



AGENDA

Council Meeting

Tuesday, 19 October 2021 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.

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

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, 19 October 2021 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. ANNOUNCEMENT TO GALLERY**
"Members of the gallery are advised that no Council decision from tonight's meeting will be communicated or implemented until 12 noon on the first clear working day after this meeting, unless Council, by resolution carried at this meeting, requested the CEO to take immediate action to implement the decision."
- 4. RECORD OF ATTENDANCE**
 - 4.1 Attendance**
 - 4.2 Apologies**
 - 4.3 Approved**
- 5. ELECTION OF DEPUTY MAYOR**
- 6. DISCLOSURES OF INTEREST**
 - 6.1 Financial**
 - 6.2 Proximity**
 - 6.3 Impartiality**
- 7. PUBLIC QUESTION TIME**
 - 7.1 Responses to previous questions from members of the public taken on notice**
Nil.

7.2 Public Question Time

8. PRESENTATIONS/DEPUTATIONS

8.1 Presentations

Nil.

8.2 Deputations

9. APPLICATIONS FOR LEAVE OF ABSENCE

10. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

10.1 Meeting of Council (21 September 2021)

10.1 OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 21 September 2021 be confirmed as a true and correct record of proceedings.

11. ANNOUNCEMENTS BY THE PRESIDING MEMBER

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil.

13. REPORTS AND RECOMMENDATIONS OF COMMITTEES

13.1 Town Planning Committee Meeting (5 October 2021)

| | |
|----------------------------|--|
| File ref | C/MTP1 |
| Prepared by | Andrew Malone, Executive Manager Regulatory Services |
| Supervised by | Gary Tuffin, Chief Executive Officer |
| Meeting Date: | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | 1. Town Planning Committee Minutes 5 October 2021 |

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 5 October 2021, exercised its delegation in two statutory development applications where at least four members voted in favour of the Reporting Officer's recommendation.

A third application did not receive the required votes to be approved under delegation and is therefore referred to the October Council Meeting, in a separate report (Agenda Item 14.1.1), for consideration.

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.

13.1 COMMITTEE RECOMMENDATION

That the unconfirmed Minutes of the Town Planning Committee Meeting, held on 5 October 2021 be received.

TOWN OF
EAST FREMANTLE



MINUTES

Town Planning Committee

Tuesday, 5 October 2021 at 6.32pm

Disclaimer

The purpose of this Committee meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst the Committee 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 Committee decision. No person should rely on the decisions made by the Committee until formal advice of the Committee 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 the Committee, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Committee 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, 5 OCTOBER 2021.

1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

Presiding member opened the meeting at 6.32 pm 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. ANNOUNCEMENT TO GALLERY

“Members of the gallery are advised that no Committee decision from tonight’s meeting will be communicated or implemented until 12 noon on the first clear working day after this meeting.”

4. RECORD OF ATTENDANCE

4.1 Attendance

The following members were in attendance:

Cr C Collinson Presiding Member
Cr J Harrington
Cr A Natale
Cr D Nardi
Cr A Watkins

The following staff were in attendance:

A Malone Executive Manager Regulatory Services
J Bannerman Planning Officer

There were five members of the public in the gallery.

4.2 Apologies

Mayor Jim O’Neill

4.3 Leave of Absence

Nil

5. MEMORANDUM OF OUTSTANDING BUSINESS

Nil

6. DISCLOSURES OF INTEREST

Nil

6.1 Financial

Nil

6.2 Proximity

Nil

6.3 Impartiality
Nil

7. PUBLIC QUESTION TIME
Nil

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

7.2 Public Question Time
Nil

8. PRESENTATIONS/DEPUTATIONS

8.1 Presentations
Nil

8.2 Deputations
Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 Town Planning Committee (6 September 2021)

9.1 OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr Natale

That the minutes of the Town Planning Committee meeting held on Tuesday, 6 September 2021 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

10. ANNOUNCEMENTS BY THE PRESIDING MEMBER
Nil

11. REPORTS OF COMMITTEES

11.1 Community Design Advisory Committee (6 September 2021)

Prepared by: Andrew Malone, Executive Manager Regulatory Services

Supervised by: Gary Tuffin, Chief Executive Officer

Authority/Discretion: Town Planning Committee

Attachments: 1. Minutes of the Community Design Advisory Committee meeting held on 6 September 2021

PURPOSE

To submit the minutes of the Community Design Advisory Committee meeting held on the 6 September 2021 for receipt by the Town Planning Committee.

EXECUTIVE SUMMARY

The Committee, at its meeting held on 6 September 2021, provided comment on planning applications listed for consideration at the November 2021 Town Planning Committee meeting and other applications to be considered in the future. Comments relating to applications have been replicated and addressed in the individual reports.

There is no further action other than to receive the minutes.

11.1 OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr Harrington

That the Minutes of the Community Design Advisory Committee meeting held on 6 September 2021 be received.

(CARRIED UNANIMOUSLY)

12. REPORTS OF OFFICERS (COMMITTEE DELEGATION)

12.1 Hubble Street No 9 (Lot 56) Proposed alterations and additions

| | |
|----------------------------|---|
| Owner | James Blue & Carolyn Park |
| Applicant | John Chisholm |
| File ref | P17/21 |
| Prepared by | James Bannerman Planning Officer |
| Supervised by | Andrew Malone, Executive Manager Regulatory Services |
| Meeting date | 5 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | <ol style="list-style-type: none">1. Location and advertising plan2. Site photos3. Place record form4. Plans date stamped 27 August 20215. Community consultation checklist |

Purpose

The purpose of this report is for Council to consider a development application for proposed alterations and additions at No 9 (Lot 56) Hubble Street, East Fremantle.

Executive Summary

This development application proposes alterations and additions to an existing Category B heritage dwelling. The existing upper storey is being removed and a new second storey with a bedroom, ensuite, family room and balcony is being added. On the ground floor a new kitchen, living area, bathrooms and alfresco area is being added.

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 – Southern Wall - Ground Floor - 1.5m required, 0m provided;
- (ii) Clause 5.1.3– Residential Design Codes – Lot Boundary Setbacks – Southern Wall – Upper Storey – 1.9m required, 1.2m provided;
- (iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided

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

Background

Zoning: Residential R20

Site area: 510m²

Heritage: Category B

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

DA P01/16 - Development approval granted for alterations and additions to rear - 15 March 2018

Consultation

Advertising

The application was advertised to surrounding landowners from 10 to 25 March 2021. One submission was received and has been included below.

| Submission | Applicant Response | Officer Response |
|---|---|---|
| <p>Regarding the above development application, we have the following comments.</p> <p>1. The rear building is shown as a studio/shed. This is not correct, as the building is now used as accommodation. Under the original approval this was not to be lived in! We have been told that the previous owner did in fact get permission for a change of use. Is this correct? We don't mind this change of use but would like this clarified. If it is not approved, we would not object to retrospective approval!</p> <p>2. There is no carport on the north side of the house, over the driveway. Is the current carport to be removed?</p> <p>3. There is no real detail of the screening on the north side of the balcony. Is this to be open slats or fully screened? We have no real objections to this project but would like the above queries answered.</p> | <p>Applicant responded with significant changes to the original design.</p> | <p>This development application is dealing with proposed alterations and additions and is not related to a change of use for the rear studio.</p> <p>A change of use from studio/workshop to ancillary dwelling with bathroom was approved on 15 March 2018 in accordance with development application P001/16 and this was advertised to surrounding property owners.</p> <p>The existing carport is not being removed.</p> <p>Screening is required to be installed that meets the deemed to comply requirements of the Residential Design Codes clause 5.4.1 C1.2.</p> |

Community Design Advisory Committee (CDAC)

The application was referred to CDAC in April 2021. The following comments were made.

(a) The overall built form merits;

- The Committee were not supportive of the proposal.
- The Committee believed that there was limited cohesion between the original heritage structures on site, the proposed rear addition, and the existing structures at the rear (front, central and rear sections of the dwelling) of the lot.
- The Committee believed that there was no dialogue between structures on site and connections between the existing and proposed buildings on site, resulting in a poor design outcome.
- The Committee noted the existing and proposed materials shown on the plans are confused. There should be a clear separation between the heritage building and the rear additions in terms of materials. There should be a clear separation between the limestone in the heritage dwelling and the use of recycled bricks in the proposed rear addition.
- The proposed double storey design in the middle of the building is overly large and not sympathetic with the original building.

(b) The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development;

- The Committee considered there was no respect for the original character of the heritage dwelling with the proposed rear additions, noting it is considered the proposal does not respect the character of the area.
 - The Committee believed the proposal does not follow the Burra Charter in terms of material. There should be a distinction/ differentiation between the old and the new parts of the development in terms of design and materials.
- (c) *The relationship with and impact on the broader public realm and streetscape;*
- The Committee believed that the upper storey of the rear addition will not be visually discrete and will be able to be seen from the street front, impacting on the overall character of the area.
 - The Committee noted the current structures have limited impact on the heritage dwelling whereas the proposed development will have a significant impact on the heritage dwelling and appears to overwhelm the existing dwelling.
 - The Committee believed there should be some type of visual/ design separation between the old and the new.
- (d) *The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;*
- See above
- (e) *The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability;*
- No comment at this time.
- (f) *The demonstration of other qualities of best practice urban design including “Crime Prevention” Through Environmental Design performance, protection of important view corridors and lively civic places;*
- No comment at this time.

Applicant Response to CDAC

We have taken the advice from the Council and have drastically amended the architectural design to address the comments made. The new proposed design reduces the footprint of the structure, changes the form of the structure, and has a complete change in materials and colour. The new structure is only slightly larger than what is already in place but dramatically increases the usability of the space, we do not believe this new design would be considered overly large or unsympathetic to the original property. We will leave the recycled brick paving in place which connects the rear studio to the front building creating cohesion between the two properties. We will no longer use recycled bricks on the exterior of the ground floor so as not to confuse the rendered walls of the original building and the newly renovated portion of the property. As the footprint of the structure is now smaller, there is a larger yard space separating the rear studio from the main building which should add enough space between the two to not confuse the spaces.

We believe the new structure has limited impact on the surrounding buildings and respects the heritage character of the building. The visibility of the structure from the street is minimal, as demonstrated in the new drawings. We are using standing seam metal cladding (Surfmist) on the top portion of the structure, and we will use vertical timber on the bottom portion of the build to make a strong contrast from the rendered walls of the original building. We have also added an articulation point between the original structure and the renovated rear section. This will show a distinct break from the original building and renovated bottom portion of the building.

The upper story will be very discrete from the street and will be a more attractive building for the neighbourhood. The ground floor of the property is approximately 2 meters above the street level and therefore cuts off most angles where the renovated structure can be seen. The existing second story is dilapidated and is in need of replacing. The materials and articulation point should make for a very clear separation between the original house and renovated rear portion.

This renovation will uplift the property and surrounding area as a demonstration of preserving an original cottage and adding a discrete and modern living space at the rear of the building.

Officer Comment

The applicant and owner has made significant modifications to the original proposal to address the concerns of CDAC. The changes have been welcomed and as a result there are a minimal number of variations being requested to the Residential Design Codes and Residential Design Guidelines.

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 2020 – 2030 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.

3.1.3 Plan for improved streetscapes.

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 within resource capabilities.

3.3.2 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.

4.1.3 Improve and protect the urban forest and tree canopy.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices, including effective community and business education.

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 | | | N/A |
| Secondary Street Setback | | | N/A |
| Lot Boundary Setbacks | | | |
| Southern wall – ground floor | 1.5m | 0m | D |
| Western wall - alfresco | 1m | >1m | A |
| Northern wall – ground floor | 1.5m | 2.7m | A |
| Southern wall – upper storey | 1.9m | 1.2m | D |
| Western wall – verandah/balcony | 1.2m | >1.2m | A |
| Northern wall – upper storey | 1.2m | 2.6m | A |
| Open Space | 50% | 58.35% | A |
| Wall height | 7m | 6.256m | A |
| Roof height | 8m | 6.256m | A |
| Setback of Carport | | | N/A |
| Car Parking | | | N/A |
| Site Works | | | N/A |

| | | | |
|--------------------------|-------------------|-------|---|
| Visual Privacy - Balcony | 7.5m | <7.5m | A |
| Overshadowing | 25% | 18% | 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 | 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 | N/A |
| 3.7.11 Front Fences | N/A |
| 3.7.12 Pergolas | N/A |
| 3.7.13 Incidental Development Requirements | |
| 3.7.14 Footpaths and Crossovers | |
| 3.7.15.4.3.1 Fremantle Port Buffer Area | |
| 3.7.15.3.3 Garages and Carports | |

This development application proposes alterations and additions to an existing Category B heritage dwelling. The existing upper storey is being removed and a new second storey with a bedroom, ensuite, family room and balcony is being added. On the ground floor a new kitchen, living area, bathrooms and alfresco area are being added. The proposed alterations and additions remove a previous addition and do not impact negatively on the existing heritage sections of the dwelling at the front which is being retained.

Three variations are requested to the requirements of the Residential Design Codes and one variation is requested to the Residential Design Guidelines. Proposed variations relate to lot boundary setbacks (2 locations), and roof pitch respectively.

The upper storey is setback in excess of 9.57m from the front lot boundary and designed in a way that minimises the impact of the second storey to the streetscape. It is noted that the dwelling is over 2m higher than the footpath at the front of the dwelling as the lot is located on the side of a hill. Images show that a minimal amount of the new upper storey addition will be able to be seen from the street and for this reason it meets the requirements of the Residential Design Guidelines.

Lot Boundary Setback – Southern Wall – Ground Floor

The southern wall on the ground floor of the proposed dwelling is 24.1m long and less than 3.5m high without major openings. In accordance with the Residential Design Codes Deemed to Comply provisions clause 5.1.3 C3.1 indicates a wall of the proposed dimensions should be located 1.5m from the boundary. In this case the original dwelling has a wall that is located almost on the boundary and the new wall for the additions is also a similar distance from the boundary. Based on the Design Principles provisions clause 5.1.3 P3.2 a reduced lot boundary setback can be supported for the following reasons;

- More effective use of space for enhanced privacy for the occupants and outdoor living areas,
- Minimal impacts from building bulk on adjoining properties,
- Adequate sunlight and ventilation to the building and open spaces on the site and adjoining properties,
- Minimal overlooking and any loss of privacy on adjoining properties

- Does not have adverse impacts on the amenity of the adjoining property
- Direct sun to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted,
- Positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework.

It is noted that there is a section of wall that is existing and built up to the boundary and there are many similar examples of this approach to boundary setbacks in the Plympton precinct. Reduced lot boundary setbacks throughout Plympton are not unusual given that many lots are relatively narrow and long and ultimately constrain dwelling design significantly.

The neighbouring property to the south is setback approximately 1m from the boundary so adequate sunlight and ventilation can enter the property. There are minimal negative amenity impacts on the neighbouring property to the south from the proposed wall. For these reasons, the reduced lot boundary setback can be supported.

Lot Boundary Setbacks - Southern Wall – Upper Storey

The southern wall on the upper floor of the proposed dwelling is 13.6m long and 6.3m high without major openings. In accordance with the Residential Design Codes Deemed to Comply provisions clause 5.1.3 C3.1 indicates that the wall should be located 1.9m from the boundary. In this case the original dwelling has a wall that is located 1.2m from the boundary. Based on the design principles clause 5.1.3 P3.1 a reduced lot boundary setback can be supported for the following reasons;

- Minimal impacts from building bulk on adjoining properties,
- Adequate sunlight and ventilation to the building and open spaces on the site and adjoining properties,
- Minimal overlooking and any loss of privacy on adjoining properties

The wall location is such that it is 0.7m less than the setback required by the deemed to comply requirements. Sunlight and ventilation are still able to reach the area directly adjacent to the wall and there are no privacy issues from elevated windows or floor levels along this section of the proposed development. For these reasons, the reduced lot boundary setback can be supported.

Roof Pitch

The roof pitch of the proposed rear addition has a roof with a pitch of 3 degrees and therefore less than 28 degrees. This does not achieve the acceptable development requirements of clause 3.7.8.3 A4.1 of the Residential Design Guidelines. However, given that the development is concentrated to the rear of the dwelling and the pitch complements the traditional form of surrounding development in the immediate locality it can be supported in accordance with performance criteria 3.7.8.3 P4.

Overshadowing

A maximum of 25% of the neighbouring property can be overshadowed in accordance with the Residential Design Codes deemed to comply clause 5.4.2 C2.1. In this case it is shown that the proposed dwelling overshadows the neighbouring lot to a level of 36%. Given the narrow lot width it is difficult to have a double storey dwelling with low levels of overshadowing. There have been no negative submissions received in relation to this development from the owners of the neighbouring property that is impacted by the overshadowing and is also the designer of this proposal.

A recalculation of the overshadowing was carried out with the overshadowing of the dividing fence (assuming a height of 1.8m) being removed from the total area of overshadowing as permitted by the Residential Design Codes deemed to comply clause 5.4.3 C2.1 and it was found that the total overshadowing excluding that from the fence is equal to 92m² which is equivalent to 18.1% which is less than 25% and therefore meets the deemed to comply requirements of the Residential Design Codes deemed to comply clause 5.4.3 C2.1.

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 development conditions.

- Carolyn Park (owner) spoke in support of the officer recommendation.

12.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP011021

Moved Cr Harrington, seconded Cr Nardi

That development approval is granted under delegated authority and Council exercises its discretion regarding the following;

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks - Southern Wall – Ground Floor – 1.5m required, 0m provided**
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Southern Wall – Upper Storey – 1.9m required, 1.2m provided**
- (iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided**

for alterations and additions at No. 9 (Lot 56) Hubble Street, East Fremantle, in accordance with the plans date stamped received 27 August 2021, subject to the following conditions:

- (1) Visual privacy screening that is a minimum of 1.6m from the finished floor level of the upper storey verandah/balcony and permanent, durable, fixed, and with no less than 75% obscuration is to be fitted to the northern, and western edges of the verandah/balcony as shown on the plans submitted 27 August 2021.**
- (2) The works are to be constructed in conformity with the drawings and written information accompanying the application for development approval other than where varied in compliance with the conditions of this development approval or with Council's further approval.**
- (3) 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 development approval unless otherwise amended by Council.**
- (4) Regarding the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received development approval, without those changes being specifically marked for Council's attention.**
- (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 is to be treated to reduce reflectivity. The treatment is 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 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) 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 is 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.
- (9) This development 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.*

(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 20 April 2021, this application is deemed determined, on behalf of Council, under delegated authority.

12.2 Glyde Street No 17 (Lot 26) Proposed new dwelling

| | |
|----------------------------|--|
| Owner | George Baramily |
| Applicant | Huston Architecture |
| File ref | P67/21 |
| Prepared by | James Bannerman Planning Officer |
| Supervised by | Andrew Malone, Executive Manager Regulatory Services |
| Meeting date | 5 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | <ol style="list-style-type: none">1. Location plan and advertising2. Site photos3. Plans date stamped 1 September 20214. Community consultation checklist |

Purpose

The purpose of this report is for Council to consider a development application for a proposed new dwelling and alterations to an existing garage at No 17 (Lot 26) Glyde Street, East Fremantle.

Executive Summary

A large double storey dwelling is proposed for the subject lot. A previous development application was approved in December 2020 (P115/20). The current proposal is significantly different to the original approved development and consists of a single garage with 3 bedrooms and 2 bathrooms and activity room on the ground floor. Also on the ground floor is a kitchen, dining, and living room which are located towards the rear of the lot overlooking the pool and outdoor living area. The upper storey comprises a large study, 2 bedrooms and an ensuite. The property is not heritage listed. The outdoor living area is being constructed from the existing double garage located at the rear of the lot.

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 – Southern Wall – Hall, Laundry, Scullery, Kitchen, Outdoor Living – 1.5m required, 0m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks - Western Wall – Outdoor Living – 1.1m required, 0m provided
- (iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback -Northern Wall – Dining, Living, Ensuite, Bedroom 1 – 3m required, 1.5m provided
- (iv) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks -Upper Storey - Southern Wall – Study, Bedroom 5 – 2.2m required, 1.5m provided
- (v) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 and more than 36 degrees provided.

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

Background

Zoning: Residential R20
Site area: 508m²

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

P115/20 – development approval granted for alterations and additions – 1 December 2020

Consultation

Advertising

The application was advertised to surrounding landowners. Three submissions were received. The submissions and responses are included below.

| Submission | Applicant Response | Officer Response |
|--|--|--|
| <p>Submission 1</p> <p>Thank you for the opportunity to comment on the proposed plans for 17 Glyde Street, East Fremantle. What with ageing housing stock, development in the Plympton Ward is a given. So too is the expectation that:</p> <ul style="list-style-type: none"> • The development is mindful of neighbours • The development adheres to the Residential Design Guidelines. • The development honours the culture and heritage of Plympton Ward - referencing the Town's own language in respect to the Plympton Ward, i.e. • That it is 'appropriate for the area' • That it is 'a better outcome for neighbouring properties and the Town' • That it meets strategic implications of being 'in balance with the Town's unique heritage and open spaces'. <p>As a neighbour diagonally below the proposed structure, which appears to be three metres higher and three metres closer than that of the former residence, I object to the degree of overlooking that I and other neighbours will be subjected to. The raised level of the ground floor means that both levels will overlook several back yards to the north, east and west. It's size, scale and proximity will dominate the area to the detriment of the neighbours.</p> <p>I expect the Town Planning Committee to undertake its role effectively, and demand that the building honours the Residential Design Guidelines, honours the</p> | <p>Please find the following reply to the 2 submissions received in concern to the Development Approval application for 17 Glyde Street, East Fremantle.</p> <p>Clearly both submissions are concerned with overlooking and variations to setbacks as the main issues.</p> <p>We have provided revisions to the advertised drawing set that has addressed the overlooking concerns by lowering the overall floor levels by 370mm and provided privacy screens to the north and west boundaries where overlooking would have occurred. In addition to this, we have significantly reduced the first floor setback to the north elevation to make this compliant with the required setback for this wall with major openings.</p> <p>Further to this, the slight reduction to the footprint and the lowering of the building height has made the proposed design compliant with overshadowing and the open area calculations required under the R-Codes.</p> | <p>There have been substantial modifications to the original design to reduce bulk and scale of development including lowering the finished floor level of the ground level of the proposed dwelling from 10.72m to 10.35m. It is noted that other than a rear garage that has been retained the existing dwelling has been demolished and a new dwelling has been proposed. Proponents are permitted to propose development in accordance with the Local Planning Scheme, Residential Design Codes, and the Residential Design Guidelines.</p> <p>Applicants/owners are free to propose development that has variations to both the Residential Design Guidelines and the Residential Design Codes and have the Town assess the proposal and deliver a decision.</p> <p>The Residential Design Guidelines requires that new dwellings do not imitate heritage properties and are not faux heritage.</p> <p>The proposed dwelling achieves the minimum visual privacy setbacks to the rear properties with a setback equivalent of more than 6.5m from the windows of the study (which require a 4.5m visual privacy setback). Even if it was designated a lounge then the room would still achieve the minimum visual privacy setback to the rear properties.</p> <p>Proponents are permitted to develop two storey homes and in this case the proposal achieves the deemed to comply requirements for building heights in accordance with Table 3 Category B of the Residential Design Codes</p> |

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| <p>surrounding heritage of this unique and beautiful part of the world and respects the well-being of the neighbours.</p> | | |
| <p>Submission 2 & 3 My concerns regarding the plan relate to overlooking and setback issues. The plan proposes to fill the rear part of the site up to 1.32m above the natural ground level. This creates overlooking issues from my property from the north facing windows in the living and dining rooms. With these floor levels, the floor levels the windows should be setback by 6m or permanently screened. I am willing to work with the neighbours to find a solution to this issue. For example, the level could be stepped down in keeping with the natural floor level, which should avoid overlooking issues. The other main issue relates to lot boundary setbacks. Due to the second storey northern wall having major openings, the current 1.5m setback is too lot. The R codes requires this to be setback by 4.1m. Again, I am happy to work with the neighbours to find a suitable solution.</p> | <p>See above</p> | <p>The proposed development achieves the visual privacy setbacks. Where it does not achieve these setbacks visual privacy screening 1.6m above the finished floor level of the rear of the property is proposed to reduce overlooking and maintain visual privacy in accordance with deemed to comply clause 5.4.1 C1.1 ii (page 37) of the Residential Design Codes.</p> <p>The proponent has submitted a proposal to vary the lot boundary setbacks on the northern side of the dwelling. There are many examples within the Plympton precinct where proposals have reduced lot boundary setbacks. Given that many lots in Plympton are narrow there are often limited means to design a contemporary home without applying for variations to reduced lot boundary setbacks.</p> <p>Both submissions have been included in the report as noted here.</p> <p>In response to concerns that site levels are in excess of 0.5m above natural ground level privacy screening was added to the northern boundary/dividing fence to ensure adequate privacy was provided to the northern property. As such the design then achieves the deemed to comply requirements of the Residential Design Codes.</p> <p>The screening is required to be installed in accordance with the approved plans and any subsequent conditions that are imposed as part of the approval. If the privacy screening is not installed prior to occupation of the premises then the submitter is welcome to contact the Town to request a compliance check.</p> |
| <p>Please see our comments below in relation to the development application for 17 Glyde Street, P67/21.</p> <p>As per last week, we tried to make the submission online but the submission did not proceed for some reason. We were told by your admin staff last week, that this was a problem and that we should email our comments and we are doing so again this week. See below.</p> <p>My concern in relation to setback remains the same as per my submission and objection to the plan made on 27 August 2021. (See</p> | <p>Regarding overlooking and the infill of the site: The proposed design for the Ground Floor has a FFL 10,350. The previous house Ground Floor FFL was 10,470. So, the proposed FFL is 120mm lower to the majority of the ground floor. There is a small section of the previous building that had a FFL of 9,610 that makes the proposed FFL 740 higher. This only occurs to a small section of the building footprint to the northwest corner. Any overlooking that occurs to this area has been screened appropriately, and details of the screen have been added to the</p> | <p>The second storey northern wall of study 1 & 2 is required to have setback of 4.2m. In this case there is a setback of 4.5m. The wall of study 1 & 2 can be calculated separately from the setback of the ensuite and bedroom 4 in accordance with Figure Series 4 Figure 4b page 62 of the Residential design Codes.</p> <p>The ensuite and bedroom on the upper storey northern side of the proposed dwelling are setback 1.5m from the boundary which is in excess of the minimum requirement of 1.2m in accordance with Table 2a of the Residential Design Codes.</p> <p>Both submissions have been included in the report.</p> |

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| <p>comments below from my prior submission in relation to overlooking and setbacks).</p> <p>1. Overlooking: The plan proposes to fill the rear part of the site up to 1.32 metres above the natural ground level. This creates overlooking issues from my property. With these floor levels, the windows should be set back by 6 m or permanently screened. If the levels were stepped down in keeping with the natural floor levels it could avoid overlooking. I see from the revised plan that screening appears to have been added on the back and side fence areas on the overlooking windows. This allays some of my concern with regard to overlooking. Does the Council ensure this screening is installed as per the plan or is it something we need to ensure is installed as per the plan?</p> <p>2. Boundary Setbacks: Due to the second story northern wall having major openings, the current 1.5 metre setback is too low. The R codes require the setback to be 4.1 metres.</p> <p>My final comment relates to the consultation process. The revised plan appeared on the Council website almost immediately or concurrently as my submission last Friday 27/8. Therefore, I am unsure whether my original objection and feedback was taken into account in the revised plan. The short turn around for the consultation on the revised plan (one week) has not been ideal. As an elderly non-English speaking resident and East Fremantle ratepayer for over 45 years, I would have appreciated a little more notice enabling me to properly discuss this revised plan with my adult children who have been assisting me.</p> | <p>drawings for clarity. Construction details will also be added to the Building Permit Documentation for the project at that time. We believe this is a reasonable solution and there will be no overlooking issues for the neighbours.</p> <p>Regarding the setback to the north boundary to the first floor wall with major openings, this is 4.5 metres as shown by the cone of vision applied to the drawings. This is compliant under the R-Code requirements.</p> | <p>The amended plans were advertised. The amendments were in response to discussions held with the applicant and owner. Minor amendments are typically not advertised as there are time limits that have to be adhered to with regards to assessment of proposals. All comments regarding concerns about proposed designs are noted but ultimately decisions have to be made around approval of proposals in accordance with the local planning framework irrespective of the background of the resident or the length of residency.</p> |
| <p>Submission 4 We wish to take the opportunity to comment on the revised plans for 17 Glyde Street, East Fremantle, seen on August 27. We understand</p> | <p>Please find the following reply to the latest response to the revised drawings for the Development Approval application for 17 Glyde Street, East Fremantle:</p> | <p>The proposed development was advertised for over 14 days as required under the Local Planning Scheme and the Planning and Development regulations. The additional 7 days advertising was decided on August 27</p> |

that the revised plans were posted on the 27th. If this is the case, we query the tight timeline for responding to them, i.e., due by Friday September 3. We find this timeline most unusual.

We reiterate the following points: What with ageing housing stock, development in the Plympton Ward is a given. So too is the expectation that:

- The development is mindful of neighbours
- The development adheres to the Residential Design Guidelines.

The development honours the culture and heritage of Plympton Ward - referencing the Town's own language in respect to the Plympton Ward, i.e.

- o That it is 'appropriate for the area'
- o That it is 'a better outcome for neighbouring properties and the Town'
- o That it meets strategic implications of being 'in balance with the Town's unique heritage and open spaces'

We also reiterate our comments from earlier correspondence that the initial development application to the Town Planning Committee included the use of a dated aerial image which quite literally paints a very different picture to that of the current landscape. The first picture below is the one included in the initial application, and the latter is one we sourced online.



This is why our overlooking concerns remain. \

We note that the bulk of the residence to the northwest has been reduced, and that a screen to that corner has been introduced to raise the fence line. As a neighbour diagonally below the proposed structure, which appears to be three metres higher and three metres closer that the former residence we remain deeply

In regard to proposed and previous Finished Floor Levels (FFL) The previous of ground FFL 10.470 is higher than the proposed FFL 10.350.

The previously approved first floor FFL 13.180 and 2nd floor FFL15.330 is higher than the proposed first FFL13.450. We believe there is no planning issue with the proposed finished floor levels as we have also revised these FFL to lessen any impact to the neighbouring properties.

Regarding the proposed Study space to the first floor area. This area is intended as a dual study / home office space for both proprietors. George Baramily runs his own electrical business and requires a dedicated work from home office space. Likewise, Teghan Rann works two office jobs requiring an office space at home. More than ever, people are needing to have dedicated work from home office space. We have provided a revised layout to the first floor that will better suit the intended design. Please see attached amended first floor plan. It should also be noted that with a 6.0 metre cone of vision applied, the northwest and western setbacks are compliant.

when new amended plans were presented by the applicant at the end of the 14 day advertising period – there is no obligation to advertise amended plans as has been done. To ensure that all submitters were aware of the proposed changes that reduce impacts on neighbouring properties a decision was made to extend advertising for another 7 days.

It is noted that similar features of the subject lot are identified on the 2 different photos – they are at a different scale and as a result are going to show slightly different features. As the existing dwelling has been demolished then matters relating to this development and the previous development approval are less relevant.

The photos show little in relation to how the development application will be assessed and certainly do not demonstrate the visual privacy requirements for the Residential Design Codes. Any proposed development application must be assessed in accordance with compliance with the Residential Design Codes and the Residential Design Guidelines not photos of the same area but at different scales. The photos serve to identify the location of the development and some information relating to the context of the proposal but little with regards to actual assessment. Site levels, setbacks, development heights and elevations are not available from aerial photos.

The plans indicate the upper storey is to have a study and visual privacy setbacks have been assessed as such with a visual privacy setback of 4.5m which the design achieves to both the northern and western boundary. The proposal has a setback to the rear properties of more than 6.5m which is more than required for a lounge or games room on the second storey of a double storey dwelling. A visual privacy setback of 6m is required for habitable rooms other than bedrooms and studies in accordance with deemed to comply clause 5.4.1 C1.1 (page 37) of the Residential Design Codes.

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| <p>troubled by the degree of overlooking we will be subjected to. The raised level of the ground floor means that both levels will be higher than the now demolished building.</p> <p>We expect robust interrogation by the Town Planning Committee of the 'study' status of the upper floor. As a space of some 55m² (an estimate as actual figures were not easy to procure) it would appear to have the potential to be a gathering space of some magnitude and as such be an active rather than a passive area, meaning that the setback to the northern boundary in the revised plan would not be compliant.</p> <p>We expect the Town Planning Committee to undertake its role effectively, and demand that the building honours the Residential Design Guidelines, honours the surrounding heritage of this unique and beautiful part of the world and respects the well-being of the neighbours.</p> | | |
|---|--|--|

Community Design Advisory Committee (CDAC)

The application was referred to CDAC.

- a) The overall built form merits.
 - The Committee were broadly supportive of the proposal.
 - Committee welcomed the fact that the design height had been limited to 8m.
 - Committee also welcomed considerable articulation of the design along the boundaries.

- b) The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.
 - Committee recognised that the design is industrial in style and does not attempt to imitate heritage properties.

- c) The relationship with and impact on the broader public realm and streetscape.
 - Committee felt that the design integrated with the area and is consistent with the designs within the area.

- d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features, and landmarks.
 - Committee recognised that the proposal was introducing a new structure into the urban landscape.
 - Committee felt that the design could have been pushed back further but it is recognised that it is further back from the front boundary than the neighbouring properties.
 - Committee also recognised that the design was not replicating heritage.

- e) The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability.
- Committee noted the northern boundary is well utilised to capture the northern light.
 - Committee also noted that solar panels are indicated on the plans.
- f) The demonstration of other qualities of best practice urban design including “Crime Prevention” Through Environmental Design performance, protection of important view corridors and lively civic places.
- Committee welcomed the deck at the front of the property which can allow the residents to connect with the street.
 - Committee noted that a visually permeable garage door is proposed.
 - Committee was happy that the design addresses the street.

Officers Comment

The applicant has provided a design that is significantly modified from the original proposal that was approved in December 2020 (P115/20). The changes are in response to issues that were highlighted when parts of the original dwelling were demolished and the Town advised that a new development application would be required to be submitted.

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 2020 – 2030 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.

3.1.3 Plan for improved streetscapes.

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 within resource capabilities.

3.3.2 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.

4.1.3 Improve and protect the urban forest and tree canopy.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices, including effective community and business education.

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 | Average of 2 adjacent properties (3.2m & 1.5m) | 3.56m | A |
| Secondary Street Setback | | | N/A |
| Lot Boundary Setbacks | | | |
| Southern wall - front verandah, bed 3, bathroom, activity | 1m | 1.03m | A |
| Southern wall – hall, laundry, scullery, kitchen, outdoor living | 1.5m | 0m | D |
| Western wall – outdoor living | 1.1m | 0m | D |
| Western wall - dining | 2m | 6.3m | A |
| Northern wall - dining, living, ensuite, bed 1 | 3m | 1.5m | D |
| Northern wall - activity | 1.5m | 4.2m | A |
| Northern wall – garage wall - parapet wall | 0m | 0m | A |

| | | | |
|---|--|--|-------------|
| Upper storey - southern wall – study 1 & 2, bed 5 | 2.2m | 1.5m | D |
| Upper storey - western wall -study | 3.5m | 6.3m | A |
| Upper storey – northern wall – ensuite, bedroom 4 | 1.2m | 1.5m | A |
| Upper storey – northern wall – study 1 & 2 | 4.2m | 4.5m | A |
| Open Space | 50% | 50% | A |
| Wall height | 7m | 6.85m | A |
| Setback of Garage | Demonstrate impact on new dwelling | 6.08m | A |
| Car Parking | 2 car bays | 2 car bays | A |
| Site Works | <0.5m | 0.5m -1m along southern boundary | D |
| Visual Privacy | Upper storey- study Ground floor – dining, living Outdoor living | 4.5m <6m (screening) <7.5m (screening) | A A A |
| Overshadowing | Maximum 25% | 25% | 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 | 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 | A |
| 3.7.12 Pergolas | N/A |
| 3.7.13 Incidental Development Requirements | A |
| 3.7.14 Footpaths and Crossovers | A |
| 3.7.15.4.3.1 Fremantle Port Buffer Area | To be conditioned |
| 3.7.15.3.3 Garages and Carports | A |

This development application proposes a new residential dwelling at 17 Glyde Street East Fremantle. A large double storey dwelling is proposed for the subject lot. This proposal which is quite different to the original approved development consists of a single garage with 3 bedrooms and 2 bathrooms and activity room on the ground floor. Also on the ground floor is a kitchen, dining, and living room which are located towards the rear of the lot and overlooking the pool and outdoor living area. The upper storey comprises a large study 2 bedrooms and an ensuite. The property is not heritage listed. The outdoor living area is being constructed from the existing double garage located at the rear of the lot.

Six variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines in relation to lot boundary location (4 locations), site works and roof pitch.

This is the second proposal that has been received for this site. The previous development application (P115/20) involved alterations and additions to an existing dwelling, however, following removal of an existing balcony and bay windows on the north side of the dwelling the owner was advised that a new

development application would have to be submitted to gain approval for any new structures in these areas.

A decision was made by the owner to appoint a new designer and create a new dwelling. All structures on site apart from the existing rear garage have been demolished. The new amended proposal is lower, and the architect and owner have been cognisant of the issues relating to lot boundary setbacks and visual privacy setbacks.

The new proposal is a large house, however, it does achieve the deemed to comply requirements for many elements of the Residential Design Codes and Residential Design Guidelines. The design achieves the minimum of 50% of open space and 25% maximum overshadowing of adjacent dwellings. Visual privacy has been addressed using visual privacy screening attached to the top of the northern and western boundary fencing as well as lowering the height of the rear of the proposed dwelling. The dwelling is no higher than 8m above natural ground level.

The proposed development is located within Area 2 of the Fremantle Port Buffer area. As a result standard conditions have been included in the final recommendation that respond to the requirements of the Port Buffer Area 2.

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

Lot Boundary Setbacks – Southern Wall – Hall, Laundry, Scullery, Kitchen, Outdoor Living

In accordance with the Residential Design Codes Deemed to Comply provisions clause 5.1.3 C3.1 a wall that is 21.7m long and 3.5m high with major openings is required to be 1.5m from the lot boundary. In this case a portion of the wall of the outdoor living area which was already in place but nonetheless located along the southern boundary of the property and as there is no significant break in the wall the total length of the wall must be counted including the new section of wall that is setback further.

The reduced lot boundary setback can be supported based on the design principles P3.2 for the following reasons;

- Makes more effective use of the space for enhanced privacy for the occupants and outdoor living areas,
- Minimal impacts from building bulk,
- Adequate sunlight and ventilation can reach the building and open spaces on the site and adjoining properties,
- Minimal overlooking and loss of privacy to adjoining properties,
- Does not have an adverse effect on the amenity of adjoining properties,
- Positively contributes to the prevailing and future development context and streetscape as outlined in the local planning framework.

The section of the existing garage that is on the boundary is favoured by the southern neighbouring property owners as it improves privacy between properties and ensures that what will become an outdoor living area will be more private as it will be enclosed to the neighbours. The new house wall is setback from the boundary so is still well ventilated and will still get sunlight. The setback of the new section is greater than some existing wall setbacks of some dwellings in the locality and there are minimal windows along this wall. The applicant has also shown the dividing fence to be increased in height to 2.1m to provide greater privacy between dwellings and reduce any amenity impacts to neighbouring dwellings. For these reasons the reduced lot boundary setback can be supported.

Lot Boundary Setbacks - Western Wall – Outdoor Living

In accordance with the Residential Design Codes Deemed to Comply provisions clause 5.1.3 C3.1 a wall that is 6.37m long and 4.137m high without major openings is required to be 1.1m from the lot boundary. In this case the western wall of the outdoor living area was already in place on the boundary but as the use of the structure is changing it is necessary to assess the wall setback.

The reduced lot boundary setback can be supported based on the design principles P3.2 for the following reasons;

- Makes more effective use of the space for enhanced privacy for the occupants and outdoor living areas,
- Minimal impacts from building bulk,
- Adequate sunlight and ventilation can reach the building and open spaces on the site and adjoining properties,
- Minimal overlooking and loss of privacy to adjoining properties,
- Does not have an adverse effect on the amenity of adjoining properties,
- Positively contributes to the prevailing and future development context and streetscape as outlined in the local planning framework.

The wall ensures that the outdoor area is enclosed so it improves privacy between the subject property and the western neighbouring property. There is no overshadowing from the structure owing to its north south orientation. As it is utilising an existing wall there is minimal disruption to the neighbouring property. It is located at the rear of the lot so there is no impact on the streetscape. For these reasons the reduced lot boundary setback can be supported.

Lot Boundary Setback -Northern Wall – Dining, Living, Ensuite, Bedroom 1

In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 a wall that is 15.28m long and 3.9m high with major openings is required to be 3m from the lot boundary. In this case the northern wall of the building is proposed to be 1.5m from the boundary.

The reduced lot boundary setback can be supported based on the design principles P3.1 for the following reasons;

- Minimal impacts from building bulk,
- Adequate sunlight and ventilation can reach the building and open spaces on the site and adjoining properties,
- Minimal overlooking and loss of privacy to adjoining properties,

The wall ensures that the outdoor area is enclosed so it improves privacy between the subject property and the western neighbouring property. There is no overshadowing from the dwelling as the subject property is south of the neighbouring property. It is in a similar position to the wall of the previous dwelling that has since been demolished. The applicant has agreed to install privacy screening 1.6m above the finished floor level of the rear living area along the northern dividing fence to ensure privacy between the 2 dwellings. This section of the dwelling is located towards the rear of the lot so there is no impact on the streetscape. For these reasons the reduced lot boundary setback can be supported.

Lot Boundary Setbacks -Upper Storey - Southern Wall – Study, Bedroom 5

In accordance with the Residential Design Codes Deemed to Comply provisions clause 5.1.3 C3.1 a wall that is 15.28m long and 7m high without major openings is required to be 2.2m from the lot boundary. In this case the northern wall of the building is proposed to be 1.5m from the boundary.

The reduced lot boundary setback can be supported based on the design principles P3.1 for the following reasons;

- Minimal impacts from building bulk,
- Adequate sunlight and ventilation can reach the building and open spaces on the site and adjoining properties,
- Minimal overlooking and loss of privacy to adjoining properties,

The applicant/owner has agreed to install privacy screening to 1.6m from the finished floor level of the rear living area along the northern dividing fence to improve visual privacy between the subject lot and the northern property. There are no major openings in the wall that is located closest to the boundary. The upper storey is also inset more than the minimum 4.5m where there are major openings. Where there is a reduced lot boundary setback there are no major openings and so there is acceptable privacy between the properties. For these reasons the reduced lot boundary setback can be supported.

Site Works

The site is proposed to be lowered below the levels of the original dwelling that was on site. These levels extend to the area along the southern boundary such that there are changes in levels of between 0.5m and 1m. In accordance with the Residential Design Codes Deemed to Comply provisions clause 5.3.7 C7.2 a change of level up to 1m requires a setback from the boundary of at least 1m. In this case the proponents have shown a new wall to be constructed along the southern boundary that is up to 2.1m high. To ensure that there are no issues with changes in site levels between properties the wall will act as retaining between the subject lot and the southern property. The change in site level along the southern boundary can be supported in accordance with design principles 5.3.7 P7.3; retaining walls will allow the land to be used for the benefit of the 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 the boundary wall on the southern side will have an impact on the neighbouring property a condition will be recommended to consult with the neighbouring property owners when the wall is constructed to ensure that there are no adverse impacts on them by the proposed wall and the associated works.

Roof Pitch

The Residential Design Guidelines acceptable development provisions 3.7.8.3 A4.1 requires that the roof pitch is between 28 and 36 degrees. In this case there are various roof pitches of 3, 5.6, 19 and 39 degrees. In accordance with the performance criteria 3.7.8.3 P4 alternative roof forms are permissible if they complement the traditional form of surrounding development in the immediate locality. The proposed roof pitches ensure that the building is lower than if it had a more traditional roof form and it is not unlike several properties in the Plympton precinct. This in turn ensures overshadowing is not as great and is less imposing on neighbouring properties. For these reasons the roof form of the proposed development can be supported.

General Comments on Submissions

It is noted that the applicant has submitted 3 iterations of the current plans being presented to Town Planning Committee. Following advertising and discussions with the Town the plans have been modified to address issues that have been raised during advertising. Privacy screening along the northern and western walls has been included to address privacy concerns as permitted under the Residential Design Codes. The setback from the upper storey study northern wall to the northern boundary has been increased such that it is deemed to comply. The finished floor level of the proposed dwelling has been lowered below the original height of 10.72m to 10.35m. The upper storey study has been divided into 2 study areas to address concerns that the visual privacy setbacks are not sufficient for this space, although

the minimum privacy setbacks for a study are all addressed. The design and the willingness of the designer and owner to make amendments to address concerns gives an indication of the willingness to work with the Town to address concerns and reduce the impact of the design on the surrounding properties and the neighbourhood and present an appropriate design for the area.

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 development conditions.

- Julian Iuliano spoke against the officer's recommendation
- Mark De Kluyver spoke against the officer's recommendation
- Carl Huston (applicant) spoke in support of the officer's recommendation.

12.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP0210

Moved Cr Watkins, seconded Cr Harrington

That development approval is granted under delegated authority and Council exercises its discretion regarding the following;

- Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks – Southern Wall – Hall, Laundry, Scullery, Kitchen, Outdoor Living – 1.5m required, 0m provided,**
- Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks - Western Wall – Outdoor Living – 1.1m required, 0m provided,**
- Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback -Northern Wall – Dining, Living, Ensuite, Bedroom 1 – 3m required, 1.5m provided,**
- Clause 5.1.3 – Residential Design Codes – Lot Boundary Setbacks -Upper Storey - Southern Wall – Study, Bedroom 5 – 2.2m required, 1.5m provided,**
- Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 and more than 36 degrees provided,**

for a new dwelling at No. 17 (Lot 26) Glyde Street, East Fremantle, in accordance with the plans date stamped received 1 September 2021, subject to the following conditions:

- The crossover widths are not to exceed the width of the crossovers indicated on the plans date stamped received 27 August 2021 and to be in accordance with Council's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide.**
- Visual privacy screening to 1.6m from the finished floor level of 10.35m is to be installed along the western and northern boundaries in accordance with the plans submitted 27 August 2021.**
- The southern boundary wall shall include retaining with a total maximum height of 2.1m in accordance with the plans submitted 27 August 2021.**
- The development shall achieve the following Fremantle Port Buffer (Area 2) built form requirements**
 - Windows and opening requirements:**
 - Any glass used for windows or other openings shall be laminated safety glass of minimum thickness of 6mm or "double glazed" utilising laminated or toughened safety glass of a minimum thickness of 3mm; and,**
 - All safety glass shall be manufactured and installed to an appropriate Australian Standard.**

- B. Air Conditioning Requirements:
- i. Multiple systems to have internally centrally located shut down point and associated procedures for emergency use; and,
 - ii. Preference for split “refrigerative” systems.
- C. Construction requirements:
- i. Adopt the general principles of quiet house design for residential developments; and,
 - ii. All developments shall incorporate roof insulation.
- (5) The works are to be constructed in conformity with the drawings and written information accompanying the application for development approval other than where varied in compliance with the conditions of this development approval or with Council’s further approval.
- (6) 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 development approval unless otherwise amended by Council.
- (7) Regarding the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received development approval, without those changes being specifically marked for Council’s attention.
- (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 is 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) 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.
- (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 development 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) an application for a new crossover is required to be submitted to the Operations Department of the Town and plans are to be included with the application that meet the requirements of the Council’s crossover policy, the Residential Design Guidelines and the Urban Streetscape*

and Public Realm Style Guide. The application and relevant information are available at the following links;

Crossover Specifications

https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Documents/works-reserves/Crossover_Specification_2017.pdf

Residential Design Guidelines

https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Document-Centre/local-planning-policies/3_1_1_LPP_Residential_Design_Guidelines_Amended_17_May_2016.pdf

Urban Streetscape and Public Realm Style Guide

<https://www.eastfremantle.wa.gov.au/documents/914/urban-streetscape-and-public-realm-style-guide>

Application to Conduct Crossover Works

https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Documents/works-reserves/Application_to_conduct_crossover_works.pdf

- (iv) 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.***
- (v) 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.***

(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 20 April 2021, this application is deemed determined, on behalf of Council, under delegated authority.

12.3 Riverside Road No 110 (Lot 7563) Proposed change of use from restaurant to tavern

| | |
|----------------------------|--|
| Owner | WA State Government (Leased to Quayside Marinas Pty Ltd trading as Aquarama Marina and subleased to Moonlighting Enterprises Pty Ltd as trustee for Salinovich Trust) |
| Applicant | GHD Pty Ltd |
| File ref | P70/21 |
| Prepared by | James Bannerman Planning Officer |
| Supervised by | Andrew Malone, Executive Manager Regulatory Services |
| Meeting date | 5 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | <ol style="list-style-type: none">1. Location plan and advertising2. Site photos3. Plans date stamped 18 August 20214. Community consultation checklist |

Purpose

The purpose of this report is for Council to consider a development application for a proposed change of use from restaurant to tavern at No 110 (Lot 7563) Riverside Road, East Fremantle and provide recommendations to be sent to the Department of Biodiversity Conservation and Attractions (DBCA) which is the ultimate decision maker with regards to this proposal.

Executive Summary

The applicant is seeking approval for a change of use from restaurant to tavern. The Town is a referral body and are asked to make comment on the proposal and present a recommendation along with any necessary conditions to assist DBCA in reaching a final decision.

There has been a marina located on site for many years and a restaurant operating from the premises for many years as well. The previous restaurant *Eat Greek* shut down in early 2020 and the current owners have since decided to establish a new tavern in place of the restaurant. A new liquor license is required to be approved for the site. No development application is required for works as only the internal fit out of the building will be undertaken.

The proposed change of use will have to be formally approved by the DBCA as the land is within the Swan Riverpark and on land that is leased from the state government.

It is considered that the proposed change of use can be supported subject to conditions of development approval being imposed by the Department of Biodiversity Conservation and Attractions.

Background

Zoning: Parks and recreation

Site area: 5817m²

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

P074/17 – development application – replacement of entry statement – 1 October 2017

P064/19 – development application – jetty repair works – 21 October 2019

P29/2006 – development application – pillar sign

Consultation

Advertising

The application was not advertised to surrounding landowners as it was considered a similar use to the previously approved restaurant.

Community Design Advisory Committee (CDAC)

The application was not referred to CDAC as there are no works external to the building and the Town is only a referral agency.

External Consultation

Nil

Statutory Environment

Planning and Development Act 2005

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

Swan and Canning Rivers Management Act 2006

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

The Town of East Fremantle Strategic Community Plan 2020 – 2030 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.

3.1.3 Plan for improved streetscapes.

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 within resource capabilities.

3.3.2 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.

4.1.3 Improve and protect the urban forest and tree canopy.

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices, including effective community and business education.

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. The site is located within an area zoned for Parks and Recreation and immediately adjacent to the Swan River.

The applicant is seeking Council support for a change of use from restaurant to tavern. There has been a marina with a licensed restaurant operating from the premises for many years. The previous restaurant *Eat Greek* shut down in 2020 and the current tenants are proposing to establish a new tavern in place of the restaurant. A new liquor license is required to be approved for the site. No development application is required for works as only the internal fit out of the building will be undertaken.

The proposed change of use will have to be formally approved by the DBCA as the land is within the Swan River area. The land is leased from the state government and zoned as Parks and Recreation under the Town's Local Planning Scheme.

The proposed change of use has no significant amenity impacts on residential properties as it is separated from housing by the Leeuwin Naval Base on the southern side of Riverside Road. It is located between W Wayman Reserve to the east and Leeuwin Scout Hall and Norm McKenzie Park to the west.

The proposal is generally in keeping with this existing use, although by changing to a tavern it allows for additional flexibility. The change of use does not seek to increase capacity and it is believed that there will be no additional emission of light, noise, vibration, smell or other waste products from the premises. As the proposal is for a tavern licence and will be designed as a tavern that is sports themed, a TAB self-serve has been requested comprising two discrete computer screens within the building. This application is being considered by Department of Local Government, Sport and Cultural Industries. The Town has provided comment and indicated that only a six-month approval should be granted as a trial and no advertising of the TAB external to the building is permitted. It is considered the TAB is an ancillary use to the tavern and therefore does not require any specific change of use application and can be considered under the current change of use application. Any social and amenity impacts will be assessed during the six-month trial.

It is considered the proposal will not detrimentally impact on the amenity of the reserve or surrounding neighbourhood.

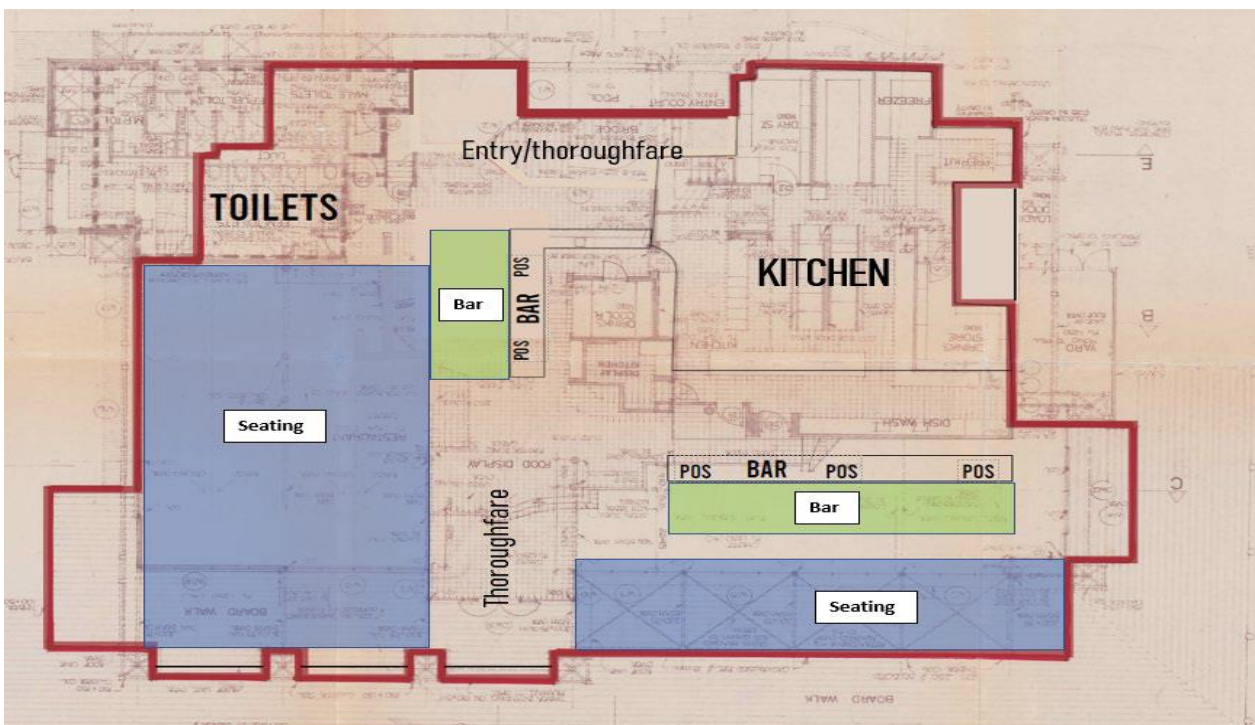


The proposal aligns with the aims of Town Planning Scheme No 3 and the considerations of s67 of the Deemed Provisions of the Planning and Development (Local Planning Scheme) Regulations 2015, having regard to the following:

- The proposal will enhance the character and amenity of the Town by reactivating a licensed hospitality venue that has been vacant since late 2019.
- The change of land use will not detrimentally impact the natural environment attributes or cultural significance of the surrounding foreshore as it is utilising an existing structure.
- The proposal is compatible within its setting, given that a licenced restaurant operated within the building for many years.
- The proposal is substantially separated from surrounding residential or other noise sensitive development.
- The proposed use is consistent with nearby licensed venues located within the Swan River Foreshore 'Parks and Recreation' reserve, including the Swan Yacht Club and the Left Bank which is located within 1.5km of the subject site.
- The proposal will not result in significant increases in parking demand.

Although the minimum car parking standards of the Local Planning Scheme do not specifically apply to land reserved under the MRS, due regard should be given to these standards to demonstrate the merits of the proposal. Schedule 10 of the Local Planning Scheme requires a tavern to provide 1 space for every 2.5m² of bar area, plus 1 space for every 5m² of lounge or other seating area, including eating areas.

Despite the parking standards above, the nature of the proposed tavern is to allow greater flexibility in the use of the premises by allowing patrons to be free to move around the premises, rather than have to remain seated at restaurant tables. Nonetheless, the tavern will have two seated areas and two bar areas as the plan below shows.



This indicative plan has been assessed against the 'Tavern' parking standards in Table 1 below.

| Parking Ratio | Tenancy Area | No. of bays required |
|-------------------------------|--------------------------------|-----------------------------|
| 1 space per 2.5m ² | bar area of 55m ² | 22 |
| 1 space per 5m ² | seating area 230m ² | 46 |
| Total Parking Required | | 68 |

The subject site currently provides approximately 66 parking bays which are *shared* between the restaurant, boat repair shops and users of the attached marina. However, in addition to formal parking bays, the boat repair shops are provided with general servicing areas on the eastern portion of the lot. Although the proposal represents a deficit if assessed against the parking standards of the Local Planning Scheme, the extent of parking available on the site is considered sufficient to support the proposed change of use for the following reasons. Whilst the change of use is considered as a different use, the restaurant and tavern will function in similar ways, providing meals and drinks for patrons.

The restaurant is currently licenced to accommodate up to 269 occupants. This application does not seek to change this. It is reiterated that the purpose of this application is simply to allow patrons to consume alcohol while standing in accordance with a tavern license.

Other tenancies onsite complement each other with respect to parking demand. The proposed tavern will reach peak capacity during dinner service, at which point the boat servicing shops and marina will be closed and thus have negligible demand for parking at these times.

A tavern often attracts patrons who wish to consume alcohol but opt for alternate transportation to and from the venue, thereby reducing total parking demand.

An additional 25 public parking bays are located along Riverside Road, within 100m of the subject site. These complement the onsite bays and can accommodate additional parking requirements, although they are not specifically earmarked for the subject site.

No external works or signage is proposed as part of this application. A separate development application will be required for additional works or signage on site.

The applicant/owner is to contact Liquor Licensing to discuss the requirements for a tavern license and liaise with the Town to ensure any legislative or health requirements in relation to the liquor license are met.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report it is recommended that the proposed change of use from restaurant to tavern be supported subject to conditions and the recommendation proposed below is forwarded to the Department of Biodiversity Conservation and Attractions for their approval.

12.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP031021

Moved Cr Nardi, seconded Cr Collinson

That Council recommend support for the proposed change of use from restaurant to tavern to the Department of Biodiversity Conservation and Attractions Western Australian Planning Commission at No. 110 (Lot 7563) Riverside Road, East Fremantle, in accordance with the information received 18 August 2021, subject to the following conditions:

1. This application does not include any proposals for signage for the proposed uses. All applications for proposed signage are to be submitted to the Town for the consideration of the Council and to comply with the requirements of the Town's Local Planning Policy Design Guidelines – Signage and subsequent referral to the Department of Biodiversity Conservation and Attractions.
2. The proposed change of use does not give approval for any works on site. Works on site will be subject to the submission of an application for a building permit.
3. The commercial buildings are to be kept clean and free of graffiti and vandalism at all times and any such graffiti or vandalism to be remedied within 24 hours to the satisfaction of the Chief Executive Officer.
4. 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.
5. 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.
6. This planning approval 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) *the applicant is to discuss matters relating to the Liquor License with the Environmental Health Officer and the Regulatory Services department at the Town of East Fremantle.*

(LOST 2:3)

In accordance with s5.21(4) of the Local Government Act 1995, Cr Watkins requested names be recorded for the vote:

For Crs Nardi & Collinson Against Crs Natale, Harrington & Watkins

Reason for Not Supporting Officer's Recommendation

Concerns relating to gambling and off licence sales relating to the Tavern use at No. 110 (Lot 7563) Riverside Road, East Fremantle

Note: As at least 4 Committee members did not vote in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 20 April 2021, the application will be referred to the Ordinary Council Meeting for determination.

13. MATTERS BEHIND CLOSED DOORS

Nil

14. CLOSURE OF MEETING

There being no further business the Presiding Member declared the meeting closed at 8.01pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Town Planning Committee** of the Town of East Fremantle, held on **5 October 2021**, Minute Book reference **1.** to **14.** were confirmed at the meeting of the Committee on:*

.....

Presiding Member

**ATTACHMENTS TO TOWN PLANNING COMMITTEE MINUTES****5 OCTOBER 2021**

| Minute No. | Subject |
|------------|----------------------------------|
| 11.1 | CDAC MINUTES OF 6 SEPTEMBER 2021 |
| 12.1 | 9 HUBBLE STREET |
| 12.2 | 17 GLYDE STREET |
| 12.3 | 110 RIVERSIDE ROAD |

Minutes of a Community Design Advisory Committee Meeting, held at East Fremantle Town Hall, on Monday 6 September 2021 commencing at 6:25pm, closed at 7:25pm.

1. OPENING OF MEETING

Cr Nardi welcomed the Committee members.

Cr Nardi made the following acknowledgement:

“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 respects to the elders past and present.”

2. PRESENT

| | |
|--------------------|--|
| Cr Dean Nardi | Chair/ Elected Member |
| Mr David Tucker | |
| Jonathan Dalitz | |
| Mr Andrew Malone | Executive Manager Regulatory Services |
| Mr James Bannerman | Planning Officer |
| Ms Amanda Padberg | Administrative Officer Regulatory Services |

It must be noted that a quorum for the meeting was not reached.

3. APOLOGIES

Cr Cliff Collinson
Mr Don Whittington
Mr Michael Norris
Mr Clinton Matthews
Mr David Bennett

4. LEAVE OF ABSENCE

Nil

5. DECLARATIONS OF INTEREST

David Tucker

As a consequence of both adjoining neighbours to 56A Pier Street being known to me as a friend, there may be a perception that my impartiality on the matter may be affected. I declare that I have considered this matter entirely on its merits and provide comment with complete impartiality and objectivity.

6. CONFIRMATION OF MINUTES

Moved David Tucker, seconded Dean Nardi

Minutes of the Community Design Advisory Committee meeting held on 5 July 2021 were confirmed.

CARRIED UNANIMOUSLY

7. PRESENTATION

Nil.

8. BUSINESS

8.1 **56A Pier**
(Application P68/21 - 2/08/21)
Three storey dwelling

- (a) The overall built form merits.
- The Committee were not support of the proposed development noting the below points.
 - The committee recognised that the design utilises the existing building.
 - Committee felt that the bulk and scale of the building is a key issue in the design, however, was considered to be too bulky.
 - Committee believed that space is needed for planting of vegetation to soften the streetscape and built structure. The Committee requests a full landscaping plan be submitted to Council.
 - Committee was concerned about the width of the driveway and crossover and the height and gradient of the driveway given the slope of the site.
 - Committee believed the proposed height is unacceptable.
- (b) The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.
- Committee believed that the dwelling is of a style like many contemporary dwellings in the Richmond Hill precinct, however, should be better articulated and reduced in height, bulk, and scale.
- (c) The relationship with and impact on the broader public realm and streetscape.
- Committee felt that the dwelling will dominate the street.
 - Committee felt there was a need for the dwelling to better fit with the streetscape.
 - Committee requested that a landscape plan and a crossover and verge plan are necessary to gain an understanding of measures that will be taken to soften the design in the streetscape by way of planting vegetation.
- (d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features, and landmarks.
- Committee believed that the upper storeys should be setback further to reduce the impact of the building on the streetscape.
- (e) The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability.
- Committee believed that the air-conditioning location and screening will need to be conditioned to prevent future issues with noise and height.
- (f) The demonstration of other qualities of best practice urban design including “Crime Prevention” Through Environmental Design performance, protection of important view corridors and lively civic places.

- Committee recognised that there was very good surveillance of the street and the front setback area.

8.2 **17 Glyde Street**
(Application P67/21 – 6/08/21)
Residential dwelling

- (a) The overall built form merits.
- The Committee were broadly supportive of the proposal.
 - Committee welcomed the fact that the design height had been limited to 8m.
 - Committee also welcomed considerable articulation of the design along the boundaries.
- (b) The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.
- Committee recognised that the design is industrial in style and does not attempt to imitate heritage properties.
- (c) The relationship with and impact on the broader public realm and streetscape.
- Committee felt that the design integrated with the area and is consistent with the designs within the area.
- (d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features, and landmarks.
- Committee recognised that the proposal was introducing a new structure into the urban landscape.
 - Committee felt that the design could have been pushed back further but it is recognised that it is further back from the front boundary than the neighbouring properties.
 - Committee also recognised that the design was not replicating heritage.
- (e) The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability.
- Committee noted the northern boundary is well utilised to capture the northern light.
 - Committee also noted that solar panels are indicated on the plans.
- (f) The demonstration of other qualities of best practice urban design including “Crime Prevention” Through Environmental Design performance, protection of important view corridors and lively civic places.
- Committee welcomed the deck is at the front of the property which can allow the residents to connect with the street.

- Committee noted that a visually permeable garage door is proposed.
- Committee was happy that the design addresses the street.

8.3 Terms of Reference – Community Design Advisory Committee

- Explanation of CDAC Terms of Reference by Andrew Malone.
- Proposed terms of reference include criteria that are aligned with State Planning Policy 7.0. Although there are more criteria, they are more specific than current criteria being utilised by CDAC.
- Committee requested that all proponents of new design should be made aware of the terms of reference to guide better design.
- Committee recommended that CDAC meetings should be able to proceed with a minimum of 3 members and if quorum is not met then feedback should be requested from absent members by email.
- Committee recommended that the proposed Terms of Reference should be emailed to Committee members for comment.

9. OTHER BUSINESS

Nil

10. BUSINESS WITHOUT NOTICE BY PERMISSION OF THE MEETING

Nil

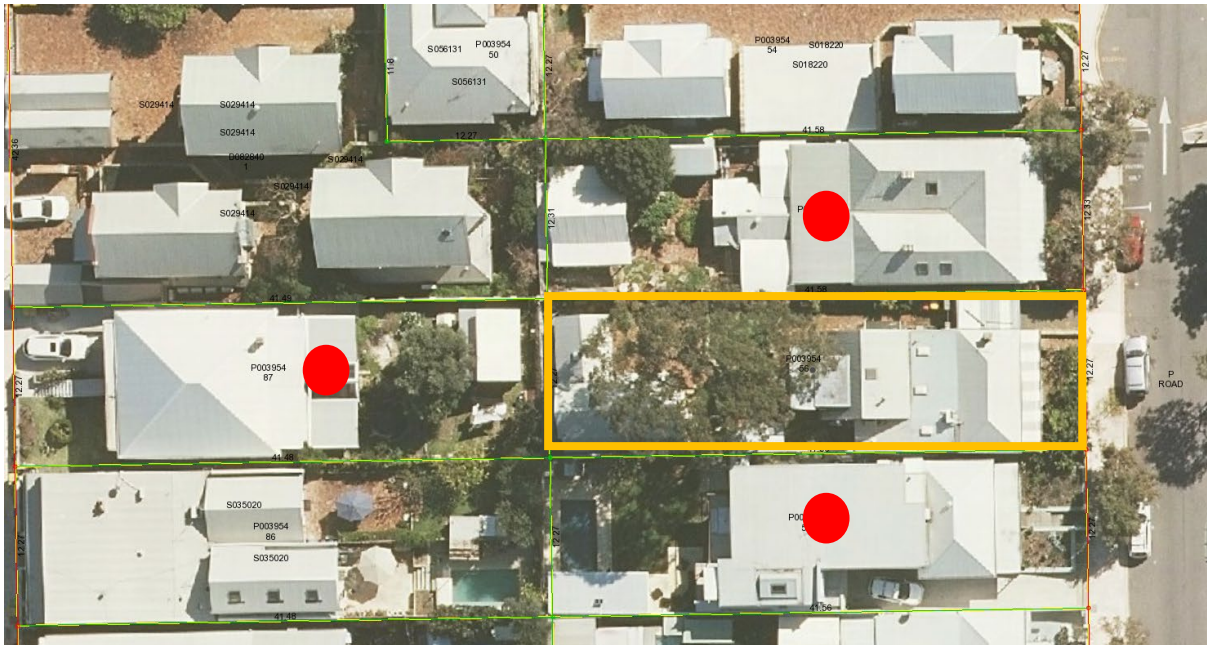
11. DATE & TIME OF NEXT MEETING

Monday 4 October 2021

12. CLOSURE OF MEETING

The meeting closed at 7.25pm.

9 Hubble Street – Location and Advertising Plan



9 Hubble Street – Site Photos

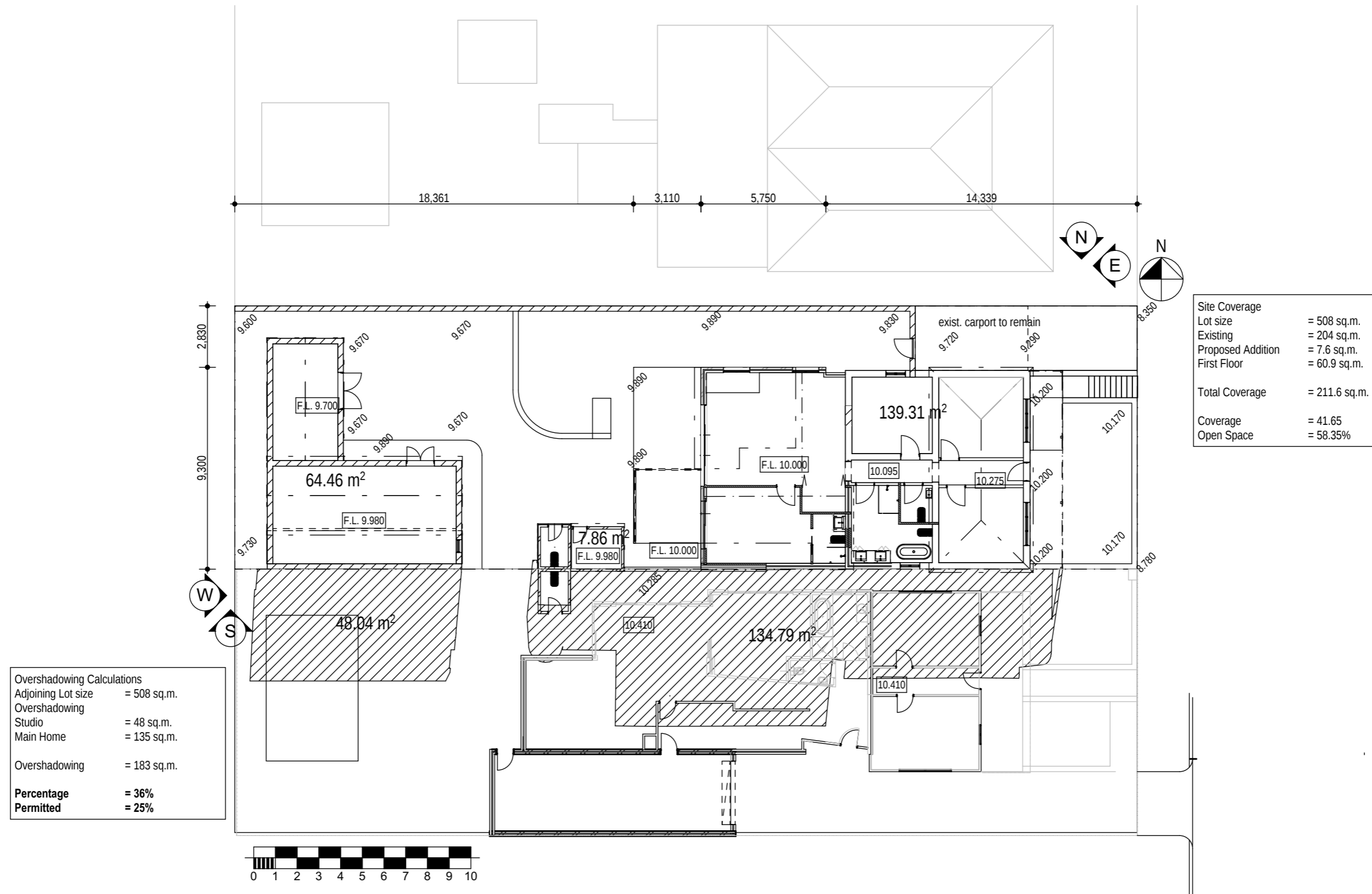


PLACE RECORD FORM

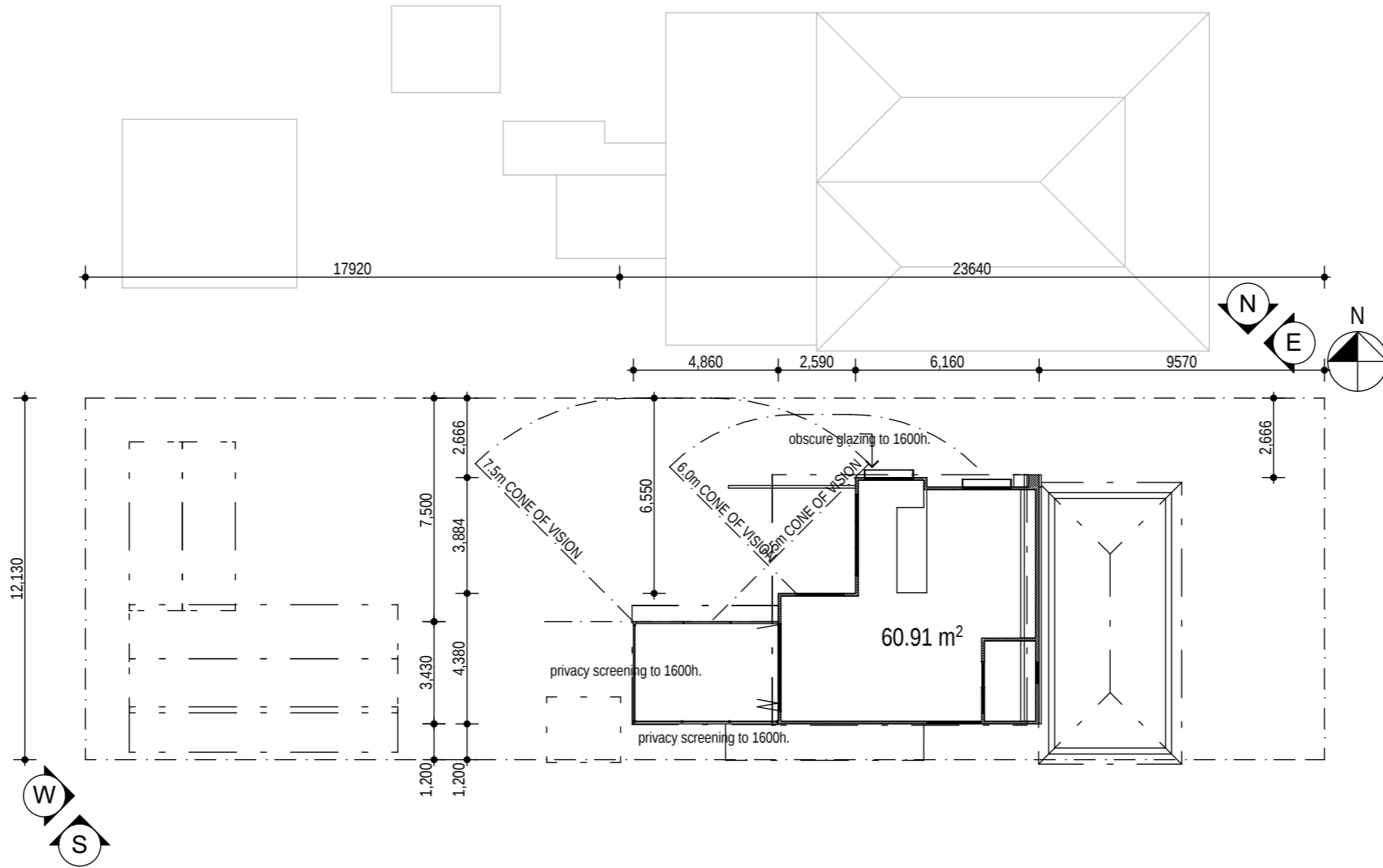


| | |
|----------------------|--|
| PRECINCT | Plympton |
| ADDRESS | 9 Hubble Street |
| PROPERTY NAME | N/A |
| LOT NO | Lot 56 |
| PLACE TYPE | Residence |
| CONSTRUCTION DATE | C 1890 |
| ARCHITECTURAL STYLE | Federation Bungalow |
| USE/S | Original Use: Residence/ Current Use: Residence |
| STATE REGISTER | N/A |
| OTHER LISTINGS | N/A |
| MANAGEMENT CATEGORY | Category B |
| PHYSICAL DESCRIPTION | <p>No 9 Hubble Street is a single storey cottage constructed in rendered masonry with a hipped corrugated iron roof. It is an expression of the Federation Cottage Bungalow style. It is symmetrically planned with a central door flanked by replacement picture and side hung sash windows. The facade features a full width bullnose roofed verandah. The verandah is supported on turned timber posts. A high limestone retaining wall frames the garden bed. To the north of this retaining wall is a masonry stair that leads from the street level to the verandah.</p> <p>There are additions to the rear.</p> |

| | |
|---------------------------|---|
| | The place is consistent with the pattern of development in Plympton and plays an important role in the pattern of development of a working class suburb. |
| HISTORICAL NOTES | Plympton is a cohesive precinct where most of the places were constructed in the late nineteenth century and the first quarter of the twentieth century. It is comprised primarily of homes for workers and their families with a high concentration of small lots with timber, brick and stone cottages. |
| OWNERS | Unknown |
| HISTORIC THEME | Demographic Settlements - Residential Subdivision |
| CONSTRUCTION MATERIALS | Walls - Rendered masonry Roof - Corrugated roof sheeting |
| PHYSICAL SETTING | The house is situated on a sloping site with a limestone retaining wall on the front boundary. |
| STATEMENT OF SIGNIFICANCE | No 9 Hubble Street is a single storey house constructed in rendered masonry with a corrugated iron roof. The place has historic and aesthetic value with its contribution to Plympton's high concentration of worker's cottages and associated buildings. It contributes to the local community's sense of place. The place has some heritage value for its intrinsic aesthetic value as a Federation Bungalow and it retains a moderate to low degree of authenticity and a high degree of integrity. The rear additions have no significance. |
| AESTHETIC SIGNIFICANCE | No 9 Hubble Street has considerable aesthetic value as a Federation Bungalow. It retains the characteristic features of the period with some loss of detail. |
| HISTORIC SIGNIFICANCE | No 9 Hubble Street has some historic value. It was part of the suburban residential development associated with the expansion of East Fremantle during the Goldrush period of the 1880s and 1890s. |
| SCIENTIFIC SIGNIFICANCE | N/A |
| SOCIAL SIGNIFICANCE | No 9 Hubble Street has some social value. It is associated with a significant area of worker's cottages which contributes to the community's sense of place. |
| RARITY | No 9 Hubble Street is not rare in the immediate context but Plympton has rarity value as a working class suburb. |
| CONDITION | No 9 Hubble Street is in good condition. |
| INTEGRITY | No 9 Hubble Street retains a high degree of integrity. |
| AUTHENTICITY | No 9 Hubble Street retains a moderate to low degree of authenticity. |
| MAIN SOURCES | |



Site Plan
1:200



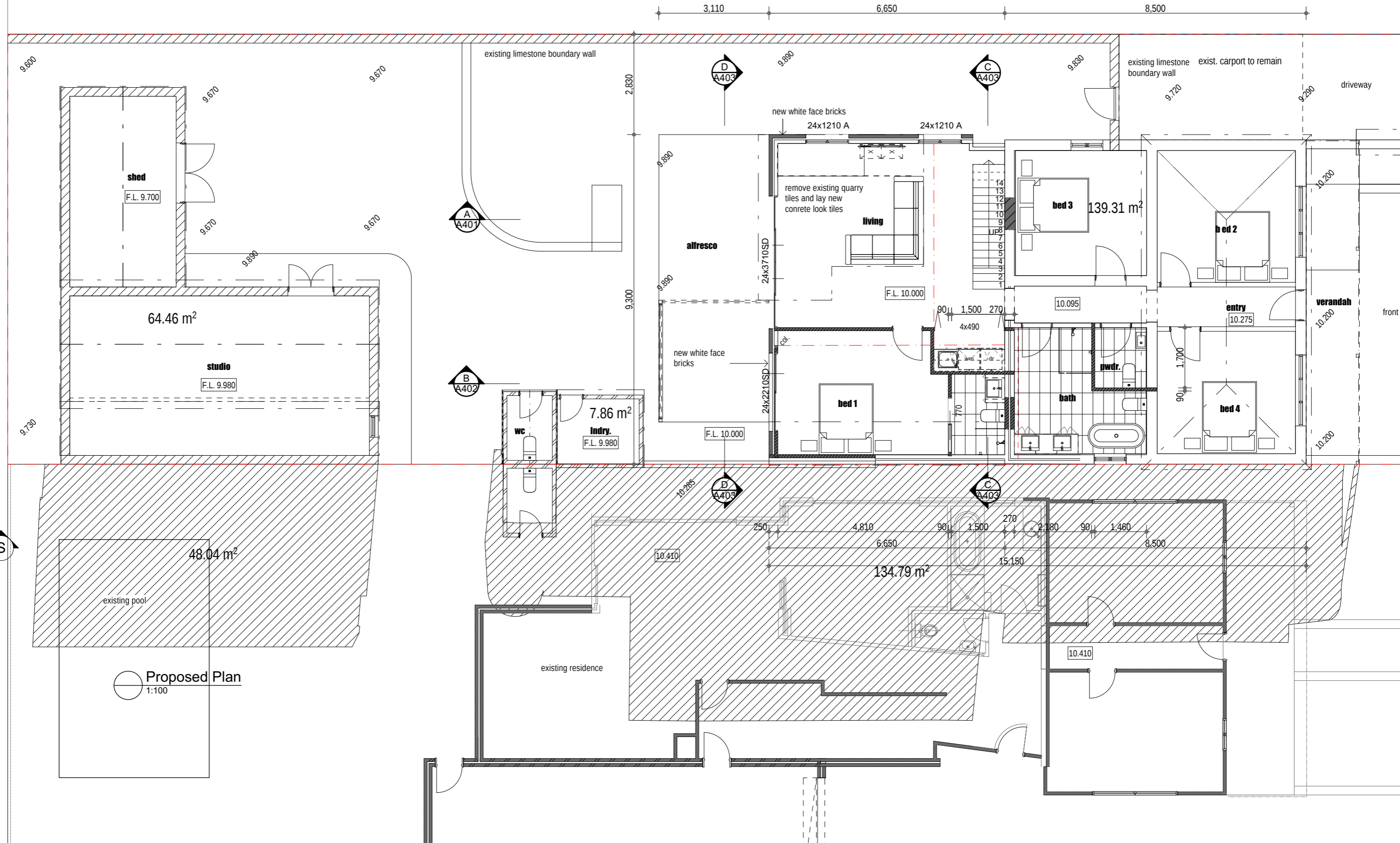
Site Plan First Floor
1:200

| REV. | AMENDMENT | DATE |
|------|---------------------|-----------|
| 3 | issued for planning | 26/8/2021 |
| 2 | issued for planning | 24/3/2021 |
| 1 | issued for planning | 2/3/2021 |

| | |
|---------|------------|
| Date: | 26/08/2021 |
| Job No: | 2049 |

| | |
|----------|-------------|
| Drwn: | JC |
| Dwg No.: | A102 |
| Rev | 3 |

The builder must verify all dimensions on site before commencing any work or shop drawings **55**



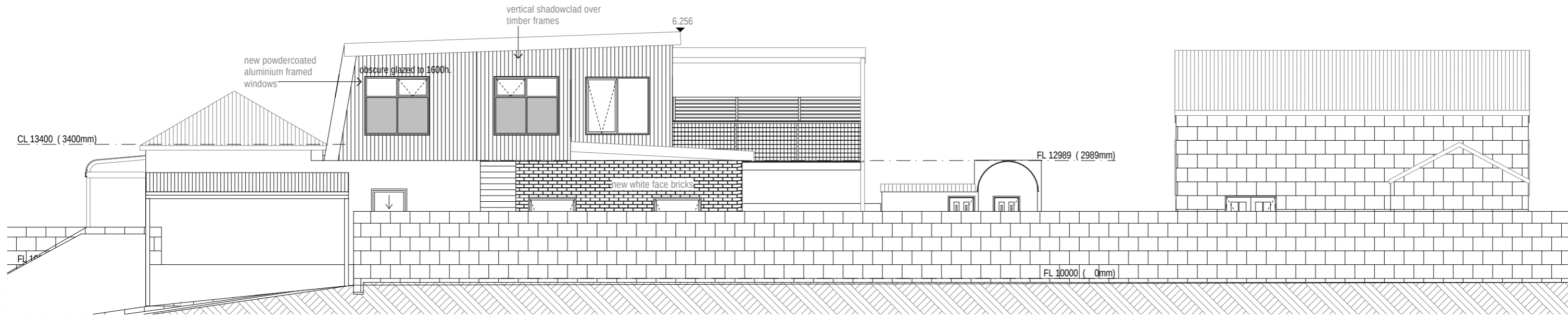
Proposed Plan
1:100

| REV. | AMENDMENT | DATE |
|------|---------------------|-----------|
| 3 | issued for planning | 26/8/2021 |
| 2 | issued for planning | 24/3/2021 |
| 1 | issued for planning | 2/3/2021 |

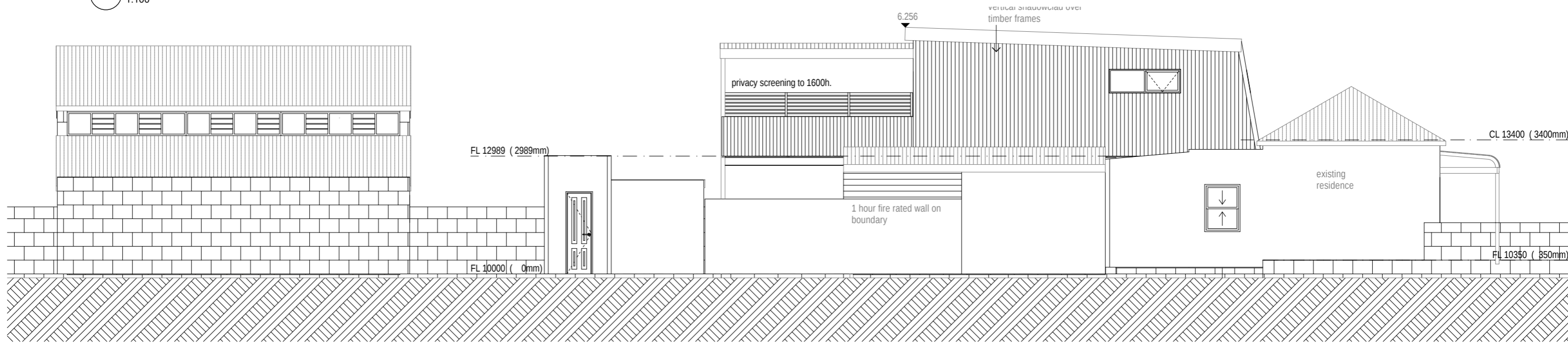
| | |
|---------|------------|
| Date: | 26/08/2021 |
| Job No: | 2049 |

| | |
|----------|-------------|
| Drwn: | JC |
| Dwg No.: | A201 |
| Rev | 3 |

The builder must verify all dimensions on site before commencing any work or shop draw.



north
1:100

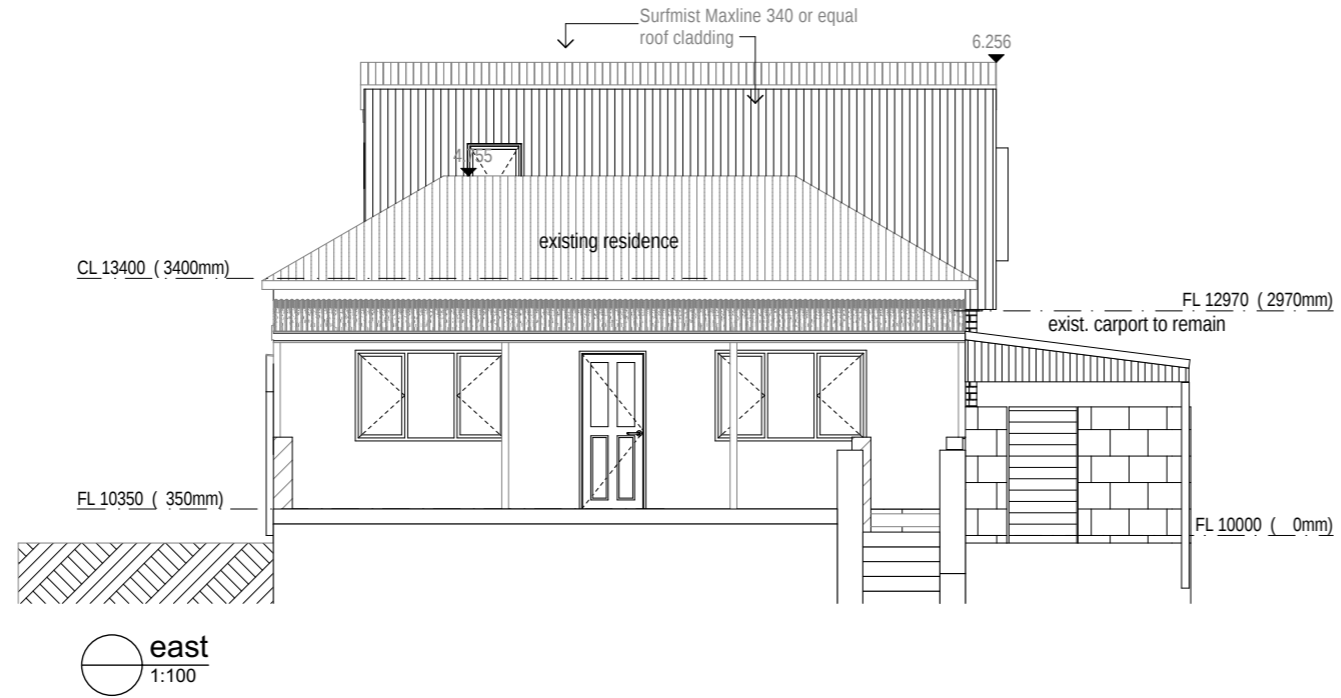


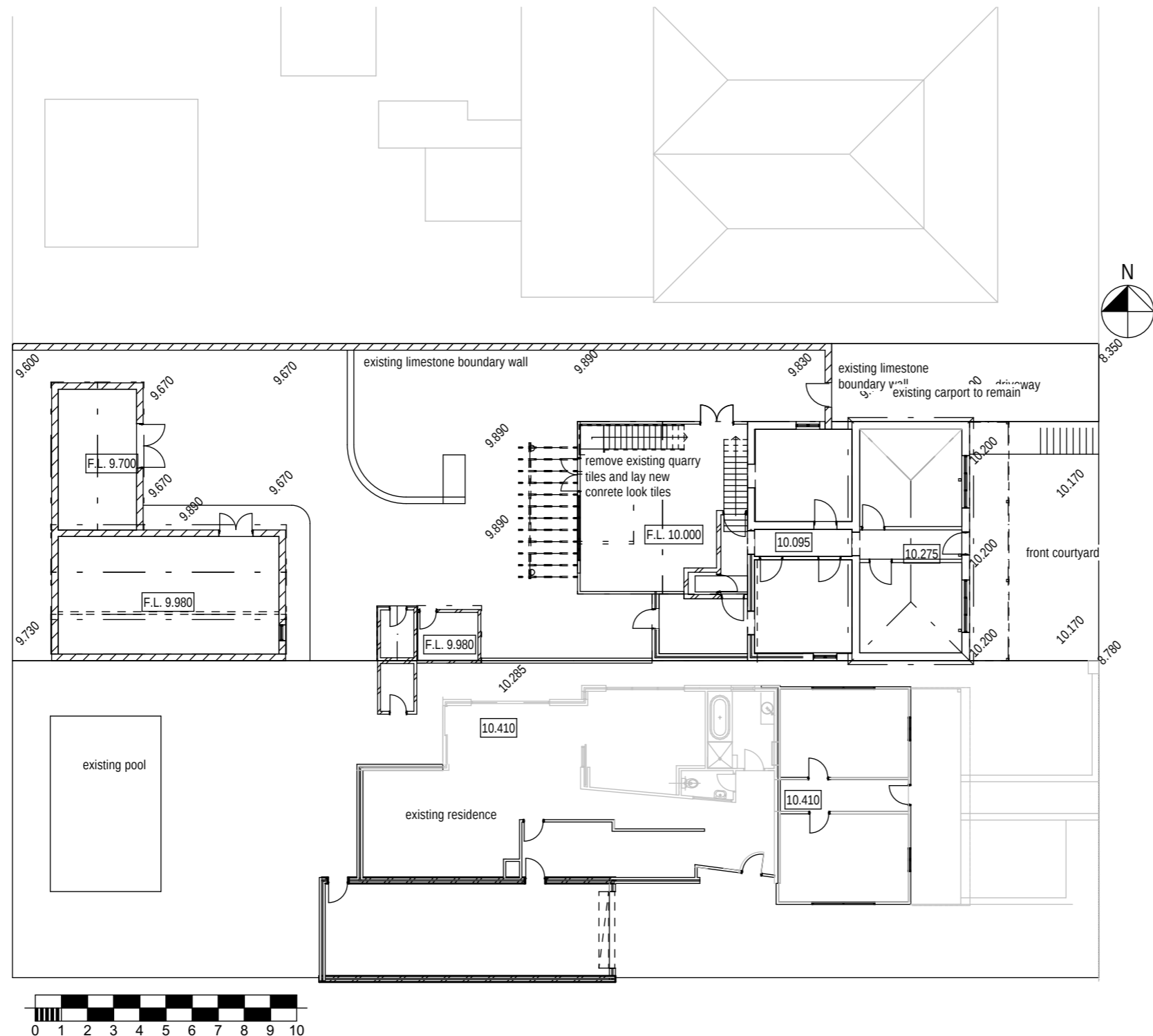
south
1:100

| | | |
|------|---------------------|-----------|
| 3 | issued for planning | 26/8/2021 |
| 2 | issued for planning | 24/3/2021 |
| 1 | issued for planning | 2/3/2021 |
| REV. | AMENDMENT | DATE |

| | |
|---------|------------|
| Date: | 26/08/2021 |
| Job No: | 2049 |

| | |
|--|-------------|
| Drwn: | JC |
| Dwg No.: | A301 |
| Rev | 3 |
| The builder must verify all dimensions on site before commencing any work or shop drawings 58 | |





Existing Site Plan
1:200

| | | |
|------|---------------------|-----------|
| 3 | issued for planning | 26/8/2021 |
| 2 | issued for planning | 24/3/2021 |
| 1 | issued for planning | 2/3/2021 |
| REV. | AMENDMENT | DATE |

| | | | |
|--|------------|----------|--------------|
| Date: | 26/08/2021 | Drwn: | JC |
| Job No: | 2049 | Dwg No.: | EX100 |
| | | Rev | 3 |
| The builder must verify all dimensions on site before commencing any work or shop drawings 60 | | | |



front
1:1.22

| | | |
|------|---------------------|-----------|
| 3 | issued for planning | 26/8/2021 |
| 2 | issued for planning | 24/3/2021 |
| 1 | issued for planning | 2/3/2021 |
| REV. | AMENDMENT | DATE |

| | |
|---------|------------|
| Date: | 26/08/2021 |
| Job No: | 2049 |

| | |
|---|-----------|
| Drwn: | JC |
| Dwg No.: | P1 |
| Rev | 3 |
| The builder must verify all dimensions on site before commencing any work or shop dwg 63 | |



Image3
1:1.77

| | | |
|------|---------------------|-----------|
| 3 | issued for planning | 26/8/2021 |
| 2 | issued for planning | 24/3/2021 |
| 1 | issued for planning | 2/3/2021 |
| REV. | AMENDMENT | DATE |

| | |
|---------|------------|
| Date: | 26/08/2021 |
| Job No: | 2049 |

| | |
|---|-----------|
| Drwn: | JC |
| Dwg No.: | P2 |
| Rev | 3 |
| The builder must verify all dimensions on site before commencing any work or shop drawings. | |



Community Engagement Checklist

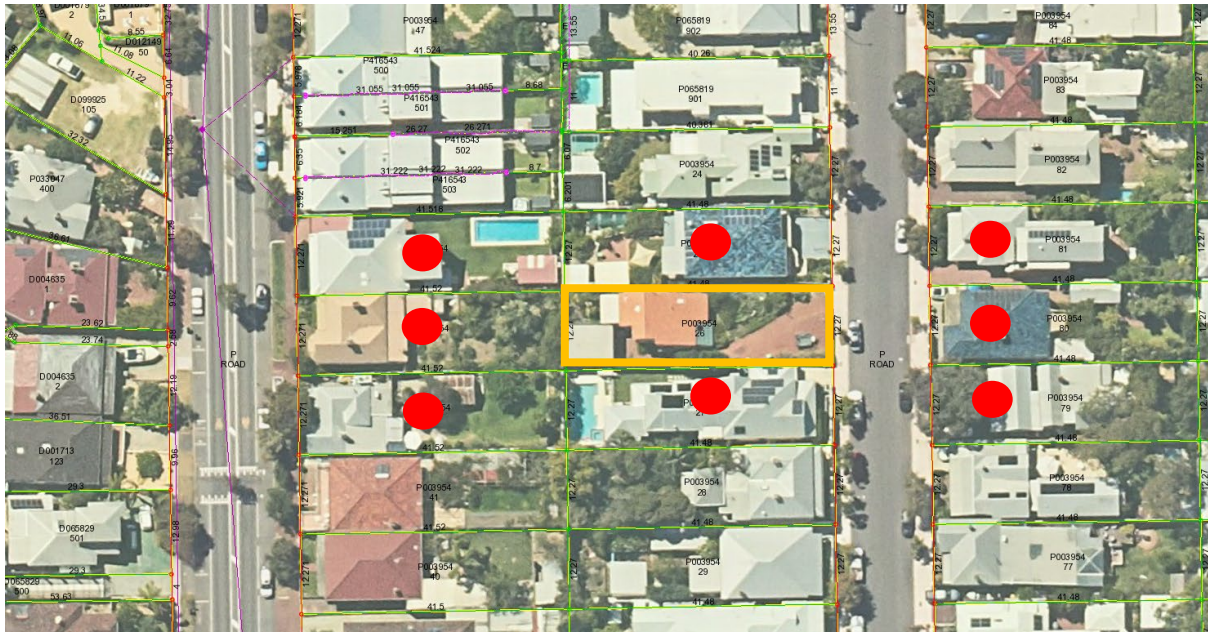
Development Application P17/21 - 9 Hubble Street

Project Name

| Objective of Engagement: | Neighbour Consultation | | |
|--|--|--------------------------|---|
| Lead Officer: | Regulatory Services | | |
| Timeline: | Start Date: | 10/03/2021 | Outcomes By: 25/3/2021 |
| 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 | | <input checked="" type="checkbox"/> Advertised to 3 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 | | 25/3/2021 | |
| 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 | | | |
| | | | |

Location and Advertising Plan – 17 Glyde Street



17 Glyde Street Site Photos

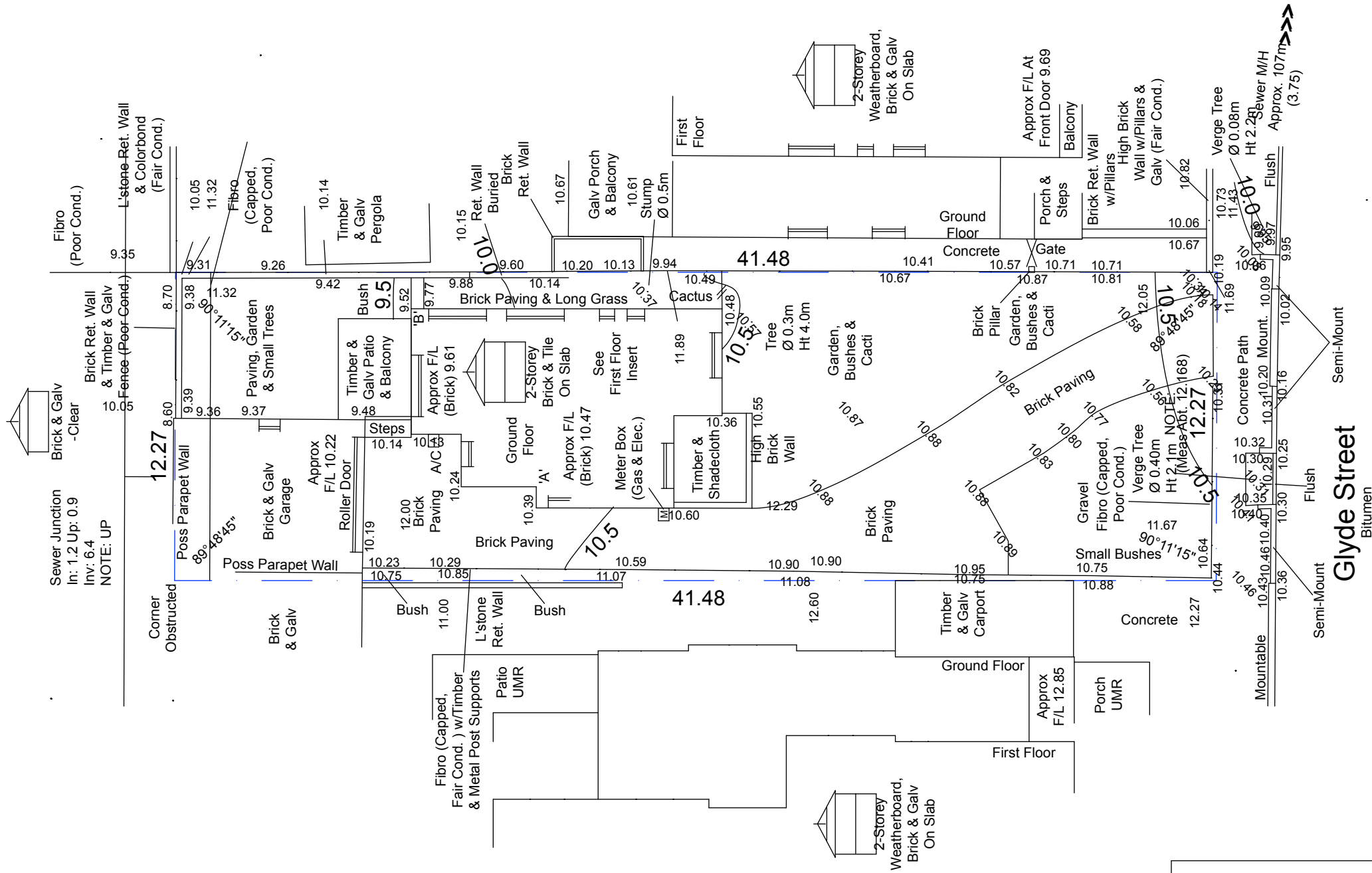


Builder : Result Developments
 CLIENT :
 LOT 26 #17 Glyde Street, East Fremantle

T.Currey

474414 21 Jul 20

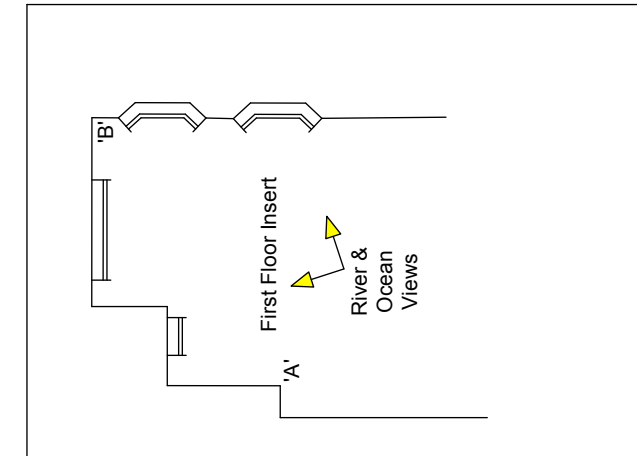
Plan3954



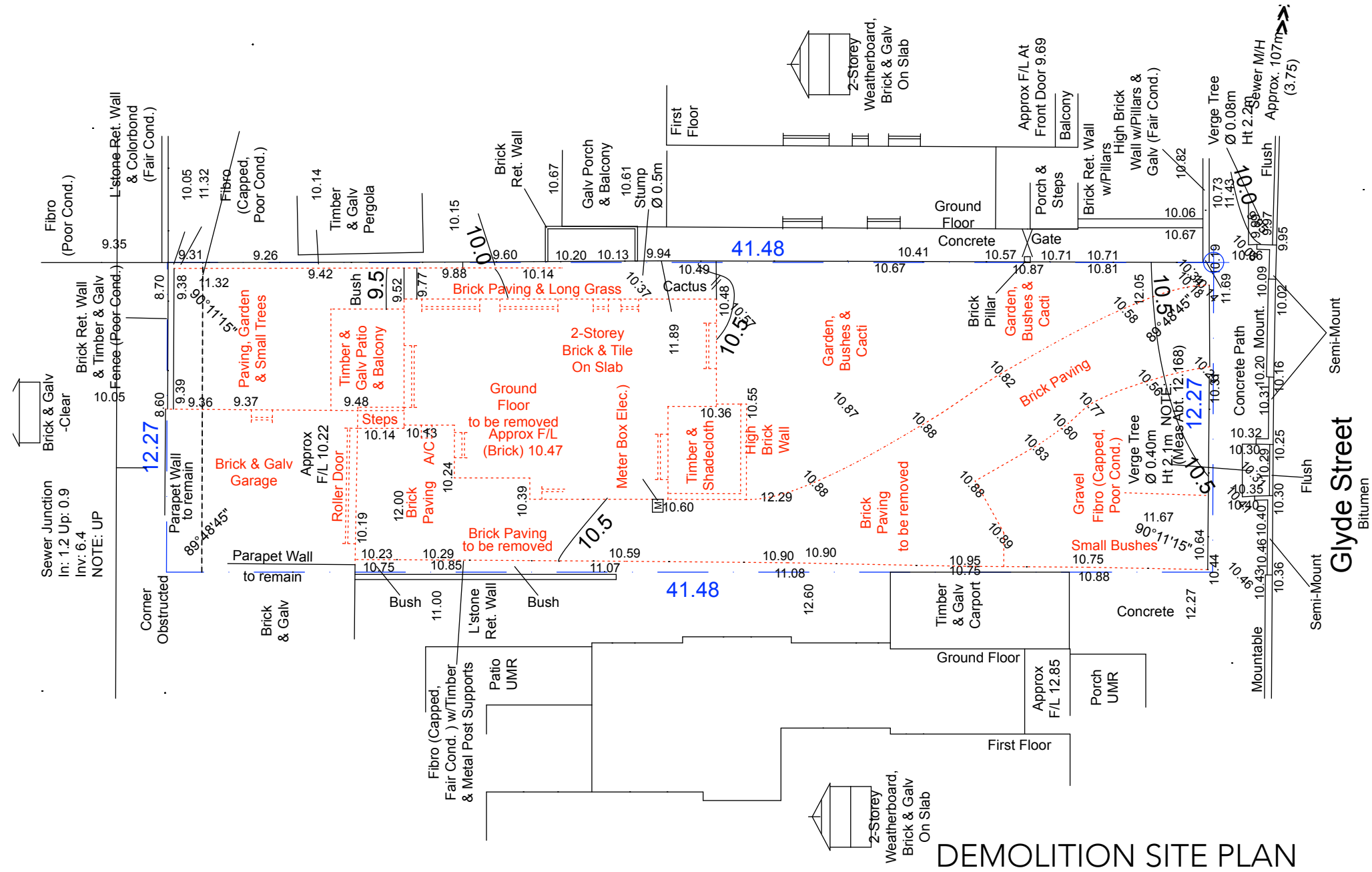
LOT MISCLOSE
 0.000 m

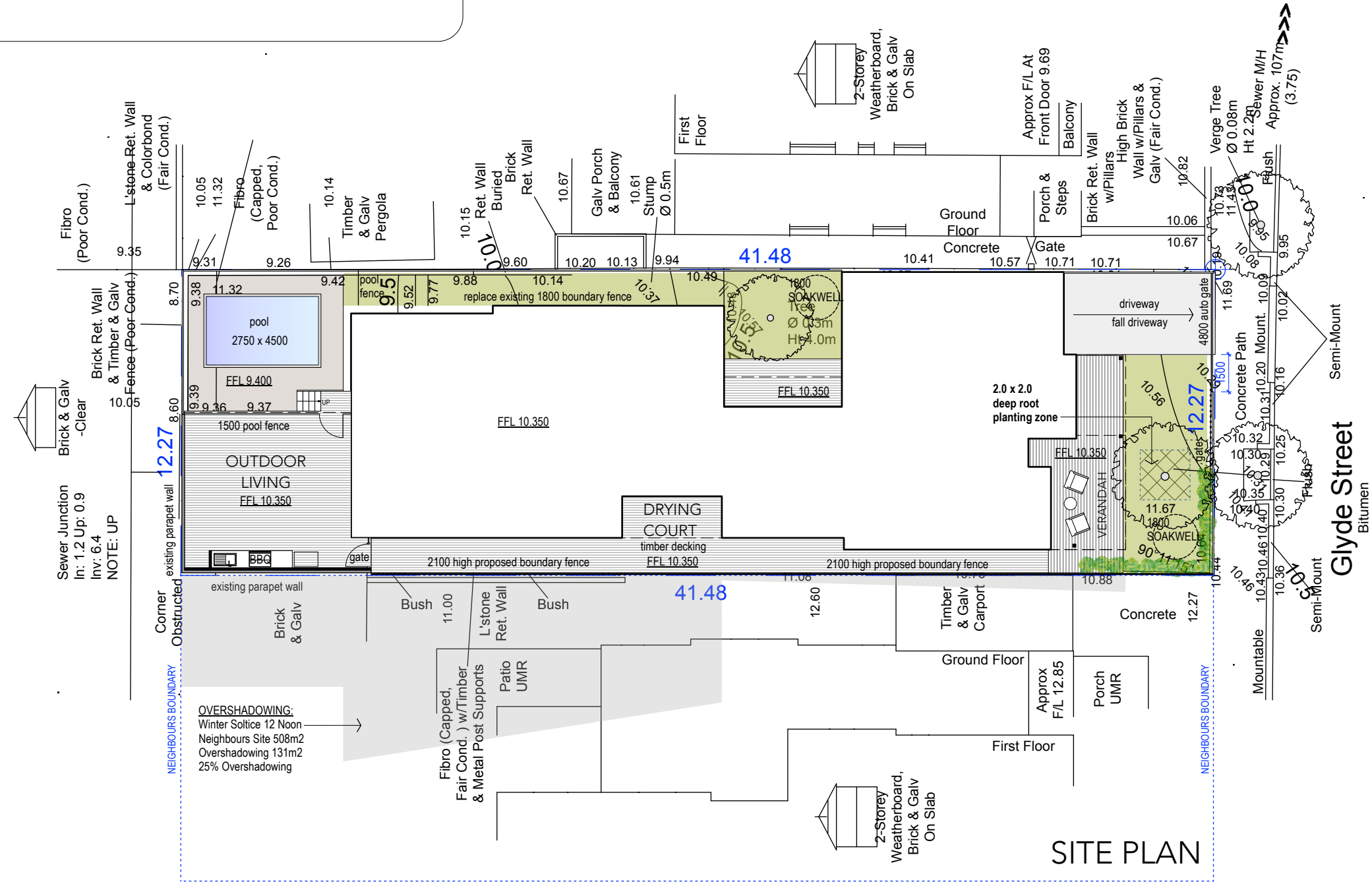
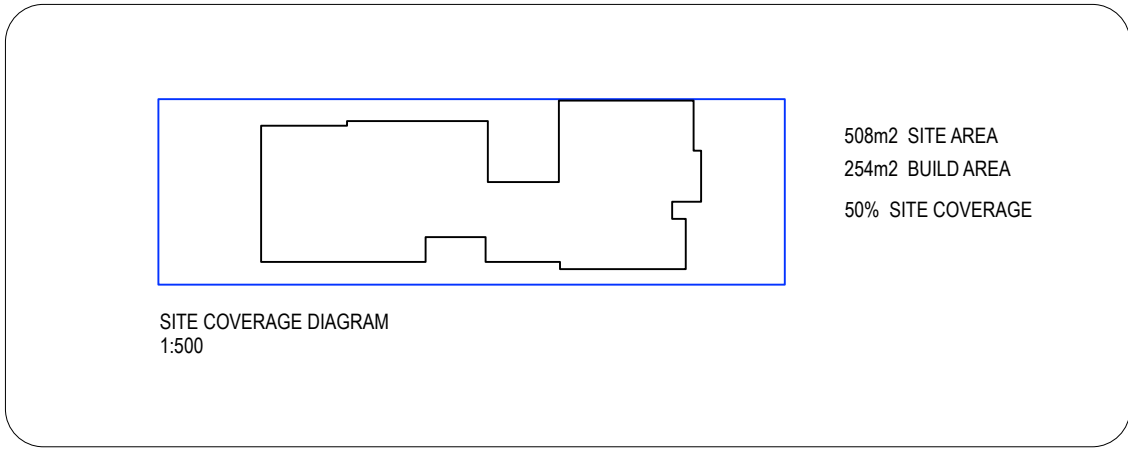
Sand / L/Stone(Poss)
 Refer to Survey

SITE SURVEY EXISTING CONDITION

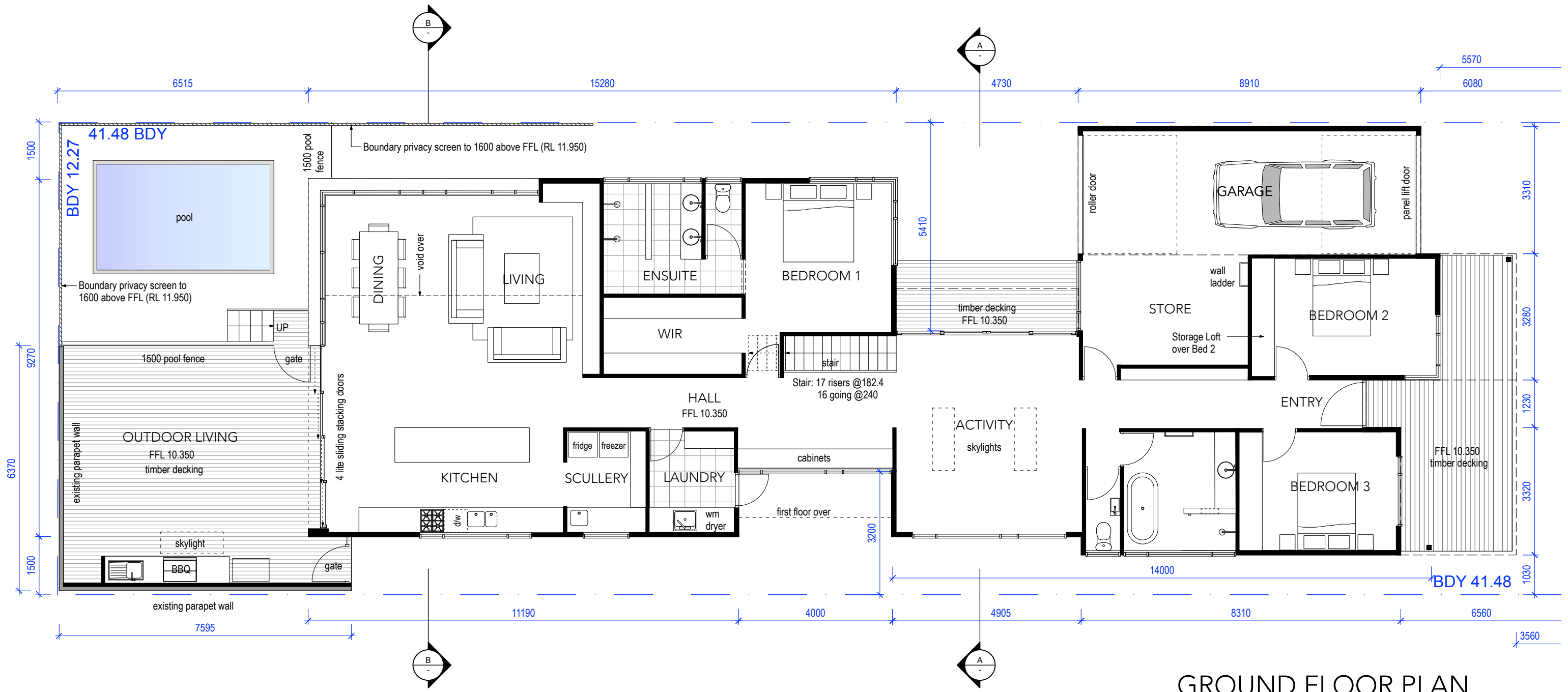


2128.01 SITE SURVEYOR





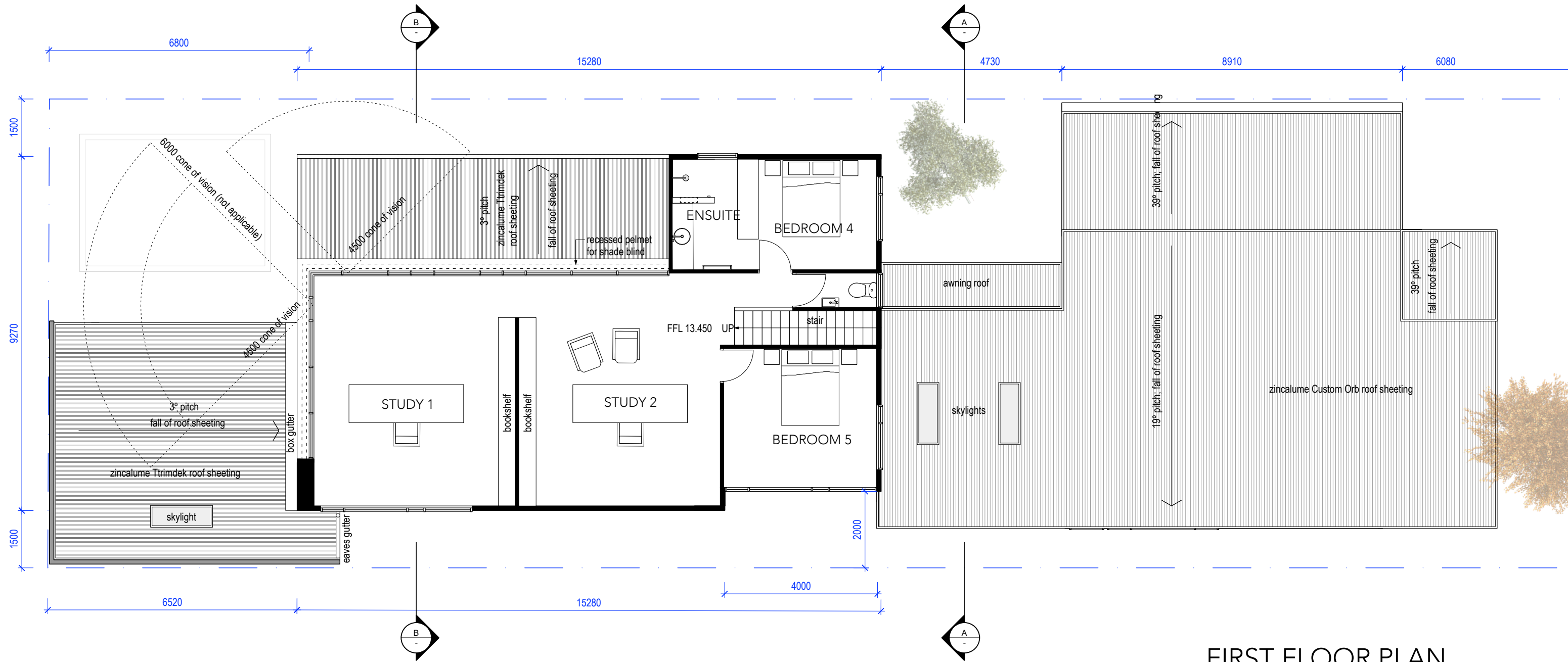
SITE PLAN



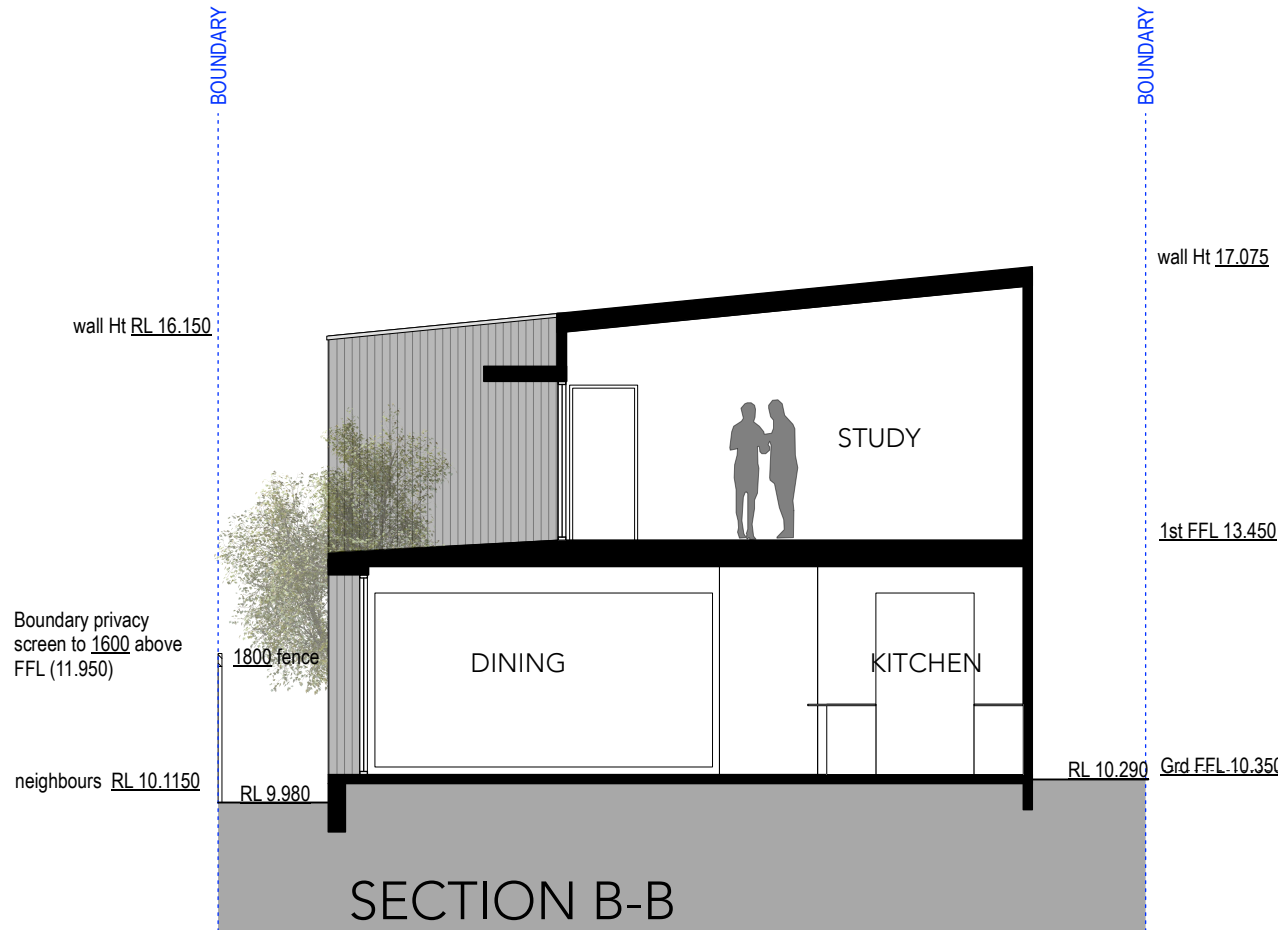
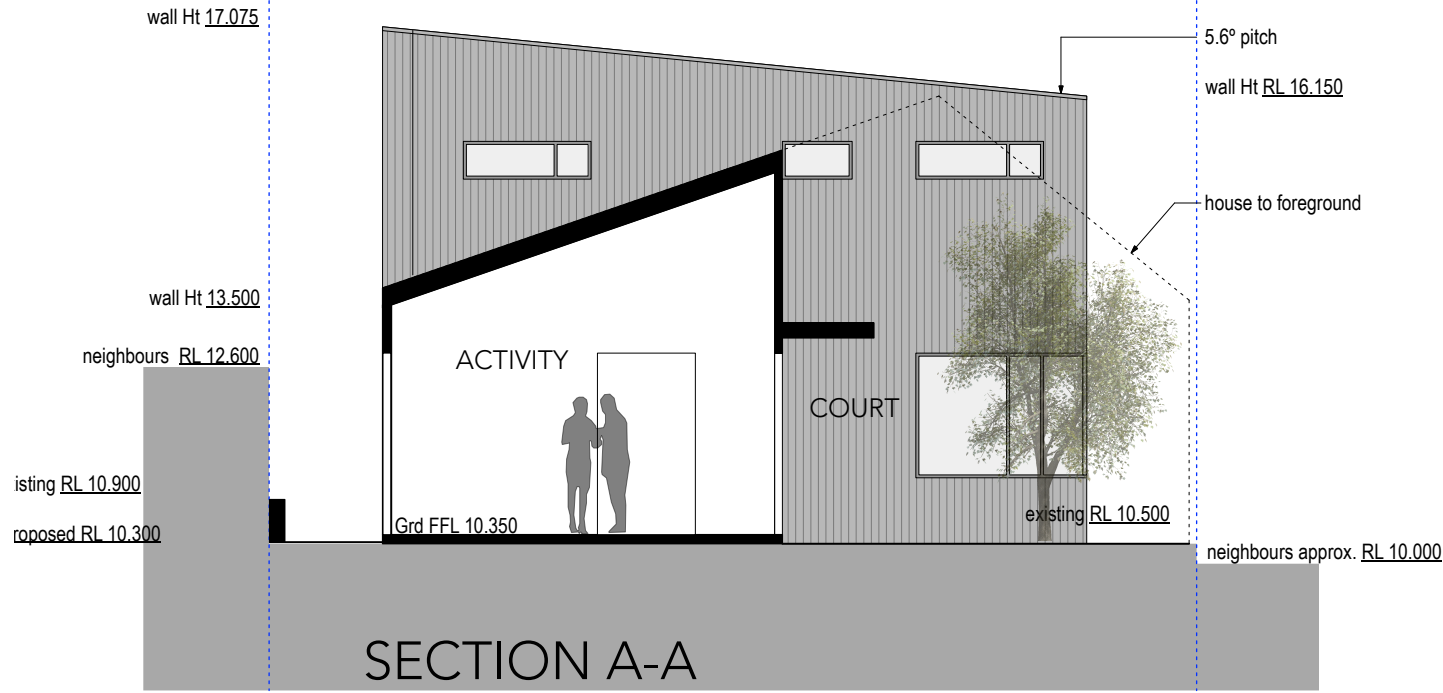
GROUND FLOOR PLAN

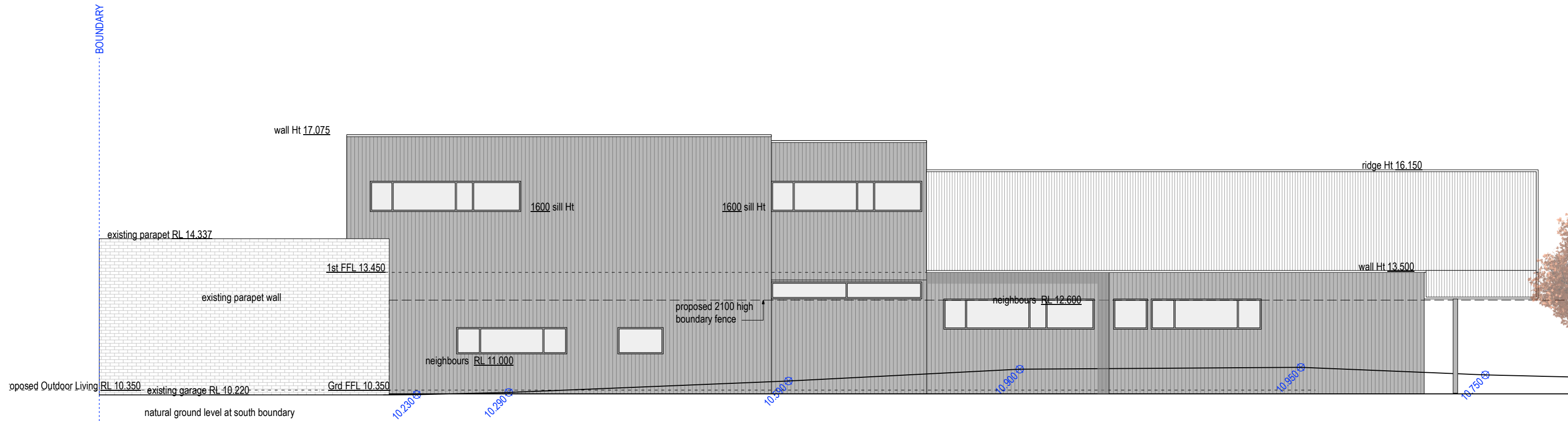
LOT AREA 509.45m2
BUILDING AREA 298.06m2

| | | | | | | | | | | |
|--|------------------------------------|---|-----------------------------|---------------------------------------|---|---------------------------------|-----------------------|--------------------------|--------------------|---|
| <p>m 0402 284 067 e carl@hustonarchitecture.com w www.hustonarchitecture.com</p> | <p>HUSTON architect</p> | <p>LOCATION: 17 GLYDE STREET EAST FREMANTLE WA 6158</p> | <p>CLIENT: BARAMILY</p> | <p>PROJECT: NEW RESIDENCE</p> | <p>DRAWING: GROUND FLOOR PLAN</p> | <p>SCALE: 1:100 @A3</p> | <p>DRAWN: CJH</p> | <p>DATE: 27.8.21</p> | <p>AMENDMENTS:</p> | <p>72  2128.04</p> |
|--|------------------------------------|---|-----------------------------|---------------------------------------|---|---------------------------------|-----------------------|--------------------------|--------------------|---|

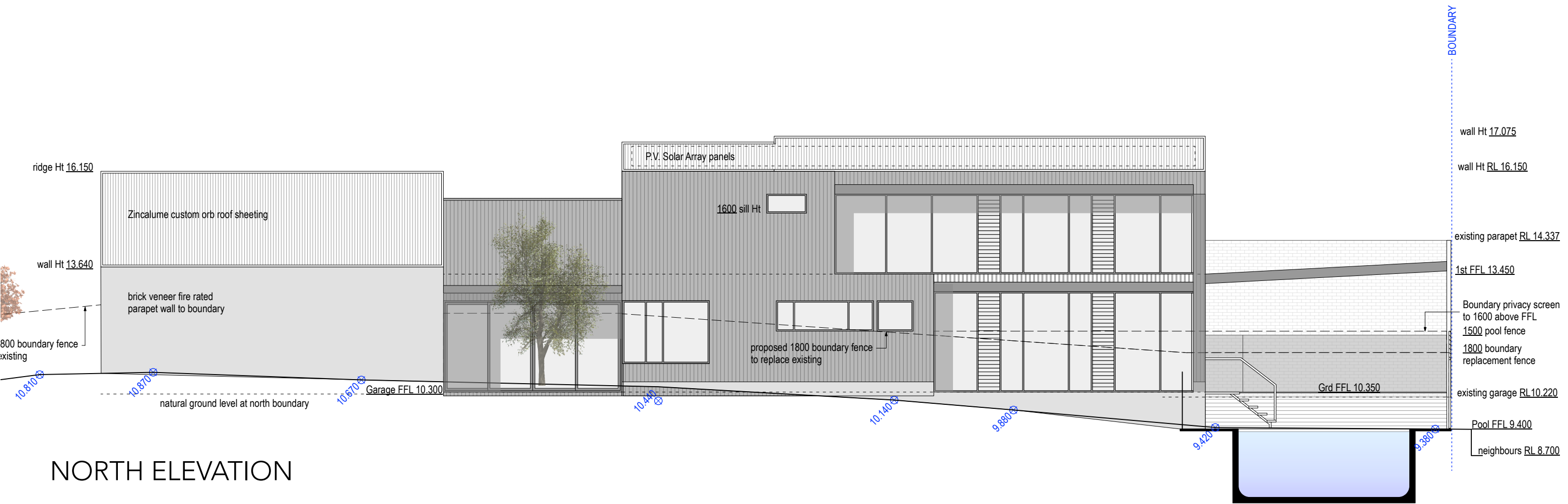
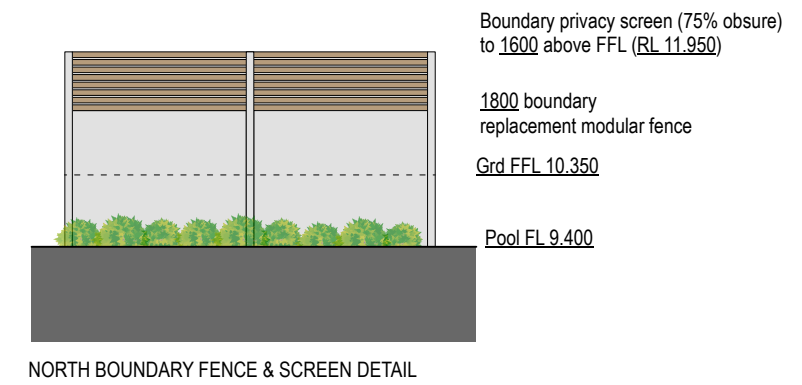


FIRST FLOOR PLAN





SOUTH ELEVATION







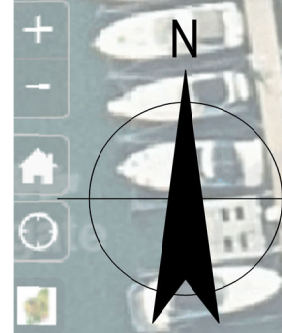
Community Engagement Checklist

Development Application P67/21 - 17 Glyde Street

Project Name

| Objective of Engagement: | Neighbour Consultation | | |
|--|--|--------------------------|--|
| Lead Officer: | Regulatory Services | | |
| Timeline: | Start Date: | 12/08/2021 | Outcomes By: 27/08/2021 |
| 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 | | <input checked="" type="checkbox"/> Advertised to 8 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 | | 27/08/2021 | |
| 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 | | | |
| | | | |



| Rev | Description | Checked | Approved | Date |
|----------|-------------|----------------|-----------|------|
| Author | FFarshidfar | Drafting Check | EOConnell | |
| Designer | | Design Check | | |

5 August 2021



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Project No.

Client Moonlight Enterprises Pty Ltd.

Project Proposed Change of Use to 'Tavern'

Status PRELIMINARY

Drawing Title Lot 7563 (No. 110) Riverside Road East Fremantle

110 Riverside Road Tracing



Community Engagement Checklist

Development Application P70/21 - 110 Riverside Road

Project Name

| Objective of Engagement: | Neighbour consultation | | |
|--|--|--------------------------|---|
| Lead Officer: | Regulatory Services | | |
| Timeline: | Start Date: | | Outcomes By: |
| 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 | | <input checked="" type="checkbox"/> The application was not advertised to surrounding landowners as it was considered a similar use to the previously approved restaurant |
| # 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 | | | |
| 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 | | | |
| | | | |

14. REPORTS

14.1 PLANNING

14.1.1 Riverside Road No 110 (Lot 7563) Proposed change of use from restaurant to tavern

| | |
|----------------------------|---|
| Owner | WA State Government (Leased to Quayside Marinas Pty Ltd trading as Aquarama Marina and subleased to Moonlighting Enterprises Pty Ltd as trustee for Salinovich Trust) |
| Applicant | GHD Pty Ltd |
| File ref | P70/21 |
| Prepared by | James Bannerman Planning Officer |
| Supervised by | Andrew Malone, Executive Manager Regulatory Services |
| Meeting date | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | <ol style="list-style-type: none">1. Location plan and advertising2. Site photo3. Plans date stamped 18 August 2021 (Separate Attachment)4. Community consultation checklist |

Purpose

The purpose of this report is for Council to consider a development application for a proposed change of use from restaurant to tavern at No 110 (Lot 7563) Riverside Road, East Fremantle and provide recommendations to be sent to the Department of Biodiversity Conservation and Attractions (DBCA) which is the ultimate decision maker with regards to this proposal.

Executive Summary

The applicant is seeking approval for a change of use from restaurant to tavern. Additional information was submitted to Council. Additional information has been provided by the applicant and requested it be noted:

- Application is for a "Tavern Restricted Licence" which does not permit the sale of liquor for consumption off the licensed premises.
- Written acknowledgement withdrawing the request to operate the TAB screens.

The applicant has indicated that this information will sufficiently address the Committee's concerns regarding the sale of takeaway liquor and incidental betting agency operations.

The Town is a referral body and are asked to make comment on the proposal and present a recommendation along with any necessary conditions to assist DBCA in reaching a final decision.

It is considered that the proposed change of use can be supported subject to conditions of development approval being imposed by the Department of Biodiversity, Conservation and Attractions.

Comment

Statutory Assessment

Additional information has been provided by the applicant and requested it be noted prior to any determination of the application:

- A signed letter from Monaghan Lawyers clarifying that Moonlighting Enterprises Pty Ltd is applying for a “Tavern Restricted Licence” which does not permit the sale of liquor for consumption off the licensed premises.
- Written acknowledgement from applicant confirming his withdrawal of the request to operate the TAB screens at present, to enable the change of use application to be determined on its merits.

There has been a marina located on site for many years and a restaurant operating from the premises most recently. The previous restaurant *Eat Greek* shut down in early 2020 and the current owners have since decided to establish a new tavern in place of the restaurant. A new liquor license Tavern Restricted Licence is required to be approved for the site.

The application as proposed by the applicant simply seeks additional operational flexibility to allow the consumption of liquor while standing. It does not seek approval for the sale of takeaway liquor or the operation of the TAB screens.

The proposal has been assessed against the provisions of Local Planning Scheme No. 3. The site is located within an area zoned for Parks and Recreation and immediately adjacent to the Swan River. The proposed change of use will have to be formally approved by the DBCA as the land is within the Swan River control area. The land is leased from the state government and zoned as Parks and Recreation under the Town’s Local Planning Scheme.

The proposed change of use has no significant amenity impacts on residential properties as it is separated from housing by the Leeuwin Naval Base on the southern side of Riverside Road. It is located between W Wayman Reserve to the east and Leeuwin Scout Hall and Norm McKenzie Park to the west.

The proposal is generally in keeping with this existing use, although by changing to a tavern it allows for additional flexibility. The change of use does not seek to increase capacity and it is believed that there will be no additional emission of light, noise, vibration, smell or other waste products from the premises. The proposal for the tavern licence is sports themed.

It is considered the proposal will not detrimentally impact on the amenity of the reserve or surrounding neighbourhood.

The proposal aligns with the aims of Town Planning Scheme No 3 and the considerations of s67 of the Deemed Provisions of the Planning and Development (Local Planning Scheme) Regulations 2015, having regard to the following:

- The proposal will enhance the character and amenity of the Town by reactivating a licensed hospitality venue that has been vacant since late 2019.
- The change of land use will not detrimentally impact the natural environment attributes or cultural significance of the surrounding foreshore as it is utilising an existing structure.
- The proposal is compatible within its setting, given that a licenced restaurant operated within the building for many years.
- The proposal is substantially separated from surrounding residential or other noise sensitive development.
- The proposed use is consistent with nearby licensed venues located within the Swan River Foreshore ‘Parks and Recreation’ reserve, including the Swan Yacht Club and the Left Bank which is located within 1.5km of the subject site.

- The proposal will not result in significant increases in parking demand.

Although the minimum car parking standards of the Local Planning Scheme do not specifically apply to land reserved under the MRS, due regard should be given to these standards to demonstrate the merits of the proposal. Schedule 10 of the Local Planning Scheme requires a tavern to provide 1 space for every 2.5m² of bar area, plus 1 space for every 5m² of lounge or other seating area, including eating areas. This indicative plan has been assessed against the 'Tavern' parking standards in Table 1 below.

| Parking Ratio | Tenancy Area | No. of bays required |
|-------------------------------|--------------------------------|----------------------|
| 1 space per 2.5m ² | bar area of 55m ² | 22 |
| 1 space per 5m ² | seating area 230m ² | 46 |
| Total Parking Required | | 68 |

The subject site currently provides approximately 66 parking bays which are *shared* between the restaurant, boat repair shops and users of the attached marina. However, in addition to formal parking bays, the boat repair shops are provided with general servicing areas on the eastern portion of the lot. Although the proposal represents a deficit if assessed against the parking standards of the Local Planning Scheme, the extent of parking available on the site is considered sufficient to support the proposed change of use for the following reasons. Whilst the change of use is considered as a different use, the restaurant and tavern will function in similar ways, providing meals and drinks for patrons.

The restaurant is currently licenced to accommodate up to 269 occupants. This application does not seek to change this. It is reiterated that the purpose of this application is simply to allow patrons to consume alcohol while standing in accordance with a tavern license.

No external works or signage is proposed as part of this application. A separate development application will be required for additional works or signage on site.

The applicant/owner is to contact Liquor Licensing to discuss the requirements for a tavern license and liaise with the Town to ensure any legislative or health requirements in relation to the liquor license are met.

Conclusion

Based on the assessment that has been completed for this development and the explanation provided in this report it is recommended that the proposed change of use from restaurant to tavern be supported subject to conditions and the recommendation proposed below is forwarded to the Department of Biodiversity Conservation and Attractions for their approval.

14.1.1 OFFICER RECOMMENDATION:

That Council recommend support for the proposed change of use from restaurant to tavern to the Department of Biodiversity Conservation and Attractions Western Australian Planning Commission at No. 110 (Lot 7563) Riverside Road, East Fremantle, in accordance with the information received 18 August 2021, subject to the following conditions:

1. The application is for a "Tavern Restricted Licence" only. No sale of liquor for consumption off the licensed premises is permitted, without a further application being submitted to and determined by Council.
2. The application does not include any TAB service, should such a service be proposed a further application should be submitted to and determined by Council.
3. This application does not include any proposals for signage for the proposed uses. All applications for proposed signage are to be submitted to the Town for the consideration of the Council and to comply with the requirements of the Town's Local Planning Policy Design Guidelines – Signage and subsequent referral to the Department of Biodiversity Conservation and Attractions.
4. The proposed change of use does not give approval for any works on site. Works on site will be subject to the submission of an application for a building permit.
5. The commercial buildings are to be kept clean and free of graffiti and vandalism at all times and any such graffiti or vandalism to be remedied within 24 hours to the satisfaction of the Chief Executive Officer.
6. 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.
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 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) the applicant is to discuss matters relating to the Liquor License with the Environmental Health Officer and the Regulatory Services department at the Town of East Fremantle.*

110 Riverside – Location and Advertising Plan





5 August 2021

SCALE 1:500 AT ORIGINAL SIZE (A3)



Client Moonlight Enterprises Pty Ltd.
 Project Proposed Change of Use to 'Tavern'
 Status PRELIMINARY

Drawing Title Lot 7563 (No. 110) Riverside Road East Fremantle

| Rev | Description | Checked | Approved | Date |
|----------|-------------|----------------|-----------|------|
| Author | FFarshidfar | Drafting Check | EOConnell | |
| Designer | | Design Check | | |



Community Engagement Checklist

Development Application P70/21 - 110 Riverside Road

Project Name

| Objective of Engagement: | Neighbour consultation | | |
|--|--|--------------------------|---|
| Lead Officer: | Regulatory Services | | |
| Timeline: | Start Date: | | Outcomes By: |
| 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 | | <input checked="" type="checkbox"/> The application was not advertised to surrounding landowners as it was considered a similar use to the previously approved restaurant |
| # 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 | | | |
| 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 | | | |
| | | | |

14.1.2 Community Design Advisory Committee

| | |
|----------------------------|---|
| File Ref | B/CDAC |
| Prepared by | Andrew Malone, Executive Manager of Regulatory Services |
| Supervised by | Gary Tuffin, Chief Executive Officer |
| Meeting date | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | 1. Amended Community Design Advisory Committee Policy (3.1.5) (Tracked changes) |

Purpose

This report is to amend the terms of reference of the Community Design Advisory Committee (CDAC) to align with the requirements of the State Government Design WA State Planning Policy 7.0- Design of the Built Environment (SPP7.0), to reappoint all existing CDAC members previously appointed as per the Policy and to appoint two new members to the CDAC.

Executive Summary

It is recommended Council amend the terms of reference of the CDAC to align with the requirements of the State Government Design WA State Planning Policy 7.0 - Design of the Built Environment (SPP7.0) and reappoint all existing CDAC members previously appointed.

Background

At its meeting on 21 June 2016 Council agreed the terms of reference for the current Town Planning Advisory Panel (TPAP). The terms of reference were prepared in response to Council's determination in April 2016. It was resolved that Council continue with the Town's voluntary design panel in accordance with the Terms of Reference;

'That Council:

- 1. rename the Town Planning Advisory Panel to the Community Design Advisory Committee (CDAC) to better describe its proposed role and functions.*
- 2. adopt the draft Policy for a Community Design Advisory Committee, attached to this report.*
- 3. invite membership to the Community Design Advisory Committee in accordance with the Terms of Reference contained within the Policy.'*

Further to the above resolution Council at its meeting on 19 July 2016 resolved as follows:

'That the Community Design Advisory Committee Policy, adopted 21 June 2016, be amended to increase the membership of the external members from five to a maximum of ten'.

As per the Town's Policy Tenure of Appointment, each CDAC member is appointed for a period of four year. The members of the CDAC were originally appointed in June 2016. Due to the difficulties in the last year regarding Covid-19, Committee members were not reappointed as required in 2020, however it is now considered appropriate to reappoint the Committee for a further four (4) year period.

The Town has two temporary members of the CDAC, both have been attending meetings over the previous year. These members have actively participated in the CDAC during this time. It is

further recommended to accept these two people as full-time members of the CDAC and appoint them for a period of four years.

It is further recommended the terms of reference of the CDAC be reviewed to align with the gazetted Design WA State Planning Policy 7.0 - Design of the Built Environment (SPP7.0) statement which outlines a set of performance-based design principles. These principles establish a definition of 'good design'. It is proposed the Terms of Reference of the CDAC be modified to align with Design WA State Planning Policy.

Consultation

No consultation was undertaken.

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Not applicable.

Comment

Membership

The Panel comprises a pool of highly experienced, multi-disciplinary built environment professionals from industry and academia, with demonstrated expertise in effective design review. The Panel composition draws from the four key disciplines of:

- Architecture
- Landscape architecture
- Urban design
- Planning

It is supplemented as required by Technical Specialist disciplines that may include:

- Heritage
- Sustainability (including environmental design, systems ecology, urban water integration and assessment frameworks)
- Accessibility and universal design
- Public health
- Transport planning
- Civil, structural and services engineering
- Public art
- Population health
- Law

The CDAC Membership is normally for a period of four (4) years from the period of the ratification of the CDAC by the Council. This occurred in June 2016. As such all Committee members are required to be reappointed. It is recommended Council reappoint all current members for another four year period.

The proposed two new members both have extensive experience in the architecture, construction and building industry. Both members add significant experience to the Committee

and add to the pool available for the CDAC should members be unavailable. Over the past year because of precautions regarding members being unwell, these two committee members have actively participated to assist with the Committee. It is recommended to appoint these two people to the current Committee members.

Panel Member Responsibilities

Participating in CDAC review will see Committee members make an important contribution to the design quality of public buildings and places in the Town of East Fremantle, ensuring benefit to the community and a valuable legacy for the Town. Meetings are held behind closed doors currently, however Committee members will be required to provide independent, fair, and reasonable professional advice that is clear and constructive.

Terms of Reference

It is proposed to amend the CDAC terms of Reference to align with Design WA State Planning Policy 7.0 - Design of the Built Environment (SPP7.0) and will include:

1. Context and character:
Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.
 2. Landscape Quality:
Good design recognises that together landscape and buildings operate as an integrated and sustainable system within a broader ecological context.
 3. Built form and scale:
Good design provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.
 4. Functionality and build quality
Good design meets the needs of users in an efficient and effective manner, balancing functional requirements to deliver optimum benefit, and performing well over the full life cycle.
 5. Sustainability:
Good design optimises the sustainability of the built environment, delivering positive environmental, social, and economic outcomes.
 6. Amenity:
Good design optimises internal and external amenity for occupants, visitors, and neighbours, contributing to living and working environments that are comfortable and productive.
 7. Legibility:
Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.
 8. Safety:
Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.
 9. Community:
Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.
 10. Aesthetics
Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.
-

Whilst the proposed terms are different, the intent of the current and the proposed terms of reference are consistent and address such elements as design, bulk and scale, character, safety, and sustainability. The proposed terms of reference are simplified from the current terms of reference, however, they characterise what 'Good Design' should be. It is considered that the terms of reference provide better clarity to the CDAC and to owners/applicants.

Panel Management and Support

The Regulatory Services team will still manage the scheduling, preparation, coordination, reporting and monitoring of CDAC Sessions. CDAC support will provide notice of the agenda and meeting times. To enable preparation by Panel members, relevant material will be issued to the Committee generally a week prior to the design review meeting. CDAC meetings will still be held at the Town Hall.

Preparation

Committee members will be required to be familiar with all information issued prior to the meeting and prepare preliminary comments in advance, to enable the review discussion to be time efficient. Members may also choose to visit the sites of projects being reviewed.

Frequency

Design meetings will be convened for one evening per month dependant on number of development applications received by the Town. From time to time it may be necessary to seek advice from the Committee members without participation in a formal meeting. In these instances email advice will be requested. Following the design review meeting, Committee members may be contacted by CDAC support to clarify points raised during the meeting.

Confidentiality

All information relating to the design review process must be treated confidentially. Design review sessions will be carried out in strict confidence and Committee members will not discuss design work or development proposals, nor share or disclose any information received, before or after the review.

Conflicts of Interest

Committee members will declare in advance of the meeting (or at the meeting) any interests they might have either as an individual or a member of a group or organisation, including pecuniary, commercial, professional, or familial interests. Panel members will be expected to inform CDAC support, of the nature of any interests at the meeting. In light of the declaration, the Chair will decide whether the interest presents a conflict. In this event, the Committee members with a conflict of interest will not attend the design review session or take part in any design review discussions relating to the project.

Conclusion

It is recommended Council amend the terms of reference of the CDAC Policy to align with the requirements of the State Government Design WA State Planning Policy 7.0 - Design of the Built Environment (SPP7.0), make administrative amendments as required, reappoint all existing CDAC members previously appointed as per the Policy and to appoint two new members to the CDAC.

14.1.2 OFFICER RECOMMENDATION

That Council:

- (1) amend Policy 3.1.5 Community Design Advisory Committee to include the new Terms of Reference and administrative amendments for the Community Design Advisory Committee, attached to this report.**
- (2) reappoint all current external Committee members for another four (4) year period.**
- (3) appoint the following new members to the Community Design Advisory Committee for a period of four (4) years:**
 - (a) Mr Michael Norriss; and**
 - (b) Mr David Bennett.**



3.1.5 Community Design Advisory Committee

| | |
|--------------------------------|---|
| Type: | Regulatory Services - Planning |
| Legislation: | Local Government Act 1995 |
| Delegation: | N/A |
| Other Related Document: | State Government Design WA Planning Policy 7.0 Design of the Built Environment (SPP7.0) |

Objective

- To provide independent expert advice to the Council, Town's Administration and applicants on the design of specified development proposals. This shall be limited to, architectural and urban design elements, heritage, landscape architecture, and environmental sustainability.
- To facilitate an improvement in urban design and the quality of the built environment within the Town of East Fremantle through the provision of information, expert advice and recommendations.

Policy Statement Definitions

"CDAC" means the Community Design Advisory Committee referred to in this Policy. CDAC

"Financial Interest" has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

"Proximity Interest" has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

"Impartiality Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

Policy Scope

Status and Role of the CDAC

- The CDAC (the Committee) provides professional and technical advice, in a non- adversarial and informal manner to the Town's Administration and the Council in relation to the design of buildings and other related matters. The CDAC performs an advisory function only and does not make decision on, or approve applications.
- The CDAC is not a committee established pursuant to Section 5.8 of the *Local Government Act 1995*.
- CDAC members either collectively or individually are not authorised to speak on behalf of the Town or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.
- The CDAC (or its members) are not to provide advice directly to an applicant or Council Members in respect of any item under consideration at the CDAC meeting.
- The CDAC are to provide comments and advice to the Town's Officers to assist the Town's Officers in formulating recommendations to the Council meetings on particular applications for planning approval, or in determining applications under delegated authority.

- The Committee shall only deal with matters which have been referred to them by the Executive Manager Regulatory Services.

Policy

Terms of Reference

1. To provide the Town of East Fremantle with independent expert advice and expertise on urban design, architecture, landscape design, sustainability and heritage in relation to proposals referred to the Committee for consideration.
2. To act in an advisory capacity on specified proposals with respect to matters including, but not limited to:

(a) Context and character:

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

(b) Landscape Quality:

Good design recognises that together landscape and buildings operate as an integrated and sustainable system within a broader ecological context.

(c) Built form and scale:

Good design provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

(d) Functionality and build quality

Good design meets the needs of users in an efficient and effective manner, balancing functional requirements to deliver optimum benefit, and performing well over the full life-cycle.

(e) Sustainability:

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

(f) Amenity:

Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.

(g) Legibility:

Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.

(h) Safety:

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

(i) Community:

Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.

(j) Aesthetics

Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

- ~~(a) The overall built form merits;~~
- ~~(b) The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development;~~
- ~~(c) The relationship with and impact on the broader public realm and streetscape;~~
- ~~(d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;~~
- ~~(e) The extent to which the proposal is designed to be resource efficient, climatically appropriate, responsive to climate change and a contribution to environmental sustainability;~~
- ~~(f) The demonstration of other qualities of best practice urban design including "Crime Prevention through Environmental Design performance, protection of important view corridors and lively civic places.~~
- ~~(g) To examine the plans of all development proposals referred to them, and provide professional and technical advice to the Town's Planning Services in relation to matters identified in the Residential Design Guidelines, Burra Charter and R Codes etc., relating to urban design, architecture, landscape design, sustainability or heritage.~~

Membership

1. The Membership of the CDAC shall comprise of up to ten (10) external members approved by the Council and appointed by the Chief Executive Officer.
2. The Town will seek to engage external members so that the CDAC meetings will consist of ten (10) members (excluding Chairperson) having:
 - (a) a demonstrated high level of expertise and knowledge in their particular field of architecture, urban design, landscape architecture, sustainability or heritage; or
 - (b) the relevant skills and experience to provide independent expert advice.

Preference will be given to residents of the Town who have a detailed knowledge of the composition of the Town. Non-residents may be appointed if suitable candidates cannot be established from the Town's residents or if determined by the Council.

The Chairperson

1. The CDAC Chairperson is an Elected Member of Council and appointed by Council.
2. The ~~Chief Executive Officer~~Executive Manager Regulatory Services shall give all assistance to the CDAC Chairperson in respect to administrative support for the Committee.

Applications to be Referred to the Committee

1. The following applications for development approval for proposed development (Development Applications) are to be referred to the CDAC for their consideration and comment:
 - (a) Development which will have a significant impact upon the significance of a Heritage Place.
 - (b) Development which will have a significant impact upon the streetscape character of the locality or in the opinion of the Chief Executive Officer/Executive Manager Regulatory Services is likely to have a significant impact on the locality or the Town;
2. The Executive Manager Regulatory Services may refer an application to the CDAC, regardless of whether the application is to be determined by the Council or under delegated authority.
3. The Executive Manager Regulatory Services may refer other planning matters to the CDAC where it is considered that the Town will benefit from the CDAC members' input.

4. The CDAC will examine design elements of development applications having regard to the Town's Residential Design Guidelines, the Residential Design Codes (R-Codes) and Burra Charter.
5. Matters referred for review at the State Administrative Tribunal will not be referred to the CDAC.
6. Matters to be determined by a Development Assessment Panel will not be referred to the CDAC.

Meeting Procedure and Process

1. Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the CDAC shall meet as required. Additional meetings may be convened at the discretion of the Chief Executive Officer.
2. Members will be required to provide sufficient notice of their ability or inability to attend the next scheduled meeting.
3. CDAC Meetings are not open to the Public.
4. Having reviewed the development application, the CDAC members are to provide comments and advice within the context of the relevant provisions of the Town's Terms of Reference of this Policy, noting the Residential Design Guidelines, Burra Charter and R-Codes, together with any other comments or advice the CDAC wishes to provide.

Quorum

1. A quorum for the meeting of the Committee will be four (4) voting members (including the Chairperson).
2. The CDAC meeting shall not proceed unless a quorum is present.

Chairperson

The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair.

Agendas

1. The Executive Manager Regulatory Services (or an Officer authorised by the Executive Manager Regulatory Services) will determine the Agenda for each meeting.
2. All meetings shall be confined to items listed on the Agenda.
3. Agendas will be distributed to all members at least five (5) working days in advance of meeting dates. The Agendas are to provide only descriptive headings of items to be discussed.
4. Detailed plans of the proposal will be distributed to Committee members at least five (5) working days in advance of the meeting dates.

Minutes

1. The CDAC Chairperson (in liaison with the Executive Manager Regulatory Services) shall be responsible to ensure the preparation and accuracy of the Minutes/Meeting notes.
2. Items considered at the meeting will not be formally voted upon. The Minutes/Meeting notes of the Committee will record consensus agreement and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the Minute Taker in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.
3. The Minutes/Meeting notes of the Meeting will be prepared by the Responsible Officer and distributed to members within five (5) working days after the date of the meeting.
4. The CDAC Minutes/Meeting notes are to be presented in the form of:
 - (a) explanatory comments on each proposal conveying the CDAC's general views regarding the proposal; and

- (b) a formal recommendation to the Town, where appropriate reflecting the views of the majority of members present at the meeting.
5. The CDAC Chairperson will endorse the Minutes/Meeting notes and proposed design recommendations.
 6. An original copy of the endorsed Minutes/Meeting notes is to be retained for record purposes, and a copy provided to the applicant.

Administrative Support

A Town employee will be assigned to provide administrative support to the CDAC. This person will be responsible for the following;

- Issuing of the Agenda;
- Recording of Apologies prior to the meeting;
- Preparation of the Minutes/Meeting notes;
- Room booking; and
- Catering requirements.

Code of Conduct

1. The Town's Code of Conduct shall apply to members of the CDAC.
2. All CDAC members shall be required to declare any conflicts of interest in matters being considered.
3. A copy of the Town's Code of Conduct will be provided to each member upon their appointment.
4. The Town's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of interest.
5. Contact and lobbying of Community Design Advisory Committee members by applicants is considered to be inappropriate.
6. The presentation of proposals by applicants to the Community Design Advisory Committee members, either jointly or severally, is not permitted.

Conflict of Interest

1. All members need to be aware that any conflict of interest needs to be recognised. On receipt of the Agenda, if a member has an interest in the matter, then the member is required to declare the interest.
2. Any person who has a financial and proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

Financial and Insurances

The Town will arrange all insurance to cover CDAC members whilst discharging their normal course of duty, including travel to and from the meeting.

Tenure of Appointment

1. The Council will appoint a member to the CDAC including the prescribed Term and any conditions.
2. The CDAC Membership is normally for a period of four (4) years from the period of the ratification of the CDAC by the Council. (Generally the term is from November after the Ordinary local government elections to October of the fourth year).
3. Once selected by the Council, if a member fails to attend three (3) consecutive meetings of the CDAC, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the CDAC. The Chief Executive Officer shall advise any member, in writing, when their membership of a Committee is terminated.
4. The Council may terminate the appointment of any member prior to the expiry of his/her term, if:
 - (a) The Chairperson and Chief Executive Officer consider that the member is not making a

- positive contribution to the CDAC; or
- (b) The member is found to be in breach of the Town of East Fremantle Code of Conduct or a serious contravention of the Local Government Act 1995; or
 - (c) A member's conduct, action or comments brings the Town of East Fremantle into disrepute.

Vacancies

Vacancies shall be filled by calling for nominations of external members. Members filling a vacated position will hold that position for the remainder of the four (4) years duration of the convened CDAC, as approved by the Council.

| | |
|-----------------------------------|---------------------------------------|
| Responsible Directorate: | Regulatory Services |
| Reviewing Officer: | Executive Manager Regulatory Services |
| Decision making Authority: | Council |
| Policy Adopted: | 21/6/16 |
| Policy Amended: | 19/7/16, 15/10/19 |
| Former Policy No: | 3.1.6 |

14.2 FINANCE

14.2.1 Statement of Financial Activity for Period Ended 30 September 2021

| | |
|----------------------------|--|
| Applicant | Not Applicable |
| File ref | F/FNS2 |
| Prepared by | Sam Dolzadelli, Manager Finance |
| Supervised by | Peter Kocian, Executive Manager Corporate Services |
| Meeting Date: | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | 1. Statement of Financial Activity 30 September 2021 2. Capital Works Report 30 September 2021 3. Financial Health Check 30 September 2021 |

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 30 September 2021. A Capital Works Report and Financial Health Check summary is also appended.

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 2022.

A Capital Works Report is presented detailing committed expenditure against budgets. This report is used to assess the clearance rate of capital projects.

A Monthly Financial Health Check has also been prepared which provides key financial information against benchmarks. This document is intended to provide a concise summary of the Town's financial performance.

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
- Statement of Financial Position
- Notes to the Statement of Financial Activity including:
 - Explanation of Material Variances
 - Net Current Funding Position
 - Cash and Investments
 - Receivables
 - Cashed Back Reserves
 - Capital Disposals
 - Rating Information

- 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 2021/22 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 2021/22 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 | | 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 | 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

This report presents the Statement of Financial Activity for the period 30 September 2021. The following is a summary of headline numbers from the attached financial reports:

| | Original Budget | YTD Budget | September Actuals |
|----------------------------------|-----------------|------------------|-------------------|
| Opening Surplus | 689,520 | 591,172 | 576,249 |
| Operating Revenue | 11,022,229 | 9,287,842 | 9,230,516 |
| Operating Expenditure | (12,194,573) | (3,072,501) | (2,742,161) |
| Capital Expenditure | (16,495,464) | (667,392) | (72,493) |
| Capital Income | 10,558,322 | 0 | 0 |
| Financing Activities | 3,997,729 | (180,800) | (182,842) |
| Non-Cash Items | 2,422,237 | 642,794 | 642,794 |
| Closing Surplus/(Deficit) | 0 | 6,601,115 | 7,452,063 |
| Unrestricted Cash | | | 6,645,994 |
| Restricted Cash | | | 1,439,913 |

- The Capital Works Report is provided as Attachment 2 and includes actual expenditure as at **30 September 2021**. The full year capital works budget (amended) has been 0.4% expended with \$72,493 in actual expenditure.
- Rates were levied in the month of July with rate notices issued 19 July. At the end of September 67.19% of rates levied (including arrears) have been receipted. The due date for payment of rates including the election of instalments was the 23rd of August. As at 30 September, 1,202 assessments were on instalments, which represents 35% of all rateable properties. Of the \$3.3m rates outstanding, instalments account for approximately \$2.5m (77%). The remaining \$780k (23%) outstanding is made up of properties to be sent final notices (13%) and 10% is subject to rebates and payment arrangements/debt recovery. Final notices were issued on 29 September, with a due date of 8 October.
- The Town is holding unspent grants of \$316,844 as restricted cash, with a corresponding contract liability on the balance sheet. As the Town performs its obligations in the grant agreements, grant income will be recognised, and the contract liability reduced. This will move the unspent grants restricted cash to unrestricted municipal cash.
- There is a variance in the opening surplus position due to an end of financial year accounting entry required for the recognition of expected credit losses on infringements.

14.2.1 OFFICER RECOMMENDATION

That Council:

1. receives the **Monthly Financial Report (Containing the Statement of Financial Activity)** for the month ended **30 September 2021**, as presented as attachment 1 to this report.
2. notes the unrestricted municipal surplus of **\$7,452,063** as at **30 September 2021**.
3. receives the **Capital Works Report** dated **30 September 2021**, as presented as attachment 2 to this report.
4. receives the **Monthly Financial Health Check**, as presented as attachment 3 to this report.

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 September 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Funding surplus / (deficit) Components

| Funding surplus / (deficit) | | | | |
|-----------------------------|----------------|----------------|----------------|-----------------|
| | Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| Opening | \$0.69 M | \$0.59 M | \$0.58 M | (\$0.01 M) |
| Closing | \$0.00 M | \$6.60 M | \$7.45 M | \$0.85 M |

Refer to Statement of Financial Activity

| Cash and cash equivalents | | |
|---------------------------|----------|------------|
| | \$ | % of total |
| Unrestricted Cash | \$6.65 M | 82.2% |
| Restricted Cash | \$1.44 M | 17.8% |

Refer to Note 3 - Cash and Investments

| Payables | | |
|----------------|----------|---------------|
| | \$ | % Outstanding |
| Trade Payables | \$78.7 K | |
| 0 to 30 Days | \$78.6 K | 99.9% |
| 30 to 60 Days | \$0.1 K | 0.1% |
| Over 60 Days | \$0.0 K | 0.0% |

| Receivables | | |
|------------------|-------------|--------|
| | \$ | % |
| Rates Receivable | \$3,309.0 K | 67.19% |
| Trade Receivable | \$56.8 K | |
| 30 to 90 Days | \$39.1 K | 31.58% |
| Over 90 Days | \$17.9 K | 68.42% |
| Infringements | \$61.9 K | |

Refer to Note 4 - Receivables

Key Operating Activities

| Amount attributable to operating activities | | | |
|---|----------------|----------------|-----------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| \$1.25 M | \$6.86 M | \$7.13 M | \$0.27 M |

Refer to Statement of Financial Activity

| Rates Revenue | | |
|---------------|----------|------------|
| YTD Actual | \$ | % Variance |
| YTD Actual | \$8.28 M | |
| YTD Budget | \$8.28 M | (0.1%) |

Refer to Statement of Financial Activity

| Operating Grants and Contributions | | |
|------------------------------------|----------|------------|
| YTD Actual | \$ | % Variance |
| YTD Actual | \$0.24 M | |
| YTD Budget | \$0.23 M | 3.7% |

Refer to Statement of Financial Activity

| Fees and Charges | | |
|------------------|----------|------------|
| YTD Actual | \$ | % Variance |
| YTD Actual | \$0.51 M | |
| YTD Budget | \$0.58 M | (11.5%) |

Refer to Statement of Financial Activity

Key Investing Activities

| Amount attributable to investing activities | | | |
|---|----------------|----------------|-----------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| (\$5.97 M) | (\$0.67 M) | (\$0.07 M) | \$0.59 M |

Refer to Statement of Financial Activity

| Proceeds on sale | | |
|------------------|----------|------|
| YTD Actual | \$ | % |
| YTD Actual | \$0.00 M | |
| Adopted Budget | \$0.24 M | 0.0% |

Refer to Note 6 - Disposal of Assets

| Asset Acquisition | | |
|-------------------|-------------|---------|
| YTD Actual | \$ | % Spent |
| YTD Actual | (\$0.07 M) | |
| Adopted Budget | (\$16.56 M) | 0.4% |

Refer to Statement of Financial Activity

| Capital Grants | | |
|----------------|-----------|------------|
| YTD Actual | \$ | % Received |
| YTD Actual | \$0.00 M | |
| Adopted Budget | \$10.35 M | 0.0% |

Refer to Note 8 - Grants and Contributions

Key Financing Activities

| Amount attributable to financing activities | | | |
|---|----------------|----------------|-----------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| \$4.04 M | (\$0.18 M) | (\$0.18 M) | (\$0.00 M) |

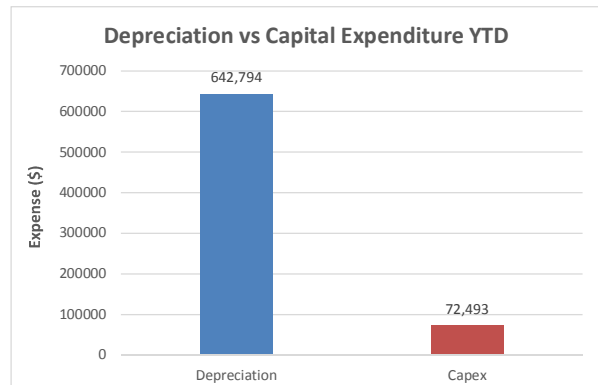
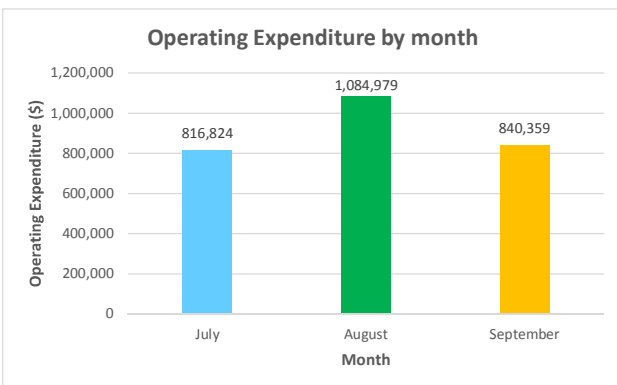
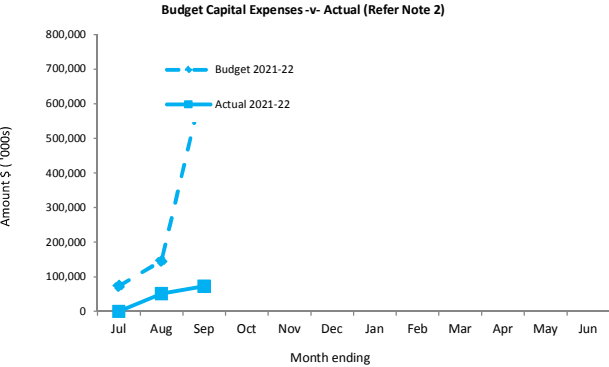
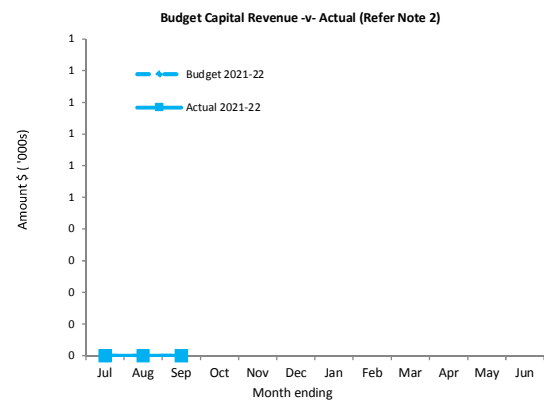
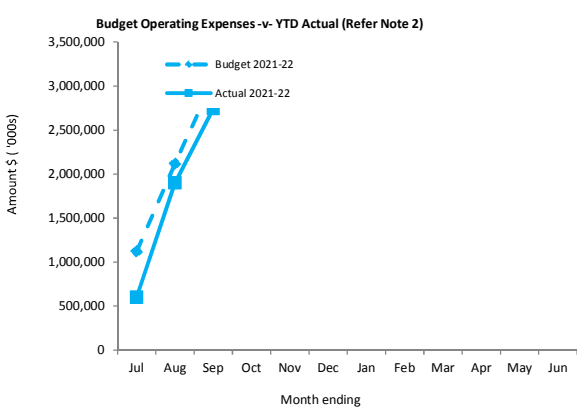
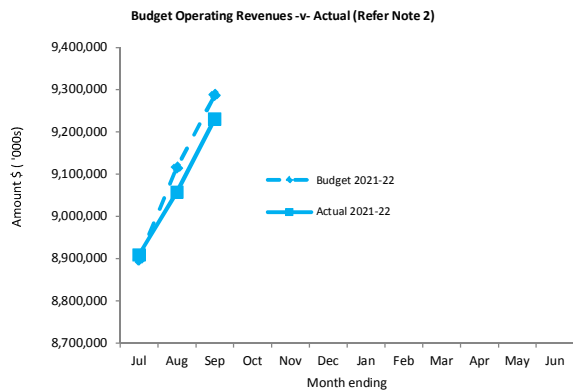
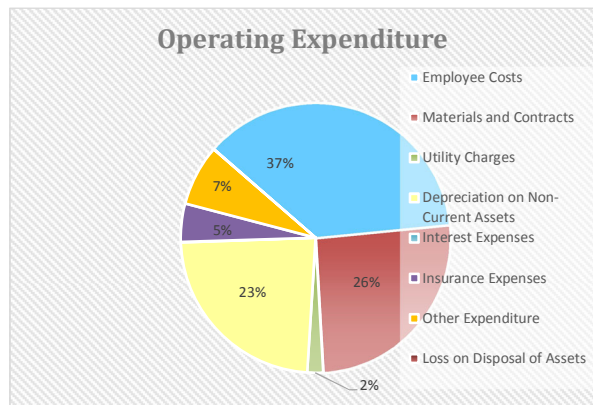
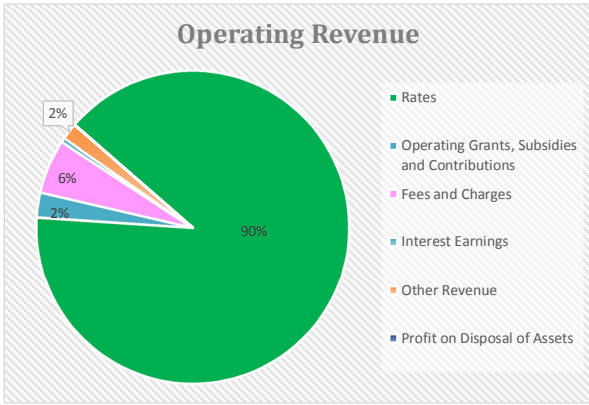
Refer to Statement of Financial Activity

| Borrowings | |
|----------------------|----------|
| Principal repayments | \$0.03 M |
| Interest expense | \$0.00 M |
| Principal due | \$0.23 M |

| Reserves | |
|------------------|----------|
| Reserves balance | \$1.12 M |
| Interest earned | \$0.00 M |

Refer to Note 5 - Cash Backed Reserves

| Preparation |
|-----------------------------|
| Prepared by: Sam Dolzadelli |
| Reviewed by: Peter Kocian |
| Date Prepared: 04/10/2021 |



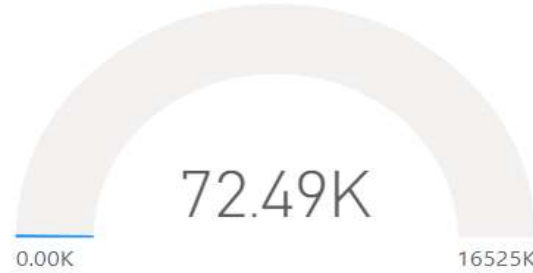
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Town of East Fremantle
Dashboard
For the period ended 30 September 2021

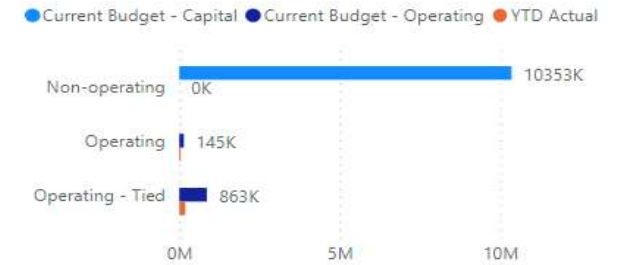
Rates Collected (including arrears and ESL)



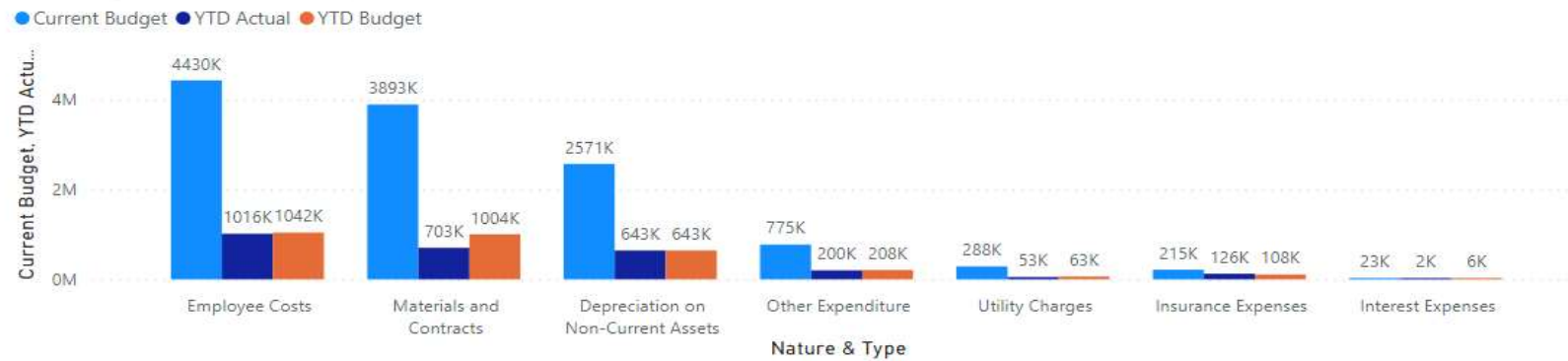
Capital Works Progress 21/22



Grant Income Tracking 21/22



Operating Expenditure - Comparatives 21/22



TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 September 2021

| | 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 | 689,520 | 689,520 | 591,172 | 591,172 | 576,249 | (14,923) | (3%) | |
| Revenue from operating activities | | | | | | | | | |
| Governance | | 25,194 | 25,194 | 25,194 | 1,250 | 2,197 | 947 | 76% | |
| General Purpose Funding - Rates | 9 | 8,289,211 | 8,289,211 | 8,299,919 | 8,281,919 | 8,277,194 | (4,725) | (0%) | |
| General Purpose Funding - Other | | 308,828 | 308,828 | 308,828 | 131,957 | 113,846 | (18,111) | (14%) | ▼ |
| Law, Order and Public Safety | | 27,000 | 27,000 | 27,000 | 4,875 | 3,331 | (1,544) | (32%) | |
| Health | | 36,420 | 36,420 | 36,420 | 11,570 | 13,221 | 1,651 | 14% | |
| Education and Welfare | | 799,290 | 799,290 | 810,290 | 194,871 | 185,317 | (9,554) | (5%) | |
| Housing | | 78,500 | 78,500 | 78,500 | 19,625 | 22,070 | 2,445 | 12% | |
| Community Amenities | | 247,835 | 247,835 | 227,835 | 120,937 | 127,447 | 6,510 | 5% | |
| Recreation and Culture | | 527,552 | 527,552 | 571,700 | 240,458 | 220,731 | (19,727) | (8%) | |
| Transport | | 493,060 | 493,060 | 494,055 | 237,505 | 207,161 | (30,344) | (13%) | ▼ |
| Economic Services | | 130,000 | 130,000 | 130,000 | 32,500 | 21,385 | (11,115) | (34%) | ▼ |
| Other Property and Services | | 59,339 | 59,339 | 59,339 | 10,375 | 36,616 | 26,241 | 253% | ▲ |
| | | 11,022,229 | 11,022,229 | 11,069,080 | 9,287,842 | 9,230,516 | | | |
| Expenditure from operating activities | | | | | | | | | |
| Governance | | (1,308,739) | (1,308,739) | (1,289,239) | (338,290) | (351,907) | (13,617) | (4%) | |
| General Purpose Funding | | (134,050) | (134,050) | (134,050) | (33,513) | (28,538) | 4,975 | 15% | |
| Law, Order and Public Safety | | (192,744) | (192,744) | (192,744) | (43,847) | (39,448) | 4,399 | 10% | |
| Health | | (210,931) | (210,931) | (232,931) | (57,570) | (54,756) | 2,814 | 5% | |
| Education and Welfare | | (1,160,391) | (1,160,391) | (1,160,391) | (304,143) | (283,349) | 20,794 | 7% | |
| Housing | | (40,650) | (40,650) | (40,650) | (10,468) | (12,502) | (2,034) | (19%) | |
| Community Amenities | | (3,010,434) | (3,010,434) | (3,010,434) | (730,952) | (578,150) | 152,802 | 21% | ▲ |
| Recreation and Culture | | (2,954,981) | (2,954,981) | (3,009,481) | (765,859) | (598,818) | 167,041 | 22% | ▲ |
| Transport | | (2,847,092) | (2,847,092) | (2,847,092) | (682,017) | (638,092) | 43,925 | 6% | |
| Economic Services | | (156,050) | (156,050) | (156,050) | (39,012) | (24,903) | 14,109 | 36% | ▲ |
| Other Property and Services | | (178,511) | (178,511) | (166,511) | (66,829) | (131,698) | (64,869) | (97%) | ▼ |
| | | (12,194,573) | (12,194,573) | (12,239,573) | (3,072,500) | (2,742,161) | | | |
| Operating activities excluded from budget | | | | | | | | | |
| Add back Depreciation | | 2,571,177 | 2,571,177 | 2,571,177 | 642,794 | 642,794 | 0 | 0% | |
| Adjust (Profit)/Loss on Asset Disposal | 8 | (148,940) | (148,940) | (148,940) | 0 | 0 | 0 | 0% | |
| | | 2,422,237 | 2,422,237 | 2,422,237 | 642,794 | 642,794 | 0 | 0% | |
| Amount attributable to operating activities | | 1,249,893 | 1,249,893 | 1,251,744 | 6,858,136 | 7,131,149 | | | |
| Investing Activities | | | | | | | | | |
| Non-operating Grants, Subsidies and Contributions | 11 | 10,317,662 | 10,317,662 | 10,352,894 | 0 | 0 | 0 | | |
| Proceeds from Disposal of Assets | 8 | 240,660 | 240,660 | 240,660 | 0 | 0 | 0 | | |
| Purchase of Property, Plant and Equipment | | (15,730,400) | (15,730,400) | (15,730,400) | (500,150) | (41,002) | 459,148 | 92% | ▲ |
| Purchase and Construction of Infrastructure | | (765,064) | (765,064) | (829,064) | (167,242) | (31,491) | 135,751 | 81% | ▲ |
| | | (5,937,142) | (5,937,142) | (5,965,910) | (667,392) | (72,493) | | | |
| Financing Activities | | | | | | | | | |
| Transfers from Reserves | 7 | 1,264,366 | 1,264,366 | 1,304,897 | 0 | 0 | 0 | | |
| Transfer from Restricted Cash | | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Payments for principal portion of lease liabilities | | (45,000) | (45,000) | (45,000) | (20,000) | (20,066) | (66) | (0%) | |
| Repayment of borrowings | 10 | (95,160) | (95,160) | (95,160) | (23,790) | (25,499) | (1,709) | (7%) | |
| Proceeds from new borrowings | | 5,000,000 | 5,000,000 | 5,000,000 | 0 | 0 | 0 | | |
| Transfers to Reserves | 7 | (2,126,477) | (2,126,477) | (2,126,477) | (137,010) | (137,277) | (267) | (0%) | |
| | | 3,997,729 | 3,997,729 | 4,038,260 | (180,800) | (182,842) | (2,042) | (1%) | |
| Closing Funding Surplus(Deficit) | 3 | 0 | 0 | (84,734) | 6,601,116 | 7,452,063 | 850,947 | | |

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2021

| 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 | \$ 689,520 | 689,520 | 591,172 | 591,172 | \$ 576,249 | (14,923) | (3%) |
| Revenue from operating activities | | | | | | | | |
| Rates | 9 | 8,289,211 | 8,289,211 | 8,299,919 | 8,281,919 | 8,277,194 | (4,725) | (0%) |
| Operating grants, subsidies and contributions | | 984,759 | 984,759 | 1,007,902 | 228,101 | 236,543 | 8,442 | 4% |
| Fees and Charges | | 1,328,630 | 1,328,630 | 1,341,630 | 580,825 | 514,246 | (66,579) | (11%) |
| Interest Earnings | | 105,000 | 105,000 | 105,000 | 56,250 | 41,682 | (14,568) | (26%) |
| Other Revenue | | 165,689 | 165,689 | 165,689 | 140,747 | 160,851 | 20,104 | 14% |
| Profit on asset disposals | 8 | 148,940 | 148,940 | 148,940 | 0 | 0 | 0 | |
| | | 11,022,229 | 11,022,229 | 11,069,080 | 9,287,842 | 9,230,516 | | |
| Expenditure from operating activities | | | | | | | | |
| Employee Costs | | (4,429,855) | (4,429,855) | (4,429,855) | (1,041,670) | (1,016,200) | 25,470 | 2% |
| Materials and Contracts | | (3,893,041) | (3,893,041) | (3,938,041) | (1,003,962) | (703,125) | 300,837 | 30% |
| Utility Charges | | (287,750) | (287,750) | (287,750) | (62,925) | (52,636) | 10,289 | 16% |
| Depreciation on Non-Current Assets | | (2,571,177) | (2,571,177) | (2,571,177) | (642,794) | (642,794) | 0 | 0% |
| Interest Expenses | | (22,500) | (22,500) | (22,500) | (5,625) | (1,730) | 3,895 | 69% |
| Insurance Expenses | | (215,216) | (215,216) | (215,216) | (107,608) | (125,712) | (18,104) | (17%) |
| Other Expenditure | | (775,034) | (775,034) | (775,034) | (207,917) | (199,964) | 7,953 | 4% |
| Loss on asset disposals | 8 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | (12,194,573) | (12,194,573) | (12,239,573) | (3,072,501) | (2,742,161) | | |
| Operating activities excluded from budget | | | | | | | | |
| Add back Depreciation | | 2,571,177 | 2,571,177 | 2,571,177 | 642,794 | 642,794 | 0 | 0% |
| Adjust (Profit)/Loss on Asset Disposal | 8 | (148,940) | (148,940) | (148,940) | 0 | 0 | 0 | |
| | | 2,422,237 | 2,422,237 | 2,422,237 | 642,794 | 642,794 | 0 | 0% |
| Amount attributable to operating activities | | 1,249,893 | 1,249,893 | 1,251,744 | 6,858,135 | 7,131,149 | | |
| Investing activities | | | | | | | | |
| Non-operating Grants, Subsidies and Contributions | 11 | 10,317,662 | 10,317,662 | 10,352,894 | 0 | 0 | 0 | |
| Proceeds from Disposal of Assets | 8 | 240,660 | 240,660 | 240,660 | 0 | 0 | 0 | |
| Purchase of Property, Plant and Equipment | | (15,730,400) | (15,730,400) | (15,730,400) | (500,150) | (41,002) | 459,148 | 92% |
| Purchase and Construction of Infrastructure | | (765,064) | (765,064) | (829,064) | (167,242) | (31,491) | 135,751 | 81% |
| Amount attributable to investing activities | | (5,937,142) | (5,937,142) | (5,965,910) | (667,392) | (72,493) | | |
| Financing Activities | | | | | | | | |
| Transfers from Reserves | 7 | 1,264,366 | 1,264,366 | 1,304,897 | 0 | 0 | 0 | |
| Payments for principal portion of lease liabilities | | (45,000) | (45,000) | (45,000) | (20,000) | (20,066) | (66) | (0%) |
| Repayment of borrowings | 10 | (95,160) | (95,160) | (95,160) | (23,790) | (25,499) | (1,709) | (7%) |
| Proceeds from new borrowings | | 5,000,000 | 5,000,000 | 5,000,000 | 0 | 0 | 0 | |
| Transfers to Reserves | 7 | (2,126,477) | (2,126,477) | (2,126,477) | (137,010) | (137,277) | (267) | (0%) |
| Amount attributable to financing activities | | 3,997,729 | 3,997,729 | 4,038,260 | (180,800) | (182,842) | | |
| Closing Funding Surplus (Deficit) | 3 | 0 | 0 | (84,734) | 6,601,115 | 7,452,063 | 850,948 | 13% |

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL POSITION
For the Period Ended 30 September 2021

| | Sep-21 \$ |
|--------------------------------------|---------------------|
| CURRENT ASSETS | |
| Cash and cash equivalents | 8,085,907 |
| Trade and other receivables | 3,414,614 |
| Other assets | - |
| TOTAL CURRENT ASSETS | 11,500,521 |
| NON-CURRENT ASSETS | |
| Trade and other receivables | 64,586 |
| Other financial assets | 73,807 |
| Investment in associate | 1,094,618 |
| Property, plant and equipment | 32,388,129 |
| Infrastructure | 38,953,316 |
| Right of use assets | 276,841 |
| TOTAL NON-CURRENT ASSETS | 72,851,297 |
| TOTAL ASSETS | 84,351,818 |
| CURRENT LIABILITIES | |
| Trade and other payables | 1,621,945 |
| Contract liabilities | 316,844 |
| Lease liabilities | 17,433 |
| Borrowings | 51,477 |
| Employee related provisions | 669,756 |
| TOTAL CURRENT LIABILITIES | 2,677,455 |
| NON-CURRENT LIABILITIES | |
| Lease liabilities | 253,765 |
| Borrowings | 204,842 |
| Employee related provisions | 95,032 |
| TOTAL NON-CURRENT LIABILITIES | 553,639 |
| TOTAL LIABILITIES | 3,231,094 |
| NET ASSETS | 81,120,724 |
| EQUITY | |
| Retained surplus | 40,465,100 |
| Reserves - cash backed | 1,123,070 |
| Revaluation surplus | 39,532,554 |
| TOTAL EQUITY | 81,120,724 |

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 1: 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 2021/22 year is \$10,000 or 10% whichever is the greater.

| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|---|----------|--------|------|----------------------|---|
| Operating Revenues | \$ | % | | | |
| General Purpose Funding | (18,111) | (14%) | | Timing | Less rates instalment interest/admin charges ytd and interest on investments |
| Transport | (30,344) | (13%) | | Timing | Reduced parking fees and infringements YTD. |
| Economic Services | (11,115) | (34%) | | Timing | Less DA/building permits ytd |
| Other Property and Services | 26,241 | 253% | | Permanent | Workers comp paid from LGIS (offset by workers comp paid by the Town to employees). |
| Operating Expense | | | | | |
| Community Amenities | 152,802 | 21% | | Timing | Favourable - Underspend ytd |
| Recreation and Culture | 167,041 | 22% | | Timing | Favourable - Underspend ytd |
| Economic Services | 14,109 | 36% | | Timing | September BCITF & BSL payments to be processed. |
| Other Property and Services | (64,869) | (97%) | | Permanent | \$11k LSL paid and \$11k workers comp paid not budgeted for. LSL will be recouped from the balance sheet at EOFY and the workers comp is recouped from LGIS as above. |
| Capital Expenses | | | | | |
| Purchase Property, Plant and Equipment | 459,148 | 92% | | Timing | Capital works program to fully commence. |
| Purchase and Construction of Infrastructure | 135,751 | 81% | | Timing | Capital works program to fully commence. |
| Nature and Type Classifications: | | | | | |
| Fees and Charges | (66,579) | (11%) | | Timing | Increase in vacant mooring pens, less parking fees and infringements |
| Interest Earnings | (14,568) | (26%) | | Timing | Interest on investments and rates penalty interest less ytd. |
| Other Revenue | 20,104 | 14% | | Permanent | Insurance recovered (incl. worker's comp). |
| Materials and Contracts | 300,837 | 30% | | Timing | Favourable - Underspend ytd. |
| Utility Charges | 10,289 | 16% | | Timing | Favourable - Utility bills to be paid in October |
| Insurance Expenses | (18,104) | (17%) | | Timing | Second instalment to be paid in October. Actuals will align with budget. |

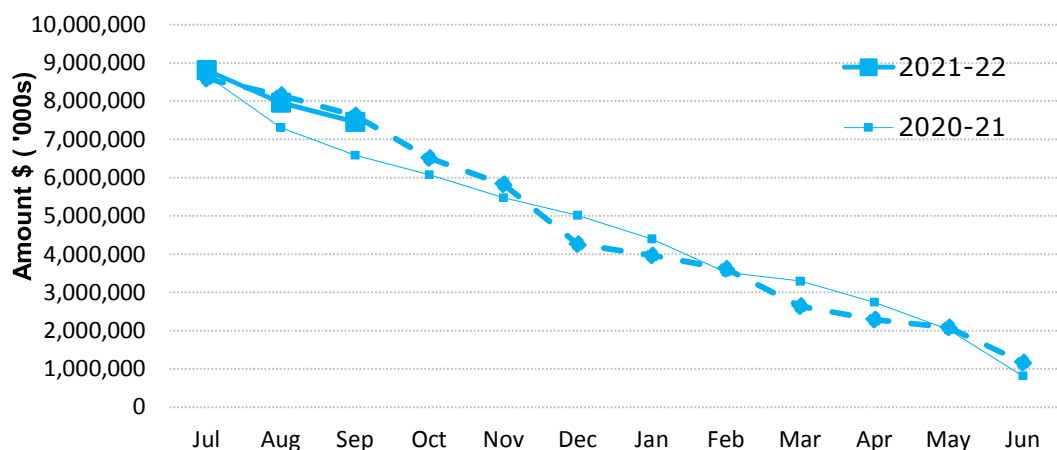
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

| | Note | Last Years Closing 30 June 2021 | Current 30 Sep 2021 |
|--|------|------------------------------------|------------------------|
| | | \$ | \$ |
| Current Assets | | | |
| Cash Unrestricted | 4 | 2,409,250 | 6,645,994 |
| Cash Restricted - Reserves | 4 | 985,793 | 1,123,070 |
| Cash Restricted - Unspent Grants | | 316,844 | 316,844 |
| Receivables - Rates | 6 | 162,222 | 3,287,508 |
| Receivables - Other | 6 | 119,829 | 97,063 |
| Interest/ATO Receivable/Trust | | 73,736 | 30,043 |
| Inventories | | 0 | 0 |
| | | 4,067,674 | 11,500,522 |
| Less: Current Liabilities | | | |
| Payables | | (1,192,840) | (1,621,945) |
| Contract Liabilities - Unspent grants | | (316,844) | (316,844) |
| Contract Liabilities - Income in advance | | (11,309) | 0 |
| Provisions | | (667,795) | (669,756) |
| | | (2,188,788) | (2,608,545) |
| Less: Restricted Cash - Reserves | 7 | (985,793) | (1,123,070) |
| Less: Restricted Cash - Unspent Grants | | (316,844) | (316,844) |
| Less: Trust Interfund Transfer Account | | 0 | 0 |
| | | (1,302,637) | (1,439,914) |
| Net Current Funding Position | | 576,249 | 7,452,063 |

Note 3 - Liquidity Over the Year



TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 September 2021

Note 3: Cash and Investments

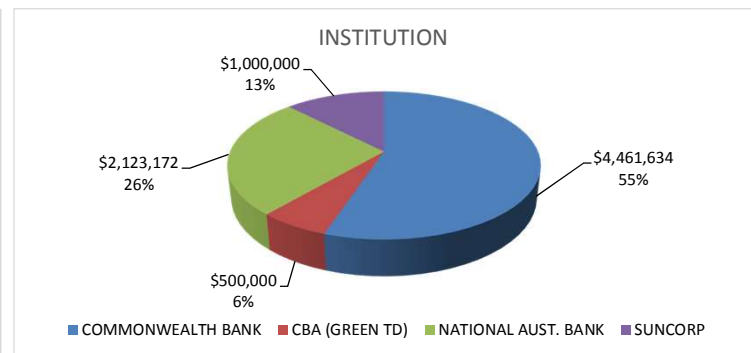
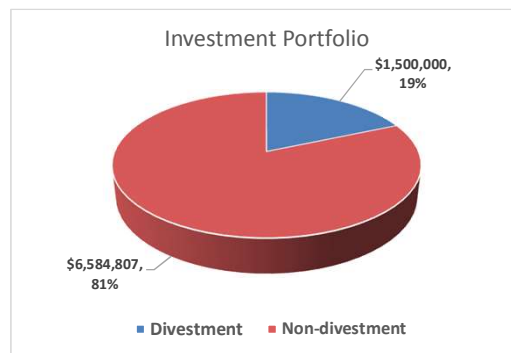
| | Unrestricted | Restricted | Trust | Total Amount | Institution | Risk Rating (LT) | Interest Rate | Maturity Date | Interest \$ |
|--|------------------|------------------|----------|------------------|-----------------------|------------------|---------------|---------------|---------------|
| | \$ | \$ | \$ | \$ | | | | | |
| (a) Cash Deposits | | | | | | | | | |
| Municipal Bank Account - On-Call | 1,335,984 | | | 1,335,984 | CBA | AA- | 0.01% | At Call | |
| Municipal Bank Account | 2,360,881 | | | 2,360,881 | CBA | AA- | | At Call | |
| Municipal Bonds & Deposits Account | 447,926 | | | 447,926 | CBA | AA- | | At Call | |
| Reserve Bank Account (Reserves) | | 0 | | 0 | CBA | AA- | | At Call | |
| Reserve Bank Account (Unspent Grants) | | 316,844 | | 316,844 | CBA | AA- | | At Call | |
| Cash On Hand | 1,100 | | | 1,100 | Petty Cash/Till Float | | Nil | On Hand | |
| (b) Term Deposits | | | | | | | | | |
| Municipal | 1,000,103 | | | 1,000,103 | NAB | AA- | 0.27% | 13-Dec-21 | 2,700 |
| Municipal | 500,000 | | | 500,000 | Suncorp | A+ | 0.27% | 10-Nov-21 | 1,350 |
| Municipal | 500,000 | | | 500,000 | CBA (Green) | AA- | 0.27% | 10-Nov-21 | 1,350 |
| Municipal | 500,000 | | | 500,000 | Suncorp | A+ | 0.27% | 13-Dec-21 | 1,350 |
| Reserves | | 1,123,070 | | 1,123,070 | NAB | AA- | 0.30% | 12-May-22 | 3,369 |
| Total | 6,645,994 | 1,439,913 | 0 | 8,085,907 | | | 0.28% | | 10,119 |
| Less: Cash on hand | | | | (1,100) | | | | | |
| Total Investments and Cash Deposits | | | | 8,084,807 | | | | | |

Comments/Notes - Investments and Cash Deposits

| (LT) RISK RATING | PORTFOLIO | \$ | % |
|--------------------------|-----------|--------------------|----------------|
| AAA | MAX 100% | \$0 | 0.00% |
| AA | MAX 100% | \$6,584,807 | 81.45% |
| AA (GREEN TERM DEPOSITS) | MAX 100% | \$500,000 | 6.18% |
| A (DIVESTMENT) | MAX 80% | \$1,000,000 | 12.37% |
| BBB+ (DIVESTMENT) | MAX 80% | \$0 | 0.00% |
| | | \$8,084,807 | 100.00% |

| INSTITUTION | \$ | % | (LT) RISK |
|---------------------|--------------------|----------------|-----------|
| COMMONWEALTH BANK | \$4,461,634 | 55.19% | AA- |
| CBA (GREEN TD) | \$500,000 | 6.18% | AA- |
| NATIONAL AUST. BANK | \$2,123,172 | 26.26% | AA- |
| SUNCORP | \$1,000,000 | 12.37% | A+ |
| | \$8,084,807 | 100.00% | |

The Town obtains quotes from three (3) financial institutions prior to placing investments. This ensures the Town is receiving the best return on investment possible. The amount the Town invests is dependent on cash flow requirements for business operations and capital works for upcoming months. As the financial year progresses, the Town's cash holdings decreases which means less investment of Municipal funds. The current monetary policy imposed by the Reserve Bank of Australia (RBA) is driving the low-interest rate environment. Indicative pricing from financial institutions show that terms of 90 days are equivalent to 180 days and only slightly lower than terms between 180 and 365 days. The Town's investment policy precludes investing in term deposits for more than 12 months.



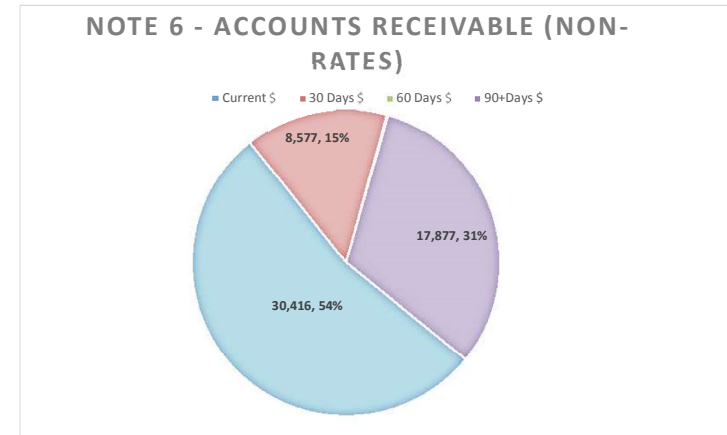
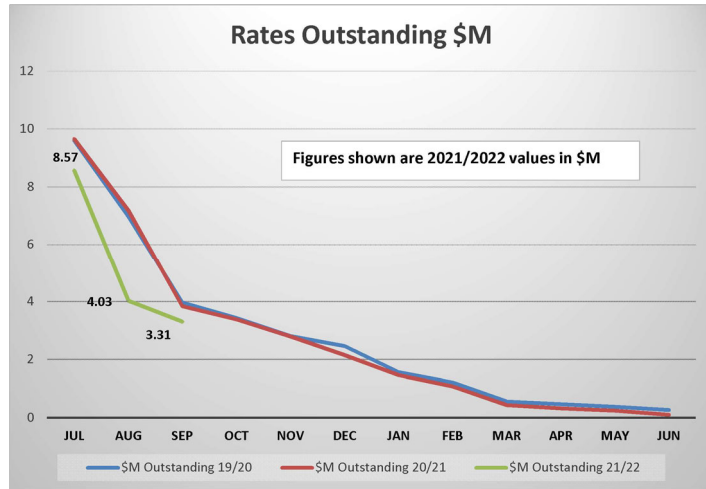
TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 September 2021

Note 4: Receivables

| Receivables - Rates Receivable | 30 September 2021 | 30 June 2021 | Receivables - General | Current | 30 Days | 60 Days | 90+Days | Credit Balances | Total |
|---|-------------------|----------------|--|---------|---------|---------|---------|-----------------|----------------|
| | \$ | \$ | | \$ | \$ | \$ | \$ | | |
| Opening Arrears Previous Years | 102,602 | 270,487 | Receivables - General | 30,416 | 8,577 | 76 | 17,877 | -100 | 56,845 |
| Rates, ESL and Service Charges Levied this year | 9,984,005 | 9,921,457 | Receivables - Infringements | | | | | | 61,929 |
| Less Collections to date | -6,777,619 | -9,818,854 | East Fremantle Lawn & Tennis Club | | | | | | 21,000 |
| Net Rates Collectable | 3,308,988 | 102,602 | Total Receivables General Outstanding | | | | | | 139,774 |
| % Outstanding | 32.81% | | | | | | | | |

Amounts shown above include GST (where applicable)

| Control Account | GL | Balance |
|------------------------|------|----------------|
| Sundry Debtors | 104 | 56,845 |
| SSL - Current EFTC | 114 | 3,000 |
| SSL - Non-Current EFTC | 1684 | 18,000 |
| Infringement Debtors | 180 | 61,929 |
| | | 139,774 |

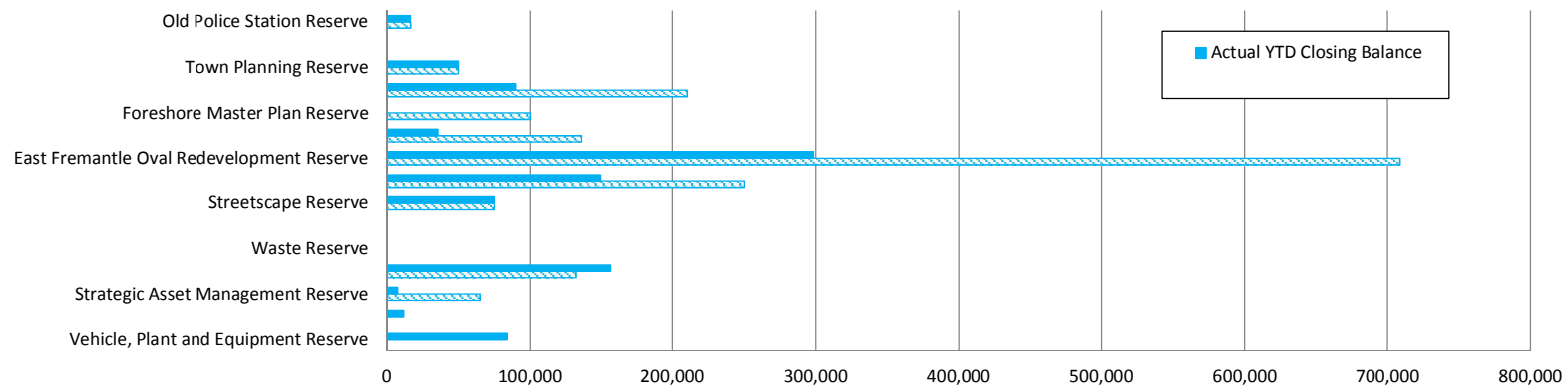


TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 September 2021

Note 5: Cash Backed Reserve

| Name | Opening Balance | Amended Budget Interest Earned | Actual Interest Earned | Amended Budget Transfers In (+) | Actual Transfers In (+) | Amended Budget Transfers Out (-) | Actual Transfers Out (-) | Amended Budget Closing Balance | Actual YTD Closing Balance |
|--|-----------------|--------------------------------|------------------------|---------------------------------|-------------------------|----------------------------------|--------------------------|--------------------------------|----------------------------|
| Non Current Leave Entitlements Reserve | \$ 10,000 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ (10,000) | \$ 0 | \$ 0 | \$ 10,000 |
| Unspent Grants and Restricted Cash Reserve | 0 | 0 | 0 | 0 | 0 | (22,186) | 0 | (22,186) | 0 |
| Vehicle, Plant and Equipment Reserve | 84,127 | 0 | 0 | 0 | 0 | (84,127) | 0 | 0 | 84,127 |
| Aged Services Reserve | 11,803 | 0 | 0 | 0 | 0 | (11,803) | 0 | 0 | 11,803 |
| Strategic Asset Management Reserve | 7,542 | 0 | 0 | 57,378 | 0 | 0 | 0 | 64,920 | 7,542 |
| Arts and Sculpture Reserve | 156,772 | 0 | 0 | 45,000 | 0 | (70,000) | 0 | 131,772 | 156,772 |
| Waste Reserve | 0 | 0 | 0 | 1,042,250 | 0 | (1,042,250) | 0 | 0 | 0 |
| Committed Works Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Streetscape Reserve | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | 75,000 | 75,000 |
| Drainage Reserve | 150,000 | 0 | 0 | 100,000 | 0 | 0 | 0 | 250,000 | 150,000 |
| East Fremantle Oval Redevelopment Reserve | 298,228 | 10,000 | 194 | 400,502 | 267 | 0 | 0 | 708,730 | 298,495 |
| Preston Point Facilities Reserve | 35,821 | 0 | 0 | 100,000 | 0 | 0 | 0 | 135,821 | 35,821 |
| Foreshore Master Plan Reserve | 0 | 0 | 0 | 100,000 | 0 | 0 | 0 | 100,000 | 0 |
| Sustainability and Environmental Reserve | 90,000 | 0 | 0 | 120,337 | 0 | 0 | 0 | 210,337 | 90,000 |
| Town Planning Reserve | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | 50,000 |
| Business Improvement Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Old Police Station Reserve | 16,500 | 0 | 0 | 24,000 | 0 | (24,000) | 0 | 16,500 | 16,500 |
| Payment in Lieu of Parking Reserve | 0 | 0 | 0 | 137,010 | 137,010 | 0 | 0 | 137,010 | 137,010 |
| Payment in Lieu of Public Open Space Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 985,793 | 10,000 | 194 | 2,126,477 | 137,277 | (1,264,366) | 0 | 1,857,904 | 1,123,070 |

Note 5 - 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 30 September 2021

Note 6: Disposal of Assets

| Asset Number | Plant Number | Asset Description | 2021/22 Budget | | | | 2021/22 Actuals | | | |
|----------------------------|--------------|---|----------------|----------------|----------------|----------|-----------------|----------|----------|----------|
| | | | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Plant and Equipment | | | | | | | | | | |
| PEMV273 | P5013 | CEO Vehicle | 22,938 | 32,340 | 9,402 | | | | | |
| PEMV272 | P5012 | EMRS Vehicle | 14,641 | 20,400 | 5,759 | | | | | |
| PEMV268 | P5003 | EMCS Vehicle | 9,608 | 20,400 | 10,792 | | | | | |
| PEMV269 | P5006 | EMTS Vehicle | 9,608 | 20,400 | 10,792 | | | | | |
| PEMV264 | P4093 | PEHO Vehicle | 0 | 14,520 | 14,520 | | | | | |
| PEMV266 | P4098 | Works Supervisor Vehicle | 7,473 | 14,520 | 7,047 | | | | | |
| PEMV262 | P4091 | Ford Ranger Single Cab Ute (Ovals & Verges) | 0 | 17,160 | 17,160 | | | | | |
| PEMV257 | P4088 | CHSP Coordinator Vehicle | 0 | 26,400 | 26,400 | | | | | |
| PEMV255 | P4085 | CHSP Officer Vehicle | 0 | 14,520 | 14,520 | | | | | |
| PEMV245 | P4072 | Mitsubishi Fuso Tip Truck (Parks) | 27,452 | 60,000 | 32,548 | | | | | |
| | | | 91,720 | 240,660 | 148,940 | 0 | 0 | 0 | 0 | 0 |

TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 September 2021

Note 7: Rating Information

| RATE TYPE | YTD Actual | | | | | | Adopted Budget | | | |
|----------------------------------|------------|----------------------|--------------------|------------------|----------------|------------------|------------------|---------------|-----------|------------------|
| | Rate in | Number of Properties | Rateable Value | Rate Revenue | Interim Rates | Total Revenue | Rate Revenue | Interim Rate | Back Rate | Total Revenue |
| Differential General Rate | \$ | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Residential GRV | 0.076377 | 2,961 | 86,072,665 | 6,573,972 | (2,725) | 6,571,247 | 6,570,498 | 20,000 | 0 | 6,590,498 |
| Commercial GRV | 0.113749 | 114 | 11,541,395 | 1,312,822 | | 1,312,822 | 1,304,450 | 0 | 0 | 1,304,450 |
| Sub-Totals | | 3,075 | 97,614,060 | 7,886,794 | (2,725) | 7,884,070 | 7,874,948 | 20,000 | 0 | 7,894,948 |
| Minimum Payment | \$ | | | | | | | | | |
| Residential GRV | 1,138.00 | 329 | 4,219,274 | 374,402 | | 374,402 | 375,540 | 0 | 0 | 375,540 |
| Commercial GRV | 1,702.00 | 11 | 117,220 | 18,722 | | 18,722 | 18,722 | 0 | 0 | 18,722 |
| Sub-Totals | | 340 | 4,336,494 | 393,124 | - | 393,124 | 394,262 | 0 | 0 | 394,262 |
| | | 3,415 | 101,950,554 | 8,279,918 | (2,725) | 8,277,194 | 8,269,210 | 20,000 | 0 | 8,289,210 |
| Amount from General Rates | | | | | | 8,277,194 | | | | 8,289,210 |
| Less Concessions | | | | | | 0 | | | | 0 |
| Totals | | | | 8,279,918 | | 8,277,194 | 8,269,210 | 20,000 | 0 | 8,289,210 |


TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 September 2021


Note 8: Grants and Contributions


| | Grant Provider | Purpose of Grant | Acquittal Date | Acquittal Requirement | Type | Current Budget | | YTD Budget | YTD Actual Revenue |
|---|--|--|-----------------------|---|------------------|------------------|-------------------|----------------|--------------------|
| | | | | | | Operating | Capital | | |
| | | | | | | \$ | \$ | \$ | \$ |
| General Purpose Funding | | | | | | | | | |
| Grants Commission - General | WALGCC | Untied - General Purpose | NA | NA | Operating | 75,450 | | 18,863 | 20,965 |
| Grants Commission - Roads | WALGCC | Untied - Road | NA | NA | Operating | 33,378 | | 8,345 | 9,340 |
| Education and Welfare | | | | | | | | | 0 |
| Commonwealth Home Support Programme | Commonwealth Dep. Health | Commonwealth Home Support Programme | 31-Oct | Financial Declaration Acquittal | Operating - Tied | 591,000 | | 147,750 | 155,846 |
| Home and Community Care | State Government | Commonwealth Home Support Programme | NA | NA | Operating - Tied | 11,000 | | 2,751 | 0 |
| Community Amenities | | | | | | | | | 0 |
| Recycling Grant | Dept. Regional Development | Better Bins Program | 31 July annually | Audited financial statement | Operating - Tied | 31,976 | | 0 | 0 |
| Bus Shelter - Maintenance Assistance Scheme | Public Transport Authority | Bus Shelter Maintenance | NA | NA | Operating | 4,100 | | 0 | 0 |
| Local Government Heritage Consultancy | Dept. Planning, Lands and Heritage | Review of Town's Municipal Heritage Inventory | NA | NA | Operating - Tied | 0 | | 0 | 0 |
| Recreation and Culture | | | | | | | | | 0 |
| East Fremantle Festival | Port Authority | East Fremantle Festival Funding | NA | NA | Operating - Tied | 7,273 | | 7,273 | 7,273 |
| East Fremantle Oval Redevelopment | State Government | Election Commitment - EF Oval Redevelopment | NA | NA | Non-operating | 0 | 10,000,000 | 0 | 0 |
| Foreshore Erosion | DBCA | Various seawall works | NA | NA | Operating - Tied | 75,000 | | 0 | 0 |
| Henry Jeffery Resurfacing | CSRFF | Lacrosse lighting | NA | NA | Non-operating | 0 | 15,000 | 0 | 0 |
| Urban Canopy Grant Program | WALGA/Water Corp | Implementation of urban canopy program | 30/9/21 and 25/7/22 | Financial statement/budget reconciliation | Operating - Tied | 70,805 | | 0 | 0 |
| State Government Election Commitment | DLGSC | Removing of fencing around HMAS Leeuwin Playing Fields | NA | NA | Operating - Tied | 52,000 | | 0 | 0 |
| CMPAP Funding | WAPC - Dept. Planning | Coastal Hazard Risk Management Plan | 22/23 | Financial statement | Operating - Tied | 23,875 | | 23,875 | 23,875 |
| Transport | | | | | | | | | 0 |
| Direct Grant | Main Roads | Direct Grant | July | Certificate of completion | Operating | 19,245 | | 19,245 | 19,245 |
| Federal Government Stimulus Payment | Department of Infrastructure | Local Roads and Community Infrastructure Program | 31/10/21 and 31/12/21 | Audited financial statement | Non-operating | 0 | 337,894 | 0 | 0 |
| Street Lighting Subsidy | Main Roads | Street Lighting Subsidy | NA | NA | Operating | 4,800 | | 0 | 0 |
| Stirling Bridge Verge Maintenance Agreement | Main Roads | Stirling Highway Verge Maint. Agreement | NA | NA | Operating | 8,000 | | 0 | 0 |
| TOTALS | | | | | | 1,007,902 | 10,352,894 | 228,102 | 236,543 |
| SUMMARY | | | | | | | | | |
| Operating | Operating Grants, Subsidies and Contributions | | | | | 144,973 | 0 | 46,453 | 49,550 |
| Operating - Tied | Tied - Operating Grants, Subsidies and Contributions | | | | | 862,929 | 0 | 181,649 | 186,994 |
| Non-operating | Non-operating Grants, Subsidies and Contributions | | | | | 0 | 10,352,894 | 0 | 0 |
| TOTALS | | | | | | 1,007,902 | 10,352,894 | 228,102 | 236,543 |


TOWN OF EAST FREMANTLE - CAPITAL WORKS REPORT - 30 SEPTEMBER 2021

| COA/ Job | Description | Budget | | | | | | | | Indicator | Completion % |
|------------------------------|--|------------------------|--------------------|------------------------|--------------------|---------------------|---------------------|-------------------------|-----------------|-----------|--------------|
| | | Original Budget | Amendments | Current Budget | YTD Actual | Order Value | Total Actual | Variance (\$) | Variance (%) | | |
| E04629 | Plant & Equipment - CEO and EM Corporate Services Vehicle Replacement | \$80,200.00 | \$0.00 | \$80,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | 0% |
| E07404 | Plant & Equipment - Principal Environmental Health Officer Vehicle Replacement | \$24,200.00 | \$0.00 | \$24,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | 0% |
| E08626 | Plant & Equipment - CHSP Coordinator and CHSP Support Officer Vehicle Replacement | \$68,200.00 | \$0.00 | \$68,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | 0% |
| E10648 | Plant & Equipment - EM Regulatory Services Vehicle Replacement | \$34,000.00 | \$0.00 | \$34,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | 0% |
| E11716 | Plant & Equipment - Parks Ute replacement | \$28,600.00 | \$0.00 | \$28,600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | 0% |
| E11718 | Plant & Equipment - Parks Truck replacement | \$100,000.00 | \$0.00 | \$100,000.00 | \$0.00 | \$89,560.00 | \$89,560.00 | | | | 0% |
| E14609 | Plant & Equipment - EM Technical Services vehicle replacement and works supervisor ute replacement | \$58,200.00 | \$0.00 | \$58,200.00 | \$0.00 | \$30,903.02 | \$30,903.02 | | | | 0% |
| E11685 | Plant & Equipment - Public Art | \$45,000.00 | \$0.00 | \$45,000.00 | \$0.00 | \$31,500.00 | \$31,500.00 | | | | 0% |
| E12810 | Plant & Equipment - Works Ute replacement | \$30,000.00 | \$0.00 | \$30,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| Plant & Equipment | | \$468,400.00 | \$0.00 | \$468,400.00 | \$0.00 | \$151,963.02 | \$151,963.02 | -\$468,400.00 | -100.00% | | 0% |
| E11736 | Buildings - Upgrades - Various Locations | \$80,000.00 | \$0.00 | \$80,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E11737 | Buildings - Camp Waller Upgrades | \$50,000.00 | \$0.00 | \$50,000.00 | \$7,107.27 | \$13,500.00 | \$20,607.27 | | | | 14% |
| E11738 | Buildings - East Fremantle Oval Precinct Redevelopment | \$15,132,000.00 | \$0.00 | \$15,132,000.00 | \$33,895.01 | \$0.00 | \$33,895.01 | | | | 0% |
| E14601 | Buildings - Renewals and Electrical Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,989.09 | \$4,989.09 | | | | 0% |
| Buildings | | \$15,262,000.00 | \$0.00 | \$15,262,000.00 | \$41,002.28 | \$18,489.09 | \$59,491.37 | -\$15,220,997.72 | -99.73% | | 0% |
| E11622 | Infrastructure - Parks & Ovals - Lee Park - Bore Renewal | \$0.00 | \$34,000.00 | \$34,000.00 | \$24,980.00 | \$9,090.91 | \$34,070.91 | | | | 73% |
| E11637 | Infrastructure - Miscellaneous Sports and Recreation - Youth Facilities Upgrades | \$70,000.00 | \$0.00 | \$70,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E11733 | Infrastructure - Parks & Ovals - Preson Point Oval Lighting Upgrade | \$30,000.00 | \$0.00 | \$30,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E11727 | Infrastructure - Parks & Ovals - Henry Jeffery Oval Resurfacing & reticulation upgrades | \$121,594.00 | \$0.00 | \$121,594.00 | \$0.00 | \$105,712.50 | \$105,712.50 | | | | 0% |
| E11731 | Infrastructure - Parks & Ovals - Stratford Park Fencing Replacement | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E11732 | Infrastructure - Parks & Ovals - Softfall - Exercise equipment near Dome | \$12,000.00 | \$0.00 | \$12,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E11734 | Infrastructure - Parks & Ovals - Tricolore BBQ replacement | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E11735 | Infrastructure - Parks & Ovals - Bench seats - various locations | \$12,500.00 | \$0.00 | \$12,500.00 | \$4,471.15 | \$0.00 | \$4,471.15 | | | | 36% |
| E12832 | Infrastructure - Drainage - Silas Street | \$196,000.00 | \$0.00 | \$196,000.00 | \$0.00 | \$54,500.43 | \$54,500.43 | | | | 0% |
| E12833 | Infrastructure - Drainage - Zephyr Car Park | \$50,370.00 | \$0.00 | \$50,370.00 | \$2,040.00 | \$0.00 | \$2,040.00 | | | | 4% |
| E12838 | Infrastructure - Drainage - Locke Crescent | \$80,000.00 | \$0.00 | \$80,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E12834 | Infrastructure - Footpaths - Gill Street | \$64,200.00 | \$0.00 | \$64,200.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E12835 | Infrastructure - Footpaths - Irwin Street Kerbing | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E12836 | Infrastructure - Footpaths - Angwin Street | \$8,400.00 | \$0.00 | \$8,400.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E12837 | Infrastructure - Footpaths - Canning Highway | \$90,000.00 | \$0.00 | \$90,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| E11726 | Infrastructure - Parks & Ovals - Locke Park Pump | \$0.00 | \$30,000.00 | \$30,000.00 | \$0.00 | \$0.00 | \$0.00 | | | | 0% |
| Infrastructure | | \$765,064.00 | \$64,000.00 | \$829,064.00 | \$31,491.15 | \$169,303.84 | \$200,794.99 | -\$797,572.85 | -96.20% | | 0% |
| | | \$16,495,464.00 | \$64,000.00 | \$16,559,464.00 | \$72,493.43 | \$339,755.95 | \$412,249.38 | -\$16,486,970.57 | -99.56% | | 0% |

Total Actual < Current Budget 

No Current Budget 

No YTD Actual 

Total Actual > Current Budget 



MONTHLY FINANCIAL HEALTH CHECK

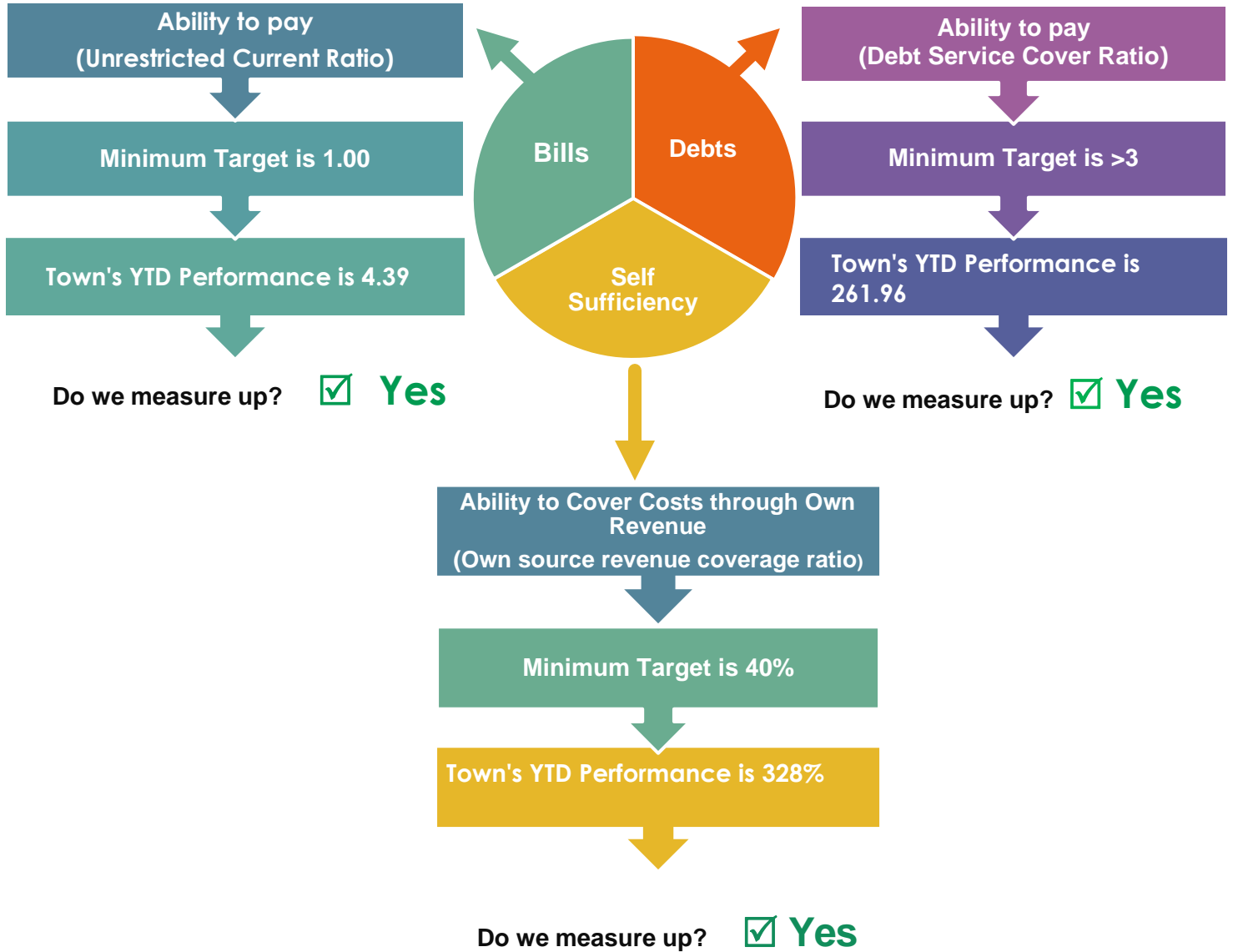
As at 30 September 2021

Highlighting how the Town of East Fremantle is tracking against financial ratios



| Financial Snapshot (Year to Date) | Actual |
|--|--------------------|
| Operating Revenue | \$9,230,516 |
| Operating Expenditure (Including Non-Cash Items) | (\$2,742,161) |
| Non-Cash Items | \$642,794 |
| Capital Revenue | \$0 |
| Capital Expenditure | (\$72,493) |
| Loan Repayments | (\$25,499) |
| Lease Liability Principal Repayments | (\$20,066) |
| Transfers (to)/from Reserves | (\$137,277) |
| Surplus Brought Forward 1 July 2020 | \$576,249 |
| Current Municipal Surplus | \$7,452,063 |

Financial health indicators



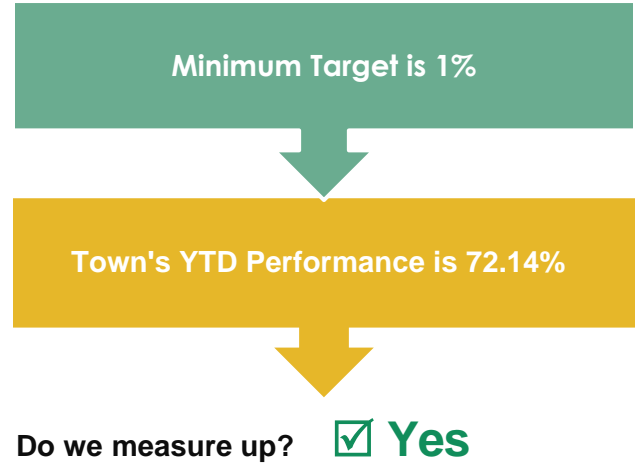
Cash in the bank



▶ How are we tracking against our budgeted targets?

Adjusted Operating Surplus

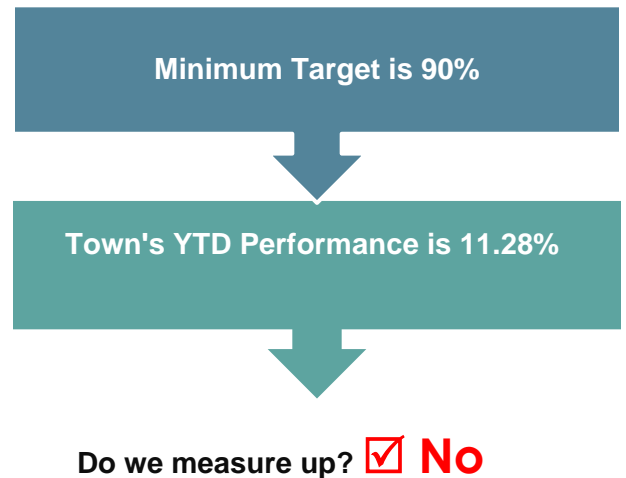
A measure of the Town's ability to cover its operational costs including depreciation and have funds left over to cover capital expenditure (including principal loan repayments) without relying on debt or reserves.



- Adjusted operating surplus and self-sufficient ratios are high in the earlier part of the year due to rates being fully invoiced in July. However, as the year progresses, operating expenditure will continue to draw on this revenue source reducing to target by 30 June 2022.

Asset Sustainability Ratio

Measures if the Town is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.



- Capital works program is yet to significantly commence, this ratio will increase as the year goes on and more capital works are completed.

14.2.2 Accounts for Payment – September 2021

| | |
|----------------------------|---|
| File ref | F/FNS2 |
| Prepared by | Sam Dolzadelli Manager, Finance |
| Supervised by | Peter Kocian, Executive Manager, Corporate Services |
| Meeting Date | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | 1. Monthly List of Payments – September 2021 |

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 30 September 2021 as 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 September to 30 September 2021, 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.

Note: Payment EFT 31934 September sitting fee & ICT allowance, inadvertently paid to former Cr Michael McPhail, has since been refunded.

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 2020 – 2030 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 period include the following significant items:

| Payee | Particulars | Amount (GST Inc) |
|--------------------------------|---------------------------------|---------------------|
| Dept Fire & Emergency Services | Quarter 1 ESL Contribution | 421,915.18 |
| Suez Recycling & Recovery | Waste Collection July | 35,312.36 |
| Fremantle Biennale | Contribution | 25,000.00 |
| East Fremantle Football Club | Ground Maintenance | 27,500.00 |
| SMRC | Waste Disposal Fees August | 43,227.10 |
| Suez Recycling & Recovery | Waste Collection August | 36,129.03 |
| SMRC | Loan Repayment (1/7/21-30/9/21) | 27,229.29 |

14.2.2 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 30 September 2021 as recorded in the Minutes of the Council.

| SEPTEMBER 2021 | | |
|---------------------|--------------------------|------------------------|
| Voucher No | Account | Amount |
| 5338-5340 | Municipal (Cheques) | 1,187.61 |
| EFT31903 – EFT32099 | Municipal (EFT) | \$982,690.13 |
| Payroll | Municipal (EFT) | \$278,243.24 |
| Direct Debits | Municipal (Direct Debit) | \$69,011.96 |
| | Total Payments | \$ 1,331,132.94 |

TOWN OF EAST FREMANTLE

List of Accounts paid by the Chief Executive for September 2021 & submitted for the information of the Council Meeting to be held on 19 October 2021

| Cheque | Payment Date | Supplier | Description | Inv Amount | Cheque |
|---------------|--------------|--|---|-------------------|-----------------|
| CHEQUE | | | | | |
| 5338 | 02/09/2021 | TOWN OF EAST FREMANTLE | ADMIN PETTY CASH RECOUP 26/08/21 | 303.45 | 303.45 |
| 5339 | 02/09/2021 | DEPARTMENT OF TRANSPORT | 12 MONTHS REGO WATER TANK TRAILER | 24.40 | 24.40 |
| 5340 | 02/09/2021 | D HILL | RATES REFUND | 859.76 | 859.76 |
| | | | CHEQUE TOTAL | 1,187.61 | 1,187.61 |
| EFTs | | Supplier | Description | Inv Amount | EFT |
| EFT31903 | 31/08/2021 | HANNAH O'NEILL | TOWN OF EAST FREMANTLE MUNI BOND REFUND 30/08/2021 | 300.00 | 300.00 |
| EFT31904 | 02/09/2021 | CHILD SUPPORT AGENCY | PAYROLL DEDUCTIONS AUGUST 21 | 213.23 | 213.23 |
| EFT31905 | 02/09/2021 | CONSTRUCTION TRAINING FUND | BCITF LEVY AUGUST 2021 | 1,292.77 | 1,292.77 |
| EFT31906 | 02/09/2021 | BOC LIMITED | CONTAINER SERVICE FOR PERIOD 28/06/2021 - 28/07/2021 | 27.29 | 27.29 |
| EFT31907 | 02/09/2021 | FREMANTLE HERALD | ADVERTISING - CLOSE OF ENROLMENTS - COUNCIL ELECTION (14/08/21 EDITION) | 477.91 | |
| | | | ADVERTISING - CALL FOR NOMINATIONS ELECTION (28/8/21 EDITION) | 477.91 | 955.82 |
| EFT31908 | 02/09/2021 | MCLEODS | LEGAL ADVICE - UNLAWFUL DEVELOPMENT | 2,755.60 | |
| | | | PROFESSIONAL FEES- EF OVAL REDEVELOPMENT | 2,540.45 | 5,296.05 |
| EFT31909 | 02/09/2021 | MELVILLE TOYOTA | MECHANICAL SERVICE FOR TOYOTA CAMRY | 541.11 | |
| | | | MECHANICAL SERVICE FOR TOYOTA TARAGO - INCLUDING REPLACEMENT OF REAR BRAKE PADS | 689.54 | 1,230.65 |
| EFT31910 | 02/09/2021 | MAYOR JIM O'NEILL | SITTING FEES, ICT ALLOWANCE & MAYORAL ALLOWANCE - SEPTEMBER 2021 | 4,708.34 | 4,708.34 |
| EFT31911 | 02/09/2021 | SOUTH WEST GROUP | 2021 - 2022 MEMBER COUNCIL CONTRIBUTIONS IN RESPECT OF SWG ADMINISTRATION AND PROJECT - FIRST INSTALMENT | 19,627.50 | 19,627.50 |
| EFT31912 | 02/09/2021 | TELSTRA CORPORATION LIMITED | MONTHLY DATA FEES FOR OPERATIONS/RANGERS TABLETS AND PHONES, RETIC, VMS TRAILER TO 03/08/2021 | 748.69 | |
| | | | TOEF DIRECTORY LISTINGS AND SUMPTON GREEN PHONE TO 07/08/21 | 364.52 | |
| | | | HACC MOBILE USAGE TO 03/08/2021, DEPOT MOBILE DATA BACKUP 04/08 - 03/09/2021 | 19.06 | 1,132.27 |
| EFT31913 | 02/09/2021 | SYNERGY | POWER SUPPLY TOWN HALL - 20/07/2021 - 16/08/2021 | 1,358.84 | 1,358.84 |
| EFT31914 | 02/09/2021 | ZIPFORM PTY LTD | 2021-2022 ANNUAL RATE NOTICE PACK AND MAIL OUT | 10,766.85 | |
| | | | 2021-2022 ANNUAL RATE NOTICE PACK AND MAILOUT- RECYCLING LETTER | 502.54 | 11,269.39 |
| EFT31915 | 02/09/2021 | YOUNGS PLUMBING SERVICE P/L | CAMP WALLER - TOILET & DRAINAGE REPLACEMENT / UPGRADES DUE TO INVASIVE TREE ROOTS | 2,488.00 | 2,488.00 |
| EFT31916 | 02/09/2021 | FASTA COURIERS | COURIER SERVICES FOR ENVIRONMENTAL SAMPLING PROGRAM AUGUST 2021 | 310.82 | 310.82 |
| EFT31917 | 02/09/2021 | FORESTVALE TREES | 8 X JACARANDA IN 90 LITRE, 3 X JACARANDA IN 150 LITRE | 1,727.00 | 1,727.00 |
| EFT31918 | 02/09/2021 | FLEXI STAFF PTY LTD | LABOUR HIRE OPERATIONS W.E 06.08.21 | 1,604.46 | 1,604.46 |
| EFT31919 | 02/09/2021 | MCGEES NATIONAL PROPERTY CONSULTANTS | SEABED LEASE 01/09/21 AND JETTY MOORING LICENCE 01/9/21 - 31/08/22 | 13,751.82 | 13,751.82 |
| EFT31920 | 02/09/2021 | SOUTHERN METROPOLITAN REGIONAL COUNCIL | GATE FEES- GREEN WASTE FOR JULY 2021 | 20,383.29 | 20,383.29 |
| EFT31921 | 02/09/2021 | DEPT OF MINES, INDUSTRY REGULATION & SAFETY | BUILDING SERVICES LEVY AUGUST 2021 | 2,283.97 | 2,283.97 |
| EFT31922 | 02/09/2021 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | 1 X STAFF 2021- 2022 AFFILIATE MEMBERSHIP | 185.00 | 185.00 |
| EFT31923 | 02/09/2021 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION | 4 X STAFF REGISTRATION FOR WALGA LOCAL GOVERNMENT PLANNING SHOWCASE | 260.00 | 260.00 |
| EFT31924 | 02/09/2021 | DEPARTMENT OF FIRE AND EMERGENCY SERVICES | 2021/22 ESL QUARTER 1 CONTRIBUTION - OPTION B AGREEMENT | 421,915.18 | 421,915.18 |
| EFT31925 | 02/09/2021 | STRATA GREEN | 1 X PACK OF JARRAH TREE STAKES, 1 X PACK OF 500 ARBORTAB NATIVE TREE TABLETS | 936.62 | 936.62 |
| EFT31926 | 02/09/2021 | CR. JENNY HARRINGTON | DEPUTY MAYORAL ALLOWANCE , SITTING FEES & ICT ALLOWANCE - SEPTEMBER 2021 | 2,167.00 | 2,167.00 |
| EFT31927 | 02/09/2021 | CR. CLIFF COLLINSON | SITTING FEES & ICT ALLOWANCE - SEPTEMBER 2021 | 1,583.66 | 1,583.66 |
| EFT31928 | 02/09/2021 | CR. DEAN NARDI | SITTING FEES & ICT ALLOWANCE - SEPTEMBER 2021 | 1,583.66 | 1,583.66 |
| EFT31929 | 02/09/2021 | KONICA MINOLTA BUSINESS SOLUTIONS | PHOTOCOPY SERVICES KONICA MINOLTA - 13/07/2021 - 12/08/2021 | 274.22 | |
| | | | KONICA MINOLTA PHOTOCOPIER CONTRACT - HACC 4130730. 01/08/2021 - 31/08/2021 | 19.32 | 293.54 |
| EFT31930 | 02/09/2021 | CARINYA OF BICTON | RESPIRE CENTRE MEALS FOR AUGUST 2021 | 1,233.96 | 1,233.96 |
| EFT31931 | 02/09/2021 | DEPARTMENT OF TRANSPORT | VEHICLE SEARCH FEES JULY 2021 | 246.00 | 246.00 |
| EFT31932 | 02/09/2021 | FOCUS NETWORKS | COMSOL DISPLAY PORT HDMI CABLES FOR DOVENBY HOUSE | 107.80 | |
| | | | IT FIT OUT FOR DOVENBY HOUSE | 3,385.80 | |
| | | | MONITORS AND DOCKING STATIONS - DOVENBY HOUSE | 3,204.23 | |
| | | | MONTHLY MPS SUPPORT + ADDITIONAL TIME CHARGES: CHARGE FOR TICKET TIME IN EXCESS OF 1 HOUR - AUGUST 2021 | 961.95 | |
| | | | 1 X OFFICE 365 LICENCE | 30.39 | 7,690.17 |
| EFT31933 | 02/09/2021 | LANDGATE | LANDGATE - GROSS RENTAL VALUATIONS - DATED 24/07/2021 - 06/08/2021 | 122.24 | |
| | | | LANDGATE - GROSS RENTAL VALUATIONS - DATED 10/07/2021 -23/07/2021 | 103.44 | 225.68 |
| EFT31934 | 02/09/2021 | CR. MICHAEL MCPHAIL | SITTING FEES & ICT ALLOWANCE - SEPTEMBER 2021 | 1,583.66 | 1,583.66 |
| EFT31935 | 02/09/2021 | CR. TONY WATKINS | SITTING FEES & ICT ALLOWANCE - SEPTEMBER 2021 | 1,583.66 | 1,583.66 |
| EFT31936 | 02/09/2021 | CR. ANDREW MCPHAIL | SITTING FEES & ICT ALLOWANCE - SEPTEMBER 2021 | 1,583.66 | 1,583.66 |
| EFT31937 | 02/09/2021 | APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD | ONGOING MONTHLY CHARGES - AUGUST 2021 | 165.00 | 165.00 |
| EFT31938 | 02/09/2021 | TREE'S A CROWD TREE CARE | TREE PRUNING SILAS STREET AND SAINT PETERS ROAD | 1,980.00 | 1,980.00 |
| EFT31939 | 02/09/2021 | CR. TONY NATALE | SITTING FEES & ICT ALLOWANCE - SEPTEMBER 2021 | 1,583.66 | 1,583.66 |
| EFT31940 | 02/09/2021 | EMBROID ME MYAREE | CHSP STAFF UNIFORMS. 2 X JACKETS AND 2 X POLO SHIRTS | 268.40 | 268.40 |
| EFT31941 | 02/09/2021 | SUEZ RECYCLING & RECOVERY PTY LTD | FOGO - GREEN BINS - RESIDENTIAL & PRIORITY , RECYCLING - YELLOW BINS & PRIORITY, GENERAL WASTE RED BINS RESIDENTIAL & PRIORITY , RECYCLING YELLOW BIN & GENERAL WASTE - RED BINS COMMERCIAL, GENERAL WASTE - RED BINS PARKS & RESERVES & STREET LITTER BINS, 48-50 ALEXANDRA ROAD RECYCLE & WASTE JULY 2021 | 35,312.36 | 35,312.36 |
| EFT31942 | 02/09/2021 | AMBIUS (RENTOKIL INITIAL PTY LTD) | PLANT HIRE - TOWN HALL 27/09/2021 - 26/10/2021 | 278.58 | 278.58 |
| EFT31943 | 02/09/2021 | THE FRUIT BOX GROUP | FRUIT BOX - TOWN HALL AND DEPOT 02/08/2021 - 23/08/2021 | 211.20 | 211.20 |
| EFT31944 | 02/09/2021 | RAW CREATIVE | DESIGN AND ARTWORK - GEORGE STREET FESTIVAL ARTWORK - FULL PAGE PRESS ADVERT UPDATE DL FLYER/ADVERT GREEN AND SUPPLY ARTWORK | 195.00 | 195.00 |
| EFT31945 | 02/09/2021 | CR KERRY DONOVAN | SITTING FEES & ICT ALLOWANCE - SEPTEMBER 2021 | 1,583.66 | 1,583.66 |
| EFT31946 | 02/09/2021 | ZEDS MECHANICAL AND MAINTENANCE | MECHANICAL SERVICE FOR BUS | 429.56 | 429.56 |
| EFT31947 | 02/09/2021 | THE ROYAL LIFE SAVING SOCIETY WA INC | HOME POOL BARRIER INSPECTIONS 01/06/2021 - 30/06/2021 | 3,292.30 | 3,292.30 |
| EFT31948 | 02/09/2021 | PROTEC ASPHALT | HOME CAR PARK INCREASED TURNING CIRCLE FOR TRUCKS - KERB & ASPHALT | 1,298.00 | |

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| | | | MARMION ST FOOTPATH PATCH, CANNING HWY & EAST STREET - LRG POTHOLE, MINOR FOOTPATH REPAIR - OFF ST PETERS RD | 3,520.00 | 4,818.00 |
| EFT31949 | 02/09/2021 | XIA (VICKY) WANG | CHSP VOLUNTEER MEAL REIMBURSEMENT 19/08/2021 | 11.50 | 11.50 |
| EFT31950 | 02/09/2021 | KEITH MCDONALD | CHSP VOLUNTEER MEALS REIMBURSEMENT - 05/08/2021 | 15.00 | 15.00 |
| EFT31951 | 02/09/2021 | JANE CLARKE | CHSP VOLUNTEER MEAL REIMBURSEMENT 29/07/2021 | 15.00 | 15.00 |
| EFT31952 | 02/09/2021 | DONALD CANT WATTS CORKE (WA) PTY LTD | PROFESSIONAL FEES- QUANTITY SURVEYING PEER REVIEW SERVICES - EAST FREMANTLE OVAL PRECINCT REDEVELOPMENT | 4,950.00 | 4,950.00 |
| EFT31953 | 02/09/2021 | DIRECT OFFICE & COMMERCIAL FURNITURE | DOVENBY HOUSE - OFFICE FURNITURE SUPPLY, DELIVERY & INSTALLATION | 6,672.60 | 6,672.60 |
| EFT31954 | 02/09/2021 | KULBARDI | TOEF LANYARDS - 100 x INDIGENOUS DESIGN | 434.50 | 434.50 |
| EFT31955 | 02/09/2021 | TERESA ABELHA | CHSP VOLUNTEER MEAL REIMBURSEMENT 17/08/2021 | 15.00 | 15.00 |
| EFT31956 | 02/09/2021 | FREMANTLE BIENNALE INC | CONTRIBUTION FROM THE PUBLIC ART RESERVE TO SUPPORT THE THREE ART INSTALLATIONS PROPOSED WITH EAST FREMANTLE THEMED 'THE CROSSING' AS PART OF THE FREMANTLE BIENNALE 2021 | 25,000.00 | 25,000.00 |
| EFT31957 | 02/09/2021 | NORMA SILICH | CHSP VOLUNTEER MEAL REIMBURSEMENT 03/08/2021 | 11.50 | |
| | | | CHSP VOLUNTEER MEAL REIMBURSEMENT 10/08/2021 | 15.00 | 26.50 |
| EFT31958 | 02/09/2021 | IRIS CONSULTING GROUP PTY LTD | IRIS RECORDS ONLINE ACCESS AND COURSE REGISTRATIONS X 4 STAFF | 1,960.00 | 1,960.00 |
| EFT31959 | 02/09/2021 | J RATAJCZAK | DOG REGISTRATION FEE REFUND FOR STERILISED DOG | 150.00 | 150.00 |
| EFT31960 | 02/09/2021 | I DILLON | RATES REFUND | 4,200.00 | 4,200.00 |
| EFT31961 | 02/09/2021 | K BRANDENBURG | TOWN OF EAST FREMANTLE MUNI BOND REFUND 02/09/2021 | 300.00 | 300.00 |
| EFT31962 | 02/09/2021 | M JOHNSTON | TOWN OF EAST FREMANTLE MUNI BOND REFUND 02/09/2021 | 2,000.00 | 2,000.00 |
| EFT31963 | 03/09/2021 | BUNNINGS BLDG SUPPLIES LTD | VARIOUS HARDWARE | 367.94 | |
| | | | DEPOT - CONCRETE & VARIOUS HARDWARE | 315.00 | |
| | | | 15 X BAGS OF DRY PREMIX CONCRETE | 96.00 | 778.94 |
| EFT31964 | 03/09/2021 | SUE LIMBERT | CHSP VOLUNTEER MEAL REIMBURSEMENT 30/08/2021 | 15.00 | 15.00 |
| EFT31965 | 03/09/2021 | WATER CORPORATION | WATER USE AND SERVICE CHARGES -VARIOUS LOCATIONS | 923.55 | 923.55 |
| EFT31966 | 03/09/2021 | SYNERGY | POWER SUPPLY VARIOUS LOCATIONS | 8,878.46 | 8,878.46 |
| EFT31967 | 03/09/2021 | ELLENBY TREE FARM | SUPPLY 9 X MELALEUCA CUTICLARIS 75L, SUPPLY 9 X METROSIDEROS EXCELSA 35L, SUPPLY 11 X EUCALYPTUS SIDEROXYLON, SUPPLY 36 X EUCALYPTUS UTILIS 35L | 8,173.00 | |
| | | | 5 X METROSIDEROS EXCELSA IN 150LITRE | 1,760.00 | 9,933.00 |
| EFT31968 | 03/09/2021 | FLEXI STAFF PTY LTD | LABOUR HIRE OPERATIONS W.E 13/08/21 | 1,580.87 | |
| | | | LABOUR HIRE OPERATIONS W.E. 20/08/21 | 1,604.46 | 3,185.33 |
| EFT31969 | 03/09/2021 | KENNARDS HIRE | EQUIPMENT HIRE - CONCRETE GRINDER 25/08/21 | 360.00 | 360.00 |
| EFT31970 | 03/09/2021 | SATELLITE SECURITY SERVICES | TOWN HALL ALARM - FIND FAULT 13/08/21 | 261.80 | 261.80 |
| EFT31971 | 03/09/2021 | PETRA CLEAN | CLEANING SERVICES - SUMPTON GREEN, TOWN HALL, DEPOT, DOVENBY HOUSE, HACC , GLASSON PARK PUBLIC TOILET PLUS CONSUMABLES AUG 21 | 8,399.56 | 8,399.56 |
| EFT31972 | 03/09/2021 | WOOLWORTHS GROUP LIMITED | WOOLWORTHS PURCHASES AUGUST 21 - ADMIN & CHSP/HACC | 379.87 | 379.87 |
| EFT31973 | 03/09/2021 | HYDRO JET | GRAFFITI REMOVAL - EFC, MIDWIFE CENTRE, GEORGE STREET UNDERPASS, LOCKE PARK ROTUNDA | 671.00 | 671.00 |
| EFT31974 | 03/09/2021 | ADCO SERVICES | CROQUET CLUB - REPAIR CEILING DAMAGE & ROOF LEAK | 5,170.00 | |
| | | | DEPOT - GUTTER REPAIR, TRICOLOR - REPAIR ROOF DAMAGE & CLEAR GUTTERS, SUMPTON GREEN - REMOVE & REPLACE ENTRY STAIRS | 2,926.00 | 8,096.00 |
| EFT31975 | 03/09/2021 | ENVIRO SWEEP | STREET SWEEPING - AUGUST 2021 | 4,158.00 | 4,158.00 |
| EFT31976 | 03/09/2021 | ERGOLINK | SIT-STAND CORNER DESK | 1,582.99 | 1,582.99 |
| EFT31977 | 03/09/2021 | COASTLINE MOWERS | 2 X ROLLS OF BRUSHCUTTER CORD, 3 X CHAINS FOR MS261 AND 1 X BAR NUT FOR MS291 | 229.80 | 229.80 |
| EFT31978 | 03/09/2021 | LINXIO | GPS VEHICLE TRACKING - AUG 2021 | 145.20 | 145.20 |
| EFT31979 | 03/09/2021 | HAZEL DICKSON | CHSP VOLUNTEER MEAL REIMBURSEMENT 20/08/2021 | 15.00 | |
| | | | CHSP VOLUNTEER MEAL REIMBURSEMENT 25/08/2021 | 15.00 | 30.00 |
| EFT31980 | 03/09/2021 | PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD | RFQ06-2020/21- RIVERSIDE ROAD REVEGETATION CONTINUATION OF MAINTENANCE - PROGRESS CLAIM TO 31/07/21 | 547.04 | 547.04 |
| EFT31981 | 03/09/2021 | ZEDS MECHANICAL AND MAINTENANCE | MECHANICAL SERVICE FOR BUS 1HHZ552 - FUEL FILTER | 77.77 | 77.77 |
| EFT31982 | 03/09/2021 | SOUTHERN BINS | BULK BINS - WAUHOP ROAD - AUGUST 2021 - 23/08/21 | 1,140.00 | |
| | | | BULK BINS - WAUHOP ROAD - AUGUST 2021 - 25/08/21, | 570.00 | 1,710.00 |
| EFT31983 | 03/09/2021 | MICHAEL LIMBERT | CHSP VOLUNTEER MEAL REIMBURSEMENT 30/08/2021 | 15.00 | 15.00 |
| EFT31984 | 03/09/2021 | XIA (VICKY) WANG | CHSP VOLUNTEER MEAL REIMBURSEMENT 30/08/2021 | 14.50 | 14.50 |
| EFT31985 | 03/09/2021 | CLEAN SWEEP - SPECIALIZED CLEANING GROUP PTY LTD | ROAD MAINTENANCE - CLEANING & PIT EDUCTION - 20/07/21 | 1,650.00 | 1,650.00 |
| EFT31986 | 03/09/2021 | JANE CLARKE | CHSP VOLUNTEER MEAL REIMBURSEMENT 25/08/2021 | 15.00 | 15.00 |
| EFT31987 | 15/09/2021 | AUSTRALIA TAXATION OFFICE | GST PAYABLE AUGUST 2021 | 6,392.00 | 6,392.00 |
| EFT31988 | 15/09/2021 | CHILD SUPPORT AGENCY | PAYROLL DEDUCTIONS SEPTEMBER 21 | 213.23 | 213.23 |
| EFT31989 | 15/09/2021 | BUNNINGS BLDG SUPPLIES LTD | HARDWARE - VARIOUS | 192.12 | |
| | | | 1 X 6 BURNER BBQ, GATE FITTINGS VARIOUS HARDWARE | 1,285.02 | |
| | | | VARIOUS MATERIALS FOR WORKS | 117.92 | 1,595.06 |
| EFT31990 | 15/09/2021 | BOORAGOON TYRE SERVICE | FIT TYRES TO KUBOTA OUT FRONT MOWER | 66.00 | 66.00 |
| EFT31991 | 15/09/2021 | BOC LIMITED | CONTAINER SERVICE - AUGUST 2021 | 23.19 | 23.19 |
| EFT31992 | 15/09/2021 | CITY OF COCKBURN | TIP FEES - AUGUST 2021 | 3,055.00 | 3,055.00 |
| EFT31993 | 15/09/2021 | EAST FREMANTLE FOOTBALL CLUB | GROUND MAINTENANCE 2021 - 2022 | 27,500.00 | 27,500.00 |
| EFT31994 | 15/09/2021 | FREMANTLE HERALD | ADVERTISING EXPRESSION OF INTEREST - AUDIT COMMITTEE EXTERNAL MEMBER | 322.88 | 322.88 |
| EFT31995 | 15/09/2021 | IT VISION | ALTUS PAYROLL SUBSCRIPTION FOR SEPTEMBER 2021 | 220.00 | 220.00 |
| EFT31996 | 15/09/2021 | MCLEODS | PROFESSIONAL FEES LICENCE AGREEMENT | 1,196.18 | |
| | | | PROFESSIONAL FEES LICENCE AGREEMENT | 1,112.41 | |
| | | | PROFESSIONAL FEES ADVICE DOGS | 405.34 | 2,713.93 |
| EFT31997 | 15/09/2021 | MELVILLE TOYOTA | MECHANICAL SERVICE FOR TOYOTA HIACE BUS | 305.38 | 305.38 |
| EFT31998 | 15/09/2021 | OPTUS ADMINISTRATION PTY LTD | MOBILE PHONE USE 22/07/21 - 21/08/21 | 278.99 | 278.99 |
| EFT31999 | 15/09/2021 | SYNERGY | POWER SUPPLY VARIOUS LOCATIONS | 12,680.30 | 12,680.30 |
| EFT32000 | 15/09/2021 | YOUNGS PLUMBING SERVICE P/L | PRESTON POINT RESERVE - SEPTIC PUMP FAULT | 151.80 | |
| | | | DOVENBY HOUSE - MEN'S TOILET REPAIR | 189.30 | 341.10 |
| EFT32001 | 15/09/2021 | LGISWA | EXCESS ON PROPERTY DAMAGE CLAIM LI0077360 | 1,500.00 | |
| | | | ACTUAL WAGES ADJUSTMENT FOR PERIOD 30/06/18 TO 30/06/19 | 4,721.76 | 6,221.76 |
| EFT32002 | 15/09/2021 | EAST FREMANTLE CRICKET CLUB INC | COMMUNITY ASSISTANCE GRANT 2021/2022 | 1,100.00 | 1,100.00 |
| EFT32003 | 15/09/2021 | JONATHAN EPPS | 2 X TREE INSPECTION AND REPORTS - SEWELL STREET AND ALCESTER STREET | 760.00 | 760.00 |
| EFT32004 | 15/09/2021 | FLEXI STAFF PTY LTD | LABOUR HIRE OPERATIONS W.E. 27/08/21 | 1,203.35 | |
| | | | LABOUR HIRE OPERATIONS W.E. 03/09/21 | 1,604.46 | 2,807.81 |
| EFT32005 | 15/09/2021 | WA RANGERS ASSOCIATION | 1 X STAFF REGISTRATION FOR PROFESSIONAL DEVELOPMENT CONFERENCE | 300.00 | 300.00 |
| EFT32006 | 15/09/2021 | SOUTHERN METROPOLITAN REGIONAL COUNCIL | GATE FEES - GREEN WASTE TRAILER PASS & BUND GREENWASTE AUGUST 2021 | 30.00 | |
| | | | GATE FEES WASTE DISPOSAL (RECYCLING) AUGUST 2021, | 5,720.27 | |

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| | | | GATE FEES - DISPOSAL (FOGO) AUGUST 2021 | 23,229.29 | |
| | | | GATE FEES - WASTE DISPOSAL (GENERAL WASTE) AUGUST 2021, | 14,247.54 | 43,227.10 |
| EFT32007 | 15/09/2021 | WATERLOGIC AUSTRALIA PTY LTD | RENTAL - MAINTENANCE OF EQUIPMENT - SEPTEMBER-NOVEMBER 2021 | 188.33 | 188.33 |
| EFT32008 | 15/09/2021 | WOOLWORTHS GROUP LIMITED | WOOLWORTHS PURCHASE S - ADMIN, CATERING, REFRESHMENTS - SEPTEMBER 21 | 198.61 | 198.61 |
| EFT32009 | 15/09/2021 | EAST FREMANTLE CROQUET CLUB | COMMUNITY ASSISTANCE GRANT 2021/2022 - PURCHASE OF CROQUET BALLS | 980.00 | 980.00 |
| EFT32010 | 15/09/2021 | CITY OF SOUTH PERTH | ANNUAL OCCUPANCY FEES 2021/2022 FOR ANIMAL CARE FACILITY | 1,650.00 | 1,650.00 |
| EFT32011 | 15/09/2021 | GRIFFITHS ARCHITECTS | PROFESSIONAL FEES - HERITAGE ASSESSMENT BY CONSULTANT -CLAIM 1 | 3,168.00 | 3,168.00 |
| EFT32012 | 15/09/2021 | DAVID GRAY & CO. PTY LTD | 30 X COMPLETE SETS - 240L GENERAL WASTE BINS | 1,715.67 | 1,715.67 |
| EFT32013 | 15/09/2021 | TOOLMART AUSTRALIA | MATERIALS FOR WORKS - WHEEL BARROW AND SPANNER SET | 289.95 | 289.95 |
| EFT32014 | 15/09/2021 | LANDSCAPE YARD O'CONNOR | LANDSCAPE MATERIAL FOR ROAD AND VERGE REPAIRS | 114.00 | 114.00 |
| EFT32015 | 15/09/2021 | KONICA MINOLTA BUSINESS SOLUTIONS | DEPOT PHOTOCOPIER - KONICA MINOLTA BIZHUB C224E - PRINTING COSTS - 13/08/2021 - 12/09/2021 | 149.34 | |
| | | | PHOTOCOPIY SERVICES KONICA MINOLTA - 13/08/2021 - 12/09/2021 | 377.59 | 526.93 |
| EFT32016 | 15/09/2021 | SUNNY SIGN COMPANY PTY LTD | STREET SIGNS - ALEXANDRA, WALTER, ALCESTER, NO DOG SYMBOLIC - DOGS PROHIBITED, PARKING SIGNS - 1/4P MON - SAT, PARKING SIGNS - LOADING ZONE - 9AM - 5PM - MON - FRI | 523.33 | 523.33 |
| EFT32017 | 15/09/2021 | FOODWORKS EAST FREMANTLE | WORKS, ADMIN, MEETING, EVENTS AND HEALTH INSPECTION CONSUMABLES AUGUST 2021 | 586.32 | 586.32 |
| EFT32018 | 15/09/2021 | DEPARTMENT OF TRANSPORT | DISCLOSURE OF INFORMATION FEES - AUGUST 2021 | 41.00 | 41.00 |
| EFT32019 | 15/09/2021 | FOCUS NETWORKS | MANAGED PROACTIVE SERVICE 21-22 - AUGUST 21 | 4,268.00 | |
| | | | IT SERVICES PURSANT TO MANAGED SERVICES, EMAIL PROTECTION SERVICE, HOSTED ANTI VIRUS, WIFI MANAGEMENT, MICROSOFT CSP PRODUCTS SUBSCRIPTION & RECOVERY - SEPTEMBER 21 | 5,311.76 | 9,579.76 |
| EFT32020 | 15/09/2021 | THE TURBAN INDIAN RESTURANT | CATERING - 8/9/21 | 266.30 | 266.30 |
| EFT32021 | 15/09/2021 | PRIME CIVIL PTY LTD | PAYMENT OF RETENTION RFT01-2019-20 (CAR PARK WORKS) | 10,138.16 | 10,138.16 |
| EFT32022 | 15/09/2021 | LANDGATE | ONLINE LAND ENQUIRIES FOR AUGUST 2021 | 136.00 | 136.00 |
| EFT32023 | 15/09/2021 | VOCUS COMMUNICATIONS | ADSL INTERNET - TRICOLORE CENTRE - OCTOBER 21 | 1,171.50 | |
| | | | IP VOICE CALL CHARGES AUGUST & SEPTEMBER 21 | 942.16 | 2,113.66 |
| EFT32024 | 15/09/2021 | SONIC HEALTH PLUS | PRE-EMPLOYMENT MEDICAL 1 X NEW STAFF | 148.50 | 148.50 |
| EFT32025 | 15/09/2021 | APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD | MONTHLY CHARGES FOR PARKING MACHINE INCLUDING LICENCE AND COMMUNICATION AUGUST 2021 | 178.46 | 178.46 |
| EFT32026 | 15/09/2021 | CELLARBRATIONS AT EAST FREMANTLE | REFRESHMENTS | 75.00 | 75.00 |
| EFT32027 | 15/09/2021 | SUEZ RECYCLING & RECOVERY PTY LTD | WASTE COLLECTION 46 EAST STREET & LEEUWIN BOAT RAMP - AUGUST 2021 | 843.63 | |
| | | | FOGO - GREEN BINS - RESIDENTIAL & PRIORITY, GENERAL WASTE RED BINS RESIDENTIAL & PRIORITY, GENERAL WASTE - RED BINS PARKS & RESERVES, GENERAL WASTE - RED BINS - STREET LITTER BINS, RECYCLING - YELLOW BINS & PRIORITY, GENERAL WASTE - RED BINS COMMERCIAL FORTNIGHTLY, RECYCLING YELLOW BIN COMMERCIAL, 48-50 ALEXANDRA ROAD RECYCLE & WASTE AUGUST 2021 | 35,285.40 | 36,129.03 |
| EFT32028 | 15/09/2021 | WINC | PLANET ARK COPY PAPER A4 X 50 REAM, WINC COPY PAPER A3 X 6 REAM, OFFICE STATIONERY ORDERED ON 08.03.2021 | 692.13 | |
| | | | DEPOT STATIONERY ORDER 10/06/2021 | 8.18 | |
| | | | OFFICE STATIONERY & 50 REAMS OF A4 PRINTING PAPER PLANET ARK ORDER ON 27.07.2021 | 322.60 | |
| | | | OFFICE STATIONERY ORDERED ON 30/08/2021 | 138.89 | 1,161.80 |
| EFT32029 | 15/09/2021 | HAZEL DICKSON | CHSP VOLUNTEER MEAL REIMBURSEMENT 03/09/2021 | 13.00 | |
| | | | CHSP VOLUNTEER MEAL REIMBURSEMENT 08/09/2021 | 8.95 | 21.95 |
| EFT32030 | 15/09/2021 | SHRED-X PTY LTD | 240 LITRE SECURITY BIN EXCHANGE FOR TOWN HALL AUGUST 2021 | 20.24 | 20.24 |
| EFT32031 | 15/09/2021 | JAYBRO GROUP PTY LTD | FOOTPATH SIGNAGE FOR WORKS CREW (INC DELIVERY) | 1,443.75 | 1,443.75 |
| EFT32032 | 15/09/2021 | COLLEAGUESNAGELS | USB CABLE FOR RANGERS ZEBRA 510 PRINTER | 71.06 | 71.06 |
| EFT32033 | 15/09/2021 | GRACE RECORDS MANAGEMENT (AUSTRALIA) | SCAN ON DEMAND FOR SERVICES FOR PLANNING AND BUILDING SERVICES AUGUST 2021 | 281.45 | |
| | | | STANDING ORDER FOR TRANSPORT AND STORAGE OF RECORDS AUGUST 2021 | 391.61 | 673.06 |
| EFT32034 | 15/09/2021 | JAKO INDUSTRIES PTY LTD | TOWN HALL A/C FILTER REPLACEMENTS X7 | 649.00 | 649.00 |
| EFT32035 | 15/09/2021 | PLANNING INSTITUTE OF AUSTRALIA PTY LTD | 1 X STAFF MEMBERSHIP PLANNING INSTITUTE OF AUSTRALIA | 560.00 | 560.00 |
| EFT32036 | 15/09/2021 | KYOCERA DOCUMENT SOLUTIONS | PRINTING COSTS 2021-2022 - AUGUST 21 | 61.51 | 61.51 |
| EFT32037 | 15/09/2021 | C'EST BIEN THAI | CATERING - 7/9/21 | 175.90 | 175.90 |
| EFT32038 | 15/09/2021 | CIVCON CIVIL & PROJECT MANAGEMENT | REINSTATEMENT OF 8 LOCATIONS OF LIQUID LIMESTONE FOOTPATH AROUND THE TOWN - PROGRESS CLAIM 1 - AUGUST 21 | 7,127.62 | 7,127.62 |
| EFT32039 | 15/09/2021 | SOUTHERN BINS | BULK BINS - WAUHOP ROAD - 01/09/2021 | 570.00 | |
| | | | BULK BINS - WAUHOP ROAD - 07/09/21 | 570.00 | |
| | | | BULK BINS - WAUHOP ROAD - MATTRESS - 07/09/21 | 35.00 | 1,175.00 |
| EFT32040 | 15/09/2021 | M2M ONE PTY LTD | TOWN HALL LIFT EMERGENCY SIM CARD - SEPTEMBER 2021 | 13.20 | 13.20 |
| EFT32041 | 15/09/2021 | PAPERSCOUT | 125TH ANNIVERSARY LOGO - CONCEPT DEVELOPMENT AND DESIGN OF LOGO | 687.50 | 687.50 |
| EFT32042 | 15/09/2021 | TPG NETWORK PTY LTD | FAST FIBRE AND IP LINK, TOWN HALL, DEPT, TRICOLORE MONTHLY CHARGES - 01/08/21 - 31/08/21 | 1,920.60 | 1,920.60 |
| EFT32043 | 15/09/2021 | THE ROYAL LIFE SAVING SOCIETY WA | HOME POOL BARRIER INSPECTIONS JULY 2021 01/07/21 - 31/07/21 | 80.30 | 80.30 |
| EFT32044 | 15/09/2021 | KEITH MCDONALD | CHSP VOLUNTEER MEAL REIMBURSEMENT 26/08/2021 | 15.00 | |
| | | | CHSP VOLUNTEER MEAL REIMBURSEMENT 02/09/2021 | 15.00 | 30.00 |
| EFT32045 | 15/09/2021 | JANE CLARKE | CHSP VOLUNTEER MEAL REIMBURSEMENT 31/08/2021 | 15.00 | 15.00 |
| EFT32046 | 15/09/2021 | JENNY HARRISON | CHSP VOLUNTEER MEAL REIMBURSEMENT 20/07/2021 | 15.00 | 15.00 |
| EFT32047 | 15/09/2021 | SWAN LOCK SERVICE (RAMSAY & SONS PTY LTD) | 2 x KEYS SD424 - MK3 TRICOLORE ENTRANCE/CLEANERS CUPBOARD, 1 x KEY SD424 - 1210 HACC PADLOCK AND GATE KEY | 121.50 | 121.50 |
| EFT32048 | 15/09/2021 | MARKET CREATIONS AGENCY PTY LTD | TOEF 2021/22 ANNUAL REPORT AND BUDGET, A4 PORTRAIT 60PP BUDGET DESIGN | 743.00 | 743.00 |
| EFT32049 | 15/09/2021 | SALVATORE TORRE | RATES REFUND | 1,000.00 | 1,000.00 |
| EFT32050 | 15/09/2021 | SUNSET CREATIVE | FURTHER EDITS TO EF OVAL REDEVELOPMENT BROCHURE | 385.00 | 385.00 |
| EFT32051 | 15/09/2021 | V BOYS | RATES REFUND | 970.50 | 970.50 |
| EFT32052 | 15/09/2021 | G LOWRY | REFUND OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP 24/08/21 | 90.00 | 90.00 |
| EFT32053 | 15/09/2021 | V DERRIMAN | REFUND OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP 08/09/21 | 36.00 | 36.00 |
| EFT32054 | 15/09/2021 | L MCALPINE | REFUND OF HOME OCCUPATION FEES | 222.00 | 222.00 |
| EFT32055 | 15/09/2021 | ALINTA ENERGY | GAS USAGE - RESPITE CENTRE 28/05/2021 - 26/08/2021 | 1,403.35 | 1,403.35 |
| EFT32056 | 15/09/2021 | AMPOL AUSTRALIA PETROLEUM PTY LTD (CALTEX) | FUEL PURCHASE AUGUST 2021 | 4,012.89 | 4,012.89 |
| EFT32057 | 23/09/2021 | AUSTRALIA POST | POSTAGE COSTS FOR 01/08/2021 - 31/08/2021 | 608.44 | 608.44 |
| EFT32058 | 23/09/2021 | CHILD SUPPORT AGENCY | PAYROLL DEDUCTIONS SEPTEMBER 21 | 213.23 | 213.23 |
| EFT32059 | 23/09/2021 | BUNNINGS BLDG SUPPLIES LTD | FIXINGS / FITTINGS FOR SECURING FURNITURE | 376.13 | 376.13 |

| | | | | | |
|---------------------|------------|--|--|-------------------|-------------------|
| EFT32060 | 23/09/2021 | SUE LIMBERT | CHSP VOLUNTEER MEAL REIMBURSEMENT 13/09/2021 | 15.00 | |
| | | | CHSP VOLUNTEER MEAL REIMBURSEMENT 20/09/2021 | 14.50 | 29.50 |
| EFT32061 | 23/09/2021 | CANNON HYGIENE AUSTRALIA PTY LTD | SANITARY SERVICE - SUMPTON GREEN, LAUNCHING RAMP , TRICOLORE 24/10/21 - 23/04/22 | 241.23 | 241.23 |
| EFT32062 | 23/09/2021 | TELSTRA CORPORATION LIMITED | HACC MOBILE TO 03/09/21, DEPOT MOBILE DATA BACK UP 04/09/21 - 03/10/21 | 19.24 | |
| | | | MONTHLY DATA FEES FOR OPERATIONS/RANGERS TABLETS AND PHONES, RETIC, VMS TRAILER 04/09/21 - 03/10/21 | 748.69 | |
| | | | SUMPTON GREEN PHONE TO 07/09/2021 | 85.24 | 853.17 |
| EFT32063 | 23/09/2021 | SYNERGY | POWER SUPPLY TOWN HALL 17/08/2021 - 20/09/2021 | 1,491.02 | 1,491.02 |
| EFT32064 | 23/09/2021 | MAJOR MOTORS | CHSP VEHICLE SERVICE | 1,637.48 | |
| | | | CHSP VEHICLE SERVICE | 2,014.77 | 3,652.25 |
| EFT32065 | 23/09/2021 | SMRC LOAN REPAYMENT ACCOUNT | RRRC LOAN REPAYMENTS FOR 01/07/21 - 30/09/21 | 27,229.29 | 27,229.29 |
| EFT32066 | 23/09/2021 | FLEXI STAFF PTY LTD | LABOUR HIRE OPERATIONS W.E.10/09/21 | 1,179.75 | 1,179.75 |
| EFT32067 | 23/09/2021 | TOTAL PACKAGING (WA) PTY LTD | 15 CARTONS (60 BOXES) OF BIODEGRADABLE DOG BAGS | 3,775.20 | 3,775.20 |
| EFT32068 | 23/09/2021 | SOUTHERN METROPOLITAN REGIONAL COUNCIL | CORRECTION TO INVOICE 15807 - RRRC OVERHEADS & WCF FIX COSTS CONTRIBUTION FOR JULY 2021 - INVOICED WITH INCORRECT RATE | -9,872.77 | |
| | | | RRRC OVERHEADS & WCF FIXED COSTS CONTRIBUTION FOR AUGUST 2021 | 25,124.00 | |
| | | | CORRECTION TO INVOICE 15849 - RRRC OVERHEADS & WCF FIX COSTS CONTRIBUTION FOR AUGUST 2021 - INVOICED WITH INCORRECT RATE | -11,305.80 | |
| | | | CORRECTION TO INVOICE 15752 - RED BIN WASTE GATE FEE FOR JULY 2021 - DIVERSIONS TO SUEZ - INVOICED WITH INCORRECT RATE | 262.64 | 4,208.07 |
| EFT32069 | 23/09/2021 | STRATA GREEN | 3 X ROLLS OF 30MM FLAT TREE TIE FT30030, 4 X LARGE GREENWELL IN GREEN GWELL2G | 475.95 | 475.95 |
| EFT32070 | 23/09/2021 | FRANK GILMOUR PEST CONTROL | DOVENBY HOUSE - MEN'S TOILET - ANT TREATMENT AS REQUIRED | 330.00 | 330.00 |
| EFT32071 | 23/09/2021 | ABC BLINDS & CURTAINS | TRICOLORE - SUPPLY & INSTALL REPLACEMENT BLINDS | 3,130.00 | 3,130.00 |
| EFT32072 | 23/09/2021 | WOOLWORTHS GROUP LIMITED | WOOLWORTHS PURCHASE - ADMIN 08/09/2021 | 13.98 | |
| | | | WOOLWORTHS PURCHASE - ADMIN 08/09/2021 | 115.94 | 129.92 |
| EFT32073 | 23/09/2021 | EAST FREMANTLE LAWN TENNIS CLUB | HIRE OF THE EAST FREMANTLE TENNIS CLUB FOR NAPPY WORKSHOP - 14/09/21 | 140.00 | 140.00 |
| EFT32074 | 23/09/2021 | FOCUS NETWORKS | NEW MODEM AND ONSITE VISIT FOR TRICOLORE | 727.10 | |
| | | | NESSUS VULNERABILITY SCAN | 1,320.00 | |
| | | | MANAGED FIREWALL SERVICE - TOWN HALL (TEFFRMCFWL1) | 1,083.50 | 3,130.60 |
| EFT32075 | 23/09/2021 | VOCUS COMMUNICATIONS | UNLIMITED INTERNET - ENHANCED TOWN HALL 01/08/21 - 31/08/21 | 1,171.50 | |
| | | | UNLIMITED INTERNET - ENHANCED TOWN HALL 01/09/21 - 30/09/21 | 1,171.50 | 2,343.00 |
| EFT32076 | 23/09/2021 | SNAP PRINTING | HEALTHY LIVING FRIDGE DECALS FOR TOWN HALL FRIDGE | 508.20 | 508.20 |
| EFT32077 | 23/09/2021 | REDFISH TECHNOLOGIES PTY LTD | REVIEW OF AUDIO SYSTEM - COUNCIL CHAMBER 30/8/2021 | 764.50 | 764.50 |
| EFT32078 | 23/09/2021 | REPEAT PLASTICS (WA) | REPLACEMENT PARK BENCHES x 6 | 4,918.27 | 4,918.27 |
| EFT32079 | 23/09/2021 | WINC | OFFICE STATIONARY ORDERED ON 16.09.2021 | 124.26 | |
| | | | OFFICE STATIONERY ORDERED ON 30.08.2021 | 228.00 | |
| | | | RANGERS' HP LASER PRINTER PRO TONER CARTRIDGES - YELLOW, CYAN & MAGENTA | 278.09 | 630.35 |
| EFT32080 | 23/09/2021 | AMBIUS (RENTOKIL INITIAL PTY LTD) | PLANT HIRE - TOWN HALL 27/10/2021 - 26/11/2021 | 278.58 | 278.58 |
| EFT32081 | 23/09/2021 | HAZEL DICKSON | CHSP VOLUNTEER MEAL REIMBURSEMENT 22/09/2021 | 13.00 | 13.00 |
| EFT32082 | 23/09/2021 | PTC IRRIGATION | REPAIR FAULTY CIRCUIT BREAKERS AT WAUHOP PARK BORE | 1,233.56 | 1,233.56 |
| EFT32083 | 23/09/2021 | DRAFFIN STREET FURNITURE | 2X DOUBLE BAY BIN SURROUND - RECYCLING + GENERAL WASTE - LEEUWIN BOAT RAMP | 8,349.22 | 8,349.22 |
| EFT32084 | 23/09/2021 | PAATSCH CONSULTING PTY LTD | RFT01-2020/21 EAST FREMANTLE OVAL REDEVELOPMENT CLIENT PROJECT LEAD - FOR AUGUST 2021 | 13,079.69 | 13,079.69 |
| EFT32085 | 23/09/2021 | STA PRINT PTY LTD | 3 X A1 CORFLUTE SIGNS WITH LPS MAP FOR INFORMATION SESSIONS | 164.00 | 164.00 |
| EFT32086 | 23/09/2021 | THE NAPPY GURU | CLOTH NAPPY WORKSHOPS - 14/09/21 | 300.00 | 300.00 |
| EFT32087 | 23/09/2021 | CONNOR WARN | REIMBURSEMENT - ADVERTISING GENERAL BULK WASTE COLLECTION | 78.45 | 78.45 |
| EFT32088 | 23/09/2021 | MICHAEL LIMBERT | CHSP VOLUNTEER MEAL REIMBURSEMENT 13/09/2021 | 15.00 | |
| | | | CHSP VOLUNTEER MEAL REIMBURSEMENT 20/09/2021 | 14.50 | 29.50 |
| EFT32089 | 23/09/2021 | AMANA LIVING TRAINING INSTITUTE | PROVIDE SUPPORT TO PEOPLE LIVING WITH DEMENTIA - GROUP TRAINING CHSP | 600.00 | 600.00 |
| EFT32090 | 23/09/2021 | XIA (VICKY) WANG | CHSP VOLUNTEER MEAL REIMBURSEMENT 09/09/2021 | 15.00 | |
| | | | CHSP VOLUNTEER MEAL REIMBURSEMENT 20/09/2021 | 15.00 | 30.00 |
| EFT32091 | 23/09/2021 | KEITH MCDONALD | CHSP VOLUNTEER MEAL REIMBURSEMENT 09/09/2021 | 15.00 | 15.00 |
| EFT32092 | 23/09/2021 | CLEAN SWEEP - SPECIALIZED CLEANING GROUP PTY LTD | ROAD MAINTENANCE - CLEANING & PIT EDUCATION - 5 DAYS | 6,600.00 | 6,600.00 |
| EFT32093 | 23/09/2021 | JANE CLARKE | CHSP VOLUNTEER MEAL REIMBURSEMENT 08/09/2021, | 15.00 | |
| | | | CHSP VOLUNTEER MEAL REIMBURSEMENT 14/09/2021 | 15.00 | |
| | | | CHSP VOLUNTEER MEAL REIMBURSEMENT 22/09/2021 | 13.00 | 43.00 |
| EFT32094 | 23/09/2021 | TERESA ABELHA | CHSP VOLUNTEER MEAL REIMBURSEMENT 31/08/2021 | 15.00 | |
| | | | CHSP VOLUNTEER MEAL REIMBURSEMENT 14/09/2021 | 15.00 | 30.00 |
| EFT32095 | 23/09/2021 | SCOUTS WA | SUPPLY AND FIT EXTERNAL WINDOW SCREENS AT CAMP WALLER | 5,330.00 | 5,330.00 |
| EFT32096 | 23/09/2021 | MARKET CREATIONS AGENCY PTY LTD | BUDGET PRINT X 50 | 1,056.00 | 1,056.00 |
| EFT32097 | 23/09/2021 | A EDWARDS | REFUND OF OVERPAYMENT OF PARKING TICKET LEEUWIN LAUNCHING RAMP 16/09/21 | 36.00 | 36.00 |
| EFT32098 | 23/09/2021 | E MCSWEENEY | CLOTH NAPPY REBATE (50% WAS REIMBURSED, THRESHOLD IS \$100) | 200.00 | 200.00 |
| EFT32099 | 23/09/2021 | A OGG | PARTIAL REIMBURSEMENT DOG REGISTRATION FEES - DOG NOW STERILISED | 150.00 | 150.00 |
| | | | | | |
| | | | | | |
| | | | EFT TOTAL | 982,690.13 | 982,690.13 |
| | | | | | |
| Direct Debit | | Supplier | Description | Inv Amount | EFT |
| | | EXETEL | EXETEL INTERNET TOWN HALL | 99.00 | 99.00 |
| | | SUPERCHOICE PTY LTD | EMPLOYEE SUPERANNUATION - SEPTEMBER 2021 | 50,624.63 | 50,624.63 |
| | | SHERIFF'S OFFICE PERTH | LODGEMENT FEE | 874.50 | 874.50 |
| | | TILL | TILL SIMPLEPAY FEE | 303.09 | 303.09 |
| | | CBA | OVERDRAFT LINE FEE | 504.11 | 504.11 |
| | | CBA | REJECT RETURN FEE | 5.00 | 5.00 |
| | | CBA | AMEX FEE | 1,344.28 | 1,344.28 |
| | | CBA | CBA MERCHANT FEE | 6,785.19 | 6,785.19 |
| | | CBA | AUDIT CERTIFICATE FEE | 60.00 | 60.00 |
| | | CBA | ACCOUNT SERVICE TRANSACTION FEES | 48.68 | 48.68 |
| | | CBA | BPAY TRANSACTION FEES | 1,487.97 | 1,487.97 |

| | | | | |
|---------------------|-------------------------------|--|---------------------|---------------------|
| | CBA | COMMBIZ TRANSACTION FEES | 97.96 | 97.96 |
| | CBA | BPOINT TRANSACTION FEES | 180.59 | 180.59 |
| | CBA | ADMIN TRACE FEE | 25.00 | 25.00 |
| | | | | |
| Credit Cards | CREDIT CARD - GARY TUFFIN | FOODWORKS EAST FREMANTLE - CATERING 31/08/2021 | 20.00 | 20.00 |
| | | MAY STREET LARDER - MEETING REFRESHMENTS | 18.40 | 18.40 |
| | | CITY OF PERTH - PARKING | 7.17 | 7.17 |
| | | CITY OF PERTH - PARKING | 23.22 | 23.22 |
| | | MELVILLE VOLKSWAGEN - VEHICLE SERVICE | 649.00 | 649.00 |
| | CREDIT CARD - PETER KOCIAN | OFFICEWORKS - MONITOR RISERS | 649.00 | 649.00 |
| | | AUSTRALIA WIDE FIRST AID - FIRST AID COURSE | 129.00 | 129.00 |
| | | RUOK - RUOK MERCHANDISE | 47.00 | 47.00 |
| | | AUTO DESK -1 YEAR AUTO CAD LICENSE | 2,969.65 | 2,969.65 |
| | | PTA - CORPORATE SMART RIDER RECHARGE | 40.00 | 40.00 |
| | | MAILCHIMP - MONTHLY SUBSCRIPTION | 42.50 | 42.50 |
| | | AUSTRALIA POST - GIFT CARD | 55.95 | 55.95 |
| | | DOMINO PIZZA - LUNCH TIME LEARNING | 60.00 | 60.00 |
| | | ZOOM - MONTHLY SUBSCRIPTION | 138.53 | 138.53 |
| | CREDIT CARD - JANINE MAY | CBA - ANNUAL FEE | 20.00 | 20.00 |
| | | HAMPERS BY DESIGN - HAMPER FOR STAFF MEMBER | 143.50 | 143.50 |
| | | IGA LEEMING - FRUIT PLATTER - SCHOOL VISIT TO TOEF | 65.00 | 65.00 |
| | | GILBERTS FRESH HAMILTON HILL - CATERING 20/09/2021 | 197.00 | 197.00 |
| | | ZEPHYR CAFÉ - CATERING 23/09/2021 | 26.80 | 26.80 |
| | CREDIT CARD - NICHOLAS KING | AQUASTREAM - DEPOT ZIP WATER FILTER X 3 | 494.40 | 494.40 |
| | | GREEN ACRES MOWERS - PARTS FOR HIGH PRESSURE CLEANER | 86.85 | 86.85 |
| | | GARDEN FOOTWEAR - UNIFORMWORK BOOTS | 235.00 | 235.00 |
| | CREDIT CARD - RACHAEL GARDNER | OFFICEWORKS - EPSON PRINTER INK | 108.99 | 108.99 |
| | | THE PERTH MINT 7X CLIENT ENTRY - CLIENTS TO REIMBUSE BY DIRECT DEBIT | 105.00 | 105.00 |
| | | SQ ARALUEN BOTANIC PARK - 19X CLIENT, 5 STAFF ENTRY, CLIENTS TO REIMBUSE BY DIRECT DEBIT | 240.00 | 240.00 |
| | | DIRECT DEBIT TOTAL | 69,011.96 | 69,011.96 |
| | | | | |
| | | <i>Description</i> | <i>Inv Amount</i> | <i>EFT</i> |
| | | | | |
| | | PAYROLL FORTNIGHT ENDING 07/09/21 | 141,979.72 | 141,979.72 |
| | | PAYROLL FORTNIGHT ENDING 22/09/21 | 136,263.52 | 136,263.52 |
| | | | | |
| | | PAYROLL TOTALS | 278,243.24 | 278,243.24 |
| | | | | |
| | | GRAND TOTAL | 1,331,132.94 | 1,331,132.94 |

14.3 GOVERNANCE

14.3.1 Appointment of Committees and Delegates to External Committees and Groups

| | |
|----------------------------|---|
| File ref | C/REP1 |
| Prepared by | Janine May EA/GC |
| Supervised by | Gary Tuffin, Chief Executive Officer |
| Meeting Date: | 19 October 2021 |
| Voting requirements | Absolute Majority |
| Documents tabled | Nil. |
| Attachments | <ol style="list-style-type: none">1. External Committees/Groups delegate information2. Public Art Panel Policy3. Public Art Policy4. Community Grants and Sponsorship Policy5. WALGA Delegate Information6. Resource Recovery Group Delegate Information7. South West Group Environmental Forum/SWCDEF Delegate Information |

Purpose

The purpose of this report is to facilitate, following the elections held on Saturday 16 October 2021, the:

- appointment of members to Council's committees; and
- appointment of delegates to represent Council on external committees and groups.

Executive Summary

It is recommended that elected members decide membership to Council committees and appointments to external committees/groups to ensure the uninterrupted operation of Council business and continued external representation, following Council elections.

Background

Following the election on Saturday, 16 October 2021, Council is required to appoint members to its Committees. Under s5.11 of the *Local Government Act 1995* (LGA) all previous elected member appointments expired on election day. Although not specifically required under this legislation, it is considered appropriate at this time to also make new appointments (or reappointments) to the various external committees/groups which elected members have previously been appointed to.

Consultation

Not applicable.

Statutory Environment

Local Government Act s5.11 & s7.1

Policy Implications

Nil

Financial Implications

N/A

Strategic Implications

STRATEGIC PRIORITY AREA 5: Leadership and Governance

A proactive, approachable Council which values community consultation, transparency and accountability.

5.1.1 Strengthen governance, risk management and compliance;

5.1.3 Improve the efficiency and effectiveness of services.

Site Inspection

Not applicable

Comment

The Town Planning Committee currently meets on the 1st Tuesday of the month (except January when the Council is in recess). The Committee has a conditional delegated authority to determine all applications for planning approval or advice to referral agencies and other planning agencies not otherwise included within the current delegations to the Chief Executive Officer.

Audit Committee meetings are generally convened on an “as needs” basis.

Council originally appointed community representatives to the Community Design Advisory Committee (CDAC) in February 2017. The CDAC Chairperson is an elected member appointed by Council. This Committee generally meets monthly (or as required) on a Monday, except in January.

A Public Art Panel Policy which sets out membership, terms of reference along with meeting procedure and process for this Panel was adopted by Council on 17 October 2017. The Panel consisted of two elected members (including the Mayor or representative), the CEO, a public art practitioner or coordinator and two other specialists. Two additional appointments have recently been made.

The Community Assistance Grants Advisory Group meet as required (up to two times per year), to assess submissions received from eligible groups via the Town’s Community Assistance Grants Program, and make recommendations to Council. A Community Grants and Sponsorship Policy which sets out the objective and scope for this funded was adopted by Council on 21 June 2016.

In previous years an Events Committee has been appointed to oversee the East Fremantle Festival and consider other community events.

In June 2020 Council established a Climate Action Reference Group consisting of two elected members, two staff members and up to ten community, relevant industry or subject matter experts. The Group, which meets monthly, has prepared Strategic Objectives for a Climate Emergency Strategy which is currently being progressed.

As part of State legislation requiring Council to adopt a Code of Conduct Behaviour Complaints Management Policy, Council is required to appoint a Behaviour Complaint Committee. This Committee currently consists of three elected members and two deputy members.

Following is a list of external Committees/Groups which currently entail Council representation:

- Local Government Association (South Metropolitan Zone) (3 delegates)
- Glyde-In Community Group (1 delegate + deputy)
- Resource Recovery Group (1 delegate)

- Development Assessment Panel (2 members + 2 alternate members)
- South West Corridor Development & Employment Foundation/South West Group Environmental Forum (1 delegate + deputy)
- Fremantle Ports Inner Harbour Community Liaison Group (1 delegate + deputy)

Appointments to Council Committees require an absolute majority. A simple majority is required for all other appointments.

14.3.1.1 RECOMMENDATION

That Council appoint the following members to the Town Planning Committee;

- Mayor O'Neill
- Cr _____
- Cr _____
- Cr _____
- Cr _____
- Cr _____

By an Absolute Majority

14.3.1.2 RECOMMENDATION

That Council appoint the following members to the Audit Committee;

- Mayor O'Neill
- Cr _____
- Cr _____
- Cr _____
- Cr _____
- Cr _____

By an Absolute Majority

14.3.1.3 RECOMMENDATION

That Council appoint Cr _____ to the Community Design Advisory Committee (CDAC) as Chairman.

By Simple Majority

14.3.1.4 RECOMMENDATION

That Council appoint Mayor O'Neill & Cr _____ to the Town of East Fremantle Public Art Panel.

By Simple Majority

14.3.1.5 RECOMMENDATION

That Council appoint Mayor O'Neill & Cr _____ to the Town of East Fremantle Community Assistance Grants Advisory Group.

By Simple Majority

14.3.1.6 RECOMMENDATION

That Council appoint Cr _____, _____ and Cr _____ to the East Fremantle Events Committee.

By Simply Majority

14.3.1.7 RECOMMENDATION

That Council appoint _____ & _____ to the Climate Action Reference Group.

14.3.1.8 RECOMMENDATION

That Council appoint:

1. _____, _____ & _____ to the Behaviour Complaint Committee
2. _____ and _____ be appointed as deputies.

14.3.1.9 RECOMMENDATION

That Council resolve:

1. that all previous appointments to external committees/groups referred to in this report, have expired and make new appointments to those committees/groups.
2. Cr _____, Cr _____ and Cr _____ be appointed Council's representatives on the WALGA South Metropolitan Zone Committee with Cr _____ being appointed as the deputy.
3. Cr _____ be appointed as Council's representative on the Glyde-In Community Group with Cr _____ appointed as the deputy.
4. Cr _____ be appointed as Council's representative to the Resource Recovery Group.
5. Cr _____ and Cr _____ be appointed as Council's representative on the Development Assessment Panel members with Cr _____ and Cr _____ appointed as the alternate members.
6. Cr _____ be appointed as Council's representative on the South West Corridor Development and Employment Foundation & South West Group Environmental Forum with Cr _____ appointed as the deputy.
7. Cr _____ be appointed as Council's representative on the Fremantle Ports Inner Harbour Liaison Group with Cr _____ appointed as the deputy.



Various External Committees & Organisations

Local Government Association (South Metropolitan Zone)

| | |
|-------------------|---|
| Membership: | 3 elected member delegates (currently Crs Collinson, Natale and Donovan deputy Cr Nardi) plus Chief Executive Officer |
| Meeting Day/Time: | Bi-monthly (<u>generally</u> the fourth Monday of the month) at 5.30pm. |
| Summary/Purpose: | To represent Council at the Local Government Association Zone meetings. |

Glyde-In Community Group

| | |
|-------------------|--|
| Membership: | 1 delegate & deputy (currently Cr Collinson & deputy Cr Nardi) |
| Meeting Day/Time: | 3 rd Tuesday of each month 1.30pm-3.30pm |
| Summary/Purpose: | To represent Council on the Glyde-In Community Group. |

Resource Recovery Group

| | |
|-------------------|--|
| Membership: | 1 delegate (currently Cr Collinson) |
| Meeting Day/Time: | Attendance at approx. 15 meetings per year. The Ordinary Council Meetings are held bi-monthly (normally 4 th Thursday of month) at 5.00pm. Regional Councillors are paid \$660 per month. |
| Summary/Purpose: | To be Council's representative as a Regional Councillor on the Resource Recovery Group. It primary purposes are: <ul style="list-style-type: none"> (i) to plan, coordinate and implement the removal, processing, treatment and disposal of waste for the benefit of the communities of the Participants (ii) to influence local, state and federal governments in the development of regional waste management policies and legislation. |

Development Assessment Panel

| | |
|-------------------|--|
| Membership: | 2 delegates (currently Crs Collinson & Nardi & 2 alternate (deputies) Cr Harrington and former Cr M McPhail). <i>Note any new appointees must undertake state government training for the position before being able to act in the position.</i> |
| Meeting Day/Time: | As required. |
| Summary/Purpose: | To be Council's representative as a DAP representation expiring 26 January 2024. Each Panel will determine development applications that meet set type and value thresholds as determined by the Planning and Development (Development Assessment Panels) Regulations 2011 as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. The DAP regulations state that DAP applications cannot be determined by local government or the Western Australian Planning Commission (WAPC). |

South West Corridor Development and Employment Foundation Inc (SWCDEF) & South West Group Environmental Forum

(Previously Council had provided representatives to the SWCDEF and South West Reference Group. The South West Group have now requested one member and one deputy member be nominated to sit on both of the above Groups, in a combined capacity.)

- Membership: 1 Delegate & Deputy (member or staff) (previously Cr Donovan was the member & Cr Watkins the deputy on the SWCDEF. Cr Nardi was the representative on the South West Reference Group)
Representatives from Melville, Fremantle, Cockburn, Kwinana & Rockingham
- Meeting Frequency: SWCDEF: Four times per year including AGM.
Environmental Forum: Four to six times per year
- Summary/Purpose: SWCDEF: To facilitate and promote sustainable development of the South West Metropolitan Region.
Environmental Forum: To oversee the implementation of the Regional Natural Resources Management (NRM) Strategy Development by the South West Group.

Fremantle Ports Inner Harbour Community Liaison Group

- Membership: 1 delegate & deputy (currently Cr Watkins & deputy Cr McPhail)
Representatives from various government and community agencies.
- Meeting Day/Time: Quarterly on a Tuesday at 5.00pm
- Summary/Purpose: To represent Council in relation to Fremantle Port issues.



4.1.2 Public Art Panel

| | |
|--------------------------------|------------------------------------|
| Type: | Operations – Public Infrastructure |
| Legislation: | Local Government Act 1995 |
| Delegation: | |
| Other Related Document: | Public Art Policy 4.1.3 |

Objective

To establish a Public Art Panel to guide the Town of East Fremantle Public Art Strategy in accordance with associated policies, processes and procedures.

Policy Statement Definitions

“The Panel” means the Public Art Panel referred to in this Policy.

“Financial Interest” has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

“Proximity Interest” has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

“Impartiality Interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

Policy Scope

Background

Consultation and research undertaken has shown that it is best practice for Local Government Authorities to appoint a panel or committee with responsibility for making decisions and recommendations about public art.

The Town of East Fremantle Public Art Panel should comprise Elected Members, staff and dedicated experts in the field. It is important that Panel Membership covers a range of expertise in public art to ensure a balance of skill and opinion.

The Panel would conduct itself according to the role given to it by the Council, which would outline the Panel’s responsibilities, operations and composition.

Status and Role of the Panel

The Public Art Panel will:

1. oversee and make recommendations to the Council on matters related to:
 - 1.1 the strategic direction, policy and public program matters of the Town of East Fremantle Public Art Strategy;
 - 1.2 the development of public art project briefs;
 - 1.3 the deaccession, relocation, removal and disposal of public artworks; and
 - 1.4 to assess and determine the suitability of percent for public art proposals submitted in accordance with the Town’s Percent for Public Art Policy

2. consider the recommendations of specialist selection panels;
3. assess the implementation of the public art annual action plan.

Positions on the Panel will be non-paid.

Policy

Section 1: Terms of Reference

- To provide guidance for the Town of East Fremantle Public Art Strategy.
- To act in an advisory capacity and make recommendations on specified projects in relation to the acquisition of public art; development projects with public art components; and any proposed projects that have the potential for public controversy and/or risk to the Town's reputation (noting that this does not include the selection or approval of new works where they meet the Policy);
- The Panel will provide expert advice in the development and review of the Town's public art program and on public art projects.
- The Panel's advice will help the Town achieve high-quality public art outcomes; an excellent reputation with stakeholders; effective relationships with partners and the arts sector.

Section 2: Membership

- The Town will engage the correct or suitable expertise (art, architecture, urban design and cultural expertise) to achieve high-quality art outcomes for the Town.
- It is important that Panel Members are specialists in their field and that the membership covers a range of expertise in public art to ensure a balance of skill and opinion.
- Artists, curators, architects and other design and cultural experts will help the Council achieve public art outcomes for the Town of East Fremantle that are world-class and innovative, and that surprise, delight, challenge and stimulate.
- Invitations to nominate for the Public Art Panel are to be advertised biennially. Nominees will be invited to provide a response to the criteria.
- The Council will appoint Panel Members on the recommendation of the administration following the assessment of applications.
- The Panel should have up to eight representatives (including the Chair) covering a range of expertise and ideally made up as follows:
 - Two Elected Members (including the Mayor or representative);
 - Chief Executive Officer (or representative)
 - Five other specialists such as a practising artist, public art coordinator, curator, art historian, academic, art critic or design professional (expertise in theory and/or practice of contemporary art, urban design or related practice or national and international public art perspectives should be rated highly).

The Chairperson

- The Panel Chairperson is an Elected Member of Council and appointed by Council.
- The Chief Executive Officer shall give all assistance to the Panel Chairperson in respect to administrative support for the Panel.

Section 3: Meeting Procedure and Process

- Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Panel shall meet as required. Additional meetings may be convened at the discretion of the Chief Executive Officer.

- Members will be required to provide sufficient notice of their ability or inability to attend the next scheduled meeting.
- Panel Meetings are not open to the Public.

Quorum

- A quorum for the meeting of the Committee will be at least 50% of voting members (including the Chairperson).
- The Panel meeting shall not proceed unless a quorum is present.

Chairperson

The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair.

Agendas

- The Chief Executive Officer will determine the Agenda for each meeting. All meetings shall be confined to items listed on the Agenda. Agendas will be distributed to all members at least four (4) working days in advance of meeting dates.
- Detailed documents will be distributed to Panel members at least four (4) working days in advance of the meeting dates.

Minutes

- The Panel Chairperson (in liaison with the Chief Executive Officer) shall be responsible to ensure the preparation and accuracy of the Minutes/Meeting notes.
- Items considered at the meeting will not be formally voted upon. The Minutes/Meeting notes of the Panel will record consensus agreement and any points of agreement/disagreement. They will not reflect verbatim discussion on matters discussed during debate prior to consensus agreement being reached. The Minutes/Meeting notes of the Meeting will be prepared by an officer of the Town and distributed to members within five (5) working days after the date of the meeting.
- The Panel Minutes/Meeting notes are to be presented in the form of:
 - explanatory comments on the matters before Panel and general views regarding the proposal;
 - formal recommendation to the Council, where appropriate reflecting the views of the majority of members present at the meeting;
 - The Panel Chairperson will endorse the Minutes/Meeting notes and proposed recommendations; and
 - Original copy of the endorsed Minutes/Meeting notes to be retained for record purposes.

Administrative Support

A Town employee will be assigned to provide administrative support to the Panel. This person will be responsible for the following;

- Issuing of the Agenda;
- Recording of Apologies prior to the meeting;
- Preparation of the Minutes/Meeting notes;
- Room booking; and
- Catering requirements.

Code of Conduct

- The Town's Code of Conduct shall apply to members of the Panel.
- All Panel members shall be required to declare any conflicts of interest in matters being considered.
- A copy of the Town's Code of Conduct will be provided to each member upon their appointment.
- The Town's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.

Conflict of Interest

- All members need to be aware that any conflict of interest needs to be recognised. On receipt of the Agenda, if a member has an interest in the matter, then the member is required to declare the interest.
- Any person who has a financial and proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

Financial and Insurances

The Town will arrange all insurance to cover Panel members whilst discharging their normal course of duty, including travel to and from the meeting.

Tenure of Appointment

- The Council will appoint a member to the Panel including the prescribed term and any conditions.
- The Panel Membership is normally for a period of 2 years from the period of the ratification of the Panel by the Council. (Generally the term is from November after the Ordinary local government elections.).
- Once selected by the Council, if a member fails to attend three (3) consecutive meetings of the Panel, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Panel. The Chief Executive Officer shall advise any member, in writing, when their membership of Panel is terminated.
- The Council may terminate the appointment of any member prior to the expiry of his/her term, if:
- The Chairperson and Chief Executive Officer consider that the member is not making a positive contribution to the Panel; or
- The member is found to be in breach of the Town of East Fremantle Code of Conduct or a serious contravention of the Local Government Act 1995; or
- A member's conduct, action or comments brings the Town of East Fremantle into disrepute.

Vacancies

Vacancies shall be filled by calling for nominations of external members. Members filling a vacated position will hold that position for the remainder of the vacant positions' term as approved by the Council.

Section 4: Related Policies and Plans

Interpretation and implementation of this Policy is in accordance with the Town of East Fremantle documents as outlined below.

- Town of East Fremantle Public Art Strategy
- Town of East Fremantle Local Planning Policy - Percent for Public Art
- Town of East Fremantle Public Art Annual Action Plan 2017/18 – 2020/21

- Town of East Fremantle Public Art Panel Policy

Other Related Policies or Plans

- Town of East Fremantle Strategic Community Plan 2017-2027

Section 5: Definitions

Public Art

For the purposes of this Policy, public art is defined as a work of art that is created by an artist, sited in a visually accessible public location. Public art can include (but is not limited to):

- *the artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;*
- *landscape art enhancements such as walkways, bridges or art features within a public garden;*
- *murals, tiles and mosaics covering walls, floors and walkways; and*
- *sculptures, free-standing or incorporated as an integral element of a building’s design, paintings, pictures and photographic works.*

Public art does not include:

- *business logos;*
- *advertising signage;*
- *art objects which are mass produced or off the-shelf reproductions; and*
- *landscaping or architectural features which are considered by the Town to be normally integrated into the building or development.*

Attachment

For an extended list of detailed definitions please refer to the Appendix.

| | |
|-----------------------------------|--------------------------------------|
| Responsible Directorate: | Corporate Services |
| Reviewing Officer: | Executive Manager Corporate Services |
| Decision making Authority: | Council |
| Policy Adopted: | 21/10/17 |
| Policy Amended/Reviewed: | 17/04/18, 17/9/19, 15/10/19 |
| Former Policy No: | 4.1.6 |

Appendix

A. Types of public art

The descriptors that follow indicate the diversity of approaches to public art projects.

Ephemeral Artworks: those works that are short lived, based on a specific occasion or event and are transitory in nature. Ephemeral art describes projects that may be environmental, lighting or projection where there is no physical artwork created. The term also applies to physical works in non-permanent materials such as natural found materials that degrade as part of the art process.

Functional Artworks: where the primary purpose of the element is utilitarian such as seating, lighting, bollards, rubbish bins, bike racks, shelters and paving. These can vary in form, scale or quantity, dependent on the location. Functional works can reinforce a design aesthetic or thematic concern and be playful, delightful or sophisticated.

Ground Plane Artworks: form part of the ground in a public setting and may be experienced as carved/shaped paving elements, metal relief elements, toughened glass panels and ceramic or mosaic inserts, amongst others. Ground plane works are designed to be viewed closely by pedestrians in the space, potentially slowing their movement through the area and creating the opportunity for an intimate and personal engagement between the work and the viewer. Ground Plane works are useful as a way finding tool.

Iconic Artworks: a significant, freestanding work, where the approach is largely independent of other considerations.

Integrated Artworks: works that are fully incorporated within the design of the built or natural environment.

Interactive Artworks: are works that are designed to encourage a tactile response.

Interpretive Artworks: where the primary purpose of the artwork is to tell a story, describe, educate or comment on an issue, event or situation.

Intervention Artworks: provoke an idea or thought or an element of surprise often in an unexpected location.

Landmark Artworks: could be considered a signature or icon for a city. Large in scale or ambitious in concept, such works tend to be major stand-alone commissions and not part of a capital works project.

Medium Scale/Human Scale Artworks: are artworks approximately the size of an average person. These artworks are easily interacted with and are accessible to pedestrians.

Memorial: a structure, sculpture or other object erected to commemorate a person or an event.

Nodal Artwork: an artwork that comprises of a series of component parts and a central focus element.

Site Specific Artworks: designed specifically for and responding to a particular site through scale, material, form or concept.

Permanent Artworks: refers to public art with a lifespan of at least twenty years.

Plaque: a flat tablet or sign, affixed to an object, building or pavement, of metal, stone or other appropriate material, which may include text and/or images in order to provide interpretive information. Plaques may identify an artwork, commemorate a person, place, object or an event and/or provide historical text or information relevant to its location.

Street Art: may include spray or aerosol art, stencils, sticker art, paste-ups (wheat pasting and poster art), video projection, art interventions, guerrilla art, flash-mobbing and installations.

Temporary Artwork: refers to artwork that is made to last for a specific duration for example, one week or one year. This may include one off or scheduled events such as outdoor exhibitions or installations. The dynamic nature of temporary works are an important place activation tool.

Textural Artworks: are small in scale, often items of architectural, streetscape and landscape detail, which contributes to the local character of a place.

Transition Artworks: provide an element that links one space to another such as an internal to an external public space or a hardscaped space to a landscaped space.

B. Definitions

Artist

A professional visual artist can be defined as a person who fits into at least two of the following categories:

- a person who has a tertiary qualification in the visual arts, or when the brief calls for it, other art forms such as multimedia;
- a person who has a track record of exhibiting their artwork at reputable art galleries that sells the work of professional artists;
- a person whose work is represented in major public or private collections; and

A person who earns more than 50% of their income from arts related activities, such as teaching, selling artwork or undertaking public art commissions. In some cases, this definition may be relaxed where it may be specified for a particular project.

For example, a project involving emerging artists, Indigenous artists, students or street/graffiti artists.

Artist Fees

That portion of the art project budget reserved for payment to the artist for his/her creative services for design, fabrication, and/or project management services.

Artwork or Work of Art

Any work or object designed by an Artist.

Collection Management

The administration and management of an Art Collection. This encompasses the management of collection records both electronic and hard copy, the database, catalogues, inventories and condition assessments, maintenance and conservation programs, accession of new acquisitions and overseeing the deaccession, disposal or relocation of public artwork.

Community Art

A process where the community initiates or participates in the art project.

Contemporary Art

Artwork created in the present day that engages with issues relevant to its time or uses materials and processes that are at the forefront of arts practice.

Hand-over

The transfer of ownership of an artwork from one party to another. This includes the transfer of legal title and the supplying of the Maintenance Manual and other associated contractual documents.

Maintenance Manual

Those forms completed by the artist detailing the maintenance and technical information for the completed artwork.

Public Art

Public art is a work of art that is created by an artist, sited in a visually accessible public location. Public art can include (but is not limited to):

- the artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;
- landscape art enhancements such as walkways, bridges or art features within a garden;
- murals, tiles and mosaics covering walls, floors and walkways; and
- sculptures, free-standing or incorporated as an integral element of a building's design, paintings, pictures and photographic works.

Public art does not include:

- business logos;

- advertising signage;
- art objects which are mass produced or off the-shelf reproductions; and
- landscaping or architectural features which would normally be integrated into the building or development.

Public Art Maintenance & Conservation Program

The coordinated administration of regular treatments, professional conservation and repairs to works in an Art Collection to maintain their integrity.

Public Art Consultant

A professional specialising in public art, engaged to provide expert advice or project management.

Public Art Project Manager

A professional employee or contractor responsible for the planning, execution, contract management and close-out of the public art project.

4.1.3 Public Art

| | |
|--------------------------------|---|
| Type: | Operations – Public Infrastructure |
| Legislation: | N/A |
| Delegation: | |
| Other Related Document: | Public Art Strategy, Public Art Plan, Public Art Panel Policy 4.1.2, Percent for Public Art Local Planning Policy 3.1.9 |

Objective

This Public Art Policy has been developed to clearly articulate how the Town of East Fremantle will administer the procurement and management of public art.

Other documents have been developed to support this policy and provide detailed procedures for administering aspects of the Public Art Strategy.

The vision is to develop public art that captures the spirit of East Fremantle, is responsive to East Fremantle's history, distinct neighbourhoods, Town Centre and river foreshore.

Policy Scope

This policy will affect art and public art acquisitions including paintings and donated artworks, pictures and photographic works and functional equipment for public places.

Policy

Section 1: Objectives

The objectives of the Public Art Policy provide the strategic context and direction for all public art planning.

1.1 Cultural

To enhance the cultural and aesthetic environment of East Fremantle by:

- interpreting aspects of its unique cultural heritage;
- ensuring that public artworks respond to the site;
- valuing quality over quantity; and
- acknowledging and celebrating Aboriginal culture and stories.

1.2 Sustainability

To contribute to a sustainable environment by using public art to:

- develop environments where walking and cycling is encouraged; and
- demonstrate environmentally responsible use of materials, services and lighting.

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';
- employment opportunities for local artists, craftspeople and associated businesses; and
- social, cultural and economic confidence, thereby stimulating investment and economic growth.

Section 2: Principles

The following principles should be used to guide the development of all public artwork in the Town of East Fremantle:

2.1 Place-making

Public art should be designed to enhance the experience of and activate public spaces.

2.2 Site Specific

Public art should be designed to be responsive to its specific location.

2.3 Universal Access

Public art should be designed to engage, and include our diverse community, irrespective of age, ability, social or cultural background.

2.4 Local and Unique

Public art should be designed to contribute to creating a sense of place developing identity and pride in a community.

2.5 Best Practice

Public art should be designed in accordance with professional standards, to ensure public safety and the longevity of the work in accordance with the intent of the artwork.

2.6 Collection Management

Any public artwork commissioned should be maintained, conserved and preserved in accordance with a Maintenance Plan, which should be provided to the Town by the Artist at hand-over.

2.7 Criteria

Public art in the Town of East Fremantle should satisfy all the following criteria:

- be located where it can be clearly seen from the public realm;
- be an original artwork;
- be of high quality;
- be durable, sustainable and easy to maintain;
- contribute to an attractive and stimulating environment;
- not detract from the amenity or safety of the surrounding area;
- where considered appropriate, be lit at night;
- be responsive to the site and reflect the local area's natural, physical, cultural and/or social history, considering surrounding buildings and activities;
- consider the existing public art in the vicinity to avoid repetition and to ensure the artwork is unique;
- the project may be curated and coordinated by a specialist public art consultant;

- be resistant as possible to vandalism; and
- have a minimum lifespan of twenty years unless otherwise stated in the Artist's brief.

Section 3: Resources

The Town of East Fremantle will ensure the successful progression of public art and allocating appropriate funds in accordance with the Town's budget.

The Town of East Fremantle will allocate an annual budget to enable the delivery of a quality public art program. If these funds are not spent within the financial year, the budget allocation will be included in the Arts & Sculpture Reserve.

The Town of East Fremantle will also make budget provisions to care for works in the Council's Public Art Collection.

3.1 Percent for Public Art – Town of East Fremantle Works

The Town of East Fremantle will allocate a minimum of one percent (1%) of any capital building works project budget to integrating public art into each Council project. This applies to, but is not limited to, all Capital Works Building Projects (excluding public works infrastructure) and all Urban Design Projects with a minimum budget of \$1 million with a maximum cap of \$100,000

Maintenance projects, land acquisitions and general capital expenditure are exempted.

Private developers are required to adhere to the Town of East Fremantle's Local Planning Policy - Percent for Art.

3.2 Arts & Sculpture Reserve

The Arts & Sculpture Reserve is the means for collecting and administering monies for the Public Art Strategy. The purpose of the Reserve is to fund the Public Art Strategy and to accumulate a fund to support major public art projects.

Council will consider a contribution to the Arts & Sculpture Reserve each year. Of this, an amount is made available for the implementation of the Public Art Strategy as outlined in the Public Art Annual Action Plan. Reserve funds are also acquired through developer contributions via the Local Planning Policy - Percent for Art. .

3.3 Project Planning

The Town of East Fremantle will endeavour to take a design exemplar approach to all public art projects by taking time to design well in the initial planning stage and by involving artists at the earliest stage of the design of public spaces and new developments.

3.4 Public Art Panel

A Public Art Panel will be appointed to provide guidance for the Council's Public Art Strategy. The Public Art Panel has responsibility for overseeing and making recommendations to the Council on matters related to the Public Art Strategy.

See Public Art Panel Policy 4.1.2

3.5 Acquisitions

The Council may consider employing a public art curator to prepare a report on proposed new acquisitions. The report will include an assessment against the criteria and principals outlined in this policy as well information on installing the work and best practice. This report will be provided to the Public Art Panel to ensure informed decisions are made.

3.6 Management of the Collection

The Town will:

- Review the collection, update the database and submit a condition and insurance report (as required) and make recommendations regarding the general maintenance and conservation of the collection and an appropriate maintenance budget allocation for the collection;
- The collection shall be well maintained and the annual budget allocation should reflect the conservation requirements of the current collection based on recommendations sought from suitably qualified professionals;
- The public art collection database shall detail all works, including the name of artists, work title, date of production, media, technical details, size, preferred viewing specifications, inscriptions, comments or background by the artist and others etc;
- A comprehensive photographic archive shall be maintained; and
- The collection shall be valued at least every five years, or as recommended by professional advice and the valuation is to be recorded in the collection database.

3.7 Planning

The Town of East Fremantle will prepare a Four Year Public Art Action Plan as a framework to guide the implementation of the Public Art Strategy.

The Four Year Public Art Action Plan will provide a strategic platform for the ongoing development of the Public Art Strategy with clear direction and enough flexibility to evolve and change as necessary.

3.8 Promote

The Town of East Fremantle will provide media announcements, signage, publications, online and other methods to promote its Public Art Collection.

Section 4: Related Policies and Plans

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| Decision making Authority: | Council |
| Policy Adopted: | 21/10/17 |
| Policy Amended/Reviewed: | 17/9/19 |
| Former Policy No: | 4.2.6 |

Appendix

A. Types of public art

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Site Specific Artworks: designed specifically for and responding to a particular site through scale, material, form or concept.

Permanent Artworks: refers to public art with a lifespan of at least twenty years.

Plaque: a flat tablet or sign, affixed to an object, building or pavement, of metal, stone or other appropriate material, which may include text and/or images in order to provide interpretive information. Plaques may identify an artwork, commemorate a person, place, object or an event and/or provide historical text or information relevant to its location.

Street Art: may include spray or aerosol art, stencils, sticker art, paste-ups (wheat pasting and poster art), video projection, art interventions, guerrilla art, flash-mobbing and installations.

Temporary Artwork: refers to artwork that is made to last for a specific duration for example, one week or one year. This may include one off or scheduled events such as outdoor exhibitions or installations. The dynamic nature of temporary works are an important place activation tool.

Textural Artworks: are small in scale, often items of architectural, streetscape and landscape detail, which contributes to the local character of a place.

Transition Artworks: provide an element that links one space to another such as an internal to an external public space or a hardscaped space to a landscaped space.

B. Definitions

Artist

A professional visual artist can be defined as a person who fits into at least two of the following categories:

- a person who has a tertiary qualification in the visual arts, or when the brief calls for it, other art forms such as multimedia;
- a person who has a track record of exhibiting their artwork at reputable art galleries that sells the work of professional artists;
- a person whose work is represented in major public or private collections; and

A person who earns more than 50% of their income from arts related activities, such as teaching, selling artwork or undertaking public art commissions. In some cases, this definition may be relaxed where it may be specified for a particular project.

For example, a project involving emerging artists, Indigenous artists, students or street/graffiti artists.

Artist Fees

That portion of the art project budget reserved for payment to the artist for his/her creative services for design, fabrication, and/or project management services.

Artwork or Work of Art

Any work or object designed by an Artist.

Collection Management

The administration and management of an Art Collection. This encompasses the management of collection records both electronic and hard copy, the database, catalogues, inventories and condition assessments, maintenance and conservation programs, accession of new acquisitions and overseeing the deaccession, disposal or relocation of public artwork.

Community Art

A process where the community initiates or participates in the art project.

Contemporary Art

Artwork created in the present day that engages with issues relevant to its time or uses materials and processes that are at the forefront of arts practice.

Hand-over

The transfer of ownership of an artwork from one party to another. This includes the transfer of legal title and the supplying of the Maintenance Manual and other associated contractual documents.

Maintenance Manual

Those forms completed by the artist detailing the maintenance and technical information for the completed artwork.

Public Art

Public art is a work of art that is created by an artist, sited in a visually accessible public location. Public art can include (but is not limited to):

- the artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;
- landscape art enhancements such as walkways, bridges or art features within a garden;
- murals, tiles and mosaics covering walls, floors and walkways; and
- sculptures, free-standing or incorporated as an integral element of a building's design, paintings, pictures and photographic works.

Public art does not include:

- business logos;

- advertising signage;
- art objects which are mass produced or off the-shelf reproductions; and
- landscaping or architectural features which would normally be integrated into the building or development.

Public Art Maintenance & Conservation Program

The coordinated administration of regular treatments, professional conservation and repairs to works in an Art Collection to maintain their integrity.

Public Art Consultant

A professional specialising in public art, engaged to provide expert advice or project management.

Public Art Project Manager

A professional employee or contractor responsible for the planning, execution, contract management and close-out of the public art project.

2.1.11 Community Grants & Sponsorship

| | |
|--------------------------------|--|
| Type: | Corporate Services – Financial Management |
| Legislation: | |
| Delegation: | |
| Other Related Document: | Community Assistance Grants & Sponsorship Funding Guidelines Community Grants & Sponsorship Process |

Objective

To provide financial assistance to community groups and individuals that will build capacity within the community, stimulate volunteering and youth development, and deliver sustainable, accessible and demonstrated social, environmental and economic benefits.

Policy Scope

Funding for individuals and incorporated not-for-profit organisations/associations that are resident-based or those providing services within the East Fremantle community.

Policy

The Community Grants Assistance Program aims to provide assistance to individuals and incorporated associations that can deliver meaningful benefits and outcomes in the following target areas:

- Community Development
- Sport and Recreation
- Economic Development
- Environment and Heritage
- Culture and the Arts
- Emergency Services

Grant Categories

“Community Assistance Grants” refers to funding towards infrastructure and equipment. Examples of this type of funding are uniforms or equipment.

“Sponsorships” refers to funding towards events, projects (annual or one off), Community Bus use and Photocopying/Printing.

Funding of up to \$5,000 will be considered for Community Assistance Grants.

Funding of up to \$3,000 will be considered for Sponsorship Funding.

Council contributions will generally be limited to:

| | |
|-------------------|---|
| \$0 - \$1,000 | 100% funded |
| \$1,001 - \$3,000 | 50% matching contribution (dollar for dollar up to \$3,000) |
| \$3,001 - \$5,000 | 1/3 matching contribution |

The value of in-kind work undertaken by volunteers may not exceed one third of the completed value of the project. The voluntary work should be described and valued at a rate of \$20 per hour (generally \$15 per hour for unskilled works and \$20 per hour for skilled labour).

Minor grants are to be considered by the Mayor. Formal acquittal processes are not mandatory but may be requested if considered appropriate.

Funding Application Assessment Criteria

Consideration will be given to priority areas, not limited to, emergency services, education, youth, sports, recreation, heritage and culture within the Town of East Fremantle.

Only one application for assistance towards one project will be assessed for the provision of minor sporting, recreation, cultural or other project.

The applicant organisation must operate from the Town of East Fremantle and beneficiaries must be residents of the Town of East Fremantle. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Town of East Fremantle must be included in the application.

Only groups who can demonstrate that they are a not-for-profit community organisation will be considered eligible for funding.

Community Grants Committee

The Community Grants Advisory Group will consist of the following membership;

- Mayor (or his/her representative) & two Councillors
- 2 x staff members
- 2 x Community members.

Retrospective Funding

No application for retrospective projects will be considered as part of this grant/funding scheme.

Projects may not materially commence before the announcement of successful applicants.

Ineligibility

State and Federal Government agencies, incorporated associations whose members derive individual benefit or financial return from their activities, individuals outside of Travel Subsidy and Youth Encouragement grants.

Perception of Bias

In accordance with best practice public sector transparency and accountability principles, all committee members and staff who are, or have in the last three years, been a board member, committee member, executive member or life member of an association applying for funds, shall disqualify themselves from all aspects of the consideration process from receipt of application through to consideration at the Community Grants Committee.

| | |
|-----------------------------------|--------------------|
| Responsible Directorate: | Corporate Services |
| Reviewing Officer: | CEO |
| Decision making Authority: | Council |
| Policy Adopted: | 21/06/16 |
| Policy Amended/Reviewed: | 17/9/19, 19/11/19 |
| Former Policy No: | 1.2.2 |



Elected Member Prospectus

Becoming a Zone Delegate or State Councillor

2021



About WALGA

WALGA is an independent, member-based, not for profit organisation representing and supporting the WA Local Government sector.

Our purpose is to leverage the collective strength and influence of the Local Government sector for the benefit of WA Local Governments and their communities.

What Does WALGA Do

WALGA provides value to Member Local Governments by advocating and facilitating sector solutions and policy, and by delivering member-centric, quality services.

How Does WALGA Work

WALGA employs approximately 100 staff across the areas of:

- Policy portfolios including asset management, community, emergency management, environment, infrastructure, planning, roads and waste;
- Services and advice including governance, industrial relations, procurement, recruitment, supplier panels, tender management, and training for officers and Elected Members; and,
- Operational functions including events, finance, human resources, information technology, marketing and media management.

How is WALGA Funded

A number of components contribute to the WALGA operational budget. As with most member-based organisations, WALGA has an annual Membership fee paid by all Member Councils. To ensure fairness, the annual Membership fee is indexed to the size and capacity of each Local Government. It contributes less than 10 per cent of WALGA total turnover.

WALGA secures additional funding through: charges to State and Federal departments and agencies for the administration of grants; fee-for-services selected for use by Member Local Governments; and returns from supplier contracts as part of group buying arrangements that guarantee lowest market rates for Members.



Role of Zones

State Councillors are elected to State Council from one of 17 Zones, which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The relationship between State Council and Zones within the Western Australian Local Government Association is a critical one in the political representation of Local Government at the State and Federal levels.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State Council decision making table, they are a key player in developing policy and legislative initiatives for Local Government.

WALGA's Constitution outlines that the functions of Zones are to:

- Elect one or more State Councillors;
- Consider the State Council agenda;
- Provide direction and feedback to their State Councillor; and,
- Any other function deemed appropriate by the Zone.

Additional activities undertaken by Zones include:

- Developing and advocating on positions on regional issues affecting Local Government;
- Progressing regional Local Government initiatives;
- Identifying relevant issues for action by WALGA;
- Networking and information sharing; and,
- Contributing to policy development through policy forums and other channels.

Zones provide input into State Council's advocacy agenda in two critical ways: by passing resolutions on items contained in the State Council agenda, and by generating new agenda items for consideration by State Council.

Zone Motions

To generate new agenda items for consideration by State Council, a Zone may pass a resolution requesting that WALGA take action. For example, a Zone motion may request WALGA to investigate an issue, undertake advocacy, or develop policy.



It is best practice that Zone motions are submitted with the backing of a resolution of Council; however, as Zones are self-governing and autonomous, individual Zone delegates may submit motions for the Zone to consider.

It is recommended that the Zone be advised whether a motion to be considered has been endorsed by Council, or has been submitted by an individual Zone delegate.

Role of Zone Delegates

Zone delegates are elected or appointed to represent their Council on the Zone and make decisions on their Council's behalf at the regional level.

In fulfilling their role as Council's delegate, the Zone delegate should give regard to their Council's positions on policy issues.

There is also an expectation that Zone delegates will report back to their Council about decisions made by the Zone.

Role of State Council

WALGA is governed by a President and a 24 member State Council, elected from the Local Government sector.

Each State Councillor represents a WALGA Zone. There are 12 metropolitan zones and 12 regional zones. All 139 WA Local Governments are invited to be Members of WALGA and a zone.

Elected Members are able to nominate to represent their Local Government on their zone and in turn, through the zone election process, to represent the zone on State Council.

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

- i. Strategy formulation and policy making;
- ii. Development, evaluation and succession of the Chief Executive Officer;
- iii. Monitoring financial management and performance, including the annual budget;
- iv. Monitoring and controlling compliance and organisational performance;
- v. Ensuring effective identification, assessment and management of risk;
- vi. Promoting ethical and responsible decision making;



-
- vii. Ensuring effective communication and liaison with members and stakeholders; and;
 - viii. Ensuring an effective governance framework and culture.

Role of State Councillor

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- Policy positions and issues;
- The strategic direction of WALGA;
- Financial operations and solvency; and,
- All matters as prescribed by law.

State Councillors, as directors of a board, are required to act consistently in the “best interests of the organisation as a whole”. This effectively means that the duties of a State Councillor are owed to all Member Local Governments.

State Councillors are also expected to be ‘champions’ for WALGA and for the Local Government sector.

Commitment of the Role of State Councillor

State Councillors are expected to attend State Council meetings, of which there are six per year. As State Councillors are elected to State Council by their Zone, State Councillors would also be expected to attend and play a prominent role in Zone meetings, including reporting back to their Zone about WALGA’s activities and advocacy.

State Councillors are also expected to attend WALGA events and functions and play an active role in representing the Local Government sector, and contributing to policy debates and other forums.

State Council operates a number of internal and external committees and policy forums. There is an expectation that State Councillors play a leading role in serving on State Council’s committees on behalf of WALGA and the Local Government sector.

State Councillors are paid a sitting fee of \$3,580 per annum (rate applicable for the 2021-22 financial year) and expenses incurred to attend State Council meetings are reimbursable.



Opportunities for State Councillors

State Councillors, as board members of WALGA, are key leaders in the Local Government sector in Western Australia. Not only do State Councillors represent their community on their Council, they also have the opportunity to represent their region (Zone) and the Local Government sector at the state level.

All State Councillors will be appointed to a Policy Team or the Finance and Services Committee. Policy Teams provide State Councillors with hands-on exposure to development of policy positions and submissions to Government on behalf of the Local Government sector in WA. The Chair of the relevant Policy Team will also have the opportunity to attend meetings with Government Ministers to advocate on behalf of Local Government.

Become Involved

We hope that involvement in your Association – by representing your Council on the Zone, or representing your Zone on State Council – will be an enriching and rewarding experience.

Consider nominating for a position on the Zone or State Council and you play a role in shaping policy and advocacy on behalf of Local Government in Western Australia!

Contacts

For more information contact:

Chantelle O'Brien, Governance Support Officer – (Zones)
(08) 9213 2013 cobrien@walga.asn.au

Kathy Robertson, Executive Officer Governance – (State Council)
(08) 9213 2036 krobertson@walga.asn.au

Tim Lane, Manager Strategy and Association Governance
(08) 9213 2029 tlane@walga.asn.au

Tony Brown, Executive Manager, Governance and Organisational Services
(08) 9213 2051 tbrown@walga.asn.au



Recycle. Innovate. Educate.

Our Ref: FD/Corporate/Council Liaison/Council Delegates

October 2021

1. ABOUT THE REGIONAL COUNCIL

DELIVERING SUSTAINABLE WASTE MANAGEMENT SOLUTIONS

The Southern Metropolitan Regional Council (SMRC) recently trading as the Resource Recovery Group is one of five regional councils in the Perth metropolitan area and is a local government entity. It was established in 1991 as a Regional Local Government to develop innovative and sustainable waste management solutions for the benefit of communities and the environment.

The regional council owns and operates a state-of-the-art \$100 million facility in Canning Vale, which receives, recycles, and processes waste from some of its member local councils and the community.

Our Participant local governments are:

Town of East Fremantle
City of Fremantle
City of Melville

The Participants have jointly agreed to establish the regional local government under an Establishment Agreement.

The Resource Recovery Group is committed to assisting the State Government to work towards its targets of diversion of waste from landfill. We employ over 50 staff and provide work for 100 local small businesses and contractors each month.

Resource Recovery Group Canning Vale (formerly known as the RRRC).



P (08) 9329 2700 E admin@resourcerecoverygroup.com.au
9 Aldous Place, Booragoon WA 6154 • PO Box 1501, Booragoon WA 6954

resourcerecoverygroup.com.au

Southern Metropolitan Regional Council (SMRC) trading as Resource Recovery Group

1.1 Rebranding of Southern Metropolitan Regional Council



The Regional Council and its Participants have resolved to change its name to **Resource Recovery Group** and is in the process of amending its Establishment Agreement with the Minister's approval.

The change in name and logo demonstrates our ongoing vision to maximise material recovery and minimise climate impact by providing best practice resource recovery solutions with high recovery rates and ethical supply chains.

1.2 Regional Purpose

The regional purposes for which the regional council is established are:

- (a) to plan, coordinate and implement the removal, processing, treatment and disposal of waste for the benefit of the communities of the Participants;
- (b) to influence local, State and Federal Governments in the development of regional waste management policies and legislation;

Further information is available on our website <https://www.resourcerecoverygroup.com.au/>

2. COUNCIL ELECTED MEMBER

2.1 Appointment of Members

A Participant is to appoint one elected member of the council of the Participant to be a member of the Council of the Regional Local Government. (Under the current agreement no deputies or proxies can be appointed)

Footnote: Section 3.62(b) of the Act provides that a regional local government is to have, as its governing body, a council established under the Establishment Agreement and consisting of members of the councils of the participants.

2.2 Tenure of Members of the Council

A member of the Council shall hold office until the member ceases to be a member of the Council of the Participant or until the member is removed by the Participant.

2.3 Role of Members of Council

A member of the Council:

- 2.3.1.1 represents the interests of the ratepayers and residents of the Region;
- 2.3.1.2 facilitates communication between the community of the Region and the Council;
- 2.3.1.3 participates in the Regional Local Government's decision-making processes at meetings of the Council and its committees; and
- 2.3.1.4 performs such other functions as are given to the member by the Act or any other written law.

Footnote: The region consist of all the present local government areas that make up the regional local government and the appointed council member represents the region and must vote on decisions effecting the region and the regional local government.

2.4 Representation of Executive Officers of the Participant

Participants appoint two senior employees of the participant to be a member of the Regional Executive Group (non-voting representative).

3. MEETINGS

There may be approximately **15 meetings per year** as well as other industry external working groups and committees. The membership role demands a high level of commitment and time.

As a guide, SMRC has the following formal meeting structure:

- Ordinary Council meetings held per quarter (Feb, May, Aug and Nov)
 - The last Thursday of the month
- Special Council Meetings (as required)
- Audit & Risk Committee (min 2 per year – Feb and Nov)
 - The third Monday of the month
- Stakeholder Relations Committee (min 2 per year – Feb and Nov)
- RRRC Project Committee (as required)
- CEO Performance Committee (min 1 per year - Aug)
- Information Briefing Sessions (as required)

4. REGIONAL COUNCILLOR ANNUAL FEES AND ALLOWANCES 2021/22

Fees set out in the Local Government Act and Regulations and the Salaries and Allowances Tribunal determination for Regional Local Governments.

The current adopted fees for regional councillors are \$660 per month.(\$7,920 pa)
The appointed Chair is paid an additional allowance.

Fees are paid in arrears at the end of each month directly into councillors' bank accounts.



A Co-operative venture of the municipalities of:
Cockburn, East Fremantle, Fremantle, Kwinana, Melville & Rockingham

Thursday, 30 September 2021

Enquiries: Joanna Ong – 9364 0637

Our Reference: SWG Nominations 2020

Mr Gary Tuffin
Chief Executive Officer
Town of East Fremantle
PO Box 1097
FREMANTLE WA 6959



Dear Gary

**SOUTH WEST GROUP ENVIRONMENTAL FORUM AND AFFILIATED ASSOCIATION SWCDEF –
COMBINED COUNCILLOR NOMINATIONS FROM 18 OCTOBER 2021**

The South West Group (SWG) recently completed a governance review of its affiliate association the South West Corridor Development and Employment Foundation Inc. (SWCDEF) and at the September 2021 SWG Board meeting, the following review recommendation was approved:

Following October 2021 Local Government Elections, South West Group member Councils combine calls for Councillor Nominations for the South West Corridor Development and Employment Foundation Incorporated (SWCDEF) and the Environmental Forum so that each Council nominates a representative and a Deputy for SWCDEF and the Environmental Forum in a combined capacity.

Therefore, following the October 2021 Local Government elections, we request that you call for Town of East Fremantle Councillor nominations for:

South West Corridor Development and Employment Foundation Inc (SWCDEF) and South West Group Environmental Forum (in a combined capacity)

We request that you call for one nominee Councillor and one deputy nominee Councillor.

The *2021 Role Statements* for SWCDEF and the South West Group Environmental Forum are attached for your guidance. Also attached is a record of Councillor nominees and deputies for the 2019 – 2021 term. Please submit nominations by post or email to Joanna Ong, (joanna.ong@melville.wa.gov.au) at the earliest convenience.

Yours sincerely

Tom Griffiths
Director South West Group

Encs: 2019-2021 Councillor nominees and deputies
2021 Role Statements

**COUNCILLOR NOMINEES AND DEPUTIES
2019 – 2021 TERM**

SOUTH WEST CORRIDOR DEVELOPMENT AND EMPLOYMENT FOUNDATION INC

| LOCAL GOVERNMENT AUTHORITY | COUNCILLOR NOMINEES 2019-2021 TERM |
|-------------------------------|--|
| Cockburn | Cr Tom Widenbar |
| East Fremantle | Cr Kerry Donovan Cr Tony Watkins (Deputy) |
| Fremantle | Cr Doug Thompson |
| Kwinana | Cr Dennis Wood Cr Sherilyn Wood (Deputy) |
| Melville | Cr Steve Kepert Cr Duncan Macphail (Deputy) |
| Rockingham | Cr Leigh Liley Cr Sally Davis |

SOUTH WEST GROUP ENVIRONMENTAL FORUM

| LOCAL GOVERNMENT AUTHORITY | COUNCILLOR NOMINEES 2019-2021 TERM |
|-------------------------------|---|
| Cockburn | Cr Phoebe Corke Cr Lee-Anne Smith (Deputy) |
| East Fremantle | Cr Dean Nardi |
| Fremantle | Cr Adin Lang Cr Su Groome |
| Kwinana | Cr Sandra Lee Cr Matthew Rowse (Deputy) |
| Melville | Cr Karen Wheatland Cr Clive Robartson (Deputy) |
| Rockingham | Cr Rae Cottam |

ROLE STATEMENT 2021 - ENVIRONMENTAL FORUM

| | |
|-------------------------------|--|
| Membership | <ul style="list-style-type: none"> • Councillor delegate and deputy nominated by each member Local Government for a two-year period coinciding with Local Government elections. • Nominated environmental officers of each of the six South West Group member Local Governments • Stakeholder representation by invitation or by expression of interest from industry, government, education or research institutions, community groups and/or peak bodies as determined by the group. |
| Chair | <ul style="list-style-type: none"> • Based on nominations and votes from Councillors |
| Voting | <ul style="list-style-type: none"> • Recommendations to South West Group Board based on officer recommendations and votes from Councillors |
| Proxies | <ul style="list-style-type: none"> • Members may nominate deputies meeting by meeting where they are unable to attend that meeting |
| Meeting Frequency | <ul style="list-style-type: none"> • Four to six times per year generally preceding the South West Group CEOs Forum Meeting • Executive support provided to the Committee by the South West Group Natural Resource Management Facilitator |
| Quorum | <ul style="list-style-type: none"> • Half of the group membership |
| Reporting | <ul style="list-style-type: none"> • Reporting to the South West Group CEOs Forum and the Board |
| Role | <ul style="list-style-type: none"> • To oversee the implementation of the Regional Natural Resources Management (NRM) Strategy development by the South West Group. • To provide advice and feedback on the identification and implementation of priority projects and activities progressed through the Regional NRM Strategy. • To actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region. • To identify opportunities to improve collaboration on NRM activities between South West Group member Councils and stakeholder organisations. |
| Confidentiality | <ul style="list-style-type: none"> • Issues discussed and material presented to be treated as confidential unless material has already been released in the public arena or discussion authorised by the Chairperson South West Group Board. |
| Additional information | <ul style="list-style-type: none"> • n/a |

SOUTH WEST CORRIDOR DEVELOPMENT FOUNDATION INC. (SWCDEF INC.)

Note. Please note that SWCDEF is an independent incorporated association. A copy of the SWCDEF Constitution can be provided upon request.

| | |
|-------------------------------|---|
| Membership | <ul style="list-style-type: none"> • Staff and/or elected representative from each of the six region Local Governments in the south West Metropolitan Region • Representatives from State or Federal Agencies* • Representatives from organisations* • Individuals* <p>*as approved by the Management Committee</p> |
| Chair | <ul style="list-style-type: none"> • Based on nominations and votes from committee members |
| Proxies | <ul style="list-style-type: none"> • Members may appoint proxies under the Constitution |
| Meeting Frequency | <ul style="list-style-type: none"> • Four times per year including Annual General meeting |
| Quorum | <ul style="list-style-type: none"> • Greater than 50% of Management Committee members |
| Reporting | <ul style="list-style-type: none"> • President's Annual Report and audited Financial Report presented to the Annual General Meeting • Annual Information Statement to Department of Mines, Industry Regulation and Safety |
| Role | <ul style="list-style-type: none"> • To facilitate and promote sustainable development of the South West Metropolitan Region |
| Confidentiality | <ul style="list-style-type: none"> • Issues discussed and material presented to be treated as confidential unless material has already been released in the public arena or discussion authorised by the Chairperson. |
| Additional information | <ul style="list-style-type: none"> • Affiliated body to the South West Group |

14.3.2 2021 Corporate Business Plan Reporting

| | |
|----------------------------|---|
| File ref | A/COM1 |
| Prepared by | Gary Tuffin, Chief Executive Officer |
| Meeting Date | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | 1. 2021 Corporate Business Plan Reporting table |

Purpose

For Council to receive the Corporate Business Plan Progress Report.

Executive Summary

The Corporate Business Plan 2021-2025 contains a range of strategic and planning priorities which the Town proposes to deliver over the four-year period which and is aligned to the strategic direction and priorities set within the 10-year Strategic Community Plan 2021. It is intended that future reports will be provided on a quarterly basis.

It is therefore recommended that Council RECEIVES the:

Corporate Business Plan Progress Report for the period ending 1 July 2021 to 30 September 2021 which is shown as Attachment 1 to this Report

Background

Section 5.56 of the *Local Government Act 1995 (the Act)* "Planning for the Future" requires a local government to plan for the future of the district and to make plans in accordance with the regulations. Regulations came into effect 1 July 2013 requiring all local governments to have developed and adopted a Strategic Community Plan (SCP) and a Corporate Business Plan, supported and informed by resourcing and delivery strategies.

These plans will drive the development of each local government's annual budget and through a process of continuous improvement, local governments should be better able to plan for and meet the needs of their communities.

The reporting element is the process by which local government informs the community and statutory bodies on its progress in delivering services, projects and other operations to meet the community's short term, medium term and long-term aspirations.

Section 5.53 of the Act requires the annual report to contain an overview of the plan for the future of the district, including major initiatives that are proposed to commence or to continue in the next financial year.

The current Corporate Business Plan was adopted by Council at its meeting held on the 15 June 2021.

Statutory Environment

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of its district in accordance with any regulations made.

Regulation 19DA of the *Local Government (Administration) Regulations 1996* sets out the requirements for preparing, adopting, reviewing and modifying the Corporate Business Plan.

Policy Implications

Nil.

Financial Implications

Attachment 1 provides comparison between Budget and Actual year to date. Please note the list is not intended to be an exhaustive list, rather just to track those services or projects of interest.

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) |
|--|--|---------------------------------|--|---|---|
| No identified risk – information item only | Rare (1) | Minor (2) | Low (1-4) | REPUTATIONAL Unsubstantiated, low impact, low profile or 'no news' item | 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 |

Strategic Implications

Strategic Priority 5: Leadership and Governance

Objective 5.1 - Strengthen organizational accountability and transparency

Site Inspection

Not applicable.

Comment

The Corporate Business Plan Progress Report provides information on progress against the milestones for the 2021-22 projects and programs within the Corporate Business Plan. A commentary is provided against each action, and project status is reported via colour coding which indicates if the project has been completed (green), is on track (orange) or at risk, and/or not yet commenced (red). Information is also provided on the budget status for each item.

The Corporate Business Plan Progress Report will provide a mechanism for tracking progress against milestones for major projects and programs.

No items have currently been identified at risk during this first quarter report.

14.3.2 OFFICER RECOMMENDATION

That Council receives and notes the 2021 Quarterly Corporate Business Plan report for the period ending 1 July 2021 to 30 September 2021.

Social: A socially connected, inclusive and safe community

Objective 1.1: Facilitate appropriate local services for the health and wellbeing of the community

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measure - based on Community Scorecard Survey results 2021 (Town score/Industry Standard score) | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-------------------|------------|------------|--|--|---|-----------|-----------|-----------|--------------------|-----------------|-------|----|----------------------|-----------------------------|-----|----|-----------------------------------|---------------------------|-----|----|---|-----------------|---|---|---|----------------------------|---|----|---|
| 1.1.1: Facilitate or partner to ensure a range of quality services are provided at a local level | 1.1.1.1 Implement the Public Health Plan (PHP) | 2021/22 | ! | \$ 113,994 | \$ 30,038 | Operating costs for Environmental Health Program Inspection undertaken for the quarter - River samplings 10 - Public Building inspections 2 - Food premises inspections 16 - Foodsafe Audits 0 - Microbiocidal food samples 2 | <table border="1"> <tr> <th></th> <th>(2019/20)</th> <th>(2020/21)</th> <th>(2021/22)</th> </tr> <tr> <td>River samplings</td> <td>12</td> <td>35</td> <td>?</td> </tr> <tr> <td>Public Building inspections</td> <td>23</td> <td>20</td> <td>?</td> </tr> <tr> <td>Food premises inspections</td> <td>96*</td> <td>76</td> <td>?</td> </tr> <tr> <td>Foodsafe Audits</td> <td>8</td> <td>7</td> <td>?</td> </tr> <tr> <td>Microbiocidal food samples</td> <td>0</td> <td>10</td> <td>?</td> </tr> </table> | | (2019/20) | (2020/21) | (2021/22) | River samplings | 12 | 35 | ? | Public Building inspections | 23 | 20 | ? | Food premises inspections | 96* | 76 | ? | Foodsafe Audits | 8 | 7 | ? | Microbiocidal food samples | 0 | 10 | ? |
| | | (2019/20) | (2020/21) | (2021/22) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | River samplings | 12 | 35 | ? | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Public Building inspections | 23 | 20 | ? | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Food premises inspections | 96* | 76 | ? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Foodsafe Audits | 8 | 7 | ? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Microbiocidal food samples | 0 | 10 | ? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Swimming Pool inspection program | | | ! | \$ 25,000 | \$ 73 | Number of Swimming Pool inspections undertaken for the quarter 42 | Number of Swimming pool inspected 42 2021/22 Generally the community is satisfied with the Health Services provided it rated above the Industry Standard at 61/56 | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1.1.2 Continue support/provision for the ongoing shared public library services | 2021/22 | ! | \$ 150,000 | \$ - | Council entered into a new 5 year Service (Funding) Agreement with the City of Fremantle for the provision of Public Library Services. (August OCM 2020) | <p>Library services continues rate low as the Town does not have a Library 48/71</p> <table border="1"> <tr> <th></th> <th>(2019/20)</th> <th>(2020/21)</th> <th>(2021/22)</th> </tr> <tr> <td>Library membership</td> <td>2,862</td> <td>3,028</td> <td>?</td> </tr> <tr> <td>total active members</td> <td>620</td> <td>756</td> <td>?</td> </tr> <tr> <td>Toy Library membership (Families)</td> <td>19</td> <td>23</td> <td>?</td> </tr> </table> <p>_____ home deliveries to housebound people in the East Fremantle area.</p> | | (2019/20) | (2020/21) | (2021/22) | Library membership | 2,862 | 3,028 | ? | total active members | 620 | 756 | ? | Toy Library membership (Families) | 19 | 23 | ? | | | | | | | | | |
| | (2019/20) | (2020/21) | (2021/22) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Library membership | 2,862 | 3,028 | ? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| total active members | 620 | 756 | ? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Toy Library membership (Families) | 19 | 23 | ? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1.1.3 Implementation of the Business Plan assessing the continued provision of home and community care services (Commonwealth Home Support Program - CHSP), and in particular transport and day care activities | 2021/22 | ! | \$ 637,606 | \$ 134,885 | 5266 hours delivered as at 30 September compared to 25914 contracted annual hours | Meet required service hours in accordance with funding agreement | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1.1.4 Continue service partnership with the Glyde In Community Learning Centre | 2021/22 | ! | \$ 87,000 | \$ 43,500 | 3yr funding agreement (2020-2023) The Glyde-In continues to provide a quality service through provision of an extensive range of adult learning courses | Access to Education and training generally rated below the Industry Average - possibly due to the limited education facilities in the Town Glyde-In provide financial statements & annual report on centre activities | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1.2: Strengthen the sense of place and identity through inclusive community interaction and participation | 1.1.2.1 Prepare and implement the Community Development Strategy | 2021/22 | ✘ | \$ 15,000 | \$ - | Draft RFQ has been developed for external consultants to be engaged to assist with strategy Early 2022 | Industry High for Place to live 90/90 Reasonable level of awareness of community services 77% General theme for more youth services & improved access for disabled | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1.1.2.2 Implement activities as per the Disability Access and Inclusion Plan | 2021/22 | ! | \$ - | \$ - | Identified activities and improvements to be undertaken across the organisation | Generally survey participants with a disability scored the Town lower across most performance measures. However, the overall score for DAI was above the industry standard 53/50 | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1.1.2.3 Develop a Reconciliation Action Plan and implement priority actions | 2021/22 | ! | \$ 20,000 | \$ 395 | All current staff and Elected members have received Cultural Awareness training Draft Reconciliation Action Plan (Reflect) forwarded to the Reconciliation Australia on March 2021. Yet to receive formal endorsement Acknowledge of Country has been inserted into the front of the SCP Included written acknowledgement of country in on-line correspondence – particularly email signatures. The Town funded a reconciliation banner for display at the Victoria Quay during NRW Applied to WALGA for a funded Aboriginal Traineeship Next Committee meeting set for 25/11/21 | Interestingly this measure rated below the Industry Standard (54/63), perhaps suggesting there is a dissatisfaction with level activity in this area, and a low level of understanding of the Town recent activities. 64% of respondents were familiar with this service area | | | | | | | | | | | | | | | | | | | | | | | | |

Objective 1.2: Inviting open spaces, meeting places and recreational facilities

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measures |
|---|--|-------------------|--------|------------|-----------|---|---|
| 1.2.1: Provision of adequate facilities to support healthy and active lifestyles | 1.2.1.1 Implement the Preston Point Road North Recreation Facility Master Plan (PPMP) | On-going | ! | \$ 121,594 | \$ - | Henry Jeffrey Oval resurfaced & reticulation upgrade commenced late September 2021 to be completed by February 2022 | Sports & Recreation continues to be a community priority Performance measure - it fell below industry standard (63/66), yet 85% of respondents provided positive ratings Resurfacing Henry Jeffrey mentioned as a priority |
| | 1.2.1.2 Implement actions from the Recreation and Community Facilities Strategy | On-going | ! | | | Capital Works Program incorporated into Strategic Resource Plan | Timely redevelopment of East Fremantle Oval Redevelopment |
| | 1.2.1.3 Provide community facilities and infrastructure in line with asset management planning | On-going | ✓ | | | Asset Management Plans incorporated into Strategic Resource Plan | Excluding Youth, generally facilities rated just above the Industry Standard Playgrounds, Parks & Reserve rated just below the Industry Standard at 67/68 |
| | - Lee Park - Bore Renewal, delayed due to bore licence issues | | ✓ | \$ 34,000 | \$ 24,980 | Lee Park bore completed August 2021 | |
| | - New POS - Leeuwin Oval fencing (State funded) | | ✘ | \$ 60,000 | \$ - | - Awaiting project approval from the Department of Defence | |
| | - Cliff Management - Niergarup Track | | ✘ | \$ 10,000 | \$ - | Weeding phase 1 completed September 2021, weeding phase 2 to be scheduled Dec 2021 | |
| | - Footpath - Gill St, Canning Highway (south side) & Irwin St (Kerbing) | | ✘ | \$ 172,600 | \$ - | - Works scheduled to be completed before Jan 2022 | |
| | - Youth facilities | | ✘ | \$ 70,000 | \$ - | - No project identified at this stage | |
| | - Sea Scouts - Camp Waller | | ! | \$ 50,000 | \$ 7,107 | Awaiting project approval from the DBCA | |

- Preston Point Oval Lighting upgrade
- Annual Playground Safety Audit

✘
!

\$ 30,000 \$ -

- Footing installed Sep 2021, lights to be erected February 2022
- Inspections undertaken Sept 2021.

1.2.2: Activate inviting open spaces that encourage social connection across all ages

1.2.2.1 Implement a Business Case for the revitalisation of the East Fremantle Oval Precinct

2021/22

!

\$ 15,132,000 \$ 33,895

s3.59 business case developed and adopted by Council 1 April 2021
RFQ for Client lead role prepared, tendered & appointed June 2021
Project Manager appointed September 2021
Tender for Architectural Service currently out to market

Identified as a priority community project in CSC & SCP
Completed 100% schematic design
Secured \$20 million funding commitment from State Government
Complete project on Time & within Budget

Objective 1.3: Strong community connection within a safe and vibrant lifestyle

| STRATEGY | ACTIONS | | | | Quarterly Comments | Measures |
|---|---|----------------------|---------------|---|--|--|
| 1.3.1: Partner and educate to build a strong sense of community safety | 1.3.1.1 Undertake an assessment of CCTV options for community hotspots | 2021/22 | ✘ | \$ - \$ - | | Whilst the score was just above the Industry Standard 55/53 it has been identified as a community priority project |
| | | | | E12 \$ 108,150 \$ 19,285 | However, in light of the recent Community feedback, further consideration should be given to this area Street Lighting | Identified in the most recent SC as lacking... a perception more lighting is needed |
| | 1.3.1.2 Partner with neighbouring local governments and state agencies to promote community health and safety | | | | Refer to 1.1.1.1 | No specific CSS measure against this item |
| | 1.3.1.3 Provide effective regulatory (ranger) services and associated community education - Animal Control | On-going On-going | ! ! | \$ 16,824 \$ 4,800 \$ 25,236 \$ 8,216 | Law Order & Safety Statistics included in monthly reports to Council | Not directly assessed - loosely falls within Crime & Safety Animal Management rated just above the Industry Standard at 58/55 Monthly statistics provided to EMS |
| 1.3.1.4 Continue the partnership with the City of Fremantle with respect to joint emergency management arrangements | On-going | ! | \$ 1,000 \$ - | The Town has formed a joint LEMC & LEMA with the City of Fremantle No meetings held during the quarter | Natural Disaster Management scored below the Industry Standard 52/57 and general awareness in this area was very low 40% | |
| 1.3.2: Facilitate opportunities to develop community connections through events and celebrations | 1.3.2.1 Provide / facilitate grants for community assistance initiatives | Ongoing | ! | | Refer to 1.3.4.1 | Interestingly comments provided in this area are in direct conflict to recent meeting held with all sports clubs - who felt well supported |
| | 1.3.2.2 Encourage youth and general community engagement and participation | On-going | ✘ | \$ 8,500 \$ - | No youth events held until 2022 | Slight decline in this measure, however, still above the Industry standard 59/54 |
| | 1.3.2.3 Investigate shared activity opportunities with neighbouring local governments | On-going | ✘ | | Actively participant in SWG discussions regarding possible shared services - no service identified yet. | No specific CSS measure against this item |
| | 1.3.2.4 Deliver the East Fremantle George Street Festival | 2021/22 | ! | \$ 105,722 \$ 540 | Preparation are well underway. All stallholder have been secured & Entertainment Risk Plan Complete to be endorsed at the Oct OCM Covid Plan finalised | |
| | 1.3.2.5 Prepare and implement an Annual Calendar of Events | 2021/22 | ✘ | \$ 17,000 \$ - | LOOK LOCAL Business Networking, 125th Year Anniversary, Youth Week, Volunteer Week, NAIDOC Week and Seniors Week. | |
| | 1.3.2.6 Undertake local heritage survey | 2021/22 | ✘ | \$ 115,000 | \$35,550 Heritage Precincts and Heritage Survey project. Half funded by DPLH. Hocking Heritage and Architecture engaged. Update report required from consultant 18 October. See 3.2.1.4 | |
| | 1.3.2.7 Continue to promote the Town's culture and heritage | 2021/22 | ✘ | \$ 1,500 \$ - | Online promotion of NAIDOC Week in July 2021, Welcome to Country at all community events | |
| 1.3.3: Facilitate community group capacity building | 1.3.4.1 Fund annual Community Assistance Grants Program | On-going | ! | \$ 11,827 \$ 2,080 | Total grants provided (OCM July 2021) • East Fremantle Croquet Club \$ 980 • East Fremantle Cricket Club \$ 1,100 • East Fremantle Junior Cricket Club \$ 2,310 • Fremantle Outrigger Canoe Club \$ 1,000 • Fremantle Sea Scouts \$ 1,000 • HMAS Perth Memorial \$ 3,516 • Hurricane Dragon Boat and Canoe Club \$ 990 • Lions of East Fremantle \$ 931 Total \$ 11,827 | No specific CSS measure against this item |

Objective 2.1: Actively support new business activity and existing local businesses

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measures |
|--|--|-------------------|--------|-----------|--------|---|--|
| 2.1.1 Ensure a "local" focus through supporting and promoting opportunities for local business | 2.1.1.1 Continue to support and facilitate opportunities for business and community groups | On-going | ! | \$ 10,000 | \$ - | The new Community Engagement Officer has met with all the George Street Businesses, also met with community groups and clubs including: Richmond Primary School, Dads of Richmond Kids (DORKS), East Fremantle Baha'i Community, East Fremantle Croquet Club, East Fremantle Junior Cricket Club, East Fremantle Junior Football Club, East Fremantle Lacrosse Club, East Fremantle Cricket Club, East Fremantle Lawn Tennis Club, East Fremantle Lions Club, East Fremantle Probos Club, Fremantle City Football Club, Glyde In Community Learning Centre, Hurricane Dragon Boat & Outrigger Canoe Club, Marine Education Boatshed, Navy League of Australia WA Division, Fremantle Outrigger Canoe Club, Leeuwin Barracks Defence Team, Country Women's Association (CWA) | 37 local businesses completed the survey Place to operate a business rated just above the industry standard 72/70 |
| 2.1.2: Facilitate opportunities/ forums where local business people can meet and share ideas | 2.1.3.1 Maintain strong relationships with business community | On-going | ✘ | | | Previously facilitated quarterly Business-to-Business Networking sessions, however, due to low participation these have been discontinued - moved to "Here to Help" model | No specific measure against this item |

Objective 2.2: Continue to develop and revitalise local business activity centres

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measures |
|--|---|-------------------|--------|------------|-----------|---|--|
| 2.2.1: Facilitate local small business access through planning and activation to support community and business growth | 2.2.1.1 Maintain business friendly status via the Small Business Development Corporation Charter | On-going | ! | | | Bi-annual and annual reports submitted | Small Business Friendly status maintained |
| | 2.2.1.2 Undertake regular and frequent parking patrols to ensure parking availability and turnover in the Town centre | On-going | ! | \$ 165,204 | \$ 32,397 | Statistics included in monthly forum reports to Council | Score equal to the industry average 52/52 One take away item was the provision of more bicycle parking - which has been identified in the ITMMS |
| | 2.2.1.3 Prepare and implement a Commercial Centre Development Strategy | 2021/22 | ! | \$ 115,000 | \$ - | Request for Quotation sent. One quote received from 10 requests sent. Meeting with consultant 14 October to discuss engagement. | Development & Activation of the Town Centre rated below the Industry standard 47/49 |

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

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measures |
|--|---|-------------------|--------|--------|--------|--|---|
| 3.1.1: Advocate for a desirable planning and community outcome for all major strategic development sites | 3.1.1.1 Actively represent the local community in relation to any major planning development projects | | | | | Major planning developments include; | Managing responsible growth & development rated above the Industry standard at 56/49 - Industry High 59 |
| | Roofing 2000 (Amd 14) | 2021/22 | ✘ | | | Meeting held with applicant 23 Sept and 1 Oct. Applicant advised application will be submitted to SDAU shortly. | |
| | Royal George Hotel (AMD 15) | 2021/22 | ⓘ | | | DA Lodged with the SDAU May 2021 | |
| | Canning Highway (AMD 17) | 2021/22 | ✘ | | | Lodged with DPLH. Meeting to discuss amendment with DPLH 14 Oct with intention to finalise Amendment early 2022. | |
| | Woodside - DA under development | 2021/22 | ✘ | | | DA not yet lodged. Presentation to Elected Member Scheduled for 23 November 2021. | |
| | Leeuwin Barracks | 2021/22 | ⓘ | | | Project on hold, subject to National Defence review | |
| 3.1.2: Plan for a mix of inclusive diversified housing options | 3.1.2.1 Review and adopt the Local Planning Strategy (LPS) | 2021/22 | ⓘ | \$ - | \$ - | Draft LPS has been approved by the Department of Planning, Lands & Heritage for advertising. Notice placed on website, facebook, notice boards, Perth Now newspaper, Fremantle Herald. First drop in session on 13 Oct. Submissions close 8 November 2021. | "Access to housing that meets your needs" rated above the Industry Standard at 61/57 |

Objective 3.2: Maintaining and enhancing the Town’s character

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measures |
|---|---|-------------------|--------|------------|--------|---|---|
| 3.2.1: Ensure appropriate planning policies to protect the Town’s existing built form | 3.2.1.1 Finalise and implement major review of the Local Planning Scheme (LPS) | 2021/22 | ✘ | | | Awaiting finalisation of LPS | Managing responsible growth & development rated above the Industry standard at 56/49 - Industry High 59 |
| | 3.2.1.2 Review Local Planning Policies, including Residential Design Guidelines | | ✘ | | | Preparation undertaken, actions to be initiated | As above |
| | 3.2.1.3 Implement the Bushfire Management Plan | 2021/22 | ✘ | \$ - | \$ - | Mitigation works to be undertaken later in the Financial year | No specific measure against this item |
| | 3.2.1.4 Develop and implement Heritage Precincts | 2021/22 | ⓘ | \$ 115,000 | \$ - | Heritage Precinct status implemented for George Street. \$35,550 contract. 50% funding received from State Govt to create another three precincts Plympton, Riverside & Woodside. Hocking Heritage and Architecture has been engaged to undertake work, due for completion December 2021. Advertising will commence 2022. | Heritage preservation rated just above the Industry standard at 61/59 |

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

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measures |
|--|---|-------------------|--------|-----------------------|-----------|---|---|
| 3.3.1: Continue to improve asset management within resource capabilities | 3.3.1.1 Maintain and implement current Asset Management Plans | On-going | ⓘ | In-house | | Review of all Asset Management plans currently underway, due for completion by December 2021 | Marine Facilities set Industry high 71/71 |
| | 3.3.1.2 Implement the 15 year capital works program in line with integrated strategic planning | On-going | ⓘ | various accounts | | Annual works program under way and expected to be completed by December 2021 | Road maintenance rated above the Industry Standard at 59/52 Footpaths & Cycleways rated just above the Industry Standard 55/52 |
| | 3.3.1.3 Review of suitability and utilisation of light and heavy fleet | 2021/22 | ⓘ | Various accounts \$ - | | Plant replacement program has commenced, however, due to current market conditions there may be a long delay in delivery times. Truck replacement on track to be received by November 2021 | No specific measure against this item Amended policy to be presented to Council at the June OCM |
| | 3.3.1.4 Develop and implement proactive asset maintenance schedules | 2021/22 | ✘ | | | Asset maintenance schedules have been developed for street sweeping, parks maintenance, drainage cleaning, playground inspections and all annual building maintenance recurring events | Formal maintenance program to be provided by 30 June 2021 |
| 3.3.3: Plan and advocate for improved access and connectivity | 3.3.3.1 Maintain community facilities in accordance with the Disability Access and Inclusion Plan | 2021/22 | ⓘ | | | Improvements to Council facilities as and when the opportunity arise | Refer to 1.1.2.4 above |
| | 3.3.3.2 Continued involvement and support with the South West Group | On-going | ⓘ | \$ 50,000 | \$ 17,843 | Continue to attend SWG meetings Mayor is current chair & TOEF CEO is Chair of CEO Group | Attendance at SWG meetings Funding secured for the Fremantle Traffic Bridge replacement - IA submission |
| | 3.3.3.3 Prepare and implement the Integrated Traffic Management and Movement Strategy | 2021/22 | ⓘ | \$ - | \$ - | A schedule of priorities has been developed to provide a systematic approach over the next 10 years to deliver on the recommendation. Proposed works for 2021/22 include active transport initiatives for all larger scale developments | Traffic Management rated below the Industry Standard 54/56 and has been identified as a priority area |

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measures |
|---|---|-------------------|--------|------------|-----------|---|---|
| 4.1.1: Partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore | 4.1.1.1 Ongoing implementation of the Foreshore Management Plan | | | | | | Management of Foreshore & River rated above Industry Standard at 65/60 Engineer design currently being undertaken, work to be completed 2021/22 |
| | - maintenance work to be undertaken on seawall and creation of small creatures river pool | 2021/22 | ! | \$ 275,000 | \$ 7,608 | maintenance work to be undertaken on seawall and creation of small creatures river pool. RFT for design services to be released Nov 2021 | |
| | - Foreshore maintenance & bush restoration | 2021/22 | ✗ | \$ 13,868 | \$ - | Work is scheduled to commence adjacent to the Swan Yacht club in Nov 2021, pending DBCA Approvals | On-going revegetation program in conjunction with DBCA |
| | 4.1.1.2 Continue to partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore | 2021/22 | ✗ | \$ 175,000 | \$ - | Currently out to market for CHRMAP submissions (50% State funded \$47k, approx project \$100k) Marine river pool (50% State funded \$75k, total cost \$150K) | Riverside Clean-up ____kgs of waste collected, compared to ____kgs the prior year |
| 4.1.2: Plan for improved parks and reserves | 4.1.2.1 Prepare & Implement the Urban Streetscape and Public Realm Style Guide | On-going | ! | | | Public realm style guide being implemented, reviews ongoing | Refer to 3.1.3.1 |
| | 4.1.2.2 Investigate opportunities for activating public open spaces | On-going | ! | | | Refer to Action 1.3.2.1 and liaison with local organisations to encourage use of POS for events / activities | No specific measure - some comments in CSC included Provide more public toilets within reasonable walking distance, more trees (Shade), More Dog friendly spaces |
| 4.1.3 Improve and protect the urban forest and tree canopy | 4.1.3.1 Continue with annual street planting program | 2021/22 | ! | \$ 70,805 | \$ 20,458 | Tree planting commencing, 250 tree planted in August 2021 | 250 Number of trees planted per year |

Objective 4.2: Enhance environmental values and sustainable natural resource use

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measures |
|---|--|-------------------|-----------|------------|---|---|--|
| 4.2.1: Reduce waste through sustainable waste management practices, including effective community and business education | 4.2.1.1 Implement Food Organics and Green Organics (FOGO) waste collection and disposal services | | ! | | | | Interestingly this measure (waste Management services) fell , however, still above the Industry Standard at 69/66 - yet rated as a low community priority Provided 679 FOGO caddy liners, compared to 654 last year Rollout FOGO to single unit dwellings |
| | - FOGO Collection & Disposal costs | On-going | ! | \$ 416,500 | \$ 61,671 | Collection Stats up to September: 402 tonnes (July to September 2021) | |
| | - Recycling Collection & Disposal costs (Yellow bin) | On-going | ! | \$ 190,500 | \$ 39,631 | 187 Tonnes | Bin tagging program delivered to 3/4 of the Town & Waste Audit program |
| | - General Waste Collection & Disposal (red bin) | On-going | ! | \$ 211,000 | \$ 54,475 | 253 tonnes | 10 Community Waste Education session held |
| | - Commercial bins - collection & disposal | On-going | ! | \$ 35,000 | \$ 7,871 | Included above | |
| | - SMRC Overheads charge | On-going | ! | \$ 119,000 | \$ 23,532 | | Already have met <i>State Waste Avoidance & Resource Recovery Strategy 2030</i> |
| | - Street & Parks bins | On-going | ! | \$ 29,500 | \$ 6,922 | Included above | Target of 65% waste diversion rate by 2020, Current diversion rate 67% |
| | - Alexandra Rd - Special service | On-going | ! | \$ 19,000 | \$ 3,882 | Included above | Increase recovery rate to 70% by 2025 |
| | - Cockburn tip pass | On-going | ! | \$ 30,000 | \$ 3,959 | | |
| | - Bulk Verge Collection services | On-going | ! | \$ 80,000 | \$ 44,343 | 79 Tonnes | (2020/21) 164 mattresses, up from 82 last year Hard Waste 61 tonnes down from 91 tonnes the prior year Green waste 141 tonnes down from 203 tonnes the prior year |
| 4.2.1.2 Partner with the City of Fremantle to provide free community access to the Fremantle Recycling Centre | On-going | ! | \$ 90,000 | \$ - | Fremantle Recycle centre stats: - 689 uses (Jult to Sept 2021) - FOGO Compost sales 22 bags | Number of users over the year to date 689 | |
| 4.2.1.3 Ongoing implementation of the Regional Waste Strategy | 2021/22 | ✗ | In-house | | Signed Waste to Energy contract excuted | Perhaps suggesting more effort is needed to promote the Town's Waste Services | |

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

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measures |
|---|--|-------------------|-----------|------------|--------------------------------------|---|---|
| 4.3.1: Improve systems and infrastructure standards to assist with mitigating climate change impacts | 4.3.1.1 Investigate further climate change and mitigation initiatives | 2021/22 | ! | | | CAP Strategy due for completion by December 2021 Action Plan being developed, due for completion by June 2022 General update on activities CARG meetings held on August 2021, next meeting scheduled for November. | As above in 4.1.3.1 - CSC comments: "Insufficient action taken, lack of information, and poor comms regarding climate change" |
| | - Established a Sustainability & Environmental Projects Reserve balance as at 30 September 2021 | On-going | ✓ | \$ 120,337 | \$ - | | Conservation & Environmental management rated just below the Industry Standard 56/57 |
| | 4.3.1.2 Undertake a tree audit to determine requirements for tree plantings and tree replacement | 2021/22 | ✗ | | | No work commenced on this project | |
| | - Annual Street Tree program (Maintenance) | 2021/22 | ! | \$ 227,740 | \$ 27,314 | | Number of replacement trees planted ____ |
| | - Annual Tree planting program | 2021/22 | ! | \$ 60,360 | \$ 46,833 | Number of new trees planted 243 (July to Sept) - 156 Public reserve area trees (Funded) - 87 Residential verge trees | Planted ____ trees (2021/22), compared to 130 last year (2020/21) Successful grant application - WALGA Urban Canopy Grant Program of \$78,000 (400 trees to be planted in 2021/2022) |
| | - Annual Tree watering program | 2021/22 | ! | \$ 57,224 | \$ 5,090 | | |
| 4.3.1.3 Implement actions under the Climate Emergency Strategy | 2021/22 | ✗ | \$ 10,000 | \$ - | Quotes being sought for solar panels | As above in 4.1.3.1 - comments like Insufficient action taken, advocate for renewable energy, solar power | |

| STRATEGY | ACTIONS | Commencement Year | Status | Budget | Actual | Quarterly Comments | Measures |
|--|---|-------------------|-----------|------------|--|--|--|
| 5.1.1: Strengthen governance, risk management and compliance | 5.1.1.1 Maintain high level of legislative compliance across the organisation | On-going | ✘ | \$ 55,000 | -\$ 44,300 | Final Audit to be completed December 2021 | Unqualified audit received for 2019-2020 & No significant issues recorded in the Annual Compliance Return |
| | | | ⚠ | \$ 15,000 | \$ - | Internal Audit Projects submitted to the Audit Committee in July 2021 included a review of the onboarding and offboarding process, an audit of all purchase requisitions over \$5k, and a close out report on the new payroll module Definitiv. | Internal Audit Reports and presented to the Audit Committee on a periodic basis |
| | | | ⚠ | In-House | | Prepared Legislative Compliance Policy & Register - to be presented to the October OCM | Rated above the Industry standard for governs local area 60/55 |
| | 5.1.1.2 Review the Policy Manual & Delegations | Annually | ✔ | | | Policy review undertaken, endorsed 17 September 2020 Also Delegated Authority Register reviewed and endorsed April 2021 OCM | Reviews undertaken |
| | 5.1.1.3 Review the ICT Plan and IT Disaster Recovery Plan | 2020/21 | ⚠ | \$ - | \$ - | Tested completed January 2021 | Updated & Tested annually |
| | | | ⚠ | \$ 289,000 | \$ 162,852 | Strategic ICT Plan being reviewed and updated July 2021 | |
| | | | | | | Computer support & licences | No business (ICT) interruption experienced - Nil recorded to date |
| | | | | | | E04227 | |
| | 5.1.1.4 Maintain the Strategic Risk Register | On-going | ✔ | | | Reviewed by the Audit Committee at each committee meeting | Identified Reg 17/ FMR risks actioned |
| | 5.1.1.4 Maintain the Strategic Risk Register | 2020/21 | ✔ | | | Review undertaken 11/10/21 | |
| 5.1.1.5 Develop and Implement a risk-based Internal Audit Plan | 2021/22 | ⚠ | | | Audit Committee Resolution to submit a risk-based Internal Audit Work Plan to the December 2021 Meeting | Requisitions audit for purchases over \$5k General Computer Controls | |
| 5.1.1.6 Implement Record Keeping Plan | 2018/19 | ✔ | | | Reviewed and approved (State Records Office) 2018, 5 year Improvement Plan (to 2023) | New Records Management Plan endorsed | |
| | 2021/22 | NC | TBD | | Investigate and implement new records management system | | |
| 5.1.2: Ensure effective engagement with community and stakeholders | 5.1.2.1 Undertake a Community Perception Survey | 2022/23 | ✘ | \$ - | \$ - | Community Perceptions Scorecard completed - May 2021 | Council's leadership rated above the Industry Standard 57/50 |
| | 5.1.2.2 Develop and implement a Communications & Engagement Strategy subject to funding | | ⚠ | \$ 70,000 | \$ 4,618 | Optimised use of web banners on TEF website and social media activated with new live links. Destination marketing wins via content on Urban List Perth and PerthisOK plus suburb profiles for real estate industry. Marketing plan for EF George St Festival: secured outside live broadcast with RTRFM, secured \$28,500 in grant funding from Freo Ports and LotteryWest. Effective liaison on external projects with Main Roads (Swan River Crossings), Defence (Leeuwin divestment) and WaterCorp (PipesForPerth) including business outreach session (16 Oct) and another planned for community (23 Oct). Strong media coverage, especially of Junior Council with Richmond Primary, (13.9.21), EFO Funding Launch (25.7.21) and Riverbank Funding announcement (14.10.21). Agreement with City of Fremantle on joint promotion of Fremantle Festival weekend (with Fremantle Arts Centre Bazaar and Walyalup Koort open day), including promotion of new Library - our Festival featured in Fre-oh! magazine for first time, and access to This is Fremantle's new website from October onwards. Extensive messaging on quarantine outbreak. | "Developed and communicated a clear vision" improved significantly to 46, with the Industry standard at 34 |
| | | On-going | ✔ | | | Comms & Engage Strategy implementation reports provided monthly to Council forums | "Community consultation" rated above the Industry Standard at 55/46, interestingly down 5 points from the last survey |
| | | On-going | ✔ | | | Regular Facebook, LinkedIn, Instagram postings and press releases: 3,005 Facebook followers, up from 2,897 in July 2021 Instagram 1,150 followers up from 1,027, LinkedIn followers of 577 up from 507. TikTok and YouTube accounts created. | "Social media presence" rated above the Industry Standard 57/53 2,925 Facebook members, up from 2,302 Dec 2019 Instagram (new) 1,038 followers LinkedIn followers of 504, up from 276 Dec 2019 |
| | | On-going | ✔ | | | E-newsletter produced (at least) monthly & 1 hard copy newsletter that is also available online and linked to socials and that in August and November featured a new 4-page EFGSFestival liftout for the first time. 500+ new subscribers to be added for next edition. | Hold industry Standard for "community e-newsletter" (2021 CSC) However, printed newsletter was just below the Standard at 63/64 E-news subscribers 2,396, up from 1,300 Dec 2019 |
| | 2021/22 | ✔ | \$ 15,000 | \$ - | Website upgrade on hold, subject to the implementation of Sharepoint. Content audit of current website underway, to be complete by December. | The Town's Website rated above the Industry Standard at 64/57 5,177 website views per month | |
| 5.1.3: Improve the efficiency and effectiveness of services | 5.1.3.1 Develop Service Team Plans for all Business Units | On-going | ⚠ | | | Draft Department Service Plan for the Office of CEO Draft Service Team Plan (activity based) prepared for Corporate Services. | Customer Service rated equal to the Industry standard at 61/61 A drop of 4 out of 5 measures was recorded, the largest decreases in Courteous (80 to 73), Knowledgeable 66 to 60, & Responsive 64 to 57. |
| | 5.1.3.2 Continue current service partnerships including library services and waste services | | | | | | |
| | Fremantle Library & Recycle Centre with City of Fremantle | On-going | ✔ | | | Refer to 1.1.12 & 4.2.1.2 | New 5 year Service (Funding) Agreement with the City of Fremantle (August OCM 2020). |
| | Animal Care with City of South Perth | On-going | ⚠ | | | The Town has entered into a 2 year agreement with the City of South Perth for the use of their animal impound facility. | |

| | | | | | | | | |
|---------|---|---------|----|----|---|----|---|--|
| 5.1.3.3 | Develop and implement Business Improvement Plan | 2021/22 | NC | \$ | - | \$ | - | Business Plan to be prepared assessing options for ERP replacement |
| | | 2021/22 | ! | | | | | Implement Operations Department Review recommendations, ongoing Number of recommendations implemented 10 of 66 |

Objective 5.2: Proactively collaborate with the community and other stakeholders

| STRATEGY | ACTIONS | | | | Quarterly Comments | Measures | | | |
|---|---|----------|---|----|--------------------|----------|--|--|--|
| 5.2.1: Foster and promote strategic collaborative relationships with neighbouring LGAs, State and Federal government representatives and agencies, NGOs | 5.2.1.1 Effective regular communication with the community in accordance with Communication Plan | | ! | \$ | - | \$ | - | Refer to 5.1.2.2 | Refer above 5.1.2.2 |
| | 5.2.1.2 Retain membership of the South West Group (SWG) and Southern Metropolitan Regional Council (SMRC) | On-going | ! | | | | | Actively participated in both groups, including attendance at meetings | The Town was represented at all meetings |
| | | On-going | ! | | | | | SWG: Regularly attend meetings - Facilitation of regional project collaboration, Economic Development Group, Natural Resource Management Group and CEO Group. SMRC: Regularly attend Ordinary Council and Board meetings, Project Partnership Group, Regional Resource Recovery Centre Group and Regional Executive Group | The Town was presented at all SMRC Council meetings No reduction in overheads, or significant reduction in gate fees SMRC to meet proposed 50% reduction in overhead charges |
| | 5.2.1.3 Maintain working relationships with key stakeholders and actively advocate on behalf of the community | On-going | ! | | | | | Maintained positive relationships with State and Federal Members | Advocacy & Lobbying on behalf of the community rated above the Industry Standard at 56/50 The Town Listens to & Respects Views was rated just above the Industry Standard 35/32 |
| 2021/22 | | ✓ | | | | | Established an annual engagement calendar for all stakeholders | Town has a good understanding of Community needs also increased significantly to 43, Industry Standard 33 | |

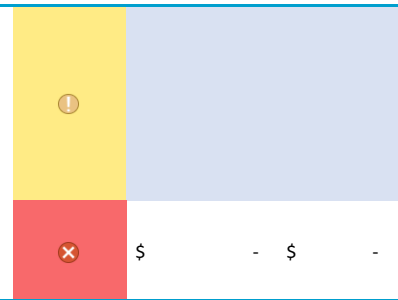
Objective 5.3: Strive for excellence in leadership and governance

| STRATEGY | ACTIONS | | | | | Quarterly Comments | Measures | | |
|---|---|----------|---|----|--------|--------------------|---|--|---|
| 5.3.1: Deliver community outcomes through sustainable finance and human resource management | 5.3.1.1 Maintain the Workforce Plan in accordance with other Strategic Plans | On-going | ! | | | | Review & update currently in progress | Staff turnover for past 12 months _____ | |
| | 5.3.1.2 Provide opportunities for training and development for staff and elected members - Councillor Training Expenses - Organisational Development | 2021/22 | ! | | | | Learn Rite (in-house) online training provided to all staff | Elected member training provided (___) | |
| | | 2021/22 | ✗ | \$ | 36,000 | \$ | - | No training provided to date | Staff training provided for the past 12 months _____ |
| | | 2021/22 | ! | \$ | 30,000 | \$ | 3,487 | Mental Health Workshop undertaken | 22 Online courses developed, and _____ completed by staff |
| 5.3.1.3 Foster a healthy and safe workplace | On-going | ! | | | | | Number of WHS meetings 1 to date, next meeting scheduled for November | Number of workplace incidence _____(2020/21) compared to _____2019/20) OSH Audit Results - April 2021 (overall 89% achievement) Management Commitment 88% Planning 83% Consultation & Planning 94% Hazard Management 81% Training & Supervision 100% | |
| | 2021/22 | ! | | | | | All OSH Audit recommendations in the process of being implemented. | | |
| | 2021/22 | ! | | | | | In person contractor inductions undertaken & Online induction introduced June 2021 undertaken since July 2021 | Inductions provided to 12 Contractors (in-person) and 6 online so total inductions 18 | |
| 5.3.1.4 Demonstrate sound financial planning and management | 2021/22 | ✗ | | | | | Corporate Business Plan to be review due by 30th June 2022 | "Value for Money from Council Rates" scored above the Industry Standard at 51/44 | |
| 5.3.2: Improve organisational systems with a focus on innovation | 5.3.2.1 Maximise online functionality for Council systems and services - Automate meeting agenda & minutes - via software solution - Creation of SharePoint Landing Page and new applications - Automation of Accounts Payable - Names and Addresses database project - Major review of Town's website functionality & updates | | ! | | | | | "How the Town embraces technology & Innovation" rated equal to the Industry Standard 52/52 | |
| | | 2021/22 | ! | \$ | 30,000 | \$ | - | Program complete, staff training to commence Oct/Nov with expected full implementation by Feb 2022 | Coordinator Customer Service to provide a quarterly report on the number of people using E Services |
| | | 2021/22 | ! | \$ | - | \$ | - | Controlled documents application, live date February 2022 Online (Cloud based) Risk Register application to be further investigated approx cost \$5k | Number (____) of new SharePoint applications to be developed annually subject to budget |
| | | 2021/22 | ! | \$ | - | \$ | - | A Project Plan is being developed for the Accounts Payable automation project. A cost analysis is being undertaken of the current process | |
| | | 2021/22 | ! | \$ | - | \$ | - | A Project Plan has been developed for the Names & Addresses database project. Data reformatting currently being undertaken, prior to attempting data merge | |
| | | 2020/21 | ✗ | \$ | - | \$ | - | Refer to 5.1.2.2 above | Placed on hold whilst further review of SharePoint as possible alternative solution - 2021/22 project |
| 5.3.2.2 Continuous review and improvement of policies, systems and procedures | On-going | ! | | | | | Many fact sheets, procedures and processes have been developed. These knowledge articles are being uploaded in the customer service request system to develop the organisations knowledge base. | "Customer Service" rated equal to the Industry standard at 61/61 A drop of 4 out of 5 measures was recorded, the largest decreases in Courteous (80 to 73), Knowledgeable 66 to 60, & Responsive 64 to 57. 28 services were process mapped New resident Welcome packs introduced CSR modified to provide response with CSR reference number 10 additional fact sheets created and published | |

REPORT 14.3.2

5.3.3 Increase focus on strengthening and fostering a positive customer service experience

5.3.3.1 Fully implement the Customer Service Charter and Customer Service Policy (and associated procedures, workflow, and management reporting)



Implementation continues including deployment of mobility devices and applications to field staff to capture maintenance requests
Monthly customer service reports provided to staff

Planning Policies to be reviewed over the next 12 months. Schedule to be developed to review Planning Policies which require extensive amendments.

| | |
|--|----------|
| | At Risk |
| | On track |
| | Complete |

14.3.3 East Fremantle's George Street Festival – Extreme Risk Event Endorsement

| | |
|----------------------------|---|
| File ref | H/REV1 H/CFF1 |
| Prepared by | Shelley Cocks Principal Environmental Health Officer |
| Supervised by | Andrew Malone, Executive Manager Regulatory Services |
| Meeting Date | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | 1. East Fremantle's George Street Festival 2021 Risk Management and Response Plan |

Purpose

Council is requested to approve the East Fremantle's George Street Festival 2021.

Executive Summary

The Town of East Fremantle has an event notification process in order to capture and review public events that are being hosted within the Town's boundaries.

Events are classified as "low", "moderate", "high" and "extreme" based on the evaluation of a number of factors. Council approval is required for events classified as extreme.

East Fremantle's George Street Festival 2021 is classified as an "Extreme" event, due mainly to its venue (including road closures and traffic management), the number of people expected (up to 10,000) and the presence of food / alcohol.

Background

The *George Street Festival* was, anecdotally, born 1989 as a collaboration between the businesses located on George Street. The Town of East Fremantle have been facilitating the *East Fremantle Festival* since the 1990s. For a number of those years the event was coordinated by a consultant third party with direction from the Town.

In 2018, the event re-branded "*East Fremantle's George Street Festival*" was coordinated by the Town 'in-house'. The aim is to ensure that the Festival continues to be unique to the area, with a strong sense of community.

Consultation

Executive Team
Council Forum
Local Businesses
Community Groups
Sporting Clubs

Statutory Environment

Public Health Act, Food Act 2008
Environmental Protection Act 1986 and all regulations thereunder

Policy Implications

Not applicable.

Financial Implications

The endorsement of the approval of this event as part of the event notification process has no financial implication for Council. However, it should be noted that as this event is presented by the Town of East Fremantle an amount of \$102,000 (cash and in-kind) has been allocated in the 2021-22 budget.

Strategic Implications

Town of East Fremantle Strategic Community Plan 2020-2030

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

5.1 Strengthen organisational accountability and transparency

5.1.1 Strengthen governance, risk management and compliance

5.1.2 Ensure an effective engagement process is undertaken with community and stakeholders.

5.1.3 Improve the efficiency and effectiveness of services

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 not endorse the approval of this event. | Unlikely (2) | Moderate (3) | Moderate (5-9) | REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile | Accept Officer Recommendation |

Risk Matrix

| Consequence | | Likelihood | | | | |
|----------------|---|--------------|--------------|--------------|--------------|--------------|
| | | 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

Events are classified as "low", "moderate", "high" and "extreme" based on the evaluation of a number of factors, such as:

- Activities / Entertainment
- Alcohol / Food
- Attendance – numbers and audience
- First Aid – requirement in line with Department of Health recommendations
- Impact on neighbours / residents
- Insurance – opportunity to check suitable in place
- Other Agencies – consideration of
- Parking / Traffic Management, including site plan
- Risk Management, including temporary structures
- Time – with a view to lighting and duration
- Toilets – availability
- Waste / Water – access to

East Fremantle's George Street Festival 2021 is classified as an "Extreme" event based on the assessment against the above criteria. The event is considered 'extreme' because of its venue (including road closures and traffic management), the number of people expected (up to 10,000) and the presence of food / alcohol.

An updated risk assessment has been sent to the Town's insurers for comment. This assessment is based on previously approved risk assessments. A Covid plan has also been submitted to the Town's Insurers and the event has been registered on the Department of Health event calendar.

The Town Administration has undertaken their due diligence and risk assessments. Approval is sought from Council for this public event, East Fremantle's George Street Festival 2021 because of the 'extreme' rating of the event.

14.3.3 OFFICER RECOMMENDATION

That Council endorses East Fremantle's George Street Festival 2021 and the associated Risk Management and Response Plan

East Fremantle's George Street Festival 2021

RISK MANAGEMENT AND RESPONSE PLAN

To be read in conjunction with the COVID Safety Plan



1. CONTEXT

East Fremantle's George Street Festival will be held on Sunday 5 December from 11am to 6pm. This community event will be coordinated by the Town of East Fremantle. The event will be located on George Street, East Fremantle. Up to 10,000 people – predominantly families – are expected to attend.

2. SETTING

- 2.1 Location:** George Street, East Fremantle, with a road closure in place from East Street to Duke Street.
- 2.2 Buildings:** George Street is a mixed use street within the Town, with both residences and business premises located along the street.
- 2.3 Temporary Structures:** there will be a number of small marquees utilised during the event, with some minor staging and other infrastructure.
- 2.4 Crowded Places Assessment:** a self-assessment has been undertaken, with a low risk score of 28 achieved.

3. KEY STAKEHOLDERS

- **EVENT ORGANISER** – on site, Town of East Fremantle
- **EMERGENCY SERVICES** – on call, Fire & Emergency Services
- **FIRST AID** – on site, St John Ambulance
- **POLICE** – on call, WA Police
- **SECURITY** – on site, Corporate Security
- **TRAFFIC MANAGEMENT** – on site, Contraflow
- **RANGER SERVICES** – 3 on site, Town of East Fremantle
- **CONTRACTORS / VOLUNTEERS / STAFF** – in attendance prior to and at event

This Plan and the COVID Safety Plan will be communicated with the key stakeholders via email prior to the event and internal staff and contractors via a briefing a week prior to the event.

4. RESPONSE

- 4.1 Coordination:** an emergency response at East Fremantle's George Street Festival will be coordinated by the Event Organiser, who will be assisted as required by other agencies.
- 4.2 Egress Points:** in case of an evacuation visitors will be directed, by the Event Organiser, Security Staff and nominated volunteers, to the egress points highlighted on the attached map – Appendix 1.

4.3 Response Team

- 4.3.1 The Event Organiser is responsible for initiating a response. Duties include contacting and liaising with the local Police. The public will be advised via the public address system located at the Main Stage.

- 4.3.2 The Event Organiser, in the case of an emergency, initially directs all volunteers and / or staff.
- 4.3.3 In the unlikely event of an emergency, coordination of emergency services is the responsibility of the local Police.
- 4.3.5 Identification: the Event Organiser, will wear a **Festival Event Ambassador** shirt to ensure easy identification by the public and volunteers. Volunteers will have ID badges to ensure easy identification by the public.
- 4.3.6 Communication: the Event Organiser will be in contact with security via handheld radio, and with other volunteers, staff and stallholders by mobile phone.

5. COMMUNICATIONS

- 5.1 In the event of an emergency the Event Organiser is to be advised in person or via mobile phone, the Event Organiser will then;
 - 1 Advise the public via public address.
 - 2 Call 000.
 - 3 Establish contact with the local Police coordinate the emergency.
- 5.2 In the event of the requirement to cancel the event the following steps will be undertaken by, or under the direction of, the Event Organiser;
 - 1 Signage to be placed at the event site to advise of cancellation.
 - 2 Stallholders / entertainers to be contacted via telephone to advise of cancellation.
 - 3 Main media outlets to be contacted via telephone to advise of cancellation.
 - 4 Social media platforms to be utilised to share the information.
- 5.3 **Emergency Contacts and Mobile Numbers– see Appendix 2**

6. THE RISKS

6.1 Primary Objective

The primary objective is to ensure the safety of the public attending this event.

6.2 Risk Matrix

| | | | | | |
|---------------------|--|---|---|---|---|
| Likelihood: | 1 – Rare | 2 – Unlikely | 3 – Possible | 4 – Likely | 5 – Certain |
| Consequence: | 1 – Negligible | 2 – Marginal | 3 – Problematic | 4 – Critical | 5 – Catastrophic |
| Rating Calculation: | Likelihood multiplied by Consequence | | | | |
| Level: | <5 – Negligible | <10 – Low | <15 – Medium | <20 – High | >20 – Extreme |
| Descriptor: | Negligible financial costs. No injury. No impact to attendees. | Minor financial costs. First aid only. Minor interruption to event. | Moderate financial costs. Serious injury. Moderate interruption to event. | Major financial costs. Serious long term injury / temporary disablement. Major interruption to event. | Major financial costs. Major injury / disablement / death. Event cancelled. |

6.3 Identified Risks and Hazards

| Risk / Hazard (Listed alphabetically) | Likelihood (1-5) | Consequence (1-5) | Rating /25 | Risk Reduction | Action to be Undertaken by <u>Whom</u> |
|---|---------------------|----------------------|---------------|--|---|
| Animal Incident | 2 | 3 | 6 | All dogs have to be on leash or lead, signage is displayed. Animals attending as part of the Animal Farm will be contained in yards or leashed. | Upon advice, Event Organiser to call Ranger in order for an attempt at animal capture to be made. The public should be removed from the area. |
| Children’s Activity Incident | 1 | 3 | 3 | Check risk management of all services hired to provide activities on event day. | Zone Coordinator / Security to assist, upon advice Event Organiser to liaise with relevant stakeholder and / or attendees. |
| Disability Access and Inclusion (lack of) | 2 | 3 | 6 | The site is level with a bituminised road surface and ramp access at intersections to associated footpaths. Mobility impaired accessible toilets are available in each zone. Young George, Hubbles Yard and Cook & Mason have disability accessible toilets. Parking and drop-off is available at a number of intersections along George Street. Promotion is undertaken through a number of mediums | Event Organiser to raise any access or inclusion issues that may arise at a debrief in order to ensure future prevention. |
| Electrical Cabling / Devices (unsafe) | 2 | 3 | 6 | All extension leads will have outdoor covers on connections. There will be an electrician on site who will ensure items have been tagged. Stallholders and suppliers will have been advised of requirements prior to attending. | Event Organiser, Electrician or Principal Environmental Health Officer to request the removal of any unsafe items. |
| Environmental Conditions (cold) | 3 | 2 | 6 | There will be buildings, umbrellas and marquees available to enable attendees to shelter from wind and rain. | Event Organiser to activate the cancellation plan should the weather conditions deem it necessary. |
| Environmental Conditions (storm) | 2 | 3 | 6 | Should the weather forecast be for electrical storms, the cancellation plan will be ready for activation. | Event Organiser to activate the cancellation plan should the weather conditions (heat or storm) deem it necessary. |
| Fight | 1 | 3 | 3 | This is a low risk event. | Upon advice, Event Organiser to request that Security remove public from the area and call 000. |
| Fire (building, bush, vehicle) | 2 | 3 | 6 | The Town’s Ranger Services will ensure that all risks are mitigated through ongoing property and firebreak maintenance. | Upon advice, Event Organiser to cause evacuation via egress points as appropriate, dependent on location and call 000. |

| | | | | | |
|---|--------|---|---|--|--|
| Fire or explosion (food van / stall) | 2 | 4 | 8 | The application process will reduce the risk through education. The checklist requires access to a fire extinguisher. | Operator to attend to incident as per their Stallholder Approval. Zone Coordinator / Security to assist as required. Event Organiser to evacuate as appropriate dependent on location and call 000. |
| Food Poisoning | 2 | 3 | 6 | All Stallholders serving food provide licenses for food stalls under the Food Act. All food stalls will be inspected by a contracted EHO during operation. | Event Organiser to seek medical assistance should the issue arise at the event, noting that food poisoning can occur between 2 and 48 hours after ingestion. |
| Food Server (non-compliance) | 1 | 2 | 2 | Stallholder Application process will reduce the risk through education. All food stalls will be inspected by an EHO during operation. | Complaints or observations may be reported to the Principal Environmental Health Officer during Administration office hours. |
| Insurance (lack of – stallholders / entertainers) | 1 | 1 | 1 | All stall holders will be required to hold public liability insurance. | Event Organiser will refuse entry to anyone not supplying proof of insurance. |
| Localised Flooding | 2 | 3 | 6 | All drains to be inspected by Operations during the week before the event. | Zone Coordinator / Security to immediately assist stallholder/s with the removal of items from ground. Event Organiser to facilitate relocation of stall if required. |
| Medical Risk | Medium | | | St John Ambulance will be providing an onsite first aid post. | |
| Parking (inadequate) | 2 | 3 | 6 | Parking is available in the grounds of East Fremantle Primary School along with street parking in other locations within walking distance. Public transport, bikes and walking will be promoted. | Rangers will be on duty on the day. |
| Personal Injury | 3 | 2 | 6 | All possible trip and other hazards will be minimised prior to the start of the event. | St John Ambulance volunteers will be onsite to administer first aid. |
| Reticulation (accidental activation) | 2 | 2 | 4 | The reticulation system will be switched off at Glasson Park prior to the commencement of set-up. | Event Organiser to cause immediate deactivation of reticulation, via phone call to the Operations Manager should it activate during the event. |
| Temporary Structure (collapse/failure) | 3 | 3 | 9 | Marquees will be inspected prior to event commencement by Operations Staff. | Zone Coordinator / Security to assist and, upon advice, Event Organiser to coordinate removal of structure and request that St John Ambulance assist anyone who requires first aid. |
| Toilets (inadequate) | 2 | 2 | 4 | Sufficient toilets will be available for the expected number. | Event Organiser to contact toilet supplier if required. |

| | | | | | |
|----------------------------|---|---|----|--|---|
| Vehicle Accident(on site) | 1 | 3 | 3 | Parking attendants and appropriate signage will be in place, along with traffic management on the roadway. | Upon advice, Event Organiser to organise for area to be cordoned if appropriate and call 000 |
| COVID Exposure Identified | 3 | 4 | 12 | Comply with COVID safety plan | On advice of DOH or WAPOL, Event Organiser to activate the cancellation plan. |
| Change in Directions | 3 | 4 | 12 | Comply with updated directions | Follow the updated directions from DOH and WAPOL |

All risks have been assessed by the Event Organiser and deemed acceptable, as they are determined to be low or negligible.

Risks are assessed prior to the event, monitored during the event and reviewed following the event.

6. APPENDICES

- 6.1 Appendix 1 – Egress Points**
- 6.2 Appendix 2 – Emergency, and other, Contacts**
- 6.3 Traffic Management Plan**

Appendix 1 – Egress Points



Appendix 2 – Emergency Contacts

- The following list will be carried by the Event Organiser and be available at the Event Information Tent. The Event Organiser's contact number will be made available to all suppliers, volunteers, staff and stallholders.

| East Fremantle's George Street Festival Contact List | |
|---|-------------------------------|
| Event Organiser, Town of East Fremantle | |
| Ambulance (<i>St John on site</i>) | 000 |
| Doctor (<i>91 Hampton Rd, Fremantle: Sun 12-4pm</i>) | 9239 0200 |
| Hospital (<i>11 Robin Warren Dve, Murdoch</i>) | 6152 2222 |
| Police (<i>88 High St, Fremantle</i>) | 9430 1222 |
| Town Ranger (<i>on site</i>) | 0418 947 312 |
| Town PEHO (<i>on call</i>) | 0427 004 152 |
| Town Operations (<i>on call</i>) | 0400 082 291 |
| Electrician Kool Line (<i>on site then on call</i>) | 0409 102 600 |
| Plumber Youngs (<i>on call</i>) | 0413 868 888 |
| Contractors | |
| Corporate Security (security) | 0421 771 578 |
| Contraflow (traffic) | |
| Marquee Magic (major infrastructure) | 0413 435 500 |
| Cockburn Party Hire (major infrastructure) | 9418 8418 |
| Picnic Tables Hire (major infrastructure) | 0406 448 286 |
| Stallholders / Entertainers | <i>Refer to separate list</i> |

14.3.4 Climate Action Reference Group Expressions of Interest Review

| | |
|----------------------------|--|
| File ref | H/CCAP |
| Prepared by | Connor Warn, Waste and Sustainability Officer |
| Supervised by | Andrew Malone, Executive Manager Regulatory Services |
| Meeting Date: | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | 1. Summary of applicant for Climate Action Reference Group |

Purpose

The purpose of this report is for Council to consider a submission for the Expression of Interest submitted for the Climate Action Reference Group (CARG) and to endorse the membership of Jane Melvin for the CARG. The purpose of the report is also to accept the resignations of Rodger Hughes and Duanne Ginger from the CARG.

Executive Summary

CARG is a community led reference group whose purpose is to assist in identifying targets, corporate and community projects as well as 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.

Background

On 19 November 2019 at the Ordinary Council meeting, Council 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.

On 25 February 2020 at the Annual Electors' meeting, a resolution was passed to develop a Climate Emergency Strategy (CES) and associated Climate Emergency Action Plan (CEAP). On the 16 June 2020, Council accepted the Terms of References for the CARG and authorised the CEO to call for nominations to appoint up to 10 community/expert members. On 18 June 2020 the Town released the Expressions of interest (EOI) for community members to make application to the CARG.

On the 18 August, Council formally accepted nine subject matter experts and community representatives as members of the new Climate Action Reference Group. CARG is currently in the process of formulating a Climate Emergency Strategy which will consist of high-level goals and aims relating to the future of the Town. In late November 2020, an additional expression of interest was presented to the Town which fulfilled the maximum 10 members for the CARG. Two members have since resigned from CARG due to other commitments and two vacancies are currently available.

Consultation

Nil.

Statutory Environment

Nil.

Policy Implications

Nil.

Strategic Implications

Town of East Fremantle Strategic Community Plan 2020-2030:

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

Members of CARG assist in identifying targets, actions and projects for the Town's Climate Emergency Strategy for both Council and community. These actions strive to mitigate environmental impacts and adapt the community of East Fremantle to the future effects of climate change in the Town.

The initial Expressions of Interest period was open to the public for 23 days and resulted in nine submissions for a maximum of ten available positions. An expression of interest was received from Ms Melvin regarding membership of the CARG. Ms Melvin attended the last CARG meeting as an observer and requested to be formally considered for membership to the CARG.

It is recommended that the applicant is accepted as a member of the existing committee ensuring continuity of attendance and progression of the Strategy/ Plan at each meeting/workshop.

Based on the ability and experience of the applicant, it is recommended that they be nominated and appointed to the Climate Action Reference Group.

14.3.4 OFFICER RECOMMENDATION

That Council:

- 1. accept and appoint Jane Melvin as a member of the Climate Action Reference Group**
- 2. note the departure of:**
 - **Rodger Hughes**
 - **Duanne Ginger**
- 3. instruct the CEO to write to the previous members of the Climate Action Reference Group to thank them for their services.**



Call for Expressions of Interest

The Town of East Fremantle is calling for expressions of interest from community members and relevant industry experts in relation to the Town of East Fremantle's Climate Action Reference Group (CARG).

On 19 November 2019 at the Ordinary Council meeting, the Town of East Fremantle 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. Furthermore on 17 March 2020, an action arising from the Annual Electors meeting was for the Town to develop a Community Climate Action Plan (CCAP).

CARG will be a Community Reference Group aimed to assist in identifying targets, projects, and actions that the Town and its community can undertake to assist with meeting the challenges of the future in relation to climate change. CARG will act as a conduit between the Council and community in providing recommendations to assist the Town in developing a Community Climate Action Plan (CCAP) and other sustainability issues. The CCAP will be developed collaboratively with the community and be guided by local priorities and expertise to develop actions and strategies for the reduction of community wide greenhouse gas emissions and find ways to prepare the community and Council to mitigate and adapt to the impacts of climate change.

Membership is on a voluntary basis and no meeting fees are paid.

A full copy of the Terms of Reference can be found on the Town's website at eastfremantle.wa.gov.au.

If you have any questions about your application or eligibility, please call Connor Warn at the Town of East Fremantle on 9339 9339 or email admin@eastfremantle.wa.gov.au



14.3.5 Proposal to Pay Superannuation to Elected Members

| | |
|----------------------------|--------------------------------------|
| File ref | A/WALGA |
| Prepared by | Janine May EA/GC |
| Supervised by | Gary Tuffin, Chief Executive Officer |
| Meeting Date: | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil. |
| Attachments | 1. WALGA Draft Policy Proposal |

Purpose

To provide feedback to WALGA on Council 's position regarding whether local governments should be enabled or required to pay superannuation to elected members.

Executive Summary

The WALGA Policy Paper is attached with excerpts reprinted throughout this report.

The Paper states it is crucial to the functioning of local government that elected members are appropriately remunerated for their time and contribution. In addition, it is hoped the payment of superannuation would lead to greater interest and more nominations to serve on Council from women and younger people, leading to greater representation by people from traditionally underrepresented demographics.

Background

Under current arrangements, elected members can voluntarily decide to have all or a portion of their allowance paid into a superannuation fund.

In addition, under the *Superannuation Guarantee (Administration) Act 1992*, local governments can unanimously resolve to be considered an 'eligible local governing body' through the *Taxation Administration Act 1953*.

As a consequence of such a resolution, elected members would then be treated similarly to employees and the local government would be required to make superannuation contributions in addition to payment of allowances. However, a resolution of this nature also has significant implications: pay as you go (PAYG) tax would be required to be withheld for remission to the Australian Taxation Office (ATO), and Fringe Benefit Tax (FBT) would be applicable to all benefits provided to elected members. For these reasons, local governments in Australia typically do not pursue this course of action.

Consultation

Concept Forum 12 October 2021.

Statutory Environment

Local Government Act 1995

Superannuation Guarantee (Administration) Act 1992

Salaries and Allowances Tribunal (2021) Determination of Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members 8/4/21

Policy Implications

Nil

Financial Implications

Presuming that all fees and allowances will attract the Superannuation Guarantee, the amount payable based on current entitlements will be $\$215,532 \times 10\% = \$21,553$.

Should the Local Government Act be amended it is understood that it would be compulsory for local governments to pay superannuation for elected members however Council could exercise discretion as to how those superannuation payments are to be funded ie out of current entitlements.

Strategic Implications

N/A

Site Inspection

Not applicable

Comment

WALGA's recommended advocacy approach is to propose that the *Local Government Act 1995* be amended to facilitate the payment of superannuation to elected members in addition to fees and charges.

This approach avoids the problems associated with the current arrangements around the need to withhold income tax and pay fringe benefits tax.

A fundamental question relates to whether the proposed amendment to the Local Government should *require* local governments to pay superannuation, or whether the decision to pay superannuation should be a decision of Council.

It is considered to achieve the objectives of the superannuation system and to avoid politicisation of the decision at a local level, payment of superannuation should be a universal entitlement for elected members and therefore a requirement of local governments contained in the Local Government Act.

14.3.5 OFFICER RECOMMENDATION

That Council supports WALGA recommending to the Minister for Local Government that the *Local Government Act 1995* be amended to require local governments to pay elected members, into a nominated superannuation account, an amount equivalent to the superannuation guarantee determined with references to fees and allowances paid to each elected member.



Superannuation for Elected Members

Draft Policy Proposal

September 2021



About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 139 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organization representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,222 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.67 million constituents of Local Governments in Western Australia.

Contacts

Tim Lane
Manager Strategy and Association
Governance
tlane@walga.asn.au

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Executive Manager Governance and
Organisational Services
tbrown@walga.asn.au



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Entitlement to Superannuation

Elected Members, like all workers, should be entitled to payment of superannuation. Payment of superannuation to Elected Members would address a historical anomaly that has seen Elected Members denied a benefit enjoyed by the broader workforce.

Given community expectations and the time commitment of serving on or leading a Council, many Elected Members are sacrificing opportunities for paid work to serve their community on Council.

As has been well documented through recent Inquiries into Local Government, “the role of a Councillor is challenging. Councillors are responsible for overseeing a complex business – that provides a broad range of functions, manages significant public assets, and employs in some cases hundreds of staff – all in a political and publicly accountable environment.”¹

It is crucial to the functioning of Local Government that Elected Members are appropriately remunerated for their time and contribution.

Payment of superannuation to Elected Members aligns with the objective of the superannuation system, which is “to provide income in retirement to substitute or supplement the Age Pension.”²

In addition, it is hoped that payment of superannuation would lead to greater interest and more nominations to serve on Council from women and younger people, leading to greater representation on Councils by people from traditionally underrepresented demographics.

Current Arrangements

Under current arrangements, Elected Members can voluntarily decide to have all or a portion of their allowances paid into a superannuation fund.

In addition, under the *Superannuation Guarantee (Administration) Act 1992* (Cth), Local Governments can unanimously resolve to be considered an ‘eligible local governing body’ through the *Taxation Administration Act 1953* (Cth).

As a consequence of such a resolution, Elected Members would then be treated similarly to employees and the Local Government would be required to make superannuation

¹ WALGA (2019) *Final Submission: Select Committee into Local Government*. Page 35. [https://www.parliament.wa.gov.au/Parliament/commit.nsf/lulnquiryPublicSubmissions/DCCAD309ECAE29E04825848100171E77/\\$file/lo.lgi.150.190910.sub.walga.pdf](https://www.parliament.wa.gov.au/Parliament/commit.nsf/lulnquiryPublicSubmissions/DCCAD309ECAE29E04825848100171E77/$file/lo.lgi.150.190910.sub.walga.pdf)

² Australian Government: The Treasury (2021) *Superannuation Reforms*. <https://treasury.gov.au/superannuation-reforms>



contributions in addition to payment of allowances. However, a resolution of this nature also has significant implications: pay as you go (PAYG) tax would be required to be withheld for remission to the Australian Taxation Office (ATO), and Fringe Benefit Tax (FBT) would be applicable to all benefits provided to Elected Members. For these reasons, Local Governments in Australia typically do not pursue this course of action.

Other Jurisdictions

Approaches in other jurisdictions are mixed, however the issue of superannuation entitlements for Elected Members has increasingly been the subject to public debate in other states of Australia.

In New South Wales, following a state-led discussion paper and consultation process, amendments to the Local Government Act have been put forward that would enable Councils to resolve to pay superannuation contributions from July 2022.

This mirrors the approach in Queensland where, under the state's Local Government Act, Councils may resolve to pay superannuation contributions to Elected Members.

Elected Members in Victoria are paid a cash loading equivalent to the superannuation guarantee, but this is not required to be paid into a superannuation fund.

No superannuation is paid in Tasmania, South Australia or the Northern Territory.

Proposed Approach

The recommended advocacy approach is to propose that the *Local Government Act 1995* be amended to facilitate the payment of superannuation to Elected Members in addition to fees and allowances.

This approach avoids the problems associated with the current arrangements around the need to withhold income tax and pay fringe benefits tax.

A fundamental question relates to whether the proposed amendment to the Local Government Act should *require* Local Governments to pay superannuation, or whether the decision to pay superannuation should be a decision of Council.

Under the principle of general competence, Local Governments should be empowered to manage their own affairs and the case could be made that this ought to extend to the payment of superannuation to Elected Members. However, as the superannuation system is underpinned by its universality, and there is potential for payment of superannuation to



become a political debate around the Council table, a strong case can be made for the payment of superannuation to Elected Members to be a legislative requirement.

On balance, it is posited that, to achieve the objectives of the superannuation system and to avoid politicisation of the decision at a local level, payment of superannuation should be a universal entitlement for Elected Members and therefore a requirement of Local Governments contained in the Local Government Act.

Feedback is sought from Members on this specific issue:

Should Local Governments be enabled or required to pay superannuation to Elected Members?

Why is that approach preferred?

As is the case in other jurisdictions, the Salaries and Allowances Tribunal should not consider the payment of superannuation as part of their deliberative process. Specifically, payment of superannuation, equivalent to the superannuation guarantee, should be over and above the fees and allowances determined by the Salaries and Allowances Tribunal.

Costs

There will be a cost associated with the payment of superannuation to Elected Members. These costs will be particularly noticeable in the first year when superannuation becomes payable.

The table below identifies the maximum possible cost of paying superannuation based on the current Salaries and Allowances Tribunal (SAT) determination³, and the current superannuation guarantee of ten percent.

The second column in the table identifies the maximum number of Elected Members currently elected to at least one Local Government in each SAT band in Western Australia. The third column then assumes that the maximum allowances are paid to all Councillors, the Mayor or President and the Deputy Mayor or Deputy President. From this, the maximum superannuation liability, based on the current SAT determination and the current superannuation guarantee of ten percent, per SAT band is calculated.

³ Salaries and Allowances Tribunal (2021) *Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members*, 8 April 2021. <https://www.wa.gov.au/sites/default/files/2021-04/Local%20Government%20Chief%20Executive%20Officers%20and%20Elected%20Members%20Determination%20No%201%20of%202021.pdf>



It is acknowledged that the actual liability for each Local Government is likely to be less than the maximum due to fewer Elected Members than the maximum listed in the second column, and / or paying less than the maximum allowances to Elected Members. In this way, the table below represents the **maximum** potential cost to Local Governments in each band.

| Band | Maximum number of Elected Members (currently) | Maximum fees and allowances | Maximum Superannuation liability |
|------|---|-----------------------------|----------------------------------|
| 1 | 15 | \$603,199 | \$60,320 |
| 2 | 13 | \$389,101 | \$38,910 |
| 3 | 11 | \$235,208 | \$23,521 |
| 4 | 11 | \$139,653 | \$13,965 |

While the costs are acknowledged, it is argued that on balance the benefits of paying superannuation to Elected Members as outlined in this paper outweigh the costs.

Recommendation

WALGA recommends to the Minister for Local Government:

That the *Local Government Act 1995* be amended to require Local Governments to pay Elected Members, into a nominated superannuation account, an amount equivalent to the superannuation guarantee determined with reference to fees and allowances paid to each Elected Member.

Process for Consultation

This paper has been prepared as a *Draft Policy Position Paper*. Feedback is sought from members in regards to the recommendation put forward by this paper.

Comments or submissions should be made to Tim Lane, Manager Strategy and Association Governance, at tlane@walga.asn.au by **Friday, 22 October**.

State Council's Governance Policy Team will meet in late October to consider member comments and submissions and provide guidance to inform a State Council agenda item, which will be considered at November Zone meetings and the 1 December meeting of State Council.

Following a State Council decision, advocacy will be undertaken with the Minister for Local Government.

14.3.6 East Fremantle Oval Facility Operator Model

| | |
|----------------------------|--|
| File ref | R/RSO9 |
| Prepared by | Gary Tuffin, Chief Executive Officer |
| Meeting Date: | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil |
| Attachments | 1. East Fremantle Oval Precinct Redevelopment – Operator Market Sounding Key Outcomes (Confidential Report) |

Purpose

To consider a preferred management and operation model for the East Fremantle Oval Precinct (EFOP), once the site is redeveloped.

Executive Summary

Market sounding has been undertaken in relation to the management and operation of the EFOP. The results of this process indicate a preferred model. That being, the Management and operation be provided by an external Management Organisation (Option 3) on behalf of the Town, on a fee for service basis.

The proposed service would be provided pursuant to a management agreement that would clearly identify all performance and community obligation requirements. This agreement once drafted will be used to call for Tenders from perspective facility operators.

Background

In August 2020, Paatsch Group led the commercial market engagement for four key components to be included within the East Fremantle Oval Precinct (EFOP). These included:

- Precinct Manager
- Health club
- Allied Health
- Café & function space

The purpose of this market engagement was to identify if there were any parties in the market who would be interested in leasing this space and if so, what would be their expected turnover, demand for services and leasing rates. The outcome of this initial market sounding established that there was interest from a number of facility operators in the management of the precinct as a whole. The benefit of this model is that the Town or Management Committee would only be dealing with one entity, rather than multiple entities.

On 5th October 2021 the Town called for Expressions of Interest (EOI) from local businesses to create a register. It is intended that this register will be provided to potential tenderers for the construction and future facility operators. It is hoped that this register will be used by tenderers to make contact with local businesses to discuss the opportunity of joining their team as either a subcontractor or once constructed a sub-lessee of the new facilities.

It is important to note that the formation of any potential partnership arrangement will solely be the responsibility of the tenderers, and the Town cannot influence the process in any way. The register is being provided to tenderers as an information source only and they will not be obligated to form any relationships.

Consultation

- Following the initial Operator Market Sounding conducted in 2020, Council was briefed in relation to the interest within the market to manage the facility as a whole.
- Subsequent market sounding conducted by Paatsch Group in June/July 2021 reaffirmed the interest from the market to operate the whole facility with limited interest in individual components. (See attached confidential report)
- Council was briefed on the proposed Management Model on 3 August 2021 as part of a project update provided.

Statutory Environment

The endorsed EF Oval Precinct Redevelopment Business Plan (s3.59) states;

Facility Management

It is proposed the facility's operations will be outsourced to an experienced and professional facilities management organisation under a fee for service arrangement. It is anticipated that the cost of the management arrangement will be offset by the facilities proposed commercial leases and commercial activities.

The proposed management agent (facility manager) would be an organisation whose sole responsibility is to manage the day-to-day responsibilities of the facility and the precinct overall and ensure that the facility is driving traffic to the area and is performing adequately. It is further proposed that with the appointment of an external management entity, the establishment of a lease agreement will be developed, outlining the terms of the lease and annual lease payments. Based on the market engagement undertaken, the following has been recommended:

- *A 10 year lease agreement (5 X 5 year leases) with extension options in order to successfully attract an external management agency.*
- *Appropriate key performance indicators would be included in the lease agreement to ensure high levels of facility maintenance and upkeep, protection of interests of the tenant clubs and community service obligations*

Policy Implications

Nil.

Strategic Implications

Town of East Fremantle Strategic Community Plan 2017-2027:

Strategic Priority 1 (Social) –A socially connected, inclusive and safe community

Strategic Priority 5 (Leadership & Governance) -A proactive, approachable Council which values community consultation, transparency and accountability

Site Inspection

Not applicable.

Comment

Facility Management and Operations

A review of the various potential management options was undertaken by Paatsch Group as part of the development of the comprehensive business plan. It explored 4 potential models based on a review of industry trends, previous project experience and benchmarking of the proposed facility that exist in relation to the overall governance and management of the redeveloped East Fremantle Oval, these being:

1. Management by Local Government (Town of East Fremantle).
2. Management by a locally appointed not for profit Trust established solely for the purpose of operating East Fremantle Oval.
3. Management by an external management agency.
4. Management by a consortium representing the key tenant club(s) or users.

| Management Option | Benefits | Constraints |
|--|--|--|
| Option 1 – Management by Local Government (Town of East Fremantle). | <ul style="list-style-type: none"> • Opportunity to maximise focus on recreational and community benefit, diversity of usage and access. • Leverage other events and opportunities through the Town of East Fremantle | <ul style="list-style-type: none"> • Not considered to be core business • Capacity does not exist within the local government to perform this role (no experience as facility operators). |
| Option 2 – Management by a locally appointed not for profit Trust established solely for the purpose of operating a redeveloped East Fremantle Oval. | <ul style="list-style-type: none"> • Understand the local issues and familiar with current site operations. • Long term planning would be a focus for the board. • Potential to co-opt members with a strong commercial understanding. | <ul style="list-style-type: none"> • Could detract from the viability of the tenants in the facility. <p>Note: Initial legal advice advised that the establishment of a trust of this nature (Charitable Trust) would be very restrictive and complicated. Therefore, should be avoided.</p> |
| Option 3 – Management by an external Management Organisation. | <ul style="list-style-type: none"> • Maximises investment by operator • Cost effective solution by utilising resources of existing management group. • Ability to gain specialist management expertise. • Ability to operate commercial tenancies. • Singular focus for management group. • Likely to have a stronger commercial focus than other options. | <ul style="list-style-type: none"> • Greater focus on commercial driven outcomes. • Need a very clear delineation of risk and responsibility (i.e. maintenance, accessibility and event management). • Potential misalignment of objectives between operator and Town/Community. |
| Option 4 – Management by a consortium representing the key tenant club(s) or users. | <ul style="list-style-type: none"> • Understand the tenant issues. • Likely to maximise commercial benefit to clubs involved in management. | <ul style="list-style-type: none"> • Could detract from viable usage by other users. • May not have commercial expertise within clubs to manage facility. |

| Management Option | Benefits | Constraints |
|-------------------|---|---|
| | <ul style="list-style-type: none"> • Most likely to ensure that role of clubs is maintained. | <ul style="list-style-type: none"> • Sports Clubs are more likely to have self-interest in managing facility • Increased likelihood of inhouse tension. |

Based on the analysis undertaken, it was determined that Option 1 (Town managed) and Option 4 (single club managed) were not appropriate options due to both entities lacking the required personnel and experience to manage a facility of this scale.

Option 2 was not considered viable due to legal complications associated with a charitable Trust.

Option 3 (appointed external management organisation) provides benefits such as management by an experienced and well resourced group,

Therefore, it is recommended that Option 3 is adopted as the preferred facility management structure on a fee service basis.

Should Council endorse Option 3 as the preferred option, a facility Management and Operations Agreement will be drafted that will set out all terms and conditions (KPIs and community obligations). This document will be developed via a workshop with Council, and form a draft agreement for the purpose of calling Tenders from facility operators.

Upon closure of the proposed tender, an evaluation will be undertaken and reported back to council for further consideration.

Management Committee

To provide overall strategic direction for the facility, it is proposed that a Management Committee would be formed pursuant to the *Local Government Act 1995*, section 5.9(2)(c), with all members being appointed by a formal decision of Council.

Aims of the Committee

- Strategic Planning: Advising and supporting the paid professional management, clubs and recreational participants on the future direction of the redeveloped East Fremantle Oval Precinct.
- Management of Financial Resources: Determining the allocation of resources within their authority. Securing additional resources through commercial sponsorship opportunities or other sources.
- Enhancing the public image: Of the site and its activities.
- Management of Staff: Professional staff associated with the precinct.

Committee membership to be determined by Council.

14.3.6 OFFICER RECOMMENDATION

That Council endorse the proposed operating model of appointing a sole facility management group to operate the facility on behalf of the Town, subject to Council agreed operational and community obligation KPIs being incorporated into a formal management agreement.

14.3.7 Legislative Compliance Policy, Procedure and Register

| | |
|----------------------------|--|
| File ref | F/AUD1 |
| Prepared by | Janine May EA/GC |
| Supervised by | Gary Tuffin, Chief Executive Officer |
| Meeting Date: | 19 October 2021 |
| Voting requirements | Simple Majority |
| Documents tabled | Nil. |
| Attachments | <ol style="list-style-type: none">1. Legislative Compliance Policy & Procedure2. Legislative Compliance Matrix Register |

Purpose

To consider adopting the following:

1. Legislative Compliance Policy & Procedure
2. Legislative Compliance Matrix Register

Background

In order to meet the requirements under Regulation 5 (2)(c) of the *Local Government (Financial Management) Regulations 1996* and Regulation 17 of the *Local Government (Audit) Regulations 1996*, an independent consolidated report was prepared by Moore Australia following a review undertaken during November 2019 of the Town's financial management, risk management, legislative compliance, and internal control systems.

One of the findings of that report reads:

"The development and adoption of an internal legislative compliance policy may help formalise Council's commitment to legislative compliance."

Consultation

Concept Forum 12 October 2021.

Statutory Environment

Local Government Act 1995

Policy Implications

The attached Policy will form part of Council's policy register.

Financial Implications

N/A

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 this finding from the FMR/Reg 17 Review is not actioned | Rare (1) | Minor (2) | Low (1-4) | Compliance | Adoption of Policy & Procedure to provide guidance to Council Officers |

Risk Matrix

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

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

| | |
|---|----|
| Risk Rating | 2 |
| Does this item need to be added to the Town's Risk Register | No |
| Is a Risk Treatment Plan Required | No |

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

Comment

The formulation of the attached policy, procedure and register will satisfy the Moore Australia's recommended action and audit finding No. 69 can be noted as completed on Council's Improvements Risk Register.

14.3.7 OFFICER RECOMMENDATION

That Council adopts:

- 1. Legislative Compliance Policy & Procedure**
- 2. Legislative Compliance Matrix Register**

attached to this report.



2.2.9 Legislative Compliance Policy and Procedure

| | |
|--------------------------------|---|
| Type: | Corporate Services – Risk Management |
| Legislation: | All current Acts and Regulations applicable to Local Government |
| Delegation: | N/A |
| Other Related Document: | |

Objective

The primary objective of this Policy is to ensure that the Town of East Fremantle (TOEF) complies with its legislative and regulatory requirements. A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Town will maintain the highest standards of diligence in all areas of public accountability, through its policies and processes, to meet its legal obligations.

Policy Scope

This Policy, and the principles set out in this Policy, aim to:

- (a) outline TOEF's commitment to legislative compliance
- (b) prevent, and where necessary, identify and respond to breaches of laws, regulations, codes or organisational standards occurring in the organisation.
- (c) promote a culture of compliance within the organisation; and
- (d) assist the Council in achieving the highest standards of governance.

Policy Statement

Council shall have appropriate processes and structures to ensure that legislative requirements are achievable and are integrated into the everyday running of the Council.

These processes and structures will aim to:

- (a) develop and maintain a system for identifying the legislation that applies to Council's activities.
- (b) assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented in Council.
- (c) provide training for relevant staff, elected members, volunteers and other relevant people in the legislative requirements that affect them.
- (d) provide people with the resources to identify and remain up-to-date with new legislation.
- (e) conduct audits to ensure there is compliance.
- (f) establish a mechanism for reporting non-compliance.
- (g) review accidents, incidents and other situations where there may have been non-compliance.
- (h) review audit reports, incident reports, complaints and other information to assess how the

systems of compliance can be improved.

General Principles

Council has adopted the following principles based on the Australian Standards AS ISO 19600:2015 *Compliance Management Systems - Guidelines*.

- (a) Commit to achieving compliance in all areas of its operations.
- (b) Maintain a Legislative Compliance Policy that sets out its commitment to compliance with applicable laws and regulations.
- (c) Provide sufficient resources to ensure that this legislative compliance program can be implemented, maintained and improved.
- (d) Ensure that all managers, supervisors and staff generally understand, promote and be responsible for compliance with relevant laws, regulations, codes and standards that apply to activities within their day-to-day responsibilities.
- (e) Use its established risk management practices to accurately identify, rate and treat compliance risks.
- (f) Ensure that compliance requirements are integrated into day-to-day operating procedures as appropriate.
- (g) Maintain an effective complaints management system, including the coverage of compliance failures.
- (h) Council will maintain a Statute and Regulation Register and all identified legislation imposing compliance and impacting on Council will be included on the Register.
- (i) Use the Annual Compliance Return as the register to record any non-compliance matters
- (j) Will investigate, rectify and report all compliance failures.
- (l) Appropriate practical education and training of staff will be provided in order for them to meet their compliance obligations
- (m) Actively promote the importance of compliance to staff, contractors and other relevant third parties.

Roles and Responsibilities

(a) Elected Members and Committee Members

- Elected members and Committee members have a responsibility to be aware of and abide by legislation applicable to their role.

(b) Senior Management Team (Executive Managers)

- Senior Management should ensure that directions relating to compliance are clear and unambiguous and that legal requirements which apply to each activity for which they are responsible are identified.
- Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

(c) Employees

- Comply with relevant legislative obligations within the scope of their roles and their delegated authority;

- Follow relevant procedures, guidelines and checklists as far as practicable and implement this Policy
- Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.
- Employees shall report through their supervisors to senior management any areas of non-compliance that they become aware of.

Procedure

As part of its Legislative Compliance Management System, Council will have in place a Legislative Compliance Procedure to ensure that staff utilise the latest version of legislation and when legislation changes, steps are taken to ensure that staff are aware of amendments to legislation. The Legislative Compliance Procedure is an attachment to this policy.

| | |
|-----------------------------------|-------------------------|
| Responsible Directorate: | Office of the CEO |
| Reviewing Officer: | Chief Executive Officer |
| Decision making Authority: | CEO |
| Policy Adopted | |
| Policy Amended/Reviewed | |



LEGISLATIVE COMPLIANCE PROCEDURE (PRO2.2.9)

1. Identifying Current Legislation

1.1 Electronic Versions of Legislation

Council accesses electronic up-to-date versions of legislation through the Western Australian legislation website at www.legislation.wa.gov.au. The WA legislation website is the official WA Government site for the online publication of legislation and is provided and maintained by the Parliamentary Counsel's Office.

Council staff should utilise this website as it is updated on a daily basis.

Federal laws and instruments should be accessed through the Federal Register of Legislation at www.legislation.gov.au

1.2 Australian Standards

The Standards purchased by Council are made available to staff through the Y drive.

2. Identifying New or Amended Legislation

2.1 WA Government Gazette

Council provides website access for its staff to the WA Government Gazette which publishes all new or amended legislation applicable to Western Australia.

2.2 Department of Local Government, Sport and Cultural Industries

Council receives regular circulars from the Department of Local Government, Sport & Cultural Industries on any new or amended legislation relevant to local government. Such advices are received through Council's Records Section and must be distributed by the Records staff to the relevant Council Officers for implementation and elected members for information where applicable.

2.3 Department of Planning

Council receives notification from the Department of Planning on any new or amended legislation. Such advice is received through Council's Records Section and must be distributed by the Records staff to the relevant Council officers for implementation.

2.4 WA Local Government Association

Council receives a weekly circular from the WA Local Government Association. These circulars have sections on finance, planning and environmental law that highlight changes in legislation applicable to Councils and must be distributed to relevant Council officers and elected members for information.

3. Obtaining Advice on Legislative Provisions

Advice on matters of legislative interpretation may be sought when deemed necessary. Contact

may be made with the respective legal officer/solicitor from the following sources:

- (a) WALGA (Legal Officer),
- (b) Department of Local Government (Legal Services Branch), or
- (c) Council's Panel of Solicitors.

Note: Accessing of any legal advice must first be approved by the staff member's relevant Manager

4. Informing Council of Legislative Change

If deemed necessary, the Executive Manager or a nominated officer, will, on receipt of advice of legislative amendments, advise Council via a Concept Forum/Briefing on the new or amended legislation where any changes will impact significantly on Council or its operations.

5. Review of Incidents and Complaints for Non-compliance

Council shall review all incidents and complaints in accordance with its incident reporting and complaint handling procedures. Such reviews and investigations will assess compliance with legislation, standards, policies and procedures that are applicable.

6. Reporting of Non-compliance

6.1 All instances of non-compliance shall be reported as soon as practicable to the respective Executive Manager. The Executive Manager shall determine the appropriate response. If the matter is deemed a significant breach or significant fines and/or criminal sanctions apply, the matter must be reported immediately to the Chief Executive Officer.

The Chief Executive Officer may instigate an investigation into any non-compliance matter and will report significant non-compliance matters to the Council and external agencies as required.

6.2 Compliance Audit Return

Undertake annual review of compliance requirements in accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996*.

7. Auditing Legislative Compliance

Council shall incorporate a review of its processes to ensure legislative compliance is included in its internal audit function.

8. Corporate Calendar

Monthly review of Corporate Calendar to ensure all legislative requirements are being met.

9. Review of Legislative Compliance Procedures

This Procedure will be reviewed every two years.

Town of East Fremantle - Legislative Compliance Matrix Register

| Legislation | Office of CEO | Corporate Services | | | Regulatory Services | | | | Operations | |
|--|---------------|--------------------|---------|------|---------------------|--------|----------|-------------|------------|------------------|
| | | Admin & Fin | Rangers | HACC | Building | Health | Planning | Environment | Transport | Parks & Reserves |
| <i>Animal Welfare Act 2002</i> | | | | | | | | | | |
| <i>Animal Welfare (General) Regulations 2003</i> | | | | | | | | | | |
| <i>Building Act 2011</i> | | | | | | | | | | |
| <i>Building and Construction Industry Training Fund and Levy Collection Regulations 1991</i> | | | | | | | | | | |
| <i>Building Regulations 2012</i> | | | | | | | | | | |
| <i>Bush Fires Act 1954</i> | | | | | | | | | | |
| <i>Bush Fires Regulations 1954</i> | | | | | | | | | | |
| <i>Bush Fires (Infringements) Regulations 1978</i> | | | | | | | | | | |
| <i>Cat Act 2011</i> | | | | | | | | | | |
| <i>Cat Regulations 2012</i> | | | | | | | | | | |
| <i>Conservation & Land Management Act 1984</i> | | | | | | | | | | |
| <i>Conservation & Land Management Regulations 2002</i> | | | | | | | | | | |
| <i>Control of Vehicles (Off Road Areas) Act 1978</i> | | | | | | | | | | |
| <i>Control of Vehicles (Off Road Areas) Regulations 1979</i> | | | | | | | | | | |
| <i>Corruption and Crime Commission Act 2003</i> | | | | | | | | | | |
| <i>Corruption, Crime and Misconduct Act 2003</i> | | | | | | | | | | |
| <i>Disability Services Act 1993</i> | | | | | | | | | | |
| <i>Disability Services Regulations 2004</i> | | | | | | | | | | |
| <i>Dividing Fences Act 1961</i> | | | | | | | | | | |
| <i>Dividing Fences Regulations 1971</i> | | | | | | | | | | |
| <i>Dog Act 1976</i> | | | | | | | | | | |
| <i>Dog Regulations 2013</i> | | | | | | | | | | |

Town of East Fremantle - Legislative Compliance Matrix Register

| Legislation | Office of CEO | Corporate Services | | | Regulatory Services | | | | Operations | |
|---|---------------|--------------------|---------|------|---------------------|--------|----------|-------------|------------|------------------|
| | | Admin & Fin | Rangers | HACC | Building | Health | Planning | Environment | Transport | Parks & Reserves |
| <i>Emergency Management Act 2005</i> | | | | | | | | | | |
| <i>Emergency Management Regulations 2006</i> | | | | | | | | | | |
| <i>Environmental Protection Act 1986</i> | | | | | | | | | | |
| <i>Environmental Protection Regulations 1987</i> | | | | | | | | | | |
| <i>Equal Opportunity Act 1984</i> | | | | | | | | | | |
| <i>Equal Opportunity Regulations 1987</i> | | | | | | | | | | |
| <i>Fair Work Act 2009</i> | | | | | | | | | | |
| <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> | | | | | | | | | | |
| <i>Fines, Penalties and Infringement Notices Enforcement Regulations 1994</i> | | | | | | | | | | |
| <i>Fire and Emergency Services Authority of WA Act 1998</i> | | | | | | | | | | |
| <i>Fire and Emergency Services Authority of WA Regulations 1998</i> | | | | | | | | | | |
| <i>Food Act 2008</i> | | | | | | | | | | |
| <i>Food Regulations 2009</i> | | | | | | | | | | |
| <i>Freedom of Information Act</i> | | | | | | | | | | |
| <i>Freedom of Information Regulations 2020</i> | | | | | | | | | | |
| <i>Heritage Act 2018</i> | | | | | | | | | | |
| <i>Heritage Regulations 2019</i> | | | | | | | | | | |
| <i>Interpretation Act 1984</i> | | | | | | | | | | |
| <i>Jetties Act 1926</i> | | | | | | | | | | |
| <i>Land Administration Act 1997</i> | | | | | | | | | | |
| <i>Land Administration Regulations 1998</i> | | | | | | | | | | |
| <i>Library Board of Western Australia Act 1951</i> | | | | | | | | | | |

Town of East Fremantle - Legislative Compliance Matrix Register

| Legislation | Office of CEO | Corporate Services | | | Regulatory Services | | | | Operations | |
|---|---------------|--------------------|---------|------|---------------------|--------|----------|-------------|------------|------------------|
| | | Admin & Fin | Rangers | HACC | Building | Health | Planning | Environment | Transport | Parks & Reserves |
| <i>Liquor Licensing Act 1988</i> | | | | | | | | | | |
| <i>Liquor Licensing Regulations 1989</i> | | | | | | | | | | |
| <i>Litter Act 1979</i> | | | | | | | | | | |
| <i>Litter Regulations 1981</i> | | | | | | | | | | |
| <i>Local Government Act 1995</i> | | | | | | | | | | |
| <i>Local Government (Administration) Regulations 1996</i> | | | | | | | | | | |
| <i>Local Government (Audit) Regulations 1996</i> | | | | | | | | | | |
| <i>Local Government (Constitution) Regulations 1998</i> | | | | | | | | | | |
| <i>Local Government (COVID-19 Response) Order 2020</i> | | | | | | | | | | |
| <i>Local Government (Elections) Regulations 1997</i> | | | | | | | | | | |
| <i>Local Government (Employee Superannuation) Regulations 2016</i> | | | | | | | | | | |
| <i>Local Government (Financial Management) Regulations 1996</i> | | | | | | | | | | |
| <i>Local Government (Functions and General) Regulations 1996</i> | | | | | | | | | | |
| <i>Local Government (Long Service Leave) Regulations</i> | | | | | | | | | | |
| <i>Local Government (Miscellaneous Provisions) Act 1960</i> | | | | | | | | | | |
| <i>Local Government (Model Code of Conduct) Regulations 2021</i> | | | | | | | | | | |
| <i>Local Government (Parking for People with Disabilities) Regulations 2014</i> | | | | | | | | | | |
| <i>Local Government (Regional Subsidiaries) Regulations 2017</i> | | | | | | | | | | |
| <i>Local Government (Uniform Local Provisions) Regulations 1996</i> | | | | | | | | | | |
| <i>Main Roads Act 1930</i> | | | | | | | | | | |
| <i>Main Roads (Control of Advertisements) Regulations 1996</i> | | | | | | | | | | |
| <i>Planning & Development Act 2005</i> | | | | | | | | | | |

Town of East Fremantle - Legislative Compliance Matrix Register

| Legislation | Office of CEO | Corporate Services | | | Regulatory Services | | | | Operations | |
|---|---------------|--------------------|---------|------|---------------------|--------|----------|-------------|------------|------------------|
| | | Admin & Fin | Rangers | HACC | Building | Health | Planning | Environment | Transport | Parks & Reserves |
| <i>Planning & Development (Consequential) Regulations 2006</i> | | | | | | | | | | |
| <i>Planning & Development (Development Assessment Panels) Regulations 2011</i> | | | | | | | | | | |
| <i>Planning & Development (Fees) Notice 2021</i> | | | | | | | | | | |
| <i>Planning & Development (Local Planning Schemes) Regulations 2015</i> | | | | | | | | | | |
| <i>Planning & Development (Part 17 Fees) Notice 2020</i> | | | | | | | | | | |
| <i>Planning & Development Regulations 2009</i> | | | | | | | | | | |
| <i>Planning & Development (Transitional) Regulations 2006</i> | | | | | | | | | | |
| <i>Public Interest Disclosure Act 2003</i> | | | | | | | | | | |
| <i>Public Interest Disclosure Regulations 2003</i> | | | | | | | | | | |
| <i>Public Health Act 2016</i> | | | | | | | | | | |
| <i>Health (Miscellaneous Provisions) Act 1911</i> | | | | | | | | | | |
| <i>Public Health Regulations 2017</i> | | | | | | | | | | |
| <i>Health Act (Carbon Monoxide) Regulations 1975</i> | | | | | | | | | | |
| <i>Health Act (Laundries and Bathrooms) Regulations</i> | | | | | | | | | | |
| <i>Health Act (Sewerage Drainage and Underground Water Supply) Regulations 1959</i> | | | | | | | | | | |
| <i>Health Act (Underground Water Supply) Regulations 1959</i> | | | | | | | | | | |
| <i>Health (Air-handling and Water Systems) Regulations 1994</i> | | | | | | | | | | |
| <i>Health (Aquatic Facilities) Regulations 2007</i> | | | | | | | | | | |
| <i>Health (Asbestos) Regulations 1992</i> | | | | | | | | | | |
| <i>Health (Cloth Materials) Regulations 1985</i> | | | | | | | | | | |
| <i>Health (Construction Work) Regulations 1973</i> | | | | | | | | | | |
| <i>Health (Garden Soil) Regulations 1998</i> | | | | | | | | | | |
| <i>Health (Offensive Trades Fees) Regulations 1976</i> | | | | | | | | | | |
| <i>Health (Pesticides) Regulations 2011</i> | | | | | | | | | | |
| <i>Health (Public Buildings) Regulations 1992</i> | | | | | | | | | | |

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| Legislation | Office of CEO | Corporate Services | | | Regulatory Services | | | | Operations | |
|--|---------------|--------------------|---------|------|---------------------|--------|----------|-------------|------------|------------------|
| | | Admin & Fin | Rangers | HACC | Building | Health | Planning | Environment | Transport | Parks & Reserves |
| <i>Health (Skin Penetration Procedure) Regulations 1992</i> | | | | | | | | | | |
| <i>Health (Temporary Sanitary Conveniences) Regulations 1997</i> | | | | | | | | | | |
| <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> | | | | | | | | | | |
| <i>Public Sector Management Act 1994</i> | | | | | | | | | | |
| <i>Public Works Act 1902</i> | | | | | | | | | | |
| <i>Rates and Charges (Rebates and Deferments) Act 1992</i> | | | | | | | | | | |
| <i>Rates and Charges (Rebates and Deferments) Regulations 1992</i> | | | | | | | | | | |
| <i>State Administrative Tribunal Act 2004</i> | | | | | | | | | | |
| <i>State Records Act 2000</i> | | | | | | | | | | |
| <i>Strata Titles Act 1985</i> | | | | | | | | | | |
| <i>Strata Titles (General) Regulations 2019</i> | | | | | | | | | | |
| <i>Swan and Canning Rivers Management Act 2006</i> | | | | | | | | | | |
| <i>Swan and Canning Rivers Management Regulations 2007</i> | | | | | | | | | | |
| <i>Waste Avoidance and Resource Recovery Act</i> | | | | | | | | | | |
| <i>Waste Avoidance and Resource Recovery Regulations 2008</i> | | | | | | | | | | |
| Local Laws | | | | | | | | | | |
| <i>Cat Local Law 2016</i> | | | | | | | | | | |
| <i>Dog Local Law 2016</i> | | | | | | | | | | |
| <i>Fencing Local Law</i> | | | | | | | | | | |
| <i>Meeting Procedure Local Law 2016</i> | | | | | | | | | | |

Town of East Fremantle - Legislative Compliance Matrix Register

| Legislation | Office of CEO | Corporate Services | | | Regulatory Services | | | | Operations | |
|---|---------------|--------------------|---------|------|---------------------|--------|----------|-------------|------------|------------------|
| | | Admin & Fin | Rangers | HACC | Building | Health | Planning | Environment | Transport | Parks & Reserves |
| <i>Public Places and Local Government Property Local Law 2016</i> | | | | | | | | | | |
| <i>Parking Local Law 2016</i> | | | | | | | | | | |
| <i>Penalty Units Local Law 2016</i> | | | | | | | | | | |
| <i>Waste Local Law 2017</i> | | | | | | | | | | |
| <i>Waste Amendment Local Law 2017</i> | | | | | | | | | | |
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|--|---------------------|
| | Office of CEO |
| | Corporate Services |
| | Regulatory Services |
| | Operations |

- 15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 16. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING**
- 17. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
- 18. NEW BUSINESS OF AN URGENT NATURE**
- 19. MATTERS BEHIND CLOSED DOORS**
- 20. CLOSURE**