts with the heritage component of the building and is not out of proportion with the rest of the dwelling. As photos from the applicant show the change in the look of the building from numerous points around the surrounding street and area is minimal.

Clarifying detail regarding the roof has been provided. An additional 0.6m wall height and 0.32m roof height (0.92 metres total) is added to the building height which compared to its overall height of 7.1 metres at the eastern elevation and 7.5m at the midpoint of the roof form which is compliant with the Deemed to Comply provisions of 8.1m maximum roof height set by the Residential Design Guidelines. This increase is not excessive and as a result of utilising different materials, styles and shapes to the heritage component of the dwelling a clear distinction is made between the old and new parts of the building.

Clarification to Original Town Planning Committee Report

Modification to the report has been made to update the interpretation regarding the regulatory requirements for the proposed development and it was determined that item (i) and (ii) from the proposed variations stated in Agenda Item 11.1 from the Town Planning Committee report of 2 June 2020 can be amended. Clarification has also been provided regarding privacy matters.

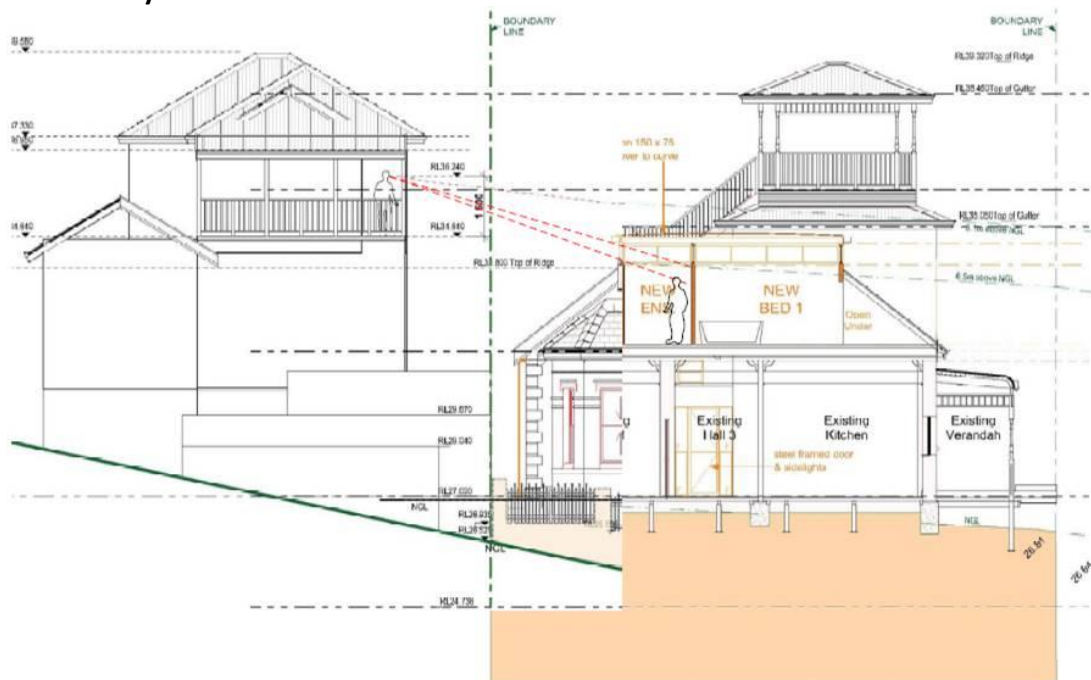
Item (i) referred to the lot boundary setback which was stated at 3.2 metres in the report could be deemed to be 5.6m. This is because the new section of wall (clerestory windows – considered a wall) has been assessed as the appropriate structure rather than the fascia of the roof of the loft. This is an interpretation of what is considered as new structures.

The roof structure was assessed as the proposed setback based on a conservative assessment of the application, however as the roof structure already existing an argument has been made and accepted by the Planning Department that the new clerestory windows should be utilised for any setback to the western boundary. As such the lot boundary setback of 5.6m to the clerestory windows is in excess of the deemed to comply requirements of clause 5.1.3 of the Residential Design Codes of 4.7m and is therefore compliant.

Item (ii) refers to the visual privacy setbacks which could be deemed to be 5.1 metres, rather than the 4.3m stated in the original report, which was at the low point of the window. Again a

conservative assessment was undertaken by the assessing officer. This reassessment is because the Velux windows are at an oblique pitch and the low height limits the ability of residents to look out the window. Additionally the Residential Design Codes do not contemplate oblique windows and the officer has assessed the window from the low side of the window, however in practical terms the window cannot be utilised, therefore again an argument has been put forward to assess the Velux window from the upper end of the window at 5.1 metres. This was not agreed with, however a midpoint was considered appropriate for the assessment. As such the visual privacy setback is 4.6 metres which is in excess of the deemed to comply requirements of clause 5.4.1 of the Residential Design Codes which requires a visual privacy setback of 4.5m for a bedroom. Please note that if a development proposal meets the deemed to comply privacy requirements of the Residential Design Codes from the applicant's point of view, then no variation has to be considered and the proposal is compliant. The Residential Design Codes do not consider measurement of the privacy setback from the neighbouring property and given that the windows in the loft addition are highlight windows above 1.6m from finished floor level of the loft means that they are not considered a major opening but rather part of a wall.

Visual Privacy



VIEW FROM NEIGHBOURS BALCONY to BATHROOM
25.5.20

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Residential Development Guidelines are considered acceptable. An assessment has been completed of the proposed development and the variations are considered relatively minor. Submissions have been received and these have been considered by the assessing officer. The development application has been assessed on its merits. This report therefore recommends that the proposed development be supported subject to planning conditions.

12.1.1 OFFICER RECOMMENDATION

That development approval is granted and Council exercises its discretion in regard to the following;

- (i) Clause 3.7.18.4.1.3 – Residential Design Guidelines – Wall Height – 5.6m required, 7.2m provided;
- (ii) Clause 3.7.8.3– Residential Design Guidelines – Roof Form & Pitch – original pitch required, curved roof pitch provided;
- (iii) Clause 3.7.2.3 – Residential Design Guidelines – Additions and Alterations to Existing Building – Loft Windows, Roof Geometry, Visibility from Street–horizontally proportioned windows provided, no significant change to roof geometry, minimal visibility from street

for loft additions at No. 10 (Lot 24) Bolton Street, East Fremantle, in accordance with the plans date stamped received 9 March 2020, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council’s further approval.
- (2) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.
- (3) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council’s attention.
- (4) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
- (5) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.
- (6) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
- (7) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (8) This planning approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

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

-
- (i) this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
 - (ii) a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
 - (iii) it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
 - (iv) all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
 - (v) matters relating to dividing fences are subject to the Dividing Fences Act 1961.*



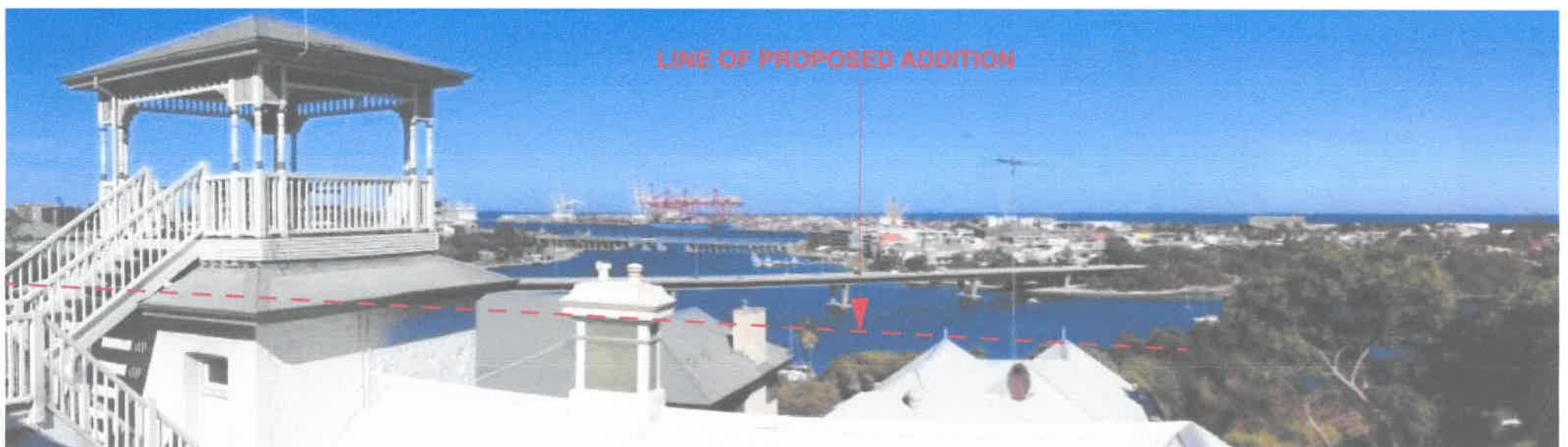
P R O P O S E D ADDITIONS & ALTERATIONS

BOLTON PROJECT

HSE No.10 Bolton Street,
EAST FREMANTLE

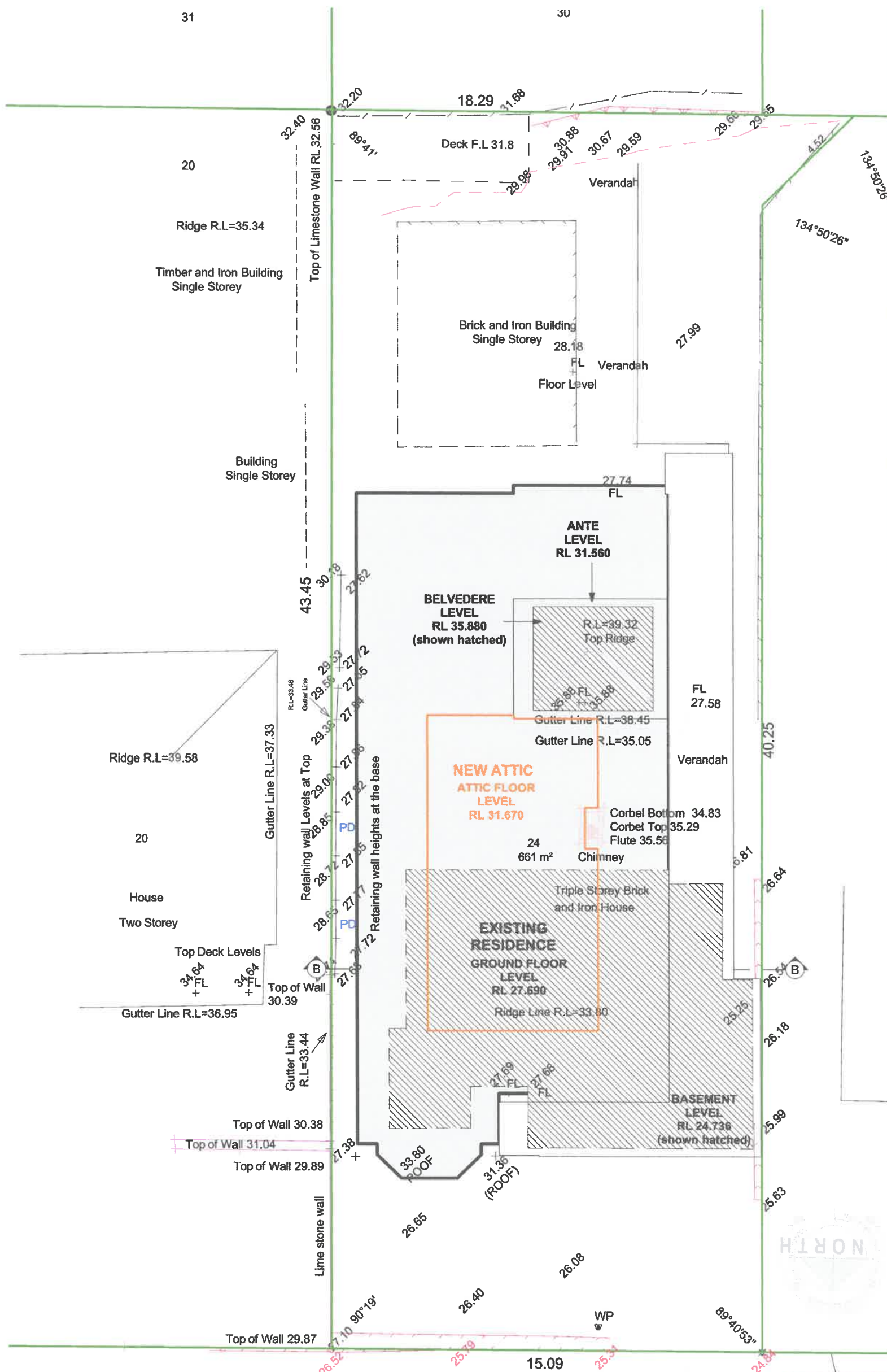
DRAWING SCHEDULE - PROPOSED RESIDENCE		
Sheet no	Title	DATE
	TITLE SHEET & DRAWING SCHEDULE	
1	SITE PLAN 1:150	31:01:20
2	BASEMENT DEMOLITION PLAN	31:01:20
3	GROUND FLOOR DEMOLITION PLAN	31:01:20
4	ANTE DEMOLITION PLAN	31:01:20
5	BASEMENT PLAN-PROPOSED	31:01:20
6	GROUND FLOOR-PROPOSED	31:01:20
7	ATTIC PLAN-PROPOSED	31:01:20
8	BELVEDERE PLAN-PROPOSED	31:01:20
9	ELEVATIONS NORTH & SOUTH	31:01:20
10	ELEVATIONS EAST	31:01:20
11	ELEVATIONS WEST	31:01:20
12	SECTION A-A	31:01:20
13	SECTION B-B & EAVES DETAIL	31:01:20
14	SECTION C-C	31:01:20
15	SECTION D-D	31:01:20
16	SECTION E-E	31:01:20
17	SECTION F-F	31:01:20
18	EAST NEIGHBOUR	31:01:20
19	PERSPECTIVE NORTH WEST	31:01:20
20	PERSPECTIVE NORTH EAST	31:01:20
21	PERSPECTIVE ADJOINING OWNERS BALCONY	31:01:20
22	PERSPECTIVE EYE LEVEL FROM ROAD	31:01:20
23	PERSPECTIVE EYE LEVEL FROM DRIVEWAY	31:01:20
24	JUSTIFICATION	31:01:20
25	RETAINED HERITAGE IMAGES 1	31:01:20
26	RETAINED HERITAGE IMAGES 2	31:01:20
27	MAINTAINANCE AS PART OF PROPOSAL	31:01:20
28	PHOTOS EXPLAINED VELUX VIEW	31:01:20

PROPOSED ADDITIONS



LEGEND

- TO BE CONFIRMED
- SITE BOUNDARY
- DEMOLITION
- ROOF
- WALLS, CABINETS & TILE FILLS
- EXTERNAL WINDOWS & DOORS
- INTERNAL DOORS
- NEW LIVING FLOOR
- NEW PLUMBING
- NEW TILED FLOOR



TOWN OF EAST FREMANTLE
PLANNING APPLICATION
DATE No
09 MAR 2020 P 0.18 - 87
RECEIVED

Site Plan
1:150

Client:
BOLTON PROJECT
Address:
Hno.10 Bolton Street, East Fremantle 6158 WA

PLANS REFERRED TO IN CONTRACT:	REVISION	AMENDMENT	DATE
Owner: Date:			
Owner: Date:			
Builder: Date:			

Issued For:
ADDITION

Job no. 5-2018

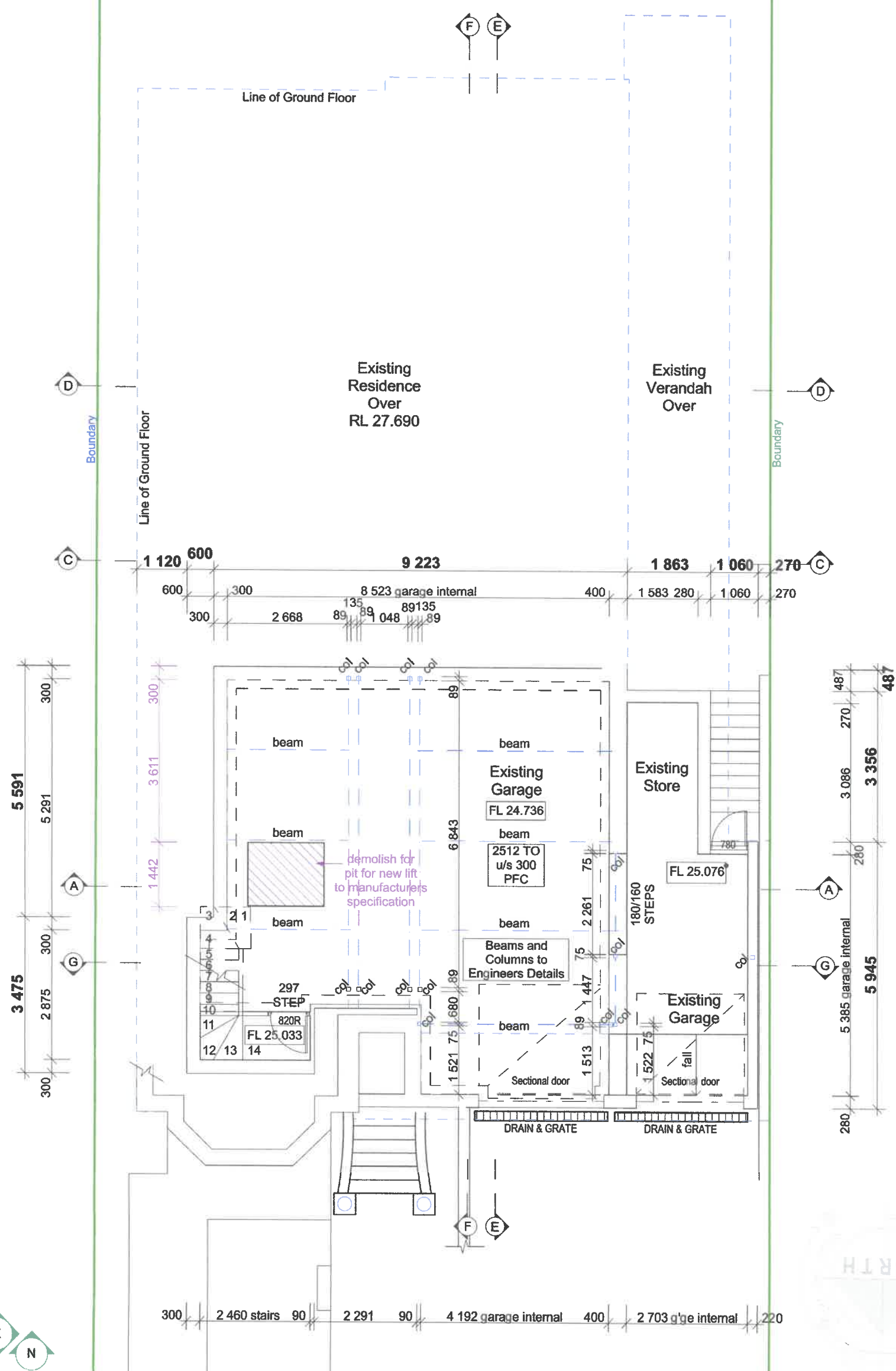
Design by: Angella Moffat
Drawn by: PJM/AB
Checked by:
Rev: -
Date: 31:1:20

Sheet no. 01 of 299
Drawing name: SITE PLAN

TOWN OF EAST FREMANTLE
 PLANNING APPLICATION
 DATE 09 MAR 2020 No P 018-87
RECEIVED

LEGEND

- TO BE CONFIRMED
- SITE/BOUNDARY
- DEMOLITION
- ROOF
- WALLS, CABINETS & TILE FILLS
- EXTERNAL WINDOWS & DOORS
- INTERNAL DOORS
- NEW LIVING FLOOR
- NEW PLUMBING
- NEW TILED FLOOR

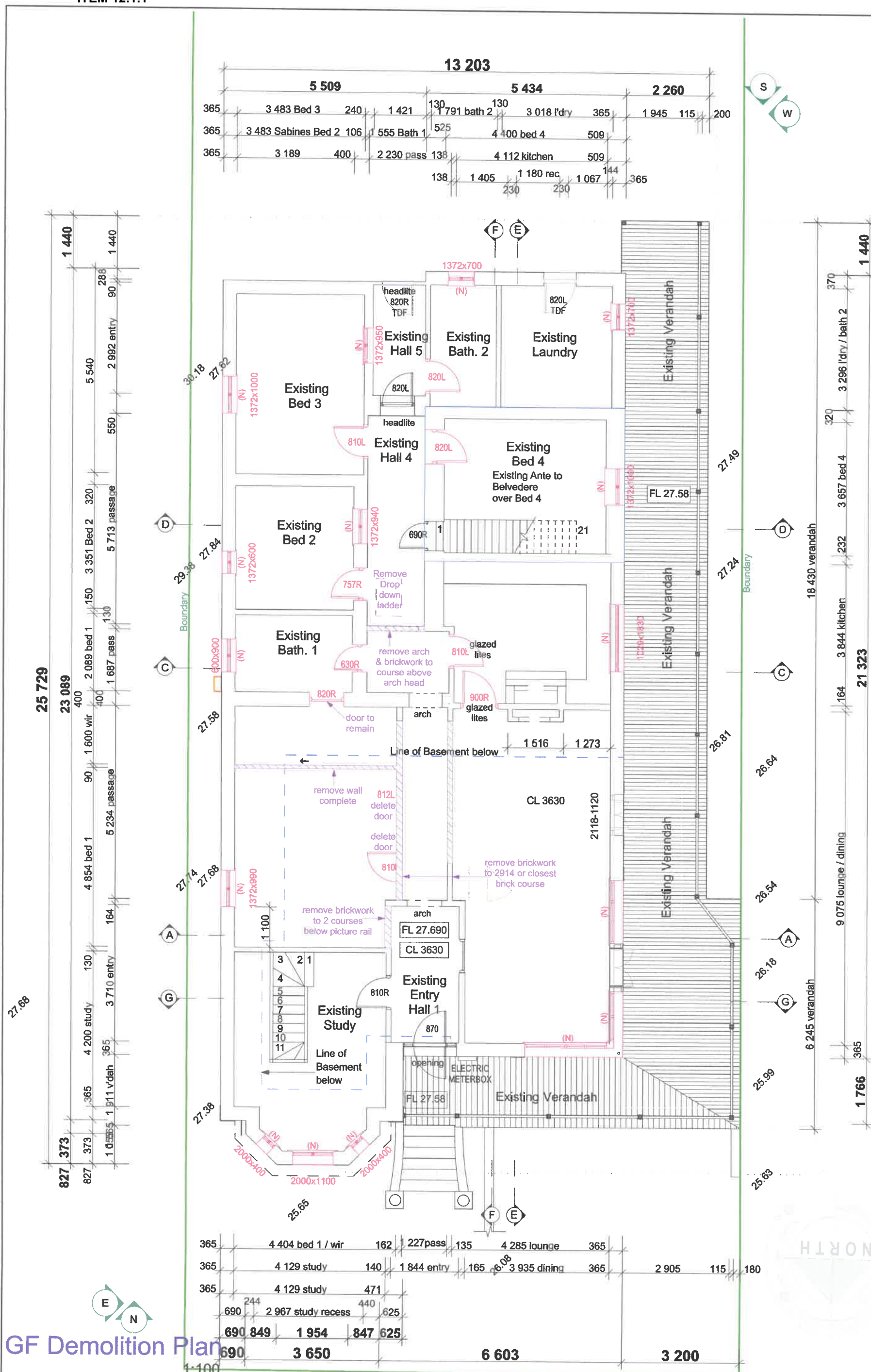


Basement Demolition Plan
 1:100

Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT: Owner: Date: Owner: Date: Builder: Date:	REVISION AMENDMENT DATE	Issued For: ADDITION	Job no. 5-2018
	Design by: Angella Moffat Rev: -	Drawn by: PJM/AB Checked by: Date: 31:1:20	Sheet no 02 of 2	Drawing name: DEMOLITION BASEMENT

LEGEND

	TO BE CONFIRMED
	SITE/BOUNDARY
	DEMOLITION
	ROOF
	WALLS, CABINETS & TILE FILLS
	EXTERNAL WINDOWS & DOORS
	INTERNAL DOORS
	NEW LIVING FLOOR
	NEW PLUMBING
	NEW TILED FLOOR



TOWN OF EAST FREMANTLE
 PLANNING APPLICATION
 No. P 0 1 8 - 8 7
 DATE 0 9 MAR 2020
 RECEIVED

GF Demolition Plan

Client:
BOLTON PROJECT
 Address:
Hno.10 Bolton Street, East Fremantle 6158 WA

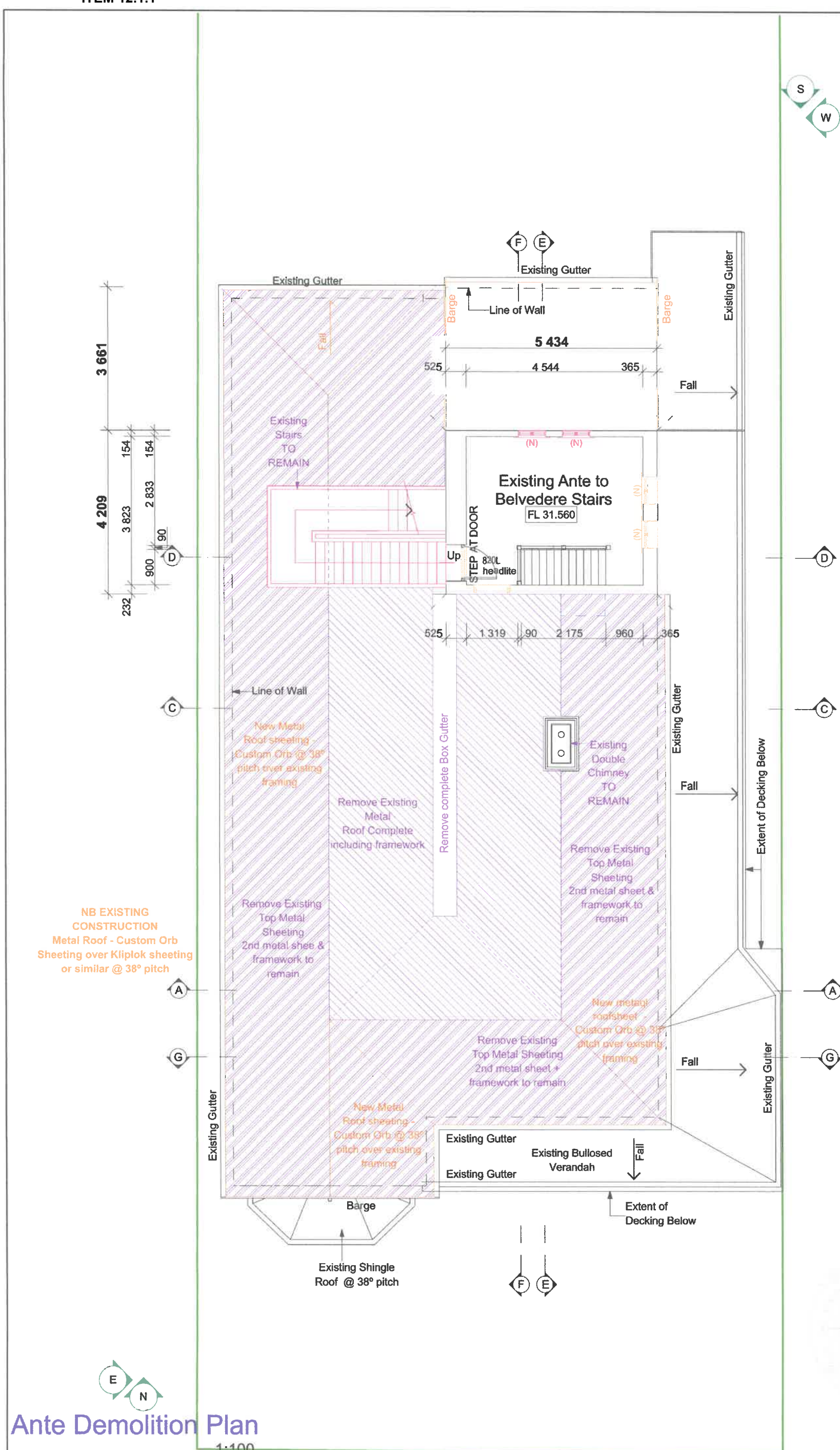
PLANS REFERRED TO IN CONTRACT:
 Owner: Date:
 Owner: Date:
 Builder: Date:

REVISION	AMENDMENT	DATE

Issued For:
ADDITION
 Job no.
5-2018
 Design by: Angella Moffat
 Drawn by: PJM/AB
 Checked by:
 Rev: -
 Date: **31:1:20**
 Sheet no
03 of 20
 Drawing name:
DEMOLITION GROUND

LEGEND

	TO BE CONFIRMED
	SITE/BOUNDARY
	DEMOLITION
	ROOF
	WALLS, CABINETS & TILE FILLS
	EXTERNAL WINDOWS & DOORS
	INTERNAL DOORS
	NEW LIVING FLOOR
	NEW PLUMBING
	NEW TILED FLOOR



TOWN OF EAST FREMANTLE
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DATE 09 MAR 2020
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Client:
BOLTON PROJECT
Address:
Hno.10 Bolton Street, East Fremantle 6158 WA


PLANS REFERRED TO IN CONTRACT:
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Owner: Date:
Builder: Date:

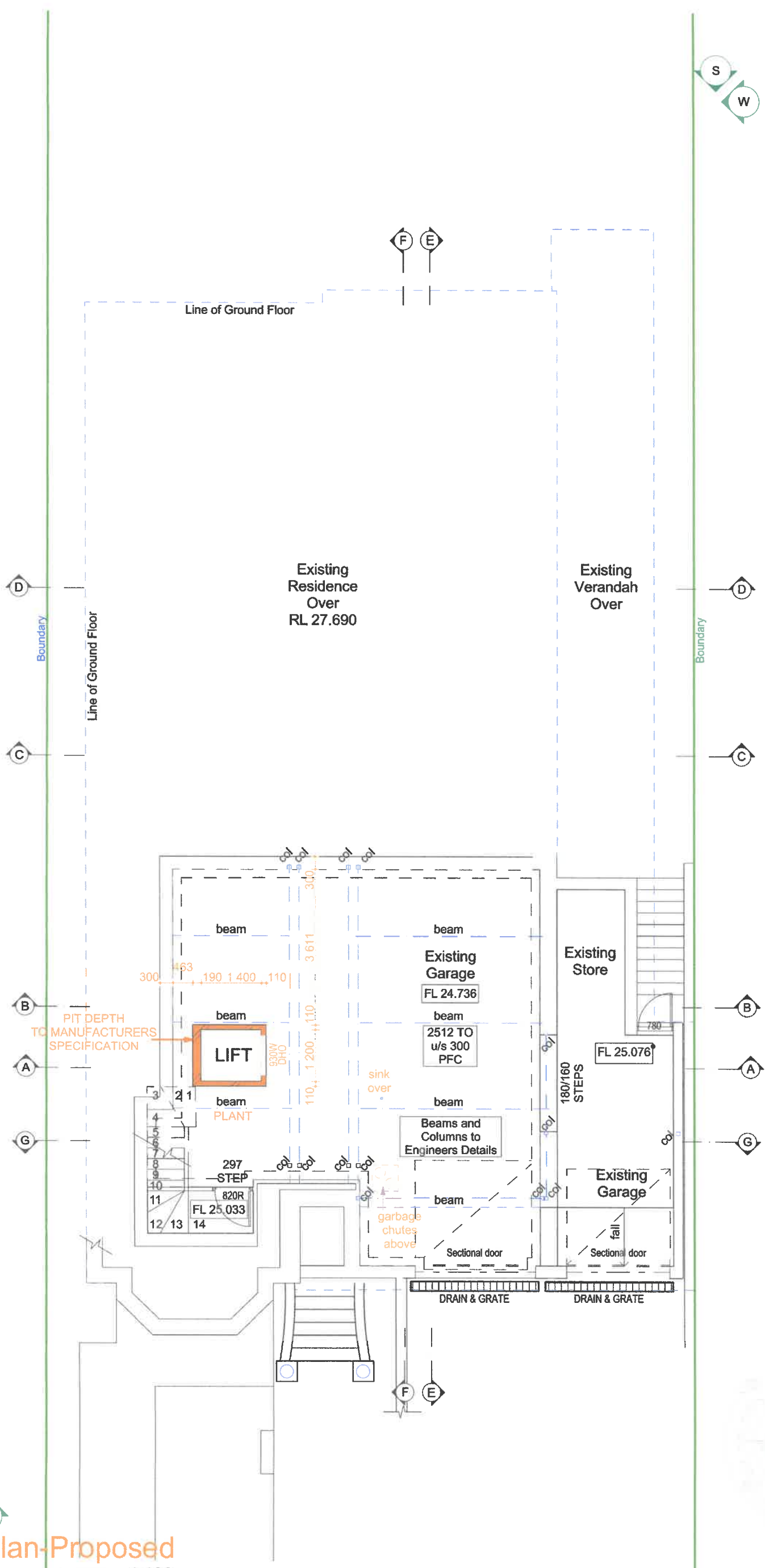
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Issued For:
ADDITION
Design by: Angella Moffat
Checked by:
Rev: -
Date: 31:1:20

Job no.
5-2018
Sheet no. **04** of **482**
Drawing name:
DEMOLITION ANTE PLAN

LEGEND

	TO BE CONFIRMED
	SITE/BOUNDARY
	DEMOLITION
	ROOF
	WALLS, CABINETS & TILE FILLS
	EXTERNAL WINDOWS & DOORS
	INTERNAL DOORS
	NEW LIVING FLOOR
	NEW PLUMBING
	NEW TILED FLOOR



TOWN OF EAST FREMANTLE
 PLANNING APPLICATION
 DATE 09 MAR 2020 No. P 018 - 87
RECEIVED

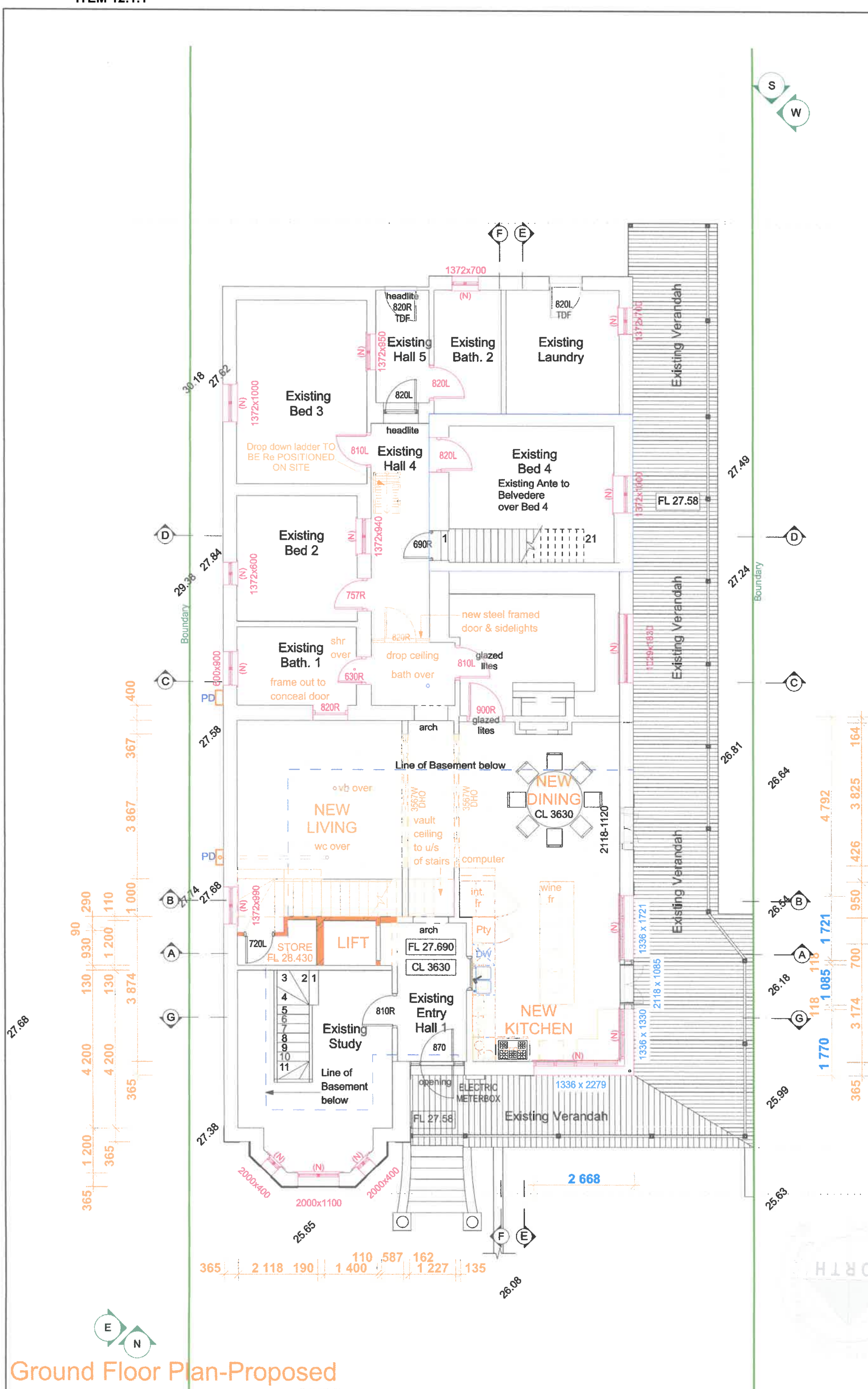
Basement Plan-Proposed
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	REVISION	AMENDMENT	DATE																
Design by: Angella Moffat Rev: -	Drawn by: PJM/AB Checked by: Date: 31:1:20	Sheet no 05 of 28	Drawing name: BASEMENT PLAN																



LEGEND

	TO BE CONFIRMED
	SITE/BOUNDARY
	DEMOLITION
	ROOF
	WALLS, CABINETS & TILE FILLS
	EXTERNAL WINDOWS & DOORS
	INTERNAL DOORS
	NEW LIVING FLOOR
	NEW PLUMBING
	NEW TILED FLOOR



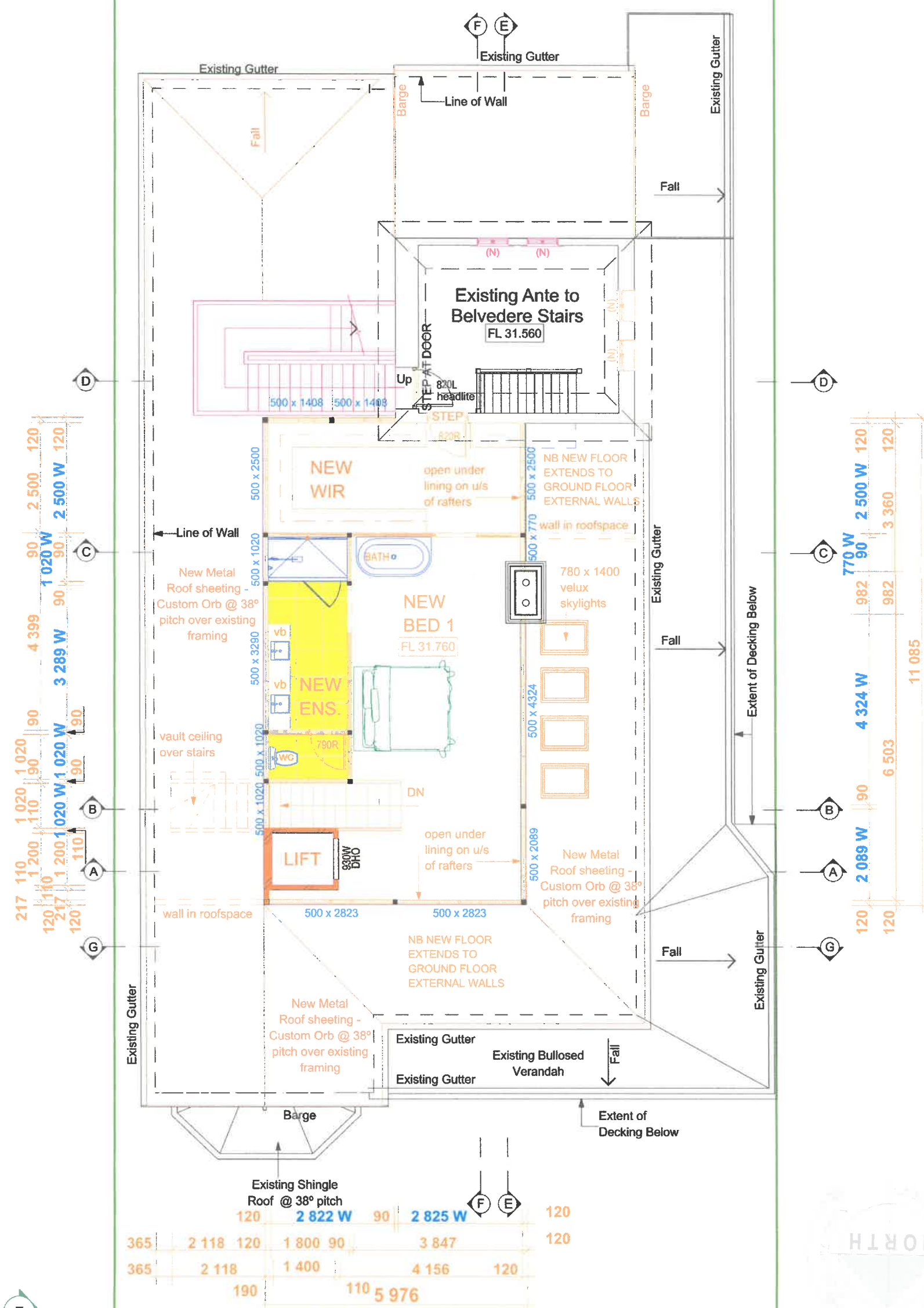
TOWN OF EAST FREMANTLE
 PLANNING APPLICATION
 No. P 018 - 87
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Ground Floor Plan-Proposed
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LEGEND

	TO BE CONFIRMED
	SITE/BOUNDARY
	DEMOLITION
	ROOF
	WALLS, CABINETS & TILE FILLS
	EXTERNAL WINDOWS & DOORS
	INTERNAL DOORS
	NEW LIVING FLOOR
	NEW PLUMBING
	NEW TILED FLOOR



Attic Plan-Proposed

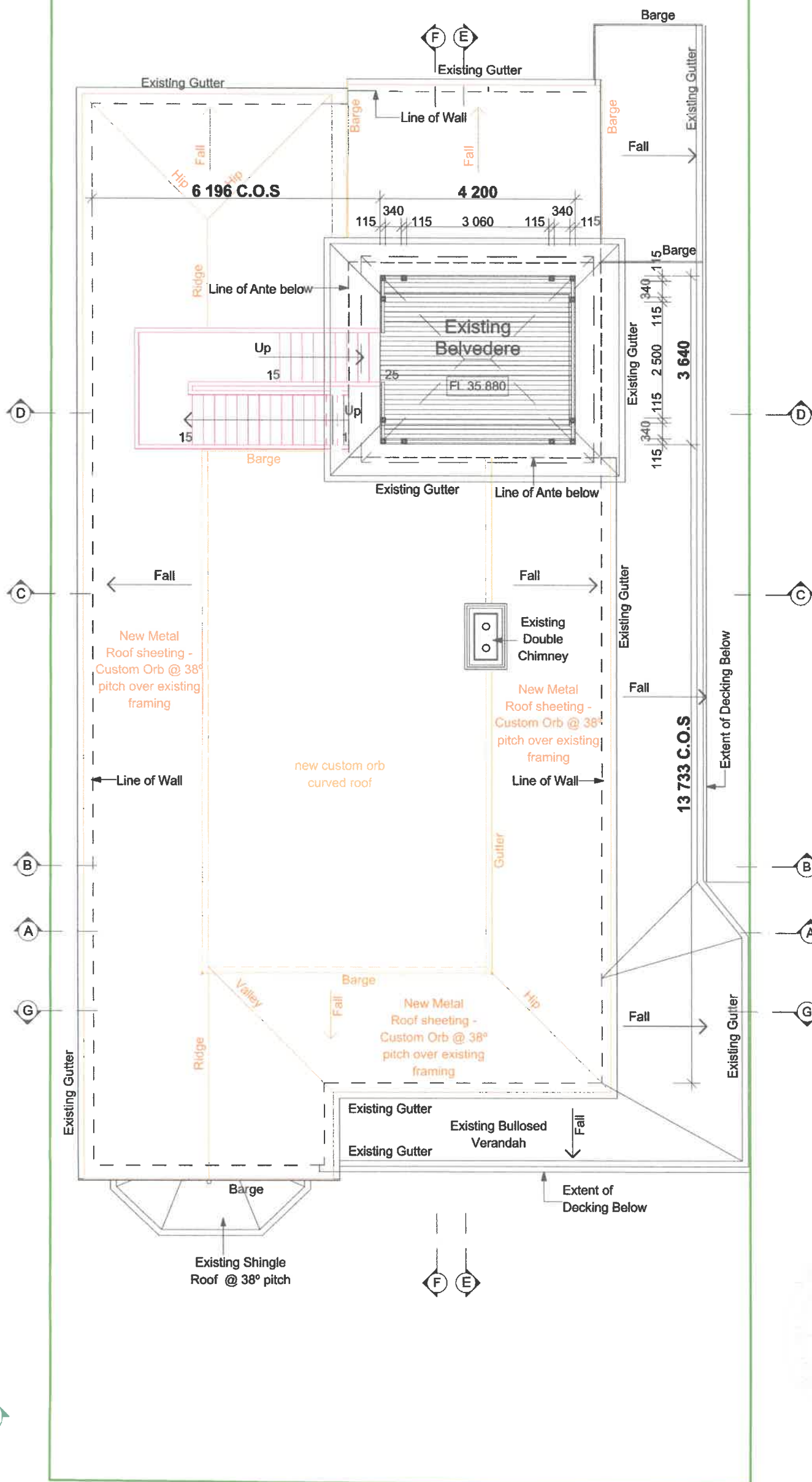
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TOWN OF EAST FREMANTLE
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No. P 018 - 87
DATE 09 MAR 2020
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	Owner: Date: Owner: Date: Builder: Date:				Design by: Angella Moffat Rev: -	Drawn by: PJM/AB Checked by: Date: 31:1:20
						Drawing name: ATTIC PLAN

LEGEND

	TO BE CONFIRMED
	SITE/BOUNDARY
	DEMOLITION
	ROOF
	WALLS, CABINETS & TILE FILLS
	EXTERNAL WINDOWS & DOORS
	INTERNAL DOORS
	NEW LIVING FLOOR
	NEW PLUMBING
	NEW TILED FLOOR



TOWN OF EAST FREMANTLE
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Belvidere Plan-Proposed
1:100

Client:
BOLTON PROJECT
 Address:
Hno.10 Bolton Street, East Fremantle 6158 WA

PLANS REFERRED TO IN CONTRACT:
 Owner: Date:
 Owner: Date:
 Builder: Date:

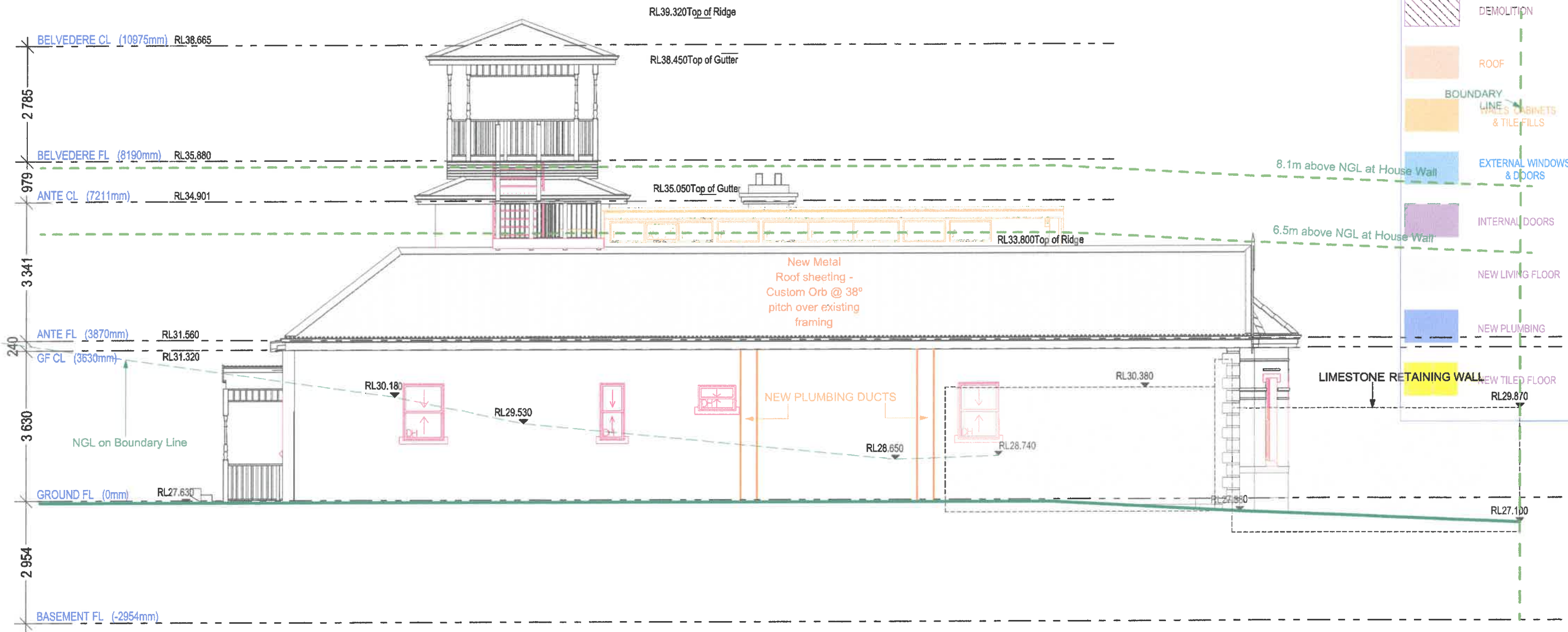
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 Drawn by: PJM/AB
 Checked by:
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Job no.
5-2018
 Sheet no
08 of **286**
 Drawing name:
BELVIDERE PLAN

LEGEND

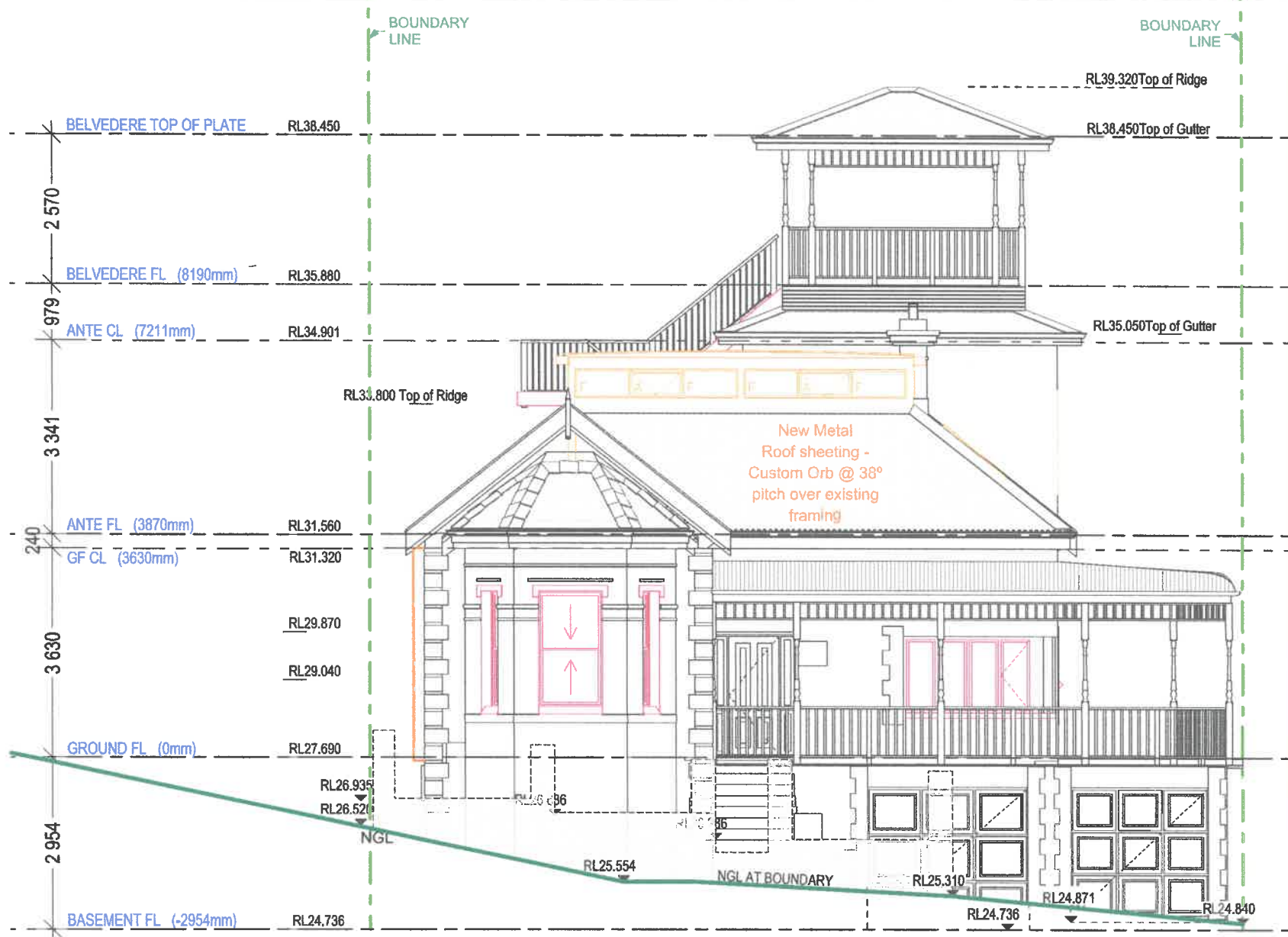
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- SITE/BOUNDARY
- DEMOLITION
- ROOF
- WALLS, CABINETS & TILE FILLS
- EXTERNAL WINDOWS & DOORS
- INTERNAL DOORS
- NEW LIVING FLOOR
- NEW PLUMBING
- NEW TILED FLOOR



TOWN OF EAST FREMANTLE
PLANNING APPLICATION
DATE No.
09 MAR 2020 P 018 - 87
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East Elevation
1:100

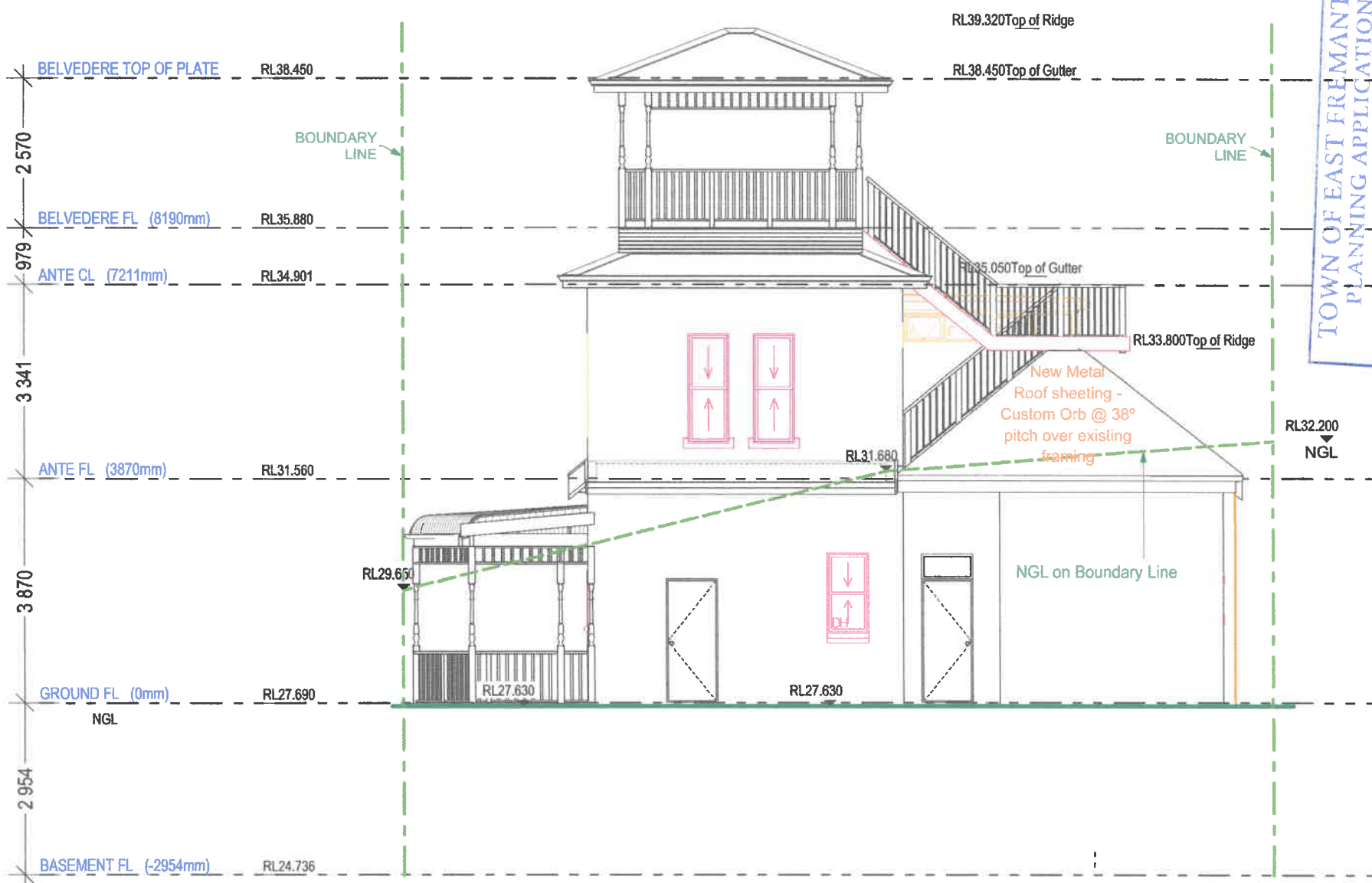
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							Design by: Angella Moffat Rev: -	Drawn by: PJM/AB Checked by: Date: 31:1:20		Sheet no 10 of 28	Drawing name: ELEVATION EAST



LEGEND

- TO BE CONFIRMED
- SITE/BOUNDARY
- DEMOLITION
- ROOF
- WALLS, CABINETS & TILE FILLS
- EXTERNAL WINDOWS & DOORS
- INTERNAL DOORS
- NEW LIVING FLOOR
- NEW PLUMBING
- NEW TILED FLOOR

North Elevation
1:100



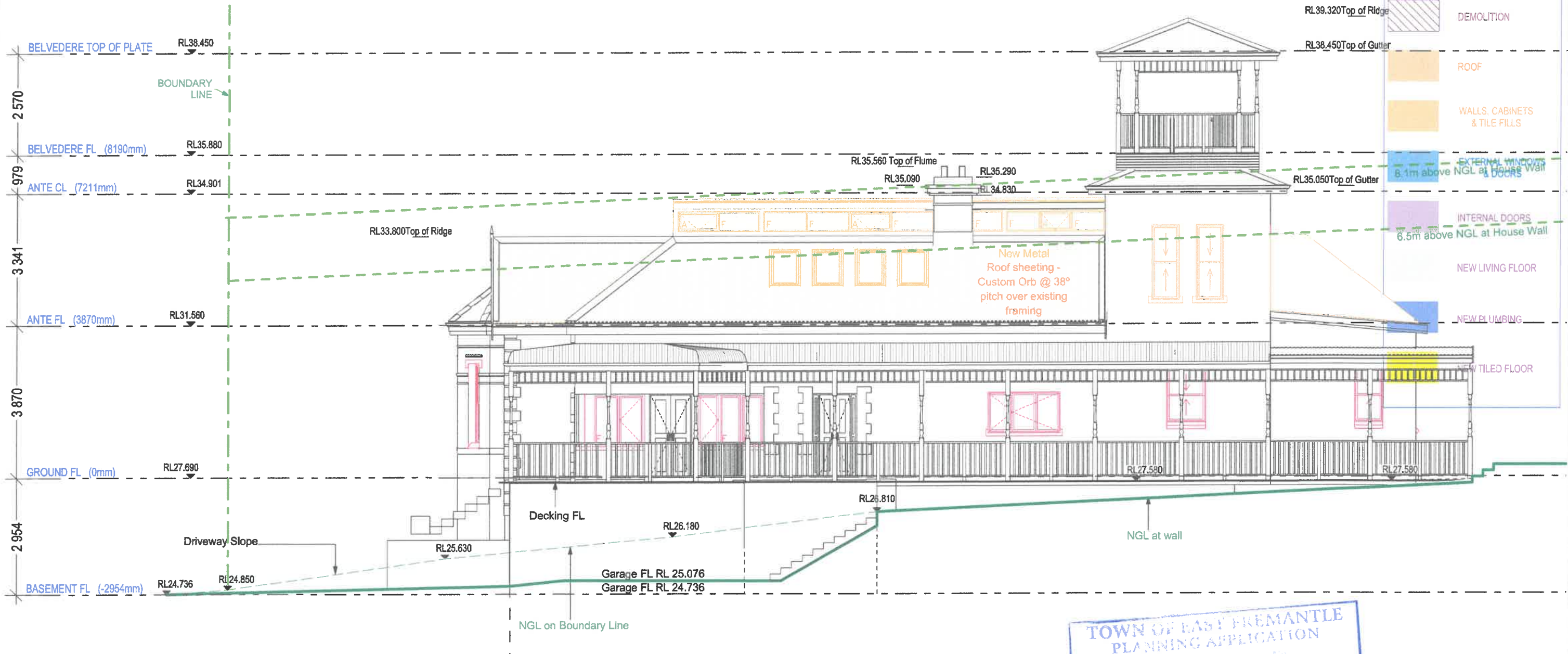
South Elevation
1:100

TOWN OF EAST FREMANTLE
 PLANNING APPLICATION
 No. P 018 - 87
 DATE 09 MAR 2020
RECEIVED

Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT: Owner: Date: Owner: Date: Builder: Date:	REVISION	AMENDMENT	DATE	Issued For: ADDITION	Job no. 5-2018
		-	-	-	Design by: Angella Moffat Rev:	Drawn by: PJM/AB Checked by: Date: 31:1:20

LEGEND

- TO BE CONFIRMED
- SITE/BOUNDARY
- DEMOLITION
- ROOF
- WALLS, CABINETS & TILE FILLS
- EXTERNAL WINDOWS & DOORS
8.1m above NGL at House Wall
- INTERNAL DOORS
6.5m above NGL at House Wall
- NEW LIVING FLOOR
- NEW PLUMBING
- NEW TILED FLOOR

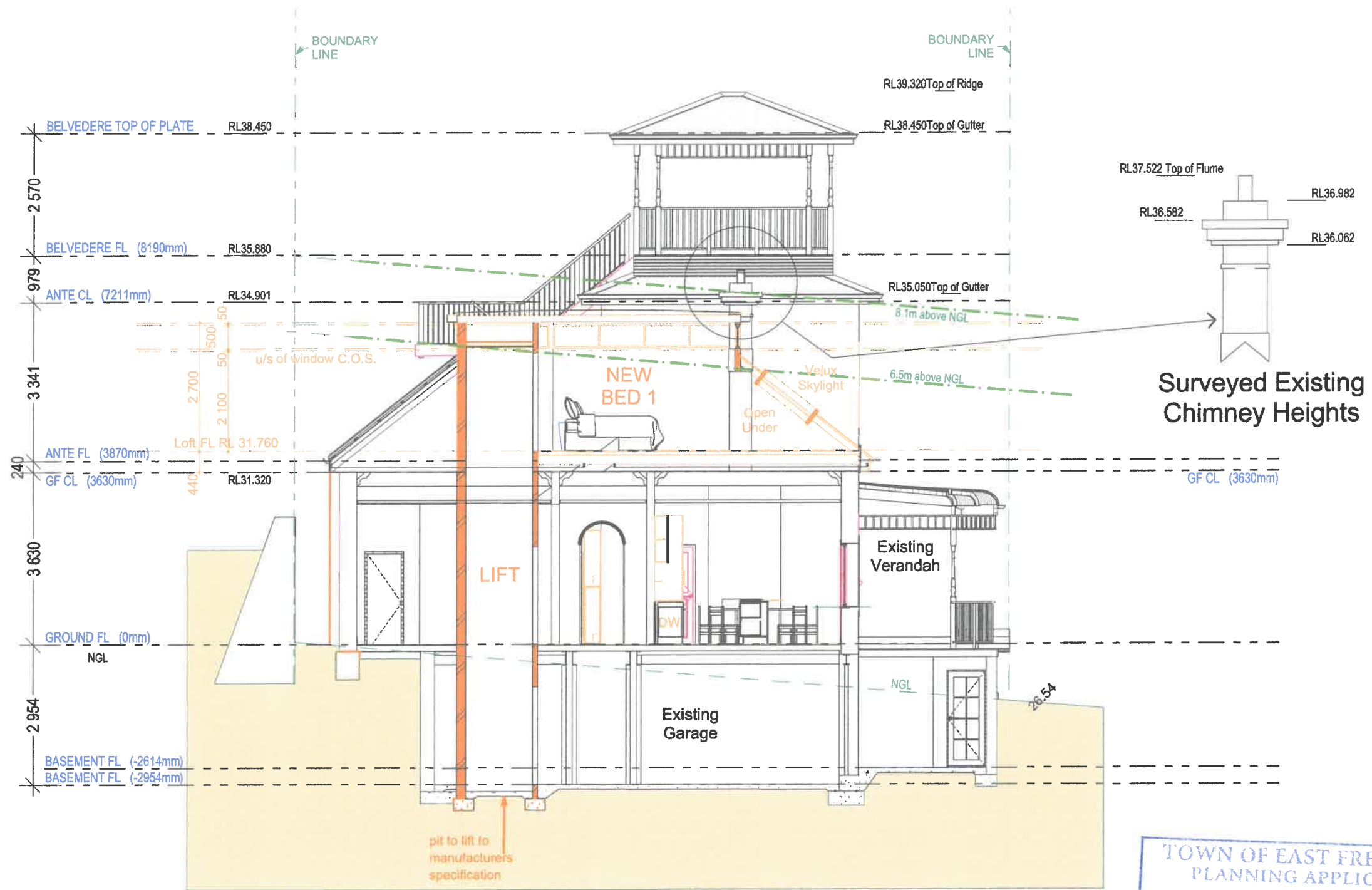


West Elevation
1:100

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					Design by: Angella Moffat	Drawn by: PJM/AB Checked by:
					Rev: -	Date: 31:1:20

LEGEND

- TO BE CONFIRMED
- SITE/BOUNDARY
- DEMOLITION
- ROOF
- WALLS, CABINETS & TILE FILLS
- EXTERNAL WINDOWS & DOORS
- INTERNAL DOORS
- NEW LIVING FLOOR
- NEW PLUMBING
- NEW TILED FLOOR



TOWN OF EAST FREMANTLE
PLANNING APPLICATION
DATE No.
09 MAR 2020 P 018 - 87
RECEIVED

Section A-A
1:100

Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT: Owner: Date: Owner: Date: Builder: Date:			REVISION	AMENDMENT	DATE	Issued For: ADDITION	Job no. 5-2018		
							Design by: Angella Moffat	Drawn by: PJM/AB Checked by:	Sheet no 12 of 28	Drawing name: SECTION A-A
							Rev: -	Date: 31:1:20		

NB EXISTING FRAMING & LOWER ROOF SHEETING TO REMAIN-REMOVE EXISTING COLORBOND CUSTOM ORB WITH NEW COLORBOND CUSTOM ORB SHEETING HOLDING DOWN TO ENG. DETAIL

90mm high rafter with 35mm high batten under 29mm high trimdek or similar & 16mm high custom orb-there may be a 2nd set of battens between metal sheets

timber fascia with ovolo gutter

90 h pitching plate

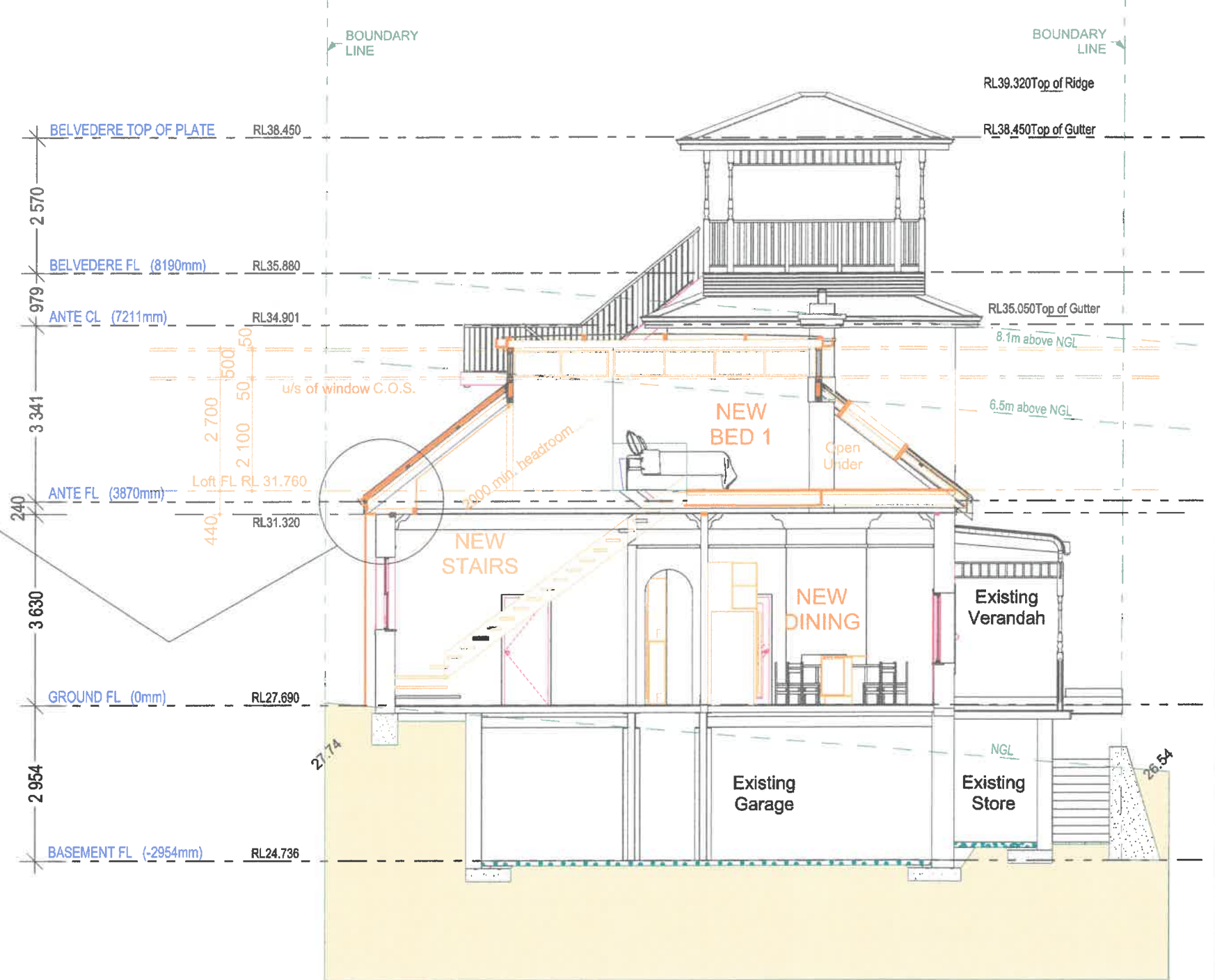
90 h ceiling joist

200

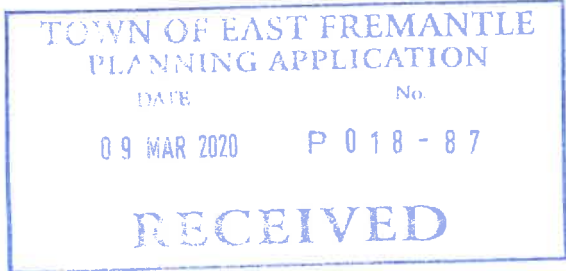
mid victorian cornice

existing plastered wall

picture rail



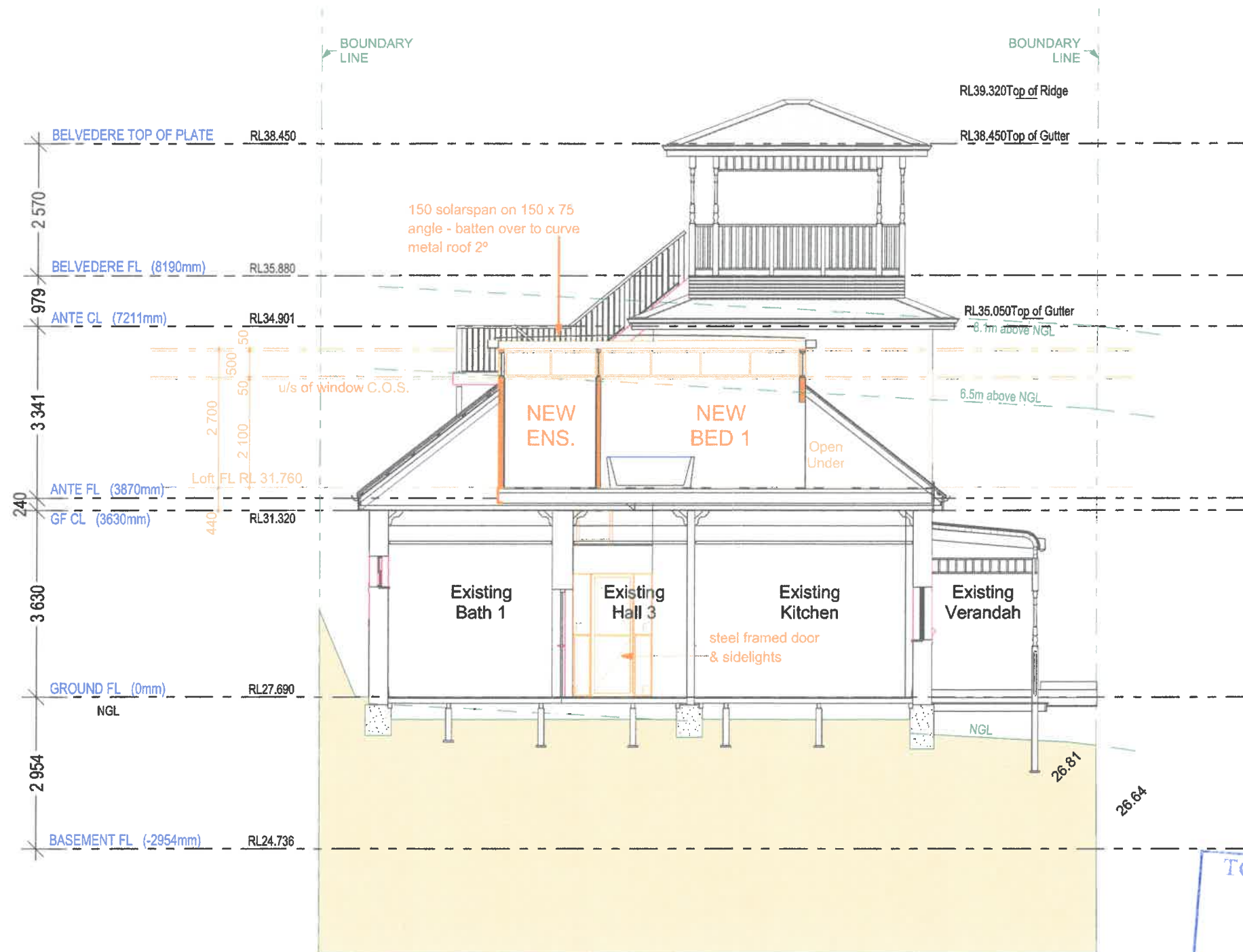
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Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT:	REVISION	AMENDMENT	DATE	Issued For:	Job no.
	Owner: Date:				ADDITION	5-2018
	Owner: Date:				Design by: Angella Moffat	Sheet no
	Builder: Date:				Checked by:	Drawing name:
					Rev: -	13 of 28
					Date: 31:1:20	SECTION B-B

LEGEND

	TO BE CONFIRMED
	SITE/BOUNDARY
	DEMOLITION
	ROOF
	WALLS, CABINETS & TILE FILLS
	EXTERNAL WINDOWS & DOORS
	INTERNAL DOORS
	NEW LIVING FLOOR
	NEW PLUMBING
	NEW TILED FLOOR



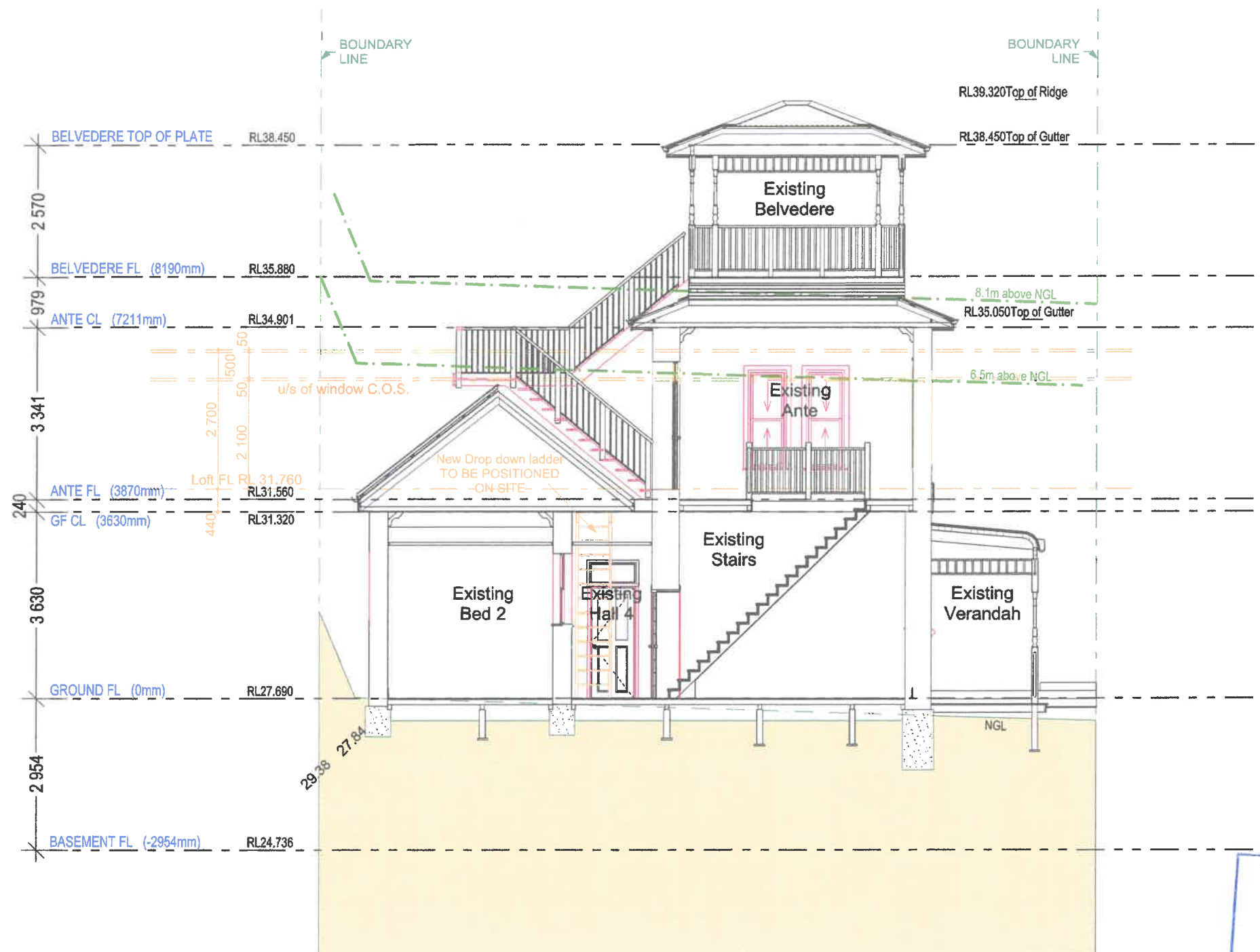
TOWN OF EAST FREMANTLE
 PLANNING APPLICATION
 DATE 09 MAR 2020 No. P 018 - 87
RECEIVED

Section C-C
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Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT:	REVISION	AMENDMENT	DATE	Issued For:	Job no.
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	Owner: Date:				Design by: Angella Moffat	Drawing name: SECTION C-C
	Builder: Date:				Checked by:	Sheet no
					Rev: -	14 of 28
					Date: 31:1:20	

LEGEND

	TO BE CONFIRMED
	SITE/BOUNDARY
	DEMOLITION
	ROOF
	WALLS, CABINETS & TILE FILLS
	EXTERNAL WINDOWS & DOORS
	INTERNAL DOORS
	NEW LIVING FLOOR
	NEW PLUMBING
	NEW TILED FLOOR



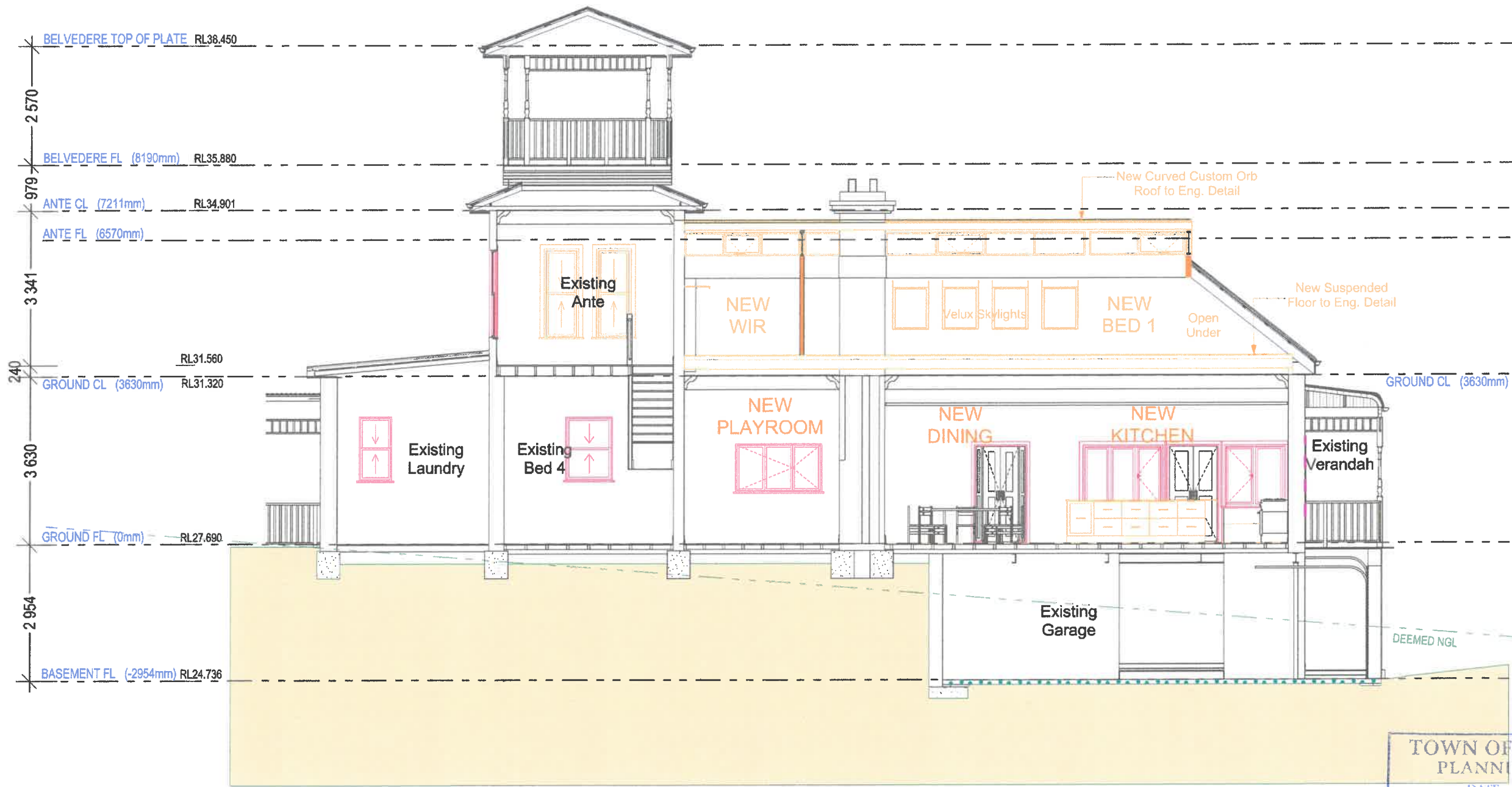
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 DATE 09 MAR 2020 No. P 018 - 87
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Section D-D
 1:100

Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT:	REVISION	AMENDMENT	DATE	Issued For:	Job no.
	Owner: Date:				ADDITION	5-2018
	Owner: Date:				Design by: Angella Moffat	Drawn by: PJM/AB Checked by:
	Builder: Date:				Rev: -	Date: 31:1:20
						Sheet no. 15 of 28
						Drawing name: SECTION D-D

LEGEND

	TO BE CONFIRMED
	SITE/BOUNDARY
	DEMOLITION
	ROOF
	WALLS, CABINETS & TILE FILLS
	EXTERNAL WINDOWS & DOORS
	INTERNAL DOORS
	NEW LIVING FLOOR
	NEW PLUMBING
	NEW TILED FLOOR



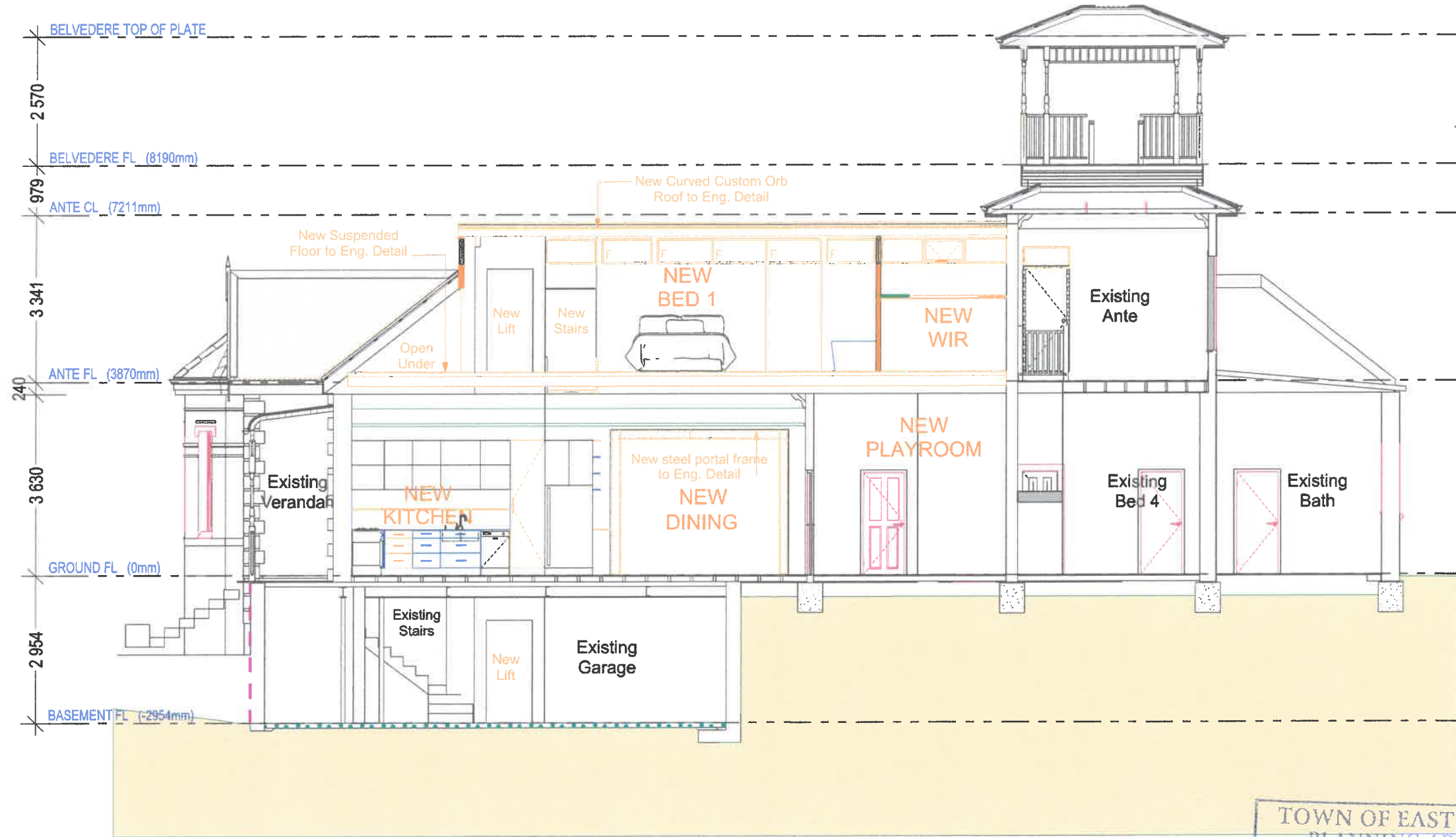
TOWN OF EAST FREMANTLE
 PLANNING APPLICATION
 DATE: 09 MAR 2020 No. P 0 1 8 - 8 7
RECEIVED

Section E-E
 1:100

Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT:	REVISION	AMENDMENT	DATE	Issued For:	Job no.
	Owner: Date:				ADDITION	5-2018
	Owner: Date:				Design by: Angella Moffat	Drawn by: PJM/AB Checked by:
	Builder: Date:				Rev: -	Date: 31:1:20
						Sheet no. 16 of 28 Drawing name: SECTION E-E

LEGEND

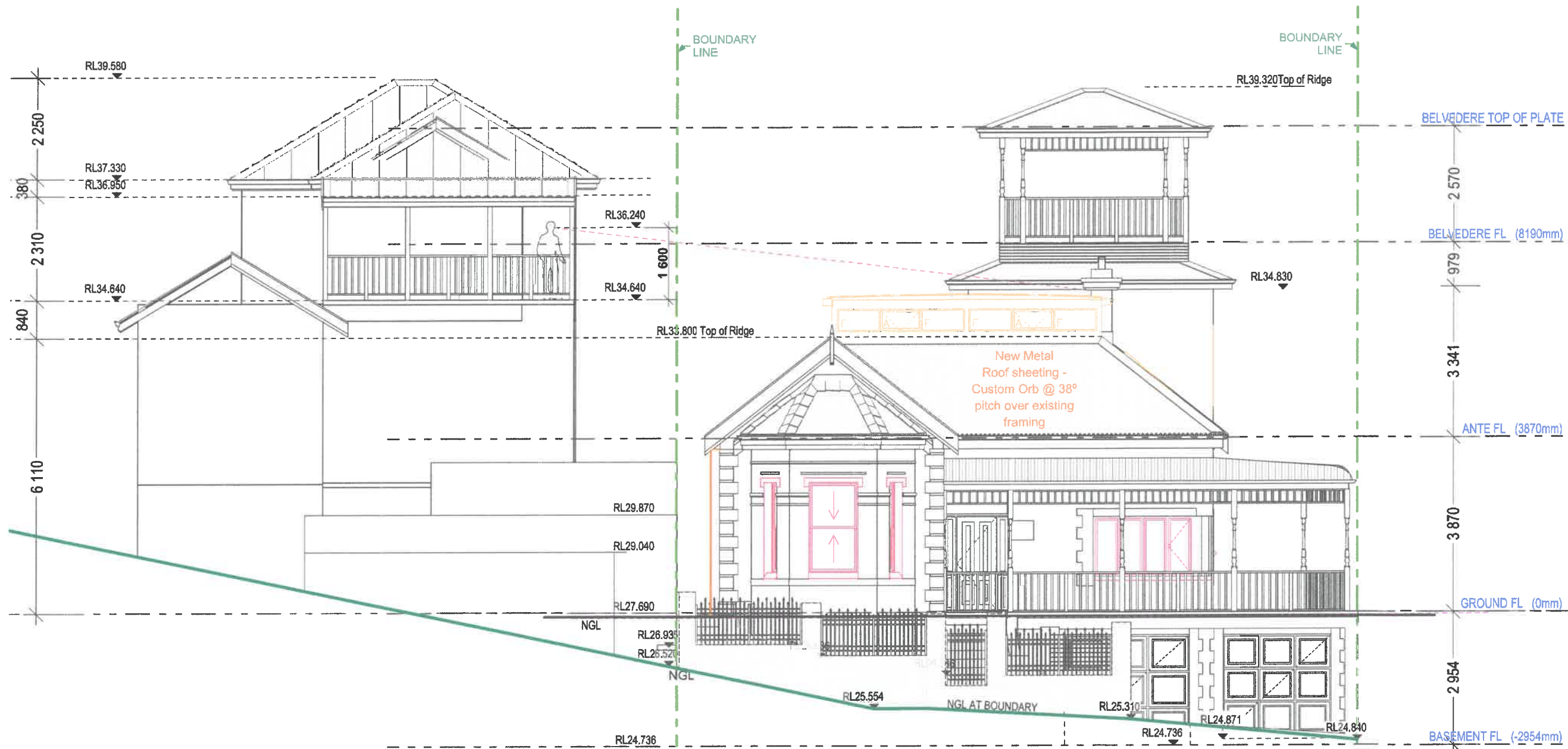
	TO BE CONFIRMED
	SITE/BOUNDARY
	DEMOLITION
	ROOF
	WALLS, CABINETS & TILE FILLS
	EXTERNAL WINDOWS & DOORS
	INTERNAL DOORS
	NEW LIVING FLOOR
	NEW PLUMBING
	NEW TILED FLOOR



TOWN OF EAST FREMANTLE
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Section F-F
 1:100

Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT: Owner: Date: Owner: Date: Builder: Date:	REVISION AMENDMENT DATE	Issued For: ADDITION	Job no. 5-2018
			Design by: Angella Moffat	Drawn by: PJM/AB Checked by:
			Rev: -	Date: 31:1:20



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Eastern Neighbour
 1:100

Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT: Owner: Date: Owner: Date: Builder: Date:			REVISION AMENDMENT DATE	Issued For: ADDITION	Job no. 5-2018
	Design by: Angella Moffat	Drawn by: PJM/AB Checked by:	Rev: -	Date: 31:1:20	Sheet no 18 of 28	Drawing name: EAST SIDE NEIGHBOUR

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Perspective North West

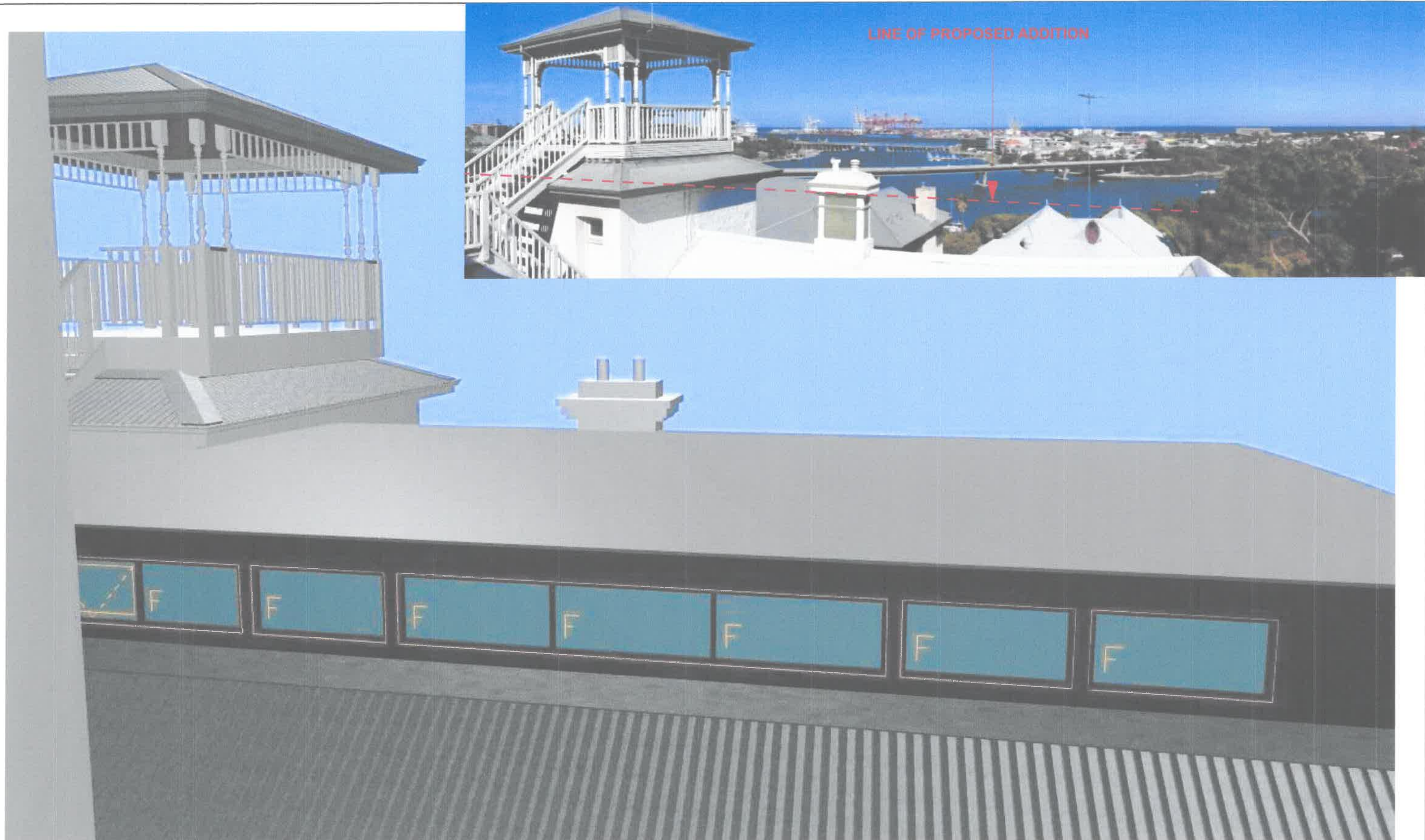
Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT: Owner: Date: Owner: Date: Builder: Date:			REVISION AMENDMENT DATE	Issued For: ADDITION	Job no. 5-2018
	Design by: Angella Moffat	Drawn by: PJM/AB Checked by:	Rev: -	Date: 31:1:20	Sheet no 19 of 28	Drawing name: PERSPECTIVE NORTH WEST



TOWN OF EAST FREMANTLE
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Perspective North East

Client: BOLTON PROJECT Address: Hno.10 Bolton Street, East Fremantle 6158 WA	PLANS REFERRED TO IN CONTRACT: Owner: Date: Owner: Date: Bulder: Date:	REVISION AMENDMENT DATE	Issued For: ADDITION	Job no. 5-2018
			Design by: Angella Moffat Drawn by: PJMAB Checked by:	Sheet no 20 of 28
			Rev: - Date: 31:1:20	Drawing name: PERSPECTIVE NORTH EAST



Perspective from Eastern Neighbours Balcony

SHOWN TO EASTERN NEIGHBOURS
 PLANNING APPLICATION
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Client:
BOLTON PROJECT
 Address:
**Hno.10 Bolton Street, East
 Fremantle 6158 WA**

PLANS REFERRED TO IN CONTRACT:
 Owner: Date:
 Owner: Date:
 Builder: Date:

REVISION	AMENDMENT	DATE

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ADDITION
 Design by:
 Angella Moffat
 Drawn by: PJM/AB
 Checked by:
 Rev: -
 Date: **31:1:20**

Job no.
5-2018
 Sheet no
21 of 28
 Drawing name:
**ADJ VIEW
 BALCONY**

TOWN OF EAST FREMANTLE
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NB Due to the adjoining tree canopy there is only subtle visibility of the proposed attic space - the velux windows will be barely visible from the road



Perspective Eye level view from Road-NB Velux Skylights visibility

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	Design by: Angela Moffat	Drawn by: PJM/AB Checked by:	Rev: -	Date: 31:1:20	Sheet no 22 of 28	Drawing name: VELUX VISIBILITY

TOWN OF EAST FREMANTLE
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Perspective Eye level view from Road at Driveway-NB Velux Skylights visibility

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	Design by: Angella Moffat	Drawn by: PJM/AB Checked by:	Sheet no 23 of 28	Drawing name: STREET VIEW VELUX				
	Rev: -	Date: 31:1:20	121					



JUSTIFICATIONS, CONSIDERATIONS AND REFERENCE MATERIAL

THE PROPOSED "PREFERRED (BURRA CHARTER) DESIGN"

WE PROPOSE THE PREFERRED DESIGN an elegant solution that aligns on an aesthetic, styling, structural and material foundation, whilst retaining the essence of the soul of the character of the original building and rejuvenating various elements that need urgent restorative attention

Details of THE PREFERRED DESIGN can be seen in the attached drawings.

The proposed has been resolved In consideration of

- a) The Current Heritage listing,
- b) The Heritage report compiled by Mcallister (second heritage report and previously submitted to TOEF),
- c) The Aims of the Heritage Scheme
- d) The Desired development outcomes of the heritage
- e) The Federation Filigree Architectural Style

THE PROPOSED

- Aligns with the Burra concept of an insert rising up with no alteration to the Buildings existing ridgeline or hipped roof"
- Aligns with the Burra statement that 'the insert is not to distract the exi(s)ting heritage i.e. the roof form & materiality.
- Aligns with the Burra charter requirement that 'The architectural respect of the period is maintained.'

Further more

- The proposed loft conversion is congruent with the myriad of roof styles that can be referenced within buildings defined as Federation filigree.
- The roof height has been increased (within 8.1m height limits) to accommodate a comfortable habitable ceiling space within an nominated area of the loft, however the extension is purely at the ridgeline and has 'not' changed the pitch or overall style of the house form the street
- The design is 'within' maximum 8.1m height levels
- Is 'under' the line of sight from the Eastern neighbours upper floor Balcony and
- 'Nominally' impacts the water vista of the neighbours to the East (refer sections and photographs included in the drawing set)
- Does not have no overlooking issues
- The revised proposed roof design also enables the belvedere and chimney to remain as is from the west, whilst being only 'nominally' obscured in part from the east.
- Re sheeting and insulating the existing roof sheets, gutters and downpipes, will be carried out at the time, so that all presents with some contextual continuity and enables the building to be more robust going forward. (as it currently stands there are several different non matching old and mismatched profiled roof sheets.) which will also present well for the neighbours at 8 Bolton Street.
- Windows on the Ground floor will be replaced with new weather tight windows and bought back in line with a configuration more in keeping with the federation filigree style.. ie 600mm wide, thus allowing more light to enter the building; whilst effecting a more thermally and acoustically attenuated building which simultaneously offers improved energy efficiency.

HERITAGE LISTING

STATE HERITAGE OFFICE

- No. 10 Bolton Street East Fremantle has a **place No. 15801 on the 'Inherit database'** at the State Heritage Office. (A copy of this listing is attached in the Full response Report "Attachment" section of this assessment.)
- The Place is listed as having '**No Statutory Heritage Listings**' and has noted under 'Other Listings 'Town of East Fremantle Municipal Inventory' as the only other listing.

TOWN OF EAST FREMANTLE MUNICIPAL INVENTORY:

- The residence at No.10 Bolton Street is listed in the **Town of East Fremantle Municipal Inventory** as adopted on 18 November 1997 as a '**Category A**' property.
- Inclusion in an MHI is a reflection of what the community would generally regard as being part of its heritage, which in its turn contributes to sense of place and character.
- Noting the above states that TOEF will provide maximum encouragement to the owner to conserve the significance of the place and that incentives to promote heritage conservations should be considered where desirable conservation outcomes dependant on viability of the project.
- In this case you do not need to convince us of the value in retaining the heritage, we need your support and approval to confirm the validity of the proposal in alignment with the heritage so that we can commence works as soon as possible and before the building falls into further disrepair and discomfort.

THE AIMS OF THE SCHEME ARE

- a) To recognise the historical development of East Fremantle and to preserve the existing character of the Town;
- b) To enhance the character and amenity of the Town, and to promote a sense of place and community identity within each of the precincts of the Town;
- c) To promote the conservation of buildings and places of heritage significance, and to protect and enhance the existing heritage values of the Town;

THE DESIRED DEVELOPMENT OUTCOMES

- a) Additions and alteration should take into account the significance and character of the existing building and its contribution to the character of the Precinct;
- b) Additions and alterations should be well designed with minimal interference to the existing building;
- c) Single storey additions and second storey additions and alterations to existing dwellings are acceptable. Second storey additions shall be supported but are required to:
- d) Be constructed within the existing roof space, or towards the rear of the dwelling and must not impact upon significant fabric of the dwelling; and,
- e) Not be dominant from the primary street.

IT IS PROPOSED that the Resolved Design aligns with all elements noted above.

BURRA CHARTER

To enable this project to move forward respectfully a third heritage impact analysis by a highly qualified heritage architect, Mr. Alex Willis was commissioned.

Alex Willis' qualifications listed below;

Masters In Cultural Heritage and a Member of ICOMOS. Masters in Planning (Professional) (Urban Design Specialism). Grad Cert.Bus Pract.Architecture Dip.LTC Int Des and Dip Bld Des Tech Member Planning Inst Aust, and Aff.Inst. Architects.

It should be noted that ICOMOS is the group that reviews and publishes the Burra Charter.

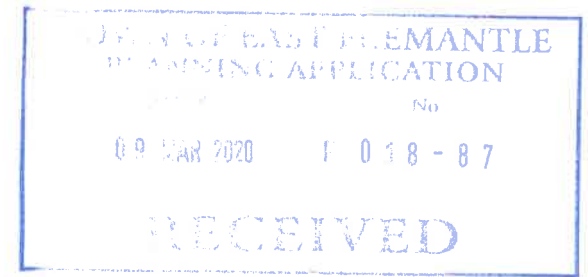
- Mr. Willis states that that 'essentially the insert is not to distract the exi(s)ting heritage i.e. the roof form & materiality. The architectural respect of the period is maintained.'
- The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance 1999 states regarding new work:
- Article 22. New work
- 22.1 New work such as additions to the place may be acceptable where it does not distort or obscure the cultural significance of the place, or detract from its interpretation and appreciation.
- 22.2 New work should be readily identifiable as such.

IT IS OUR POSITION THAT

- The proposed new work is acceptable within the parameters of the charter as the work proposed does not distort or obscure the cultural significance of 10 Bolton Street, nor do the proposed works detract from its interpretation and appreciation.
- The proposed addition furthermore is a light-weight construction, that could be easily reversed if that was ever so desired. Reversal or removal of the Velux windows would only require their removal and replacement with matching roof sheet.
- The proposed works will better protect the building from the elements overall and thereby better preserve the physical building.

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	Owner:	Date:	REVISION				
	Owner:	Date:	AMENDMENT				
	Builder:	Date:	DATE				
				Design by: Angella Moffat	Drawn by: PJM/AB Checked by:	Sheet no 24 of 28	Drawing name: JUSTIFICATION
				Rev: -	Date: 31:1:20	122	

JUSTIFICATIONS, CONSIDERATIONS AND REFERENCE MATERIAL



ARCHITECTURAL HERITAGE STYLE

The style is understood to be - Federation Filigree c. 1890—c. 1915
 Architectural distinctions of this style are instantly recognised as Federation for the following features:

EXTERIOR

1. Federation Filigree was designed to create shade while allowing for the free flow of air.
2. Dominant hipped roofs, often broken by false gables
3. Large verandah with screening
4. Balconies screened with decorative balustrading
5. Turned timber verandah columns supplemented by elaborate timber decoration
6. Cast-iron (later: timber) balustrades and brackets
7. (used) common verandah posts, panels, friezes and brackets, which were manufactured products made in Australia,
8. Leadlight or coloured glass windows
9. Bay windows
10. Shingle or tile or corrugated iron roofs

INTERIOR

11. High ornate ceilings, predominantly white
12. Lots of light and access to breezes.
13. Ornate cornices
14. Ornate Picture rails
15. Timber floor boards

All 15 Heritage style distinctions listed above can be positively checked off as retained within both the existing and new works proposed. In fact considerable consideration, care and time has been invested to enable heritage elements to remain a valued component of the residence.



Original ceiling roses



timber panelling and trims to existing stairwell



Original Cornices, Picture rails and Vents



Original heritage Skirting boards,



Original Door architraves and Reveal panelling



All Original archways, Corbelling and Trims

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BOLTON PROJECT
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Hno.10 Bolton Street, East Fremantle 6158 WA

PLANS REFERRED TO IN CONTRACT:

Owner: Date:
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 Builder: Date:

REVISION	AMENDMENT	DATE

Issued For:
ADDITION
 Job no.
5-2018
 Design by:
 Angella Moffat
 Drawn by: PJM/AB
 Checked by:
 Rev: -
 Date: 31:1:20
 Sheet no
25 of 28
 Drawing name:
RETAINED HERITAGE 1

JUSTIFICATIONS, CONSIDERATIONS AND REFERENCE MATERIAL

ARCHITECTURAL HERITAGE STYLE

Architectural distinctions of this style are to be retained in the following features:

INTERIOR

It is important to acknowledge that interior works have been designed in consideration of retaining as much of the original as possible.

- This includes ornate ceilings, cornices, skirtings, doors, door frames, architraves, hardware and picture rails.
- Windows to be replaced with new weather sealed ones that are more in alignment with the original window formats (eg 600wide) and original in appearance.
- New internal works will enable existing cracking in walls to be attended to and thereby confirm to a Heritage Maintenance Plan.



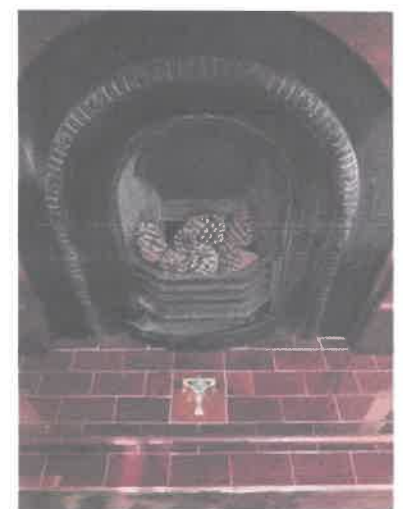
Original Doors + Door Hardware



Original stained glass windows to bathroom



Original Front Door and Stained Glass Features



Original Fire places



Original Chimney will still be visible from outside and inside the house

ARCHITECTURAL HERITAGE STYLE

Architectural distinctions of this style are to be retained in the following features:

EXTERIOR

It is important to acknowledge that interior works have been designed in consideration of retaining as much of the original as possible.

- Chimney atop main roof
- Existing Roof Shape and ridgeline
- Belvedere
- Shingles to front bay window
- Existing – non original windows - to be replaced with new weather sealed ones that are more in alignment with the original window formats (eg 600wide) and original in appearance.

Client:
BOLTON PROJECT
 Address:
Hno.10 Bolton Street, East Fremantle 6158 WA

PLANS REFERRED TO IN CONTRACT:

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 Owner: Date:
 Builder: Date:

REVISION	AMENDMENT	DATE

Issued For:
ADDITION
 Design by: Angella Moffat
 Drawn by: PJMIAB
 Checked by:
 Rev: -
 Date: **31:1:20**

Job no.
5-2018
 Sheet no
26 of **28**
 Drawing name:
RETAINED HERITAGE 2

JUSTIFICATIONS, CONSIDERATIONS AND REFERENCE MATERIAL

MAINTENANCE AS PART OF THE PROPOSAL

The current application dates back over a year now and during that time planned maintenance as part of the project has not been undertaken.

The need to balance development to modernize living space in a heritage listed building with ongoing maintenance of said building was encapsulated in the 2004 report **Making heritage happen Incentives and Policy Tools for Conserving Our Historic Heritage**, when they stated:

Specifically, the purposes of heritage incentives are to:

- Ensure that owners are not unduly disadvantaged by the constraints or extra expense that the regulatory system may impose;
 - Leverage private capital investment in conservation;
 - Generate additional conservation activity than would otherwise occur;
 - Counteract land use policies or other government programs that threaten heritage places; and
 - Ensure that as far as possible a 'level playing field' exists between restoration work and new construction
- Ian Baxter, Heritage Council of Western Australia, was one of the members of The Heritage Incentives Taskforce. The chair was David Conlon, Heritage South Australia.*



PLANNED AS PART OF THE PROJECT

- New gutters to approximately 50 % of the property
- Re-painting of the wooden verandah and belvedere
- Restoration work to the external stairs to the belvedere
- Restoration to the woodwork or the verandah

The 'Town of East Fremantle as stated on the Inherit website, provide "strong encouragement to the owner under the Town of East Fremantle Planning Scheme to conserve the significance of the place. Incentives to promote heritage conservation should be considered where necessary to achieve desirable conservation outcomes in context of permissible development."

IT IS OUR POSITION THAT

- The design and maintenance proposal aligns with TOEF goals....
- The proposal is within height limits, there are no overlooking issues, nor objections from any neighbours to the West with considerable conservation of the significance of the property.



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			Design by: Angella Moffat	Drawn by: PJM/AB Checked by:	
			Rev: -	Date: 31:1:20	Sheet no 27 of 28
					Drawing name: MAINTAINENC E

JUSTIFICATIONS, CONSIDERATIONS AND REFERENCE MATERIAL

EXPLANATION OF PHOTOGRAPHS

- All photographs of 10 Bolton Street showing perspective or visibility have been taken, with a Nikon D3100 digital SLR camera with a 18 to 250 mm lens set at halfway between 35 and 50 mm. This approximately 43 mm and is advised to be equivalent to the view of the human eye and therefore represents accurately the view of 10 Bolton Street from that point.

PERSPECTIVE OR VISIBILITY of 10 Bolton Street

VIEW OF THE DETAILS of the CURRENT ROOF STRUCTURE FROM BOLTON STREET NEIGHBOURS

- The change in roof detail is not at the front of the house and are difficult to see.
- This is a loft addition, not a *second story extension>(*which are deemed acceptable within the Policy Area)
- Does not significantly impact on the fabric of the dwelling.
- It is not dominant from the primary street; as evidenced by the photos.
- The proposed changes in the application would make minimal change to the appearance of 10 Bolton Street from these views.



VIEW FROM 3 Bolton Street

This is near the intersection of Surbiton Rd (top of hill). Note that only the very front of 10 Bolton Street is visible with the bullnose verandah above the recently built limestone walls adjacent to the footpath of 8 Bolton Street. The belvedere is not visible at all, nor is the bulk of the roof and nor is the current nature of the roof.



VIEW FROM 5 Bolton Street

Part of the roof is only just coming in to view, but the current nature of the roof is not visible at all, and the belvedere is not visible at all.



VIEW FROM 7 Bolton Street

Note that the current nature of # 10s roof is not seen from any point on Bolton Street, including this view, and the belvedere is only just coming in to view. The base and the lower guttering being obscured by 8 Bolton Street. As the vertical components of the extension up from the unaltered ridgeline are glass, the chimney just seen in the photo below will be still visible in the proposed design.



VIEW FROM 9 BOLTON STREET

The stairs to the belvedere are only just coming in to view, the guttering of the belvedere is not visible, nor any of the central roof and specifically, the current nature of the roof is not seen.



VIEW FROM The Opposite Side of 10 Bolton St
Please note that THE PREFERRED DESIGN is below the gutter line at the base of the belvedere. The gutter at the base of the belvedere cannot be seen in either picture and the design is unlikely to reveal a visible change in the visible roof in either photo.



VIEW FROM The Near Side of 10 Bolton St
PERSPECTIVE OR VISIBILITY of 10 Bolton Street



VIEW From Angwin St – Between # 26 and # 28 Angwin Street
Chimney not very clear at all due to the visual clutter around it. The effect of THE PREFERRED DESIGN will be to reduce the visual clutter and enhance the visibility of the chimney from this, it's best vantage point.



VIEW From Merv Cowan Park



VIEW FROM Far side of Merv Cowan Reserve
Only top of Belvedere is visible



VIEW FROM Boat Shed Education; to the North (East Fremantle side of the river)
The belvedere can only just be made out to the left of the palm trees in the foreground. It is our position that the change in the centre of the roof will not change this view in any perceptible way.



VIEW FROM Outside the Front door of The Dome.
The belvedere top (only above the lower gutter liner) can be seen. It is our position that the change in the centre of the roof will not change this view in any way



VIEW FROM The Centre of Stirling Bridge (far side away from 10 Bolton Street).
PERSPECTIVE OR VISIBILITY of 10 Bolton Street
Belvedere able to be made out between the 2 palm trees, and again we consider the proposed changes will not alter the visibility of the belvedere at all from this perspective.

VELUX SKYLIGHTS

The proposed use of Velux skylights allow ventilation, health and comfort benefits, are easily reversible from a building point of view and are significantly less impacting on a heritage building than solar panels that are already approved on heritage listed buildings in the area. Appreciating that Heritage buildings need to be updated to allow modern living, while respecting the heritage and allowing for overall sustainability and maintenance; the Velux skylights were resolved as a low impact and elegant solution with the benefits of implementing a quality product that assists with energy efficiency whilst allowing ingress of light, shading, thermal and acoustic attenuation and being weather tight.



37 John Street, North Fremantle (also known as Benningfield) is a City of Fremantle 1B Heritage listed building the same era as 10 Bolton Street (REFERENCE 7).



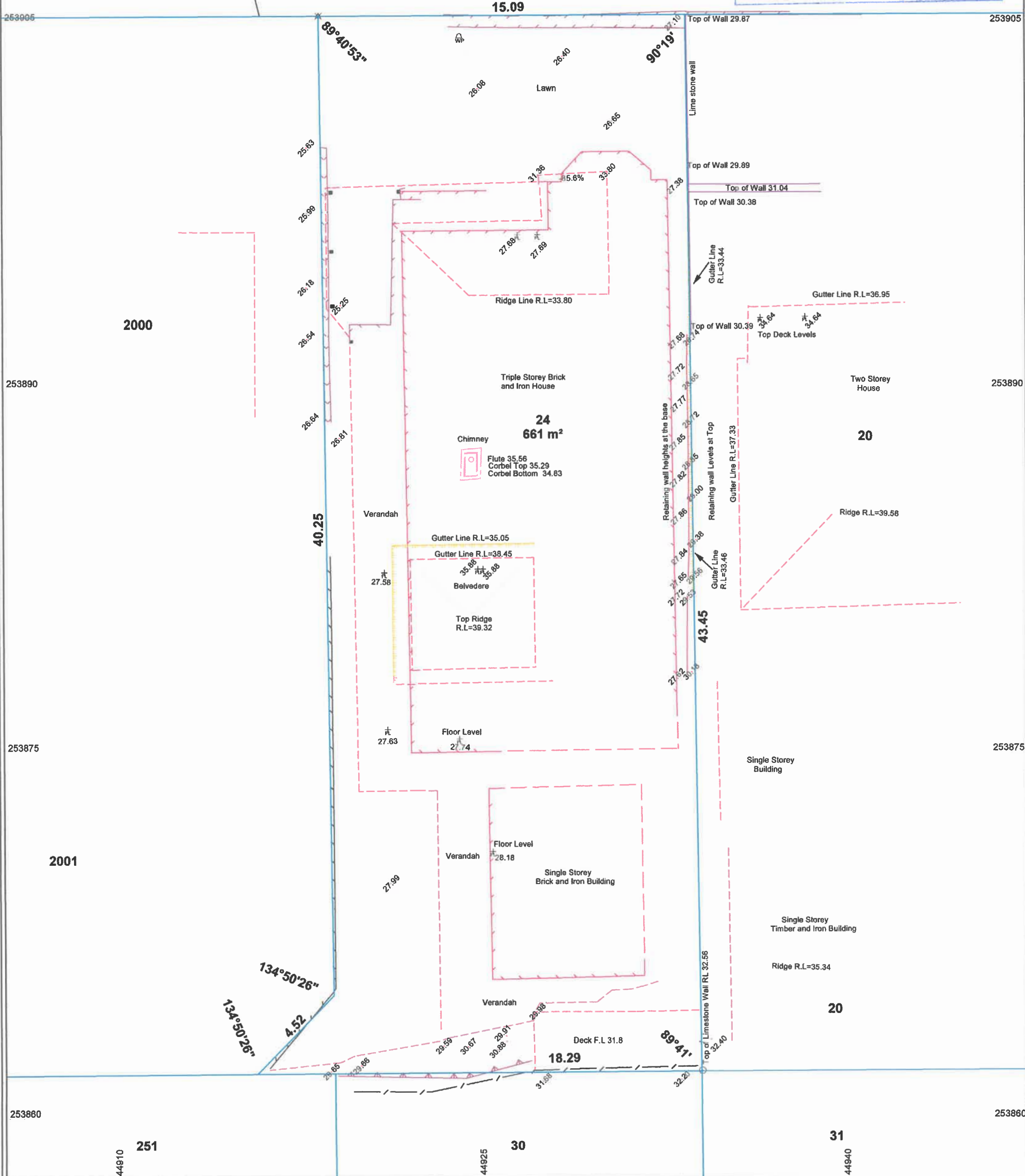
37 John Street, North Fremantle (Benningfield) West / John Street View
It is described on the INHERIT website described as a 'fine example of Federation Filigree style architecture' and a 'high degree of integrity' and 'high long term sustainability'.



37 John Street, North Fremantle (Benningfield) West / John Street View

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					Design by: Angella Moffat	Drawn by: PJM/IAB Checked by:
					Rev: -	Date: 31:1:20
					Sheet no 28 of 28	Drawing name: PHOTOS EXPLAINED

TOWN OF EAST FREMANTLE
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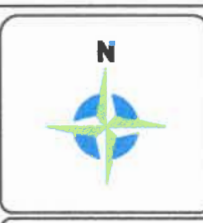


Rev.	Description	Drawn	Date	Checked
B	COMBINED 05\09 WITH 06\19 AND ADDITIONAL LEVELS	TPV	18/12/2019	ND
A	Initial Issue	TPV	10/06/2019	ND

Surveyor: TPV
 Survey Date: 13/12/2019
 Precal/Cad: 05/2009

ISO 9001 Quality Management
 AS/NZS 4801:2001 Occupational Health and Safety Management

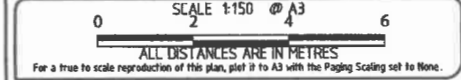
FS 565311 OSH 591267



**LOT 24 (#10) BOLTON STREET
 EAST FREMANTLE
 DETAIL SURVEY**

CLIENT:
MARK DUNCAN-SMITH

The contents of this plan are current and correct as of the date stated within the revision panel. All consultants and persons wishing to utilise this data should satisfy themselves of this plan's currency by contacting the Mickelton Nolan Group.



The boundaries shown on this plan were not re-established as part of this survey, therefore this plan does not guarantee their accuracy. Existing easements, encumbrance or interest are not depicted and a title search is recommended to obtain this information. Re-establishment of the cadastral boundaries is recommended for any proposed works on or near existing boundaries.

MNG
 MCMULLEN NOLAN GROUP
 Level 1, 2 Sabre Crescent
 Jandakot, W.A. 6164
 PO Box 3526, Success
 W.A. 6964, Australia
 Offices in: Brisbane, Bunbury, Kununurra, Newman, Port Hedland

Tel: (08) 6436 1599
 Fax: (08) 6436 1500
 info@mngsurvey.com.au
 www.mngsurvey.com.au
 ABN 90 009 363 311

Project No: MEL DAVIDSON
 Datum: PCE94 / AHD

10205212E - 002 - B

Number Type Plan Revision



Rev.	Description	Drawn	Date	Checked
B	COMBINED 05/09 WITH 06/19 AND ADDITIONAL LEVELS	TPV	18/12/2019	ND
A	Initial Issue	DRR	10/06/2019	ND

Surveyor- TPV
Survey Date- 13/12/2019
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**LOT 24 (#10) BOLTON STREET
EAST FREMANTLE
DETAIL SURVEY**

CLIENT:
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MNG

MCMULLEN NOLAN GROUP
Level 1, 2 Sabre Crescent
Jandakot, W.A. 6164
PO Box 3526, Success
W.A. 6964, Australia
Offices in: Broome, Bunbury, Kununurra, Newman, Port Hedland

Tel: (08) 6436 1599
Fax: (08) 6436 1500
Info@mngsurvey.com.au
www.mngsurvey.com.au
ABN 90 009 363 911

Project No	NEIL DAVIDSON	Datum	PC2014 / AHD
Job Number	102052128E	Type	002 - B
Revision			



Community Engagement Checklist

Development Application P087/18 - 10 Bolton Street

Project Name

Objective of Engagement:	Neighbour consultation		
Lead Officer:	Regulatory Services		
Timeline:	Start Date:	18/03/2020	Outcomes By: 3/04/2020
Stakeholders			
Stakeholders to be considered. <i>Please highlight those to be targeted during engagement.</i>	Aged	<input type="checkbox"/>	Ratepayers (all / targeted) <input type="checkbox"/>
	Businesses	<input type="checkbox"/>	Residents (all / targeted) <input checked="" type="checkbox"/>
	Children (School / Playgroup)	<input type="checkbox"/>	Service Providers <input type="checkbox"/>
	Community Groups	<input type="checkbox"/>	Unemployed <input type="checkbox"/>
	Disabled People	<input type="checkbox"/>	Visitors <input type="checkbox"/>
	Environmental	<input type="checkbox"/>	Volunteers <input type="checkbox"/>
	Families	<input type="checkbox"/>	Workers <input type="checkbox"/>
	Govt. Bodies	<input type="checkbox"/>	Youth <input type="checkbox"/>
	Indigenous	<input type="checkbox"/>	<input type="checkbox"/>
	Neighbouring LGs	<input type="checkbox"/>	<input type="checkbox"/>
Staff to be notified:	Office of the CEO	<input type="checkbox"/>	Councillors <input type="checkbox"/>
	Corporate Services	<input type="checkbox"/>	Consultant/s <input type="checkbox"/>
	Development Services	<input type="checkbox"/>	<input type="checkbox"/>
	Operations (Parks/Works)	<input type="checkbox"/>	<input type="checkbox"/>
Community Engagement Plan			
Methods	Responsible	Date Due	Reference / Notes
1.1 E News	<input type="checkbox"/> Communications		<input type="checkbox"/>
1.2 Email Notification ~	<input type="checkbox"/> Relevant Officer		<input type="checkbox"/>
1.3 Website	<input type="checkbox"/> Communications		<input type="checkbox"/>
1.4 Facebook	<input type="checkbox"/> Communications		<input type="checkbox"/>
1.5 Advert - Newspaper	<input type="checkbox"/> Communications		<input type="checkbox"/>
1.6 Fact Sheet	<input type="checkbox"/> Communications		<input type="checkbox"/>
1.7 Media Rel./Interview	<input type="checkbox"/> Communications		<input type="checkbox"/>
2.1 Information Stalls	<input type="checkbox"/> Relevant Officer		<input type="checkbox"/>
2.2 Public Meeting/Forum	<input type="checkbox"/> Executive Direction		<input type="checkbox"/>
2.3 Survey/Questionnaire	<input type="checkbox"/> Relevant Officer		<input type="checkbox"/>
3.1 Focus Group	<input type="checkbox"/> Executive Direction		<input type="checkbox"/>
3.2 Referendum/Ballot	<input type="checkbox"/> Executive Direction		<input type="checkbox"/>
3.3 Workshop	<input type="checkbox"/> Relevant Officer		<input type="checkbox"/>
4.1 Council Committee	<input type="checkbox"/> Executive Direction		<input type="checkbox"/>
4.2 Working Group	<input type="checkbox"/> Executive Direction		<input type="checkbox"/>
* Statutory Consultation	<input checked="" type="checkbox"/> Relevant Officer	3/04/2020	<input checked="" type="checkbox"/> Advertised to 6 surrounding properties
# Heritage Consultation	<input type="checkbox"/> Regulatory Services		<input type="checkbox"/>
^ Mail out (note: timeliness)	<input type="checkbox"/> Communications		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Evaluation			
Summary of...		Date Due	Complete / Attached
Feedback / Results / Outcomes / Recommendations		3/04/2020	2 submissions received
Outcomes Shared			
Methods	Responsible	Date Due	Complete / Attached
E-Newsletter	<input type="checkbox"/> Communications		<input type="checkbox"/>
Email Notification	<input type="checkbox"/> Relevant Officer		<input type="checkbox"/>
Website	<input type="checkbox"/> Communications		<input type="checkbox"/>
Facebook	<input type="checkbox"/> Communications		<input type="checkbox"/>
Media Release	<input type="checkbox"/> Communications		<input type="checkbox"/>
Advert - Newspaper	<input type="checkbox"/> Communications		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Notes			

Submission 1***Objection to Proposed Development- 10 Bolton Street, East Fremantle***

We refer to the above proposed development application.

We also note the numerous previous applications for developments lodged by the Applicant on the said property which have not proceeded due to not being able to comply with the town planning provisions.

The sole reason for the recent applications is that the Applicant wishes to have an additional bedroom/bathroom without views when the house already has 5 bedrooms and 2 bathrooms.

Plot Ratio/Site Cover/Open Space

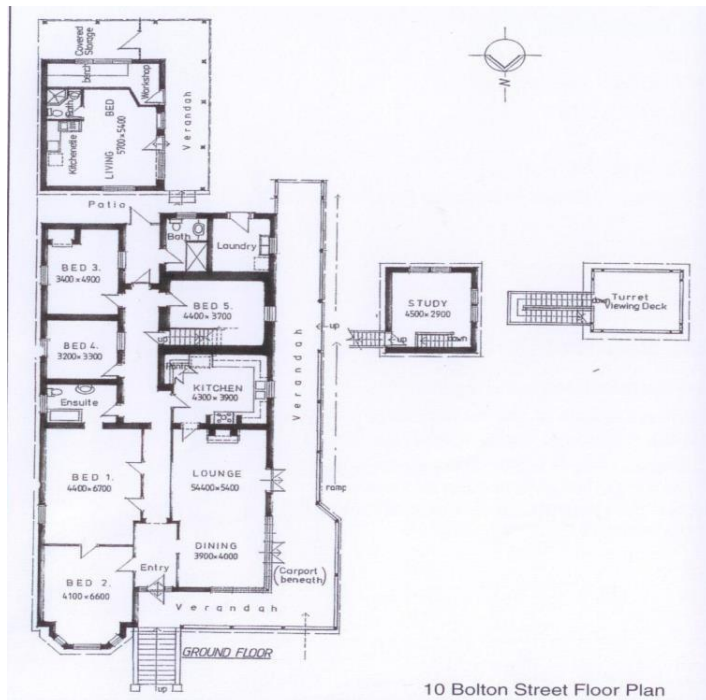
While we understand that there is no clear plot ratio relating to the area, it is worthy of note that the buildings at 10 Bolton Street occupy all but a relatively modest portion of the land area. The useable area of 10 Bolton Street continues to expand with excavations completed in recent years beneath the existing residence to provide undercroft parking.

Almost the entire land area contained within the property at 10 Bolton Street is developed, and it is doubtful that it would comply with the open space requirements specified in the R-Codes for an R12.5 coded property. We consider that the proposed additions will exacerbate this situation.

**Bulk and Scale of Proposed Development**

The existing buildings are substantial in both height and volume. Inclusive of the recently excavated undercroft and turret, the house is currently 3 storeys high, with 5 bedrooms and 2 bathrooms plus a study on a block size of approximately 660 square metres. Such houses are normally built on larger (1,012m²) blocks in East Fremantle, which have a backyard.

We also note that there remains on the property an existing studio which is currently not approved for current use as a second dwelling, but rather were approved many years ago as a carport, which has subsequently been converted into a studio/habitable rooms (see below).



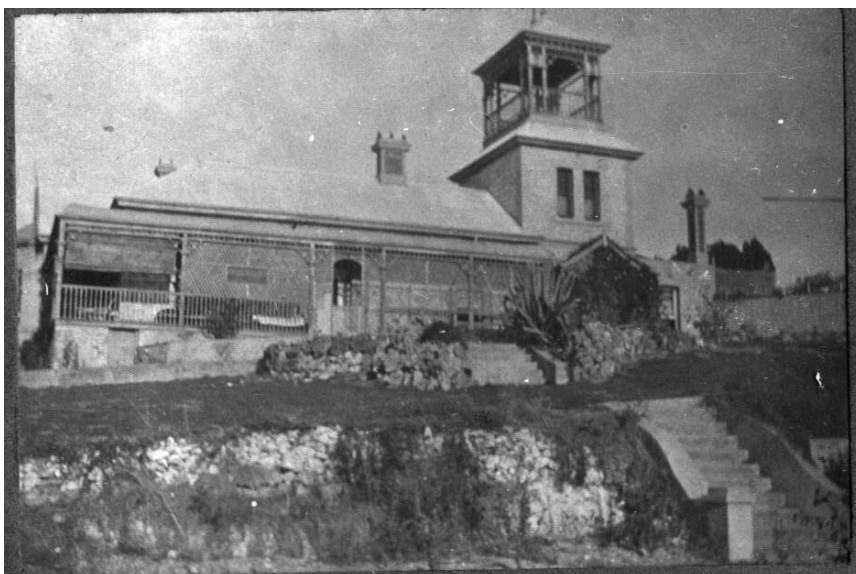
Should the proposed development be approved, the buildings will become 4 stories high and house 6 bedrooms and 3 bathrooms, making it one of the largest homes in East Fremantle on an average size block.

This application proposes additions that will substantially increase the existing bulk of development on the property, further obscuring views of adjoining residences.

General Design/Heritage

We note the heritage significance of 10 Bolton Street as an important part of the Surbiton precinct.

It is a stately building which is prominently positioned and sits as a clearly identifiable landmark from the west to the north, showcasing the Federation design which is now becoming a rare find in the Surbiton Precinct and riverside areas of East Fremantle.



The current Captains Study and Turret is extremely prominent when viewed from other areas of East Fremantle, the river, the bridge, North Fremantle and even parts of Mosman Park and is a well-known

landmark. Any new addition of this height, design and scale built in front of and obscuring the Tower will severely diminish its prominence and, in turn the heritage significance of this building.

It is important to note that the Turret was designed to be read independently from the existing roof structure, sitting prominently above the roof peak. Diminishing its stature by raising the roof to compete with its prominence would be a mistake, undermining the identity of the building from its current grandeur.

Similarly, the prominent chimney also suffers a similar fate with the proposed design.

In terms of design, if Council saw fit to approve the design (which we do not support), we believe it should be brought into line with the Council Policy on Design Precinct No. 5. The Town Of East Fremantle Residential Design Guidelines clearly state that additions:

“Be constructed within the existing roof space, or towards the rear of the dwelling and must not impact upon the significant fabric of the dwelling”.

On every account, this application does not comply. That is, the proposed development:

- substantially protrudes through the roof of the existing building;
- is located at the front of the building;
- undermines the significance of the Turret, one of the most prominent architectural features of any building in the area.

The Surbiton Precinct Plan also states:

1. *It is essential that all windows have a vertical profile, that is, the height of the window is visibly greater than its width.*

The proposed new clerestory windows are contrary to this policy.

2. *Additions to existing residences must also be designed so as to conserve existing views from other properties*

The proposed development significantly obscures views from the eastern neighbours of Bolton Street. The sole reason for this is that the Applicant wishes to have an additional bedroom/bathroom without views when the house already has 5 bedrooms and 2 bathrooms.

3. *In the case of extensions to an existing residence, the pitch and covering of the roof should be the same as the existing dwelling.*

The pitch of the roof has changed substantially by adding a vertical component to house the clerestory windows, significantly detracting from the Federation style of the building. In fact, nowhere in Australian Federation architecture were Clerestory windows used, thereby further distancing this important Federation home from its roots.

Granting of approval for a design so contrary to the Surbiton Precinct Guidelines and Residential Design Guidelines and in the process destroying the Federation Design of this important local landmark will create a precedent for all heritage homes in the area to adulterate the aesthetic which has remained unchanged for over 100 years. And for what.... another bedroom and bathroom.

Submission 2Proposed Loft Addition and Renovation at 10 Bolton East Fremantle, 6158

We write in connection to the above referenced planning application. We have examined the revised plans, justification, and available reference material and are familiar with the site. We object to the development as proposed with specific reference to the following points:

- Heritage
- Bulk & associated issues
- Obstruction of View

The addition of the loft as proposed, will significantly alter the appearance and intrinsic value of the existing building which is deemed by the East Fremantle Council as having aesthetic and historical significance to such an extent that it has received an **A Category Heritage listing**. There are also the issues of bulk, reflected solar glare and obstruction of view which we believe will negatively impact our property.

Following the withdrawal of the previously submitted plans (July/August 2019) we see no attempt has been made to address the original concerns and in fact believe the current proposal to be a further deviation from the Town of East Fremantle Local Planning Scheme and directives of the Residential Design Guidelines and therefore should therefore be rejected in its current form.

Heritage

As stated in *Town of East Fremantle Local Planning Scheme No. 3*, the aims of the scheme are:

- a) To recognise the historical development of East Fremantle and to preserve the existing character of the Town;
- b) To enhance the character and amenity of the Town, and to promote a sense of place and community identity within each of the precincts of the Town;
- c) To promote the conservation of buildings and places of heritage significance, and to protect and enhance the existing heritage values of the Town;

We are of the belief that the current proposal is in direct contradiction to all aims of the scheme and in particular aim c).

As stated on the State Governments inherit website the residence at 10 Bolton St is a Category "A" Heritage listed building deemed to be of exceptional aesthetic significance, and to have considerable historic and social value. Furthermore No 10 Bolton Street has some rarity value as one of the finest and largest historic houses in East Fremantle.

As a property of high heritage significance (Category A) the Town of East Fremantle should as stated on the Inherit website, provide *"strong encouragement to the owner under the Town of East Fremantle Planning Scheme to conserve the significance of the place. Incentives to promote heritage conservation should be considered where necessary to achieve desirable conservation outcomes in context of permissible development."*

As part of our ongoing review we also sought the opinion of a qualified Architect Mr Carl Payne who has stated the *"original roofline will be completely compromised and as the traditional pitched/hipped roof form is a major visual element in the heritage status of this building, it's not something that Council should consider."* With specific reference to the new design Mr Payne went further stating *"From a heritage perspective, the clerestory windows are a disaster. They will destroy the integrity of the house."* This view has been echoed by John Dowson, President of the Fremantle Heritage Society who has stated *"It is the view of the Fremantle Society that a level 1A heritage listing has identified that the property is of exceptional significance to the community and should only have minimal alterations"* and, *"the property is highly visible from all angles and any changes will affect the integrity of the original design and the authenticity of that design"*.

Within the proposal justification, it is stated that the proposed design is *“an elegant solution that aligns on an aesthetic, styling, structural and material foundation, whilst retaining the essence of the soul of the character of the original building and rejuvenating various elements that need urgent restorative attention.”*

While we agree that the property is in need of restorative attention, we are of the view that both of the proposed designs which have been submitted to date do nothing to retain the primary heritage attributes of the property and in fact detract from them.

Support for the proposed design, repeatedly sites the Burra Charter, however the current design seems to contravene those guidelines rather than follow them. In an independent Heritage report, commissioned at our own cost, qualified architect Mr Gerard McCann makes this clear:

“The principle of keeping upper floor additions well behind the streetscape view of the original roof form is an integral part of the Burra Charter and the guiding principle, universally recognized, in the heritage guidelines of most councils and particularly the East Fremantle Council. In the case of No. 10 Bolton St, the original roof form, back to and including the belvedere, is intact and this in fact carries the greater part of the house maintaining its heritage integrity and thus a significant contributor to the heritage integrity of the streetscape.”

Somewhat strangely this view seems to be reiterated in the actual proposal, where reference is made to Mr Alex Willis’s heritage impact statement when he states *“essentially the insert is not to distract the existing heritage i.e. the roof form & materiality”*.

The suggestion that the proposed (ref: 24 of 28):

- *Aligns with the Burra concept of an insert rising up with no alteration to the Buildings existing ridgeline or hipped roof’*
- *Aligns with the Burra statement that ' the insert is not to distract the existing heritage i.e. the roof form & materiality.*
- *Aligns with the Burra charter requirement that 'The architectural respect of the period is maintained.'*

would seem at best misguided.

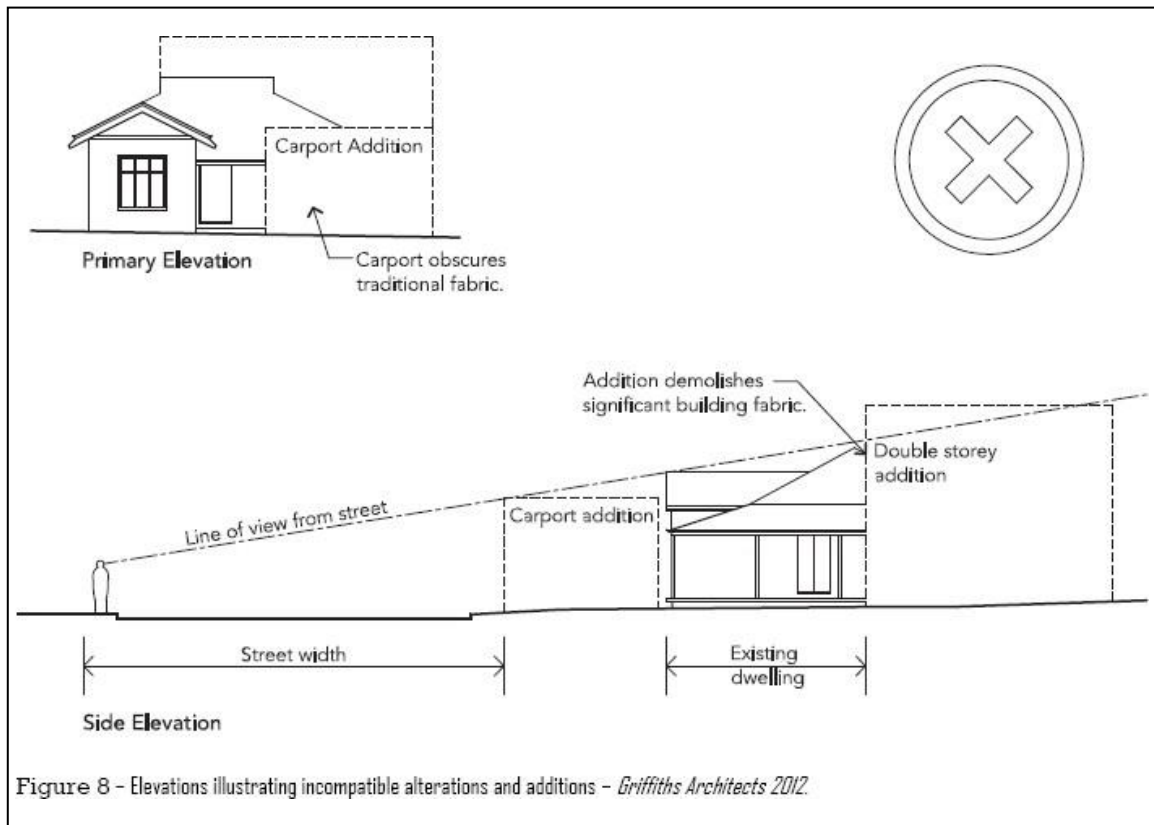
Bulk & Scale

The Loft addition, as currently proposed, requires significant alteration to the outside of the building which appears to contravene the Towns own *Residential Design Guidelines*. As detailed on the submitted plans and supporting statements, the Loft addition requires an increase in roof height of 900m, a change to the angles of the existing roof line, the installation of some 25 clerestory windows on the perimeter of the “box insert” as well as modern Velux skylights on the western side of the loft.

As per 3.7.2 “Additions and Alterations to Existing Buildings” of the *Residential Design Guidelines*:

3.7.2.1 Statement

“Second storey additions are acceptable within the Policy Area. For traditional contributory buildings additions must either be accommodated within the existing roof space or not be dominant from the primary street.”



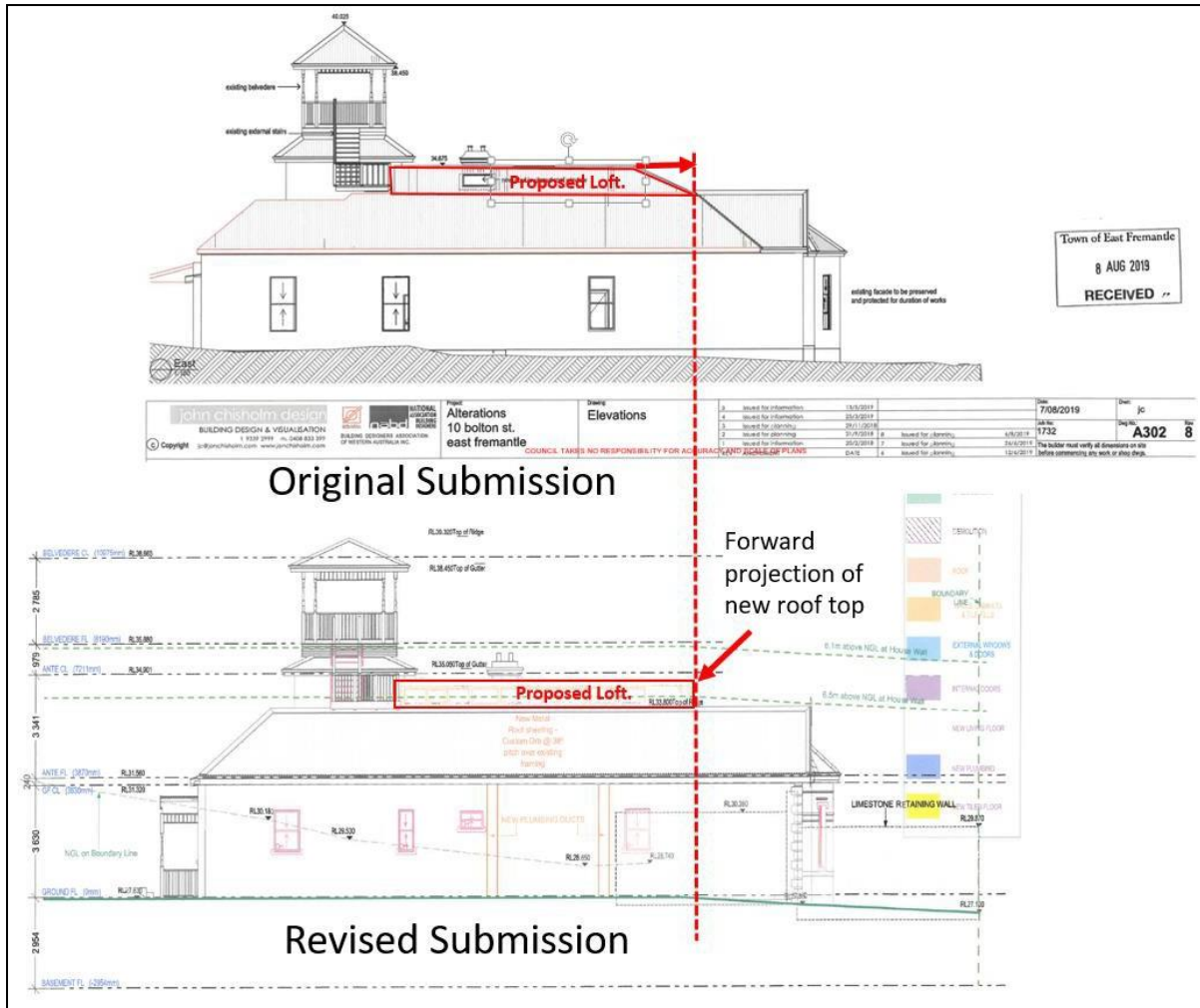
Source: Town Of East Fremantle Local Planning Policy Residential Design Guidelines Page 12

And

3.7.2.2 Desired Development Outcomes

- i. Additions and alteration should take into account the significance and character of the existing building and its contribution to the character of the Precinct;
- ii. Additions and alterations should be well designed with minimal interference to the existing building;
- iii. Single storey additions and second storey additions and alterations to existing dwellings are acceptable. Second storey additions shall be supported but are required to:
 - a. Be constructed within the existing roof space, or towards the rear of the dwelling and must not impact upon significant fabric of the dwelling; and,
 - b. Not be dominant from the primary street. (also see 3.7.18.4.1.3)

Importantly and with regard to points “a” and “b” above the revised design has actually brought the visible loft space forward via its box design and now has more prominence than the previous design as is demonstrated in the figures below.



Comparison of previous and current proposal

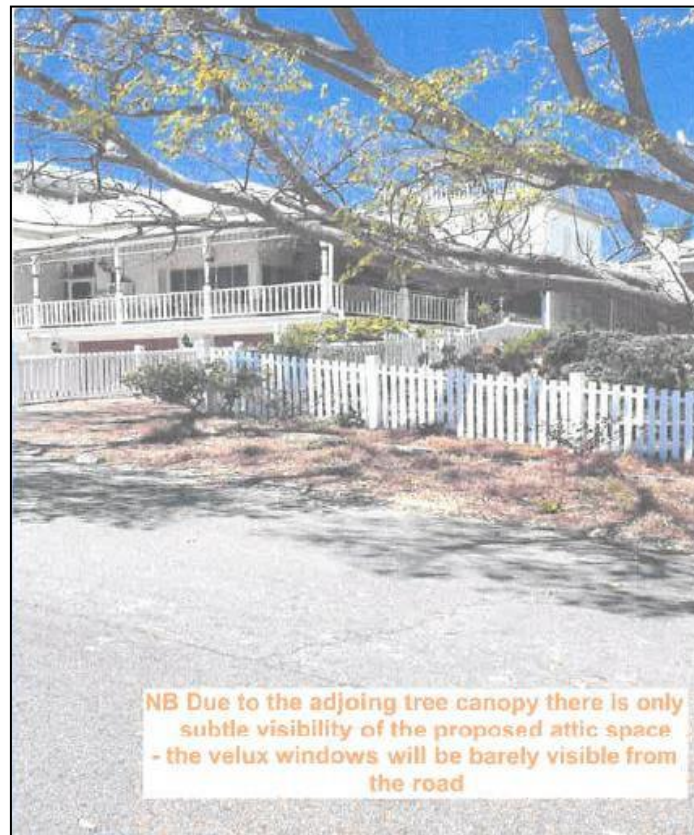


Loft extension clearly visible from the street front, contrary to design guidelines.

Furthermore to suggest (ref 24 of 28):

- The roof height has been increased (within 8.1m height limits) to accommodate a comfortable habitable ceiling space within an nominated area of the loft, however the extension is purely at the ridgeline and has 'not' changed the pitch or overall style of the house form the street
- The revised proposed roof design also enables the belvedere and chimney to remain as is from the

west, whilst being only 'nominally' obscured in part from the east.
Appears deliberately misleading, as would the image below submitted as part of the proposal.



Source: Sheet 22 of 28 of proposal

In reference to the new design, Mr Payne stated a “*crucial issue is the bulk of the new bedroom*”. He describes the current heritage rooftop as “*a typical double ridge design, with both internal roof sections falling to the central gutter. This is a recessive volume*” And comments that “*while it would be a reflection challenge at times, it has slope variations, which reduce outright glare.*”

He goes further to state “*The new volume is a dominant shape, pushing the recess outwards. (Literally into your face). This not only presents you with a greater visual bulk, it also presents to you – on the west-side of your house (in reference to 8 Bolton St.) - a flat roof which will create reflected glare all afternoon, even on sunny winter days*”

The latter will have direct impact on us, as the room most impacted at our property is the study from which I conduct a significant amount of my work.

Obstruction of View

The proposal, in an attempt to infer minimal impact on views, suggests the addition is:

- *'under' the line of sight from the Eastern neighbours upper floor Balcony (24 of 28)*

While this may be the case when positioned on the very edge of the upper floor balcony, the proposed addition most certainly impacts the river view from prominent habitable spaces within our property at 8 Bolton Street, including the study and master bedroom.

The proposal clearly fails to meet the applicable standards of the ToEF Design codes:

A2.3 *Category 'B' provisions as set out within Table 3 – Maximum Building Heights of the Residential Design Codes are applicable as the 'Acceptable Development' standards where:*

1. significant water views from neighbouring properties will not be affected;



Study - Red line indicates height of proposed addition, which effectively blocks all river views east of Stirling bridge and also detracts from the feature chimney.



Master bedroom - Red line indicates height of proposed addition, which effectively blocks all river views east of Stirling bridge and also detracts from the feature chimney.

Concluding Remarks

We understand that multiple submissions have been lodged by the owners of 10 Bolton St, and no doubt at some expense. We assume Council has also dedicated significant resources dealing with the owners

and concerns of residents, and we to have spent time and money presenting our concerns.

Although the points of discussion between the owners of 10 Bolton and ToEF Council are unknown, we can only assume that the decision to resubmit revised plans was the result of deficiencies in the original proposal or breaches with regard to the town planning scheme and design guidelines. We feel that continued re-submission of proposal that aren't in line with the guidelines are a significant waste of time and resources and should be strongly discouraged.

In the concluding summary statement of the proposal, the author somewhat incredulously, suggests changes could be easily reversed and that the only way to protect the building is to build a loft extension:

- *The proposed addition furthermore is a light-weight construction that could be easily reversed if that was ever so desired. Reversal or removal of the Velux windows would only require their removal and replacement with matching roof sheet.*
- *The proposed works will better protect the building from the elements overall and thereby better preserve the physical building.*

10 Bolton Street is a Category A listed property, which under the rules and regulations of the Town of East Fremantle should be protected as it has historical, aesthetic and social significance.

The property has an iconic place on the Riverside Present skyline, the belvedere and chimneys can be clearly viewed from Bolton Street, both sides of the river and both the Sterling and Fremantle traffic bridges. Altering the current roof line and the addition of significant bulk and clerestory windows will take away from the prominence of these features and will clearly impact the integrity of the property as it currently stands.

We are not opposed to alterations to this property but object to the current submission being approved. A design which falls within the Residential Design Guidelines and is more sympathetic to the importance of the A Category listing would be welcomed.

A more detailed list of specific concerns and rebuttals is provided at the conclusion of this letter in Appendix 1.

Finally, please note that our submission is in respect of the proposed development. While we have taken every effort to present accurate information for your consideration, as we are not a decision maker or statutory consultee, we cannot accept any responsibility for unintentional errors or omissions and you should satisfy yourselves on any facts before reaching your decision.

Appendix 1

The supporting text (pages 24-28) which accompanies the plans put forward a number of claims which we believe to be incorrect, inconsequential or misleading. These are detailed below, with counter arguments:

Justification for the Proposed (pg 24 of 28)

- *Aligns with the Burra concept of an insert rising up with no alteration to the Buildings existing ridgeline or hipped roof (pg. 24 of 28)*
 - Roofline to be significantly altered, including box insert with a 900m height increase and clerestory windows.
- *Aligns with the Burra statement that ' the insert is not to distract the existing heritage i.e. the roof form & materiality.(pg. 24 of 28)*
 - As above
- *The proposed loft conversion is congruent with the myriad of roof styles that can be referenced*

within buildings defined as Federation filigree.

- No examples provided, so just hearsay at this time
- *The roof height has been increased (within 8.1m height limits) to accommodate a comfortable habitable ceiling space within an nominated area of the loft, however the extension is purely at the ridgeline and has 'not' changed the pitch or overall style of the house form the street*
 - False claim – pitch and style changed significantly. Addition not within current roof-line.
- *Is 'under' the line of sight from the Eastern neighbours upper floor Balcony and 'Nominally' impacts the water vista of the neighbours to the East*
 - Significantly impacts Eastern neighbours, removes large section of river vista from habitable spaces and will have solar reflective issues given flat roof design.
- *The revised proposed roof design also enables the belvedere and chimney to remain as is from the west, whilst being only 'nominally' obscured in part from the east.*
 - Significantly obscures prominent chimneys from the east and belvedere from the front, reducing the prominence of both. In the supporting example provided in the submission, the property at 37 John St the roof pitch remains original and chimneys remain a prominent feature.
- *Re sheeting and insulating the existing roof sheets, gutters and downpipes, will be carried out at the time, so that all presents with some contextual continuity and enables the building to be more robust going forward. (as it currently stands there are several different non matching old and mismatched profiled roof sheets) which will also present well for the neighbours at 8 Bolton Street.*
 - Agree property is need of maintenance and repair but does not require alteration to achieve this outcome. Conservation not alteration is more in line with council guidelines.

Justification with regard to Heritage Listing (pg 24 of 28)

- *In this case you do not need to convince us of the value in retaining the heritage, we need your support and approval to confirm the validity of the proposal in alignment with the heritage so that we can commence works as soon as possible and before the building falls into further disrepair and discomfort.*
 - Maintenance and repair does not justify alteration and loss of integrity. The purchase of Heritage property comes with certain responsibilities which include upkeep.

Despite claiming to fall with the guidelines and being in line with desired outcomes, the design as submitted, falls well short, failing to meet any of the outcomes as listed in the proposal (24- 28)

- a. Additions and alteration should take into account the significance and character of the existing building and its contribution to the character of the Precinct;*
- b. Additions and alterations should be well designed with minimal interference to the existing building;*
- c. Single storey additions and second storey additions and alterations to existing dwellings are acceptable, Second storey additions shall be supported but are required to:*
- d. Be constructed within the existing roof space, or towards the rear of the dwelling and must not impact upon significant fabric of the dwelling; and,*
- e. Not be dominant from the primary street.*

10 Bolton St was A Category listed in 1997, and was purchased by the current owner in 2008. Development restrictions relating to Heritage listing should be clear at time of purchase. 10 Bolton St is a substantial property and when last sold was described as a 5 beds 2 bathroom home, plus self-contained studio (bedroom, bathroom and kitchenette) – plans attached Appendix Image 1. The need for further space, involving the addition of a loft which extends beyond the current roof line seems unjustified. There are many examples within the precinct where tasteful renovation have been undertaken, clearly within council guidelines that have resulted in an improvement rather than to the

detriment of Heritage Value.

The proposed alteration are an addition to the current roof form and will impact aesthetic value of the residence, a view reinforced by the opinion of the Fremantle Heritage Society and multiple qualified Architects.

Despite the revision, we maintain the view that the current plans do not meet the required level of detail and fail to meet the guidelines of the East Fremantle Council. An example from the guidelines is provided below (Fig 1.).

A selection of images and descriptions are provided to support our objections to the prosed plans.

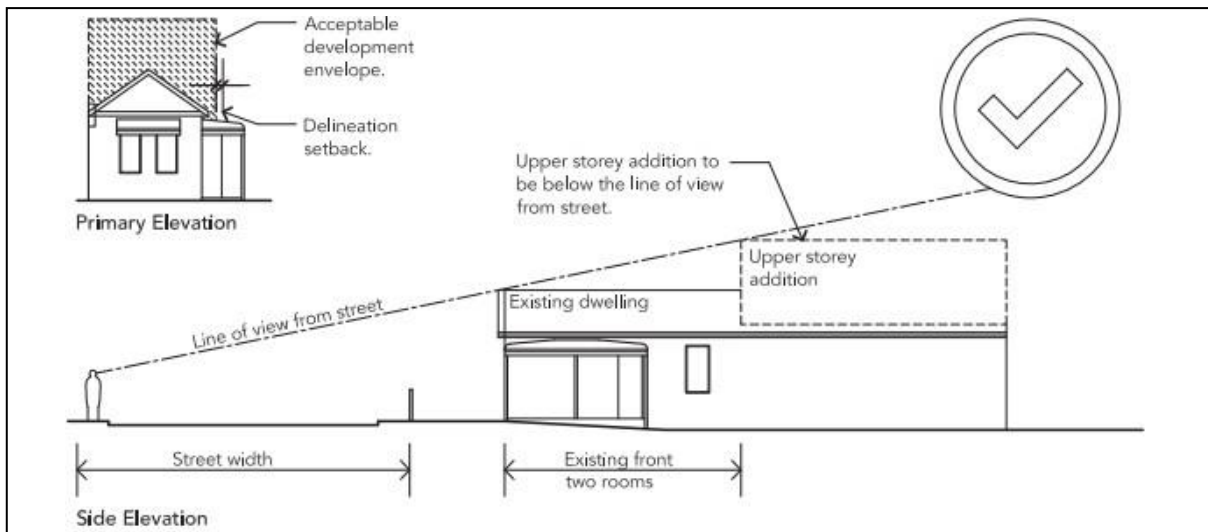


Figure 3 - Elevations illustrating compatible alterations and additions - Griffiths Architects 2012. The actual configuration of such an extension is subject also to R Code setback provisions.

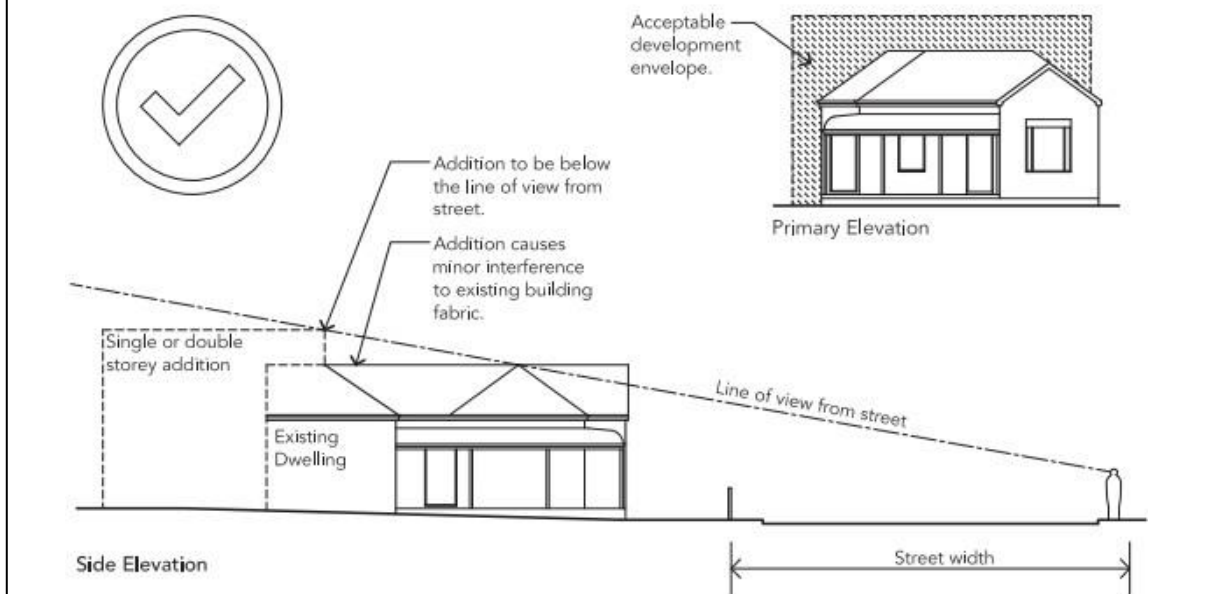
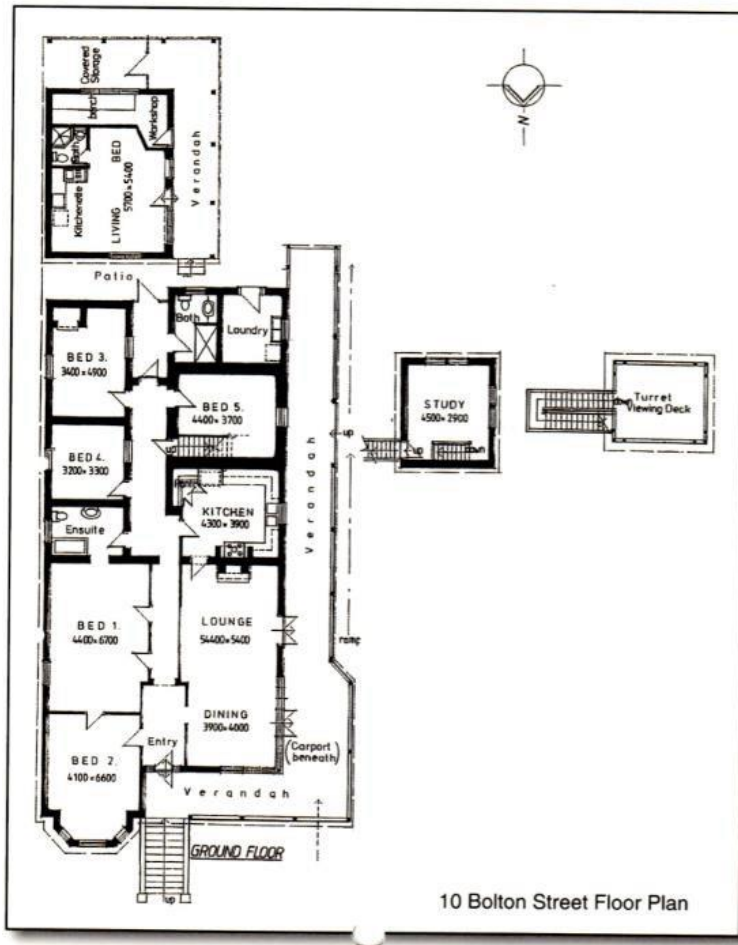


Figure 4 - Elevations illustrating compatible alterations and additions - Griffiths Architects 2012.

Figure 1. Image from Town of East Fremantle Design Guidelines – pg 10.

The use of the correct line of view, would clearly illustrate that the clerestory windows are visible, a significant portion of the belvedere is obscured and changes the to the roof line are very apparent.



Title Particulars

- Lot: 24
- Diagram: 78631
- Vol: 1887
- Folio: 56
- Lot size: 660sqm
- Zoning: Single residential R12

Rates

- Council: \$1745.67
- Water: \$920.85

Particulars and Conditions of Sale

Auctioneer: Jonathan Keys
 Terms: Deposit of 5% on fall of the Balance 30 days from acceptance
 Contract: The R.E.I.W.A. Particulars and General Conditions of Sale of Freehold Property. The 2002 Joint Form of Contract and Conditions of Sale of Land.

Particulars of this brochure are supplied for information only and shall not be taken as a representation in any way by the seller or his agent.

Figure 2. Plans from 2008 sale campaign



Figure 3. Roof line of 3 & 5 Bolton Street. Both show clear prominence of decorative chimneys and in the case of No. 5 significant renovation has taken place without diminishing traditional design.

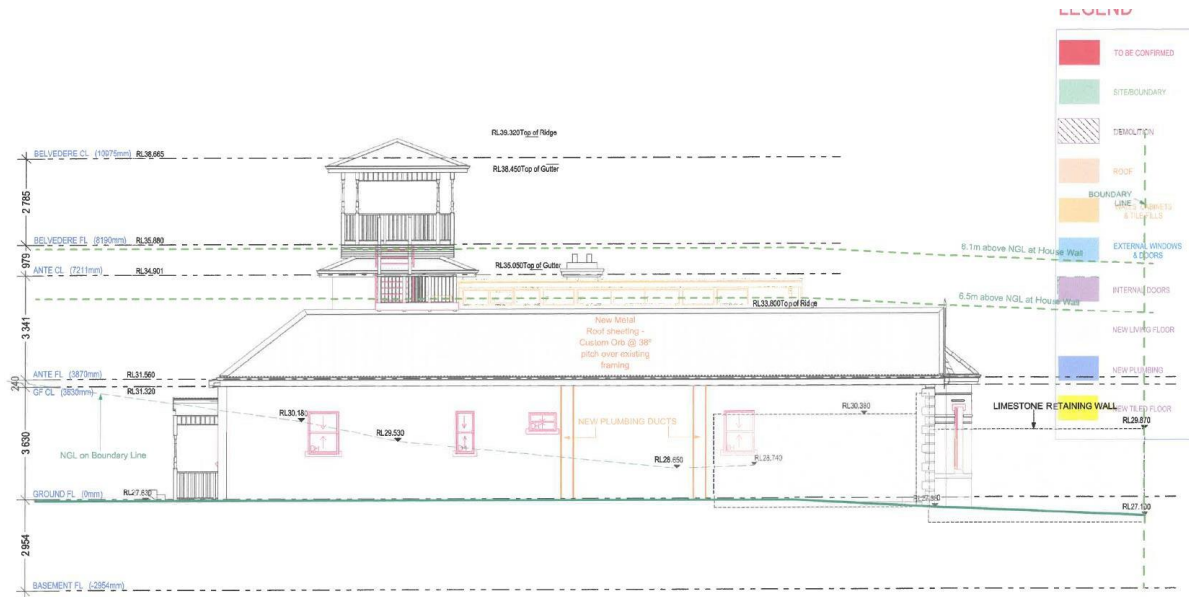


Figure 4. Note Chimney substantially less prominent



Figure 5. Roofline 10 Bolton Street.

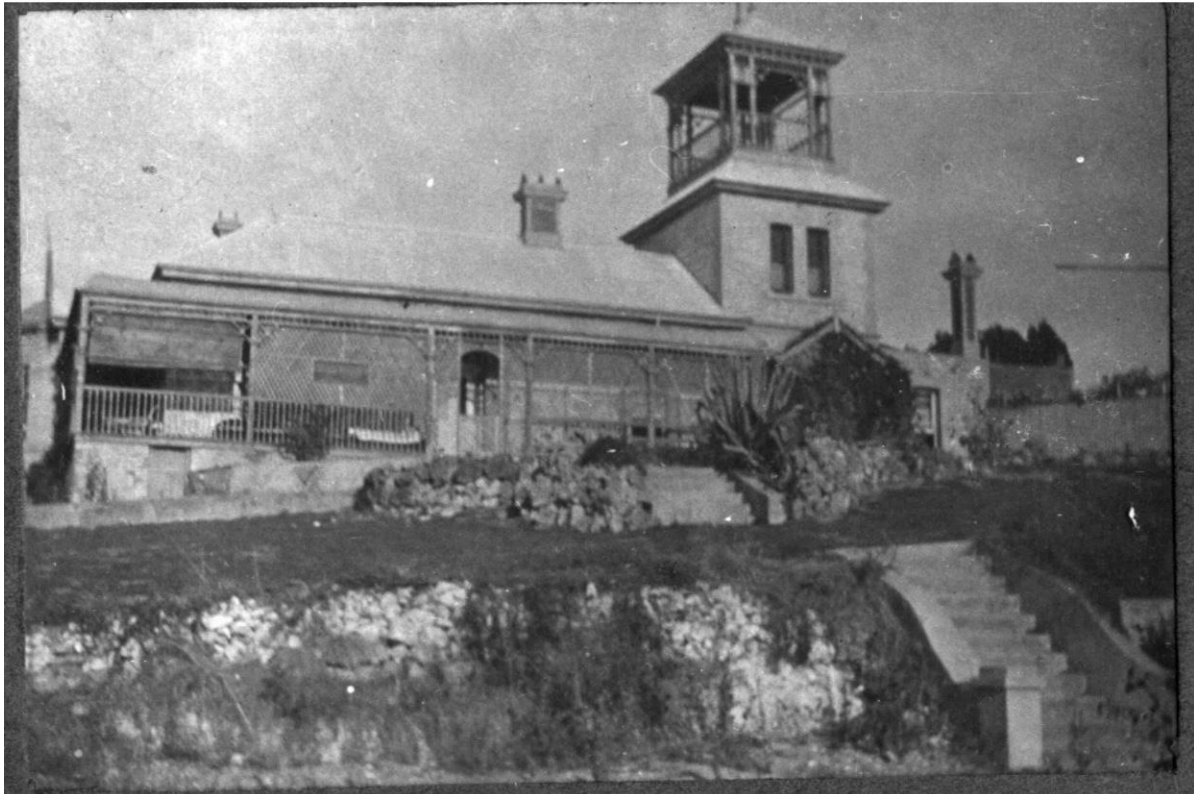


Figure 5. Photo of original property where prominence of belvedere and chimneys are clear.

Information was received from Submitter 2 on 27 May 2020 requesting the following additions be made to the original submission:

- The clerestory windows be removed from the eastern perimeter of the loft addition to ensure privacy; and
- Low reflectivity roofing be included to reduce potential glare from the roof.

Applicant Response

It is difficult for us to receive another letter from the TOEF, relaying the need for us to further justify our plans but are happy to do so in the interest of fairness of process.

This has been our consistent approach to the project despite designation errors by our architect and TOEF (reason for second advertisement); and development of a 'preferred' design to appease the objection of a single submission, that suggested as a main theme that the 'original' application was not adequately Burra Charter compliant (reason for third advertisement). They had as a main theme that the 'original' application was not adequately Burra Charter compliant and therefore not respecting the heritage of the building.

The current application was finalised in close discussion with TOEF and aligns with the goals and compliance – and is respectful to the neighbors, whether they believe it or not.

It is our strongly held belief that the current proposal respects the property and allows the modernization of the living space, whilst simultaneously protecting the heritage value of the property both physically and architecturally. The proposal also includes extensive restoration and preservation work.

EXECUTIVE SUMMARY

1. The current (preferred) application respects the principles of the Burra Charter and was in recognition of the neighbors at 8 Bolton Street who argued that our original design was not adequately compliant.
2. The current application design concept was made by an architect who is an ICOMOS member and has post-graduate degrees in heritage architecture. Mr. Alex Willis' credentials have been referenced in our prior substantive response. It should be noted that ICOMOS administer the Burra Charter in Australia.
3. The new owners of 8 Bolton Street rely on the opinion of 2 architects who are not members of ICOMOS and are not even State Heritage Council listed on the inHerit website.
4. The current application is below allowable height limits.
5. There are no overlooking compliance issues.
6. The current application plans have been formally and independently checked and assessed by WABCA (West Australian Building Certifiers & Assessors) an industry accredited firm and on the whole - reasoned compliant.

DISCLOSURES

1. We are currently in a boundary dispute with the owners of 10 Surbiton Street (Mooneys) who have provided Submission 1. Submission 1 is de-identified but uses language they have used in the past regarding any application to the TOEF we have ever made. TOEF officers can attest to the perennial complaints and contact to the TOEF by them.
2. We were advised by the previous owners of 8 Bolton Street, that the Mooneys approached them to provide a coordinated rejection of a previous application to the TOEF not related to these works. Of note, the previous owners of 8 Bolton Street did not object to either the first, nor second advertisements.
3. The Mooneys submission to the 'original plan' in advertisement 1 and 2, only revolved around non related works at the rear of the property.
4. The owners of the 8 Bolton Street and the Mooneys are friends or social acquaintances.
5. The above may well explain why the Mooneys have made an extensive submission in the form of Submission 1 in response to the current advertisement, even though the entire proposal will hardly be visible from their property and also why their latest submission is far more substantial at least in words than ever before.

6. These points are not to suggest that either party can't object to our application, we just respectfully request that the council assess the objections on their merits, rather than the veracity or coordination of said objections.

RESPONSE TO EXPERT OPINIONS

The new owners of 8 Bolton Street rely on the opinion of 2 architects who are not members of ICOMOS and are not even listed on the inherit website (Appendix 1 and prior substantive response).

The TOEF has previously suggested to us that architect opinions and heritage reports should at least be by a State Heritage Council listed architect / professional.

Carl Payne is one of the architects they rely upon and is a founding director of Donovan Payne Architects. They specialize in 'Community Projects, Sporting Facilities, Offices, and Aquatic Complexes' (Appendix 2). A search of the website of Donovan Payne Architects for the word 'Burra' does not show any evidence of the Burra Charter on the website, and does not suggest any Heritage Architecture expertise. In fact the website shows 'Oops' in response to the search.

The other architect they rely upon, Mr. McCann, designed a bathroom in a TOEF 'B' heritage listed house on Bolton Street where the shower and toilet are clearly visible from the street (details are set out in our prior substantive response).

In the alternate, as well as the current concept design by an ICOMOS member, a 21-page heritage report by a State Heritage Listed architect also supported a loft addition (See Appendix 4 for State Heritage reference and full report previously submitted).

A fleeting reference is made to a Fremantle Heritage Society person, but there is no such report with respect to 10 Bolton Street and we attribute this to a comment regarding architecture in general.

GENERAL RESPONSE

We state our case simply and succinctly in dot point form below, and in response to various views and opinions received from the 2 respondents. This response should also be read in conjunction with our previous more detailed response that we will reference intermittently.

1. The current application is definitively a clerestory / pop up Burra Charter Loft addition – the pop up area equates to the addition of under 5% of area atop the edge of the existing buildings roof ridgeline.

Burra is a small historical town in South Australia, where Australia ICOMOS held a convention and adopted the European charter for historic conservation, hence the Burra Charter. First adopted in 1979, it provides the best practice standard for managing cultural heritage places in Australia.

Mr. Alex Willis (Heritage Council listed architect and ICOMOS member) is the concept designer for the loft addition. He is an Australia ICOMOS member and his numerous qualifications, including heritage qualifications are referenced in our previous substantive response.

With respect to his design he stated 'Essentially the insert is not to distract the existing heritage ie: the roof form & materiality. The architectural respect of period is maintained'.

Our 'original plan' was designed to be as low visual impact as possible in consideration of all of our neighbours.

The 'preferred design' developed out of investigation to mitigate the objection by the current owners of 8 Bolton Street that the 'original plan' was not Burra Charter compliant enough. Their opinion was based on Mr. McCann's conclusion in his effectively 2-page report, where it appears that he did not even inspect 10 Bolton Street. He concluded that the original plan "is inconsistent with the principles of the Burra Charter."

In this process, we came to understand that within the Burra Charter there is a need to show a clear distinction between the old and the new. Similar to the pyramid entry at the Louvre in Paris, that is distinctly different and shows new from old. The most disrespectful resolve there would have been to allow a building similar to the historical buildings of the Louvre, where the observer could not see what was old and what was new.

Now that we personally understand the Burra Charter better, we confirm that in respect of 10 Bolton Street, our home, we cannot return to the 'original plan' and that the current application stands as the 'preferred design'.

2. The existing undercroft garage
 - a. The under croft Garage, has no impact on the footprint, is historically completed and actually does not form part of this submission.
3. The existing lot and build areas
 - a. The property subdivision occurred well prior to the current owners (Mark and Tanya) purchasing the property, was certainly approved by TOEF and is rather irrelevant in this conversation as it does not form part of this submission.
4. The existing Studio
 - a. The studio was also completed prior to the current owners (Mark and Tanya) purchasing the property and is not part of this submission.
5. The property is to remain the same number of bedrooms/'private residence'.
 - a. Understanding that there is the loss of the bedroom downstairs, and the gain of a bedroom upstairs. Therefore, there is no net change in the number of bedrooms.
 - b. Noting that 'how' one uses the space in their house is also 'private' and not topic for discussion or judgment in this application.
6. This pop up structure has been carefully designed to enable the existing buildings ridgeline to be honoured and seen in its historical form, the same goes for the chimney – the current design honours the chimney. The design enables the chimney to be seen from inside the upstairs room with all the craftsmanship on view and preserved, and at the same time be seen extending to the outside of the room, all in one view. This adds to the historical value of the home as it shows historical craftsmanship that is otherwise hidden. The front chimney will also remain visible from outside the building from public vantage points along Bolton St and beyond, as much as this form is visible in reality. (Photographic views - to 10 Bolton St, can be seen in our Final response document as well as in the plans set submitted).
7. Prominence
 - a. It has been suggested by the respondents, that "the property is highly visible from all angles and any changes will affect the integrity of the original design and the authenticity of that design".
 - b. In reality:
 - i. Current views are significantly different to what they were back when the above photo was taken (circa 1906) and detailed documentation of current views have been recorded and were referenced during the design and planning process and available for viewing in our previous substantive submission.
 - ii. The views of the front Chimney will not be obscured from the street to the West and North West, and will in fact be more visible due to reduced visual clutter. This has been shown

- photographically in our previous submission, noting that the chimney is currently only visible from gaps between the houses along Angwin Street for example.
- iii. The visual clutter ironically is provided by 8 Bolton Street, (the authors of one of the submissions). There is a second Filigree Chimney, which is not able to be seen from other properties, but is on full view from one of the rear outdoor areas of 8 Bolton Street (where there is no privacy screening).
 - iv. The Burra Charter Clerestory / Pop Up as a form “accents’ the existing roofline, chimney and Turret, whilst negligibly impacting any considerable views to the river the neighbours at # 8 Bolton St may have; as assessed under the formal guidelines set out in the BCA / NCC. This can be seen in the plans submitted.
8. Open space/plot ratio and site cover requirements are irrelevant in this conversation re the loft addition as the proposed additions are within the existing footprint and therefor do not alter the footprint of the property.
 9. Bulk and Scale of Proposed Development – refer notes above
 - a. The proposed design has been resolved to minimize any change to the Bulk and Scale of the property – In reality the desired additional space has been effected in the majority by utilizing the existing roof space. The additional pop up itself equates a mere 60 cubic meters (under 5% of the visual volume of the existing building above NGL) and has been detailed to effect a structure that seemingly floats above the existing roof; clearly defining the distinction between the two historically but also elegantly and minimally.
 - b. This has been achieved via the use of a ring of clerestory windows that bring *natural light and *air into the roof space. (*required by the BCA “Building codes of Australia” for a habitable space).
 - c. The Clerestory ring has also been positioned and designed at a height that is respectful of the Eastern, # 8 Bolton Street, neighbors re privacy.
 - d. Contrary to comment in the submissions that the proposed building is 3 stories high; it is actually still a single storey house with a loft roof, a turret and an excavated *undercroft garage i.e. is *’under the NGL’ (natural ground level).
 10. Primary heritage attributes
 - a. Opposing submission comment – ‘The proposed designs which have been submitted to date do nothing to retain the primary heritage attributes of the property and in fact detract from them.’
 - b. In fact considerable time and attention has been invested into strategically maintaining numerous heritage elements of the property – Some of these elements have been discussed above – others are available in our previous substantive submission and documented in the drawing set themselves under Justifications, Considerations and Reference material.. pages 24 – 28.
 11. The original roof structure has been maintained from the street front and various general vistas – (the only view of the existing roof nominally changed is that for the neighbor to the East, # 8 Bolton Street).
 - a. The infill of the valley enables the space required for the new master Bedroom to be “housed in its majority” within the existing roof space. The new pop up roof has been designed with a slight curve on it for water runoff and to minimize glare. The goal was to maintain the new ‘top of roof height’ under the top corbel of the chimney as a significant heritage detail.
 - b. A low pitched skillion was considered – however it would have meant compromising the chimney corbels – which was deemed not an option.
 12. Obstruction of View - under the line of sight
 - a. Nb: views are assessed from a buildings edge not ‘inside’ buildings; as outlined in the BCA residential codes.

- b. The respondents' photos appear to be taken from a few metres at least 'inside' the building itself and 'sitting' at a desk.
- c. We find this extremely disappointing, as they are the same authors who picked up a very technical point in our original plans regarding which side of a street a perspective should have been taken from by our original designer / architect. This was corrected in our later submission.
- d. The resolved clerestory pop up has been strategically designed to minimize any impact on the neighbors (at #8) views, with the new clerestory top of roof sitting just below the neighbors line of sight – refer plan page 21 – and which the respondent at #8 has actually agreed with in his submission.
- c. The resolved Clerestory Pop Up's top of roof line also sits within the maximum heights allowed.
- e. Vistas 'are' available from the Eastern Neighbours Balcony level; which the respondent at #8 agrees with in his submission. – refer plan page 21
- f. Heights have been checked numerous times to confirm this. The survey and various building levels including the neighbor's balcony level was also checked and confirmed by the surveyor and all implemented into the currently drawings, engineering and DA submission.

CONCLUSION

Considerable time, thought, care, exploration, work and expense has gone into resolving the proposed design with the TOEF in consideration of:

1. Our needs going forward, as a growing and active family
2. The need to modernize the living space
3. The needs of and with respect for the heritage of the building (which is the reason we want to stay here and help restore it for the next 20 + years.)
4. Respect of the neighbors – especially those at # 8

We feel we have done everything possible to appease all concerned since our application for approval in 2018.

As the new owners of 8 Bolton Street have used a seemingly manipulative perspective from inside their house sitting at a desk to suggest a loss of view, we are concerned that they do not want any works to be undertaken and would not approve of any addition. This is quite simply an untenable position. On this assumption, our next step would be to ask them to design an addition that they would be happy with, an absurd situation.

We hope that council can appreciate all the time, energy and emotion invested to date.

We hope that the council can see the merit of the application and see its way clear to approve the proposed works.

This will allow us to actually get on and commence works to restore and improve the building before another year passes and the building falls further in to disrepair.

We still have faith in what we believe to be a system that is fair and just.

APPENDIX 1 - Extract from www.stateheritage.wa.gov.au

Note that Carl Payne and Donovan Payne Architects are not listed.

APPENDIX 2 - Carl Payne is a founding director of Donovan Payne Architects, an architectural firm with no stated interest in Heritage Architecture.

APPENDIX 3 - A search of the Donovan Payne Architect website for 'Burra' does not show any reference at all, but they do say 'Oops'.

APPENDIX 4 - Extract from www.stateheritage.wa.gov.au

A previous 21-page heritage report by listed architect Phillip McAllister supported a loft addition. See full report in previous submissions.

View from inside rooms cannot be retained and protected forever where the proposal is lower than what is permitted under the Residential Design Guidelines.

Officer Response – Submission 1

The number of bedrooms and bathrooms in a house is a matter for the applicant to decide.

The proposed development has no impact on site coverage or open space provided on site as it is being built within the existing building footprint and as such is not a relevant planning consideration. It is not unusual for older dwellings to not comply with current planning regulations and expectations as over time State and local governments change their requirements. In this case heritage properties like the subject property were built in an era when planning legislation did not exist in Western Australia. Heritage dwellings are not expected to comply with current regulations unless development is being proposed.

There are substantial variations in lot and dwelling size across the Town of East Fremantle. The concept of dwellings specifically being built to match lot size is highly subjective. If a dwelling complies with local and state planning regulations then lot size and dwelling area are irrelevant.

The Town has the ability to consider the bulk and scale of development with every development application and as such can consider permitting development that varies from the deemed to comply requirements of the Residential Design Codes and the acceptable development provisions of the Residential Design Guidelines.

The subject property is recognised as having heritage significance as a result of its inclusion on the Town's heritage list as a Category A property.

The proposed development does not completely obscure the existing turret/tower on site.

The chimney is retained and not completely obscured by the proposed development.

Note that the subject site is located within the Riverside (South) precinct according to Local Planning Policy 3.1.1 Residential Design Guidelines. There is no reference to the Surbiton precinct in the policy.

Officer Response - Submission 2

The applicant has the right to withdraw and re-submit amended plans that they believe will have the support of the Town.

If a development proposal does not meet the acceptable development clauses of the Residential Design Guidelines then the proposed design can be compared against the acceptable development provisions of the policy. There are times when Committee or Council has to make decisions that will be based on a range of principles and clauses of the relevant regulations that they work within. Planning is not an exact science and views regarding heritage are often qualitative rather than quantitative. The proposed loft utilises the valley of the roof and does not alter the external panels of the roof on the eastern or western side of the house. The loft and associated renovations allow for the restoration of the dwelling which will in turn ensure that much of the heritage character is retained. A contentious proposal such as this will be decided by Council. The increase in height is a small proportion of the overall height of the building and attempts to minimise the impact on the rest of the heritage property.

It is the applicant's prerogative to submit development applications and the Town will process them in accordance with the processes and procedures adopted by the Town.

In areas where views are potentially impacted by development a maximum roof height of 8.1m above natural ground level is imposed. In this case the proposed loft addition sits below this maximum height.

This is in fact lower than what is permissible according to the Residential Design Codes Category B height limits.

Given that the loft has a total height of 2.7m from floor to the top of the windows the fact that approximately 0.6m protrudes above the existing roof line (0.92 metres including roof form) and utilises the existing roof valley means that there is minimal change to the rest of the roof structure.

A condition is normally imposed on any development that has rooves that potentially may create glare that requires the applicant/owner to use an etching to reduce the glare from the roof.

Conservation and preservation of heritage properties does not necessarily mean that heritage properties will not be permitted to have additions and alterations approved over time. The Town does not want to see a situation where large numbers of residential properties are effectively kept as monuments but ultimately fall into a state of disrepair because they cannot be modified over time to allow the owners to create liveable and sustainable contemporary homes. The Town endeavours to balance heritage protection with the rights of owners to develop homes in accordance with their requirements irrespective of the views of surrounding property owners.

The Burra Charter provides guiding principles but does not have legislative power to prescribe how additions and alterations to heritage properties must be done. In the case of Category A heritage dwellings it is the role of Council whether or not to approve development.

The chimney is retained on the property and although it is partly obscured by the addition of the loft it will be required to be retained as part of the development on the subject site.

Although the neighbouring property owners can make suggestions and have opinions with regards to what they believe is the most appropriate type of development it must be recognised that it is the owners' prerogative to make decisions around the development. Ultimately changes to the building cannot be held up because a resident in North Fremantle or Mosman Park believes that their view of the building has been changed by development on site.

The loft addition is a means to propose an addition without having a steeper pitched roof which would probably increase the height and bulk of the any development.

Development of heritage property often favours additions that are able to demonstrate the heritage and non-heritage components of the development and this is in accordance with clause 3.7.2.2 Desired Development Outcomes of the Residential Design Guidelines no iv "Additions and alterations should visually contrast to a contributory dwelling." Differentiation may be major or subtle. In this case the proposal clearly demonstrates this.

Decisions regarding whether a dwelling is adequate or not for the owners is ultimately a decision for the owners.

Materials - 10 Bolton Street**ROOF COLOUR**

Please also find below – a summary of the shortlisted roof colours and their Solar Absorptance Values,

The SHALE GREY is documented as a medium colour with a SA factor of 0.43 – 0.45 for Matt

The ZINCALUME is documented as a medium colour with an SA factor of 0.45.

Our preferences still for the ZINCALUME in consideration of heritage and as it is understood to be the best finish to naturally weather over time and minimise any glare / reflectance.

ETCHING OF ZINCALUME - CONCERN

I would like to note our concern to the possible requirement to ETCH the Zincalume roof, as a viable resolve to reduce the glare of the roof; in consideration that in ETCHING the zincalume would

- 1 Deteriorate the integrity of the product
- 2 Void the warranty of the product
- 3 Cost the owner considerably to implement the Etch and scaffold the areas required.
- 4 Potentially go on unevenly and be an eyesore.

These concerns are supported by a historical archive situation attached below for your perusal and consideration.

COLORBOND® steel**Solar Absorptance**

The classification of colours in national and state regulation is based on solar absorptance (SA). SA is the proportion of the total incident solar radiation that is absorbed by the roofing material (the remainder is reflected) and is expressed as a ratio between 0 and 1. A roof with a lower solar absorptance will absorb less heat than a roof with a higher solar absorptance and may help keep the roof space and building cooler on a hot day¹.

Shale Grey™	Solar Absorptance 0.43
Shale Grey™ Matt	Solar Absorptance 0.45

Unpainted metal coated roofs, such as ZINCALUME® steel, have a low thermal emittance so perform differently to conventional painted surfaces (high emittance) from both an energy efficiency basis and impact upon urban heating. For the purpose of NCC, ZINCALUME® steel should be considered a medium colour with SA > 0.45 (per ASTM E1980).

Solar Absorptance	Compliance Pathway (Volume One NCC 2019)
≤ 0.45	Deemed-to-Satisfy
> 0.45	Performance Solution

Solar Absorptance	Colour Classification (Volume Two NCC 2019)
≤ 0.40	Light
0.40 < SA ≤ 0.60	Medium
> 0.60	Dark

<https://steelselect.com.au/colours>

<http://steel.com.au/products/coated-steel/colorbond-steel/basix-and-bca-classification>

SHIRE RECOMMENDATION – ETCHING OF ZINCALUME - CONCERN

I would like to note our concern to the possible requirement to ETCH the Zincalume roof, as a viable resolve to reduce the glare of the roof; in consideration that in ETCHING the zincalume would

- 5 Deteriorate the integrity of the product
- 6 Void the warranty of the product
- 7 Cost the owner considerably to implement the Etch and scaffold the areas required.
- 8 Potentially go on unevenly and be an eyesore.

These concerns are supported by a historical archive situation attached below.

6 On 6 October 1997 a Building Licence was issued, condition as follows:

"Zincalume roof to be etched to reduce glare."

7 On 3 March 1998 Mr Jason Cruickshank of BHP wrote to Council on behalf of the owners, Mr and Mrs Harvey, requesting Council withdraw this requirement to etch the proposed zincalume roof, citing the following reasons:

7.1 Zincalume steel is a zinc/aluminium alloy-coated with superior corrosion resistance through both barrier and sacrificial protection, and CSIRO studies on the thermal performance of roof types identify Zincalume steel sheeting as the best roof type in regards to heating and cooling energy requirements. Zincalume steel offers a high level of aesthetic appeal for roofing applications, consistently winning awards from the Royal Australian Institute of Architects, MBA and HIA. BHP Steel, coated Steel Australia are so confident of the high quality of Zincalume steel used in the manufacture of roof sheets, that we offer a **15 year warranty** for the product in this application.

7.3 The current Building Requirements for this particular dwelling notes **"Zincalume roof to be etched to reduce glare"**. My understanding of the process of "etching" is that it involves a process of corroding the surface of the roof by way of chemical application in order to dull it. It is the Zincalume zinc-aluminium alloy metallic coating that gives the steel its corrosion resistant qualities, and so by damaging this component of the steel you would be leaving it open to an enhanced rate of corrosion, and a substantial negative effect on the life of the roof cover. As the process of etching cannot possibly be done to ensure an even effect on the roof as a whole, the result will most likely be a blotchy, uneven effect on the roof, creating a potential eyesore for the residents of Stirling. In accordance with relevant terms and conditions roof sheeting that has been "etched" will void the BHP Steel, Coated Steel Australia 15 year corrosion to perforation warranty.

7.4 The proposed dwelling is not in a low geographical position in relation to nearby residents, and the great majority of the Zincalume roofing material is located on the upper floor, and to the rear of the dwelling, away from the field of view from the Road. In this individual case glare should not present a significant problem to nearby residents or from passing motorists. In cases where glare may cause problems, I would recommend consideration of using surrounding vegetation, the pitch of the roof, and the orientation of the home to suit the objective of reducing glare to critical observer points, rather than **deteriorating the surface (and consequently the performance)**, of the roofing material.

<https://archives.stirling.wa.gov.au/minutes/tp/1998/March/TP19980310-22.htm>

12.2 FINANCE

12.2.1 Statement of Financial Activity for Period Ended 31 May 2020

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	16 June 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Statement of Financial Activity 31 May 2020 2. Capital Works Report 5 June 2020 3. Summary of Reserve Transfers 19/20

Purpose

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity) for the month ended 31 May 2020.

Executive Summary

A Monthly Financial Report workbook has been prepared to provide an overview of key financial activity. Two Statements of Financial Activity are provided, one by program and the other by nature and type. Both of these Statements provide a projection of the closing surplus position as at 30 June 2020.

Background

The Town of East Fremantle financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.

The monthly Financial Report is appended and includes the following:

- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature and Type
- Notes to the Statement of Financial Activity including:
 - Statement of capital acquisitions and capital funding
 - Significant Accounting Policies
 - Explanation of Material Variances
 - Net Current Funding Position
 - Cash and Investments
 - Budget amendments
 - Receivables
 - Cashed Back Reserves
 - Capital Disposals
 - Rating Information
 - Information on Borrowings
 - Grants and Contributions

The attached Monthly Financial Report is prepared in accordance with the amended *Local Government (Financial Management) Regulations 1996*; together with supporting material to

provide Council with easy to understand financial information covering activities undertaken during the financial year.

Consultation

Management team

Statutory Environment

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare its Statement of Financial Activity.

Expenditure from the municipal fund not included in the annual budget must be authorised in advance by an absolute majority decision of Council pursuant to section 6.8 of the *Local Government Act 1995*.

Fees and charges are imposed under section 6.16 of the *Local Government Act 1995*. If fees and charges are imposed after the annual budget has been adopted, local public notice must be provided before introducing the fees or charges pursuant to section 6.19 of the *Local Government Act 1995*.

Policy Implications

Significant Accounting Policies are adopted by Council on an annual basis. These policies are used in the preparation of the statutory reports submitted to Council.

Financial Implications

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2019/20 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

In accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2019/20 for reporting material variances shall be:

- (a) 10% of the amended budget; or
- (b) \$10,000 of the amended budget.

whichever is greater. In addition, that the material variance limit be applied to total revenue and expenditure for each Nature and Type classification and capital income and expenditure in the Statement of Financial Activity.

Strategic Implications

The monthly financial report is the key financial reporting mechanism to Council, to provide oversight of the financial management of the local government. This ties into the Strategic Community Plan as follows:

4.9 A financially sustainable Town – Provide financial management services to enable the Town to sustainably provide services to the community.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Inadequate oversight of the financial position of the Town may result in adverse financial trends	Rare (1)	Major (4)	Low (1-4)	FINANCIAL IMPACT \$50,000 - \$250,000	Manage by monthly review of financial statements and key financial information

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	4
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 is a summary of headline numbers from the attached financial reports:

	Original Budget	Year to Date Budget - May	May Actuals
Opening Surplus	758,451	951,855	951,855
Operating Revenue	10,632,263	10,252,245	10,344,567
Operating Expenditure	(12,141,244)	(10,452,310)	(9,689,145)
Capital Expenditure	(3,816,857)	(4,041,254)	(2,087,486)
Capital Income	919,567	1,152,263	601,963
Net Transfers from Reserves	1,182,814	515,000	499,168

Non-Cash Items	2,465,204	1,515,195	1,460,433
Closing Surplus	0	(107,005)	2,081,355
Unrestricted Cash			2,389,308
Restricted Cash			1,695,008

- Depreciation, plant cost recoveries and activity based cost distributions have been processed;
- A Capital Works Report is being auto generated within the Town's financial system, and emailed to Responsible Officer's on a weekly basis to monitor projects. This Report is provided as Attachment 2, and includes actual expenditure as at 5 June. 48% of budgeted capital works has been expended, whilst 87% of the total budget has been committed under contract/purchase order;
- 96% of total rates levied (including arrears) were collected by the end of May. The due date for rates was the 6 September 2019 and the due date for fourth instalments was 11 March 2020. Final notices have been issued, and debt recovery processes have been implemented. Approximately \$176k in rates are subject to formal debt recovery processes.

The Statements of Financial Activity have been updated to include additional columns; being the annual budget entered in the financial system (SynergySoft), and the current budget. The current budget captures all budget variations that have approved by Council since the original budget adoption.

End of Year Reserve Transfers

The table below is an extract from the monthly financial report detailing budgeted transfers to/from cash backed reserves. Underlying calculations to support the transfers from cash-backed reserves are provided as attachment 3 to this report. Council is requested to endorse the following reserve transfers for the 19/20 financial year in order to complete end of year accounting processes and to inform opening balances for the 2020/21 Budget:

Name of Reserve	Amended Budget Transfer From	Proposed Budget Transfer From (A)	Actual Transfer From (B)	Amount remaining to be Transferred (A) – (B)
Vehicle, Plant and Equipment	\$79,620	\$79,620	\$0	\$79,620
HACC	\$100,000	\$40,234	\$0	\$40,234
Committed Works	\$737,885	\$737,885	\$285,000	\$452,885
Strategic Asset Management	\$341,963	\$161,110	\$50,000	\$111,110
Arts and Sculpture	\$75,000	\$20,250	\$0	\$20,250
Waste	\$200,309	\$200,309	\$200,309	\$0
	\$1,534,777	\$1,239,408	\$535,309	\$704,099

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
Vehicle, Plant and Equipment Reserve	\$ 171,247	\$	\$	\$	\$ (79,620)	\$ 0	\$ 91,627	\$ 171,247
Non Current Leave Entitlements Reserve	10,000						10,000	10,000
Office Equipment Reserve	0						0	0
Unspent Grants and Restricted Cash Reserve	0						0	0
HACC Reserve	217,037				(100,000)	0	117,037	217,037
Legal Funds Reserve	0						0	0
Committed Works Reserve	737,885				(737,885)	(285,000)	0	452,885
Civic Buildings Reserve	0						0	0
Strategic Asset Management Reserve	615,677	48,000		36,141	(341,963)	(50,000)	321,714	601,818
Arts and Sculpture Reserve	192,022				(75,000)	0	117,022	192,022
Waste Reserve	200,308				(200,309)	(200,309)	(1)	(1)
Commerical Precinct Development Reserve	50,000						50,000	50,000
	2,194,176	48,000	0	36,141	(1,534,777)	(535,309)	707,399	1,695,008

12.2.1 OFFICER RECOMMENDATION

That Council:

1. receives the Monthly Financial Report (Containing the Statement of Financial Activity) for the month ended 31 May 2020.
2. notes the municipal surplus of \$2,081,355, which comprises of \$2,389,308 in unrestricted cash and \$841,446 in payables/provisions, as at 31 May 2020.
3. receives the Capital Works Report dated 5 June 2020.
4. endorses the following end of year transfers from cash-backed reserves, with all amounts within the amended budget:

Name of Reserve	Amended Budget Transfer From	Proposed Budget Transfer From (A)	Actual Transfer From (B)	Amount remaining to be Transferred (A) – (B)
Vehicle, Plant and Equipment	\$79,620	\$79,620	\$0	\$79,620
HACC	\$100,000	\$40,234	\$0	\$40,234
Committed Works	\$737,885	\$737,885	\$285,000	\$452,885
Strategic Asset Management	\$341,963	\$161,110	\$50,000	\$111,110
Arts and Sculpture	\$75,000	\$20,250	\$0	\$20,250
Waste	\$200,309	\$200,309	\$200,309	\$0
	\$1,534,777	\$1,239,408	\$535,309	\$704,099

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 May 2020

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Current Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$			\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	758,451	758,451	951,855	951,855	951,855	0	0%	
Revenue from operating activities									
Governance		10,000	10,000	25,000	22,913	12,277	(10,636)	(46%)	▼
General Purpose Funding - Rates	9	8,045,480	8,451,394	8,248,005	7,872,352	7,872,756	403	0%	
General Purpose Funding - Other		405,914			344,311	446,032			
Law, Order and Public Safety		33,700	33,700	28,700	26,290	29,587	3,297	13%	
Health		14,400	14,400	17,900	16,390	15,870	(520)	(3%)	
Education and Welfare		819,933	819,933	839,933	769,901	881,836	111,935	15%	▲
Housing		85,140	85,140	85,140	78,034	75,953	(2,081)	(3%)	
Community Amenities		194,000	194,000	221,000	202,554	188,968	(13,586)	(7%)	
Recreation and Culture		509,884	509,884	435,384	402,753	329,585	(73,168)	(18%)	▼
Transport		360,744	360,744	410,744	376,497	359,016	(17,481)	(5%)	
Economic Services		79,000	79,000	79,000	72,380	73,482	1,102	2%	
Other Property and Services		74,068	74,068	74,068	67,870	59,205	(8,665)	(13%)	
		10,632,263	10,632,263	10,464,874	10,252,245	10,344,567			
Expenditure from operating activities									
Governance		(1,256,860)	(1,256,860)	(1,172,703)	(1,074,843)	(1,098,711)	(23,868)	(2%)	
General Purpose Funding		(161,878)	(161,878)	(234,878)	(215,281)	(184,746)	30,535	14%	▲
Law, Order and Public Safety		(173,561)	(173,561)	(177,061)	(162,239)	(145,494)	16,745	10%	▲
Health		(191,298)	(191,298)	(192,365)	(176,253)	(165,568)	10,685	6%	
Education and Welfare		(1,043,896)	(1,043,896)	(1,141,958)	(1,046,683)	(944,948)	101,735	10%	
Housing		(50,200)	(50,200)	(43,200)	(39,589)	(34,545)	5,044	13%	▲
Community Amenities		(2,854,492)	(2,854,492)	(2,954,062)	(2,707,694)	(2,499,793)	207,901	8%	
Recreation and Culture		(3,590,406)	(3,590,406)	(2,577,407)	(2,361,832)	(2,011,656)	350,176	15%	▲
Transport		(2,544,657)	(2,544,657)	(2,648,858)	(2,427,777)	(2,300,952)	126,825	5%	
Economic Services		(121,878)	(121,878)	(119,878)	(109,879)	(93,306)	16,573	15%	▲
Other Property and Services		(152,316)	(152,316)	(142,316)	(130,240)	(209,427)	(79,187)	(61%)	▼
		(12,141,442)	(12,141,444)	(11,404,686)	(10,452,310)	(9,689,145)			
Operating activities excluded from budget									
Add back Depreciation		2,472,904	2,472,904	1,661,354	1,522,895	1,432,093	(90,802)	(6%)	
Adjust (Profit)/Loss on Asset Disposal	8	(7,700)	(7,700)	(7,700)	(7,700)	28,340	36,040	(468%)	
Amount attributable to operating activities		2,465,204	2,465,204	1,653,654	1,515,195	1,460,433			
Investing Activities									
Non-operating Grants, Subsidies and Contributions	11	881,867	881,867	1,211,214	1,110,263	565,565	(544,698)	(49%)	▼
Proceeds from Disposal of Assets	8	37,700	37,700	42,000	42,000	36,398	(5,602)	(13%)	
Land and Buildings		(477,385)	(488,105)	(569,500)	(522,005)	(413,736)	108,269	21%	▲
Infrastructure Assets - Roads		(1,314,300)	(1,314,300)	(1,916,500)	(1,756,788)	(373,316)	1,383,472	79%	▲
Infrastructure Assets - Public Open Space		(396,720)	(446,000)	(412,000)	(381,380)	(188,089)	193,291	51%	▲
Infrastructure Assets - Footpaths		(247,132)	(247,132)	(252,826)	(231,737)	(175,105)	56,632	24%	▲
Infrastructure Assets - Drainage		(100,000)	(100,000)	(133,000)	(123,187)	(125,225)	(2,038)	(2%)	
Infrastructure Assets - Other		(393,000)	(433,000)	(289,000)	(264,902)	(54,787)	210,115	79%	▲
Infrastructure Assets - Carparks		(494,000)	(494,000)	(386,000)	(353,826)	(352,147)	1,679	0%	
Plant and Equipment		(319,320)	(219,320)	(369,500)	(338,690)	(369,782)	(31,092)	(9%)	
Furniture and Equipment		(75,000)	(75,000)	(75,000)	(68,739)	(35,299)	33,440	49%	▲
Amount attributable to investing activities		(2,897,290)	(2,897,290)	(3,150,112)	(2,888,991)	(1,485,523)			
Financing Activities									
Transfer from Reserves	7	1,242,814	1,242,814	1,534,777	550,000	535,309	(14,691)	3%	
(Transfer to Reserves)	7	(60,000)	(60,000)	(48,000)	(35,000)	(36,141)	(1,141)	(3%)	
Amount attributable to financing activities		1,182,814	1,182,814	1,486,777	515,000	499,168	(15,832)	3%	
Closing Funding Surplus(Deficit)	3	0	(2)	2,362	(107,005)	2,081,355			
Check against Net Current Assets						2,081,354			
						0			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
 Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2020

	Note	Annual Budget - Hardcoded	Annual Budget - Synergy	Current Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	758,451	758,451	951,855	951,855	951,855	0	0%	
Revenue from operating activities									
Rates	9	8,045,480	8,045,480	7,872,352	7,872,352	7,872,756	403	0%	
Operating Grants, Subsidies and Contributions	11	1,171,341	1,171,341	1,125,080	1,035,044	1,145,357	110,313	11%	
Fees and Charges		1,124,467	1,124,467	1,195,467	1,095,644	1,133,051	37,407	3%	
Interest Earnings		221,000	221,000	182,000	166,815	132,676	(34,139)	(20%)	▼
Other Revenue		62,275	62,275	82,275	75,339	58,517	(16,822)	(22%)	▼
Profit on Disposal of Assets	8	7,700	7,700	7,700	7,051	2,210	(4,841)	(69%)	
		10,632,263	10,632,263	10,464,874	10,252,245	10,344,567			
Expenditure from operating activities									
Employee Costs		(4,126,285)	(4,126,285)	(4,260,832)	(3,905,374)	(3,911,448)	(6,074)	(0%)	
Materials and Contracts		(4,427,824)	(4,427,826)	(4,308,396)	(3,948,065)	(3,387,912)	560,153	14%	▲
Utility Charges		(320,000)	(320,000)	(330,000)	(302,390)	(274,611)	27,779	9%	
Depreciation on Non-Current Assets		(2,472,904)	(2,472,904)	(1,661,354)	(1,522,895)	(1,432,093)	90,802	6%	
Insurance Expenses		(167,605)	(167,605)	(185,781)	(170,192)	(178,282)	(8,090)	(5%)	
Other Expenditure		(626,824)	(626,824)	(658,324)	(603,394)	(474,248)	129,146	21%	▲
Loss on Disposal of Assets	8	0	0	0	0	(30,551)	(30,551)		
		(12,141,442)	(12,141,444)	(11,404,686)	(10,452,310)	(9,689,145)			
Operating activities excluded from budget									
Add back Depreciation		2,472,904	2,472,904	1,661,354	1,522,895	1,432,093	(90,802)	(6%)	
Adjust (Profit)/Loss on Asset Disposal	8	(7,700)	(7,700)	(7,700)	(7,700)	28,340	36,040	(468%)	
Amount attributable to operating activities		2,465,204	2,465,204	1,653,654	1,515,195	1,460,433			
Investing activities									
Non-operating Grants, Subsidies and Contributions	11	881,867	881,867	1,211,214	1,110,263	565,565	(544,698)	(49%)	▼
Proceeds from Disposal of Assets	8	37,700	37,700	42,000	42,000	36,398	(5,602)	(13%)	
Land and Buildings		(477,385)	(488,105)	(569,500)	(522,005)	(413,736)	108,269	21%	▲
Infrastructure Assets - Roads		(1,314,300)	(1,314,300)	(1,916,500)	(1,756,788)	(373,316)	1,383,472	79%	▲
Infrastructure Assets - POS		(396,720)	(446,000)	(412,000)	(381,380)	(188,089)	193,291	51%	▲
Infrastructure Assets - Footpaths		(247,132)	(247,132)	(252,826)	(231,737)	(175,105)	56,632	24%	▲
Infrastructure Assets - Drainage		(100,000)	(100,000)	(133,000)	(123,187)	(125,225)	(2,038)	(2%)	
Infrastructure Assets - Other		(393,000)	(433,000)	(289,000)	(264,902)	(54,787)	210,115	79%	▲
Infrastructure Assets - Carparks		(494,000)	(494,000)	(386,000)	(353,826)	(352,147)	1,679	0%	
Plant and Equipment		(319,320)	(219,320)	(369,500)	(338,690)	(369,782)	(31,092)	(9%)	
Furniture and Equipment		(75,000)	(75,000)	(75,000)	(68,739)	(35,299)	33,440	49%	▲
Amount attributable to investing activities		(2,897,290)	(2,897,290)	(3,150,112)	(2,888,991)	(1,485,523)			
Financing Activities									
Transfer from Reserves	7	1,242,814	1,242,814	1,534,777	550,000	535,309	(14,691)	(3%)	
(Transfer to Reserves)	7	(60,000)	(60,000)	(48,000)	(35,000)	(36,141)	(1,141)	(3%)	
Amount attributable to financing activities		1,182,814	1,182,814	1,486,777	515,000	499,168			
Closing Funding Surplus (Deficit)	3	0	(2)	2,362	(107,005)	2,081,355	2,188,360	(2045%)	
Check against Statement by Program						2,081,355			
						-0			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**Town of East Fremantle
Information Summary
For the Period Ended 31 May 2020**

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2020 of \$2,081,355.

Items of Significance

The material variance adopted by the Town of East Fremantle for the 2019/20 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	%	Amended			
	Collected /	Annual		YTD Budget	YTD Actual
	Completed	Budget			
Significant Projects					
Road Resurfacing Program	19%	\$ 1,916,500	\$	1,756,788	\$ 373,316
Footpath Program	69%	\$ 252,826	\$	231,737	\$ 175,105
Carpark Projects	91%	\$ 386,000	\$	353,826	\$ 352,147
Grants, Subsidies and Contributions					
Commonwealth Home Support Programme	105%	\$ 722,683	\$	662,453	\$ 759,088
Roads to Recovery Non-Operating Grant	100%	\$ 236,818	\$	217,074	\$ 236,818
Regional Road Group Grant	34%	\$ 974,396	\$	893,189	\$ 328,747
		\$ 959,501	\$	879,527	\$ 995,906
Rates Levied	98%	\$ 8,045,480	\$	7,872,352	\$ 7,872,756

% Compares current ytd actuals to annual budget

Financial Position

	Current Year
Adjusted Net Current Assets	\$ 2,081,354
Cash and Equivalent - Unrestricted	\$ 2,389,308
Cash and Equivalent - Restricted	\$ 1,695,008
Receivables - Rates	\$ 336,735
Receivables - Other	\$ 196,758
Payables	\$ 211,610

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of

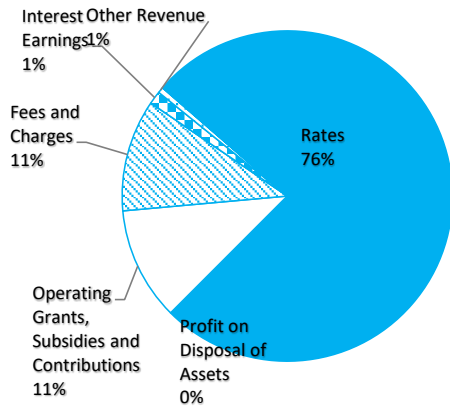
Preparation

Prepared by:

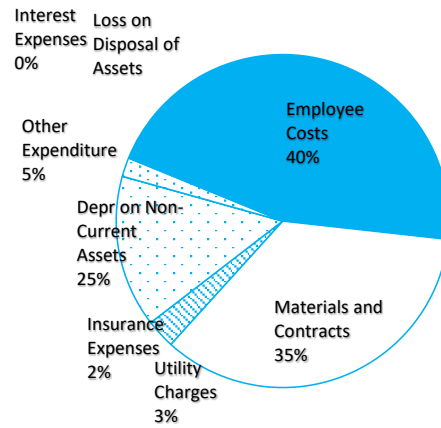
Reviewed by: Peter Kocian

Date prepared:

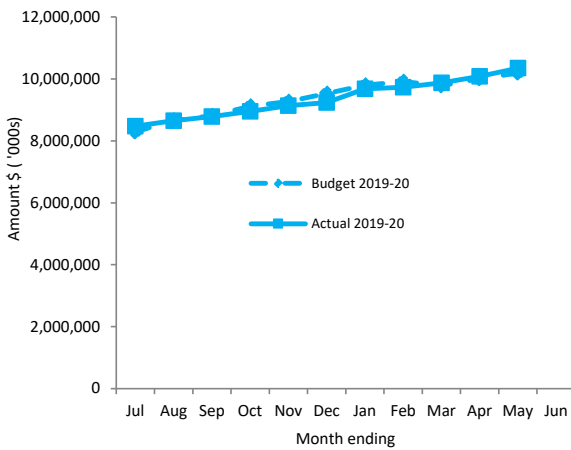
Operating Revenue



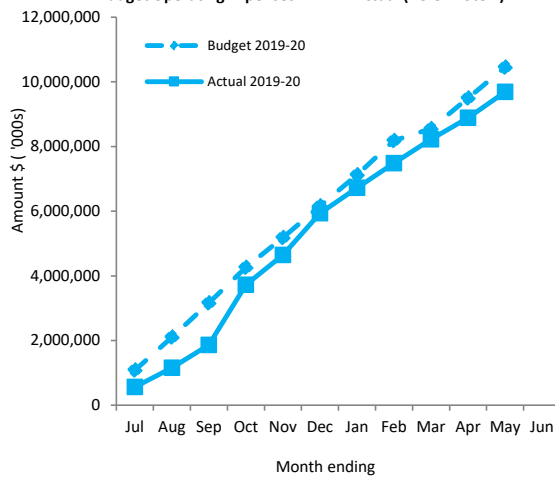
Operating Expenditure



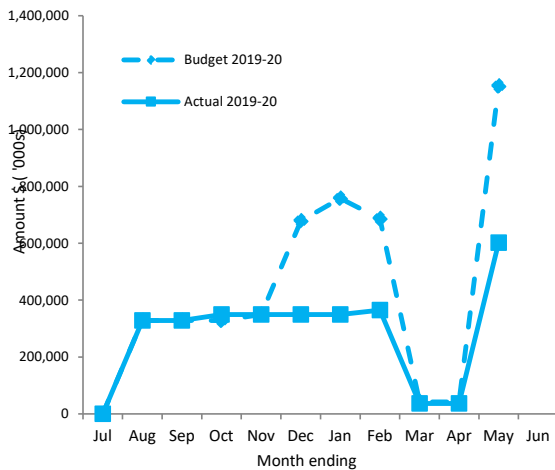
Budget Operating Revenues -v- Actual (Refer Note 2)



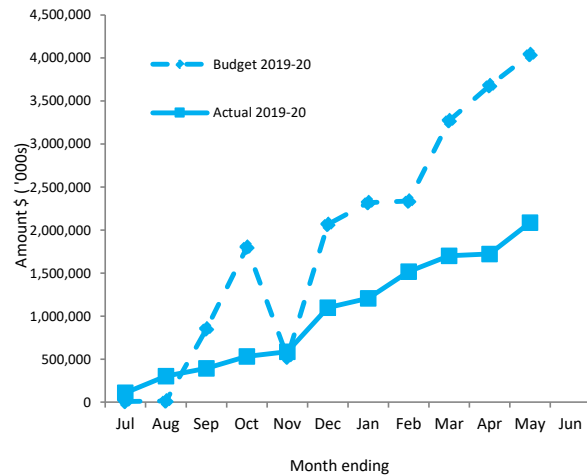
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

TOWN OF EAST FREMANTLE
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 May 2020

Capital Acquisitions

	Amended YTD Budget	Amended Annual Budget	YTD Actual Total	Variance (d) - (c)
	\$	\$	\$	\$
Land and Buildings	522,005	569,500	413,736	(108,269)
Infrastructure Assets - Roads	1,756,788	1,916,500	373,316	(1,383,472)
Infrastructure Assets - POS	381,380	412,000	188,089	(193,291)
Infrastructure Assets - Footpaths	231,737	252,826	175,105	(56,632)
Infrastructure Assets - Drainage	123,187	133,000	125,225	2,038
Infrastructure Assets - Other	264,902	289,000	54,787	(210,115)
Infrastructure Assets - Carparks	353,826	386,000	352,147	(1,679)
Plant and Equipment	338,690	369,500	369,782	31,092
Furniture and Equipment	68,739	75,000	35,299	(33,440)
Capital Expenditure Totals	4,041,254	4,403,326	2,087,486	(1,953,768)
Capital acquisitions funded by:				
Capital Grants and Contributions			1,211,214	
Other (Disposals & C/Fwd)			42,000	
Council contribution - Cash Backed Reserves:				
Vehicle, Plant and Equipment Reserve			79,620	
HACC Reserve			100,000	
Strategic Asset Management Reserve			161,110	
Committed Works Reserve			737,885	
Arts and Sculpture Reserve			75,000	
Council contribution - operations			1,996,497	
Capital Funding Total	0	0	4,403,326	

Note 1: Significant Accounting Policies**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Note 1: Significant Accounting Policies**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

Note 1: Significant Accounting Policies**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

Note 1: Significant Accounting Policies**(r) Program Classifications (Function/Activity)**

Town operations as disclosed in these financial statements encompass the following service orientated activities/programs.

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Town's Community Vision, and for each of its broad activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administrative support available assisting elected members and ratepayers on matters which do not concern specific council services but are strategic in nature.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the allocation to services.	Rating, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to ensure bushfire prevention, animal control and community safety.	Supervision and enforcement of various local laws and acts relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, food quality testing, pest control, noise control, waste disposal compliance and child health services.
EDUCATION AND WELFARE	To provide assistance to senior citizens welfare and home and community care.	Provision and maintenance of home and community care programs including meals on wheels, in home care, home maintenance, senior outings, respite and school holiday programs.
HOUSING	To assist with housing for staff and the community.	Provision and maintenance of residential rental properties.
COMMUNITY AMENITIES	To provide community amenities and other infrastructure as required by the community.	Rubbish collection, recycling and disposal, joint maintenance of SMRC waste management facility, administration of Town Planning Schemes, heritage protection and townscapes, maintenance of urban stormwater drainage and protection of the environment.
RECREATION AND CULTURE	To plan, establish and efficiently manage sport and recreation infrastructure and resources which will help the social well being and health and community.	The provision and maintenance of various community infrastructure including public halls, recreation grounds, sports pavillions, playgrounds, parks, gardens, beaches and the joint operation of the City of Fremantle Library.
TRANSPORT	To provide safe, effective and efficient transport infrastructure to the community.	Construction and maintenance of streets, roads, footpaths, depots, cycleways, street trees, parking facilities, traffic control, cleaning and lighting of streets.
ECONOMIC SERVICES	To help promote the Town and improve its economic wellbeing.	The regulation and provision of tourism, area promotion activities and building control.
OTHER PROPERTY AND SERVICES	To monitor and control plant and depot operations, and to provide other property services not included elsewhere.	Private works operation, plant operating costs, depot operations and unclassified property functions.

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(10,636)	(46%)		Timing	unfavourable - awaiting LGIS surplus distribution
Education and Welfare	111,935	15%		Timing	favourable
Recreation and Culture	(73,168)	(18%)		Timing	unfavourable - DBCA grant \$84k Erosion Control sitting on balance sheet as unspent
Operating Expense					
General Purpose Funding	30,535	14%		Timing	favourable - invoice yet to be received from Landgate for general valuation
Law, Order and Public Safety	16,745	10%		Timing	favourable
Housing	5,044	13%		Timing	favourable
Recreation and Culture	350,176	15%		Permanent	Favourable variance - decrease in depreciation (turf)
Economic Services	16,573	15%		Timing	favourable
Other Property and Services	(79,187)	(61%)		Timing	PWOs and POCs under recovery
Capital Revenues					
Grants, Subsidies and Contributions	(544,698)	(49%)		Timing	RRG grant for Riverside Road only partially claimed. Next 40% to be invoiced week commencing 8 June.
Capital Expenses					
Land and Buildings	108,269	21%		Timing	Tricolore buildings works has not substantially commenced
Infrastructure Assets - Roads	1,383,472	79%		Timing	Works on Riverside Road only partially invoiced. Practical completion date 30 June.
Infrastructure Assets - POS	193,291	51%		Timing	Returfing, bore and irrigation works only partially invoiced.
Infrastructure Assets - Footpaths	56,632	24%		Permanent	Oakover St outstanding.
Infrastructure Assets - Other	210,115	79%		Timing	Foreshore erosion control and public arts projects yet to substantially commence
Plant and Equipment	(31,092)	(9%)		Permanent	Plant replacement program has been completed
Furniture and Equipment	33,440	49%		Timing	Desktop Replacements has not commenced
Nature and Type Classifications:					
Interest Earnings	(34,139)	(20%)		Permanent	due to low interest rate environment
Other Revenue	(16,822)	(22%)		Timing	unfavourable
Materials and Contracts	560,153	14%		Timing	favourable
Other Expenditure	129,146	21%		Timing	favourable

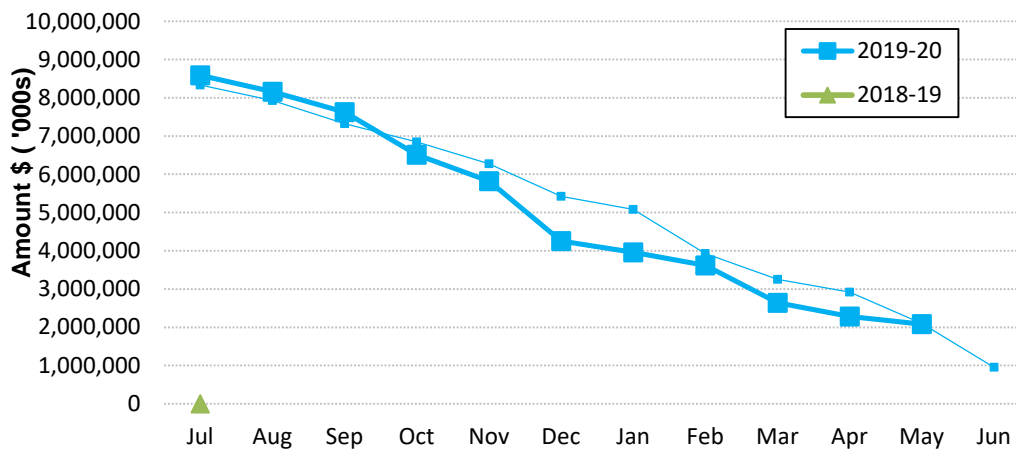
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2019	31 May 2020
		\$	\$
Current Assets			
Cash Unrestricted	4	1,997,084	2,389,308
Cash Restricted - Reserves	4	2,194,176	1,695,008
Receivables - Rates	6	265,114	336,735
Receivables - Other	6	154,027	196,758
Interest / ATO Receivable/Trust			
Inventories		0	0
		4,610,401	4,617,809
Less: Current Liabilities			
Payables		(829,054)	(211,610)
Provisions		(635,316)	(629,837)
		(1,464,370)	(841,446)
Less: Cash Reserves	7	(2,194,176)	(1,695,008)
Net Current Funding Position		951,855	2,081,354

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2020

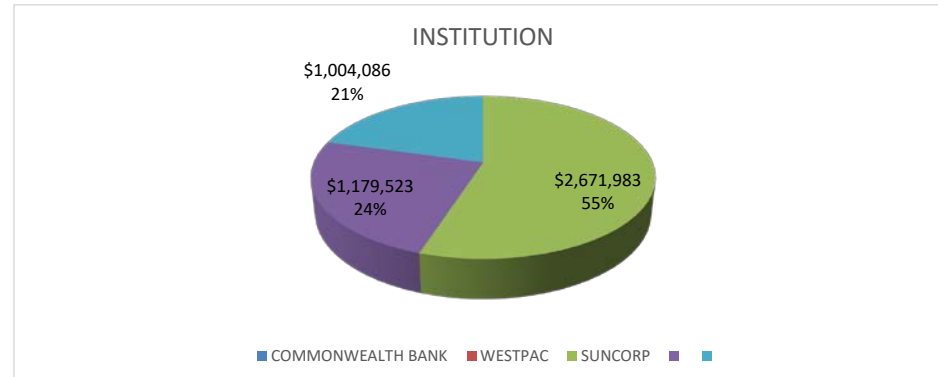
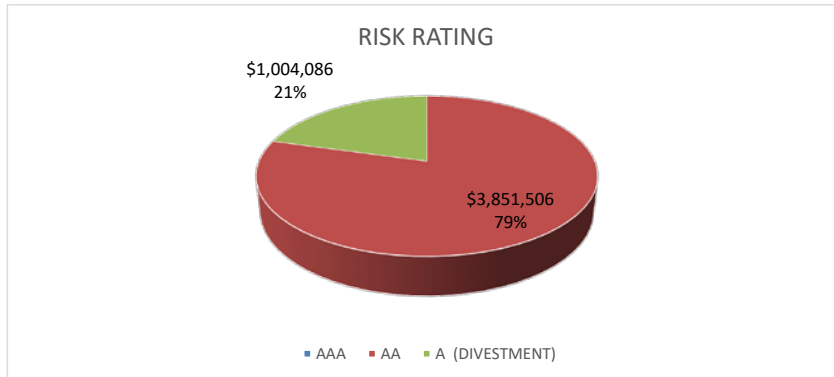
Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$				
(a) Cash Deposits								
Municipal Bank Account - On-Call	1,034,554			1,034,554	CBA	AA-	0.20%	At Call
Municipal Bank Account	349,368			349,368	CBA	AA-		At Call
Reserve Bank Account		36		36	CBA	AA-		At Call
Trust Bank Account			772,576	772,576	CBA	AA-		At Call
Cash On Hand	1,300			1,300	Petty Cash/Till Float		Nil	On Hand
(b) Term Deposits								
Municipal	500,000			500,000	SUNCORP	A+	1.40%	25-Jun-20
	504,086			504,086	SUNCORP	A+	1.15%	16-Jul-20
Reserves		1,179,523		1,179,523	WESTPAC	AA-	0.50%	10-Jun-20
Reserves		515,449		515,449	CBA	AA-	1.40%	11-Jun-20
Total	2,389,308	1,695,008	772,576	4,856,892				
Less Cash on Hand	(1,300)			(1,300)				
	2,388,008			4,855,592				

Comments/Notes - Investments and Cash Deposits

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%		
AA	MAX 100%	\$3,851,506	79.32%
A (DIVESTMENT)	MAX 80%	\$1,004,086	20.68%
		\$4,855,592	100.00%

INSTITUTION	\$	%	(LT) RISK
COMMONWEALTH BANK	\$2,671,983	55.03%	AA-
WESTPAC	\$1,179,523	24.29%	AA-
SUNCORP	\$1,004,086	20.68%	A+
	\$4,855,592	100.00%	



TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2020

Note 5: Budget Amendments
 Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Budget Adoption							
Permanent Changes							
Opening Surplus							
Account Number	Description	19/20 Budget	19/20 Amended Budget	Change in Net Current Assets	Comment		
E12784	Riverside Road Resurfacing	(1,232,800)	(1,409,618)	(176,818)	Approved Sep OCM		
I12097	Grant - Roads to Recovery	60,000	236,818	176,818	Approved Sep OCM		
E11707	Plant Purchases	(122,320)	(137,500)	(15,180)	Approved August OCM		
	Proceeds from Disposal of Assets	37,700	42,000	4,300	Approved August OCM		
E14604	Depot Admin Buildings and Surrounds	(45,385)	(72,385)	(27,000)	Approved August OCM		
	Carried Forward Surplus	758,451	775,201	16,750	Un-Audited Figure		
E10608	3 Bin FOGO Implementation	0	(185,000)	(185,000)	As per explanation sheet		
E10629	Public Toilet	0	(111,110)	(111,110)	As per explanation sheet		
Transfer from Strategic Asset Management							
341	Reserve	50,000	161,110	111,110	Fund Public Toilet Project		
E12671	Stormwater Audit	0	(15,255)	(15,255)	As per explanation sheet		
I11177	Grant - Foreshore Erosion Control	129,000	0	(129,000)	Notification received that grant applications unsuccessful		
E11687	Foreshore Erosion Control Works	(238,000)	(70,000)	168,000	Contra budget adjustment against nil grant plus reduced allocation		
E04203	Strategic and Business Planning	(350,000)	(150,000)	200,000	Business Improvement allocation reduced from \$266,611 to \$66,611		
E11250	Licence Fee - East Fremantle Rowing Club	0	(2,000)	(2,000)	As per Licence Agreement, Town is required to reimburse rates for public use of parkland		
E12306	Integrated Parking and Traffic Strategy	0	(50,000)	(50,000)	Carryover project		
I12087	Recoup from Trust Fund - Integrated Parking and Traffic Strategy	0	50,000	50,000	Contra budget adjustment against E12306		
E12737	Tricolore Carpark	(337,000)	(255,000)	82,000	Reallocation of Carpark Budgets		
E12661	EF Football Club Carpark	0	(37,000)	(37,000)	Reallocation of Carpark Budgets		
E12700	EF Yacht Club Carpark	0	(45,000)	(45,000)	Reallocation of Carpark Budgets		
E12710	Footpath - Fraser Street	(45,000)	0	45,000	Reallocation of Footpath Budget		
E12793	Footpath - Oakover Street	0	(55,000)	(55,000)	Reallocation of Footpath Budget		
E12626	Footpath - Fletcher Street	(23,000)	(58,000)	(35,000)	Additional scope		
E12763	Footpath - Bolton Street	(17,550)	0	17,550	Low priority		
E12789	Footpath - Allen Street	(35,000)	(17,826)	17,174	Project completed		
E12786	Roads - View Terrace	(20,000)	0	20,000	Funded from maintenance budget		
E11666	Playground Equipment	(25,000)	(35,000)	(10,000)			
E10205	FOGO and Waste Education Initiatives	(50,000)	(60,000)	(10,000)	Allocation of compostable liners from CAPEX account		
E11256	Preston Point North Recreation Facilities Master Plan	0	(15,000)	(15,000)	Carryover project		
		(1,505,904)	(1,515,565)	(9,661)			
				0	0	0	0

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the period ending May 2020

Note 6: Receivables

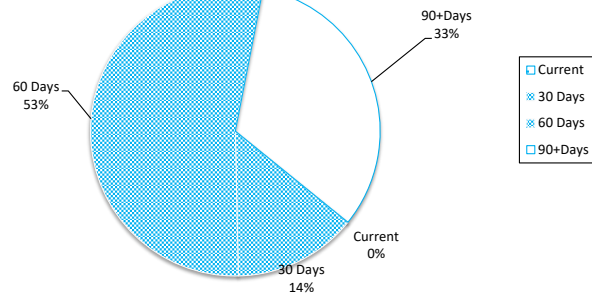
Receivables - Rates Receivable	31 May 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	133,299	220,065
Rates, ESL and Service Charges Levied this year	9,999,877	9,684,412
Less Collections to date	-\$ 9,619,399	(9,551,113)
Equals Current Outstanding (as per TB)	380,478	133,299
Net Rates Collectable	380,478	133,299
% Outstanding	3.75%	

Receivables - General	Current	30 Days	60 Days	90+Days	Total
	\$	\$	\$	\$	
Receivables - General	9,693	902	120	12,624	23,339
Receivables - Parking					73,643
East Fremantle Lawn & Tennis Club					24,000
Total Receivables General Outstanding				0	120,983

Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	23,339
SSL - Current EFTC	114	3,000
SSL - Non-Current EFTC	1684	21,000
Parking Debtors	180	73,643
		120,983

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

[Insert explanatory notes and commentary on trends and timing]

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Debtors Trial Balance
As at 31.03.2020

Town of East Fremantle

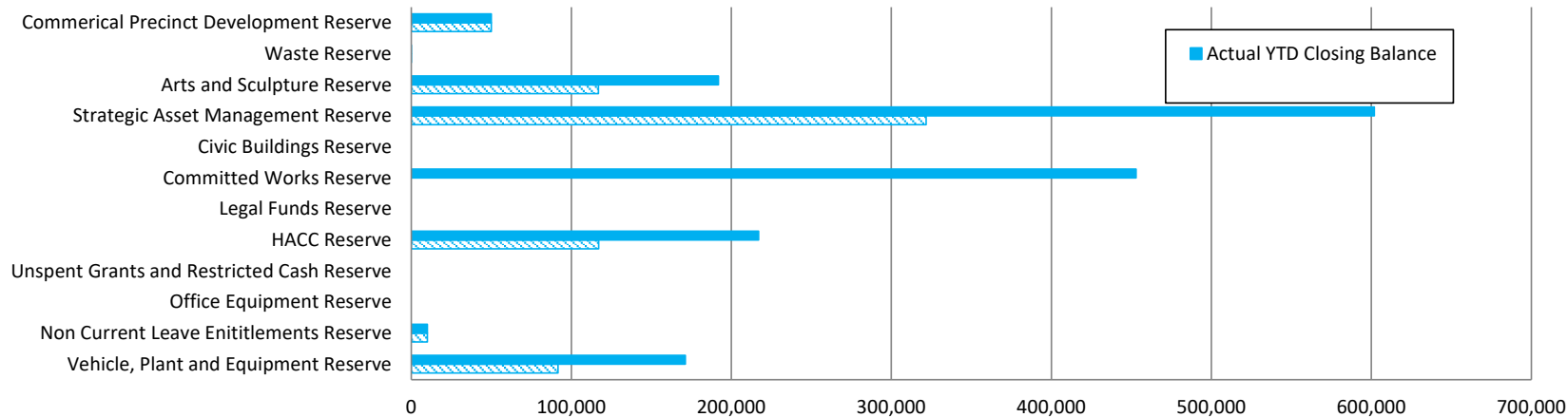
-----Rate Balances-----

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2020

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
Vehicle, Plant and Equipment Reserve	\$ 171,247	\$	\$	\$	\$ (79,620)	\$ 0	\$ 91,627	\$ 171,247
Non Current Leave Entitlements Reserve	10,000						10,000	10,000
Office Equipment Reserve	0						0	0
Unspent Grants and Restricted Cash Reserve	0						0	0
HACC Reserve	217,037				(100,000)	0	117,037	217,037
Legal Funds Reserve	0						0	0
Committed Works Reserve	737,885				(737,885)	(285,000)	0	452,885
Civic Buildings Reserve	0						0	0
Strategic Asset Management Reserve	615,677	48,000		36,141	(341,963)	(50,000)	321,714	601,818
Arts and Sculpture Reserve	192,022				(75,000)	0	117,022	192,022
Waste Reserve	200,308				(200,309)	(200,309)	(1)	(1)
Commerical Precinct Development Reserve	50,000						50,000	50,000
	2,194,176	48,000	0	36,141	(1,534,777)	(535,309)	707,399	1,695,008

Note 7 - Year To Date Reserve Balance to End of Year Estimate



TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 8: Disposal of Assets

		2019/20							
Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment									
PE270	Toro Groundmaster 3500D (P4082)	27,480	6,422		(21,058)	10,000	10,000	0	
PE272	Toro Groundmaster	18,560	9,067		(9,493)	0	7,700	7,700	
PEMV259	CEO Vehicle	18,699	20,909	2,210		20,000	20,000		0
		64,738	36,398	2,210	(30,551)	30,000	37,700	7,700	0

Note 9: Rating Information

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	YTD Actual			Amended Budget					
				Rate Revenue \$	Interim Rates \$	Non-Rateable Properties	Total Revenue \$	Rate Revenue \$	Interim Rate \$	Back Rate \$	Total Revenue \$	
Differential General Rate												
Residential GRV	0.069949	3,010	91,297,417	6,386,163	16,538		6,402,701	6,385,878	30,000			6,415,878
Commercial GRV	0.106227	123	12,451,307	1,322,665	11,674		1,334,339	1,318,318				1,318,318
Sub-Totals		3,133	103,748,724	7,708,828	28,212		7,737,040	7,704,196	30,000	0		7,734,196
Minimum Payment	\$											
Residential GRV	1,106.00	264	3,560,073	291,984	1,933		293,917	293,090				293,090
Commercial GRV	1,654.00	11	146,106	18,194	0		18,194	18,194				18,194
Sub-Totals		275	3,706,179	310,178	1,933		312,111	311,284	0	0		311,284
		3,408	107,454,903	8,019,006	30,145		8,049,151	8,015,480	30,000	0		8,045,480
Amount from General Rates							8,049,151					8,045,480
Less Prepaid Rates							(176,653)					
Totals							7,872,498					8,045,480

Comments - Rating Information

Page No. : 1

Town of East Fremantle
STATEMENT OF RATING INFORMATION
For The Financial Year Ending 30 JUN 2020

PARTICULARS	RATEABLE VALUE \$ \$,000	RATE IN \$ (C.)	YIELD \$	MINIMUMS NO.	YIELD \$	TOTAL \$
General Rate GRV						
RESIDENTIAL	91297	6.9949	6386163	264	291984	6678147
COMMERCIAL	10903	10.6227	1158215	11	18194	1176409
RATEABLE ORGANISATION	1548	10.6227	164450	0	0	164450
	-----		-----	---	-----	-----
Total GRV	103749		7708828	275	310178	8019006
	-----		-----	---	-----	-----
Total Rates Levied						8019006
	-----		-----	---	-----	-----

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2020

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2019	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
Governance			\$	\$	\$	\$	\$	\$
Housing								
Recreation and Culture								
	0	0	0	0	0	0	0	0

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.







TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 May 2020

Note 11: Grants and Contributions

Grant Provider	Purpose of Grant	Acquittal Date	Acquittal Requirement	Type	Amended Operating	Budget Capital	YTD Budget	Annual Budget (d)	Expected (d)+(e)	YTD Actual Revenue	
					\$	\$	\$			\$	
General Purpose Funding											
Grants Commission - General	WALGGC	Untied - General Purpose	NA	NA	Operating	77,726	0	71,247	77,726	77,726	159,167
Grants Commission - Roads	WALGGC	Untied - Road	NA	NA	Operating	33,927	0	31,097	33,927	33,927	76,001
Education and Welfare											
Home and Community Care Program	State/Commonwealth Dep. Health	Commonwealth Home Support Programme			Operating	722,683	0	662,453	722,683	722,683	759,088
Community Amenities											
Recycling Grant	Dept. Regional Development	Better Bins Program			Operating	51,000	0	46,750	51,000	51,000	25,000
Recreation and Culture											
Minor Grants - Rec and Culture	Various		To be applied for		Operating	45,000	0	0	45,000	45,000	46,500
East Fremantle Oval Redevelopment	Dept. Sport and Recreation	Business Case	To be applied for		Operating	0	0	0	0	0	0
Foreshore Erosion	DBCA				Operating	84,000		77,000	84,000	84,000	0
East Fremantle Festival	Lotterywest				Operating	30,000		18,326	30,000	30,000	28,500
Transport											
Integrated Traffic Strategy	Recoup from Trust		NA	NA	Operating	50,000		45,826	50,000	50,000	20,095
Roads To Recovery Grant - Cap	Commonwealth Dep Transport	Road Renewal	31-Oct	Audited Annual Report	Non-operating		236,818	217,074	236,818	236,818	236,818
Regional Road Group - Cap	Main Roads	Road Renewal	31-May	Certificate of Completion	Non-operating		974,396	893,189	974,396	974,396	328,747
Direct Grant	Main Roads	Direct Grant	July	GST Free Invoice	Operating	18,024		16,522	18,024	18,024	18,024
Street Lighting Subsidy	Main Roads	Street Lighting Subsidy	September		Operating	4,800		4,400	4,800	4,800	4,648
Stirling Bridge Verge Maintenance Agreement	Main Roads	Stirling Highway Verge Maint. Agreement	September	GST Inc. Invoice	Operating	7,920		7,260	7,920	7,920	8,334
TOTALS						1,125,080	1,211,214	2,091,144	2,336,294	2,336,294	1,710,922
SUMMARY											
Operating	Operating Grants, Subsidies and Contributions					1,125,080	0		1,125,080		1,145,357
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions					0	0		0		0
Non-operating	Non-operating Grants, Subsidies and Contributions					0	1,211,214		1,211,214		565,565
TOTALS						1,125,080	1,211,214	0	0	2,336,294	1,710,922
Pending Grants:											
Grant Provider	Purpose of Grant	Date Applied	Expected Date of Outcome	Type					Amount Applied	Required Co Contribution	
									\$	\$	

Budget Year: 19/20
Data as at: Friday, 5 June 2020

Run at 9:25AM on 05/06/2020
93% of Year Lapsed

LEGEND	
Income	
	Under Budget by 10% or more (YTD Actual against YTD Budget)
Expenditure	
	Greater than 10% over budget (Total Committed against Current Budget)
	Over Budget by 5% but less than 10%
	Over Budget by less than 5%
	No budget exists against actual - immediate attention required
	FY1 - Less than 20% expenditure spent (Total Committed against Current Budget)

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
04 - GOVERNANCE									
042 - ADMINISTRATION									
Capital Expenditure									
E04601		Plant Replacement - CEO Vehicle	45,000	45,000	45,876	0	45,876	1.95%	102%
E04604		Buildings - Town Hall Remedial Works	15,000	15,000	2,240	7,266	9,506	-36.62%	63%
E04606		Furniture and Equipment	40,000	40,000	0	12,011	12,011	-69.97%	30%
E04620		Town Hall AV Equipment	35,000	35,000	35,299	0	35,299	0.85%	101%
Capital Expenditure Total			135,000	135,000	83,415	19,277	102,692		
05 - LAWORDERPUBLIC SAFETY									
052 - ANIMAL CONTROL									
Capital Expenditure									
E05208		Plant Replacement - Ranger Vehicle	0	0	0	0	0		
E05210		Ranger Accommodation and Fit-Out	0	0	0	0	0		
Capital Expenditure Total			0	0	0	0	0		
08 - WELFARE									
081 - PRE SCHOOL									
Capital Expenditure									
E06601		Buildings - Richmond Pre-Primary School	20,000	20,000	21,230	0	21,230	6.15%	106%
Capital Expenditure Total			20,000	20,000	21,230	0	21,230		
082 - CARE OF FAMILIES & CHILDREN									
Capital Expenditure									
E08601		Buildings - Tricolore Community Centre	100,000	100,000	0	44,191	44,191	-55.81%	44%
Capital Expenditure Total			100,000	100,000	0	44,191	44,191		
083 - OTHER WELFARE									
Capital Expenditure									
E08613		Glyde-In Community Learning Centre	33,500	33,500	33,533	0	33,533	0.10%	100%
Capital Expenditure Total			33,500	33,500	33,533	0	33,533		
09 - HOUSING									
019 - HOUSING - COUNCIL OWNED									
Capital Expenditure									
E09604		Buildings - Allen Street Units Complex - Renewal CapEx	0	0	0	0	0		
Capital Expenditure Total			0	0	0	0	0		
10 - COMMUNITY AMENITIES									
101 - SANITATION-HOUSEHOLD REFUSE									

Budget Year: 19/20
Data as at: Friday, 5 June 2020

Run at 9:25AM on 05/06/2020
93% of Year Lapsed

Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
Capital Expenditure									
E10608		3 Bin FOGO Implementation	185,000	185,000	184,370	0	184,370	-0.34%	100%
Capital Expenditure Total			185,000	185,000	184,370	0	184,370		
103 - TOWN PLANNING & REGIONAL DEVELOPMENT									
Capital Expenditure									
E10639		Plant Replacement - EMRS Vehicle	0	0	0	0	0		
Capital Expenditure Total			0	0	0	0	0		
104 - OTHER COMMUNITY AMENITIES									
Capital Expenditure									
E10605		Inf - Jetty Treatment and Major Maintenance Program - Infrastructure CapEx	30,000	30,000	29,556	0	29,556	-1.48%	99%
E10607		Sumpton Green Fence Replacement	0	0	0	0	0		
E10628		Sumpton Green Play Equipment	0	0	0	0	0		
E10629		Public Toilet - Capital	113,000	113,000	112,838	0	112,838	-0.14%	100%
Capital Expenditure Total			143,000	143,000	142,393	0	142,393		
11 - RECREATION AND CULTURE									
111 - SWIMMING AREAS/BEACHES									
Capital Expenditure									
E11687		Inf - Swimming Areas - Foreshore Erosion Control	154,000	154,000	19,932	80,557	100,488	-34.75%	65%
E11699		Inf - Dinghy Storage Units	10,000	10,000	0	0	0	-100.00%	0%
Capital Expenditure Total			164,000	164,000	19,932	80,557	100,488		
112 - OTHER RECREATION & SPORT									
Capital Expenditure									
E11600		East Fremantle Football Club Roof Repairs-CapEx	28,000	28,000	28,214	0	28,214	0.76%	101%
E11607		EF Bowling Club - Building Renewal CAPEX	18,000	18,000	15,710	0	15,710	-12.72%	87%
E11608		Buildings - EF Tricolore Soccer Club	0	0	0	0	0	No Budget	
E11609		Buildings - EF Cricket / Lacrosse Club Bldg - Upgrade CapEx	0	0	0	0	0		
E11613		Inf - Dog Park Fencing and Equipment	17,000	17,000	16,471	0	16,471	-3.11%	97%
E11617		Infr Foreshore - Restore Steps	0	0	4,800	0	4,800	No Budget	
E11621		CROQUET CLUB	0	0	0	0	0		
E11623		Buildings - EF Junior Football Clubroom - CapEx	0	0	0	0	0		
E11630		Infra - Public Open Space - Lighting	15,000	15,000	0	0	0	-100.00%	0%
E11633		Inf - Cliff Management - Niegerup Track	20,000	20,000	5,892	4,364	10,256	-48.72%	51%
E11641		Inf - Gourley Park	10,000	10,000	0	0	0	-100.00%	0%
E11649		Park Bins and Dog Bag Dispensers	27,000	27,000	27,504	0	27,504	1.87%	102%
E11652		Inf- Parks and Ovals Perimeter Fence	0	0	0	0	0		
E11666		Inf. - Playground Equipment Upgrade Program - Various Locations	35,000	35,000	9,907	0	9,907	-71.69%	28%
E11667		Inf. - Parks - Community Garden	20,000	20,000	1,750	0	1,750	-91.25%	9%
E11678		EF Junior Football Club - Install Floodlighting	45,000	45,000	45,000	0	45,000	0.00%	100%
E11692		Plant Replacement - Parks and Ovals	0	0	0	0	0		
E11695		Inf - Chapman Reserve - Returfing and Irrigation	145,000	145,000	62,218	0	62,218	-57.09%	43%

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Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
E11701		Inf - Henry Jeffrey Cricket Nets	0	0	0	0	0		
E11704		Inf - John Tonkin Power Upgrade	0	0	0	0	0		
E11707		Purchase of Plant and Equipment - Parks and Ovals	87,500	87,500	86,584	0	86,584	-1.05%	99%
E11708		Richmond Raceway - Security Bars	22,000	22,000	0	20,250	20,250	-7.95%	92%
E11709		EFFC - Upgrade of Toilets and Showers Contrib. (Unisex Convers)	0	0	0	0	0		
E11710		EF Football Club - Contribution to Building Upgrades/Security	0	0	0	0	0		
E11711		EF Tennis Club - Contribution to Building Upgrades/Universal Toilet	108,000	108,000	108,000	0	108,000	0.00%	100%
E11712		INF - Bore Replacement Parks and Ovals	40,000	40,000	0	60,000	60,000	50.00%	150%
E11713		INF - Parks/ Reserve Sign Replacement	85,000	85,000	54,469	7,900	62,369	-26.62%	73%
Capital Expenditure Total			722,500	722,500	466,519	92,514	559,033		
114 - OTHER CULTURE									
Capital Expenditure									
E11685		Inf-Acquisition of Public Art (Outdoor Sculpture) - CapEx - Other Culture	75,000	75,000	500	10,000	10,500	-86.00%	14%
Capital Expenditure Total			75,000	75,000	500	10,000	10,500		
12 - TRANSPORT									
121 - CONSTR STS ROADS & BRIDGESDEP									
Capital Expenditure									
E12616		Inf. Roads - Marmion Street Median Strip	16,500	16,500	0	16,500	16,500	0.00%	100%
Capital Expenditure Total			16,500	16,500	0	16,500	16,500		
122 - MAINT STREETS ROADS & BRIDGES									
Capital Expenditure									
E12607		Inf. - Roads - Preston Pt. Rd - Roads to Recovery Project	0	0	0	0	0		
E12608		Inf. - Roads - Sewell Street - Roads to Recovery Project	0	0	0	0	0		
E12615		Plant Replacement - Works	0	0	0	0	0		
E12622		Footpath - May St	0	0	0	0	0		
E12626		Inf - Footpath - Fletcher St	58,000	58,000	55,655	0	55,655	-4.04%	96%
E12643		Footpath - Easton Street	0	0	0	0	0		
E12645		Infra - Footpath Renewal - Staton Road	26,000	26,000	26,000	0	26,000	0.00%	100%
E12656		Footpath - Stratford Street	0	0	0	0	0		
E12668		Inf. - Footpath - Reynolds Street	15,000	15,000	15,000	0	15,000	0.00%	100%
E12671		Stormwater Audit	0	0	0	0	0		
E12676		Inf. - Roads - Allen Street - Widen Road Pavement	0	0	0	0	0		
E12693		Footpath - East Street	0	0	0	0	0		
E12694		Footpath-Riverside Road.	0	0	0	0	0		
E12695		Footpath-John Tonkin Park.	0	0	0	0	0		
E12699		Inf - Footpath - Canning H'Way	61,000	61,000	60,857	0	60,857	-0.23%	100%
E12710		Infra - Roads - Fraser Street - Asphalt Resurfacing	0	0	0	0	0	No Budget	
E12716		Inf - Roads - Glyde St - Asphalt Resurfacing	0	0	0	0	0		
E12726		Inf - Roads - Glyde Street (North) - Ashphalt Resurfacing	0	0	0	0	0		
E12750		Inf - Roads - Reconstruct Pavement and Ashphalt Overlay Chauncy St. CapEx	0	0	0	0	0		

Budget Year: 19/20
Data as at: Friday, 5 June 2020

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Account #	Job #	Description	Current Budget	YTD Budget	YTD Actual	Order Value	Total Committed	Variance (%)	% of Full Budget
E12761		Inf - Drainage	133,000	133,000	125,225	10,287	135,512	1.89%	102%
E12763		Inf - Footpath Renewal - Bolton St.	0	0	0	0	0	No Budget	
E12776		Infra - Roads - Council Place - Asphalt Resurfacing	0	0	0	0	0		
E12782		Inf - Roads - Moss Street - Asphalt Resurfacing	0	0	0	0	0		
E12784		Inf - Roads - Road Resurfacing - Riverside Road	1,900,000	1,900,000	376,995	1,405,065	1,782,060	-6.21%	94%
E12785		Inf - Roads - Road Resurfacing - Silas Street	0	0	265	0	265	No Budget	
E12786		Inf - Roads - View Terrace	0	0	0	0	0	No Budget	
E12788		Inf - Roads - Woodhouse Road - Asphalt Resurfacing	0	0	0	0	0		
E12789		Infr - Footpath Renewal - Allen Street	17,826	17,826	17,592	0	17,592	-1.31%	99%
E12793		Infr - Footpath Renewal - Oakover Street	75,000	75,000	0	0	0	-100.00%	0%
Capital Expenditure Total			2,285,826	2,285,826	677,589	1,415,352	2,092,941		
123 - ROAD PLANT									
Capital Expenditure									
E12613		Plant and Equipment Purchases - Transport	0	0	0	0	0		
E12701		Plant and Equip. - Solar Powered Variable Message Trailer	25,000	25,000	25,448	0	25,448	1.79%	102%
Capital Expenditure Total			25,000	25,000	25,448	0	25,448		
124 - PARKING FACILITIES									
Capital Expenditure									
E12661		Inf. - Carpark - EF Football Club	53,000	53,000	53,190	0	53,190	0.36%	100%
E12700		Inf. Car Park - EF Yacht Club	48,000	48,000	48,357	0	48,357	0.74%	101%
E12737		Inf - Carpark Tricolore Community Centre and Sports Field	285,000	285,000	250,600	49,086	299,686	5.15%	105%
E12739		Inf - Carpark Upgrades and Machines Leeuwin	0	0	0	0	0	No Budget	
E12747		Inf - Roads - Parking Machines	0	0	0	0	0		
E12759		Inf - Carpark East Fremantle Tennis Club	0	0	0	0	0		
E12770		Inf - John Tonkin Carpark Construction New - CapEx	0	0	0	0	0		
Capital Expenditure Total			386,000	386,000	352,147	49,086	401,233		
14 - OTHER PROPERTY AND SERVICES									
144 - UNCLASSIFIED PROPERTY									
Capital Expenditure									
E14601		Buildings - Renewals and Electrical Services	72,000	72,000	71,725	0	71,725	-0.38%	100%
E14604		Depot Administration Building and Surrounds	40,000	40,000	20,246	0	20,246	-49.39%	51%
Capital Expenditure Total			112,000	112,000	91,971	0	91,971		
GRAND TOTAL			4,403,326	4,403,326	2,099,048	1,727,477	3,826,525		

COA	Description	Original Budget	Budget Amendments	Current Budget	pe ni	YTD Actual	Forecast Reserve Transfer	Amount Required	
000224	TRANSFER TO STRATEGIC ASSET MANAGEMENT RESERVE	\$ 60,000	-\$ 12,000	\$ 48,000		\$ 36,141			
001689	Reserve fund Interest	-\$ 60,000	\$ 12,000	-\$ 48,000		-\$ 29,586			
Rule: All Reserve Fund Interest is to be transferred to the Strategic Asset Management Reserve									
000341	TRANSFER FROM STRATEGIC ASSET MANAGEMENT RESERVE	-\$ 50,000	-\$ 291,963	-\$ 341,963		-\$ 50,000	-\$ 161,110	-\$ 111,110	
E10629	Public Toilet - Capital	\$ -	\$ 113,000	\$ 113,000		\$ 112,838			
E11711	EF Tennis Club - Contribution to Building Upgrades/Universal Toilet	\$ 100,000	\$ 8,000	\$ 108,000		\$ 108,000			
Rules:									
1. Original Budget \$50k Contribution to EF Tennis Club Refurbishment			Already drawn						
2. Council Resolution 061119 \$111,110 Contribution to the Public Toilet Project			Amount to be drawn			-\$ 111,110			
000340	TRANSFER FROM PLANT RESERVE	-\$ 79,620	\$ -	-\$ 79,620		\$ -	-\$ 79,620	-\$ 79,620	
E04601	Plant Replacement - CEO Vehicle	\$ 45,000	\$ -	\$ 45,000		\$ 45,876			
E12701	Plant and Equip. - Solar Powered Variable Message Trailer	\$ 25,000	\$ -	\$ 25,000		\$ 25,448			
E11707	Purchase of Plant and Equipment - Parks and Ovals	\$ 122,320	-\$ 34,820	\$ 87,500		\$ 86,584			
Rule: Net Replacement Cost to be funded from Reserve			Amount to be drawn			-\$ 79,620			
000345	TRANSFER FROM HACC RESERVE	-\$ 100,000	\$ -	-\$ 100,000		\$ -	-\$ 40,234	-\$ 40,234	
E08601	Buildings - Tricolore Community Centre	\$ 100,000	\$ -	\$ 100,000		\$ -			
Rule: Building refurbishment to be fully funded from Reserve			Amount to be drawn - Open Pos			-\$ 40,234			
Purchase Order Pick List									
Order Number	Line Type	Order Date	Creditor Code	Name	Status	Name	Line Description	Line Order Value	GST Amounts
37416	G/L Account	22/01/2020	15196	TIS BUILDING AND MAINTENANCE	Printed	Operations Manager - Stephen Gallagher	TRICOLORE - BUILDING WORKS - NEW OFFICE & CEILINGS / PAINTING	10483.00	953.00
37421	G/L Account	22/01/2020	15196	TIS BUILDING AND MAINTENANCE	Printed	Operations Manager - Stephen Gallagher	TRICOLORE - CEILINGS TO FRONT AREA	18994.80	1726.80
37512	G/L Account	12/02/2020	11139	KIDOL LINE ELECTRICAL & REFRIGERATION	Printed	Operations Manager - Stephen Gallagher	TRICOLORE - ELECTRICAL UPGRADE - LED LIGHTING	7850.00	713.64
37515	G/L Account	12/02/2020	15196	TIS BUILDING AND MAINTENANCE	Printed	Operations Manager - Stephen Gallagher	BUILDING REPAIRS TRICOLORE COMMUNITY CENTRE	1980.00	180.00
37558	G/L Account	19/02/2020	15017	LEE SYMINGTON ARCHITECT	Printed	Operations Manager - Stephen Gallagher	TRICOLORE - DESIGN OF COMMERCIAL KITCHENS	4950.00	450.00
								44257.80	4023.44
000349	TRANSFER FROM WASTE RESERVE	-\$ 200,309	\$ -	-\$ 200,309		-\$ 200,309	-\$ 200,309	-\$ -	
E10608	3 Bin FOGO Implementation	\$ -	\$ 185,000	\$ 185,000		\$ 184,370			
E10205	FOGO Implementation and Waste Education Initiatives	\$ 50,000	\$ 40,000	\$ 90,000		\$ 98,397			
E10206	Salaries - Waste Education	\$ 73,395	\$ -	\$ 73,395		\$ 72,681			
Rule: FOGO expenses including Salary of Waste Education Officer to be fully funded from Reserve			Fully Drawn						
000347	TRANSFER FROM ARTS AND SCULPTURE RESERVE	-\$ 75,000	\$ -	-\$ 75,000		\$ -	-\$ 20,250	-\$ 20,250	
E11685	Inf-Acquisition of Public Art (Outdoor Sculpture) - CapEx - Other Culture	\$ 75,000	\$ -	\$ 75,000		\$ 500			
E11708	Richmond Raceway - Security Bars	\$ 15,000	\$ 7,000	\$ 22,000		\$ -			
Rule: Public Arts Program fully funded from Reserve			Amount to be drawn - Open Pos			-\$ 20,250			

REPORT 12.2.1

Town of East Fremantle
Printed : at 8:53 AM on 9/06/2020

as at 30/06/2020

ATTACHMENT 3

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COA	Description	Original Budget	Budget Amendments	Current Budget	pe ni	YTD Actual	Forecast Reserve Transfer	Amount Required
000316	TRANSFER FROM COMMITTED WORKS RESERVE	-\$ 737,885	\$ -	-\$ 737,885		-\$ 285,000	-\$ 737,885	-\$ 452,885
E04604	Buildings - Town Hall Remedial Works	\$ 15,000	\$ -	\$ 15,000		\$ 2,240		
E08613	Glyde-In Community Learning Centre	\$ 30,000	\$ 3,500	\$ 33,500		\$ 33,533		
E11666	Inf. - Playground Equipment Upgrade Program - Various Locations	\$ 25,000	\$ 10,000	\$ 35,000		\$ 9,907		
E11617	Infr Foreshore - Restore Steps	\$ 10,000	-\$ 10,000	\$ -		\$ 4,800		
E11633	Inf - Cliff Management - Niegerup Track	\$ 45,000	-\$ 25,000	\$ 20,000		\$ 6,034		
E12616	Inf. Roads - Marmion Street Median Strip	\$ 16,500	\$ -	\$ 16,500		\$ -		
E12699	Inf - Footpath - Canning H'Way	\$ 130,582	-\$ 69,582	\$ 61,000		\$ 60,857		
E12786	Inf - Roads - View Terrace	\$ 20,000	-\$ 20,000	\$ -		\$ -		
E12739	Inf - Carpark Upgrades and Machines Leeuwin	\$ 157,000	-\$ 157,000	\$ -		\$ -		
E12737	Inf - Carpark Tricolore Community Centre and Sports Field	\$ 337,000	-\$ 52,000	\$ 285,000		\$ 250,600		
E12661	Inf. - Carpark - EF Football Club	\$ -	\$ 53,000	\$ 53,000		\$ 53,190		
E12700	Inf. Car Park - EF Yacht Club	\$ -	\$ 48,000	\$ 48,000		\$ 48,357		
E11713	INF - Parks/ Reserve Sign Replacement	\$ 85,000	\$ -	\$ 85,000		\$ 54,913		
E14604	Depot Administration Building and Surrounds	\$ 45,385	-\$ 5,385	\$ 40,000		\$ 20,246		
E12784	Inf - Roads - Road Resurfacing - Riverside Road	\$ 1,232,800	\$ 667,200	\$ 1,900,000		\$ 376,995		
	Rule: Fund carryover projects from 18/19 including reallocation of Tricolore Carpark Budget to EF Oval and EF Yacht Club		Amount to be drawn	-\$ 259,677		-\$ 259,677	-\$ 1,239,408	-\$ 704,099
	Council Resolution 180220 \$180,853 Contribution to Riverside Road - Recommend that this be funded from Committed Works Reserve		Amount to be drawn	-\$ 180,853		-\$ 180,853		

12.2.2 Accounts for Payment – May 2020

File ref	F/FNS2
Prepared by	John Mondini, Manager, Finance & Administration
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	16 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – May 2020

Purpose

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, RECEIVES the list of payments made under delegated authority for the month ended 31 May 2020 and recorded in the minutes of the Council.

Executive Summary

Council has an Executive role in receiving the list of payments pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 May to 31 May 2020, as per the summary table.

Background

The Chief Executive Officer has delegated authority to make payments from the Municipal and Trust Accounts in accordance with budget allocations.

The Town provides payments to suppliers by electronic funds transfer, cheque or credit card. Attached is an itemised list of all payments made under delegated authority during the said period.

The bulk of payments are processed by electronic funds transfer (EFT) with the exception of Water Corporation accounts which are paid by cheque and the occasional reimbursements and refunds.

Consultation

Nil.

Statutory Environment

Regulation 13: *Local Government (Financial Management) Regulations 1996 (as amended)* requires Local Governments to prepare a list of payments made under delegated authority to be prepared and presented to Council on a monthly basis.

Policy Implications

Policy 2.1.3 Purchasing. All supplier payments are approved under delegated authority pursuant to the authorisation limits outlined in Council's purchasing policy.

Financial Implications

Accounts for Payment are sourced from budget allocations.

All amounts quoted in this report are inclusive of GST.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not accept the list of payments	Rare (1)	Moderate (3)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

Risk Matrix

Consequence 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	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

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

STRATEGIC PRIORITY 5: Leadership and Governance

A proactive, approachable Council which values community consultation, transparency and accountability

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Comment

Payments for the month of May2020 include the following significant items:

Payee	Particulars	Amount
Paatsch Group	EF Oval Revitalisation Business Plan – Completion of Stage 5	24,456.00
Civcon Civil & Project Management	Riverside Rd Reconstruction & Rehabilitation Progress Claim	272,558.75
Aust Taxation Office	PAYG & GST Payments April 2020	44,304.00
Glyde-In Community Group	4 th Quarter 2019/20 Contribution	23,925.00
Suez Environment Recycling & Waste Recovery	Waste Collection Services March	34,614.75
SMRC	Green Waste Trailer Passes, MRF Gate Fees April	32,564.74
GFG Consulting	Irrigation Upgrades Progress Claim 2	41,657.33
Suez Environment Recycling & Waste Recovery	Waste Collection Services April	34,876.93
SMRC	FOGO Gate Fee March/4 th Quarter Operation Expenditure Contribution	27,382.17
Dept Fire & Emergency Services	4 th Quarter 2019/20 Contribution	140,362.85

12.2.2 OFFICER RECOMMENDATION

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, **RECEIVES** the list of payments made under delegated authority for the month ended 31 May 2020 and recorded in the Minutes of the Council.

MAY 2020		
Voucher No	Account	Amount
5287 – 5290	Municipal (Cheques)	7,435.76
EFT29528 – EFT29643	Municipal (EFT)	\$991,127.56
Payroll	Municipal (EFT)	\$262,771.96
Direct Debits	Municipal (Direct Debit)	\$47,256.68
	Total Payments	\$ 1,308,591.96

TOWN OF EAST FREMANTLE					
List of Accounts paid by the Chief Executive for May 2020 & submitted for the information of the Council Meeting to be held on 16 June 2020					
Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
CHEQUES				\$	\$
5283		CANCELLED PRINTER ERROR		0.00	0.00
5284		CANCELLED PRINTER ERROR		0.00	0.00
5285		CANCELLED PRINTER ERROR		0.00	0.00
5286		CANCELLED PRINTER ERROR		0.00	0.00
5287	26/05/2020	DEPARTMENT OF TRANSPORT	12 MONTHS REGISTRATION WATER TANK TRAILER TO 24/05/21	24.00	24.00
5288	26/05/2020	TOWN OF EAST FREMANTLE	ADMIN PETTY CASH RECOUP DATED 25/03/20	363.15	363.15
5289	26/05/2020	TOWN OF EAST FREMANTLE	HACC PETTY CASH RECOUP 16/04/20	473.95	473.95
5290	26/05/2020	WATER CORPORATION	WATER USE & SERVICE CHARGES VARIOUS LOCATIONS	6,574.66	6,574.66
CHEQUE TOTAL				\$ 7,435.76	\$ 7,435.76
EFTs		Supplier	Description	Inv Amount	EFT
EFT29528	01/05/2020	MAYOR JIM O'NEILL	MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR MAY 20	4,416.68	4,416.68
EFT29529	01/05/2020	CR JENNY HARRINGTON	DEPUTY MAYORAL ALLOWANCE, SITTING FEES & ICT ALLOWANCE FOR MAY 20	2,062.84	2,062.84
EFT29530	01/05/2020	CR CLIFF COLLINSON	SITTING FEES & ICT ALLOWANCE FOR MAY 20	1,542.00	1,542.00
EFT29531	01/05/2020	CR DEAN NARDI	SITTING FEES & ICT ALLOWANCE FOR MAY 20	1,542.00	1,542.00
EFT29532	01/05/2020	CR MICHAEL MCPHAIL	SITTING FEES & ICT ALLOWANCE FOR MAY 20	1,542.00	1,542.00
EFT29533	01/05/2020	CR TONY WATKINS	SITTING FEES & ICT ALLOWANCE FOR MAY 20	1,542.00	1,542.00
EFT29534	01/05/2020	CR ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE FOR MAY 20	1,542.00	1,542.00
EFT29535	01/05/2020	CR TONY NATALE	SITTING FEES & ICT ALLOWANCE FOR MAY 20	1,542.00	1,542.00
EFT29536	01/05/2020	CR KERRY DONOVAN	SITTING FEES & ICT ALLOWANCE FOR MAY 20	1,542.00	1,542.00
EFT29537	04/05/2020	THE PAMPHLETERS	#LOOKLOCAL2020, STANDARD DROP, WEEK COMMENCING 11 MAY 2020	142.50	142.50
EFT29538	06/05/2020	PAATSCH GROUP	RFT03-2019/20 EAST FTLE OVAL PRECINCT REVITALISATION VISION (BUSINESS PLAN) - INVOICE 3 - COMPLETION OF STAGE 5 - 25%	24,456.00	24,456.00
EFT29539	08/05/2020	R MCFARLAND & R BAKER	BOND REFUND	1,500.00	1,500.00
EFT29540	08/05/2020	V ARNOLD	BOND REFUND	2,000.00	2,000.00
EFT29541	08/05/2020	G RIDGEWAY	BOND REFUND	3,000.00	3,000.00
EFT29542	08/05/2020	R MACKAY & S ANDERSON	BOND REFUND	2,000.00	2,000.00
EFT29543	12/05/2020	CIVCON CIVIL & PROJECT MANAGEMENT	TENDER RFT04-2019/20 RIVERSIDE RD RECONSTRUCTION & REHABILITATION - PROGRESS CLAIM 1 APRIL 20	272,558.75	272,558.75
EFT29544	13/05/2020	AUSTRALIAN TAXATION OFFICE	PAYG/GST PAYABLE APRIL 20	44,304.00	44,304.00
EFT29545	13/05/2020	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND COLLECTED APRIL 20	855.05	855.05
EFT29546	13/05/2020	BUNNINGS BLDG SUPPLIES LTD	VARIOUS HARDWARE	435.31	435.31
EFT29547	13/05/2020	CITY OF COCKBURN	TIP FEES APRIL 2020	2,145.00	2,145.00
EFT29548	13/05/2020	GLYDE IN COMMUNITY GROUP (INC)	4TH QUARTER OF 19/20 ANNUAL CONTRIBUTION	23,925.00	23,925.00
EFT29549	13/05/2020	LO-GO APPOINTMENTS	LABOUR HIRE FINANCE OFFICER (TEMP) W/E 25/04/20	874.72	
			LABOUR HIRE FINANCE OFFICER (TEMP) W/E 02/05/20	874.72	1,749.44
EFT29550	13/05/2020	SUEZ ENVIRONMENTAL RECYCLING & WASTE RECOVERY	FOGO, COMMERCIAL WASTE, PARKS & RESERVES & STREET BINS COLLECTION MARCH 20	19,598.20	
			DOMESTIC RECYCLING, DOMESTIC WASTE, COMMERCIAL RECYCLING, COMMERCIAL WASTE, PARKS & RESERVES & STREET BINS COLLECTION MARCH 20	15,016.55	34,614.75
EFT29551	13/05/2020	ST JOHN'S AMBULANCE ASSOCIATION	FESTIVAL 2019 - FIRST AID OFFICERS X 2 - 10.30AM TO 6.00PM, OWN MARQUEE - SHORT PAID BY 80c	0.80	0.80
EFT29552	13/05/2020	WORK CLOBBER	SAFETY BOOTS	289.80	289.80
EFT29553	13/05/2020	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	16,248.29	16,248.29
EFT29554	13/05/2020	SOUTHERN METROPOLITAN REGIONAL COUNCIL	GREEN WASTE - TRAILER PASSES	90.00	
			MRF GATE FEES FOR APRIL 2020 - FOGO RECYCLABLES, BALANCE OF CREDIT NOTE 14679	9,179.57	
			FOGO GATE FEES APRIL 20	23,295.17	32,564.74
EFT29555	13/05/2020	CARDNO (WA) PTY LTD	PLYMPTON SURVEYS, PRESTON POINT SURVEYS, RIVERSIDE ROAD AND SMART PARKING LEEUWIN - COMPLETION OF WORK UNDER VARIATION FOR ADDITIONAL PARKING SURVEYS IN PLYMPTON WARD	2,673.00	2,673.00
EFT29556	13/05/2020	DEPT OF MINES, INDUSTRY REGULATION & SAFETY (FORMERLY BUILDING COMMISSION)	BSL COLLECTED APRIL 20	1,000.93	1,000.93
EFT29557	13/05/2020	PETRA CLEAN	CLEANING SERVICES SUMPTON GREEN, DEPOT, TRICOLORE & TOWN HALL APRIL 20	2,144.42	2,144.42
EFT29558	13/05/2020	FRANK GILMOUR PEST CONTROL	ANNUAL PEST CONTROL TO TRICOLORE CENTRE	578.60	578.60
EFT29559	13/05/2020	DAVID GRAY & CO PTY LTD	WHEELIE BIN PINS	154.00	154.00
EFT29560	13/05/2020	HYDRO JET	GRAFFITI REMOVAL - CAMP WALLER SCOUTS BUILDING, CORNER CANNING/OAKOVER, FENCE BEHIND 109 PETRA STREET & LEE PARK	1,485.00	1,485.00
EFT29561	13/05/2020	SUNNY SIGN COMPANY PTY LTD	TOWN ENTRY STATEMENT SIGNAGE - X3 SMALLER SIGNS	9,405.00	
			TOWN ENTRY STATEMENT SIGNAGE - X3 SMALLER SIGNS - ARTWORK CHANGE	385.00	9,790.00
EFT29562	13/05/2020	FOCUS NETWORKS	ANNUAL SUPPORT COSTS AND PROJECT COSTS - MONTHLY SUPPORT HOURS PLUS ADDITIONAL TIME CHARGED OUT OF SCOPE OF AGREEMENT - APRIL 20	1,872.20	
			BUILD AND DEPLOY 2019 VIRTUAL SERVER FOR KYOCERA PRINTER PAPER/CUT/SCAN SHARE PACKAGE	1,870.00	
			MICROSOFT CSP OFFICE 365 E1 MTH SUB, LICENCE ACTIVATION FEE	218.01	
			DNS EXPIRATION - 2 YEARS & LICENCE ACTIVATION FEES	137.50	
			MANAGED PROACTIVE SERVICE - MONTHLY COMPUTER SERVICES - MAY 20	3,836.80	
			ANNUAL SUPPORT COSTS AND PROJECT COSTS - EMAIL PROTECTION, HOSTED ANTI VIRUS, HOSTED WIFI ETC - MAY 20	3,464.67	11,399.18
EFT29563	13/05/2020	TRENCHBUSTERS	BULK BINS - WAUHOP ROAD - APRIL 2020	1,260.00	1,260.00
EFT29564	13/05/2020	ENVIRO SWEEP	STREET SWEEPING APRIL 2020	4,158.00	4,158.00
EFT29565	13/05/2020	TALIS CONSULTANTS PTY LTD	PIPE REPAIRS - DALGETY AND CANNING INTERSECTION - CONSULTANCY SERVICES PERIOD ENDING 31/03/20	3,415.50	
			DRAINAGE AUDIT AND PROJECT MANAGEMENT OF MAINTENANCE WORKS - CONSULTANCY FEES FOR PERIOD ENDING 31/03/20	5,500.00	8,915.50
EFT29566	13/05/2020	VOCUS COMMUNICATIONS	INTERNET UNLIMITED - ENHANCED - 20 MBPS - 135 CANNING HIGHWAY, EF - 01/06/20 - 30/06/20	1,171.50	
			SESSION INITIATION PROTOCOL (SIP) LINES/SERVICES CHARGES FOR VOICE OVER INTERNET PROTOCOL (VOIP) - MAY 20	494.00	1,665.50
EFT29567	13/05/2020	REPCO	VARIOUS VEHICLE PARTS AND 2 WAY RADIOS	302.16	302.16
EFT29568	13/05/2020	MARKET CREATIONS	SOCIAL MEDIA MANAGEMENT APRIL 20	1,200.00	1,200.00
EFT29569	13/05/2020	SNAP PRINTING	LOOKLOCAL 2020 - PRINT 2,500 x DL FLYER, FULL COLOUR DOUBLE SIDED	395.98	395.98
EFT29570	13/05/2020	LISA FERRIS	REIMBURSEMENT OF HOME OFFICE COSTS - PRINTER INK	105.00	105.00
EFT29571	13/05/2020	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS - MARCH 20,	266.20	
			MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE AND COMMUNICATION COSTS APRIL 20	165.00	431.20

EFT29572	13/05/2020	KEYS THE MOVING SOLUTION	STORAGE CHARGES - HISTORIC AND EXCESS FURNITURE FROM TOWN HALL 2019/20 - 01/03/20 - 28/03/20	260.00	
			STORAGE CHARGES - HISTORIC AND EXCESS FURNITURE FROM TOWN HALL 2019/20 - 26/04/20 - 30/05/20	325.00	585.00
EFT29573	13/05/2020	AUSTRALIAN TAXATION OFFICE	FRINGE BENEFITS TAX RETURN 2019/2020 FINAL PAYMENT	3,018.75	3,018.75
EFT29574	13/05/2020	COASTLINE MOWERS	6 X ROLLS OF BRUSHCUTTER CORD AND 4 X 20-2 AUTO FEED HEADS	478.40	
			INSPECT AND REPAIR CYLINDER MOWER	458.05	936.45
EFT29575	13/05/2020	SUEZ RECYCLING & RECOVERY PTY LTD	MONTHLY COLLECTION OF WASTE AT 46 EAST STREET - APRIL 2020	1,200.54	1,200.54
EFT29576	13/05/2020	R HARRIS	RATES REFUND	760.56	760.56
EFT29577	13/05/2020	MONUMENTAL SERVICES PTY LTD A BALANCED VIEW LEISURE CONSULTANCY SERVICES	PREPARATION OF THE PRESTON POINT ROAD NORTH RECREATION FACILITIES MASTER PLAN	9,199.30	9,199.30
EFT29578	13/05/2020	GRACE RECORDS MANAGEMENT (AUSTRALIA)	TRANSPORT AND STORAGE OF RECORDS 2019/2020 - MAY 20, SCAN ON DEMAND FOR PLANNING/BUILDING RECORDS 2019/2020 - APRIL 20	257.10	257.10
EFT29579	13/05/2020	WA FENCEWORKS PTY LTD	INSTALL GATE ON FENCE AT SILAS STREET	1,100.00	1,100.00
EFT29580	13/05/2020	RAW CREATIVE	EAST FREMANTLE'S GEORGE STREET FESTIVAL 2020 - UPDATE TO ARTWORK, STAGE 1 (URGENT)	585.00	585.00
EFT29581	13/05/2020	GFG CONSULTING	RFQ12-19/20 - IRRIGATION UPGRADES - CHAPMAN RESERVE -PROGRESS CLAIM 2 30/04/20	41,657.33	41,657.33
EFT29582	13/05/2020	E & MJ ROSHER PTY LTD	50 HOUR SERVICE ON 1 X MOWER	346.51	
			50 HOUR SERVICE ON 1 X MOWER	323.85	670.36
EFT29583	13/05/2020	SOUL GAZING PHOTOGRAPHY	EDITING FESTIVAL 2020 FOR PROMOTIONAL PURPOSES	500.00	500.00
EFT29584	13/05/2020	D VERSTEEG	RATES REFUND	672.38	672.38
EFT29585	13/05/2020	C CONTINIBALI	REFUND OF OVERPAYMENT OF PARKING TICKET LEEUWIN LAUNCHING RAMP CAR PARK	16.00	16.00
EFT29586	13/05/2020	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL USE APRIL 2020	1,751.67	1,751.67
EFT29587	25/05/2020	TOWN OF EAST FREMANTLE	P234/10 No.48 (Lot 300) GEORGE ST, DEVELOPMENT CONTRIBUTION TO GEORGE ST PRECINCT PARKING & ACCESS STUDY	20,095.00	20,095.00
EFT29588	26/05/2020	APACE AID (INC)	WEED CONTROL AND MONITORING ON FORESHORE	1,347.50	1,347.50
EFT29589	26/05/2020	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS MAY 20	421.56	421.56
EFT29590	26/05/2020	BUNNINGS BLDG SUPPLIES LTD	SILAS STREET DOG PARK - CONCRETE FOR PARK BENCH PADS AND VARIOUS SUNDRY ITEMS	500.05	
			TIMBER SLATS FOR PARK BENCHES	14.23	
			SITE SAFETY - MASONRY ANCHORS AND SAFETY CONSTRUCTION CAPS	80.81	595.09
EFT29591	26/05/2020	BOC LIMITED	CONTAINER SERVICE - MARCH 2020	47.03	47.03
EFT29592	26/05/2020	EAST FREMANTLE BOWLING CLUB	LEASE FEE MORATORIUM LEASE FEE REFUND 01/04/2020 - 30/06/2020	562.13	562.13
EFT29593	26/05/2020	GLYDE IN COMMUNITY GROUP (INC)	LEASE FEE MORATORIUM LEASE FEE REFUND 01/04/2020 - 30/06/2020	290.92	290.92
EFT29594	26/05/2020	IT VISION	SYNERGY SOFT UPGRADE FOR SINGLE TOUCH PAYROLL AND END OF FINANCIAL YEAR REQUIREMENTS	1,361.80	1,361.80
EFT29595	26/05/2020	LO-GO APPOINTMENTS	LABOUR HIRE FINANCE OFFICER (TEMP) W/E 09/05/20	1,052.40	
			LABOUR HIRE FINANCE OFFICER (TEMP) W/E 16/05/20	874.72	1,927.12
EFT29596	26/05/2020	MELVILLE TOYOTA	MECHANICAL SERVICE FOR HILUX UTE 42000KM	468.45	
			MECHANICAL SERVICE INCLUDING BRAKE PADS AND NEW BATTERY FOR TOYOTA CAMRY	988.82	1,457.27
EFT29597	26/05/2020	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE USE 22/02/20 - 21/03/20	674.52	
			MOBILE PHONE USE 22/03/20 - 21/04/20	699.93	1,374.45
EFT29598	26/05/2020	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	48-50 ALEXANDRA ROAD RECYCLING COLLECTION APRIL 2020	419.28	
			DOMESTIC WASTE, DOMESTIC RECYCLING, COMMERCIAL RECYCLING, COMMERCIAL WASTE, PARKS & RESERVES & STREET BINS COLLECTION APRIL 20	14,656.16	
			COMMERCIAL WASTE, RESIDENTIAL WASTE, PARKS & RESERVES, STREET BINS WASTE COLLECTION APRIL 20	19,801.49	34,876.93
EFT29599	26/05/2020	SWAN YACHT CLUB	LEASE FEE MORATORIUM LEASE FEE REFUND 01/04/2020 - 30/06/2020	12,258.10	12,258.10
EFT29600	26/05/2020	TELSTRA CORPORATION LIMITED	SUMPTON GREEN PHONE CHARGES TO 07/04/20, & TOEF DIRECTORY LISTINGS	561.11	
			SUMPTON GREEN PHONES TO 07/05/20, & TOEF DIRECTORY LISTING	598.80	
			MOBILE PHONE USE	171.00	1,330.91
EFT29601	26/05/2020	WORK CLOBBER	UNIFORM - DEPOT STAFF - VARIOUS	223.80	
			3 X PAIRS PANTS	185.40	
			SUPPLY OF PPE	40.50	449.70
EFT29602	26/05/2020	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	2,208.41	2,208.41
EFT29603	26/05/2020	YOUNGS PLUMBING SERVICE P/L	TRICOLORE - PLUMBING REPAIR - MEN'S TOILETS	155.10	155.10
EFT29604	26/05/2020	JONATHAN EPPS	TREE INSPECTION GLASSON PARK	580.00	580.00
EFT29605	26/05/2020	WA RANGERS ASSOCIATION	WARA MEMBERSHIP RENEWAL - RANGER	50.00	50.00
EFT29606	26/05/2020	SOUTHERN METROPOLITAN REGIONAL COUNCIL	FOGO GATE FEES FOR MARCH 20	20,304.22	
			ANNUAL CONTRIBUTION TOWARDS OPERATION EXPENDITURE FOR 2019/20 - QUARTER 4 (01/04/20 - 30/06/20)	7,077.95	27,382.17
EFT29607	26/05/2020	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BSL COLLECTED MARCH 2020	2,889.21	2,889.21
EFT29608	26/05/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF REGISTRATION - WEBINAR - LG PRO RESILIENCE SERIES X 5	250.00	
			STAFF REGISTRATION - WEBINAR - JUSTIN LANGER -- LEADERSHIP AND RECOVERY AFTER A CRISIS X 6	250.00	500.00
EFT29609	26/05/2020	HOST DIRECT	MOPS, BUCKETS AND CHOPPING BOARDS FOR CHSP RESPITE CENTRE	278.74	278.74
EFT29610	26/05/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2019/20 ESL QUARTER 4 CONTRIBUTION - OPTION B AGREEMENT	140,362.85	140,362.85
EFT29611	26/05/2020	SATELLITE SECURITY SERVICES	SECURITY UPGRADES TO TOWN HALL & MOVE DURESS & EMERGENCY BUTTONS	5,030.92	5,030.92
EFT29612	26/05/2020	WOOLWORTHS SUPERMARKETS	GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	47.15	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	141.30	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	28.15	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	29.81	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	104.82	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	103.00	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	102.16	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	53.15	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	42.93	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	133.26	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	75.71	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	72.00	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	42.56	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	80.43	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	57.45	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	59.35	

			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	150.49	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	81.77	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	121.39	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	92.52	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	138.13	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	65.55	
			GROCERIES FOR CHSP CLIENT- CLIENT TO REIMBURSE BY DIRECT DEBIT	76.69	1,899.77
EFT29613	26/05/2020	AUSTRALIAN INSTITUTE OF MANAGEMENT	PROFESSIONAL MEMBERSHIP - CEO (01/04/20 - 31/03/21)	399.00	399.00
EFT29614	26/05/2020	EAST FREMANTLE CROQUET CLUB	LEASE FEE MORATORIUM - GROUND FEE REFUND 01/04/2020 - 30/05/2020	569.86	569.86
EFT29615	26/05/2020	INDIANIC GROUP PTY LTD	INSTALLATION OF 3 PEN SATELLITE PILES WITH ANODES MOUNTED ON WELDED STUDS AS IDENTIFIED IN 2019 REPORT. FULL SEABED CLEARANCE AND REPLACE 3 PEN EYE BOLTS.	20,961.16	20,961.16
EFT29616	26/05/2020	FOODWORKS EAST FREMANTLE	WORKS CONSUMABLES APRIL 20	183.61	183.61
EFT29617	26/05/2020	CATALYSE PTY LTD	FINAL 50% OF FEES - DEVELOPMENT OF COMMUNICATION PLAN 2020-2024	8,250.00	8,250.00
EFT29618	26/05/2020	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES - 19/20 - INVOICED MONTHLY - MARCH 20	360.40	360.40
EFT29619	26/05/2020	FOCUS NETWORKS	MS TEAMS DEPLOYMENT	1,683.00	
			OAG COMPLIANCE ITEMS QU-4782G - 50% DEPOSIT	9,220.51	10,903.51
EFT29620	26/05/2020	TRENCHBUSTERS	BULK BINS - WAUHOP ROAD - APRIL 2020	1,260.00	
			BULK BINS - WAUHOP ROAD - MAY 2020	1,260.00	
			TOWN ENTRY STATEMENT INSTALLATION - EXCAVATOR HIRE	343.20	
			BULK BINS - WAUHOP ROAD - MAY 2020	1,260.00	4,123.20
EFT29621	26/05/2020	LANDGATE	SCHEDULES OF GROSS RENTAL VALUATIONS - MONTHLY INTERIM VALUES 2019/20 - DATED 22/02/20 - 06/03/20	132.84	132.84
EFT29622	26/05/2020	TALIS CONSULTANTS PTY LTD	DRAINAGE AUDIT AND PROJECT MANAGEMENT OF MAINTENANCE WORKS FOR PERIOD ENDING 30/04/20	6,446.00	
			VARIATION - RIVERSIDE ROAD RECONSTRUCTION PROJECT FOR PERIOD ENDING 31/03/20	13,843.50	
			VARIATION - RIVERSIDE ROAD RECONSTRUCTION PROJECT FOR PERIOD ENDING 31/03/20	21,989.00	42,278.50
EFT29623	26/05/2020	VOCUS COMMUNICATIONS	ADSL INTERNET TRICOLORE CENTRE - 01/04/20 - 01/05/20, 01/05/20 - 01/06/20, 01/06/20 - 01/07/20	150.00	150.00
EFT29624	26/05/2020	MARKETFORCE	ADVERTISING FREMANTLE HERALD 11/04/20,	1,695.32	
			ADVERTISING FREMANTLE HERALD 25/04/20	1,695.32	3,390.64
EFT29625	26/05/2020	CORPORATE LIVING	2 x L46 GAS LIFT RECEPTION CHAIRS	935.00	935.00
EFT29626	26/05/2020	STATE WIDE TURF SERVICES	SUPPLY AND LAY JUMBO ROLLS OF KIKUYU TURF OVER WICKET AT HENRY JEFFERY OVAL	3,943.50	3,943.50
EFT29627	26/05/2020	AXIIS CONTRACTING PTY LTD	FOOTPATH REPAIRS ULRICH PARK	3,088.80	3,088.80
EFT29628	26/05/2020	REPEAT PLASTICS (WA)	2X PARK BENCHES	1,414.60	1,414.60
EFT29629	26/05/2020	ISUJU AUSTRALIA	SERVICE ON NPR TIPPER TRUCK	2,145.00	2,145.00
EFT29630	26/05/2020	WINC	OFFICE STATIONERY ORDERED ON 20.05.2020	1,474.94	
			OFFICE STATIONERY ORDERED ON 20.05.2020 - BACKORDER	17.56	1,492.50
EFT29631	26/05/2020	AFGRI EQUIPMENT	KOBELCO EXCAVATOR SK175SR-5 - 400 HR SERVICE	3,821.90	3,821.90
EFT29632	26/05/2020	JAYBRO GROUP PTY LTD	BIN WHEEL STOPS & FIXINGS X12	947.10	947.10
EFT29633	26/05/2020	PTC IRRIGATION	BATTERY RETIC CONTROLLERS FOR ROSE GARDENS AND IRRIGATION SYSTEM REPAIR	720.50	
			IRRIGATION REPAIR WAUHOP PARK	726.00	1,446.50
EFT29634	26/05/2020	THE TRUSTEE FOR THE FOREVER PROJECT TRUST	GARDEN FOR THE COMMUNITY, DESIGN PROCESS, INCL. COST ESTIMATES, TIMELINE & EDUCATION / ACTIVATION ITINERARY - REMAINING 50% DUE ON COMPLETION OF PROJECT	1,925.00	1,925.00
EFT29635	26/05/2020	FRESH PROVISIONS BICTON	CATERING PUBLIC ART PANEL MEETING FEB 20	102.99	102.99
EFT29636	26/05/2020	E & MJ ROSHER PTY LTD	2 X SETS OF BLADES FOR KUBOTA 3690 OUT FRONT MOWER	216.00	216.00
EFT29637	26/05/2020	HP PPS AUSTRALIA PTY LTD	REPLACEMENT DISPLAY PANEL FOR WORK TABLET - OPERATIONS MANAGER	1,047.39	1,047.39
EFT29638	26/05/2020	PAATSCH GROUP	RFT03-2019/20 EAST FTLE OVAL PRECINCT REVITALISATION VISION (BUSINESS PLAN) - INVOICE 5 COMPLETION OF STAGE 8 - 25%	24,456.00	24,456.00
EFT29639	26/05/2020	EAST FREMANTLE LACROSSE CLUB	LEASE FEE MORATORIUM LEASE FEE REFUND 01/04/2020 - 30/06/2020	284.64	284.64
EFT29640	26/05/2020	FREMANTLE MIDWIVES	LEASE FEE MORATORIUM - LEASE FEE REFUND 01/04/2020 - 15/04/2020	112.91	112.91
EFT29641	26/05/2020	L WHITFIELD	REIMBURSEMENT OF ANIMAL WELFARE COSTS	548.10	548.10
EFT29642	26/05/2020	A POCOCK	PARTIAL REFUND OF MOORING PEN FEES - LEASE CANCELLED 15/04/20 - 30/06/20	757.37	757.37
EFT29643	26/05/2020	K NEVILLE	COMMUNITY LED INITIATIVE PROGRAM FUNDING - FAIRY GARDEN KITS	375.00	375.00
			EFT TOTAL	\$ 991,127.56	\$ 991,127.56
	Direct Debit	Supplier	Description	Inv Amount	EFT
		EXETEL	NBN ACCESS - MAY 20	\$ 297.00	\$ 297.00
		SUPERCHOICE PTY LTD	EMPLOYEES SUPERANNUATION - MAY 20	\$ 45,735.33	\$ 45,735.33
		CBA	MERCHANT FEES - 5353 1096 9354 2099	\$ 117.47	\$ 117.47
		CBA	MERCHANT FEES - 5353 1096 9215 5448	\$ 240.17	\$ 240.17
		CBA	ACCOUNT SERVICE TRANSACTION FEES	\$ 21.06	\$ 21.06
		CBA	BPAY TRANSACTION FEES	\$ 145.53	\$ 145.53
		CBA	COMMBIZ TRANSACTION FEES	\$ 66.56	\$ 66.56
		CBA	BPOINT TRANSACTION FEES	\$ 29.01	\$ 29.01
		CREDIT CARD - PETER KOCIAN	ADOBE ACRPRO	\$ 49.98	\$ 49.98
			SOUTH FREMANTLE POST OFFICE	\$ 99.00	\$ 99.00
			SOUTH FREMANTLE POST OFFICE	\$ 99.00	\$ 99.00
			SOUTH FREMANTLE POST OFFICE	\$ 7.95	\$ 7.95
			ADOBE SEND FOR SIGN	\$ 426.72	\$ 426.72
			ADOBE SEND FOR SIGN - REFUND	-\$ 426.72	-\$ 426.72
			ADOBE ACROPRO	\$ 206.53	\$ 206.53
			OFFICEWORKS	\$ 135.52	\$ 135.52
			OFFICEWORKS	\$ 108.00	\$ 108.00
			OFFICEWORKS	\$ 108.00	\$ 108.00
			EAST FREMANTLE PHARMACY	\$ 168.00	\$ 168.00
			OFFICEWORKS	\$ 53.94	\$ 53.94
			FOODWORKS	\$ 11.55	\$ 11.55
			OFFICEWORKS	\$ 8.55	\$ 8.55
			DRI AUTODESK - REFUND	-\$ 590.00	-\$ 590.00
			ZOOM	\$ 138.53	\$ 138.53
			DIRECT DEBIT TOTAL	\$47,256.68	\$47,256.68
			Description	Inv Amount	EFT
			PAYROLL P/E 05/05/20	\$ 132,676.84	\$ 132,676.84
			PAYROLL P/E 19/05/20	\$ 130,095.12	\$ 130,095.12
			PAYROLL TOTALS	\$ 262,771.96	\$ 262,771.96
			GRAND TOTAL	\$ 1,308,591.96	\$ 1,308,591.96

12.2.3 2020/21 Differential General Rates and Minimum Payments – Public Submissions

File ref	F/ABT1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, CEO
Meeting Date	16 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Copy of Advertisement 2. Schedule of Submissions 3. Final Rates Model 4. Draft Rates Concession Policy 5. Draft Pensioner and Seniors Rebates Eligibility Policy

Purpose

This report recommends that Council endorse the 2020/21 Differential General Rates and Minimum Payments for the Town of East Fremantle, with a view of striking the rates in the dollar and minimum payments as part of the 2020/21 Budget adoption.

Executive Summary

At its April 2020 Ordinary Meeting, Council resolved to endorse the proposed 2020/21 rates in the dollar and minimum payments for advertising, calling for public submissions pursuant to section 6.36 of the *Local Government Act 1995*.

Rate Category	Advertised Rate in \$	Advertised Minimum Payment
Residential	7.4225 cents	\$1,106
Commercial	11.403 cents	\$1,654

The effective date for commencement of local public notice was Friday 15 May 2020, with the notice of intention published in the Fremantle Gazette on Thursday 14 May 2020 (and placed on the Towns website along with the Statement of Rating Objects and Reasons). Submissions closed on Friday 5 June 2020 (22 clear days after the date of notice).

Four public submissions were received during this period. A schedule of submissions is presented as attachment 2 to this report.

Background

Rates are levied on all rateable properties within the boundary of the Town of East Fremantle in accordance with the *Local Government Act 1995*. The overall objective of a rating model is to provide for the net funding requirement of the Town's services, activities, financing costs and the current and future capital requirements of the Town, after taking into account all other forms of revenue.

The formulation of a rating system is about achieving a means by which Council can raise sufficient revenue to pay for the services it provides. Throughout Australia, the basis of using property valuations has been found to be the most appropriate means of achieving rating equity; however, the achievement of a wholly equitable rating system for all properties, in all areas, is a difficult task if it is based on the property valuations alone. For this reason, local governments often use differential rating.

In Western Australia, land is valued by Landgate Valuation Services and those values are forwarded to each local government for rating purposes. Two types of values are calculated – Gross Rental Value (GRV) which generally applies for urban areas; and Unimproved Value (UV) which generally applies for rural land. GRV means the gross annual rental that the land might reasonably be expected to realise if let on a tenancy from year to year upon condition that the landlord was liable for all rates, taxes and other charges thereon and the insurance and outgoings necessary to maintain the value of the land.

GRV general valuations are currently carried out on a triennial basis in the Perth metropolitan area. The date of valuation in relation to a general valuation is fixed by the Valuer General. Values are then determined relative to sales and rentals that are negotiated in the marketplace at or close to the date of valuation, which is set at 1 August two years prior to the effective date. The date of valuation is not the same as the date that the GRV comes into force. The date in force is the date from which the values must be used by the rating and taxing authority, which is 1 July for GRVs.

The Town of East Fremantle is included in Landgate’s General Valuation program for 2019/20 with the new valuations coming into effect on 1 July 2020. Given the strong nexus between GRV and rental, property owners can be exposed to the potential for large variations in land values from one valuation cycle to the next. It is very important for both ratepayers and Council to recognise that changes in land values do not automatically drive changes to rates englobo. Councils therefore amend the rate in the dollar to offset any significant movement in valuations to maintain the rate yield, and the relative rates burden placed on each category.

In a letter to the CEO dated 7 February 2020, Landgate advised that for the first time since the Valuer General commenced revaluations in 1980, there has been a sustained downturn in the property market. Landgate indicated the following percentage change in property valuations for rate modelling purposes; Residential GRVs (decrease of 10%) and Commercial GRVs (decrease of 15%).

At the April 2020 meeting, Council endorsed the freeze of total rate revenue yield and the following model for advertising:

	Total Props	GRV Value Non Minimum	GRF Value Minimum		Min Amts	GRV %	Non Minimum Rates	Props on Min	Min Rates	Total Rates	19/20 Budget Rates
Res	3278	85,511,390	4,190,474	89,701,864	1,106	0.074225	6,347,083	325	359,450	6,706,533	6,678,968
Comm	133	11,305,779	125,161	11,430,940	1,654	0.114030	1,289,198	10	16,540	1,305,738	1,336,512
		96,817,169	4,315,635	101,132,804			7,636,281	335	375,990	8,012,271	8,015,480

It is important to note, that whilst Council endorsed a 0% change in total rate yield, ratepayers may either be subject to a small increase or decrease in rates depending on how their property value has changed relative to the average decrease. If the decrease in property values were uniform across all ratepayers, then it would be a static model and no increase in individual rates would result. Thus, it is the property value determined by Landgate, rather than the rate in the dollar struck by Council, that creates volatility within the rates model.

General rate yield increases in prior years were:

2016/17 – 4.15%
2017/18 – 2.0%
2018/19 – 2.5%
2019/20 – 2.4%

Consultation

April 2020 Ordinary Council Meeting
Budget Workshops 6 and 21 May 2020
Public submission period 15 May 2020 to 5 June 2020
Budget Workshop 10 June 2020

Statutory Environment

Section 6.33 and 6.36 of the *Local Government Act 1995* reads:

6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics –
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*;
 - (b) a purpose for which the land is held or used as determined by the local government;
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

6.36. Local government to give notice of certain rates

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) A notice referred to in subsection (1) –
 - (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;
 - (b) is to contain –
 - (i) details of each rate or minimum payment the local government intends to impose;
 - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and
 - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and

- (c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.
- (4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.
- (5) Where a local government —
- (a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or
- (b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),
- it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.

Policy Implications

A draft Rates Concession Policy and Pensioner and Seniors Rebate Eligibility Policy has been prepared and is attached for Council consideration.

Financial Implications

As outlined above, the proposed 0% change in the total rate yield will derive a gross amount of circa \$8.012m, which is estimated to meet the requirements of the current draft budget shortfall.

Strategic Implications

The 2020/21 draft Budget has been prepared based on the endorsed Town of East Fremantle Strategic Resource Plan (SRP) 2019 – 2034. It however has been rebalanced given Council direction on the following underlying assumptions:

- 0% change in total rate yield compared to a stable 3% pricing pathway in the SRP;
- 0% change in fees and charges compared to a stable 3% pricing pathway in the SRP;
- 0% change in gross salaries and wages compared to a 2% annual increase in the SRP.

The cumulative impact of the reduced or no increases in rate yield in the 2019/20 and 2020/21 financial years is extracted from the SRP as below, and results in total foregone revenue of circa \$10.6m over a 15 year period.

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2030/31	2031/32	2032/33	2033/34	Total
Adopted SRP 2019/20	8,054,394	8,296,026	8,544,907	8,801,254	9,065,292	9,337,251	9,617,369	9,905,890	10,203,067	10,509,159	10,824,434	11,149,167	11,483,642	11,828,151	137,620,003
Rebalanced SRP 2021/21	8,045,480	8,045,480	8,206,390	8,370,518	8,537,928	8,708,687	8,882,860	9,060,517	9,241,728	9,426,562	9,807,395	10,003,543	10,203,614	10,407,686	126,948,388
															10,671,615

Site Inspection

Not applicable

Comment

Section 6.32 (1) of the *Local Government Act 1995* states that when adopting the annual budget a Local Government, in order to make up the budget deficiency, is to impose a general rate and minimum payment on rateable land. In adopting its annual budget, the Council must also consider its Strategic Community Plan and Corporate Business Plan under section 5.56 of the Act. It is envisaged that the 2020/21 Statutory Budget will be presented to the Ordinary Council Meeting of 21 July 2020.

The following rating synopsis was published in the Statement of Rating Objects and Reasons to support the advertised general rates and minimum payments:

- Gross Rental Values apply to the following differential general rate categories; Residential and Commercial.
- Properties are rated according to Town Planning zonings and predominant land use with each having a separate calculated rate in the dollar to achieve greater equity across all sectors.
- The Town of East Fremantle currently charges rates to six sporting clubs that are categorized as 'Sporting Clubs – Commercial', and rated under the Commercial GRV category. They are the East Fremantle Lawn Tennis Club, East Fremantle Bowling Club, East Fremantle Football Club, East Fremantle Rowing Club, East Fremantle Yacht Club and Swan Yacht Club. These clubs generate income through food and beverage, as well as hire of facilities. Club activities will however be significantly impact by the COVID-19 Pandemic, and Council is proposing a 25% rates concession for the 2020/21 financial year.
- The current Gross Rental Values have a date of valuation of 1 August 2018 – that is, the Town has received a general valuation with valuations to come into force on 1 July 2020.
- Following the general valuation, Residential valuations have decreased by an average of 6%. Total residential Gross Rental Valuations have reduced from \$95,304,610 to \$89,721,114 as a result of the general valuation.
- The Town has yet to receive valuations for 55 Commercial properties. Landgate previously advised that valuations for commercial properties are likely to decrease by 15%. For modelling purposes, the Town has assumed a 10% decrease in valuations for the outstanding properties.
- It is very important for both ratepayers and Council to recognize that changes in land values do not automatically drive changes to rates englobo. Council amends the rate in the dollar to offset any significant movement in aggregate valuations to maintain the rate yield, and the relative rates burden placed on each category.
- There is significant volatility in residential valuation movements as a result of the general valuation – some valuations have decreased, some have remained steady, whilst others have increased. Whether individual property rates have increased will depend on the comparative value of each property, and how the value has changed relative to other properties.
- The rate in the dollar for Residential GRVs has been amended from 6.9949 cents to 7.4225 cents to maintain the total rate yield from this category at the same level as 2019/20.
- The rate in the dollar for Commercial GRVs has been amended from 10.6227 cents to 11.403 cents to maintain the total rate yield from this category at the same level as 2019/20.
- The proposed rates model will yield \$8,012,271 in gross rate revenue, which is a 0% increase in total rate yield on budgeted rate revenue (excluding interim rates) for the 2019/20 year.
- The proposed 25% rate concession for rateable sporting organisations will cost approximately \$40,000 and will reduce the gross rate yield.
- Given the comparative movements in individual residential property valuations, the following impacts will arise:
 - 1606 residential properties (49%) will receive either a decrease in rates or a nil change – these are all properties where the valuation has decreased by more than the average reduction of 6%.
 - 1673 residential properties (51%) will receive a rate increase – these are all

properties where there has either be an increase in valuation, no change in valuation, or a marginal decrease. This means, that whilst the property value may have decreased, if the decrease is comparatively less than other properties, then rates will have increased despite the 0% change in total rate yield overall.

- Of the 1673 properties to receive an increase, 816 properties will receive an increase of between \$1 and \$20 under the proposed model.
- The Town has considered the Department of Local Governments Rating Policy and the rating principles of objectivity, fairness and equity, consistency, transparency and administrative efficiency when setting the rate in the dollar. Unfortunately, the Town does not have a mechanism to smooth individual residential valuations, which are determined by Landgate, which is a State Government Statutory Authority.

The Town has now received and inputted the remaining commercial gross rental values. This has resulted in a change in the commercial rate in the dollar compared to the advertised rates, as aggregate commercial values decreased by 3.98% compared to 15% as originally advised by Landgate. The final model is presented below:

Final Rates Model - 0% increase in rate yield (Residential Vals decreased 5.88% / Commercial Vals decreased 3.98%)											
	Total Props	GRV Value - Non-Minimum	GRV Value - Minimum		Min Amts	GRV %	Non Minimum Rates	Props on Min	Min Rates	Total Rates	19/20 Budget Rates
Residential	3285	85,491,590	4,277,829	89,769,419	1,106	0.074225	6,345,613	333	368,298	6,713,911	6,678,968
Commercial	127	11,563,943	140,695	11,704,638	1,654	0.110543	1,278,313	12	19,848	1,298,161	1,336,512
		97,055,533	4,418,524	101,474,057			7,623,926	345	388,146	8,012,072	8,015,480

The final model will yield circa \$8.012m in gross rate revenue (not discounted for the 25% rates concession for rateable sporting organisations). The model is marginally different opposed to the advertised model due to 6 properties being reclassified from the commercial to residential general rate category.

Proposed Policies

Two Rating Policies has been drafted for Council consideration:

1. Rates Concession Policy – this Policy has been developed in response to the COVID-19 Health Pandemic, and it is envisaged that this may only be a short-term rates relief measure, which will cease at the end of the 2020/21 financial year.
2. Pensioner and Seniors Rebates Eligibility Policy – this Policy provides guidelines for the administration of the Pensioner and Senior Concessions Scheme under the *Rates and Charges (Rebates and Deferments) Act 1992*.

12.2.3 OFFICER RECOMMENDATION

That Council:

1. receives the Schedule of Rates Submissions regarding the advertised proposed differential general rates and minimum payments for the 2020/21 financial year, as presented as attachment 2;
2. endorses the 2020/21 differential general rates and minimum payments as below, with a view of striking the rate in the dollar and minimum payments as part of the 2020/21 Budget adoption.

Rate Category	Proposed Rate in \$	Proposed Minimum Payment
Residential	7.44225 cents	\$1,106
Commercial	11.0543 cents	\$1,654

3. adopt the Rates Concession Policy (No 2.1.16) as presented which:
 - provides a 25% concession to six rateable sporting organisations under the commercial differential general rate category
 - provides a deferral period of 6 months to pay rates where financial hardship is demonstrated, with all administrative charges and interest penalty to be waived.
4. adopt the Pensioner and Seniors Rebates Policy (No 2.1.17) as presented which provides guidelines for the administration of the Pensioner and Senior Concessions Scheme under the *Rates and Charges (Rebates and Deferments) Act 1992*.



NOTICE OF INTENTION TO IMPOSE DIFFERENTIAL RATES

The Town of East Fremantle is in the process of finalising the 2020/21 annual budget. In accordance with Section 6.36 of the *Local Government Act 1995*, the Town invites public submissions in respect of the intention to Levy Differential General Rates and Minimum Payments.

The overall objective of the proposed rates in the 2020/21 Budget is to provide for the net funding requirements of the Town's services, activities, financing costs, and the current and future capital requirements of the Town, after taking into account all other forms of revenue.

The following are the proposed Differential General Rates and Minimum Payments for the 2020/21 financial year.

Residential (GRV)	7.4225 cents in the dollar
Commercial (GRV)	11.403 cents in the dollar
Minimum (Residential)	\$1106
Minimum (Commercial)	\$1654

A statement of the Rating Objects and Reasons has been prepared and is available to view on the Town's website www.eastfremantle.wa.gov.au.

Submissions are invited from any elector or ratepayer with respect to the proposed rates, and any related matter, within 21 days of the date of this notice. They should be clearly marked 'Submission – 2020/21 Differential Rates' and emailed to admin@eastfremantle.wa.gov.au or received by the CEO, Town of East Fremantle, PO Box 1097, FREMANTLE WA 6959, by Friday, 5 June 2020.

Gary Tuffin
Chief Executive Officer

2020/21 Differential Rates and Minimum Payments**Public Submissions**

In accordance with *Section 6.36 of the Local Government Act 1995*, the Town invited public submissions in respect of the intention to Levy Differential General Rates and Minimum Payments. Following the adoption of differential rates, The Town adopts the budget strategy and endorses objects and reasons for each differential rating category and each minimum payment. Based on the proposed advertised differential rates placed in the Fremantle Gazette on Thursday 14 May 2020 Herald the Town received 4 submissions during the public advertising period.

Number	Assessment No:	Rating Category	Original Submission from Property Owner	Officer Recommended Response to Submission
1.	A43277	Residential	Have residential rates increased by 6% as the advertised rate in the dollar is 7.4425 compared to 6.9949?	No. Council has adjusted the rate in the dollar to offset the overall decrease in GRVs (approx. 6%) to achieve the same rate yield as the 19/20 year.
2.	A21990	Residential	Can you please confirm that there will not be a rise in rates for the next 12 months?	Rates, fees and charges will not increase above levels set last year (in 2019-20). For the Town to maintain a 0% rate yield, Council is proposing the rate in the dollar to be increased from 6.9949 to 7.4225. A percentage of our rate payers will receive a 0% rate increase or less, whilst others may receive a potential increase. The rate amount is affected by increases in property values that are externally set (not by the Town) and can be caused by rental, sales activity and market conditions.

2020/21 Differential General Rates and Minimum Payments – Public Submissions

Number	Assessment No: REPORT 12.2.3	Rating Category	Original Submission from Property Owner	Officer Recommended Response to Submission ATTACHMENT 2
3.	A51954	Commercial	<p>I am the owner of the premises of the Sweetwater Rooftop Bar at Richmond Quarter, which is leased to Australian Venue Company (AVC). Under our lease agreement, the cost of Council rates is passed onto AVC as part of the premises' outgoings. Covid-19 pandemic has significantly impacted this business, closing its doors late March, they remain closed until restrictions relaxed. I note and appreciate that Council have recognised this situation by holding the overall rates revenue at the FY20 level, and by planning to provide a 25% rates concession for FY21 to each of six local sporting clubs who generate income through food and beverage "due to the economic impact arising from social distancing and the cessation of club activities. I request Council give consideration to extending this same concession to Sweetwater and other impacted hospitality premises in the Town? Such a concession will assist in supporting these businesses through these difficult times, with the benefit to the community being that, if they are able to survive this crisis with your support, they will continue to be able to provide employment to many local people as well as providing their services to the people of East Fremantle and beyond. You will have more accurate figures, but by my estimate an overall concession of (say) \$100,000 to affected businesses would, if recovered from residential property owners, equate to approximately \$30 per property, which would not in my opinion be a significant burden on them. Commercial properties are already subsidising residential rates via a higher rate in the dollar, so a temporary reduction in that subsidy should not necessarily be seen as unfair.</p>	<p>East Fremantle currently charges rates to six sporting clubs categorized as 'Sporting Clubs – Commercial', and rated under the Commercial GRV category.</p> <p>Club activities have been significantly impacted by the COVID-19 Pandemic. Council is proposing a 25% rates concession for the 2020/21 financial year. A rates concession will be applied to eligible clubs in accordance with the proposed Rates Concession Policy and Council's Budget and Rating Resolutions.</p> <p>Where a property owner is assessed to be under financial hardship evidence of hardship will be required, including information about their individual circumstances, this includes demonstrating a capacity to make payment where possible and entering into a formal payment arrangement. The Town will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with all statutory responsibilities. As a guide, the information is available in the Towns Policy Register, 2.1.7 Debt Recovery.</p>

Number	Assessment No: REPORT 12.2.3	Rating Category	Original Submission from Property Owner	Officer Recommended Response to Submission ATTACHMENT 2
4.	A41130	Residential	<p>I wish to make my objections to the increase of 6.11% to the differential rate. The councils intention to increase the rate in the dollar to an amount that would supposedly, not increase the amount of rates paid (residential) is still an increase. The fact that the GRV is supplied to the council before residents is evidence that the two are interdependent and somewhat a conspiracy. Landgate says they don't set rates and council says we don't set the GRV or the state regulations around concessions, (which have been eroded by this state government) For some years since 2001 residents have been overpaying in rates relative to the real rental values that were achievable in the real estate market. This is a time that rates should be going down especially in the middle of the covid 19 crisis. Council has been spending on some big projects in recent years when some were not really essential. These are examples of areas where rate payer dollars could be saved:</p> <ul style="list-style-type: none"> - The carpark in recent months in Wauhop is an example of unnecessary spending. People were parking there on the grounds adjacent to the ovals for years. Most people using it are not residents. Our rates support many sporting venue and facilities in this town and whilst I support the community aspect of that, there are many users who are not residents of the town and therefore rate payers. I think we need a bit more 'user pay' happening in the town. - Street sweeping around Preston point area (my nearby streets) get regularly sweep when there is nothing to sweep. I know it is probably necessary in some streets but not around here. 	<p>Council has adjusted the rate in the dollar to offset the overall decrease in GRVs (approx. 6%) to achieve the same rate yield as the 19/20 year.</p> <p>Rates make it possible for the Town to provide all of the essential services that our community enjoy, including waste and recycling; roads, footpaths, cycle ways and streetscapes; parks, reserves and river foreshore management; planning and building services; health and community support; festivals and events; services for youth, seniors and families, as well as the delivery of key strategic projects and business development.</p> <p>To provide these services, Councils collect rates, and these account for 80% of the Town's total revenue, meaning that for every dollar of expenditure, 80 cents is funded from rates.</p> <p>Council has adopted a 15 year Strategic Resource Plan which provides the planning framework for a sustainable and stable future.</p> <p>Long-term maintenance and renewal of the Town's community infrastructure remains a significant financial challenge. The maintenance of these assets is required by law and these assets, most of which are used by community and sporting groups, provide economic, social and environmental benefit to the Town.</p>

Final Rates Model - 0% increase in rate yield (Residential Vals decreased 5.88% / Commercial Vals decreased 3.98%)

	Total Props	GRV Value - Non-Minimum	GRV Value - Minimum		Min Amts	GRV %	Non Minimum Rates	Props on Min	Min Rates	Total Rates	19/20 Budget Rates
Residential	3285	85,491,590	4,277,829	89,769,419	1,106	0.074225	6,345,613	333	368,298	6,713,911	6,678,968
Commercial	127	11,563,943	140,695	11,704,638	1,654	0.110543	1,278,313	12	19,848	1,298,161	1,336,512
		97,055,533	4,418,524	101,474,057			7,623,926	345	388,146	8,012,072	8,015,480

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Town of East Fremantle
(BF280A)

Differential Rates For Model 2021FINAL - POSTADVERTISING Total Codes 8 Status [CALCULATED]

Code/Description	No. Of Props	Valuation (UV/GRV)	Levied Amount	Min. Adj.	No. Of Props	Non-Minimum Valuation (UV/GRV)	Levied Amount	Total Levied Amount
00 NON-RATEABLE Fixed Amt=0.00 % Uv=0.0000 % Grv=0.0000 Minimum Value=0.00 Last year R.Code=00					5			
01 GRV Fixed Amt=0.00 % Uv=0.0000 % Grv=7.4225 Minimum Value=1106.00 Last year R.Code=01	333	4277829	368298.00	50776.05	2952	85471965	6344157.68	6712455.68
02 EXEMPT Fixed Amt=0.00 % Uv=0.0000 % Grv=0.0000 Minimum Value=0.00 Last year R.Code=02					13	1402746		
03 NON RATEABLE Fixed Amt=0.00 % Uv=0.0000 % Grv=0.0000 Minimum Value=0.00 Last year R.Code=03					63	51500		
05 COMMERCIAL Fixed Amt=0.00 % Uv=0.0000 % Grv=11.0543 Minimum Value=1654.00 Last year R.Code=05	12	140695	19848.00	4295.18	109	10005943	1106086.98	1125934.98
06 RATEABLE ORGANISAT Fixed Amt=0.00 % Uv=0.0000 % Grv=11.0543 Minimum Value=1654.00 Last year R.Code=06					6	1558000	172226.00	172226.00
07 NOT RATED Fixed Amt=0.00 % Uv=0.0000 % Grv=0.0000 Minimum Value=0.00 Last year R.Code=07					12			
99 CATCH CODE Fixed Amt=0.00 % Uv=0.0000 % Grv=0.0000 Minimum Value=0.00 Last year R.Code=99								
Grand Totals	345	4418524	388146.00	55071.23	3160	98490154	7622470.66	8010616.66



2.1.16 Rates Concession Policy

Type:	Corporate Services
Legislation:	Local Government Act 1995 Local Government Financial Management Regulations 1996
Delegation:	DA14 Rates and Service Charges Agreements
Other Related Document:	Strategic Community Plan 2017-2027

Objective

The objective of this policy is to describe the criteria that determine which properties council may consider eligible for a rates concession and how an application of concession is processed and administered over time.

Policy Scope

The core matters addressed by the policy include which type of entities or landowners are eligible to be considered for a concession and the types of activities being conducted at the property that could be determined as qualifying of a concession.

Policy

The Rates Concession Policy shall be applied in accordance with the Council's Budget and Rating Resolutions with the result that eligible property owners undertaking specified activities at the property receive a concession on their rates.

This policy does not consider the concessions applicable for pensioners as the *Rates and Charges (Rebates and Deferments) Act 1992* deals with such matters.

This policy does not consider whether land is eligible to be exempt from rating; such determinations are made by reference to the appropriate legislation.

Eligible Property Owners

Property owners that are eligible to be considered for a concession:

- Incorporated Associations and Not for Profit Organisations; or
- Property Owners that are natural persons suffering hardship.

For a property owner to be granted a concession by Council, they must not only be an eligible property owner but Council must be satisfied that activities being conducted on the property or services being delivered from the property are consistent with activities described as eligible for a concession.

Eligible Activities at the property

Eligible activities or services delivered at the property considered eligible to be considered for a concession.

Eligible Property Owner	Eligible Activities or Services Delivered at the property
Incorporated Associations and Not for Profit Organisations	<ul style="list-style-type: none"> • The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage; or • The preservation, restoration or maintenance of structures or places of cultural, environmental, historic, heritage or scientific significance to the Town of East Fremantle local government area; or • The assistance or encouragement for the arts or cultural development, or • The provision of early childhood care and are affiliated with the Crèches and Kindergarten Association or is a community based early childhood provider; or • The provision of facilities for the conduct of amateur sport or recreational activities subject to any revenue from licensed premises, entrance fees or membership fees being deemed incidental to the main activity of conducting the sporting or recreational activities.
Property owners suffering hardship	<ul style="list-style-type: none"> • Property is owner occupied: and • Hardship status is confirmed by a financial assessment of the property owner’s circumstances, consistent with the Town’s Debt Collection Policy.

Concession applicable if to allow concession

Eligible Property Owner	Eligible Activities or Services Delivered at the property
Incorporated Associations and Not for Profit Organisations	<ul style="list-style-type: none"> • General Rates Concession of 25%
Property Owners suffering hardship	<ul style="list-style-type: none"> • Deferral of liability to pay rates for 6 months. All administrative charges and interest penalty will be waived for the deferral period of 6 months.

Roles and Responsibilities

The Executive Manager Corporate Services has overall responsibility for the delivery of the objectives of this policy, including compliance with all relevant legislation.

Guidelines

Corporate and Community Services is responsible for the management of enquiries and the processing of new applications. Approval of financial hardship applications will be approved by the Chief Executive Officer, or delegate, under Delegation DA14 Rates and Service Charges Agreements.

This Policy has been developed in response to the COVID-19 Health Pandemic, and it is envisaged that this may only be a short-term rates relief measure, which will cease at the end of the 2020/21 financial year.

All adjustments to the rates levied will be managed by the team.

Key Stakeholders

N/A

Monitoring and Evaluation

Applications received for consideration of a rates concession will be assessed against this policy criteria to ensure consistency across all requests.

Definitions

A Not for Profit Organisation or Incorporated Association is an organisation that incorporates in its objectives and constitution that it does not make a profit which is distributed to the directors or principals but is only distributed for the purpose of the continued operation of the organisation. An Association is incorporated under the Association Incorporates Act WA.

Property owner suffering hardship is a person in a situation of vulnerability may have low income or, as a result of their circumstances, be experiencing a financial shock, leading to difficulties in paying rates by the due date. This can take the form of 'payment difficulties' or 'financial hardship'.

Responsible Directorate:	Executive Manager Corporate Services
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	16/06/20
Policy Amended/Reviewed:	

2.1.17 Pensioners and Seniors Rebates Eligibility

Type:	Corporate Services
Legislation:	Local Government Act 1995 Rates and Charges (Rebates and Deferments) Act 1992
Delegation:	
Other Related Document:	Strategic Community Plan 2017-2027

Objective

This Policy will assist Corporate Services in its administrative processes relative to the provisions of the Pensioner and Senior Concessions Scheme. This Scheme provides Pensioners and Seniors with a rebate or deferment of their Local Government Rates and Emergency Service Levy charges.

Policy Scope

Rebates granted to Pensioners and Seniors under the *Rates and Charges (Rebates and Deferments) Act 1992* are funded by the Government of Western Australia. Eligible Pensioners and Seniors can either obtain a rebate on, or defer, their Local Government Rates and their Emergency Service Levy charge.

Rebates only apply to Local Government Rates and the Emergency Service Levy charge. All other service charges must be paid in full by the due date. The amount of the rebate depends on the type of concession card an applicant holds.

Policy

The rebate of Local Government Rates and Emergency Service Levy charge shall be applied in accordance with the Pensioners and Seniors Concessions Scheme, with a result that if an applicant is a Pensioner or Senior, they can apply to receive a rebate or concession on charges for Local Government Rates and other service charges.

Eligible Property Owners

The Eligibility Criteria for rebates are as follows:

- a) The applicant must be the owner and reside in the property on 1 July of the rating year.
- b) There must be no rates in arrears from a previous financial year unless a payment arrangement has been entered into.
- c) If the applicant is a Pensioner, they must be in receipt of a current pension and hold a current Pensioner Concession card.
- d) An applicant in receipt of both a Seniors card issued by the Department Communities and a Commonwealth Seniors Health Card has the same entitlements as a Pensioner.
- e) A Senior, must hold a current Seniors card issued by the Department of Communities.

To own means an applicant must:

- be the registered owner or co-owner of the property on the Certificate of Title (where the property is co-owned a partial concession may apply), or

- have a right to reside or life tenancy at the property under the terms of a Will (probate) and be responsible for the payment of rates and charges raised against the property, or
- hold a long-term lease (greater than 5 years) in a retirement village, park home, lifestyle village or caravan park.

Entitlement to the Concession

Eligible Pensioners and Seniors can either obtain a rebate on, or defer, their Local Government Rates and Emergency Services Levy charge. The amount of the concession depends on the type of concession card an applicant holds:

Pensioner Concession Card or State Concession Card

- Receive up to 50% rebate limited to a maximum (capped) amount of \$750.
- The option to defer rates may be available if the required criteria is met.
- Receive a rebate on other service charges, limited to a maximum (capped) amount.

WA Seniors Card and Commonwealth Seniors Health Card

- Receive up to 50% rebate limited to a maximum (capped) amount of \$750.
- The option to defer rates may be available if the required criteria is met.

WA Seniors Card

- Receive up to 25% rebate limited to a maximum (capped) amount of \$100.
- There is no option to defer rates.

Rebate or Deferral Option

Pensioners who meet the eligibility criteria below are entitled to claim a rebate of up to 50% against the current year's rates. The rebate amount is limited by the maximum amount set by the State Government. A Pensioner may also choose to defer paying their rates but will forgo their rebate entitlement in doing so.

Rebate Option

To claim a rebate, eligible concession card holders will be required to pay the amount due on the rate notice by 30 June of the current financial year.

If payments are received after the due date, an applicant will lose the rebate for that financial year and must pay the full amount due. Local Government Rates charges will be automatically deferred if the amount required to be paid on the rates notice is not paid by 30 June of the current financial year.

Deferral Option

Local Government Rates charges will be automatically deferred if the amount required to be paid on the rates notice is not paid by 30 June of the current financial year. Charges will not be deferred if the property is:

- occupied under a right to reside or life tenancy under the terms of a Will of a deceased estate,
- subject to co-ownership, other than spouse/de facto, where not all owners are eligible Pensioners,
- subject to a long-term lease in a retirement village, or
- occupied by eligible applicants that hold a WA Seniors Card only.

Deferral charges will remain as a debt on the property rates account until the amount is paid in full. Deferred rates and service charges are not required to be paid until the entitlement to defer ceases (i.e. applicant moves out, sells the property, dies and leaves no surviving spouse/de facto). Deferred rates and service charges may be paid at any time, but a rebate cannot be claimed when they are paid. Penalty interest is not applicable on deferred rates accounts.

Pro-rata Provisions

When applicants become eligible Pensioners or Seniors during a financial year, it is important that they advise the Town as soon as possible. The pro-rata provisions allow for a rebate based on the date of registration during that financial year (i.e. calculated on how many days of that year an applicant was registered).

Change in Circumstances

Eligible Pensioners and Seniors Concession card holders will be responsible for informing the Town of East Fremantle of any change in circumstance that jeopardises their rebate entitlements. Concession card holders must immediately advise the Town if they:

- are issued with a new card or their card is cancelled/expired,
- have changed any of their details that were provided on the original registration,
- sell or transfer an interest in all, or part, of the property or move to another address,
- have a spouse who ceases occupation of the property, or
- as a WA Seniors Card holder, become an eligible Pensioner or the holder of a Commonwealth Seniors Health Card.

Multi-residential Properties not Strata Titled

If an applicant has land with multiple homes which have not been strata-titled (e.g. duplex properties, group housing complexes), rebates may be apportioned according to the ownership interests and the extent the owner uses the property for residential purposes (i.e. what part of the land is occupied by the Pensioner and/or Senior for their use).

Commercial Properties Occupied by Pensioners and Seniors

Concessional arrangements are targeted at residential property owned and occupied by Pensioners and Seniors. If the property is owner-occupied by the applicant and is also partly used for commercial purposes, the rebate may be apportioned according to the ownership interests and the extent that the property is used as a residence. In such cases, the Town will make a determination on the extent of the entitlement to a rebate.

Application Process

An applicant should register their entitlement as soon as they receive their concession card.

Applications are made via the Water Corporation. The Water Corporation will notify the Town once the application has been processed.

Registration of the concession card will take effect from the date that it is received by the Water Corporation.

An applicant can only claim a concession on Local Government Rates charges and Emergency Services Levy charge on one property in any one financial year.

If a concession card holder has Local Government Rates and service charges in arrears, a rebate or deferment may be obtained if a satisfactory arrangement to pay the rates arrears has been entered into and approved by the Executive Manager of Corporate Services.

Roles and Responsibilities

The Rates Officer has the overall responsibility for the management of all enquires and all administrative processes associated with this policy.

Review Process1. Deferred Rates

A schedule of Deferred Rates will be provided to the Office of the Auditor General at the end of each financial year.

2. Concession Card Eligibility

Pursuant to *Section 36* of the *Rates and Charges (Rebates and Deferments) Act 1992*, a review of all registered Concession Card holders will be undertaken no less than once every 3 consecutive years. An Authorised Officer will access the Australian Government Services, Centrelink eServices portal and will validate all current registrations on a periodic basis. Review dates are as follows:

2021

2024

2027

2030

Key Stakeholders

Office of State Revenue

Water Corporation

Office of the Auditor General

Monitoring and Evaluation

Applications received for a Pensioners and Seniors rebate be assessed against this policy criteria to ensure consistency across all requests.

Responsible Directorate:	Executive Manager Corporate Services
Reviewing Officer:	Manager Administration and Finance
Decision making Authority:	Council
Policy Adopted:	16/06/20
Policy Amended/Reviewed:	16/06/21

12.2.4 Schedule of Fees and Charges 2020/21

Applicant	Town of East Fremantle
File ref	F/ABT1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	16 June 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Schedule of Fees and Charges 2020/21

Purpose

Council is requested to consider and adopt the Schedule of Fees and Charges for the 2020/21 financial year.

Executive Summary

In order to comply with the provisions of the *Local Government Act 1995*, all fees and charges to be levied by Council for the financial year are to be submitted for adoption by Council.

Background

West Australian local governments have the right to impose different types of charges in relation to services beyond the raising of a general rate or specified area rate, namely;

- A fee or charge under the *Local Government Act 1995*;
- A waste collection rate under the *Waste Avoidance and Resource Recovery Act 2007*; or
- A receptacle charge under the *Waste Avoidance and Resource Recovery Act 2007*.

Legislation requires the setting of fees and charges to consider the cost of the service provided, which includes the value of the assets utilised or consumed in providing the service. The costs of providing a service should include:

- The direct operational costs of providing the services;
- An appropriate proportion of indirect costs associated with the service;
- The costs of the assets consumed in providing the service;
- A defined and appropriate rate of return or subsidy for the service; and
- Consideration of non-financial advantages and disadvantages to the community of providing the service.

Providing for the long term renewal of revenue generating assets should also be an essential element of setting fees and charges.

Consultation

Concept Forum 9 June 2020

Statutory Environment

Section 6.17 of the *Local Government Act 1995* refers to setting the level of Fees and Charges and states in part:

In determining the amount of a fee and charge for a service or for goods a local government is required to take into consideration the following factors-

- (a) the cost to the local government of providing the service or goods;*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider*

Section 6.16 – 6.19 of the *Local Government Act 1995* is also relevant to the setting of fees and charges.

6.16 Imposition of fees and charges

6.17 Setting level of fees and charges

6.18 Effect of other written laws

6.19 Local government to give notice of fees and charges

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

The Schedule of Fees and Charges will be incorporated into the 2020/21 Annual Budget, and the adopted fees will be used as a basis for income projections.

Council, at its Ordinary Meeting in April 2020, resolved the following financial parameters with respect to fees and charges:

- Freeze on fees and charges for 2020/21;
- 3-month moratorium on certain fees and charges to business and community groups/sporting organisations;
- 0% instalment interest on rates payments;
- Incorporating the cost of the 3-bin waste system into general rates for all residential properties;
- \$0 administration change and 0% penalty interest for those ratepayers who have entered into a special payment arrangement under financial hardship.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Fees and charges are not set at the appropriate level, requiring cross-subsidisation from rates revenue.	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation

Risk Matrix

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

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

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

Council is requested to adopt the 2020/21 Schedule of Fees and Charges, and advertise the Schedule prior to the implementation date of 1 July 2020.

In response to the COVID-19 health pandemic, Council has resolved to freeze fees and charges to 2019/20 pricing.

In general, the Town has considered the following guiding principles when setting the level of fees and charges:

- Private Benefit – the service benefits particular users without any broader benefits to the community. Full cost recovery is expected.
- Public Benefit – the service provides broad community benefit. Nil to partial cost recovery.

- Shared Benefit – the service provides both community benefits and a private benefit. Partial cost recovery is expected.
- Regulatory – fee or charge is fixed by legislation.

The application of these principles to specific service areas is summarised as follows:

Service	Principle	Cost Recovery
Administration	Private	100%
Ranger Services	Private/Regulatory	100%
Fire and Emergency Services	Private/Regulatory	100%
Health Services	Private/Regulatory	100%
Planning Services	Private/Regulatory	100%
Waste Services	Private	100%
Library Services	Private	100%
Sports Ovals and Facilities	Shared	Partial
Building Services	Private/Regulatory	100%
Engineering Services	Private	100%

All statutory fees have been reviewed in line with State Government legislation and as a result some fees have increased.

12.2.4 OFFICER RECOMMENDATION

That Council:

1. pursuant to section 6.16 of the *Local Government Act 1995*, adopt the 2020/21 Schedule of Fees and Charges as per Attachment 1.
2. pursuant to section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960* and regulation 53 of the *Building Regulations 2012*, impose a private swimming pool four yearly inspection fee of \$57.60 inclusive of GST for each property where a private swimming pool is located, charged at \$14.40 per annum.
3. pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, impose the following charges for the removal and deposit of commercial waste and additional receptacle services:

Description	Fee
3 Bin FOGO Service – Residential Properties	Incorporated into Residential General Rate
Refuse and Recycling Service – 2 MGBs – Commercial Properties	\$500.00 per annum
120L/240L General Waste Bin/FOGO Bin – Additional Service	\$250.00 per annum
240L/360L Recycling Bin (Yellow Lid) – Additional Service	\$250.00 per annum
Bulk Bin Services	Cost + 15%

4. pursuant to section 6.12 (1)(b) of the *Local Government Act 1995*, waive the following fees and charges for the period 1 July 2020 – 31 December 2020 in response to the COVID-19 Health Pandemic:
 - Outdoor Eating Permit Annual Fee
 - Food Business Annual Assessment Fee

- **Public Buildings Annual Assessment Fee**
- **Application Fee for Change of Use**
- **Home Occupation Annual Fee**

5. requests the Chief Executive Officer give local public notice of the Schedule of Fees and Charges, pursuant to section 6.19 of the *Local Government Act 1995*, with an implementation date of 1 July 2020.

2020/21 Schedule of Fees and Charges					
Schedule	Description of Fee or Charge	Details	GST (excl) \$	GST \$	GST (incl) \$
GENERAL PURPOSE FUNDING					
Rates					
	Instalment Fee - per instalment		16.50	Exempt	16.50
	Rate Enquiry Fee	Per Written Enquiry	55.00	Exempt	55.00
	Orders & Requisitions	Per Application	69.50	Exempt	69.50
	Combined Enquiry	Per Application	112.00	Exempt	112.00
	Ownership enquiry	Per property	14.09	1.41	15.50
	Rates Instalment Fees (not including the first instalment)	Per instalment	16.50	Exempt	16.50
	Instalment Interest				0.00%
	Penalty Interest				8.00%
	Rates - Special Arrangements to Pay	Per Application	49.00	Exempt	49.00
	Rates - Special Arrangements to Pay (Financial Hardship)				
	- Administration Fee		0.00	0.00	0.00
	- Penalty Interest				0.00%
GOVERNANCE					
General Administration					
	Sale of Electoral Rolls	Per Copy	69.50	Exempt	69.50
	Sale of Street listings	Per Copy	193.64	19.36	213.00
	Sale of History Books - Small but Strong	Each	26.82	2.68	29.50
	Photocopying				
	- General Public - A4 Sheets (Colour)	Per Copy	0.86	0.09	0.95
	- General Public - A4 Sheets (Black & White)	Per Copy	0.45	0.05	0.50
	- General Public - A3 Sheets (Colour)	Per Copy	1.73	0.17	1.90
	- General Public - A3 Sheets (Black & White)	Per Copy	0.86	0.09	0.95
	- Community & Organisations - A4 Sheets (Colour and B &W)	Per Copy	Per Above	Yes	50% discount
	- Community & Organisations - A3 Sheets (Colour and B &W)	Per Copy	Per Above	Yes	50% discount
	Eligible community groups receive \$200 of in-kind photocopying per annum, calculated on the above rates.				
	Freedom Of Information				
	- Application	Per Application	30.00	Exempt	30.00
	- FOI photocopying	Per Copy	0.20	Exempt	0.20
	- Staff Time (search & discovery of documents)	Per Hour	30.00	Exempt	30.00
	Trust Account Management Fee				
	Administration charge for holding funds in Trust	Deposit	6.09	0.61	6.70
	- Lessor of the monthly fee or the interest earned				
	Hire of Facilities				

	Hire of Meeting Rooms - Town Hall - Commercial	per hour	41.00	4.10	45.10
	Hire of Meeting Rooms - Town Hall - Not for Profit	per hour	20.50	2.05	22.55
LAW, ORDER & PUBLIC SAFETY					
	Dog Impounding fees - Poundage	Full recovery	Cost + 15%	Exempt	Cost + 15%
	Dog Impounding fees - Sustenance	Full recovery	At Cost	Exempt	At Cost
	Release of impounded dog		Cost + 15%		Cost + 15%
	Fire Break Clearing	Actual Cost + 25%	Cost + 25%		Cost + 25%
Dog Registration Fees					
	Unsterilised - 1 year		50.00	Exempt	50.00
	Unsterilised - 3 year		120.00	Exempt	120.00
	Unsterilised - Lifetime Registration		250.00	Exempt	250.00
	Sterilised - 1 year		20.00	Exempt	20.00
	Sterilised - 3 year		42.50	Exempt	42.50
	Sterilised - Lifetime Registration		100.00	Exempt	100.00
	* Dog owned by pensioner - 50% of fee otherwise payable				
	** Effective 31 May each year - 50% of normal fee on 1 year licence				
	Application to keep a third dog		136.36	13.64	150.00
	Dogs kept in an approved kennel establishment licensed under Sect 27, where not otherwise registered		200.00	Exempt	200.00
	Euthanasia for a dog	Full recovery +15%	Cost + 15%		Cost + 15%
Cat Registration Fees					
	Registration - 1 Year		20.00	Exempt	20.00
	Registration - 3 Years		42.50	Exempt	42.50
	Registration - Lifetime		100.00	Exempt	100.00
	* Cat owned by pensioner - 50% of fee otherwise payable				
	** Effective 31 May each year - 50% of normal fee on 1 year licence				
	Annual application for approval or renewal of approval to breed cats (per cat)		100.00	Exempt	100.00
	Release of impounded cat	Full recovery	Cost + 15%		Cost + 15%
	Cat - Sustenance and pound costs	Full recovery	Cost + 15%		Cost + 15%
	Cat Trap Hire (Bond \$300)	Nil Hire Fee, Bond o	0.00	0.00	0.00
Recovery of Impounded Vehicles/Goods					
	Vehicle Impounding Fee	Initial cost	248.95	24.90	273.85
	Vehicle Impounding Fee	Per day thereafter	39.82	3.98	43.80
	Towage Fees	Full recovery +15%	Cost + 15%		Cost + 15%
	Storage Fee - Motor Vehicle	per part or full day	20.00	Exempt	20.00
	Storage Fee - Other Goods	per part or full day	20.00	Exempt	20.00
HEALTH					
Health					
	EH Gray Centre Mid Wifery - Annual Building Hire		2,668.64	266.86	2,935.50
	EH Gray Centre - Casual Hire Fee	Per Hour	41.00	4.10	45.10
	Stall Holders permit application fee / renewal	Per Application	172.54	17.25	189.80
	Trading in Public Places - Application fee	Per Application	86.75	8.67	95.40
	Trading in Public Places - Per Day fee	Per day	52.45	5.25	57.70
	Outdoor Eating Area permit - Application fee	Per Application	290.73	29.07	319.80

Outdoor Eating Area permit - Annual fee	Per sq mtr	29.09	2.91	32.00
** A 6-month waiver will be provided on the Outdoor Eating Permit annual fee as a result of COVID-19 relief measures				
Food Hygiene & Safety Course	Per Applicant	41.91	4.19	46.10
Registration of new Lodging Houses	Per Application	280.26	28.03	308.30
Renewal of registration of existing Lodging Houses	Per Application	309.91	30.99	340.90
Skin Penetration Premises Application fee	Per Application	86.36	8.64	95.00
Skin Penetration Premises annual assessment fee		45.45	4.55	50.00
Noise Management Plan Lodgement fee	Per Application	86.36	8.64	95.00
Non-complying event application fee	Per Application	909.09	90.91	1,000.00
Section 39 Certificate/inspection for licenced premises		133.64	13.36	147.00
Septic Tank installation - Application	Per Application	121.00	Exempt	121.00
Permit to use apparatus		118.00	Exempt	118.00
Greywater system installation - Application	Per Application	Fee Waiver	Exempt	Fee Waiver
Permit to use apparatus - Greywater system		Fee Waiver	Exempt	Fee Waiver
Reissue of certificate, registration, licence or approval (not otherwise listed)		27.27	2.73	30.00
Food Business				
Notification Fee		45.45	4.55	50.00
Registration Fee		45.45	4.55	50.00
Annual Assessment:				
High		90.91	9.09	100.00
Medium		45.45	4.55	50.00
Low				Exempt
Inspection Fee e.g. settlement inspection		45.45	4.55	50.00
Reinspection fee for non-compliant premises		136.36	13.64	150.00
Food Vans - Event Based (eg festivals, miscellaneous)		45.45	4.55	50.00
** A 6-month waiver will be provided on Annual Assessment Fees as a result of COVID-19 relief measures				
Aquatic Facilities				
Annual Sampling Fee		272.73	27.27	300.00
Re-sampling for non-compliant results		45.45	4.55	50.00
Public Buildings				
Application to construct a new public building		791.82	79.18	871.00
Annual Assessment:				
High		54.55	5.45	60.00
Medium		27.27	2.73	30.00
Low				Exempt
** A 6-month waiver will be provided on Annual Assessment Fees as a result of COVID-19 relief (excluding new buildings)				
Requested food and water sampling				Cost +15% administration fee
Requested asbestos sampling				Cost +15% administration fee
EDUCATION & WELFARE				
Commonwealth Home Support Programme				
Community Bus Use				
Metro Area - Full Day - plus Fuel (12 hours)		100.00	10.00	110.00

	Metro Area - Half Day - plus Fuel (6 hours)		50.00	5.00	55.00
	All Other Use		\$1.64 per kilometre including fuel		
	CHSP Client Contributions				
	Social Support - Individual	Per Hour	7.27	0.73	8.00
	Social Support - Group	Per Occasion (small group)	7.27	0.73	8.00
	Centre Based Respite Aged Care	Per Occasion	7.27	0.73	8.00
	Home Help	Per Hour	7.27	0.73	8.00
	Gardening	Per Hour	7.27	0.73	8.00
	Respite	Per Hour	7.27	0.73	8.00
	Transport	Per one way trip	2.27	0.23	2.50
	Transport Fee - East Fremantle Residents (who are in receipt of a Home Care Package, and who utilise Centre Based Day Respite services at Tricolore)		0.00	0.00	0.00
	Home Care Package - Full Cost Recovery				
	Social Support group outings - Non East Fremantle Resident	per occasion	153.74	15.37	169.11
	Social Support group outings - East Fremantle Resident	per occasion	108.59	10.86	119.45
	Centre Based Respite (in centre only)	per occasion	108.59	10.86	119.45
	Centre Based transport (to and from Centre Based Respite) - Non East Fremantle Resident	per one way trip	22.57	2.26	24.83
	Centre Based transport (to and from Centre Based Respite) - East Fremantle Resident	per one way trip			FEE WAIVER
	Social Support Individual	per hour	30.48	3.05	33.53
	Flexible Respite	per hour	30.48	3.05	33.53
	COMMUNITY AMENITIES				
	Sanitation				
	Commercial Properties - Refuse & Recycling Service - 2 MGB's Weekly	Annum	500.00	Exempt	500.00
	Refuse/FOGO Service - Additional per MGB (120L/240L)	Annum	250.00	Exempt	250.00
	Recycling Service - Additional per MGB (240L/360L)	Annum	250.00	Exempt	250.00
	Bulk - per cubic metre	Actual Cost + 15%	Cost +15%		Cost +15%
	Sale / Replacement of 240 Litre MGB's	Actual Cost + 15%	Cost +15%		Cost +15%
	Council has resolved to incorporate charges associated with the FOGO waste collection and disposal system into the general rates for all residential properties. Where bulk bin services are provided to multi-unit dwellings, an assessment will be made of the cost of this service against the value of the FOGO service per standard residential property, and a charge may be levied if the cost of the bulk bin service exceeds the contribution amount included in the general rates.				
	Other Sanitation				
	Sale of 150 Litre Compost Bins	Actual Cost + 15%	Cost +15%		Cost +15%
	Sale of Worm Cafe	Actual Cost + 15%	Cost +15%		Cost +15%
	Community Amenities				
	Room Hire (Casual) - All Council Buildings (otherwise not listed)	Per Hour	41.00	4.10	45.10
	Room Hire (Sumpton Green) - Private eg Children's Parties	Per Hour	41.00	4.10	45.10
	Room Bond (Casual) - Private & Community Groups		300.00	Exempt	300.00
	Town Planning Administration fees				
	Application Fees - Dev. value between				

	(a) Less than \$50,000		147.00	Exempt	147.00
	(b) More than \$50,000 but not more than \$500,000	0.32% of estimated cost of	Variable	Exempt	Variable
	(c) More than \$500,000 but not more than \$2,500,000	0.257% for each \$1 in excess of \$500,000	Variable	Exempt	Variable
	(d) More than \$2,500,000 but not more than \$5,000,000	0.206% for each \$1 in excess of \$2,500,000	Variable	Exempt	Variable
	(e) More than \$5,000,000 but not more than \$21,500,000	0.123% for each \$1 in excess of \$5,000,000	Variable	Exempt	Variable
	(f) More than \$21,500,000		34,196.00	Exempt	34,196.00
	Penalty if development commenced or carried out prior to Approval	payable	Twice Fee	Exempt	Twice Fee
	Extension of Planning Approval prior to expiry	50% of Applicable Fee			Variable
	Minor modifications of approved applications	fee as determined by the Executive Manager of Regulatory Services			
	DAP Fees	The maximum fee in accordance with the Planning and Development (Development Assessment Panels) Regulations			
	Refund of Planning Application Fee				
	Prior to assessment	50% of fee			50% of fee
	Following assessment	Nil			Nil
	General Planning and Development Fees				
	Advertising/Public Comment:				
	Newspaper Notice	GST) + Administration	Cost +15%	Yes	Cost + 15%
	Sign & Notice to Neighbours	Minimum	125.83	12.58	138.40
	Notices to Neighbours only	Minimum	23.82	2.38	26.20
	Installation of Sign by Council		104.87	10.49	115.35
	Community Design Advisory Committee Referral fee		23.82	2.38	26.20
	Subdivision/ Amalgamation				
	Subdivision clearance (not more than 5 lots)			Exempt	73.00
	Subdivision clearance (5<195 lots) \$73.00 per lot for first 5 lots plus \$35.00 per lot thereafter		Variable	Exempt	Variable
	Subdivision clearance (>195 lots)			Exempt	7,393.00
	Bonds				
	Infrastructure Bond - Single Frontage	Refundable	1,500.00	Exempt	2,000.00
	Infrastructure Bond - Corner Lot	Refundable	2,500.00	Exempt	3,000.00
	Soil Stabilisation Bond	Refundable	1,000.00	Exempt	1,000.00
	Signage Application				
	Application for Planning Approval	Per application	147.00	Exempt	147.00
	Miscellaneous Planning Fees				

	Application for change of street number		109.64	10.96	120.61
	Heritage assessment		Actual cost (inc GST)		
	Property Settlement Questionnaire / Written Planning Advice/Zoning Certificate		66.36	6.64	73.00
	T P Scheme No. 3 Text and Map		66.36	6.64	73.00
	T P Scheme No. 3 Map Only		16.64	1.66	18.30
	Archival Search Fee - Plans- (Photocopying in excess of \$15 to be charged at cost)		95.32	9.53	104.85
	Crossover Variation Application fee		137.27	13.73	151.00
	Cash-in-lieu of Parking Space - Valuation		Actual cost (inc GST)		
	Scheme Amendments (Including advertising and gazettal) and Rezoning Applications	Price on Application			
	Application Fee - Basic/ Standard/ Complex				
	** The Town will provide a cost estimate for a Scheme Amendment on application as per PLanning and Development Regulations 2009. This amount will be based on the estimated number of staff hours charged at the rates below. This amount is required to be paid up-front. The actual cost will then be reconciled and the applicant either provided with an adjustment refund or invoice at the end of the project.				
	Executive Manager	Hourly rate	80.00	8.00	88.00
	Manager/ Senior Planner	Hourly rate	60.00	6.00	66.00
	Planning Officer	Hourly rate	33.51	3.35	36.86
	Other Staff eg EHO	Hourly rate	33.51	3.35	36.86
	Administration	Hourly rate	27.45	2.75	30.20
	*** Structure Plans will also be charged on a cost-recovery basis and be invoiced the same way as a Scheme Amendment.				
	Other Miscellaneous				
	Application for change of Use		295.00	Exempt	295.00
	** A 6-month waiver will be provided on Change of Use Fees as a result of COVID-19 relief				
	Penalty if commenced prior to Approval (in addition to the application fee)		590.00	Exempt	590.00
	Section 40 Certificate		147.00	Exempt	147.00
	Home Occupation				
	Application (includes Public Comment Fee)		222.00	Exempt	222.00
	Penalty if commenced prior to Approval (in addition to the application fee)		444.00	Exempt	444.00
	Application for Annual Renewal		73.00	Exempt	73.00
	Application Penalty for Annual Renewal if approval has expired		146.00	Exempt	146.00
	** A 6-month waiver will be provided on Home Occupation Fees as a result of COVID-19 relief				
	RECREATION & CULTURE				
	Swimming Areas/beaches				
	Mooring Pen Fees				
	- 8 Metre Pens (deposit of \$1,920)	Per annum	3,272.73	327.27	3,600.00
	- 10 Metre Pens (deposit of \$2,400)	Per annum	4,090.91	409.09	4,500.00
	- 12 Metre Pens (deposit of \$2,880)	Per annum	4,909.09	490.91	5,400.00
	- Casual Fees	Per week	136.36	13.64	150.00
	Replacement pens keys		69.09	6.91	76.00
	Other Recreation & Culture				
	General Reserve Hire Fees				

	- Full Day Fee (8.00am - 8.00pm)		451.81	45.18	497.00
	- Per Half Day Fee (AM or PM) (6 hours)		228.73	22.87	251.60
	- Per hour Fee		41.00	4.10	45.10
	- Changeroom Bond (refundable)		290.00	Exempt	290.00
	- Liquor Permit Fee		66.69	6.67	73.35
	- Key Deposit (refundable)	Per key	70.00	Exempt	70.00
	Personal Trainers				
	- Application fee		56.19	5.62	61.80
	- Annual licence fee (permits up to 10 hours maximum per week)		2,000.00	200.00	2,200.00
	- Weekly hire fee (maximum 10 hours per week; annual licence fee is not applicable)	per hour	30.00	3.00	33.00
	Henry Jeffrey Oval Junior Football Teams				
	- Per Player Fee - Juniors	Per player (for season)	16.00	1.60	17.60
	- Training two (2) nights/week	Per season	560.45	56.05	616.50
	East Fremantle Junior Cricket Teams				
	- Per Player Fee - Juniors	Per player (for season)	16.00	1.60	17.60
	- Training two (2) nights/week	Per season	560.45	56.05	616.50
	East Fremantle Seniors Cricket Teams				
	- Per Player Fee - Seniors	Per player (for season)	60.00	6.00	66.00
	East Fremantle Lacrosse				
	- Per Player Fee - Juniors	Per player (for season)	16.00	1.60	17.60
	- Per Player Fee - Seniors	Per player (for season)	60.00	6.00	66.00
	East Fremantle Soccer (to be replaced by Lease Fee from 20/21)				
	- Training Fees	Per season	699.65	69.96	769.60
	- Per Player Fee - Juniors	Per player (for season)	16.00	1.60	17.60
	- Per Player Fee - Seniors	Per player (for season)	60.00	6.00	66.00
	East Fremantle Croquet Club	Annual Ground Hire	2,072.23	207.22	2,279.45
Other Culture					
	East Fremantle George Street Festival				
	Site Only - stallholders (per 3x3 area)		120.00	12.00	132.00
	Site Only - food vendors (stall or van)		250.00	25.00	275.00
	Power (where available, additional cost)		50.00	5.00	55.00
	** Note: site fees can be waived for local community groups & not for profits upon written request				
	East Fremantle Art Award - per entry		27.64	2.76	30.40
	Special Events Fees				
	Use of Car Parking areas- Unlicenced- per m2		24.27	2.43	26.70
	Use of Car Parking areas- Licenced- per m2		39.05	3.90	42.95
	Left Bank Special Event Fee		3,596.45	359.65	3,956.10
	On-call Ranger Fee - per 8 hours	Per event	548.10	54.81	602.90
TRANSPORT					
Transport					
	Road, Verge, Footpath & Crossover Reinstatements and Crossover Construction				
	Reinstatement Inspection fees	Per hour	63.64	6.36	70.00
	Reinstatement Works		Cost + 15%		Cost + 15%
	Red Asphalt per m ¹		Cost + 15%		Cost + 15%
	Black Asphalt per m ²		Cost + 15%		Cost + 15%

	Concrete per m ²		Cost + 15%		Cost + 15%
	Recoverable Works - Cost plus 15% administration fee		Cost + 15%		Cost + 15%
	Recoverable Graffiti Removal - Cost plus 15% administration fee		Cost + 15%		Cost + 15%
Parking Facilities					
	Parking Fees				
	Parking Fees - Launching Ramp No1 Carpark per hour for the first 4 hours	Per hour	3.64	0.36	4.00
	Thereafter \$16.00 per day for maximum 6 days	Maximum per 24 hours	14.55	1.45	16.00
	Parking Fees - Various locations per hour other than Launching Ramp No1.	Per hour	3.64	0.36	4.00
	Reminder Letter and Final Notice Fee (28 Days)		16.40	Exempt	16.40
	Resident Boat owners Annual Parking Permit No1 Car Park (renewals August)	Each	45.45	4.55	50.00
	Skip Bin Permits	Each	44.45	4.45	48.90
	Skip Bin Permits - Extension	Each	11.27	1.13	12.40
	Jetty A mooring permits	Each	44.45	4.45	48.90
	Sea container placement permits	Each	44.45	4.45	48.90
ECONOMIC SERVICES					
Building Fees					
	Building Fees - Based on valuation of new building or improvements (incl. GST) - Minimum \$166.65				
	Application fee Certified - Class 1 & 10 (minimum \$105)				
	Application fee Certified - Class 2-9 (minimum \$105)				
	Application fee Uncertified - Class 1 & 10 (minimum \$105)		Variable	Exempt	Variable
	Building Services Levy (minimum \$61.65)		Variable	Exempt	Variable
	CTF Levy (where contract value over \$20,000)		Variable	Exempt	Variable
	Infrastructure Bond - Building	Refundable	2,000.00	Exempt	2,000.00
	Infrastructure Bond - Building (corner lot)	Refundable	3,000.00	Exempt	3,000.00
	Demolition fees - Based on cost of construction (incl. GST) - Minimum \$166.65				
	Application fee Class 1 & 10 \$105		105.00	Exempt	105.00
	Application fee Class 2-9 \$105 for each storey of the building		Variable	Exempt	Variable
	Building Services Levy (minimum \$61.65)		Variable	Exempt	Variable
	CTF Levy (where contract value over \$20,000)		Variable	Exempt	Variable
	Infrastructure Bond - Demolition	Refundable	2,000.00	Exempt	2,000.00
	Infrastructure Bond - Demolition (corner lot)	Refundable	3,000.00	Exempt	3,000.00
	Non-refundable Inspection Fee for Infrastructure Bond		45.45	4.55	50.00
	Materials on Verge licence		Variable	Exempt	Variable
	Building Approval Certificate for unauthorised works - Based on cost of construction (incl. GST) - Minimum \$228.30				
	Application fee \$105		105.00	Exempt	105.00
	Building Services Levy (minimum \$123.30)		Variable	Exempt	Variable
	CTF Levy (where contract value over \$20,000)		Variable	Exempt	Variable
	Refund of Building Permit fee				
	Prior to assessment	50% of fee	50% of fee	Exempt	50% of fee
	Following assessment	Nil	Nil		Nil

	Miscellaneous				
	Strata Titles (Form 7) per Strata Titles Gen Regs 1996 - Min \$105.80 + GST		Variable	Exempt	Variable
	R-Code Compliance Assessment Fee (From 30 Nov 2015)		133.64	13.36	147.00
	Swimming Pool Fees				
	Pool inspection annual fee (4 Yearly statutory inspection fee \$57.60)		14.40	Exempt	14.40
	Pool inspection fee - request for inspection		60.91	6.09	67.00

12.2.5 Elected Member Fees and Allowances 2020/21

Applicant	Town of East Fremantle
File ref	A/RSCP
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	16 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Salaries and Allowances Tribunal Determination 8 April 2020

Purpose

Council is requested to consider Elected Member Fees and Allowances for the 2020/21 financial year.

Executive Summary

Section 7B(2) of the *Salaries and Allowances Act 1995* requires the Salaries and Allowances Tribunal each year to determine the setting of fees, allowances and reimbursement of expenses to be paid under the *Local Government Act 1995* to Elected Members. A copy of the most recent determination, which comes into operation on 1 July 2020, is attached.

The Salaries and Allowances Tribunal recommends that each local government should conduct a remuneration review of Elected Member Fees and Allowances on an annual basis, following each determination.

Background

Elected Member Fees and Allowances are currently set as follows, in comparison to the minimum/maximum amounts determined by the Tribunal:

Fee/Allowance	Current Amount	Minimum Amount	Maximum Amount	% Maximum
Annual Meeting Attendance Fee – Mayor	\$25,000	\$7,688	\$25,342	99%
Annual Meeting Attendance Fee – Elected Members	\$15,500	\$7,688	\$16,367	95%
Annual Allowance - Mayor	\$28,000	\$1,025	\$36,957	76%
Annual Allowance – Deputy Mayor	\$7,000	\$256	\$9,329	75%
Annual Information Communication and Technology Allowance	\$3,500	\$500	\$3,500	100%

The Tribunal has determined there will be no increase in remuneration, fees, expenses and allowance ranges provided to CEOs and elected members for 2020/2021.

Consultation

Council Forum 9 June 2020

Statutory Environment

Sections 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995* provide the fees and allowances applicable to Elected Members, Mayor or President and Deputy Mayor or President.

The *Local Government (Administration) Regulations 1996* prescribe further details on limits and extent of fees, allowances and expenses for reimbursement:

- Regulation 30 Meeting Attendance Fees
- Regulation 31 Expenses to be reimbursed
- Regulation 32 Expenses that may be approved for reimbursement
- Regulation 33 Annual local government allowance for mayors or presidents
- Regulation 33A Annual local government allowance for deputies
- Regulation 34 Annual attendance fees

Section 5.63 (1) of the *Local Government Act 1995* specifically excludes the need to declare a financial interest where matters; have an interest in common to a significant number of ratepayers/electors; relate to the imposition of any rate, charge or fee; relate to a fee, reimbursement of an expense or an allowance payable to elected members.

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

Elected Member fees and allowances are contained within the Annual Budget.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Elected Member Fees and Allowances are contained within the Annual Budget, and any increase within the prescribed ranges will have a negligible financial impact.	Possible (3)	Insignificant (1)	Low (1-4)	FINANCIAL IMPACT \$10,000 - \$50,000	Accept Officer Recommendation

Risk Matrix

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

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

Risk Rating	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

The Salaries and Allowances Tribunal is required each year to determine:

- The amount of fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* to elected members for attendance at meetings;
- The amount of expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the *Local Government Act 1995* to elected members;
- The amount of allowances or the minimum and maximum amounts of allowances, to be paid under the *Local Government Act 1995* to elected members.

Elected Members are entitled to the following fees and allowances:

1. Meeting Attendance Fees – either an annual allowance or per meeting fee for attendance at Council and Committee Meetings;
2. Annual Allowance for Mayor – paid in addition to meeting attendance fees and recognises a range of factors including; the leadership role of the Mayor, the statutory functions for which the Mayor is accountable, the ceremonial and civic duties required of the Mayor and the relative 'size' of the local government;
3. Annual Allowance for Deputy Mayor – 25% of the mayoral allowance;
4. Information Communication Technology – either an annual allowance (maximum \$3,500) or reimbursement of rental charges for one telephone and one facsimile machine.



12.2.5 OFFICER RECOMMENDATION

That Council, pursuant to sections 5.98, 5.99, 5.99A of the *Local Government Act 1995* and regulations 33, 33A 34, 34A and 34AA of the *Local Government (Administration) Regulations 1996* adopts the following annual amounts for elected member fees and allowances for the 2020/21 financial year:

Fee/Allowance	Current Amount 19/20	Maximum Amount Prescribed	Proposed Amount 20/21	% Maximum
Annual Meeting Attendance Fee – Mayor	\$25,000	\$25,342	\$25,000	99%
Annual Meeting Attendance Fee – Elected Members	\$15,500	\$16,367	\$15,500	95%
Annual Allowance - Mayor	\$28,000	\$36,957	\$28,000	76%
Annual Allowance – Deputy Mayor	\$7,000	\$9,329	\$7,000	75%
Annual Information Communication and Technology Allowance	\$3,500	\$3,500	\$3,500	100%

WESTERN AUSTRALIA
SALARIES AND ALLOWANCES ACT 1975
DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL
ON LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS
Pursuant to Section 7A and 7B

8 April 2020

PREAMBLE

Statutory Context

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

Considerations

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).
5. The Tribunal invited individual local governments to provide information in order to ensure the Tribunal is informed on developments across the sector.

Band allocation model

6. The Tribunal continues to apply the four Band allocation model established in its 2012 determination. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration.
7. The Tribunal notes that the remuneration ranges set for these Bands provide some flexibility to local governments. The Tribunal will only adjust a classification when a local government or regional local government can demonstrate a substantial and sustained increase within the parameters of the band allocation model.

Christmas and Cocos Islands

8. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
9. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

Economic circumstances

10. This inquiry's considerations were influenced by the sudden and overriding issue of Coronavirus (COVID-19). There is considerable uncertainty regarding the consequences of COVID- 19 and its impact on the State's economic circumstances.
11. The Tribunal recognises the need for remuneration provided to public officers to accord with community expectations. At this time of great uncertainty and challenge for all Western Australians, the need for the Tribunal to exercise restraint is indisputable.
12. Nothing in this determination should be interpreted or applied in such a manner as to circumvent the Tribunal's intention for transparency and accountability in the remuneration of local government CEOs and the provision of fees, expenses and allowances to elected members.

CONCLUSIONS

13. The Tribunal has determined there will be no increase in remuneration, fees, expenses and allowance ranges provided to CEOs and elected members.
14. The Tribunal notes each local government is able to set remuneration within the band to which it is allocated. Each local government must conduct its own assessment to determine whether any increase, within the bands, is justified.

15. In reviewing the classification framework, band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change classification. The Tribunal considers that the Shire of Murray should be reclassified from Band 3 to Band 2. All other local governments retain their existing classifications.
16. It is emphasised that fees and allowances, in lieu of reimbursement of expenses, provided to elected members are not considered payment for work performed in a manner akin to regular employment arrangements. Elected members are provided these fees and allowances to recognise the commitment of their time and to ensure they are not out of pocket for expenses properly incurred in the fulfilment of their duties.
17. The Tribunal prefers reimbursement of actual expenses to be used where possible.
18. The Tribunal has made an additional minor change through the inclusion of guiding principles to be used by local governments when considering the appropriateness of providing a CEO Regional/Isolation Allowance. These principles are largely unchanged from those originally outlined in the 2012 Determination, when the Regional/Isolation Allowance was established.

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE
*SALARIES AND ALLOWANCES ACT 1975***

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PART 1: INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2020*.

1.2 Commencement

This determination comes into operation on 1 July 2020.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the

amount determined by the Tribunal will be payable to an eligible elected council member.

- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairmen of regional local governments and to remunerate them for the performance of the duties associated with their office.

1.4 Terms used

In this determination, unless the contrary intention appears -

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

council member, in relation to:

- (a) a local government –
 - (i) means a person elected under the LG Act as a member of the council of the local government; and
 - (ii) includes the mayor or president of the local government;

(b) a regional local government –

- (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
- (ii) includes the chair of the regional local government;

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments are allocated to a Band only with respect to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary;
 - (b) Annual leave loading;
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
 - (d) Association membership fees;
 - (e) Attraction/retention allowance, not being provided under Part 3;
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - (g) Cash bonus and performance incentives;
 - (h) Cash in lieu of a motor vehicle;
 - (i) Fitness club fees;
 - (j) Grooming/clothing allowance;
 - (k) Health insurance;
 - (l) School fees and/or child's uniform;
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - (n) Travel or any other benefit taken in lieu of salary;
 - (o) Travel for spouse or any other member of family;
 - (p) Unrestricted entertainment allowance;
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
 - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
 - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the

provision of a motor vehicle or accommodation are to be included as part of the TRP);

- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$250,375 - \$379,532
2	\$206,500 - \$319,752
3	\$157,920 - \$259,278
4	\$128,226 - \$200,192

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local governments have been classified in Table 2 below.

Table 2: Regional local government band classification

Regional Local Government	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of Cunderdin and the CEO of the Shire of Tammin, shall be entitled to receive a TRP range from the bottom of Band 4 (\$128,226) to a maximum of \$220,211 (which represents the top of Band 4 plus 10%).
- (5) A person who holds a dual appointment of the CEO of the Shire of Murray and the CEO of the Shire of Waroona, shall be entitled to receive a TRP range from the bottom of Band 2 (\$206,500) to a maximum of \$351,727 (which represents the top of Band 2 plus 10%).
- (6) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$206,500 - \$319,752).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 GENERAL

- (1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 DETERMINING APPROPRIATENESS AND RATE OF ALLOWANCE

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(5) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
 - a) *Remoteness* - Issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre;
 - b) *Cost of living* - The increased cost of living highlighted specifically in the Regional Price Index.
 - c) *Social disadvantage*: Reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced

- lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks;
- d) *Dominant industry*: The impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry;
 - e) *Attraction/retention*: The ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry;
 - f) *Community expectations*: The pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.2 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$45,000
Broome Shire	\$35,000
Carnamah Shire	\$30,000
Carnarvon Shire	\$30,000
Chapman Valley Shire	\$30,000
Christmas Island Shire	\$80,000
Cocos (Keeling) Islands Shire	\$80,000
Coolgardie Shire	\$30,000
Coorow Shire	\$30,000
Cue Shire	\$40,000
Derby-West Kimberley Shire	\$45,000
Dundas Shire	\$30,000
East Pilbara Shire	\$45,000
Esperance Shire	\$25,000
Exmouth Shire	\$35,000
Geraldton-Greenough City	\$25,000
Halls Creek Shire	\$65,000
Irwin Shire	\$30,000
Jerramungup Shire	\$25,000
Kalgoorlie-Boulder City	\$30,000
Karratha City	\$60,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kent Shire	\$10,000
Kondinin Shire	\$10,000
Kulin Shire	\$10,000
Lake Grace Shire	\$10,000
Laverton Shire	\$40,000
Leonora Shire	\$40,000
Meekatharra Shire	\$40,000
Menzies Shire	\$30,000
Merredin Shire	\$10,000
Mingenew Shire	\$30,000
Morawa Shire	\$30,000
Mount Magnet Shire	\$30,000
Mount Marshall Shire	\$10,000
Mukinbudin Shire	\$25,000
Murchison Shire	\$30,000
Narembeen Shire	\$10,000
Ngaanyatjarraku Shire	\$40,000
Northampton Shire	\$30,000
Nungarin Shire	\$10,000
Perenjori Shire	\$30,000
Port Hedland Town	\$60,000
Ravensthorpe Shire	\$30,000
Sandstone Shire	\$30,000
Shark Bay Shire	\$35,000
Three Springs Shire	\$30,000
Upper Gascoyne Shire	\$35,000
Westonia Shire	\$25,000
Wiluna Shire	\$40,000
Wyndham-East Kimberley Shire	\$45,000
Yalgoo Shire	\$30,000
Yilgarn Shire	\$25,000

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For local governments generally, except those listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
 - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council

members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

- (5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
 - (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (6) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
 - (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
 - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings; and
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (7) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$615	\$793	\$615	\$1,189
2	\$373	\$582	\$373	\$780
3	\$193	\$410	\$193	\$634
4	\$91	\$238	\$91	\$490

Table 5: Council meeting fees per meeting – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$91	\$238	\$91	\$490

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –
 - (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$308	\$396
2	\$186	\$291
3	\$97	\$205
4	\$46	\$119

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments

For a council member (including the chair)		
	Minimum	Maximum
All regional local governments	\$46	\$119

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$24,604	\$31,678	\$24,604	\$47,516
2	\$14,865	\$23,230	\$14,865	\$31,149
3	\$7,688	\$16,367	\$7,688	\$25,342
4	\$3,589	\$9,504	\$3,589	\$19,534

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,795	\$10,560	\$1,795	\$15,839

PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
 - (a) the leadership role of the mayor, president or chair;
 - (b) the statutory functions for which the mayor, president or chair is accountable;
 - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
 - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
 - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
 - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$61,509 to \$137,268.

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$51,258	\$89,753
2	\$15,377	\$63,354
3	\$1,025	\$36,957
4	\$513	\$20,063

Table 11: Annual allowance for a chair of a regional local government

For a chair		
	Minimum	Maximum
All regional local governments	\$513	\$20,063

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011* as at the date of this determination.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
 - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

- (1) In this section:

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$50.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 8 April 2020.

M Seares AO
CHAIR

B A Sargeant PSM
MEMBER

C P Murphy PSM
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Superannuation

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the *Income Tax Assessment Act 1936* (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.

12.2.6 Council Policy – Financial Reserves

Applicant	Town of East Fremantle
File ref	F/ABT1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	16 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Draft Policy – Financial Reserves

Purpose

This report recommends that Council adopt a new Policy relating to financial reserves.

Executive Summary

The Financial Reserves Policy is to provide a framework for the establishment and ongoing management of financial reserves. Cash reserves are a mechanism to assist in achieving the strategic objectives of the Town and the decision to allocate cash to/from a reserve account is made within the context of its implication on the long-term financial sustainability of the Town.

Background

Council adopts Policies to establish guidelines or provide direction for the Town's activities and actions. Policies are defined as the principles and intent behind the programs that a local government implements. A policy can also be a general plan or approach to a specific need, problem or issue.

Consultation

Concept Forum 9 June 2020

Statutory Environment

Local government Reserves are dealt with in accordance with section 6.11 of the *Local Government Act 1995* and the subsidiary *Local Government (Financial Management) Regulations 1996*.

Policy Implications

A draft Policy relating to Financial Reserves is attached for Council consideration.

Financial Implications

There are no direct financial implications relating to this item. However, the establishment of the Policy should achieve an improvement in financial management as it will facilitate the transition from a past budget period to a future accounting period to accumulate funds for a specific purpose.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The Town has limited funds in its cash back reserves. A Policy should enable a replenishment program to be undertaken to ensure the accumulation of funds for future strategic purposes.	Possible (3)	Major (4)	High (10-16)	FINANCIAL IMPACT More than \$1,000,000	Accept Officer Recommendation

Risk Matrix

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

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

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

The Financial Reserves Policy is to provide a framework for the establishment and ongoing management of Financial Reserves. The policy provides direction on what reserves should exist and for what purpose, how they should be managed, how new reserves are to be established, how interest earnings are to be applied and any associated minimum balances (or targets) for these reserves.

While setting of targets for reserve balances may be considered financially responsible, they should be considered hand in hand with the Town's Strategic Resource Plan, income strategies,

operating, and capital expenditure, all of which affect the Town's long-term financial position. Funds should not be put in reserves at the cost of urgently required asset renewal needs. There is a strong focus on asset management and the Town's focus on bridging the asset renewal gap using Reserves.

The policy has also provided the opportunity to review the existing Reserves and recommend rationalisation/realignment of some of the reserves as part of the 2020/21 Budget adoption.

12.2.6 OFFICER RECOMMENDATION

That Council adopt the Cash Backed Financial Reserves Policy (2.1.18) attached to this report.

2.1.18 Cash Backed Reserve

Type:	Corporate Services – Financial Management
Legislation:	Local Government Act 1995
Delegation:	
Other Related Document:	

Objective

To provide strategic support and direction for the establishment and utilisation of Cash Backed Reserves (**Reserves**).

Background

Reserves are accounts established and held within the municipal fund to hold cash retained by the Town for the purpose of:

- reducing business risk;
- improving financial management;
- improving strategic capacity;
- meeting asset renewal needs; or
- meeting statutory obligations and other external requirements.

The balance of cash held in reserve accounts are restricted to the defined purpose for which the reserve account was established.

Changes to the purpose for which money is held in a cash reserve can be achieved in accordance with the requirements as set out in the *Local Government Act 1995*.

Policy

This Policy provides direction to management in relation to a framework surrounding decisions to place funds into a reserve account.

Linkage to the Long Term Financial Plan

Cash reserves are a mechanism to assist in achieving the strategic objectives of the Town and the decision to allocate cash to/from a reserve account is made within the context of its implication on the long term financial sustainability of the Town.

Inter-Generational Equity

The Town will seek to achieve intergenerational equity in its use of reserve savings as a means of funding long lived assets to achieve an alignment of the cost of funding the asset(s) and the consumption of the benefit.

Establishment of Reserve Accounts

The Town will generally support the establishment of cash reserves in accordance with Appendix A of this policy, to achieve the following outcomes:

Purpose	Rationale for Establishment
Business Risk	<p>Reserves may be established to minimise the impact on Council operations in any one year from unanticipated events. Unanticipated events can arise from the impact of natural disasters where the financial risks cannot be fully recouped under an insurance policy or disaster funding.</p> <p>In addition, unanticipated events may include draws on employee entitlements such as annual leave or sick leave or the unanticipated failure of assets critically important to maintaining service levels.</p>
Financial Management	<p>To manage the transition from a past budget period to a future accounting period, reserves may be established to hold restricted funds for transfer to a future period to match/offset the respective expenditure.</p> <p>Reserves may also be established to be used to accumulate funds for significant operating expenses that occur on a recurrent basis but do not require an annual allocation in every budget year.</p>
Strategic Capacity	<p>On occasions, the Town is offered strategic opportunities by the State/Federal government or the private sector to partner in the provision and delivery of community initiatives and programs. These are usually in the form of external grants or contributions which require a financial contribution from the Town. Sufficient notice may not be provided to develop a specific financing strategy to take advantage of these opportunities. Strategic Reserves may be established to maintain a level of savings to access these opportunities subject to the outcomes aligning with the Town’s strategic community goals and priorities.</p>
Meeting Future Needs for Asset Management	<p>Reserves may be established to save for the future renewal of assets with the funding of anticipated future expenditure needs which provides the Town a financing tool to manage issues of intergenerational equity, reduce reliance on borrowing to fund long lived assets and to overcome the restriction of a single budget by smoothing the funding allocation over the longer term.</p>
Statutory Obligations	<p>The Local Government Act requires selected revenue streams to be quarantined and to only fund the purpose for which the revenue was raised.</p> <p>Examples are nominated service charges and specified area rates. Any revenue collected in a budget year not used for the purpose for which it was raise must be held in a reserve until it is applied to the purpose in future periods. Money held in these Reserves cannot be used for any other purpose.</p> <p>Developer contributions are collected in accordance with Community Infrastructure Plans to be used to fund specific assets in nominated areas.</p>

Interest on Investment of Reserves

Subject to the balance of the reserve being below the maximum levels as outlined in this policy, interest earned on cash in Reserve accounts shall be transferred to the reserve account as a deposit.

Monitoring and Reporting

The minimum and maximum levels of cash held in each reserve (if applicable) will be determined in accordance with Appendix A of this Policy. The level of reserves will be reported in the budget annually in accordance with minimum and maximum levels as set out in this policy.

The minimum levels as set out in this policy are to be considered as a goal and may not be able to be achieved at times due to events that impact the use of the reserve. If minimum levels are not achieved, the long term financial plan is to include strategies to return the cash reserves to the minimum balance in accordance with the levels set out in this policy.

If the maximum levels, as set out in this policy, are achieved for the relevant reserve account, future transfers of cash to the reserve (including interest earning from the investment of the reserve) may be suspended until such time as a report is prepared to the Council to review the levels and purpose of the reserve account.

Responsible Directorate:	Corporate Services
Reviewing Officer:	Manager Administration and Finance
Decision making Authority:	Council
Policy Adopted:	16/06/20
Policy Amended/Reviewed:	
Former Policy No:	

Category	Sub Category	Purpose	Reserve Name	Minimum Reserve Balance	Maximum Reserve Balance
Operational	Timing Adjustments	To assist with the matching of revenue and expenditure across accounting periods.	Unspent Grants/ Committed Works	Determined by the amount of funds to be transferred across financial years.	
	Statutory	To achieve statutory compliance in accordance with relevant legislation	Service charges, specified area rates or external restrictions. Town Planning Reserve	Determined in accordance with legislation and/or project requirements	
	Accumulated Liabilities	To offset liabilities generated as a result of past accounting periods.	Employee Entitlements/ Revaluations costs Non-Current Leave Reserve	50% of the accumulated liability	100% of the accumulated liability
Strategic	Natural Disaster	To reduce the financial risk of unanticipated events	Flooding or storm damage Community Climate Action Plan	Equivalent to an amount equal to 1% of annual general funds	Equivalent to an amount equal to 4% of annual general funds
	Community	To provide for strategic actions in support of identified activities that cannot be funded in the one budget period	Arts and Sculpture Reserve Aged Services	Determined by the renewal requirements of each project.	
	Opportunities	To provide for the capacity to take-up unanticipated strategic opportunities	Strategic Reserve	Equivalent to an amount equal to 2% of annual general funds	Equivalent to an amount equal to 4% of annual general funds
Asset Management	Specific	To hold funds for the future renewal of identified assets which cannot be managed in a single budgetary year.	Significant asset renewal needs such as facilities of regional significance or essential services. Preston Point Facilities East Fremantle Oval Redevelopment Foreshore Management	Determined by the renewal requirements of each project.	
	Light Fleet & Plant Acquisition	To hold funds for asset renewal for plant & vehicles to reduce the risk of a sudden loss of service potential and to assist with peak renewal demand.	Plant and Vehicles	10% of the current replacement cost of the depreciable component of each asset group	20% of the current replacement cost of the depreciable component of each asset group
	General	To hold funds for general asset renewal for each fixed asset class (excluding plant & vehicles) to reduce the risk of a sudden loss of service potential and to assist with peak renewal demand.	Waste Management, Roads, Footpaths, Drainage, Parks Infrastructure, Streetscape, Buildings.	1% of the current replacement cost of the depreciable component of each asset group	2.5% of the current replacement cost of the depreciable component of each asset group
Developer Contributions	Major	To hold contributions to be used in accordance with the specific major plan	N/A	Determined by the amount of unexpended funds.	

	Miscellaneous	To hold contributions to be used in accordance with several minor plans	N/A	
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12.2.7 Home and Community Care (HACC) and Commonwealth Home Support Program (CHSP) Funding Agreements

File ref	A/CHSP
Prepared by	Rachael Gardner
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	16 June 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. HACC Funding Agreement 2020/21 2. CHSP Funding Agreement 2021/21 – 2021/22

Purpose

Council is requested to endorse the two funding agreements as presented to enable the continuation of aged services to be delivered through the Tricolore Community Centre until the 30 June 2022.

Executive Summary

Council endorsed the Business Plan for the Commonwealth Home Support Program (CHSP) at the October 2019 Ordinary Council Meeting. This resolution requested the Chief Executive Officer to make future application to the Commonwealth to be an approved provider to continue to provide the following CHSP services, whilst ceasing Domestic and Home Maintenance Services:

- Centre Based Day Care, including summer programs
- Centre Based Meals
- Centre Based Transport, including social support outings and summer holiday outings program
- Centre Based Respite
- Flexible Respite
- Social Support – Individual
- Social Support – Group

Funding Agreements have now been received, and are presented to Council for endorsement.

Background

The Town of East Fremantle has been delivering basic support and maintenance services to frail aged people, younger people with disabilities, and their carers under the Home and Community Care (HACC) program since 1989. The aim was to assist consumers maintain and learn new skills that enabled them to live in their own homes safely for as long as possible.

The range of services provided under the HACC program included:

- (a) Domestic Assistance;
- (b) Home Maintenance/Gardening;
- (c) Social Support – Individual;
- (d) Social Support – Group;
- (e) In-Home Respite;
- (f) Centre Based Day Care Social Support;
- (g) Centre Based Day Care – summer holiday program;
- (h) Community Bus Service; and

(i) Social Outings.

On 31 January 2017, the Commonwealth Government and the Western Australian (WA) Government agreed to transition responsibility for WA HACC services for people aged 65 years and over (and Aboriginal and Torres Strait Islander people aged 50 years and over) to the Commonwealth Home Support Program (CHSP). The transition of these services is consistent with the arrangements that have been implemented in all other states and territories as part of the Commonwealth's national aged care reform agenda. These changes will allow for nationally consistent services and support to be provided to people as they grow older, no matter where they live.

Two-year funding agreements were offered to existing WA Home and Community Care (HACC) service providers transitioning to the CHSP from 1 July 2018. This aligns with the two-year extension of existing CHSP grant agreements to 30 June 2020. The Australian Government intends to merge the Commonwealth Home Support Program (CHSP) with the Home Care Package (HCP) Program after June 2020 to form a single Care at Home Program.

Consultation

Coordinator CHSP

Executive Manager Corporate Services

Statutory Environment

Approved providers have responsibilities and obligations to deliver services in line with the requirements specified in the *Aged Care Act 1997*.

Policy Implications

There are no Council Policies relevant to this matter.

Financial Implications

The total amount of funding for the 2020/21 financial year is \$601,566.66 (ex GST). Provision for this amount has been made in the Town's annual budget, and staff resources have been allocated accordingly.

Strategic Implications

Strategic Priority 1: Social: A socially connected, inclusive and safe community

Facilitate appropriate local services for the health and wellbeing of the community

Site Inspection

Not applicable.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council discontinue services leaving a void in the availability of Centre Based day care and social support services to community members	Possible (3)	Moderate (3)	Moderate (5-9)	SERVICE INTERRUPTION Indeterminate prolonged interruption of services - non-performance > 1 month	Accept Officer Recommendation

Risk Matrix

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

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

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

Home and Community Care Funding

Under the 2017 NDIS Bilateral Agreement between the Commonwealth and the WA State Government, there was a requirement for the Department of Health (DOH) to fund existing HACC service providers to support the transition of eligible NDIS clients and ensure the continuity of support for existing younger HACC clients who are ineligible for the NDIS.

The State Government has provided the Town an extension to its Service Agreement (Attachment 1) for the 2020/21 financial year, for \$10,967 (ex GST) to provide centre-based day care and transport services to younger clients.

With the current HACC Service Agreement ending on 30 June 2021, the DOH have conducted a procurement for continuity of support services to commence from 1 July 2021 for younger HACC clients who are ineligible for the NDIS. The approach for this procurement is under development and as part of the planning for this process; the Town has indicated that it is interested in continuing as a service provider post 30 June 2021.

Commonwealth Home Support Program (CHSP) Funding

The DOH has extending funding for existing Commonwealth Home Support Programme (CHSP) service providers until June 2022.

The Commonwealth Government has provided the Town an extension to its Funding Agreement (Attachment 2) for the 2020/21 and 2021/22 financial years, with \$590,599.66 (ex GST) in 2020/21 to provide centre-based day care, transport and social services to eligible clients aged 65 and over.

The Town received a copy of the Funding Agreement on the 27 May 2020. The Town is requested to sign the document by Friday 26 June 2020.

Due to the updated business plan recently adopted by Council, and the decision to cease domestic, garden, and home maintenance services from 30 June 2020, the Town is working on a transition of these client services to Volunteer Home Support. We are expecting a smooth transition.

12.2.7 OFFICER RECOMMENDATION

That Council:

- 1. endorse the extension to Service Agreement C05187 for the provision of Home and Community Care program services for the 2020/21 financial year, as attached to this report, including the following conditions:**

Service Type	Service Hours	Funding Amount
Centre-based day care under 65s	420	\$7,016 (ex GST)
Transport under 65s	168	\$3,951 (ex GST)
	588	\$10,967 (ex GST)

- 2. endorse the extension to the Funding Agreement with the Commonwealth Government for the provision of Commonwealth Home Support program services for the 2020/21 and 2021/22 financial years, as attached to this report, including the following conditions:**

Service Type	Annual Service Hours	Annual Funding Amount
Centre-based respite – care relationships and carer support	252	\$9,125.71 (ex GST)
Flexible respite – care relationships and care support	1000	\$36,213.10 (ex GST)
Transport – community and home support	4314	\$103,695.65 (ex GST)
Social support – individual – community and home support	5782	\$202,731.34 (ex GST)
Social support – group – community and home support	13978	\$238,833.86 (ex GST)
	25,326	\$590,599.66 (ex GST)



Government of **Western Australia**
Department of **Health**
Office of the Director General

Ms Pauline Stellamans
A/HACC Coordinator
Town of East Fremantle
PO Box 1097
FREMANTLE (PO Box) WA 6959

Dear Ms Stellamans

EXTENSION TO SERVICE AGREEMENT C05187 FOR THE PROVISION OF HOME AND COMMUNITY CARE PROGRAM SERVICES

Variation to Term

The above Service Agreement is due to expire on 30 June 2020.

I am writing to offer your organisation an extension to Service Agreement C05187 from 1 July 2020 to 30 June 2021. This extension will ensure continuity of services for younger people.

Attached is the latest variation to Service Agreement C05187 for the provision of Home and Community Care Program Services.

Effective from 1 July 2020, this variation:

- i) includes a new Service Specification Schedule (SSS) with:
 - Non-Government Human Services Sector indexation;
 - funding for younger people only (people aged under 65 years and under 50 for Aboriginal and Torres Strait Islander people);
 - changes to service delivery and funding for service providers based on the roll-out of the National Disability Insurance Scheme (NDIS); and
 - any other agreed changes to service delivery.

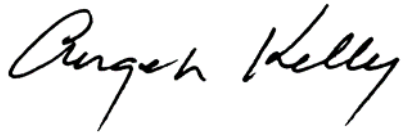
- ii) and seeks to vary:
 - Schedule 2 - Service Specification Schedule - Summary of Service Delivery by Service Provider;
 - Schedule 2 - Service Specification Schedule - Summary of Regional Funding Allocations; and
 - Schedule 4 - Payment Schedule - Clause 2 - Annual Funding Level for Contract Period.

The varied schedules are included as Appendix 1 and the 1 July 2020 Service Specification Schedule/s as Attachment A.

All other terms and conditions of the Service Agreement remain unchanged. To accept this variation, please complete the attached variation form and return to the Department of Health by 30 April 2020.

If you have any queries or require further information in relation to this letter, please contact your Project Officer.

Yours sincerely

A handwritten signature in black ink that reads "Angela Kelly". The signature is written in a cursive, flowing style.

Angela Kelly
ASSISTANT DIRECTOR GENERAL

To accept this extension to the Service Agreement, please sign and return this letter by 30 April 2020 to Ms Tiffany Webb, Project Officer, via:

Email: Tiffany.Webb@health.wa.gov.au

Or

Mail: Department of Health
Tiffany Webb
Purchasing and Contracting Unit
PO Box 8172
PERTH BUSINESS CENTRE WA 6489

I/We Town of East Fremantle (ABN 80 052 365 032) acknowledge receipt of the Service Agreement Letter of Variation dated 24 April 2020 from the Department of Health in relation to Service Agreement C05187 and agree with the variations.

(To be signed by a person empowered to enter into legal commitments on behalf of the organisation).

Executed by Service Provider



Signature of CEO/~~Chairperson~~

Signature of Other Authorised Person

Gary Tuffin

Full Name of CEO/~~Chairperson~~

Full Name of Other Authorised Person

in the presence of:



Signature of witness

Bronwyn Browning

Full name of witness

Address of witness

35 Rockefeller Way

Harrisdale WA 6112

30 April 2020

Date

VARIATIONS TO SCHEDULES

SCHEDULE 2

SUMMARY OF SERVICE DELIVERY BY SERVICE PROVIDER

This clause is deleted and replaced with:

The Service Provider provides the following the support services:

Service Group

Group 4	Centre-based day care
Group 7	Transport, Transport-CBDC

SUMMARY OF REGIONAL FUNDING ALLOCATIONS:

All content is deleted and replaced with:

Region	Indicative Funding Allocation
South West Metropolitan	\$10,967
Annual Funding Level (AFL)	\$10,967
Total AFL (inc. GST)	\$12,064

The Service Specification Schedule/s (SSS) for each region is at Attachment A for this Service Agreement.

Actual service delivery coverage within a region is subject to agreement with Principal.

SCHEDULE 4

PAYMENT SCHEDULE**(a) Clause 2. Annual Funding Level for Contract Period**

All content is deleted and replaced with:

Where the Service Provider has an Australian Business Number (ABN) and is registered for GST, the Annual Funding Level (AFL) will be inclusive of all payable GST and is calculated in the following manner:

Annual Funding Levels

Total Agreement Period	2019/20	2020/21
	Actual	Indicative (note 3)
Base AFL Funding (notes 1 & 2)	\$40,276	\$10,967
GST payable (10% of AFL)	\$4,028	\$1,097
Total AFL (inc. GST)	\$44,304	\$12,064
TOTAL INDICATIVE PERIOD 2019 – 2021 (INC GST)		\$56,368

Notes:

1. Payments to Service Providers are made quarterly in amounts equal to 30%, 25%, 25%, 20% of AFL.
2. Indexation will be added to the base AFL each year. Indexation for 2020/21 will be applied once the rate is confirmed by Department of Finance and will be calculated from 1 July 2020 per the Western Australian Government indexation policy for the Non-Government Human Services Sector.
3. The 2020/21 Total AFL (inc. GST) amount will determine the financial reporting requirements as described in Schedule 5 of this variation.

ATTACHMENT A

SERVICE SPECIFICATION TABLE 2020 / 2021				
TOTAL AFL FOR PID		\$10,967		
PID		50250 - Neighbourhood Link		
REGION		South West Metropolitan		
	Service Type	HACC AFL	Unit Price	Volume (Hours/ 1 Way Trips / Meals)
Service Group 4				
	Centre-based day care	\$7,016	\$16.70	420
Service Group 7				
	Transport	\$3,951	\$23.52	168
	Total	\$10,967		588



Australian Government

Department of Health

Organisation ID:	4-7R2CP94
Agreement ID:	4-7U8UQ40
Program Schedule ID:	4-7U8UQ4Q

Deed of Variation in relation to Home Support

1. Date

This Deed is made on 27 May 2020

2. Parties

This Deed is made between:

1. The Commonwealth, as represented by Department of Health, ABN 83 605 426 759 (the 'Commonwealth'); and
2. Town Of East Fremantle, ABN 80 052 365 032 (the 'Grantee').

3. Context

- A. The Parties entered in an agreement on 21 June 2018 under which the Commonwealth gave a Grant to the Grantee for Home Support (the 'Agreement').
- B. The Parties have agreed to amend the Agreement on the terms and conditions contained in this Deed.

4. Amendments

With effect from the date of execution of this Deed, the Agreement is amended:

Funding for existing Activities under this Agreement is adjusted as per the table below. This table shows only those existing Activities with funding varied under this Deed:

Activity Name	Activity Id	Financial Year	Current Grant Amount (excl. GST)	Variation Amount (excl. GST)	New Total Grant Amount (excl. GST)
Centre Based Respite - Care Relationships and Carer Support	4-82ZXM73	2018-2019	\$8,857.98	\$0.00	\$8,857.98
Centre Based Respite - Care Relationships and Carer Support	4-82ZXM73	2019-2020	\$8,990.85	\$0.00	\$8,990.85
Centre Based Respite - Care Relationships and Carer Support	4-82ZXM73	2020-2021	\$0.00	\$9,125.71	\$9,125.71
Centre Based Respite - Care Relationships and Carer Support	4-82ZXM73	2021-2022	\$0.00	\$9,280.85	\$9,280.85

REPORT 12.2.7

ATTACHMENT 2

Flexible Respite - Care Relationships and Carer Support	4-82ZXMA1	2018-2019	\$35,150.67	\$0.00	\$35,150.67
Flexible Respite - Care Relationships and Carer Support	4-82ZXMA1	2019-2020	\$35,677.93	\$0.00	\$35,677.93
Flexible Respite - Care Relationships and Carer Support	4-82ZXMA1	2020-2021	\$0.00	\$36,213.10	\$36,213.10
Flexible Respite - Care Relationships and Carer Support	4-82ZXMA1	2021-2022	\$0.00	\$36,828.72	\$36,828.72
Transport - Community and Home Support	4-8309Y69	2018-2019	\$100,653.40	\$0.00	\$100,653.40
Transport - Community and Home Support	4-8309Y69	2019-2020	\$102,163.20	\$0.00	\$102,163.20
Transport - Community and Home Support	4-8309Y69	2020-2021	\$0.00	\$103,695.65	\$103,695.65
Transport - Community and Home Support	4-8309Y69	2021-2022	\$0.00	\$105,458.48	\$105,458.48
Social Support - Individual - Community and Home Support	4-8309Y97	2018-2019	\$196,783.56	\$0.00	\$196,783.56
Social Support - Individual - Community and Home Support	4-8309Y97	2019-2020	\$199,735.31	\$0.00	\$199,735.31
Social Support - Individual - Community and Home Support	4-8309Y97	2020-2021	\$0.00	\$202,731.34	\$202,731.34
Social Support - Individual - Community and Home Support	4-8309Y97	2021-2022	\$0.00	\$206,177.77	\$206,177.77
Social Support - Group - Community and Home Support	4-8309YC5	2018-2019	\$231,826.90	\$0.00	\$231,826.90
Social Support - Group - Community and Home Support	4-8309YC5	2019-2020	\$235,304.30	\$0.00	\$235,304.30
Social Support - Group - Community and Home Support	4-8309YC5	2020-2021	\$0.00	\$238,833.86	\$238,833.86
Social Support - Group - Community and Home Support	4-8309YC5	2021-2022	\$0.00	\$242,894.04	\$242,894.04
Total			\$1,155,144.10	\$1,191,239.52	\$2,346,383.62

The Activity/s included in this Deed (other than the provision of any final reports) end on 30 June 2022, which is the Activity/s New Completion Date, unless otherwise specified in the attached Program Schedule.

The Agreement ends on 31 October 2022 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

Revised payment amounts, reporting milestones and other detailed amendments resulting from this Deed are described in the Program Schedule, including any attachments, enclosed.

5. Entire agreement and interpretation

- 5.1 The parties confirm all the other provisions of the Agreement and, subject only to the amendments contained in this Deed, the Agreement remains in full force and effect.
- 5.2 This Deed and the Agreement, when read together, contain the entire agreement of the parties with respect to the parties' rights and obligations under the Agreement.
- 5.3 Unless otherwise specified or the context otherwise requires, terms that are defined in the Agreement have the same meaning in this Deed.

Signatures

Organisation ID:	4-7R2CP94
Agreement ID:	4-7U8UQ4O
Program Schedule ID:	4-7U8UQ4Q

Executed as a deed

Signed, sealed and delivered for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Health, ABN 83 605 426 759 in the presence of:

(Name of Departmental Representative)

(Signature of Departmental Representative)

.../.../.....

(Position of Departmental Representative)

(Name of Witness in full)

(Signature of Witness)

.../.../.....

Signed, sealed and delivered by Town Of East Fremantle, ABN 80 052 365 032 in accordance with its rules, and who warrants that he/she is authorised to sign this Deed:

(Name and position held by Signatory)

(Signature)

.../.../.....

(Name and position held by second Signatory/Name of Witness)

(Signature of second Signatory/Witness)

.../.../.....

Explanatory notes on the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness (the witness date must be the same as the signatory date). Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are an **individual**, you must sign in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are a **trustee of a Trust**, the signatory must be a trustee (NOT the Trust) – as the trustee is the legal entity entering into the Agreement. If requested by you, the words ‘as trustee of the XXX Trust’ could be included at the end of the name.

Schedule – Amendments to the Agreement

- *The Program Schedule 4-7U8UQ4Q is deleted and replaced with the updated Program Schedule 4-7U8UQ4Q enclosed.*

12.2.8 Authority to Affix the Common Seal – Deeds of Variation to Town Owned Building Leases

File ref	F/COM1
Prepared by	Bron Browning, Executive Assistant to Executive Manager Corporate and Community Service
Supervised by	Peter Kocian, Executive Manager, Corporate Service
Meeting Date:	16 June 2020
Voting requirements:	Simple Majority
Documents tabled	Nil
Attachments	1. List of Lease Variations

Purpose and Executive Summary

This report is seeking approval for the Mayor and CEO to affix the Common Seal to the Deeds of Variation to Town owned building leases as per the schedule of leases attached.

Background

The health response to the COVID-19 Pandemic placed unprecedented financial uncertainty on Governments, businesses, Not for Profits and individuals.

The general function of a local government is to provide for the good government of persons in its district. Council has a responsibility for sound financial management, but local governments are service providers of the last resort, and need to respond to critical community issues.

In response to the COVID-19 health emergency, the Town in a media release dated 26 March 2020 suspended lease payments and charges on Town owned buildings for 3 months from 1 April to 30 June 2020. This was ratified by a resolution of Council at the April 2020 Ordinary Meeting (Resolution No 030420).

Consultation

Council Concept Forum 9 June 2020.

Consultation

All eligible lessees of Town owned buildings have been contacted.

Statutory Environment

Local Government Act 1995

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

As advised at the April Council Meeting, the foregone revenue associated with waiving property lease fees and other property based fees amounts to \$23,746.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable

Risk Implications

There are no significant risks associated with this item.

Comment

Leases are legal instruments and a formal deed of variation has been prepared to formalise relief measures. As the original leases were executed under the Common Seal, the Deeds of Variation also require to be executed by the Chief Executive Officer and Mayor accordingly.

12.1.8 OFFICER RECOMMENDATION

That Council authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to Deeds of Variation, as outlined in Attachment 1, to Town owned building leases for three months from 1 April to 20 June 2020.

Lease Variations

Debtor	Description	Annual Amount 2019/2020	Adjusted amount ex GST	Memo	3 Months Calculation ex GST 01/04/2020 - 30/06/2020	Amount refund/ credit EX GST	Refund with GST
Lease & Rental							
EAST FREMANTLE LAWN TENNIS CLUB	RENT FIRST QUARTER 1st, 2nd, 3rd, 4th	\$1,331.22	\$1,210.20	2019/2020 rent paid to 31/03/2020. No rent refund for period 01/04/2020 - 30/06/2020	\$302.55		
EAST FREMANTLE BOWLING CLUB	2019/2020 Lease Fee 01/07/2019-30/06/2020	\$2,248.51	\$2,044.10	2019/2020 Rent increased based on CPI. Rent paid on 06/02/2020 for period 01/09/2019 – 30/08/2020. Refund rent 01/04/2020 – 30/06/2020	\$511.03	\$511.03	\$562.13
EAST FREMANTLE YACHT CLUB	2019/2020 Rent \$9054.69 GST inclusive per quarter	\$36,218.76	\$32,926.15	2019/2020 Rent paid to 31/03/2020. No rent refund for period 01/04/2020 - 30/06/2020	\$8,231.54		-
L EVANS & A FOLEY – ZEPHYR CAFÉ	USER FEES & CHARGES/RENTAL	\$3,488.94	\$3,171.76	2019/2020 Rent Monthly paid to 31/03/2020. No rent refund for period 01/04/2020 - 30/06/2020	\$792.94		-
SWAN YACHT CLUB	2019/2020 Lease Fees period 01/09/2019-31/08/2020	\$49,032.41	\$44,574.92	2019/20 Rent paid on 11/02/2020 for 01/09/2020 - 30/08/2020. Refund \$12258.10 for 01/04/2020 - 30/06/2020 through creditor system	\$11,143.73	\$11,143.73	\$12,258.10

EAST FREMANTLE CROQUET CLUB	Ground Fee 01/07/2019 - 30/06/2020	\$2,279.45	\$2072.23	2019/2020 ground fee hire paid 24/09/2019 for 01/07/2019 - 30/06/2020. Refund \$569.86 through creditor system	\$518.06	\$518.06	\$569.86
EAST FREMANTLE LACROSSE CLUB	2019/20 Lease Fee 31/05/2019 - 30/05/2020	\$1,707.83	\$1,552.57	2019/2020 rent paid 03/09/2019 for 31/05/2020 - 30/05/2020. Refund \$284.64 for 01/04/2020 - 31/05/220 through creditor system	\$388.14	\$258.76	\$284.64
FREMANTLE MIDWIVES	4 Weeks Rent	\$225.81	\$205.28	Rent paid to 15/04/2020. Refund \$112.91 for 01/04/2020 - 15/04/2020 through creditor system. No rent refund for 16/04/2020 - 30/06/2020	\$615.85	\$102.64	\$112.91
GLYDE-IN	Lease Fee charge per year 01/07/2019 - 30/06/2020	\$1,163.69	\$1,057.90	2019-2020 rent paid 23/08/2019 for 01/07/2019 - 30/06/2020. Rent increase based on CPI. Awaiting new lease agreement. Refund \$290.92 for period 01/04/2020 -30/06/2020 through creditor system.	\$264.48	\$264.48	\$290.92

12.3.1 Richmond Raceway Trotting Booths Functional Art Installation

File ref	A/ART1
Prepared by	Karen Dore, Coordinator Capacity Building
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date:	16 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Trotting Booths Project Proposal 2. Trotting Booths Artist's Impression 3. Artwork Review Summary

Purpose

Council is requested to consider and approve the final artwork for the Town's functional public art installation at the Richmond Raceway Trotting Booths.

Executive Summary

The Trotting Booths project is nearing completion, the following process has been undertaken;

- Preparation of a project proposal
- Call for Expressions of Interest
- Request for Quote (Fabrication and Installation),
- Review of research undertaken (Fremantle Trotting Club)
- Review of proposed artwork (Public Art Panel and Trotting Historian, Alan Parker)

Council, as per the requirements of the Public Art Panel, is now required to consider the recommendation of the Panel. The functional public art installation is recommended for approval.

Background

Concerns were raised by members of the community and Town staff (Operations Crew) regarding antisocial behaviour and the use of the two open Richmond Raceway ticket booths by people experiencing homelessness. This can create a perception of the area being unsafe. There is also additional workload for Town staff in ensuring the area is kept clean and tidy.

Maintenance monies were allocated in the 2018-2019 budget to enclose the two booths thereby preventing access via the twelve windows and four doorways.

Rather than blocking the openings, a proposal to install functional public art, telling the story of the Richmond Raceway was prepared (refer Attachment 1). This proposal, with a strong link to the Town's recently revitalised Heritage Trail and the current "Streets of East Freo" project, was supported by Council at the Ordinary Council Meeting held on 19 March 2019 (refer Resolution 070319).

The project has been undertaken over the past fourteen months and installation is scheduled for late June 2020.

Consultation

Public Art Panel
Executive Management Group
Council
Fremantle Trotting Club
Alan Parker, Trotting Historian

Statutory Environment

Nil

Policy Implications

Public Art Panel Policy (4.1.5)

Financial Implications

The project had an original budget of \$35,000. The total cost of \$30,250, being \$10,000 for the artwork component plus \$20,250 for fabrication and installation, will be expended from the Arts and Sculpture Reserve which has a current balance of \$192,022.

Strategic Implications

Nil

Site Inspection

Undertaken by the Artist and the Fabricator/Installer (16 March 2020).

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not consider and support this proposal.	Unlikely (2)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	Accept Officer Recommendation

Risk Matrix

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

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

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

Comment

Extensive research was undertaken, in liaison with representatives of the Fremantle Trotting Club and (ex) Richmond Raceway to inform the narrative that forms the interpretive element of the artwork.

Local artist, Ben Jones, has infused an 'above and beyond' amount of local knowledge, personal passion and professional pride into the artwork (refer attachment 6).

The Public Art Panel, which comprises five experienced and well-informed local practitioners supported by two Elected Members, two Executive staff and two officers, who have reviewed the artwork and support the proposal.

The proposed installation is recommended to be approved by Council to enable installation in late June.

12.3.1 OFFICER RECOMMENDATION

That Council acknowledge and receive the Richmond Raceway Trotting Booth project report.



Public Art Panel Project Proposal



July 2019

Turnstile Booth Installation

Document Control

Owner Unit	Corporate Services – Community
Originator	Public Art Panel, 8 October 2018
Author	Coordinator Capacity Building
Date Created	26 February 2019
Document Approved	Executive Manager Corporate Services 27 February 2019
Council (Endorsed Funding)	19 March 2019
Public Art Panel (Reviewed)	20 May 2019
Executive Direction	<i>Call for expressions of interest for Artwork</i>
Executive (Approved)	6 August 2019
Call for Expressions of Interest	7 August 2019 (THIS DOCUMENT)
Review Frequency	As required until project complete.
Additional Comments	

Background

Concerns have been raised by members of the community and Town staff (Operations Crew) regarding the use of the two open turnstile booths* by people experiencing homelessness. This can create a perception of the area being unsafe. There is also additional workload for Town staff in ensuring the area is kept clean and tidy.

*Located on the northeast and the southwest corners of the former Richmond Raceway site.

1. Marjorie Green Park, corner Bay Patch and Silas Streets, East Fremantle
2. George Booth Park, corner George and Moss Streets, East Fremantle

Rather than simply blocking up the two doorways and twelve windows, it was felt that this 'issue' presented an amazing opportunity to install some functional public art which can be utilised to tell the story of the Richmond Raceway. This offers a strong link to the Town's work in revitalising the Heritage Trail and undertaking the "Streets of East Fremantle" project in partnership with the Museum of Perth.

Purpose

To install permanent public artwork that serves a functional, community safety, purpose and develops a sense of place through story-telling.

Town of East Fremantle Public Art Strategy – Residence to River: excerpt (page 43)

7.5 NEIGHBOURHOODS

Character Statement

The Neighbourhoods Domain is a set of geographically localised communities within the Strategy area. The Neighbourhoods Domain combines the four existing wards of the Town of East Fremantle: Preston Point; Richmond; Plympton; and Woodside. These wards have certain distinctions and these should be recognised and investigated when considering a public art project.

The Neighbourhoods are social communities with considerable face-to-face interaction between residents. The Neighbourhoods are where residents seek to realise common values and socialise families. They include neighbourhood hubs and parks and casual meeting places.

It is envisaged that this artwork will be strongly linked to the former use of the land, being the Richmond Raceway.

Consultation

- Executive Management
- Public Art Panel
- Elected Members
- Potential Artists ([THIS DOCUMENT](#))

Future consultation will include engagement with residents within the immediate location.

Financial Implications

Monies have been carried forward to the 2019-2020 Annual Budget to fund both Stage 1 "Artwork & Consultation" and Stage 2 "Fabrication & Installation".

Strategic / Policy Implications

"Town of East Fremantle Strategic Community Plan 2017-2027"

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

1.2 Inviting open spaces, meeting places and recreational facilities

1.2.2 Activate inviting open spaces that encourage social connection

1.3 Strong community connection within a safe and vibrant lifestyle

1.3.1 Partner and educate to build a strong sense of community safety

1.3.2 Facilitate opportunities for people to people to develop community connections and foster local pride

1.3.3 Enrich identity, culture and heritage through programs, events and celebrations

“Public Art Policy”**Section 1 – Objectives**

- **1.1 Cultural** – to enhance the cultural and aesthetic environment of East Fremantle by:
 - interpreting aspects of its unique cultural heritage; and
 - ensuring that public artworks respond to the site.
- **1.2 Sustainability** – to contribute to a sustainable environment by using public art to: develop environments where walking and cycling is encouraged.
- **1.3 Social** – to enhance social cohesion within East Fremantle by:
 - creating landmarks that provide reference points and enable people to orientate themselves;
 - using public art to develop attractive, diverse places, that the community enjoy; and
 - using public art to develop meeting places, that community members want to visit.
- **1.4 Economic** – to contribute to economic vitality within East Fremantle by using public art to develop:
 - unique and recognisable places, enhancing the ‘place brand’; and
 - employment opportunities for local artists, craftspeople and associated businesses.

Specifications**Artwork**

- Call for “expressions of interest” from West Australian artists to submit a visual representation of their idea.
- Selection of artists (one to three) to provide a detailed concept design and costing (\$500 fee will be paid).
- Chosen artist to provide final artwork in PDF and / or DXF formats.

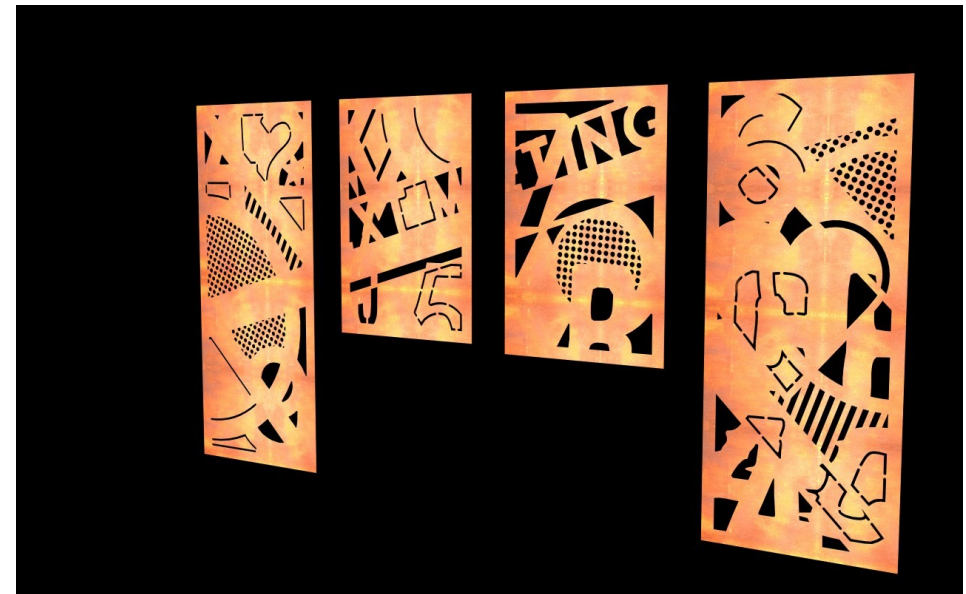
Consultation

- Information about the project to be shared by the Town of East Fremantle with residents in the immediate location.
- Information regarding the final concept to be made available to the wider community.

Fabrication and Installation

- Quotes to be called for laser cutting, fabrication and installation of artwork screens and gates, with frames. **supplier to measure prior to manufacture*
 - 12 windows measuring 700 x 1000mm
 - 4 hinged, lockable gates measuring 900 x 2100mm
 - Minimum 50mm thick mild steel frames manufactured to fit within window/door spacing’s
 - Minimum 3mm thick non-rusting steel or core ten screens be affixed to the frames
 - Each screen to be laser cut with provided artwork

Richmond Raceway Trotting Booths Functional Public Art Installation




Trotting Booth Artwork Review

Content has been approved for accuracy by Ross Pyke, Fremantle Trotting Club Consultant and Alan Parker, Trotting Historian.

Summary of edits requested by Public Art Panel;

- a) replace double inverted commas with single, and only use where necessary (ie within informational text)
- b) utilise commas where appropriate
- c) add a full stop to finish informational paragraph
- d) add a colon after title (Driver / Trainer / Winner)
- e) use “and” rather than &

	<p>Fremantle Champion Pacer Royal Force</p> <p>Winner: 1977 Fremantle Pacing Cup</p> <p>A stylish winner of the 1977 ‘Miracle Mile’ in Sydney and numerous feature races in Western Australian harness racing including the 1973 WA Pacing Derby.</p> <p>Trainer: George Kennett Driver: Dudley Anderson</p> <p>Is Western Australian correct, or should it be West Australian?</p>
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	<p>Fremantle Champion Pacer San Simeon</p> <p>An unbroken winning sequence of 29 harness races, including an Australian Derby, WA Derby and WA Pacing Cup, setting a new Australasian record.</p> <p>Winner: 1981 Inter Dominion Championship</p> <p>Owner: Lyall Porter Trainer-Driver: Lou Austin</p>
	<p>Fast Class Performer Sylvia Mint</p> <p>Winner: 1966 Fremantle Pacing Cup</p> <p>The third Fremantle Cup winner in nine years from the powerful Johnson Stable, based in Hamilton Hill.</p> <p>Trainer: Bill Johnson Driver: Max Johnson</p> <p>Note added line between ... Pacing Cup and The third...</p>

	<p>History Making Pacer Bay Patch</p> <p>Winner of the Inaugural Fremantle Trotting Cup, run over one mile and a half at the opening meeting of the Fremantle Trotting Club – Richmond Park, East Fremantle, Saturday 29 September 1928.</p> <p>Owner: G Martin Trainer-Driver: Alby Boag</p> <p>Can we find out the given name of G Martin</p>
	<p>Fremantle Trained Performer Speedy Cheval</p> <p>Winner: 1991 Fremantle Pacing Cup</p> <p>Winner of the 'PJ Hevron Free For All', the final race run prior to the closure of Richmond Raceway on Friday 12 April 1991.</p> <p>Trainer: Ross Olivieri Driver: Phil Coulson</p>

<p>Fremantle Trainer Pacer WESTGROVE BOY</p> <p>Winner 1963 Fremantle Pacing Cup</p> <p>Fast Class performer Westgrove Boy also won the 1962 Fremantle Invitation Stakes</p> <p>Trainer: Harry Schrader Driver: Jim Schrader</p>	<p>Fremantle Trainer Pacer Westgrove Boy</p> <p>Winner: 1963 Fremantle Pacing Cup</p> <p>This Fast Class performer also won the 1962 Fremantle Invitation Stakes.</p> <p>Trainer: Harry Schrader Driver: Jim Schrader</p>
<p>Crowd Favourite Mare DAINY'S DAUGHTER</p> <p>Winner 1971 Fremantle Pacing Cup</p> <p>A Superstar mare recording numerous feature race wins and being very popular with patrons at Richmond Raceway meetings winning 11 city class races at the track</p> <p>Trainer - Driver: Bernie Cushing</p>	<p>Crowd Favourite Mare Dainty's Daughter</p> <p>Winner: 1971 Fremantle Pacing Cup</p> <p>A superstar mare, recording numerous feature race wins. Very popular with patrons at Richmond Raceway meetings, winning 11 city class races at the track.</p> <p>Trainer-Driver: Bernie Cushing</p> <p>Note, line added between ... Pacing Cup and A Superstar... Un-capitalised "Superstar" Reduced informational text to allow space for line</p>

	<p>Australasian Champion Pacer Village Kid</p> <p>Winner: 1986 Inter Dominion Championship 1988 Fremantle Pacing Cup 1989 Fremantle Pacing Cup</p> <p>Plus numerous WA and National Group 1 feature race wins.</p> <p>Trainer: Bill Horn Driver: Chris Lewis</p> <p>Note, changed order of wins to be in date order. Added line between list and informational statement. Added line between informational statement and trainer / driver info.</p>
	<p>Mount Eden Australasian Record Holder</p> <p>Set a World Record for a three-year old over 11 furlongs in the 1970 'Western Gateway Stakes' at Richmond Raceway.</p> <p>Recorded an amazing last to first performance in Group 1 company at the 1971 'Miracle Mile' in Sydney.</p> <p>Trainer-Driver: Jack Miles</p> <p>Note, alter in to at in last statement, is this still correct?</p>

	<p>Australian Champion Pacer Pure Steel</p> <p>Winner: 1980 Fremantle Pacing Cup</p> <p>Outstanding race record, winning four WA Pacing Cups, and various Richmond Raceway, Gloucester Park and national feature races.</p> <p>Trainer: Russell Roberts Driver: Mark Roberts</p> <p>Note altered location of Trainer / Driver to match other windows.</p>
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Rear doors

Idea is to incorporate a listing of the inaugural 1928 Committee names in one door and the final 2011 Committee names in the other door. Ross Pyke to draft up and email a listing of the FTC office bearers from both 1928 and 2011.

12.3.2 Establishment of a Climate Action Reference Group

File ref	H/CC1
Prepared by	Connor Warn, Waste and Sustainability Officer
Supervised by	Andrew Malone, Executive Manager of Regulatory Services
Meeting Date	16 June 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Draft Terms of Reference Climate Action Reference Group

Purpose

The purpose of this report is to put before Council the draft Terms of Reference for the Climate Action Reference Group (CARG) for consideration. It is the role of the CARG to assist with the development of the Community Climate Action Plan (CCAP). The CCAP will identify targets, actions and projects for the Town to investigate in mitigating and adapting to the effects of climate change.

Executive Summary

The CARG will be a community led reference group whose purpose is to assist in identifying targets, corporate projects and actions that the Town can undertake with community and local businesses to build the community's capacity to identify and address (where practicable) climate-based issues. The CCAP will act as a reference point for Council on climate change related matters, develop strategies for the reduction of community-wide greenhouse gas emissions and discuss ways to prepare the community and Council to mitigate and adapt to the impacts of climate change.

Background

On 19 November 2019 at the Ordinary Council meeting, the Town recognised the Climate Emergency and supported the call to action for all levels of government in the goal of minimising the impacts of climate change. Then on 25 February 2020 at the Annual Electors' meeting, the Town resolved to develop a Community Climate Action Plan (CCAP). The formation of the CARG and finalisation of its Terms of References are steps towards the implementation of these decisions.

Consultation

The Draft Terms of Reference were presented to the June Council Concept Forum for comment. Once agreed and finalised, the Terms of Reference will be widely circulated so as to inform the community and invite their participation in the CARG's initiatives.

Statutory Environment

Nil

Policy Implications

Not applicable.

Financial Implications

\$50,000 has been allocated in the Draft 2020/21 Budget for Environmental and Sustainability initiatives. It is proposed that \$10,000 of this funding be allocated towards the development of the CCAP with the remaining \$30,000 to be placed in reserve to action the items raised in the CCAP.

Strategic Implications

Town of East Fremantle Strategic Community Plan 2017-2027:

Strategic Priority 4: Natural Environment

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

4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts."*

Site Inspection

Not applicable

Comment

A Draft 'Terms of Reference' for the Community Climate Action Plan have been developed outlining the objectives and role of the reference group (See attachment).

12.3.2 OFFICER RECOMMENDATION

That Council:

- 1. adopt the Climate Action reference Group Terms of Reference;**
- 2. establish a Climate Action Reference Group comprising of the following membership;**
 - (i) two elected members _____ and _____ with one (1) elected member acting as Chair**
 - (ii) CEO and/or Proxy**
 - (iii) up to ten (10) community, relevant industry or subject matter experts**
 - (iv) up to two (2) designated Town of East Fremantle employees to act as technical advisor to the Group.**

to assist with the development of the *Town of East Fremantle Community Climate Action Plan.*

- 3. authorise the CEO to call for nominations for a period of two weeks from date of notice,**
- 4. consider submissions at the end of the nomination period and appoint up to 10 community/expert members.**



Town of East Fremantle TERMS OF REFERENCE Climate Action Reference Group

1. Introduction

On the 19th of November 2019 at the Ordinary Council meeting, the Town of East Fremantle recognised the Climate Emergency and supports the call to action for all levels of government in the goal of minimising the impacts of climate change. Furthermore on the 17th of March 2020 as a result of the Annual Electors meeting, the Town resolved to develop a Community Climate Action Plan (CCAP). The CCAP will include actions and strategies for the reduction of community wide greenhouse gas emissions and prepare the Community and Council to adapt and become resilient to the impacts of climate change. The Town acknowledges that climate change is a result of human behaviours, pollution and that consumption patterns have both immediate and long term effects on the climate and the environment. The Town of East Fremantle supports the Western Australian Local Government Association declaration on climate change and commits to reviewing and setting appropriate emissions reduction targets based on scientific measurable data. The Town of East Fremantle aims to empower the local community including local businesses through strategies formulated in the CCAP on how to mitigate and adapt to the impacts of climate change.

The Climate Action Reference Group (CARG) is to be formed to assist Council with local challenges and opportunities that address the issues raised because of climate change, through measurable outcomes as outlined in the CCAP. CARG will assist in identifying targets, corporate projects, and actions that the Town can undertake itself, with community and local businesses to build the community's capacity to meet the needs and challenges of the future.

2. Purpose

To establish a CARG and set the terms of reference for the CARG to ensure a CCAP is developed and supported in the long term to support Council's efforts with local level climate change adaptation. As well as advance ways to mitigate the Town of East Fremantle's corporate and community greenhouse gas emissions currently and into the future.

3. Membership

The CARG will include:

- 3.1 Up to two (2) Councillors to provide guidance to the Group, with one Councillor acting as Chair of the Reference Group.
- 3.2 A total of up to ten (10) community, relevant industry or subject matter experts.
- 3.3 Up to two (2) designated Town of East Fremantle employees to act as technical advisor to the Group including but not limited to the Waste and Sustainability officer and the Principal Environmental Health Officer.

Vacancies for Community representatives will be advertised in a local newspapers and on the Town of East Fremantle social media pages for a minimum period of fourteen (14) days. A report will be prepared for Council outlining the applicants and selection and appointment will be made by Council. It shall be a pre-requisite that community representatives live, work or have an active interest in the Town of East Fremantle, unless as otherwise appointed by Council due to services or expertise which is considered to add to the proficiencies of the Reference Group.

Positions on Committee are voluntary and no meeting fee is paid, however, refreshments will be provided.

4. Responsibilities

The Responsibilities of this Reference Group include:

- 4.1 Providing a forum where climate change issues and needs relating to the Town can be raised and discussed.
- 4.2 Provide advice, recommendations and assistance to Council in relation to the development and formation of the Town of East Fremantle Community Climate Action Plan.
- 4.3 Assist the Town in determining actions and solutions related to mitigating and adapting to climate change in the Town of East Fremantle.
- 4.4 Locating and sharing research or other documents as determined by the Reference Group members.
- 4.5 Represent the community, by providing feedback, advice and opinion in the development of the Town of East Fremantle's Climate Change Action Plan.

5. Powers of the Climate Action Reference Group

The Climate Action Reference Group is an informal working group appointed by the Council. CARG does not have executive powers or authority to direct Council or implement actions in areas over Council or administration which the CEO has responsibility. The Reference Group does not have any delegated decision making or financial responsibility.

- 5.1 CARG has no involvement in the day to day functions of the Council, the Committee will meet in regards to mitigating and adapting to the effects of climate change in the Town of East Fremantle only.

- 5.2 Members of the group have the same rights to all community members to raise issues of concern through the appropriate Council system.
- 5.3 Members of CARG do not have responsibility for posting material (social or otherwise) from the perspective of the Town unless requested by the Town (individuals in the Reference Group may approach the media, however not as a member of the Reference Group) to do so.

6. Expertise

- 6.1 Industry or service sector representatives must:
- 6.1.1 Demonstrate experience and knowledge of one or more areas within environmental sustainability or climate change.
 - 6.1.2 Have the ability to achieve objectives in a team environment.
- 6.2 Community representatives must:
- 6.2.1 Demonstrate interest in and/or experience/knowledge of one or more areas within environmental sustainability or climate change.
 - 6.2.2 Have the ability to work and operate in a team environment to achieve desired objectives.

7. Meetings

- 7.1 The Committee will determine the number of times it meets, but this should not be less than 4 times a year.
- 7.2 Meetings may be attended in person or by video conference.
- 7.3 Each meeting will have an agenda, which must include:
- 7.3.1 Welcome & Acknowledgement of country
 - 7.3.2 Attendance & Apologies
 - 7.3.3 Disclosure of Interests
 - 7.3.4 Presentations
 - 7.3.5 Confirmation of minutes
 - 7.3.6 Matters arising from minutes
 - 7.3.7 Reports
 - 7.3.8 Closure
- 7.4 A quorum of the meeting must be established prior to a meeting being undertaken. A quorum must be a minimum of one (1) Councillor and 50% of active Reference Group members. The committee is responsible for ensuring a record of its meeting is kept. At a minimum such record must contain:
- 7.4.1 The persons present at the meeting;
 - 7.4.2 A brief summary of matters discussed; and

- 7.4.3** Any agreements or conclusions reached and any recommendations which the Working Group has requested be taken to the Council or a Committee meeting by a Council Member or a Council Officer.

7.5 For a decision to be passed as a recommendation from the CARG a majority decision must be carried at the meeting. Voting will be one vote per members, including the Councillors, with a casting vote given to the Chair of the Reference Group. Town's staff are technical advisor only and will not have any vote on the Reference Group.

8 Agenda

8.1 Members of the CARG can ask for any item relating to the core business of the group to be placed on any agenda.

9 Strategic Alignment

The specific tasks and actions undertaken by the CARG will assist the Town of East Fremantle in achieving the following objectives as noted in the Strategic Community Plan 2017-2027;

“Strategic Priority 4: Natural Environment

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

4.3.1 *Improve systems and infrastructure standards to assist with mitigating climate change impacts.”*

10 Code of Conduct

Members of the Reference Group are bound by Council's Code of Conduct and Media Policy 4.4.1, which applies to Volunteers of the Town.

12.4 GOVERNANCE

12.4.1 Adoption of Meeting Schedule 2020/21

Applicant	N/A
File ref	C/MTG1
Prepared by	Janine May, EA to CEO
Supervised by	Gary Tuffin, CEO
Meeting Date	16 June 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	Nil

Purpose

To facilitate decisions by Council on the meeting schedule for 2020/21 and the related issue of the Christmas closure period.

Executive Summary

Council is required, under Section 12 of the *Local Government (Administration) Regulations 1996*, to advertise, at least once a year, its meeting schedule for the next twelve months. The previous schedule was to 30 June 2020 thus the meeting schedule for 2020/21 will need to be determined and advertised prior to 1 July 2020.

It is recommended that the meeting scheduled as contained within this report be adopted for 2020/21.

Background

With respect to the above, at the Council Meeting of 21 May 2019, Council resolved as follows:

"That Council resolve:

- 1. an ordinary Council meeting be scheduled for the 3rd Tuesday of the month (except during the month of December 2019 when the meeting is held on the 2nd Tuesday)*
- 2. a Town Planning Committee meeting be scheduled for the 1st Tuesday of the month.*
- 3. meetings of the Audit Committee be held on Wednesday 3 July and 26 November 2019, as previously resolved*
- 4. the above arrangements not apply during January 2020*
- 5. the administration centre and operations areas be closed:*
 - a. from midday Friday, 13 December 2019 to allow all staff members to attend a Christmas function.*
 - b. from midday Tuesday, 24 December 2019 to Thursday, 2 January 2020 (consisting of 3½ working days: half a day from midday Tuesday 24 December, Friday 27 December, Monday 30 December and Tuesday 31 December)."*

Consultation

Nil.

Statutory Environment

Section 12 of the *Local Government (Administration) Regulations 1996* reads:

12. Meetings, public notice of (Act s. 5.25(1)(g)) (1)

At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

- (a) the ordinary council meetings; and*
- (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*

In part Section 5.23 of the *Local Government Act 1995* states:

Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —*
 - (a) all council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

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

Strategic Priority 5: Leadership and Governance

- 5.1 Strengthen organisational accountability and transparency
- 5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not adopt the meeting schedule resulting in non compliance with LG Act	Rare (1)	Minor (2)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

Risk Matrix

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

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

Risk Rating	2
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

As the present frequency of Town Planning & Audit Committee meetings, Concept Forums and Council Meeting is allowing council business to be conducted in appropriate and timely manner, therefore, it is not proposed to change this format for the 2020/21 financial year.

Audit Committee

Following a recommendation from the Audit Committee, Council at its meeting held on 18 February 2020 resolved the following dates for Audit Committee meetings during 2020/21:

Date	Time	Place
4 March 2020	6.30pm	Council Chambers
29 June 2020	6.30pm	Council Chambers
4 November 2020	6.30pm	Council Chamber

Ordinary Council meetings - December and January Meetings

As in past years, it is proposed to bring forward the December Council Meeting to the 2nd Tuesday of the month ie 8 December. In previous years it has been decided to not hold a Concept Forum in December, which is normally scheduled for this date.

As per normal practice, no meetings have been scheduled for January 2021, however, should any urgent business arise which needs to be considered during this recess, a special Council Meeting can be convened.

Christmas Closure

In recent years, Council has closed during the Christmas and New Year period and staff have used annual leave, RDO's and "day-in-lieu" public holidays for the period.

The closures would be advertised in order to cater for emergencies during the Christmas/New Year closure. Customers would have access to a recorded telephone message with contact numbers for relevant staff together with details of refuse services and other necessary relevant information relating to Council services such as rangers etc as well as the information being provided on Council's website and Facebook page.

It is proposed the administration centre and operations areas be closed:

- From midday Friday, 11 December 2020 to allow all staff members to attend a Christmas function
- From midday Thursday, 24 December 2020 to Monday, 4 January 2021 (consisting of 3½ working days: half a day from midday Thursday, 24 December, Tuesday 29 December, Wednesday 30 December and Thursday 31 December) with the Boxing Day public holiday falling on Monday 28 December 2020.

This closure will be advertised as part of the meeting schedule and again in December 2020 to provide adequate notice to the public of the closure.

12.4.1 OFFICER RECOMMENDATION

That Council resolve:

- 1. an ordinary Council meeting be scheduled for the 3rd Tuesday of the month (except during the month of December 2020 when the meeting is held on the 2nd Tuesday)**
- 2. a Town Planning Committee meeting be scheduled for the 1st Tuesday of the month.**
- 3. meetings of the Audit Committee be held on Monday 29 June and Wednesday 4 November 2020, as previously resolved**
- 4. the above arrangements not apply during January 2021**
- 5. the administration centre and operations areas be closed:**
 - a. from midday Friday, 11 December 2020 to allow all staff members to attend a Christmas function.**
 - b. from midday Thursday, 24 December 2020 to Monday, 4 January 2021 (consisting of 3½ working days: half a day from midday Thursday 24 December, Tuesday 29 December, Wednesday 30 December and Thursday 31 December).**

- 13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 14. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING**
- 15. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
- 16. NEW BUSINESS OF AN URGENT NATURE**
- 17. MATTERS BEHIND CLOSED DOORS**
- 18. CLOSURE**