TOWN OF
EAST FREMANTLE

MINUTES

Council Meeting

Tuesday, 16 November2021 at 6.30pm

Disclaimer

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MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY 16 NOVEMBER 2021

1. OFFICIAL OPENING

The Presiding Member opened the meeting at 6.30pm.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. 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

The following members were in attendance:

Cr A Natale	Presiding Member
Cr C Collinson	
Cr K Donovan	
Cr L Mascaro	
Cr A McPhail	
Cr D Nardi	
Cr A White	
Cr M Wilson	

The following staff were in attendance:

Mr G Tuffin	Chief Executive Officer
Mr P Kocian	Executive Manager Corporate Services
Mr A Malone	Executive Manager Regulatory Services
Mr N King	Executive Manager Technical Services
Ms J May	Minute Secretary

There were no members of the public in attendance.

4.2 Apologies

Nil.

4.3 Approved leave of absence

Mayor O'Neill.

5. DISCLOSURES OF INTEREST

5.1 Financial

Nil.

5.2 Proximity

Nil.

5.3 Impartiality

Nil.

6. PUBLIC QUESTION TIME

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

Nil.

6.2 Public Question Time

Nil.

7. PRESENTATIONS/DEPUTATIONS

7.1 Presentations

Nil.

7.2 Deputations

Nil.

8. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 Meeting of Council (19 October 2021)

9.1 OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr White
That the minutes of the Ordinary meeting of Council held on Tuesday, 19 October 2021 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

10. ANNOUNCEMENTS BY THE PRESIDING MEMBER

10.1 One Punch Wonder

Cr Natale advised he had attended a performance by the Actors Hub Studio entitled "One Punch Wonder" which highlighted the issue of domestic violence and one punch incidents within the community.

11. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

11.1 Council Delegate – Community Design Advisory Committee (CDAC) – Council Meeting 19/10/21

Moved Cr Natale, seconded Cr Donovan
That this matter be held over to the November Council Meeting.

11.1 OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr McPhail
That Council appoint Cr Collinson to the Community Design Advisory Committee (CDAC) as Chair.

(CARRIED UNANIMOUSLY)

12. REPORTS AND RECOMMENDATIONS OF COMMITTEES

12.1 Town Planning Committee Meeting (2 November 2021)

File ref	C/MTP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	16 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Town Planning Committee Minutes 2 November 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 2 November 2021, exercised its delegation in four statutory development applications where at least four members voted in favour of the Reporting Officer's recommendation.

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.

12.1 COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION 011121

Moved Cr White, seconded Cr Nardi
That the unconfirmed Minutes of the Town Planning Committee Meeting, held on 2 November 2021 be received.

(CARRIED UNANIMOUSLY)

12.2 Audit Committee Meeting (4 November 2021)

File ref	C/MTP1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	16 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Audit Committee Minutes 4 November 2021

Purpose
To

- submit the minutes of the Audit Committee for receipt by Council
- consider the Committee's recommendations in relation to
  - 11.1 External Independent Appointments
  - 11.4 Corporate Credit Card Policy - Amendment

Executive Summary
The Committee, at its meeting on 4 November 2021, considered matters relating to its terms of reference with two items referred to Council for consideration.

Consultation
Audit Committee.

Statutory Environment
Part 7 of the *Local Government Act 1995* deals with the audit of the financial accounts of local governments including the conduct of audits. Division 1A deals with Audit Committees.

The Department of Local Government, Sport and Cultural Industries has published Operational Guideline Number 09 – The appointment, function and responsibilities of Audit Committees.

Section 5.41 of the *Local Government Act 1995* details the functions of the CEO.
Regulation of the *Local Government (Financial Management) Regulations 1996* details the CEOs duties as to the financial management of the local government.

Policy Implications
Nil.

Strategic Implications
Nil.

Site Inspection
Not applicable.

Comment
The unconfirmed minutes of the Audit Committee meeting are now presented to Council for receipt.

12.2.1 COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION 021121

Moved Cr Wilson, seconded Cr Nardi

That the unconfirmed Minutes of the Audit Committee Meeting, held on 4 November 2021 be received.

(CARRIED UNANIMOUSLY)

Recommendations relating to two items referred to Council for consideration are reprinted below.

11.1 Audit Committee – External Independent Appointments

12.2.2 COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION 031121

Moved Cr White, seconded Cr Donovan

That Council resolve that:

1. **only expenses are to be reimbursed to any independent members of the Audit Committee, as per the following schedule, with amounts specified in the Salaries and Allowances determination for Elected Members:**

Expense to be Reimbursed	Amount
Rental charges in relation to one telephone and one facsimile machine	Actual expense incurred
Child Care Costs incurred because of attendance at a Committee Meeting	Actual cost per hour or $30 per hour, whichever is the lesser
Travel Costs incurred because of attendance at a Committee Meeting	The actual cost for the person to travel from the persons place of residence or work to the meeting and back, to a maximum of 100km per round trip. The rate is to be calculated at the same rate contained in section 30.6 of the Local Government Officers (WA) Award 2021 (i.e. 93.97 cents per km for engine over 2600cc).

2. **the Chief Executive Officer write to the Minister for Local Government requesting that the *Local Government Act 1995* be amended to allow independent persons appointed to Committees to be paid sitting fees in line with elected member entitlements.**
3. **the Chief Executive Officer, the Chair of the Audit Committee, and the Executive Manager Corporate Services meet with the two candidates to assess suitably for appointment to the Audit Committee.**

(CARRIED UNANIMOUSLY)

11.4 Corporate Credit Card Policy – Amendment

12.2.3 COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION 041121

Moved Cr White, seconded Cr Nardi

That Council adopt the amended Corporate Credit Card Policy which includes the updating of terminology to reflect the Town's actual credit card usage, including the officers who are a cardholder, the limits on each credit card, the use of direct debits and the requirement for a statutory declaration for purchases over $50 whereby no invoice/receipt is provided.

(CARRIED UNANIMOUSLY)

13. REPORTS

13.1 FINANCE

13.1.1 Statement of Financial Activity for Period Ended 31 October 2021

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Sam Dolzadelli, Manager Finance
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date:	16 November 2021
Voting requirements	Part 5 and 6 of the Officer's Recommendation requires an Absolute Majority
Documents tabled	Nil
Attachments	1. Statement of Financial Activity 31 October 2021 2. Capital Works Report 31 October 2021 3. Financial Health Check 31 October 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 31 October 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		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 31 October 2021. The following is a summary of headline numbers from the attached financial reports:

	Original Budget	YTD Budget	October Actuals
Opening Surplus	**689,520**	**591,172**	**576,249**
Operating Revenue	11,022,229	9,606,158	9,557,102
Operating Expenditure	(12,194,573	(4,158,586)	(3,714,697)
Capital Expenditure	(16,495,464)	(749,390)	(150,525)
Capital Income	10,558,322	0	0
Financing Activities	3,997,729	(180,800)	(182,842)
Non-Cash Items	2,422,237	857,059	844,246
Closing Surplus/(Deficit)	**0**	**5,965,613**	**6,929,533**
Unrestricted Cash			6,884,526
Restricted Cash			1,439,914

- The Capital Works Report is provided as Attachment 2 and includes actual expenditure as at **31 October 2021**. The full year capital works budget (amended) has been 1% expended with $150,525 in actual expenditure.

- Rates were levied in the month of July with rate notices issued 19 July. At the end of October 74.98% of rates levied (including arrears) have been receipted. The due date for payment of rates including the election of instalments was the 23 of August. As at 31 October, 1,234 assessments were on instalments, which represents 36% of all rateable properties. Of the $2.53m rates outstanding, instalments account for approximately $2.07m (81%). The remaining $460k (18%) outstanding is made up of properties who are in debt recovery action or to be sent to debt recovery (9%), properties subject to rebates who have the full year to pay (7%) or on payment arrangements (3%). Final demands were issued on 12 October, with a due date of 19 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. Circa $141k will be recognised in November and the corresponding liability will be reduced by this amount.

- 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.

Budget Variations

Council is requested to approve the following variations to the 2021/22 Budget, with explanations provided in the Schedule.

Account No.	Description	Current Budget	Amended Budget	Variance Increase /(Decrease) in funding position	Comment
I11205	Operating grants – EF Festival	$7,273	$27,273	$20,000	Lotterywest grant secured for EF Festival
E11263	Opex – EF Festival	($97,000)	($137,273)	($40,373)	Increase EF Festival budget for below income. $7,273 – Fremantle Port Grant (August OCM)

					$13,000 – Stallholder fees (August OCM) $20,000 – Lotterywest grant
E12824 Job – E12836	Capex – Angwin St Footpath	($8,400)	($0)	$8,400	Work completed at 30 June, expensed against 20/21 budget.
E11213	EF Oval – Insurance	($25,700)	($10,421)	$15,279	Budget allocation was made for insurance of Lyn Latham Pavilion. The EFFC maintains the insurance for the building.
E12688	Capex -Fortescue St footpath	($0)	($27,000)	($27,000)	Complete footpath works on Fortescue Street.
E12823 Job - E12832	Capex – Silas St Drainage	($196,000)	($73,000)	$123,000	Works completed under budget.
E12823 Job – E12833	Capex – Zephyr Car Park Drainage	($50,370)	($0)	$50,370	Works to be deferred
E12824 Job – E12839	Capex – Footpath – Riverside Rd and Pier St Intersection	($0)	($15,000)	($15,000)	Footpath works near Riverside Rd and Pier St intersection
Change in Net Current Assets				**$134,676**	

Fees & Charges

Council is requested to approve the following fees and charges amendments for 21/22, with an effective date of 1 January 2022. The fees and charges apply to non-CHSP (Commonwealth Home Support Program) clients, as they are currently receiving an inherent discount in the individual social support service.

Support Services (Non-CHSP clients)	Unit of service	Current Fee per client	Proposed Fee per client	Comment
Social Support Individual – accompanied activities/in home visit (non-residents)	Per hour	$33.53	$41.53	The original fee is based on the unit funding rate provided by the Commonwealth. However, this does not take into account the $8 per hour that is charged for client contribution.
Social Support Individual – accompanied activities/in home visit (residents)	Per hour	$33.53	$41.53	As above.

13.1.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 051121

Moved Cr McPhail, seconded Cr White

That Council:

1. **receives the Monthly Financial Report (Containing the Statement of Financial Activity) for the month ended 31 October 2021, as presented as attachment 1 to this report.**
2. **notes the unrestricted municipal surplus of $6,929,533 as at 31 October 2021.**
3. **receives the Capital Works Report dated 31 October 2021, as presented as attachment 2 to this report.**
4. **receives the Monthly Financial Health Check, as presented as attachment 3 to this report.**
5. **pursuant to section 6.8 of the *Local Government Act 1995*, approve the following schedule of budget variations resulting in an increase in the amended budget net current assets of $134,676 as at 30 June 2022.**

Account No.	Description	Current Budget	Amended Budget	Variance Increase/(Decrease) in funding position	Comment
I11205	Operating grants – EF Festival	$7,273	$27,273	$20,000	Lotterywest grant secured for EF Festival
E11263	Opex – EF Festival	($97,000)	($137,273)	($40,373)	Increase EF Festival budget for below income. $7,273 – Fremantle Port Grant (August OCM) $13,000 – Stallholder fees (August OCM) $20,000 – Lotterywest grant
E12824 Job – E12836	Capex – Angwin St Footpath	($8,400)	($0)	$8,400	Work completed at 30 June, expensed against 20/21 budget.
E11213	EF Oval – Insurance	($25,700)	($10,421)	$15,279	Budget allocation was made for insurance of Lyn Latham Pavilion. The EFFC maintains the insurance for the building.
E12688	Capex -Fortescue St footpath	($0)	($27,000)	($27,000)	Complete footpath works on Fortescue Street.
E12823 Job - E12832	Capex – Silas St Drainage	($196,000)	($73,000)	$123,000	Works completed under budget.
E12823 Job – E12833	Capex – Zephyr Car Park Drainage	($50,370)	($0)	$50,370	Works to be deferred
E12824 Job – E12839	Capex – Footpath – Riverside Rd and Pier St Intersection	($0)	($15,000)	($15,000)	Footpath works near Riverside Rd and Pier St intersection
Change in Net Current Assets				$134,676	

6. by absolute majority, in accordance with section 6.16 of the Local Government Act 1995, impose the fees and charges as per the table below:

Support Services (Non-CHSP clients)	Unit of service	Current Fee per client	Proposed Fee per client	Comment
Social Support Individual – accompanied activities/in home visit (non-residents)	Per hour	$33.53	$41.53	The original fee is based on the unit funding rate provided by the Commonwealth. However, this does not take into account the $8 per hour that is charged for client contribution.
Social Support Individual – accompanied activities/in home visit (residents)	Per hour	$33.53	$41.53	As above.

7. pursuant to section 6.19 of the Local Government Act 1995, provide local public notice of the adopted fees, with an effective date of implementation from 1 January 2022.

(CARRIED ABSOLUTE MAJORITY/UNANIMOUSLY)

13.1.2 Accounts for Payment – October 2021

File ref	F/FNS2
Prepared by	Sam Dolzadelli Manager, Finance
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	16 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – October 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 31 October 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 October to 31 October 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.

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)
Australian Taxation Office	BAS September 2021	52,137.00
LGIS	Liability/Property/Workcare Insurance (Remaining 50% Instalment)	114,109.60
Resource Recovery Group	Waste Disposal Fees September	41,364.51
State Wide Turf Services	Henry Jeffery Oval	43,890.00
Steann Pty Ltd	Annual Hardwaste Verge Collection	62,461.30

13.1.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 061121

Moved Cr Mascaro, seconded Cr McPhail

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, RECEIVES the list of payments made under delegated authority for the month ended 31 October 2021 as recorded in the Minutes of the Council.

OCTOBER 2021		
Voucher No	**Account**	**Amount**
5341-5342	**Municipal (Cheques)**	**666.30**
EFT32100 – EFT32257	**Municipal (EFT)**	**$608,946.40**
Payroll	**Municipal (EFT)**	**$298,005.21**
Direct Debits	**Municipal (Direct Debit)**	**$55,301.91**
	Total Payments	**$ 962,919.82**

(CARRIED UNANIMOUSLY)

13.1.3 Contestable Electricity Supply for WA Member Local Governments

Applicant	Not Applicable
File ref	A/WALGA
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	16 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Energy Framework Offer Document 2. Azility Utilities Report 2021 3. Current Electricity Sales Agreement 4. Consumption and Expenditure Report

Purpose
Council is being requested to consider the Offer Summary as contained in attachment 1 for the provision of contestable electricity supply to the Town of East Fremantle, with Synergy to be the provider.

In addition, Council is requested to consider whether it wishes to purchase natural energy.

Executive Summary
On the 26 August 2021, the Australian Competition and Consumer Commission granted authorisation to WALGA to enable local governments to pool their energy demand and collectively tender for and negotiate an electricity supply arrangement.

WALGA subsequently managed a tender process for the supply of contestable energy including renewables, with Synergy awarded the tender under an initial 3-year agreement.

Participating local governments have been requested to accept the appended offer by the 18 November 2021 (attachment 1).

Background
The WALGA Contract deals principally with 'Contestable' Electricity Supply. A contestable customer deems that the business electricity customer is able to choose their own electricity provider. To be eligible for contestable power, you must use more than 50 MWh. Each distribution location is considered to be an individual site, and customers are unable to aggregate multiple distribution sites for the purpose of contestability. These rules are set by the Economic Regulatory Authority.

The above is why street lighting is non-contestable, as individual streetlights are classed as separate exit points and therefore consume less energy than is required to be eligible for contestable electricity supply – using a maximum of around 2 MWh per year.

One gigajoule (GJ) = 0.28 megawatt hours (MWh). Therefore, to be eligible for contestable power supply, the site must generally consume more than 178 GJ annually (although there is a flexibility allowance of 20%). Based on the consumption table included in this report, the Town Hall has been the only location that has been eligible for contestable power. The Town has a current Electricity Sales Agreement in place (attachment 3), with current on-peak pricing of 34.08 cents per kWH.

The Town has enquired with Synergy as to whether John Tonkin Park is eligible as a contestable site. Synergy has advised that given the scale of the project, they would like to finalise and execute contracts first and then review contestability and roll in sites shortly after the first stage is complete. Synergy has advised that there is a 20% allowance within the threshold for sites to be eligible, meaning that John Tonkin will more than likely be rolled into the agreement.

Consultation
Concept Forum 9 November 2021
Mr. Toby Constanzo, Contract Manager Commercial Management, WALGA
Ms. Bec Elshaw, Account Manager, Synergy

Statutory Environment
The total dollar value of procuring contestable electricity supply for the Town Hall (and possibly John Tonkin Park) under the 3-year WALGA Contract is well and truly below the $250k tender threshold. The tender provisions under the Local Government (Functions and General) Regulations 1996 therefore do not apply.

In any event, WALGA has run a tender process on behalf of member local governments, and there is a cost benefit in accepting the offer. Council can be satisfied that the new arrangement delivers value for money.

Policy Implications
At is meeting of 20 July 2021, Council adopted numerous strategic objectives for inclusion in the Climate Emergency Strategy, including:

Strategic Objective 1 – Energy

- Council will commit to net zero greenhouse gas emissions and transition to renewable energy (100% by 2030).
- Council will encourage the community to transition to zero emissions by 2030.
- Council will advocate for zero emission energy for both Council and community.

Financial Implications
Synergy has provided the Town with an itemised breakdown of all power consumption and expenditure for the period August 2020 – August 2021 (attachment 4). Total annual billing charges amount to $196k with total power consumption of 536,824kWH.

The Town has a 3-year agreement in place with Azility to review the performance of the Town's utility portfolio, as well as provide emissions reporting for all assets. Azility has provided their annual performance report for the 2020/21 financial year (see attachment 2).

The top ten Town assets based on annual power consumption is illustrated below:

Asset Name	Annual Energy (GJ)	Current Tariff	Current Annual Energy Cost
Unmetered Street Lighting	991.72	0.4	$108,825
Town Hall	169.02	0.3	$14,027
John Tonkin Park (Bore, Lighting, BBQ)	160.7	0.26	$12,344
Merv Cowan Park	109.73	0.26	$7,911
Wauhop Park (Floodlights)	94.52	0.29	$7,298

Locke Park (Sumpton Green and Oval Reticulation)	87.99	0.27	$6,402
Depot + Bowling Club/Croquet Club reticulation	84.39	0.27	$6,268
Preston Point Reserve	82.92	0.27	$6,263
Tricolore Community Centre	73.92	0.29	$5,966
Henry Jeffery Oval	69.13	0.28	$5,513

With reference to the Offer Document provided in attachment 1, Council can either accept unbundled pricing or bundled pricing for its contestable sites – detailed on page 5 of the Offer Document.

The following is a breakdown of on peak and off-peak consumption for the Town Hall for the full year August 2020 to August 2021.:

On Peak Consumption kWH	**Off Peak Consumption KWH**	**On Peak Consumption Charges**	**Off Peak Consumption Charges**
31,471	15,321	$10,936	$1,954

The following is an assessment of unbundled v bundled pricing for the Town Hall under the new Agreement:

Unbundled:

	Rate (c/kWh)	**Units**	**Total Energy Cost**
Daily Supply Charge	$0	365	$0
Peak (c/kWH)	5.691	31,471	$1,791
Off Peak (c/kWH)	5.174	15,321	$792
Capacity Charge/Non-Commodity Charges	18.322 (max rate)	46,792	$8,573
TOTAL			$11,156

Bundled:

	Rate (c/kWh)	**Units**	**Total Energy Cost**
Daily Supply Charge	$2.51	365	$916
Peak (c/kWH)	26.46	31,471	$8,327
Off Peak (c/kWH)	14.51	15,321	$2,223
TOTAL			$11,466

It therefore makes economic sense to elect the unbundled offer. This would provide a saving of approximately $2,500 per annum compared to pricing under the current agreement.

Council also has the option to purchase natural power for the Town Hall at the following rates, which will be charged in additional to the standard tariff:

1/4/22 – 31/3/23	1/4/23 – 31/3/24	1/4/24 – 31/3/25
3 cents kWh	2.6 cents kWh	2.23 cents kWh
$1,404	$1,217	$1,076

Based on the above pricing, and the savings available under the Tender for unbundled pricing, the Town can effectively purchase 100% renewable energy for the Town Hall, at less cost than current arrangements.

Strategic Implications

Council has adopted various strategic objectives to inform its Climate Emergency Strategy. One of the objectives relates to energy, with Council committing to net zero greenhouse gas emissions and transition to 100% renewable energy by 2030.

47 local governments have made declarations acknowledging that climate change is occurring, with many adopting environmental policies with carbon neutral targets included. As a result of this developing framework, WALGA was requested by its members to explore alternative options for a whole of sector Power Purchase Agreement to include access to natural energy.

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 achieve its commitment to transition to 100% renewable energy by 2030	Possible (3_	Moderate (3)	Moderate (5-9)	ENVIRONMENT Contained, reversible impact managed by internal response	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	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

It is recommended that Council accept the unbundled pricing offer for the Town Hall as a contestable site and purchase natural power over the year 3-year term of the Agreement. This would equate to annual electricity charges of approximately $12,500 for the Town Hall, compared to current charges between $13k-$14k. Thus, conversion to natural power will come at nil cost to the Town.

Natural Power

Synergy utilises 3 accredited sites to source Large Scale Generation Certificates (LGCs) for Natural Power. A LGC is an electronic form of currency created in the REC registry by eligible entities. One LGC is equivalent to 1MWh of eligible renewable electricity generated above the power stations baseline. Registered LGCs can be sold or transferred to entities with liabilities under the Renewable Energy Target.

The 3 sites are; Albany Wind Farm, Collgar Wind Farm and Emu Downs Wind Farm.

There is a standard natural power offer available to local government for non-contestable sites (including streetlights), whereby each local government has the option to purchase Natural Power as it decides each year. The current standard Natural Power product is 3.537c/kWh, which is payable in addition to the standard tariff.

Natural Power can also be added to any existing Synergy streetlights agreement. For Streetlights, local governments can choose how much of their deemed consumption they want to offset with LGCs from renewable electricity by selecting increments of 25% up to 100% across all streetlights.

The Natural Power charge will be calculated on a percentage of the deemed streetlight electricity consumption. This deemed consumption is based on lamp wattage and turn off time. Synergy purchases LGCs on behalf of the local government to match the amount of the chosen percentage of deemed electricity consumption.

The following is the indicative additional cost should the Town wish to covert fully to 100% natural power:

Asset	Total Annual KWh	Sport Price – Natural Power	Annual Additional Cost
Streetlights	271,172	0.0357	$9,680
All other Non-Contestable Sites	218,860	0.0357	$7,813
Total			**$17,493**

13.1.3 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 071121

Moved Cr Nardi, seconded Cr Donovan

That Council:

1. **with respect to WALGA RFQ 06/21 'Contestable Electricity Supply for Western Australian Member Local Governments, accept the unbundled pricing and natural power offer for the Towns contestable site (Town Hall), detailed on pages 5 and 6 of the attached Offer, for the 3-year term 1 April 2022 – 31 March 2023.**
2. **authorise the Chief Executive Officer to advise WALGA of the above by the Offer Notification Deadline of 18 November 2021.**
3. **authorise the Chief Executive Officer to sign the new 3 years Electricity Sales Agreement for the supply of contestable power by the signing deadline of 30 November 2021.**
4. **note that Town can purchase natural power for non-contestable sites at any time, and that this option be considered during future budget deliberations.**

(CARRIED UNANIMOUSLY)

13.1.4 Funding Agreement – Museum of Perth

File ref	R/RSA1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	16 November 2021
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Funding Agreement – Museum of Perth

Purpose
Council is requested to consider the attached Funding Agreement between the Town of East Fremantle and the Perth History Association Inc. trading as "Museum of Perth".

Executive Summary
Council on the 19 June 2018 resolved to endorse a 12-month Licence Agreement with the Museum of Perth, commencing 28 August 2018, for the use of Dovenby House (Council Resolution 080618). The agreement was subsequently extended until the 30 June 2021.

Under the terms of the agreement, the Museum was granted free use of the building, and in return provided historical research services to the Town including but not limited to community engagement, traditional and social media, heritage interpretation, long form writing, and biographical and genealogical research.

Background
The Museum of Perth has vacated Dovenby House and has opened up an office in Fremantle. The Museum is continuing to maintain the 'Streets of East Freo' website on behalf of the Town, and a decision is required as to how this information resource is to be managed.

Options for the ongoing management of this website include:

1. engage the Museum of Perth under a fee for service arrangement
2. the Town assumes responsibility for maintaining the website (this has a resourcing implication)
3. the Town engages another 3rd party to manage the website under a fee for service arrangement
4. the Town pays the website hosting fee only and does not update content on the website
5. the Town elects to decommission the website

Consultation
Concept Forum 9 November 2021
Mr Reece Harley, Executive Director, Perth History Association

Statutory Environment
There is no statutory requirement relevant to this matter.

Policy Implications
Purchasing Policy. As the Museum of Perth has developed the website and researched the information collateral, they possess the intellectual property to continue the project partnership

with the Town. The purchase of services is therefore deemed to be exempt from the requirement to obtain quotes under the Purchasing Policy.

Financial Implications
The total cost payable under the Agreement for the period 1 December 2021 – 30 June 2023 is $19,214 (ex GST), with $11,057 (ex GST) payable this financial year. A budget variation will be required to provide for the required funding this financial year.

Strategic Implications
Strategic Priority 1 "Social" of the Strategic Community Plan is relevant to this item.
1.1.2 – Strengthen the sense of place and identity through inclusive community interaction and participation.

Site Inspection
Not applicable

Comment
It is recommended that Council endorse the attached funding agreement to enable the continuation of the partnership with the Museum of Perth.

The key element of the partnership is the website hosting and management of content of the Streets of East Freo website. Failure to enter into a partnership may result in a static website with limited community interaction.

The Museum are also undertaking a dedicated research project on WW1 Soldiers on the Roll of Honour Board, including the writing of biographies and the compilation of an inventory of ANZAC houses in the Town of East Fremantle. This project is underway and expected to be completed by April 2022.

13.1.4 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 081121

Moved Cr Wilson, seconded Cr Donovan

That Council:

1. **endorse the attached Funding Agreement between the Town of East Fremantle and the Perth History Association Inc trading as the Museum of Perth to provide the following historical research services to the Town:**

Project	Indicative Hours per Week	Annual Fee (GST Exclusive)	Performance Outputs
Administering the Streets of East Freo Website and Facebook Page	3	$7,800	Ensure that content remains current. This includes updates, moderations, social media posting and tagging, and incorporating feedback, messages and new information into the existing body of research.
Website Hosting for Streets of East Freo web page via Squarespace		$357	Ensure 99.9% uptime of website
Undertake WW1 Research on Honour Board	2	One off fee of $2,900	Work to be completed prior to 25 April with all biographies to be completed

		payable on completion of project	**and an inventory of Anzac Houses to be compiled. The Town to be advised of any service people missing from the Roll of Honour Board.**

2. pursuant to section 6.8 of the Local Government Act 1995, approve an expenditure budget of $11,057 (ex GST) in the 2021/22 Municipal Budget to fund the above service partnership.

(CARRIED ABSOLUTE MAJORITY/UNANIMOUSLY)

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil.

15. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING
Nil.

16. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
Nil.

17. NEW BUSINESS OF AN URGENT NATURE
Nil.

18. MATTERS BEHIND CLOSED DOORS

PROCEDURAL MOTION

Moved Cr White, seconded Cr Nardi
That the meeting be closed to the public to discuss Item 18.1 under the terms of the *Local Government Act 1995, Section 5.23(2)(c) & (e).*

(CARRIED UNANIMOUSLY)

18.1 Quote Approval – Street sweeping and gully ducting
(Confidential Report Attached separately)

18.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 091121

Moved Cr Donovan, seconded Cr White

That Council:

1. **approves Enviro sweep as the Town's street sweeping and gully ducting contractor. The contract will be accepted on an initial one year basis, with the possibility of a further two, one year extensions, with a maximum contract term of three years.**
2. **authorise the Mayor and Chief Executive Officer to sign and affix the Town's Common Seal to the Contract for street sweeping and gully ducting within the Town.**

(CARRIED UNANIMOUSLY)

PROCEDURAL MOTION

Moved Cr Wilson, seconded Cr Donovan

That the meeting be reopened to the public.

(CARRIED UNANIMOUSLY}

19. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 7.17pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Council** of the Town of East Fremantle, held on **16 November 2021**, Minute Book reference **1.** to **19.** were confirmed at the meeting of the Council on*

14 DECEMBER 2021

Presiding Member

TOWN of EAST FREMANTLE

ATTACHMENTS TO COUNCIL MEETING MINUTES

16 NOVEMBER 2021

Minute No	Subject
12.1	Town Planning Committee Meeting (2 November 2021)
12.2	Audit Committee Meeting (4 November 2021)
13.1.1	Statement of Financial Activity for Period ended 31 October 2021
13.1.2	Accounts for Payment – October 2021
13.1.3	Contestable Electricity Supply for WA Member Local Governments
13.1.4	Funding Agreement – Museum of Perth

TOWN OF EAST FREMANTLE

MINUTES

Town Planning Committee

Tuesday, 2 November 2021 at 6.30pm

Disclaimer

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 I) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

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

Copyright

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MINUTES OF THE ORDINARY MEETING OF THE TOWN PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY, EAST FREMANTLE ON TUESDAY, 2 NOVEMBER 2021.

1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

Executive Manager, Regulatory Services opened the meeting at 6.32 pm and welcomed members of the gallery.

2. ELECTION OF PRESIDING MEMBER

The Executive Manager of Regulatory Services called for nominations for the position of Presiding Member of the Town Planning Committee.

Cr Nardi nominated Cr Collinson for the position of Presiding Member.

Moved Cr Nardi, seconded Cr Natale

That Cr Collinson be appointed to the position of Presiding Member of the Town Planning Committee for a period of two years

(CARRIED UNANIMOUSLY)

Cr Collinson accepted his nomination for this position and assumed the Chair.

3. 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."

4. 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."

5. RECORD OF ATTENDANCE

5.1 Attendance

The following members were in attendance:

Cr C Collinson	Presiding Member
Mayor J O'Neill	
Cr A Natale	
Cr D Nardi	
Cr L Mascaro	
Cr A White	

The following staff were in attendance:

A Malone	Executive Manager Regulatory Services
J Bannerman	Planning Officer
K Culkin	Minutes Secretary

There were nine members of the public in the gallery.

5.2 Apologies
Nil

5.3 Leave of Absence
Nil

6. MEMORANDUM OF OUTSTANDING BUSINESS
Nil

7. DISCLOSURES OF INTEREST
Nil

7.1 Financial
Nil

7.2 Proximity
Nil

7.3 Impartiality
Nil

8. PUBLIC QUESTION TIME
Nil

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

8.2 Public Question Time
Nil

9. PRESENTATIONS/DEPUTATIONS
9.1 Presentations
Nil

9.2 Deputations
Nil

10. CONFIRMATION OF MINUTES OF PREVIOUS MEETING
10.1 Town Planning Committee (5 October 2021)

10.1 OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr Natale

That the minutes of the Town Planning Committee meeting held on Tuesday, 5 October 2021 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

11. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

12. REPORTS OF COMMITTEES

12.1 Community Design Advisory Committee (4 October 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 4 October 2021

PURPOSE
To submit the minutes of the Community Design Advisory Committee meeting held on the 4 October 2021 for receipt by the Town Planning Committee.

EXECUTIVE SUMMARY
The Committee, at its meeting held on 4 October 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.

12.1 OFFICER RECOMMENDATION

Moved Cr White, seconded Cr Nardi

That the Minutes of the Community Design Advisory Committee meeting held on 4 October 2021 be received.

(CARRIED UNANIMOUSLY)

13. REPORTS OF OFFICERS (COMMITTEE DELEGATION)

13.1 Pier Street No 56A (Lot 2) Proposed Four Storey Dwelling

Owner	Elvis & Joanne Dragicevich
Applicant	Infinity Designed
File ref	P68/21
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Location plan and advertising 2. Site photos 3. Plans date stamped 11 October 2021 4. Community consultation checklist

Purpose
The purpose of this report is for Council to consider a development application for a proposed new dwelling at No 56A (Lot 2) Pier Street, East Fremantle.

Executive Summary
This development application proposes a dwelling at 56A Pier Street on one of two survey strata lots. The dwelling is spread across 4 levels. It has a 4 car undercroft garage, cellar, storeroom, and workshop. The main living area is on the second level with a kitchen, dining and living. The third level includes 4 bedrooms, 2 bathrooms and a study. The upper and fourth level comprises a roof top terrace. A swimming pool is located in the front setback area and elevated above the street adjacent to the alfresco. There is also a rear outdoor living area. A gate encloses the staircase entry to the dwelling adjacent to the generous driveway. It is noted that the lower 2 floors of the development are utilising elements of an unfinished, but previously approved development on site and therefore the levels and heights of the first two floors are completed. Some of the below variations are the result of utilising the existing structures.

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

(i) Clause 3.7.7.3 – Residential Design Guidelines – Front Street Setback – 7.25m (average) required, 4.5m provided,
(ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Western wall – Dining - 1.1m required, 0.6m provided,
(iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Western wall – Kitchen, Scullery – 1.1m required, 0m provided,
(iv) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Eastern Wall – Living and Alfresco – 1m required, 0m provided,
(v) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Western Wall – Bed 3, Bath, Study/Arts – 1.8m required, 1.7m provided,
(vi) Clause 5.1.3 – Residential Design Codes - Lot Boundary Setbacks - Eastern Wall – Bed 4, Dresser, Master Suite – 2.1m required, 1.3m provided, and
(vii) Clause 5.1.4 – Residential Design Codes - Open Space – 50% required, 49% provided

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

Background
Zoning: R12.5 (previously subdivided at R20 density code – corner lot)
Site area: 445m²
Heritage: N/A

Previous Decisions of Council and/or History of an Issue or Site
P124/14 – swimming pool at front - development approval – 5 September 2014
P150/10 – multiple dwellings x 2 including undercroft garage development approval – 24 February 2014

Consultation
Advertising
The application was advertised to surrounding landowners from 25 August to 10 September 2021. The following submissions were received.

Submission	Applicant Response	Officer Response
Submission 1 We fully support the proposal of lot 2, 56a Pier Street, East Fremantle.	Noted	Noted.
Submission 2 We have reviewed the proposal in detail & support the development plans for 56a Pier Street. The proposed development compliments the surrounding properties. Defined total height for the proposed building is proportionate to the neighbouring properties. For more than three years this plot has been an abandoned building site attracting vandalism and trespassers (in turn, causing concern). The proposed dwelling is an attractive design, in keeping with the neighbouring properties and will therefore represent a huge improvement to the current situation.	Noted	Noted
Submission 3 With regard to the proposed plans for Lot 2, 56A Pier Street, East Fremantle, 6158, please find our comments below. Firstly, we welcome a new dwelling to be built on this lot. We have one major concern however, which is the sheer height of the building. The property is proposed as 3 storey, but on viewing the plans, there is actually a 4th storey "roof cabana" which far exceeds the height of any other property on our street. Pier Street is a hill, with Lot2/ 56A already on the elevated side of the	Amended plans were submitted which address concerns regarding height and visual privacy.	Noted. It is recognised that the development is a 4 storey development and labelled as such in this report. Amended plans were submitted which reduced the height of the development such that it is less than 8m in height which is in accordance with the deemed to comply requirements of clause 5.1.6 of the Residential Design Codes. Development with a concealed roof can be undertaken on this site with a maximum height of 8m. The development achieves the minimum visual privacy and overlooking requirements for all surrounding properties by utilising a mixture of

street, and its ground level is already far higher than our own property. The presence of a 4 storey home on the hill, we feel would unfortunately be imposing to the street, with a 4th storey overlooking all surrounding neighbours. There are a few pre-existing homes that are a maximum of 3 levels in this area, but they are set much further back from the road and therefore feel far less intrusive to the streetscape. The roof terrace of the proposed 4th floor extends out very close to the front of the roof margin. We also worry about the noise carriage from the 4th level, as this part of the cabana area is not enclosed. To summarise, our main concern with the proposed plans we have seen is regarding the 4th level. With the natural elevation of 56A from ground level, the 4th storey or cabana takes the development far higher than the neighbouring homes and is out of keeping with the other residences on the street.		obscure glazing, highlight windows, visual privacy screening and visual privacy setbacks in accordance with clause 5.4.1 of the Residential Design Codes. Noise transmission is not an issue that is assessed directly by the Residential Design Codes or the Residential Design Guidelines. It is noted that residences can produce noise from socialising. This is a matter that has to be dealt with if and when noise exceeds environmental health standards. Some of the walls that are proposed do have a zero setback from the boundary but utilise some of the existing walls which are already located on the boundary. A condition will also be imposed that requires that all air conditioning to be located at lower levels and shrouded in noise and vibration limiting materials to reduce noise transmission. The design utilises the existing previously approved garage location which is already in place and located 6m from the front lot boundary. A condition will be recommended that limits the ability for any temporary or permanent structures to be located on the roof terrace to ensure that the development height is not exceeded. There are many large and multiple storey developments in the Richmond Hill precinct. As stated previously the development is below the maximum height permitted under the Residential Design Codes (8m) and has been able to go to 4 levels by utilising the existing previously approved garage that was created through considerable excavation of the site. Proponents for development are permitted to propose development that requests variations to the deemed to comply requirements of the Residential Design Codes by utilising design principles. As a result of the amendments made to the design there has been a reduction in the number of requested variations to 7 in total of which 6 are related to front or side lot boundary setbacks. Three of these relate to previously approved walls that are already in place in the existing structure on site. Some of the walls that are proposed do have a zero setback from the boundary but utilise some of the existing walls which are already located on the boundary.

Submission 4 Thank you for providing my wife and me with the opportunity to respond to the proposed four-storey residence across the road from our house at 65 Pier St, East Fremantle. We are writing to strongly object to the proposed development in its current form. Sarah and I have owned our home since 2005. We purchased what we believe is the oldest house in Pier Street. It needed extensive restoration and renovation which we undertook with close attention to the heritage value of its location in East Fremantle. In the process we were careful to learn about Pier St and its history. Our renovation was nominated and shortlisted for the Fremantle Heritage Awards on completion. In the time we have been here we have brought up our family with two children and watched the area change, mostly for the better. We understand that this is one of the most significant heritage areas of the suburb, within visual range of the original Penshurst residence on the hill around 50m away. The name of the street that our house is on the corner of was changed from Gordon St at some point, to Penshurst St, to recognise the heritage value of the Penshurst historical residence in this locality. Although we live in a very old house and have embraced the heritage aspects of this building, we strongly support high quality contemporary architecture. With the sale of the lot across the road, with its half-built structure marring the streetscape over a long period, we were looking forward to a new building on this beautiful site. However, we were very disappointed to see that the proposed plan does not respect the streetscape and its neighbourhood. In fact, in its scale, design and sheer bulk, it appears to pay no attention to its location. It is out of proportion with its surrounding residential neighbourhood and would tower over the street and nearby houses like a block of flats.	Amended plans were submitted which address concerns regarding height and visual privacy.	Noted. It is recognised that the development is a 4 storey development and labelled as such in this report. Amended plans were submitted which reduced the height of the development such that it is less than 8m in height which is in accordance with the deemed to comply requirements of clause 5.1.6 of the Residential Design Codes. Development with a concealed roof can be undertaken on this site with a maximum height of 8m. The development achieves the minimum visual privacy and overlooking requirements for all surrounding properties by utilising a mixture of obscure glazing, highlight windows, visual privacy screening and visual privacy setbacks in accordance with clause 5.4.1 of the Residential Design Codes. It is permitted to have a pool in the front setback area. A pool was previously approved in this location for the original development approval for the dwelling that was never completed. Pools do not require a development approval unless they relate to a heritage listed property. As this property is not heritage listed the pool only requires a building permit. Some of the walls that are proposed do have a zero setback from the boundary but utilise some of the existing walls which are already located on the boundary. The proposed development achieves the minimum requirements for landscaping of a site in accordance with the Residential Design Codes. A landscape plan has been submitted which proposes significant planting across the verge and in the area to the rear of the property. The design utilises the existing previously approved garage location which is already in place and located 6m from the front lot boundary. A condition will be recommended that limits the ability for any temporary or permanent structures to be located on the roof terrace to ensure that the development height is not exceeded. A condition will also be imposed that requires that all air conditioning to be located at lower levels and shrouded in noise and vibration limiting materials to reduce noise transmission. The property is not heritage listed and as a result there is no requirement to have any features that are typically linked to heritage development. The Residential

We do not believe that a 4-storey residence is appropriate or acceptable in this location. It does not respect the natural topography, the streetscape or the neighbourhood. Further, there are other aspects of the design that we consider unacceptable for a building in this location. Many of these appear to unjustifiably exceed the limits of the relevant building codes that have been designed to protect neighbourhoods from unsuitable developments such as this. There are a number of specific aspects of the proposed structure that we would like to specify to support our objection: 1. The overall form of this proposed residence imposes on the streetscape in an excessively dominant way and is out of proportion. In particular it rises high above the limestone scarp landform, which should, we believe, remain the dominant form in this immediate area. At the very least, the fourth storey should not be allowed. 2. The proposed design includes a roof-top deck, which would allow the occupants and its visitors to look into our front yard, which is our only outdoor living space, resulting in loss of privacy, amenity and peaceful enjoyment of our only family living area. 3. The proposed roof-top deck would allow noise transmission directly down to our living spaces, resulting in loss of privacy, amenity and peaceful enjoyment of our only family living area. 4. The proposed roof-top deck, if approved, would set a precedent for similar development in the area, even if the deck were to be reduced in size or further set back. 5. The proposed pool located at the front boundary would allow overlooking of our front yard and living area, resulting in loss of privacy, amenity and peaceful enjoyment of our only family living space. 6. The third level cantilevers forward beyond the second level.		Design Guidelines specifically follows the Burra Charter in requiring that new development should be contemporary and not attempt to copy heritage design. Faux heritage is strictly discouraged. There are many large and multiple storey developments in the Richmond Hill precinct. As stated previously the development is below the maximum height permitted under the Residential Design Codes (8m) and has been able to go to 4 levels by utilising the existing previously approved garage that was created through considerable excavation of the site. Proponents for development are permitted to propose development that requests variations to the deemed to comply requirements of the Residential Design Codes by utilising design principles. As a result of the amendments made to the design there has been a reduction in the number of requested variations to 7 in total of which 6 are related to front or side lot boundary setbacks. Three of these relate to previously approved walls that are already in place in the existing structure on site.

This creates an overbearingly dominating form, beyond anything in this street, jutting out toward the road and emphasising the intrusiveness and massiveness of the structure. 7. The building is proposed to fill the space from side boundary to side boundary, limiting the ability for greenery and dominating over the two abutting buildings. We see no justification for this. 8. The proposed garage is at least 3 meters above the road. It would be more appropriate for the garage to be level with the road, with the residence built over it. This would be a much safer option at this location, very close to an intersection. The proposed development appears to be based on the assumption of the granting of multiple concessions to allow breaching of established codes which, if granted, would potentially have serious negative impacts on neighbours. We have talked with the residents who own properties that adjoin the property under consideration, many whom have not been advised of the proposal. They have expressed their concerns over the sheer scale and inappropriateness of what is proposed. We look forward to a modern home being built on this site; however, we believe that what is proposed is excessive and totally inappropriate for this location. It will cause us and our neighbourhood significant loss of amenity and will have a negative impact on the streetscape in a historically important area.		
Submission 5 We have reviewed the plans and we have no comments to raise with the Application.		Noted

<u>Community Design Advisory Committee (CDAC)</u>

The application was referred to 6 September 2021 CDAC meeting.

a) The overall built form merits.

- The Committee were not supportive 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.

<u>Officer Comment</u>

Amended plans were submitted which address concerns regarding height and visual privacy.

<u>External Consultation</u>

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

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	**Average of front setbacks**	**4.5m**	**D**
Secondary Street Setback			N/A
Western wall - dining	**1.1m**	**0.6m**	**D**
Western wall – kitchen, scullery	**1m**	**0m**	**D**
Western wall powder and laundry	1m	1.125m	A
Northern wall – laundry, stairs, lift, living	1.5m	3.2m	A
Eastern wall – living & alfresco	**1.5m**	**0m**	**D**
Western wall – bed 3, bath, study/arts	**1.8m**	**1.7m**	**D**
Northern wall – study/arts, spiral staircase, staircase, lift, bed 4	2m	3.3m	A
Eastern wall – bed 4, dresser, master suite	**2.1m**	**1.3m**	**D**
Western wall – landing, roof terrace	1.7m	3.8m	A
Northern wall – landing	1.3m	3.354m	A
Eastern wall – roof terrace	1.7m	7.5m	A
Open Space	**50%**	**49%**	**D**
Roof height	8m	7.92m	A
Setback of Garage			N/A
Car Parking	2 car bays	Minimum of 4 car bays	A
Site Works			N/A
Visual Privacy	Roof deck 7.5m	7.5m setback & privacy screening	A
Overshadowing			N/A
Drainage	To be conditioned		

Local Planning Policies Assessment

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

3.7.10 Landscaping	A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	A
3.7.14 Footpaths and Crossovers	A
3.7.17.3 Garages and Carports	N/A
3.7.17.4.3 Fremantle Port Buffer Area	N/A

This development application proposes a dwelling at 56A Pier Street on one of two survey strata lots. The dwelling is spread across 4 levels. It has a 4 car undercroft garage, cellar, storeroom, and workshop. The main living area is on the second level with a kitchen, dining and living. The third level includes 4 bedrooms, 2 bathrooms and a study. The upper and fourth level is a roof top terrace. A swimming pool is located in the front setback area and elevated above the street adjacent to the alfresco. There is also a rear outdoor living area. A gate encloses the staircase entry to the dwelling adjacent to the driveway.

The lot is a very steep site with levels rising from approximately 41m at the street up to 47m at the rear boundary. There is an existing partially constructed dwelling on site. The proposed new dwelling utilises features of this development related to the undercroft garage and storage areas and the second level. The internal walls of the original dwelling on the second level of the dwelling that was previously approved will be removed. The design above the second level is all new. Amended plans were submitted after discussions with the proponents with changes made to address issues relating to height and visual privacy. As a result, the building is lower and achieves the required visual privacy setbacks to each of the neighbouring properties.

There are seven variations that are requested in relation to the proposed development in relation to street setback, lot boundary setback (5 walls), and open space.

<u>Street Setback</u>
In accordance with the acceptable development provisions of the Residential Design Guidelines clause 3.7.7.3 A1.3 the front setback of the proposed dwelling should either match the front setback of one existing dwelling or be the average of the 2 setbacks. In this case the proposed dwelling is setback a minimum of 4.5m which is less than the average of the 2 neighbouring properties and equivalent to 7.25m (western property – 1.5m and eastern property - 13m). It is however, more than the western adjacent property's setback from that property's side boundary of 1.5m. In accordance with performance criteria 3.7.7.3 P1.1 additions to non-contributory buildings should match the traditional setback of the immediate locality. In this case the 2 neighbouring properties do not represent the traditional setbacks from the street front. The garage is setback 6m, but it is the cantilevered upper storeys that are closer to the front boundary. These ensure that there is some weather protection for lower storeys. The reduced lot boundary setback can be supported. It is noted also the previously approved and half constructed development does set the footprint for the proposed building. The use of the existing footprint and lot dimensions do limit the ability to provide larger street setbacks.

<u>Lot Boundary Setbacks</u>
<u>Western wall – Kitchen, Scullery</u>
In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 the western wall of the proposed dwelling (the wall of the kitchen and scullery) that is 5m long and 3.45m high with no major openings is required to be setback 1m from the boundary. The wall is located on the boundary. This wall was originally part of the previously approved development that was never finished.

Eastern Wall – Living and Alfresco

In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 the eastern wall of the proposed dwelling (the wall of the living room) that is 11.01m long and 3.6m high without major openings is required to be setback 1.5m from the boundary. The wall is located along the boundary. This wall was originally part of the previously approved development that was never finished.

the reduced lot boundary setbacks can be supported for the following reasons;

- The existing structure was previously approved by Council and is being utilised in the design of this proposal,
- It makes more effective use of the space for the enhanced privacy for the occupants,
- There are minimal impacts from building bulk to adjoining neighbour,
- Adequate sunlight and ventilation to the building and open spaces on site and adjoining properties,
- Minimal (compliant) overlooking and loss of privacy on adjoining properties,
- The proposal has minimal adverse impacts on the amenity of the adjoining properties,
- Direct sun to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted, and
- The development is consistent with the prevailing and future development context and streetscape as outlined in the local planning framework.

The western wall has no major openings and as a result maintains privacy between the subject and neighbouring properties. The location of the wall does not limit access to sunlight as this property has large windows facing south that will allow light to enter and ventilation. This wall also faces onto the neighbouring strata property dwelling and the owners of this property have agreed to the proposed development. For this reason, the reduced lot boundary setback is supported.

The eastern wall has no major openings and as a result maintains privacy between the subject and neighbouring properties. The location of the wall does not limit access to sunlight as this property has large windows facing south that will allow light to enter and ventilation.

Lot Boundary Setback – Western wall

Dining

In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 the western wall of the proposed dwelling (the wall of the dining room) that is 3.175m long and 3.9m high with no major openings is required to be setback 1.1m from the boundary. The wall is located 0.6m from the boundary. This wall was originally part of the previously approved development that was never finished.

Bed 3, Bath, Study/Arts

In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 the western wall of the proposed dwelling (the wall of bedroom 3, bathroom and study/arts) that is 13.615m long and 5.9m high without major openings is required to be setback 1.8m from the boundary. In this case the wall is setback 1.7m.

The reduced lot boundary setbacks can be supported for the following reasons;

- The existing structure was previously approved by Council and is being utilised in the design of this proposal,
- There are minimal impacts from building bulk,
- Adequate sunlight and ventilation to the building and open spaces on site and adjoining properties,

- Minimal overlooking and loss of privacy on adjoining properties,

As stated previously this is a previously existing wall and the design utilises this wall. The western wall has no major openings and as a result maintains privacy between the subject and neighbouring property. The location of the wall does not limit access to sunlight as this property has large windows facing south that will allow light to enter and ventilation. This wall also faces onto the neighbouring strata property dwelling and the owners of this property have agreed to the proposed development. For this reason, the reduced lot boundary setback is supported.

Eastern Wall – Bed 4, Dresser, Master Suite

In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 the eastern wall of the proposed dwelling (the wall of bed 4, dresser, master suite) that is 14.486m long and 6.9m high without major openings is required to be setback 2.1m from the boundary. The wall is located 1.3m from the boundary.

The reduced lot boundary setback can be supported for the following reasons;

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

The eastern wall has no major openings and as a result maintains privacy between the subject and neighbouring properties. The location of the wall does not limit access to sunlight as this property has large windows facing south that will allow light to enter and ventilation. This is considered a minor variation and as such can be supported.

Open Space

According to the Residential Design Codes deemed to comply clause 5.1.4 (and Table 1) the required minimum amount of open space is 50% for lots that have a density code of R20. In this case the lot has a density code of R12.5 but it has been subdivided in accordance with Local Planning Scheme No 3 clause 5.1.3 and development on the lot can be assessed in alignment with the requirements for lots with an R20 density coding. The proposed development has open space of 49%. This is considered a minor variation that can be supported. The proposed development achieves design principles 5.1.4 P4. The development has incorporated open space that provides access to natural sunlight, provides an attractive setting for the buildings, landscape, vegetation and streetscape, opportunities are provided for the residents to use the space external to the dwelling for outdoor pursuits and access within and around the site, and provides space for external fixtures and essential features.

The applicant has submitted a landscape plan which shows significant planting across the verge and at the rear of the property. Landscaping will be able to soften the design and reduce the impact of the building on the street.

Submissions from Advertising

A total of 5 submissions were received. Three submissions supported the proposed development while 2 were from the same submitter that opposed the development. Following discussions held with the proponent changes were made to the design to reduce the height and reduce overlooking. Obscure glazing was added to the rear window facing north on the third level. The cabana on the top storey was removed. Walls to 1.6m from the finished floor level of the roof terrace were included to increase visual privacy to the rear properties. Side boundary setbacks of 7.5m were added to the roof terrace to meet

the deemed to comply visual privacy requirements of the Residential Design Codes. These changes resulted in a design that is lower and will have fewer privacy impacts on the neighbouring properties. For further information see the submissions table.

The proposed development will help to deal with the issues attached to the current abandoned building site. Development will improve the current streetscape by completing the unfinished structures which are considered an eyesore and ensure that people will no longer be able to enter the abandoned building site illegally. All submitters expressed the view that they wanted development to be completed.

Conclusion

Although there are multiple variations proposed to the Residential Design Codes on balance it is considered that the amended proposal can be supported. 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 are considered acceptable. As such it is recommended that the proposed development be supported subject to development conditions.

- Mr Richard White (neighbour) mentioned some anomalies with regard to other submissions from a neighbour and spoke in support of the officer's recommendation.
- Mr Paul Arthur (neighbour) spoke in favour of the officer's recommendation.
- Mr and Mrs Dragicevich spoke in favour of the officer's recommendation.

13.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP011121:

Moved Cr White, seconded Cr Mascaro

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

(i) Clause 3.7.7.3 – Residential Design Guidelines – Front Street Setback – 7.25m (average) required, 4.5m provided

(ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Western wall – Dining - 1.1m required, 0.6m provided

(iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Western wall – Kitchen, Scullery – 1.1m required, 0m provided

(iv) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Eastern Wall – Living and Alfresco – 1m required, 0m provided

(v) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Western Wall – Bed 3, Bath, Study/Arts – 1.8m required, 1.7m provided

(vi) Clause 5.1.3 – Residential Design Codes - Lot Boundary Setbacks - Eastern Wall – Bed 4, Dresser, Master Suite – 2.1m required, 1.3m provided

(vii) Clause 5.1.4 – Residential Design Codes - Open Space – 50% required, 49% provided

for a 4 storey dwelling at No. 56A (Lot 2) Pier Street, East Fremantle, in accordance with the plans date stamped received 11 October 2021, subject to the following conditions:

(1) Obscure glazing and privacy screening are to be installed in accordance with the plans submitted 11 October 2021 and meet the Deemed to Comply requirements of clause 5.4.1 C1.2 including they shall be at least 1.6m in height from finished floor level, at least 75% obscure, permanently fixed, made of durable material and restrict view in the direction of overlooking into any adjoining properties.

(2) Temporary or permanent structures with permeable or non-permeable roof and walls are not to be installed on the roof terrace without the submission of a development application for the consideration of the Town.

(3) **All air conditioning units are to be mounted at ground level and shrouded in acoustic insulation and shielding to reduce noise emissions.**

(4) **The crossover widths are not to exceed the width of the crossovers indicated on the plans date stamped received 11 October 2021 and to be in accordance with Council's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide.**

(5) **All fencing within the street setback area is to be in compliance with the front fence provisions of the Residential Design Guidelines. Any other proposed new fencing or walls in the front setback area will require the submission of a development application for the consideration of the Town.**

(6) **Retaining walls more than 0.5m above natural ground level will require the submission of a development application for the consideration of the Town.**

(7) **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.**

(8) **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.**

(9) **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.**

(10) **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.**

(11) **If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.**

(12) **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.**

(13) **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.**

(14) **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 landscaping plan for the front verge is 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.***

(iv) ***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

(v) ***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.***

(vi) ***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).***

(vii) ***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.

PROCEDURAL MOTION

Moved Mayor O'Neill, seconded Cr Mascaro

That the order of business be changed to allow members of the gallery to speak to specific planning applications.

(CARRIED UNANIMOUSLY)

13.3 Windsor Road No 46 (Lot 10) Proposed double storey dwelling

Owner	Marco & Aleisha Falso
Applicant	Robert Galipo Designs
File ref	P72/21
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Location plan and advertising 2. Site photos 3. Plans date stamped 14 September & 11 October 2021 4. Community consultation checklist 5. Submission by owners (Late submission received 1 November 2021)

Purpose
The purpose of this report is for Council to consider a development application for a double storey dwelling at No 46 (Lot 10) Windsor Road, East Fremantle.

Executive Summary
This development application proposes a new double storey dwelling to be constructed on a vacant site. The previous dwelling was demolished. The original dwelling was not heritage listed. The dwelling design is comprised of a front verandah, front balcony, 4 bedrooms, 3 bathrooms, office, home theatre, television room, alfresco, cabana and swimming pool, as well as an underground cellar.

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

(i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Southern Wall – Garage – 1m required, 0m provided,
(ii) Clause 5.3.7 – Residential Design Codes – Retaining Walls and Fill – Maximum height of 0.5m, greater than 0.5m for retaining and fill, and
(iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required – 25 degrees provided.

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

Background
Zoning: R17.5
Site area: 911m²
Heritage: N/A

<u>Previous Decisions of Council and/or History of an Issue or Site</u>
Demolition permit issued for existing dwelling – 2021039 – issued 19 April 2021

Consultation

Advertising

The application was advertised to surrounding landowners from 8 September to 24 September 2021. One submission was received.

Submission	Applicant Response	Officer Response
Thanks for keeping us in the loop. We've no objection in principle. Obviously, this impacts our back fence, but we'll talk about this later nearer the time of build.	No written response received.	Noted. Dividing fences are a matter for discussion and negotiation with neighbouring property owners.

Community Design Advisory Committee (CDAC)

The application was referred to CDAC. The following comments were made by CDAC.

(a) The overall built form merits;

- Committee was not supportive of the proposal.
- Committee was concerned about the impact of the building on the northern neighbour. It was felt that the design would benefit from lowering the site levels to reduce the impact on the northern neighbours and the streetscape.
- There was considerable concern from Committee about the increased height of the building relative to surrounding properties and asked the question whether the building could be lowered and thereby improve the look of the dwelling from the street.
- Committee was concerned that the northern wall was a very large blank wall that lacked articulation.

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

- Committee was very concerned about the lack of architectural merit to the design.
- Committee felt that the proposal did not compliment surrounding heritage properties.

(c) The relationship with and impact on the broader public realm and streetscape;

- Committee felt that the bulk and scale of development was excessive and not in keeping with the character of more traditional heritage properties in East Fremantle and the Richmond precinct.

(d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;

- Committee felt that the proposed design set an undesirable precedent for the Richmond precinct and development within East Fremantle.

(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 design had poor solar access and would have low energy efficiency.
- Committee expressed the view that the quality and merit of the architectural design was poor.

(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 believed that the design would provide good quality surveillance of the street from the front of the house.
- Committee emphasised that there was a need for the design to be lowered on the site to reduce the impact to surrounding properties and the streetscape.

Officer Response

CDAC's comments were provided to the applicant and owners and a meeting was held to discuss. The northern side boundary setback was increased to meet the deemed to comply requirements of the Residential Design Codes. The proponents were not prepared to lower the site levels. It was claimed that the neighbouring property on the northern side had been excavated to lower the building so this accentuated the height of the proposed development at the subject site. The proponents also did not want to create any drainage issues on their site and chose to keep as is to ensure that the site would not be subject to stormwater flooding.

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

Residential Design Codes Assessment

Design Element	**Required**	**Proposed**	**Status**
Street Front Setback	6m	6m	A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Northern wall – ground floor – verandah, guestroom, bathroom, home theatre, family	1.5m	1.5m	A
Eastern wall – ground floor – alfresco	1.5m	>1.5m	A
Southern wall – ground floor – alfresco, scullery, laundry	1.5m	2.5m	A
Southern wall – ground floor – garage	**1m**	**0m**	**D**
Upper storey – northern wall – balcony, bed 2, powder, bathroom, bed 3	2.1m	2.1m	A

Upper storey – eastern wall – bed 3, store, tv room	5m	>5m	A
Upper storey – southern wall – tv room, ensuite, master suite	1.8m	2.5m	A
Ground floor – southern wall – cabana	1m	1.2m	A
Ground floor – eastern wall – cabana	1m	1.5m	A
Open Space	50%	63%	A
Wall height	7m	6.55m	A
Roof height	10m	9.5m	A
Setback of Garage	Impact of garage provided	6.5m	A
Car Parking	1-2 car bays	2 car bays	A
Site Works	**Maximum 0.5m above NGL**	**0.6m**	**D**
Visual Privacy			N/A
Overshadowing	No more than 25%	12.6%	A
Drainage	To be conditioned		

Local Planning Policies Assessment

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

This development application proposes a double storey dwelling to be constructed on a vacant site at No 46 (Lot 10) Windsor Road, East Fremantle. The previous dwelling has been demolished. The dwelling was not heritage listed. The design is comprised of a front verandah, front balcony, 4 bedrooms, 3 bathrooms, office, home theatre, television room, alfresco, and cabana adjacent to a swimming pool, as well as an underground cellar.

Two variations are requested to the requirements of the Residential Design Codes and one variation is requested to the Residential Design Guidelines in relation to lot boundary setbacks (in 1 location), roof pitch and site works.

Lot Boundary Setback – Southern Wall – Garage

The southern wall of the garage is a total of 8.99m long 2.909m high without major openings and adjacent to the boundary. In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 the wall should be a minimum of 1m from the side boundary based on the zoning of the subject lot.

The reduced lot boundary setback can be supported in accordance with design principles 5.1.3 P3.2 for the following reasons;

- More effective use of space for the enhanced privacy for the occupants and the outdoor living areas,
- There is minimal impact from building bulk on the adjoining property,
- Adequate direct sunlight and ventilation to the building and open spaces on the subject site and the adjoining properties,
- Minimal overlooking or loss of privacy,
- Does not have an adverse impact 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, and
- Positively contributes to the prevailing and future development context and streetscape as outlined in the local planning framework.

The garage wall adjacent to the boundary has no openings in the wall so privacy is maintained between properties. Adequate sunlight and ventilation still reaches the front and the rear of the garage and the adjoining property.

Site Works – Retaining Walls & Fill

In accordance with the Residential Design Codes deemed to comply clause 5.3.7 C7.2 the maximum height of retaining walls and fill within 1m of the boundary should be 0.5m. In this case the retaining walls along the southern boundary and parts of the northern and eastern boundary are up to 0.6m high and fill of approximately 0.56m is being added. These retaining walls will result in the dividing fence being up to 2.4m high when the height of the dividing fence is added to the height of the retaining wall.

The minor variation in the height of the retaining walls above the maximum height of 0.5m can be supported because all finished levels respect the natural ground level at the lot boundary of the site and as viewed from the street in accordance with design principles 5.3.7 P7.2.

Roof Pitch

The roof pitch of the proposed addition is 25 degrees. In accordance with the Residential Design Guidelines acceptable development provisions 3.7.8.3 A4.1 the roof pitch should be between 28 and 36 degrees. In this case although it is less than this, the roof form of the proposed dwelling complements the traditional form of surrounding development in the immediate locality. It is such that it does not create excessive roof bulk and minimises the level of overshadowing. For these reasons the reduced roof pitch can be supported.

General Comments

Following discussions held with the proponents of the development amendments were made to the design which narrowed the garage opening such that it was reduced to 30% of the lot width which made it compliant with acceptable development provisions 3.7.15.3.3 A2 of the Residential Design Guidelines. The setback of the northern wall of the building was also increased such that it met the required 2.1m setback that was required in accordance with the Residential Design Codes 5.1.3.

The comments made by CDAC were noted by the proponents at a meeting. The proponents were not prepared to lower the development on site as efforts have been made to minimise adjustments to site levels to ensure that the site did not suffer from any flooding issues brought on by being lower than the street. It was claimed that the northern neighbouring property had been built on a site that was lower than the street and over the recent wet winter had suffered from drainage issues. The fact that this

property was lower meant that the height of the proposed development on the subject site was accentuated. The proposed design at the subject site meet the deemed to comply requirements of clause 5.1.6 Table 3 Category B height requirements. The dwelling is not over the 10m maximum roof height.

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. It is noted that all the proposed variations are relatively minor in nature and have few negative impacts on the neighbouring properties or the streetscape. As such it is recommended that the proposed development be supported subject to development conditions.

- Mr and Mrs Falso spoke in support of the officer's recommendation.

13.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP021121

Moved Cr Nardi, seconded Cr Natale

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

(i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Southern Wall – Garage – 1m required, 0m provided

(ii) Clause 5.3.7 – Residential Design Codes – Retaining Walls and Fill – Maximum height of 0.5m, greater than 0.5m for retaining and fill

(iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees – 25 degrees

For a new double storey dwelling at No. 46 (Lot 10) Windsor Road, East Fremantle, in accordance with the plans date stamped received 14 September and 11 October 2021, subject to the following conditions:

(1) The crossover widths are not to exceed the width of the crossovers indicated on the plans date stamped received 14 September & 11 October 2021 and to be in accordance with Council's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide.

(2) All front fencing is to be in compliance with the front fence provisions of the Residential Design Guidelines including visual permeability of 60% above a height of 1.2m from ground level.

(3) The proposed works are not to be commenced until written approval has been received from the Water Corporation regarding works in proximity to the sewer line.

(4) 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.

(5) 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.

(6) 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.

(7) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.

(8) **If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment 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.**

(9) **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.**

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

(11) **This 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.

13.2 Oakover Street No 76 (Lot 315) Proposed garage door and shed

Owner	Jareth Ekin
Applicant	Jareth & Gemma Ekin
File ref	P75/21
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Location plan and advertising 2. Site photos 3. Place record form 4. Plans date stamped 7 September 2021 5. Community consultation checklist

Purpose
The purpose of this report is for Council to consider a development application for a proposed garage door and shed at No 76 (Lot 315) Oakover Street, East Fremantle.

Executive Summary
This development application proposes the addition of a garage door to a carport and the construction of a new shed at the rear of the existing dwelling. The existing dwelling is a Category B heritage property and the proposed development has minimal impacts on the main dwelling or neighbouring properties.

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

(i) 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 variation can be supported subject to conditions of development approval being imposed.

Background
Zoning: Residential R12.5
Site area: 981m²

Previous Decisions of Council and/or History of an Issue or Site
DA P32/19 – patio addition – approved 16 May 2019
DA P23/12 – carport – approved 20 March 2012
Building licence – front fence – 17 June 2008

Consultation
Advertising
The application was advertised to surrounding landowners from 16 September to 4 October 2021. One submission was received and is included below.

Submission	Applicant Response	Officer Response
Submission 1 Having reviewed the plans and taking into consideration our discussion regarding	Comment from submission on proposed shed is noted. Proposed shed is a	The neighbour's concerns are noted. Town Planning Committee will determine the proposed development.

your workshop/shed unfortunately we are in a situation where we cannot provide approval for you to proceed. You kindly explained the purpose of the shed is for you to build model boats. Therefore, I hope you appreciate given the close proximity to our residence we cannot approve the minimum setback as detailed in the plans. Also, you have decided to remove your boundary fence as a solution to you failing your pool assessment by Royal Life Saving and as a result deciding to take ownership of our fence as your new boundary, therefore making the shed potentially even closer to our property. The removal of the boundary fence continues to be a concern for us as the stability of our fence has been compromised and as confirmed by RLS today you presented our fence as your boundary? I hope you understand.	replacement of shed that previously was on the rear boundary.	It is advised that matters relating to boundary fences and boundary locations are civil matters that are required to be settled by the owners of respective properties in accordance with the Dividing Fences Act. The onus is on the owner to ensure at all times that all structures are located wholly within the subject lot.

Community Design Advisory Committee (CDAC)
The application was not referred to CDAC as there are minimal impacts to the streetscape with the proposed shed being hidden behind the existing dwelling.

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

Residential Design Codes Assessment

Design Element	**Required**	**Proposed**	**Status**
Street Front Setback			N/A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Southern wall	1.5m	3.6m	A
Eastern wall	1m	1m	A
Northern wall	1.5m	>1.5m	A
Open Space	55%	>55%	A
Wall height (outbuilding)	2.4m	2.4	A
Roof height			N/A
Setback of Carport			N/A

Car Parking			N/A
Site Works			N/A
Visual Privacy			N/A
Overshadowing			N/A
Drainage	To be conditioned		

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	A
3.7.3 Development of Existing Buildings	A
3.7.4 Site Works	N/A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	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	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.15.4.3.1 Fremantle Port Buffer Area	N/A
3.7.15.3.3 Garages and Carports	N/A

This development application proposes the addition of a garage door to a carport and the construction of a new outbuilding (shed) at the rear of the existing dwelling. The existing dwelling is a Category B heritage property and the proposed development has minimal impacts on the main heritage dwelling. The garage door is enclosing an existing carport and the new shed is separate from the existing dwelling. One variation is requested to the requirements of the Residential Design Guidelines in relation to roof pitch.

It is noted that the enclosure of the carport with a garage door does not have any significant impact on the existing heritage dwelling or the streetscape. There are many similar dwellings in the surrounding area that have also enclosed their carports and utilised garage doors. The existing carport is 5.6m from the front building line and as such is well above the minimum setback of 1.2m for carports and garages in the Woodside precinct. As it is a single car width opening the change does not dominate the dwelling and is therefore recommended for support. There is no other change to the heritage dwelling.

It is noted that there has been one submission in relation to the proposed works and reference to the dividing fence. As stated in the submissions table dividing fences are dealt with under the Dividing Fences Act and are matters to be dealt with by the neighbouring property owners.

Roof Pitch

The roof pitch of structures within the Woodside precinct are supposed to be between 28 and 36 degrees in accordance with acceptable development clause 3.7.8.3 A4.1 in the Town's Residential Design Guidelines. In this case the roof pitch is less than 28 degrees (approximately 5 degrees). This reduced roof pitch can be supported because the new building and its pitch complements surrounding development in the immediate locality. As it is in the rear yard it does not have an impact on the streetscape and its

separation from the main dwelling means that it does not affect the heritage characteristics of the existing dwelling.

Conclusion

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

13.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP031121

Moved Cr White, seconded Cr Nardi

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

(i) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided

for a proposed garage door and outbuilding at No. 76 (Lot 315) Oakover Street, East Fremantle, in accordance with the plans date stamped received 7 September 2021, subject to the following conditions:

(1) Written approval is to be granted from the Water Corporation in relation to development in proximity to drainage and/or sewerage infrastructure for any proposed works prior to the submission of a building permit application. This approval is to be submitted with the building permit application.

(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 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

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.

13.4 Hubble Street No 88 (Lot 283) Proposed alterations and additions

Owner	Benjamin & Victoria Arnold
Applicant	Dalecki Design
File ref	P73/21
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	2 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Location plan and advertising 2. Site photos 3. Place record form 4. Plans date stamped 18 October 2021 5. Community consultation checklist

Purpose
The purpose of this report is for Council to consider a development application for proposed alterations and additions at No 88 (Lot 283) Hubble Street, East Fremantle.

Executive Summary
This development application proposes alterations and additions to a Category B heritage dwelling at 88 Hubble Street, East Fremantle. It is proposed to demolish the existing living areas as well as a shed at the rear of the lot both of which were added later than the original heritage building. The front 4 rooms of the heritage dwelling and all the features that characterise this dwelling including the brick and limestone walls, side double hung windows and corrugated roof are proposed to be retained. Five variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines relating to lot boundary setbacks (3 locations), roof pitch, and overshadowing.

The applicant is seeking Council approval for the following variation to the Residential Design Codes and Residential Design Guidelines;
(i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback - Lot Boundary Setback - Ground Floor – East Wall – Games Room – 1m required, 0.055m provided
(ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback - Ground floor – South Wall – Games Room, Alfresco, Living – 1.5m required, 1.096m provided
(iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback - Ground floor – South Wall – Dining, Kitchen, Appliance – 1.5m required, 1.205m provided
(iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided
(v) Clause 5.4.2 – Residential Design Codes – Overshadowing – Maximum 25% required, 32% provided

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

Background
Zoning: Residential R20
Site area: 508m²
Heritage: Category B

Previous Decisions of Council and/or History of an Issue or Site
P88/19 – development approval granted for verandah, balustrading and front fence – 25 October 2019
P138/15 – development approval granted for a pergola – 14 December 2015
P171/10 – development approval granted for a patio – 30 November 2010
P61/09 – development approval granted for a shed – 8 May 2009

Consultation
Advertising
The application was advertised to surrounding landowners from 16 September to 4 October 2021. No submissions were received.

Community Design Advisory Committee (CDAC)
The application was referred to CDAC. The following comments were made by CDAC.

(a) The overall built form merits;
- Committee notes that there are some merits to the design, however, there are a few issues that must be addressed in relation to overshadowing, site coverage and proximity of the building to 2 boundaries.
- Committee was very concerned about the level of overshadowing to the southern neighbouring property and felt that this should be reduced. It was suggested that the current location of the upper storey should be relocated to the north to reduce the impact on the southern neighbouring property. The high level of overshadowing was considered unacceptable.
- Committee was very concerned about the proximity of the rear games room to the rear boundary given that the property already has a wall along the southern boundary that is of considerable length.
- Committee felt that there should be greater articulation in the walls of the southern elevation particularly of the upper storey.

(b) The quality of architectural design including its impact upon the heritage significance of the place and its relationship to adjoining development.
- Committee welcomed the break in the building between the heritage front and the new rear extension and liked the garden to the north of the transition area.

(c) The relationship with and impact on the broader public realm and streetscape;
- Committee felt that more work needed to be done on the western elevation of the rear addition that can be seen from the street. (See comment below)

(d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;
- Committee felt that there were too many competing angles and too many materials being used across the whole design and some finessing of the design was required. There was concern that the western elevation of the upper storey addition did not work well with the existing heritage dwelling at the front and was not considered aesthetically pleasing.

(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 welcomed the use of recycled bricks.
- Committee was concerned about the size of the dwelling and whether such a large building was necessary in terms of sustainability.

- Committee was concerned about the impact of the design on neighbouring properties and their residents.

(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 believed the design needed refinement to respond to the previous comments and looked forward to a review of the design to reduce the highlighted issues.

<u>Applicant Response</u>

(a) We have redesigned the upper floor to and located it further to the north to reduce the overshading on the southern property. The shadow has been reduced 30m² from the previous proposal. The design proposes only 26m² additional overshadowing to what is currently on site (refer shading diagrams on page A05).

The existing house and 1.8m boundary fence currently cast a shadow of 140m² (28%). This makes any additions unable to comply with the deemed to comply provisions of the R-codes. The additions satisfy the design principals of 5.4.2 P2.2 by not shading major openings of habitable rooms and solar collectors. The additional shadow proposed is limited to garden area that is currently already shaded by mature trees.

The siting of the proposed additions has been done to best capture northern light to living areas and passively warm the home in winter. This outcome is only practical if the impact on the neighbour's is minimised. As such, with our amended proposal, if the same design was replicated on the southern property, no overshading from the proposed additions would fall over openings to habitable rooms or the alfresco.

The ground floor walls have been adjusted so that there are separations of 4m. The south facing ground floor walls are now compliant with Table 1 of the R-codes. Refer to E04 on page A10 for diagrams demonstrating the calculation of wall height to be less than 3.5m.

The eastern boundary wall is compliant with 5.1.3 C3.2 of the R-codes.

The site coverage is compliant with 5.1.4 C4 of the R-codes.

(c) See comments below.

(d) The angles of the proposed are a design solution to provide views of the garden and pool area and avoid outlooks to the neighbouring apartments and alfresco/games roof.

We have taken CDAC's comments regarding the angles on board. In redesigning the upper floor to resolve the issue of overshadowing we have taken the opportunity to refine the angles to appear more subtle when viewed from the streetscape. The angled walls of the master suite form an important part of the design.

The Town's Residential Design Guidelines section 3.7.2.2, part iv. states "Additions and alterations should visually contrast to a contributory dwelling. Differentiation may be major or subtle". It is not the intention of the additions to mimic the heritage character rather complement the existing through similar materiality within contrasting forms. All the materials proposed on the addition give reference

to the materials of the existing heritage dwelling although used in a different application; custom orb cladding used on the walls of the additions references the zincalume roof sheeting, for example.

(e) Our clients have lived in the house for many years before deciding to undertake this additions project. They have a very clear understanding that the current size of the house is inadequate for their immediate family members, lifestyle (entertaining in small to medium groups), working from home and regular oversees family and friends that stay for long periods at a time.

The additions propose a reworking of the living area, bath and laundry and the addition of a games room and modest upper floor of a study and master suite The proposed additions represent an opportunity for a growing family to age in place for many years. None of the spaces are oversized and have been designed to orientate to north and provide generous connection to garden spaces.

(f) No comment

Officer Comment

Discussions were held with the applicant regarding the recommendations of CDAC. Significant amendments were made to the design to moderate elements of the design that were seen to be an issue by CDAC and in turn to reduce the number of proposed variations to the Residential Design Codes and the 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 *(refer to tables below)*	
A	Acceptable
D	**Discretionary**
N/A	Not Applicable

Residential Design Codes Assessment

Design Element	**Required**	**Proposed**	**Status**
Street Front Setback			N/A
Secondary Street Setback			N/A
Lot Boundary Setbacks			
Ground floor - north wall – laundry, store	1m	1.824m	A
Ground floor – north wall – dining, living	1.5m	4.8m	A
Ground floor – north wall – games room	1.5m	5.534m	A
Ground floor – east wall – games room	**1m**	**0.055m**	**D**

Ground floor – south wall – games room, alfresco, living	**1.5m**	**1.096m**	**D**
Ground floor – south wall – dining, kitchen, appliances	**1.5m**	**1.205m**	**D**
Upper floor – south wall – master bedroom, dressing, hall, stairs	1.9m	3.501m	A
Upper floor – north wall – study/craft, ensuite, dressing, master bed	4m	4.674m	A
Upper floor – east wall – master bed	3m	11.115m	A
Open Space	50%	54%	A
Roof height	8m	<8m	A
Setback of Carport/Garage			N/A
Car Parking			N/A
Site Works			N/A
Visual Privacy			N/A
Overshadowing	**No more than 25%**	**32%**	**D**
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	See above
3.7.8 Roof Form and Pitch	**D**
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.16.3 Garages and Carports	N/A
3.7.16.4.3 Fremantle Port Buffer Area	Area 2

This development application proposes alterations and additions to a Category B heritage dwelling at 88 Hubble Street, East Fremantle. It is proposed to demolish the existing rear of the property as well as the old shed at the rear of the lot that were both added later than the original heritage building. The front 4 rooms of the heritage dwelling and all the features that characterise this dwelling including the solid brick and limestone walls, narrow side double hung windows and corrugated roof are proposed to be retained.

Five variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines relating to lot boundary setbacks (3 locations), roof pitch, and overshadowing.

Lot Boundary Setback - Ground Floor – East Wall – Games Room

The eastern wall of the games room is 5.64m long and approximately 3.493m high with no major openings in the wall. The wall is required to be 1m from the rear boundary in accordance with the Residential Design

Codes deemed to comply clause 5.1.3 C3.1, but in this case the wall is setback 0.055m from the boundary, which is considered to be located on the boundary for assessment purposes.

The reduced lot boundary setback can be supported based on design principles 5.1.3 P3.2 for the following reasons;

- It makes more effective use of space on a constrained site and enables enhanced privacy for the occupants and the outdoor living areas,
- There are minimal impacts from building bulk on adjoining properties,
- There is minimal impact on sunlight and ventilation to the building, open spaces on site and adjoining properties,
- Overlooking and resultant loss of privacy to adjoining properties is minimised,
- It does not have an adverse impact 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, and
- Positively contributes to the prevailing and future development context and streetscape as outlined in the local planning framework.

Building bulk near the boundary is minimised and sunlight and ventilation can still be provided to the building and open spaces of the subject building and adjacent property. Overlooking and loss of privacy is minimised because of the wall is solid without openings. The games room acts as a privacy barrier for the alfresco area to the eastern neighbouring property. As the proposed development is concentrated to the rear of the heritage dwelling which is retained there are minimal impacts on the streetscape and the proposed development makes a positive contribution to prevailing and future development in the area and to the streetscape.

<u>Lot Boundary Setback - Ground floor – South Wall – Games Room, Alfresco, Living</u>

The southern wall of the games room, alfresco and living on the ground floor of the subject dwelling is 15.25m long and approximately 3.05m high without major openings in the wall. The wall is required to be 1.5m from the side boundary in accordance with Residential Design Codes deemed to comply clause 5.1.3 C3.1, but in this case the wall is calculated as being 1.096m from the boundary. It is noted that the additions have the following lot boundary setbacks; 1.096m for the games room, 1.696m for the alfresco, and 1.396m for the living room.

The reduced lot boundary setback can be supported in accordance with design principles 5.1.3 P3.1 for the following reasons;

- There are minimal impacts from building bulk on adjoining properties and the variations are to the single storey elements of the proposal,
- There is minimal impact on sunlight and ventilation to the building, open spaces on site and adjoining properties,
- Overlooking and resultant loss of privacy to adjoining properties is minimised,

The reduced setback is not unreasonable for this section of the development. Building bulk is minimised and sunlight and ventilation can still be provided to the building and open spaces of the subject building and adjacent property. Overlooking and loss of privacy is minimised because of the floor level is less than 0.5m above natural ground level. As the proposed development is concentrated to the rear of the heritage dwelling and the heritage property is retained there are minimal impacts on the streetscape.

Lot Boundary Setback - Ground floor – South Wall – Dining Room, Kitchen and Appliance

The southern wall of the games room, alfresco and living on the ground floor of the subject dwelling is 8.255m long and approximately 3.25m high with major openings in the wall. The wall is required to be 1.5m from the side boundary in accordance with Residential Design Codes deemed to comply clause 5.1.3 C3.1, but in this case the wall is calculated as being 1.205m from the boundary. This minor variation of 0.295m is considered acceptable. It is noted that the new additions have lot boundary setbacks of 1.905m for the dining room and 1.205m for the kitchen and appliance room.

The reduced lot boundary setback can be supported in accordance with design principles 5.1.3 P3.1 for the following reasons;

- There are minimal impacts from building bulk on adjoining properties,
- There is minimal impact on sunlight and ventilation to the building, open spaces on site and adjoining properties,
- Overlooking and resultant loss of privacy to adjoining properties is minimised,

The reduced setback is not unreasonable for this section of the new addition. Building bulk is minimised and sunlight and ventilation can still be provided to the building and open spaces of the subject building and adjacent property. Overlooking and loss of privacy is minimised because of the floor level being limited to below 0.5m above natural ground level. As the proposed development is concentrated to the rear of the heritage dwelling and the heritage property is retained there are minimal impacts on the streetscape.

Roof Pitch

The roof pitch of the proposed addition is of a very low pitch and well below 28 degrees at 2 degrees. The roof is hidden behind the box like structure of the second storey of the proposed development. In accordance with the Residential Design Guidelines acceptable development provisions 3.7.8.3 A4.1 the roof pitch should be between 28 and 36 degrees. In this case it is significantly less than this and the roof form of the addition complements the traditional form of surrounding development in the immediate locality. It does not create excessive roof bulk. As it is at the rear of the existing heritage dwelling it minimises what can be seen from the street front. For these reasons the reduced roof pitch can be supported.

Overshadowing

The Residential Design Codes deemed to comply clause 5.4.2 C2.1 requires that overshadowing does not exceed 25%. In this case the overshadowing is approximately 32% (165m^2). The proposed development achieves design principles 5.4.2 P2.1 in that the proposed development attempts to maintain effective solar access. For this reason, the increased overshadowing can be supported. It is recognised that there are sections of the Plympton precinct where it is difficult to limit overshadowing due to the narrow, long lots that are the predominant lot design within the suburb. In this case the existing dwelling already had an overshadowing level above 25% of the southern neighbouring lot at 27% (140m^2) and changes to the design have attempted to reduce the impact such that overshadowing is adjacent to a mature tree that is located in the rear yard of the southern neighbouring property. There are still substantial areas of the rear yard of the neighbouring property that are without overshadowing. It should also be noted that the neighbouring property owners have not objected to the proposal and the dividing fence between the properties creates overshadowing equal to approximately 20% (101m^2) of the site area (shadow from fence x lot length = 2.7m x 37.48m).

Other Considerations

A condition has been imposed requiring that the applicant/owner seeks the written approval of the Water Corporation prior to commencing building works to verify the location of the sewer line and ensure that no development will adversely impact on the sewer connection to the subject property.

The applicant and owners are to be commended for their proactive stance in responding to the comments provided by CDAC. The applicant discussed contentious matters with the Town and amended the plans to reduce the number and size of the proposed variations to the design, as well as moderate elements of the design that CDAC was concerned about. These amendments have had a positive impact on the proposal and for this reason on balance the proposed design can be supported.

The proposal was advertised to the neighbouring property owners and no submissions were received in relation to the proposed development.

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.

13.4 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP041121

Moved Mayor O'Neill, seconded Cr White

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

(i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback - Lot Boundary Setback - Ground Floor – East Wall – Games Room – 1m required, 0.055m provided

(ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback - Ground floor – South Wall – Games Room, Alfresco, Living – 1.5m required, 1.096m provided

(iii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback - Ground floor – South Wall – Dining, Kitchen, Appliance – 1.5m required, 1.205m provided

(iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided

(v) Clause 5.4.2 – Residential Design Codes – Overshadowing – Maximum 25% required, 32% provided

for alterations and additions at No. 88 (Lot 283) Hubble Street, East Fremantle, in accordance with the plans date stamped received 18 October 2021, subject to the following conditions:

(1) The works are not to be commenced until written approval has been received from the Water Corporation in regard to works in proximity to the rear sewerage connection.

(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 to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.

(7) All 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 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.

14. MATTERS BEHIND CLOSED DOORS

Nil

15. CLOSURE OF MEETING

There being no further business the Presiding Member declared the meeting closed at 7.12pm.

I hereby certify that the Minutes of the ordinary meeting of the ***Town Planning Committee*** *of the Town of East Fremantle, held on* ***2 November 2021****, Minute Book reference* ***1.*** *to* ***15.*** *were confirmed at the meeting of the Committee on:*

.....

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Presiding Member

TOWN of EAST FREMANTLE

ATTACHMENTS TO TOWN PLANNING COMMITTEE MINUTES

2 NOVEMBER 2021

Minute No.	Subject
12.1	CDAC MINUTES OF 4 OCTOBER 2021
13.1	56A PIER STREET
13.3	46 WINDSOR ROAD
13.2	76 OAKOVER STREET
13.4	88 HUBBLE STREET

MINUTES OF COMMUNITY DESIGN ADVISORY COMMITTEE MEETING MONDAY 4 OCTOBER 2021

TOWN OF EAST FREMANTLE

Minutes of a Community Design Advisory Committee Meeting, held at East Fremantle Town Hall, on Monday 4 October 2021 commencing at 6.35pm, closed at 7.53pm.

1. OPENING OF MEETING

Cr Collinson welcomed the Committee members.

Cr Collinson 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 Cliff Collinson	Chair/ Elected Member
Mr David Tucker	
Mr Don Whittington	
Mr Michael Norris	
Mr Clinton Matthews	
Mr David Bennett	
Dr Jonathan Dalitz	
Mr James Bannerman	Planning Officer

3. APOLOGIES

Ms Alex Wilson	
Mr Andrew Malone	Executive Manager Regulatory Services

4. LEAVE OF ABSENCE

Nil

5. DECLARATIONS OF INTEREST

Nil

6. CONFIRMATION OF MINUTES

Moved David Tucker, seconded Jonathan Dalitz

Minutes of the Community Design Advisory Committee meeting held on 6 July 2021 were confirmed.

CARRIED UNANIMOUSLY

Moved David Tucker, seconded Jonathan Dalitz

Minutes of the Community Design Advisory Committee meeting held on 6 September 2021 were confirmed.

CARRIED UNANIMOUSLY

7. PRESENTATION

Nil.

8. BUSINESS

8.1 *46 Windsor Road*

(***Application P72/21 – 3 September 2021***)

Proposed new two storey dwelling

(a) The overall built form merits;

- Committee was not supportive of the proposal.
- Committee was concerned about the impact of the building on the northern neighbour. It was felt that the design would benefit from lowering the site levels to reduce the impact on the northern neighbours and the streetscape.
- There was considerable concern from Committee about the increased height of the building relative to surrounding properties and asked the question whether the building could be lowered and thereby improve the look of the dwelling from the street.
- Committee was concerned that the northern wall was a very large blank wall that lacked articulation.

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

- Committee was very concerned about the lack of architectural merit to the design.
- Committee felt that the proposal did not compliment surrounding heritage properties.

(c) The relationship with and impact on the broader public realm and streetscape;

- Committee felt that the bulk and scale of development was excessive and not in keeping with the character of more traditional heritage properties in East Fremantle and the Richmond precinct.

(d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;

- Committee felt that the proposed design set an undesirable precedent for the Richmond precinct and development within East Fremantle.

(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 design had poor solar access and would have low energy efficiency.
- Committee expressed the view that the quality and merit of the architectural design was poor.

(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 believed that the design would provide good quality surveillance of the street from the front of the house.
- Committee emphasised that there was a need for the design to be lowered on the site to reduce the impact to surrounding properties and the streetscape.

8.2 *65 5ewell Street*

(Application P77/21 -16 September 2021)

Proposed new single storey dwelling

(a) The overall built form merits;

- Committee were critical of the adoption of a faux heritage design.
- Committee would like to see a montage of the streetscape to see the relationship between the proposed dwelling and the neighbouring properties.
- Committee was very concerned that the proposed design utilised turned verandah posts and a bullnose verandah that clearly copied elements of surrounding heritage properties. This is not consistent with the Burra Charter.
- The Committee would prefer a more contemporary design.

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

- Committee emphasised that the Burra Charter specifically references the idea that heritage should not be replicated in modern design. The replication of heritage is not supported.

(c) The relationship with and impact on the broader public realm and streetscape;

- Committee is concerned about the undesirable precedent being set by this design.

(d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;

- Committee reinforced its view that the Burra Charter emphasised that heritage replication should not be encouraged, and new contemporary design should be promoted.

(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 was concerned about the lack of natural light being able to reach the interior of the dwelling because of the use of a long narrow corridor down the middle of the design.
- Committee felt that the living areas at the rear did utilise the northern sunlight.
- Committee was concerned about the lack of cross ventilation through the house. It was noted that windows in the south were too small, and the design would benefit from another opening in the southwest of the design to allow for passive cooling of the dwelling from the summer sea breeze.

(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 felt that the design did not allow for passive surveillance and connection to the street by the living areas at the rear of the dwelling.
- Committee believed that the dwelling would benefit from having greater access to northern light at the front of the home.

8.3 ***88 Hubble Street***
(Application P73/21 – 7 September 2021)
Proposed alterations and additions

(a) The overall built form merits;

- Committee notes that there are some merits to the design, however, there are a few issues that must be addressed in relation to overshadowing, site coverage and proximity of the building to 2 boundaries.
- Committee was very concerned about the level of overshadowing to the southern neighbouring property and felt that this should be reduced. It was suggested that

the current location of the upper storey should be relocated to the north to reduce the impact on the southern neighbouring property. The high level of overshadowing was considered unacceptable.

- Committee was very concerned about the proximity of the rear games room to the rear boundary given that the property already has a wall along the southern boundary that is of considerable length.
- Committee felt that there should be greater articulation in the walls of the southern elevation particularly of the upper storey.

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

- Committee welcomed the break in the building between the heritage front and the new rear extension and liked the garden to the north of the transition area.

(c) The relationship with and impact on the broader public realm and streetscape;

- Committee felt that more work needed to be done on the western elevation of the rear addition that can be seen from the street. (See comment below)

(d) The impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks;

- Committee felt that there were too many competing angles and too many materials being used across the whole design and some finessing of the design was required. There was concern that the western elevation of the upper storey addition did not work well with the existing heritage dwelling at the front and was not considered aesthetically pleasing.

(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 welcomed the use of recycled bricks.
- Committee was concerned about the size of the dwelling and whether such a large building was necessary in terms of sustainability.
- Committee was concerned about the impact of the design on neighbouring properties and their residents.

(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 believed the design needed refinement to respond to the previous comments and looked forward to a review of the design to reduce the highlighted issues.

9. OTHER BUSINESS

Nil

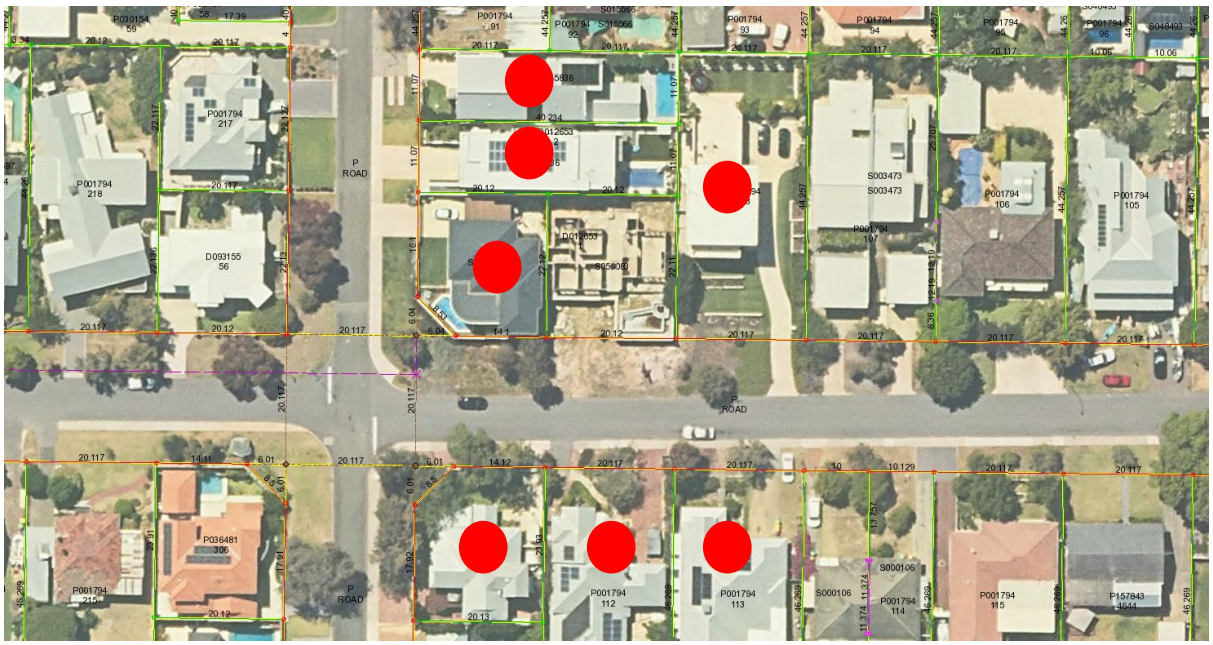
10. BUSINESS WITHOUT NOTICE BY PERMISSION OF THE MEETING

Committee was reminded that feedback needed to be presented to the Executive Manager of Regulatory Services in relation to the proposed new criteria for CDAC taken from the State government's State Planning Policy 7.0. The proposed criteria would be presented to Council for endorsement and use by CDAC in the near future.

11. DATE & TIME OF NEXT MEETING

1 November 2021 at 6.00pm (to be confirmed).

56A Pier Street – Location and Advertising Plan

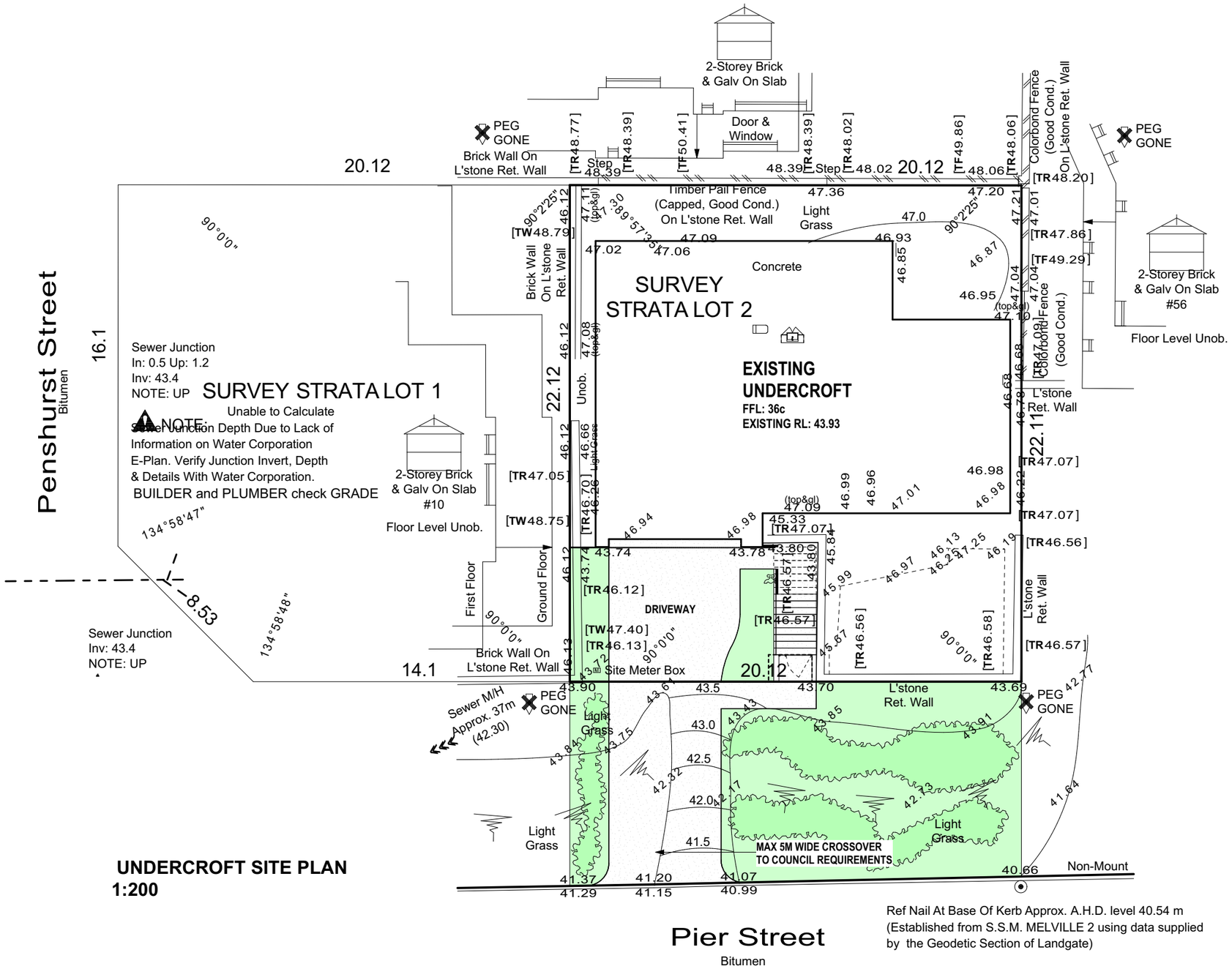


56A Pier Street – Site Photos

Mr & Mrs Dragicevich

Strata Lot 2 #56A Pier Street,
EAST FREMANTLE.

VMBUILDING



UNDERCROFT SITE PLAN
1:200

Ref Nail At Base Of Kerb Approx. A.H.D. level 40.54 m (Established from S.S.M. MELVILLE 2 using data supplied by the Geodetic Section of Landgate)

OVERSHADOWING DOES NOT IMPACT ANY ADJOIINING NEIGHBOURS

SITE COVERAGE		
HOUSE AREA	:	225m²
SITE AREA	:	445m²
PERCENTAGE COVERED	:	51%

N

0 1 2 3 4 5

VMBUILDING

CLIENT:
Mr & Mrs Dragicevich

ADDRESS:
Strata Lot 2 #56A Pier Street, EAST FREMANTLE.

AMENDMENT	REV No	DATE
DA SET	DA02	08-10-21

WORKING DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ENGINEERS DRAWINGS & OTHER CONSULTANT DRAWINGS IF ANY DISCREPENCIES TO CONTACT **ROB AGOSTINO PH: 0422 162 714**

SUB-CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE

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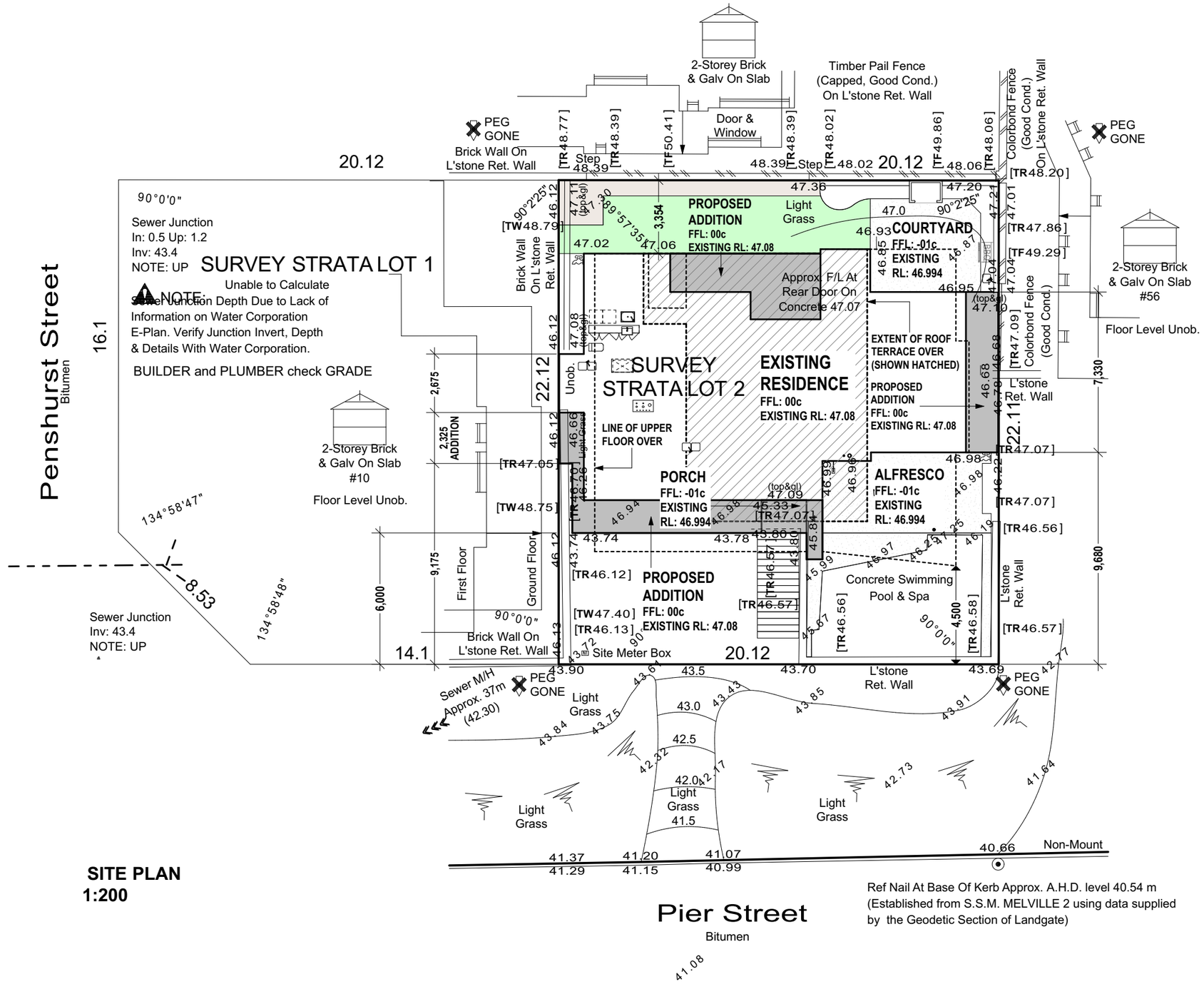

SITE PLAN
1:200

OVERSHADOWING DOES NOT IMPACT ANY ADJOIINING NEIGHBOURS

SITE COVERAGE

HOUSE AREA	:	225m²
SITE AREA	:	445m²
PERCENTAGE COVERED	:	51%

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SCALE	SHEET
1:200	3

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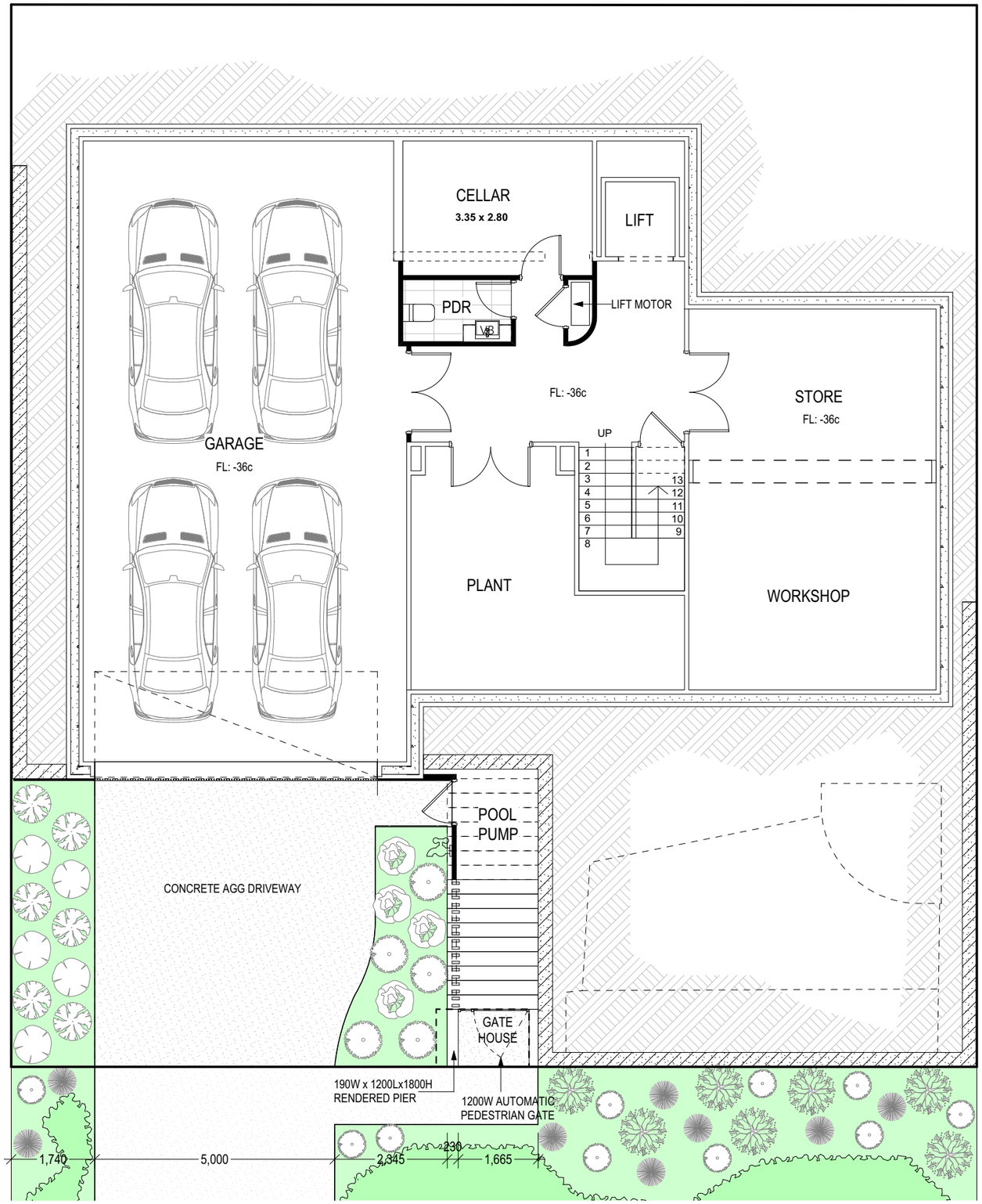
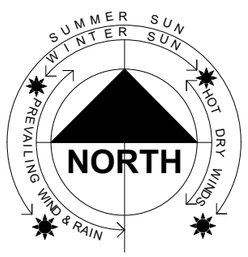
AREAS

UNDERCROFT FLOOR:	121m²
GARAGE:	96m²
GROUND FLOOR:	206m²
COURTYARD:	30m²
PORCH:	3m²
ALFRESCO:	28m²
UPPER FLOOR:	225m²
ROOF TERRACE:	64m²
TOTAL:	773m²





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CLIENT: Mr & Mrs Dragicevich

ADDRESS: Strata Lot 2 #56A Pier Street, EAST FREMANTLE.

VMBUILDING

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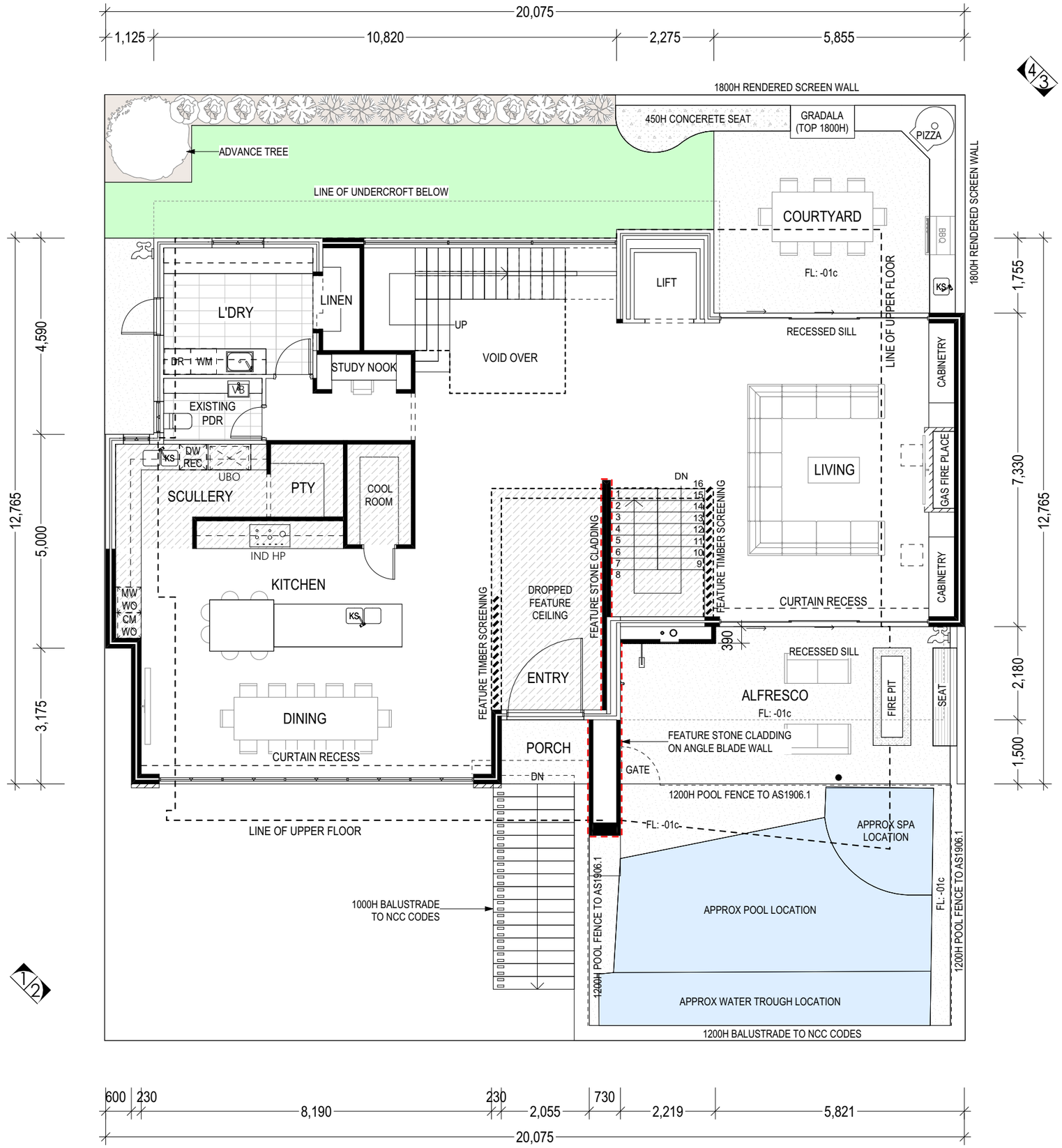

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AMENDMENT	REV No	DATE
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SUB-CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE

CLIENT: Mr & Mrs Dragicevich

ADDRESS: Strata Lot 2 #56A Pier Street, EAST FREMANTLE.

VMBUILDING

AREAS

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ALFRESCO:	28m²
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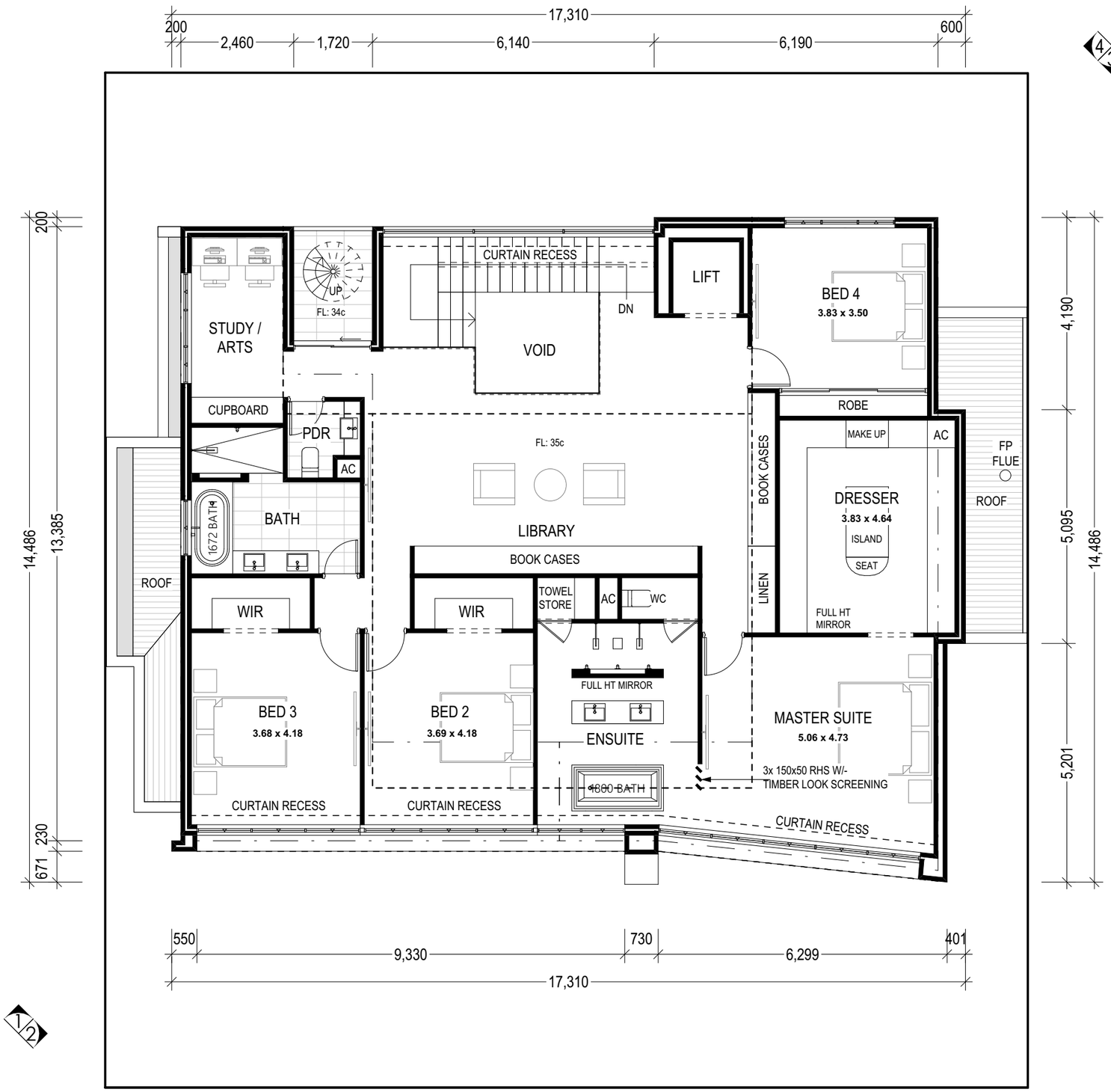

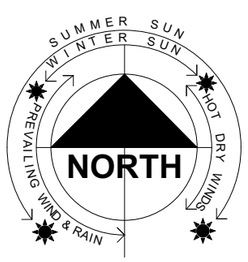

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DATE JUN, 21

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CLIENT: Mr & Mrs Dragicevich

ADDRESS: Strata Lot 2 #56A Pier Street, EAST FREMANTLE.

VMBUILDING

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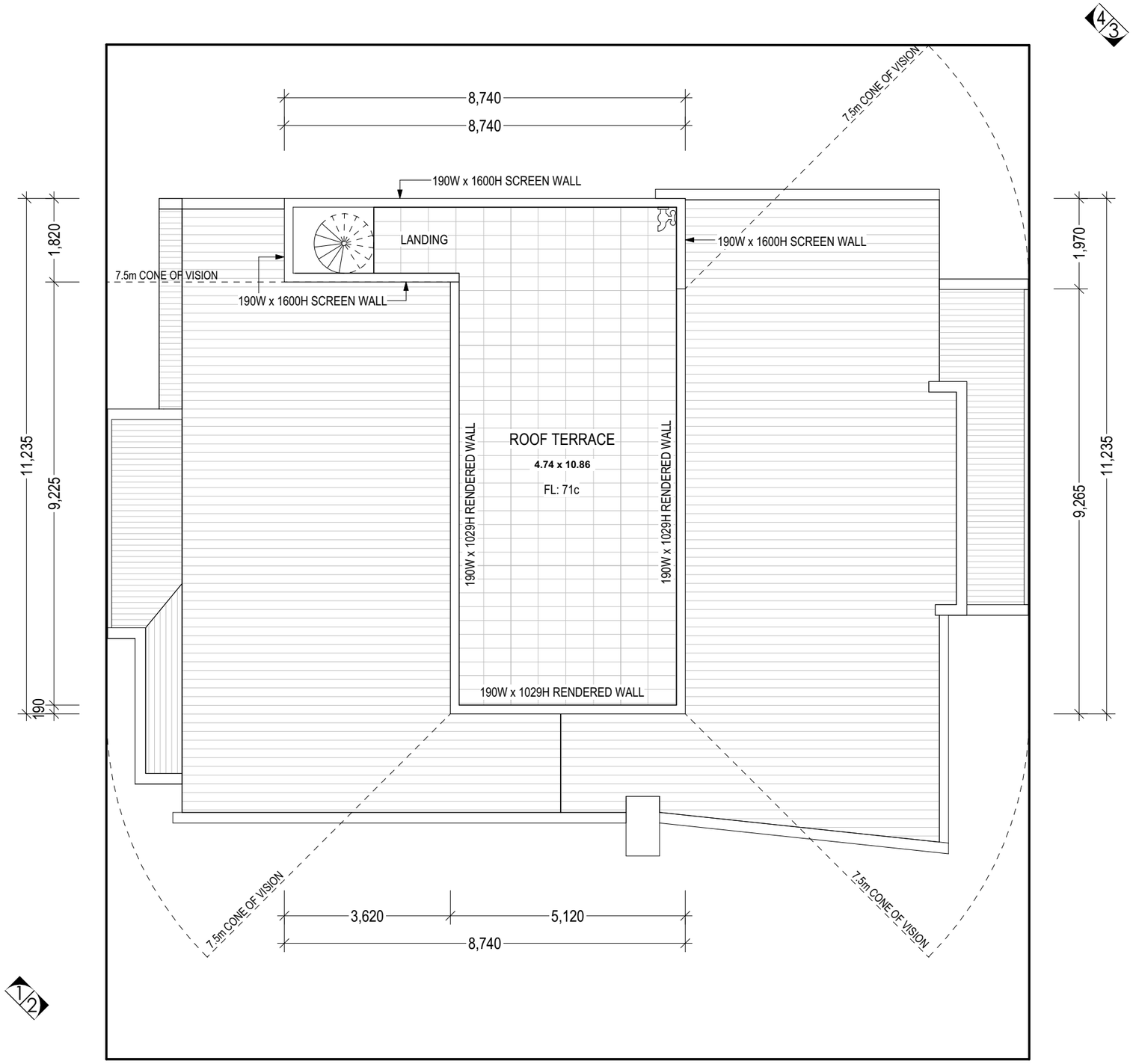

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DATE JUN, 21

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SHEET 8

AMENDMENT	REV No	DATE
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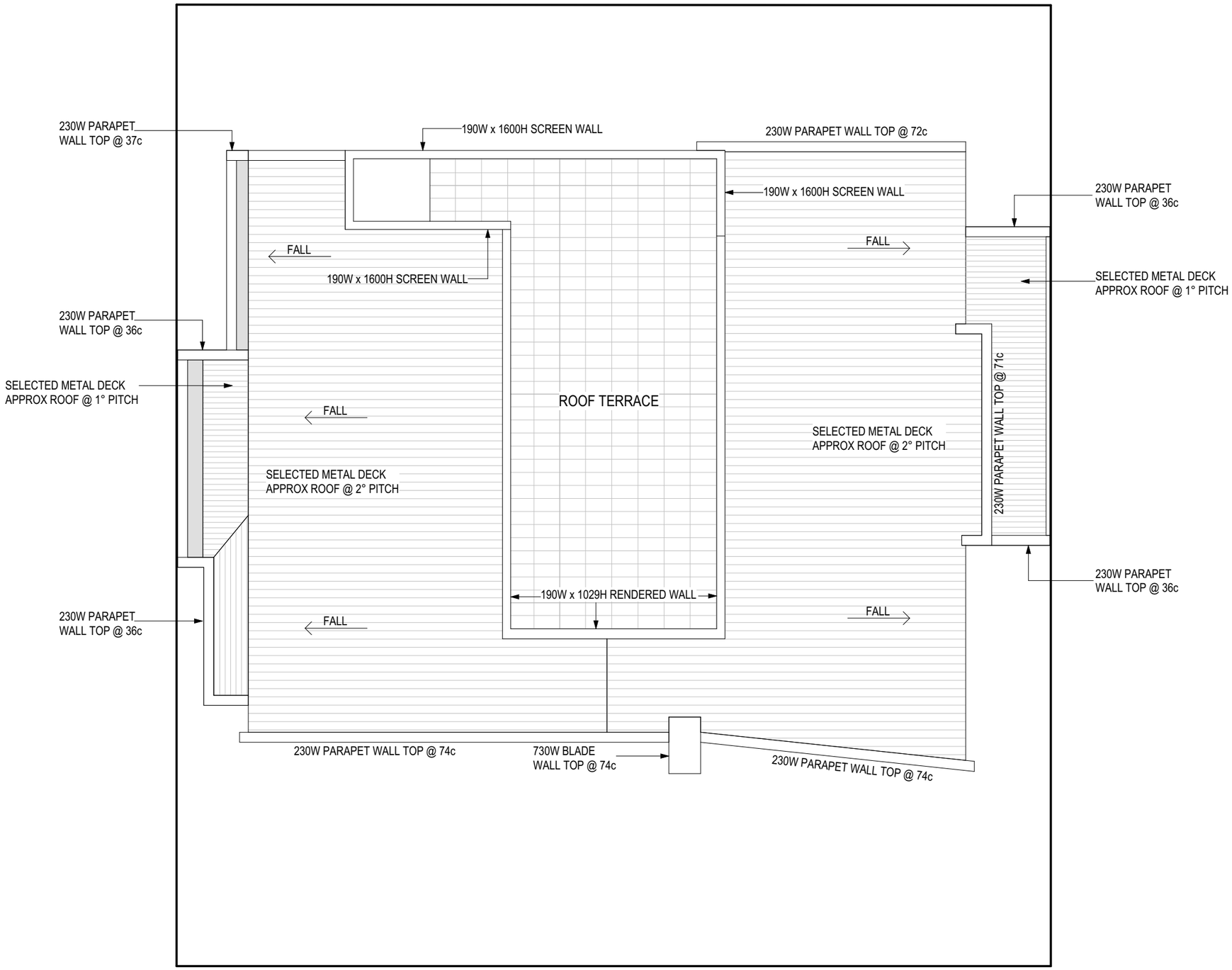
CLIENT:
Mr & Mrs Dragicevich

ADDRESS:
Strata Lot 2 #56A Pier Street,
EAST FREMANTLE.

VMBUILDING



ROOF LAYOUT
1:100

VMBUILDING

CLIENT:

Mr & Mrs Dragicevich

ADDRESS:

Strata Lot 2 #56A Pier Street,
EAST FREMANTLE.

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JOB NUMBER	DATE
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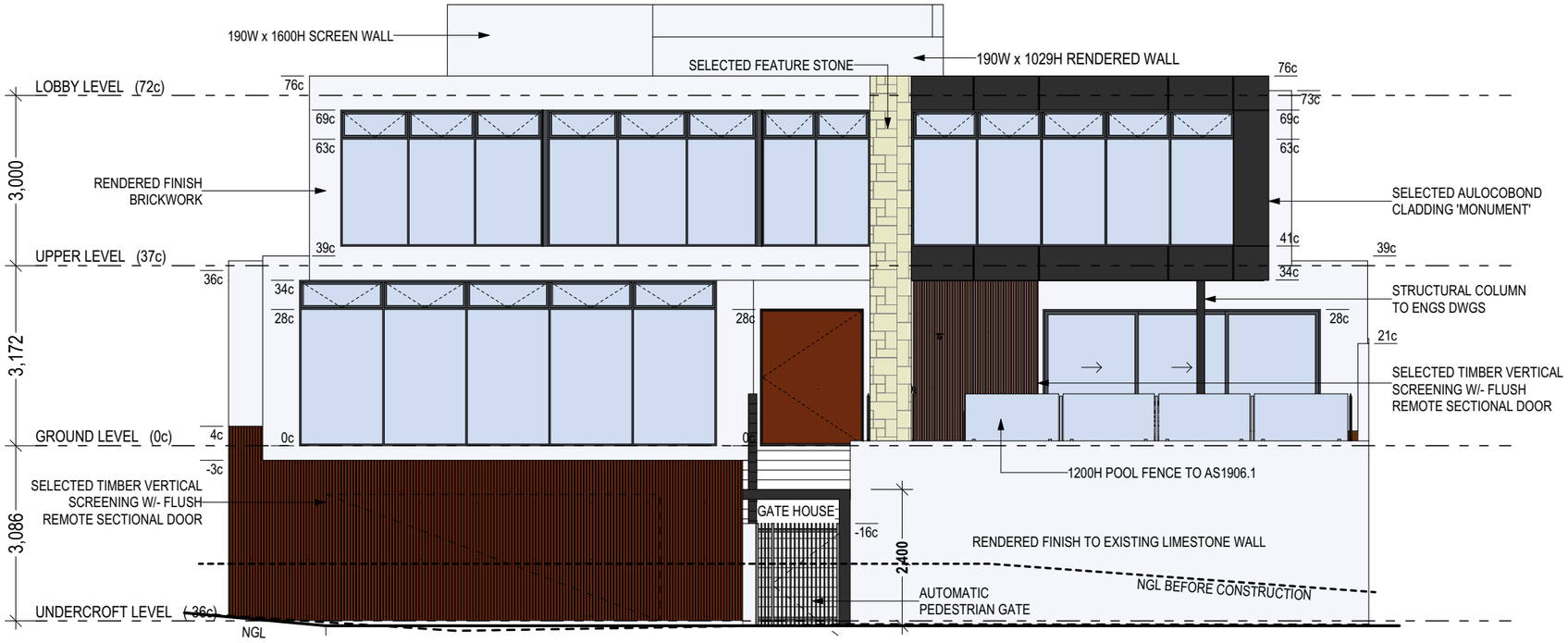

ELEVATION 1

SCALE 1:100

VMBUILDING

CLIENT:

Mr & Mrs Dragicevich

ADDRESS:

Strata Lot 2 #56A Pier Street,
EAST FREMANTLE.

AMENDMENT	REV No	DATE
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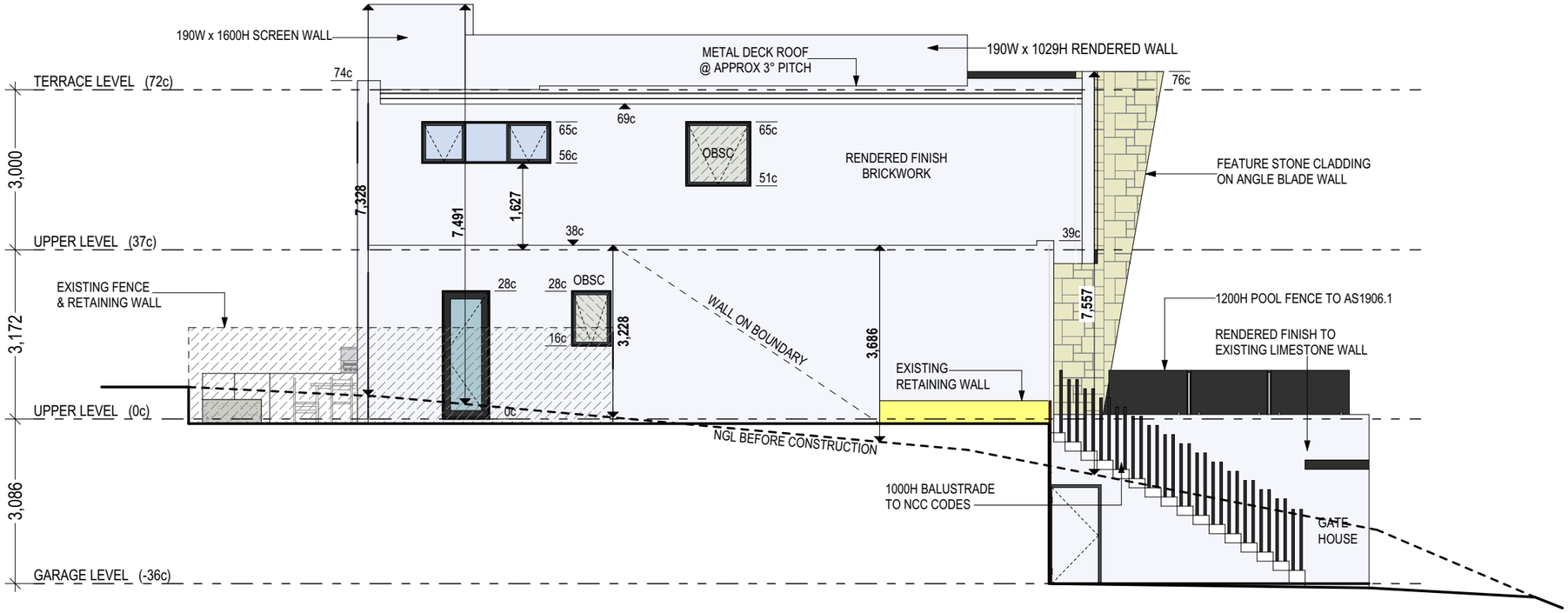

ELEVATION 2

SCALE 1:100

VMBUILDING

CLIENT:

Mr & Mrs Dragicevich

ADDRESS:

Strata Lot 2 #56A Pier Street,
EAST FREMANTLE.

AMENDMENT	REV No	DATE
DA SET	DA02	08-10-21

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JOB NUMBER	DATE
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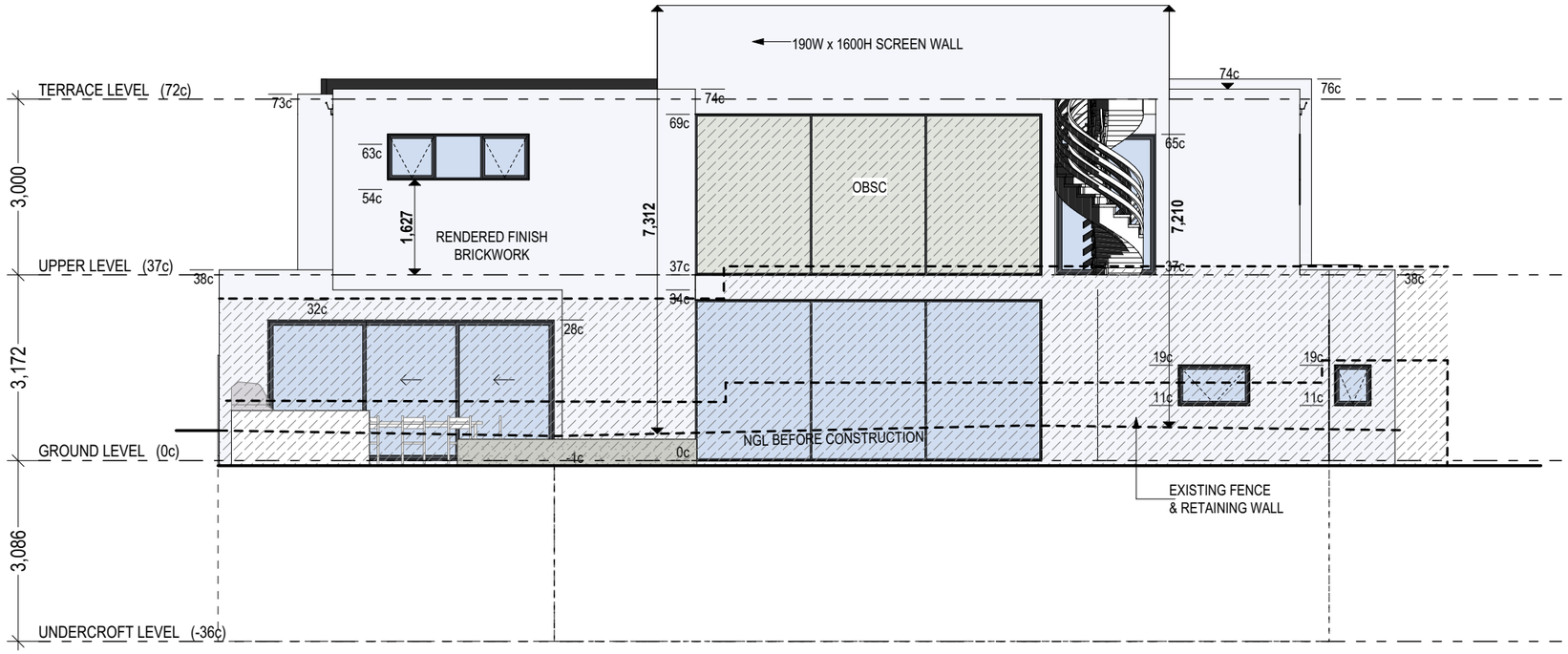

ELEVATION 3

SCALE 1:100

VMBUILDING

CLIENT:

Mr & Mrs Dragicevich

ADDRESS:

Strata Lot 2 #56A Pier Street,
EAST FREMANTLE.

AMENDMENT	REV No	DATE
DA SET	DA02	08-10-21

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SUB-CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE

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JOB NUMBER	DATE
21041	JUN, 21
SCALE	SHEET
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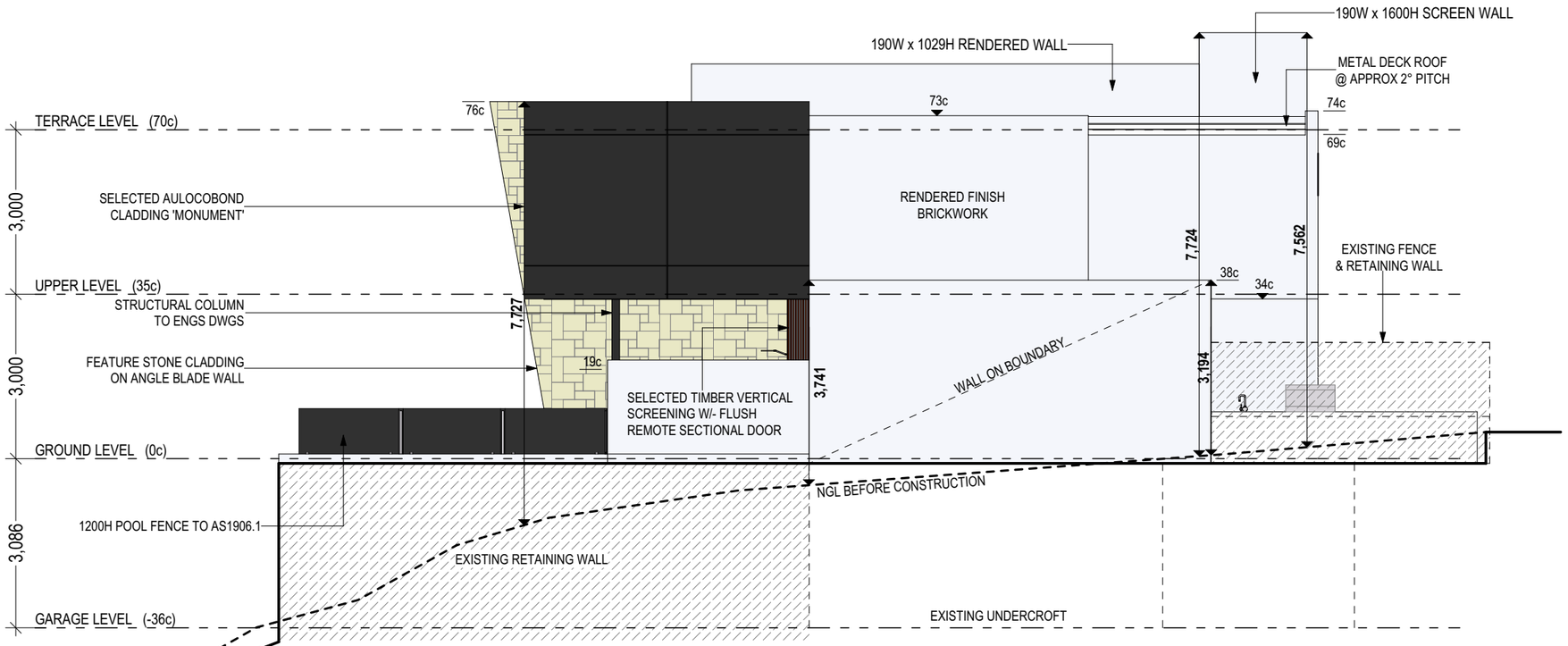

ELEVATION 4
SCALE 1:100

VMBUILDING

CLIENT:
Mr & Mrs Dragicevich

ADDRESS:
Strata Lot 2 #56A Pier Street,
EAST FREMANTLE.

AMENDMENT	REV No	DATE
DA SET	DA02	08-10-21

WORKING DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ENGINEERS DRAWINGS & OTHER CONSULTANT DRAWINGS IF ANY DISCREPENCIES TO CONTACT **ROB AGOSTINO PH: 0422 162 714**

SUB-CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE

PLANS ARE SUBJECT TO CHANGE PENDING ON STRUCTURAL ENGINEERS &/OR CONTRACTORS DISCRETION ON SITE

JOB NUMBER	DATE
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SCALE	SHEET
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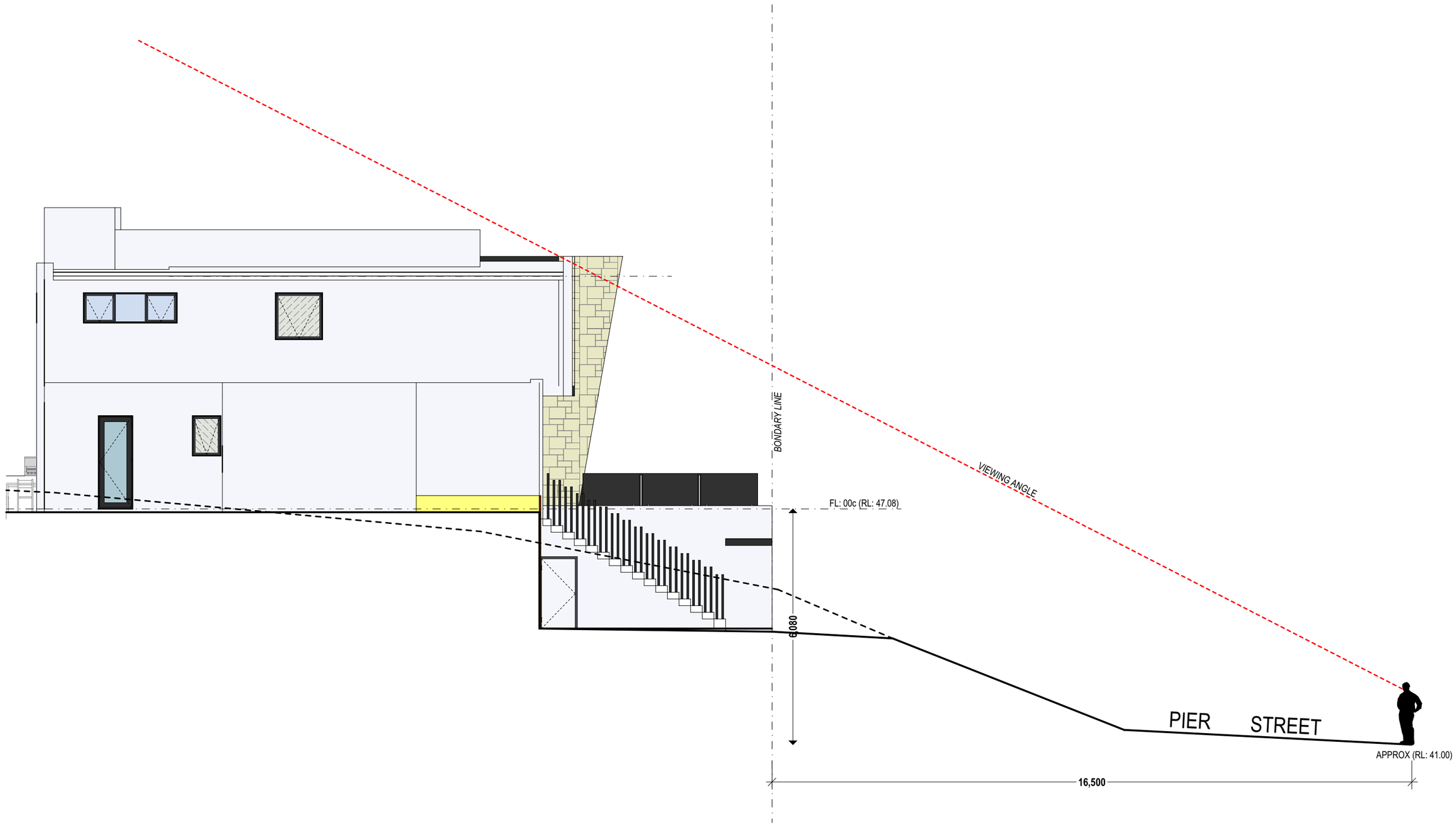

VIEWING ANGLE ELEVATION
1:100

VMBUILDING

CLIENT:
Mr & Mrs Dragicevich

ADDRESS:
Strata Lot 2 #56A Pier Street,
EAST FREMANTLE.

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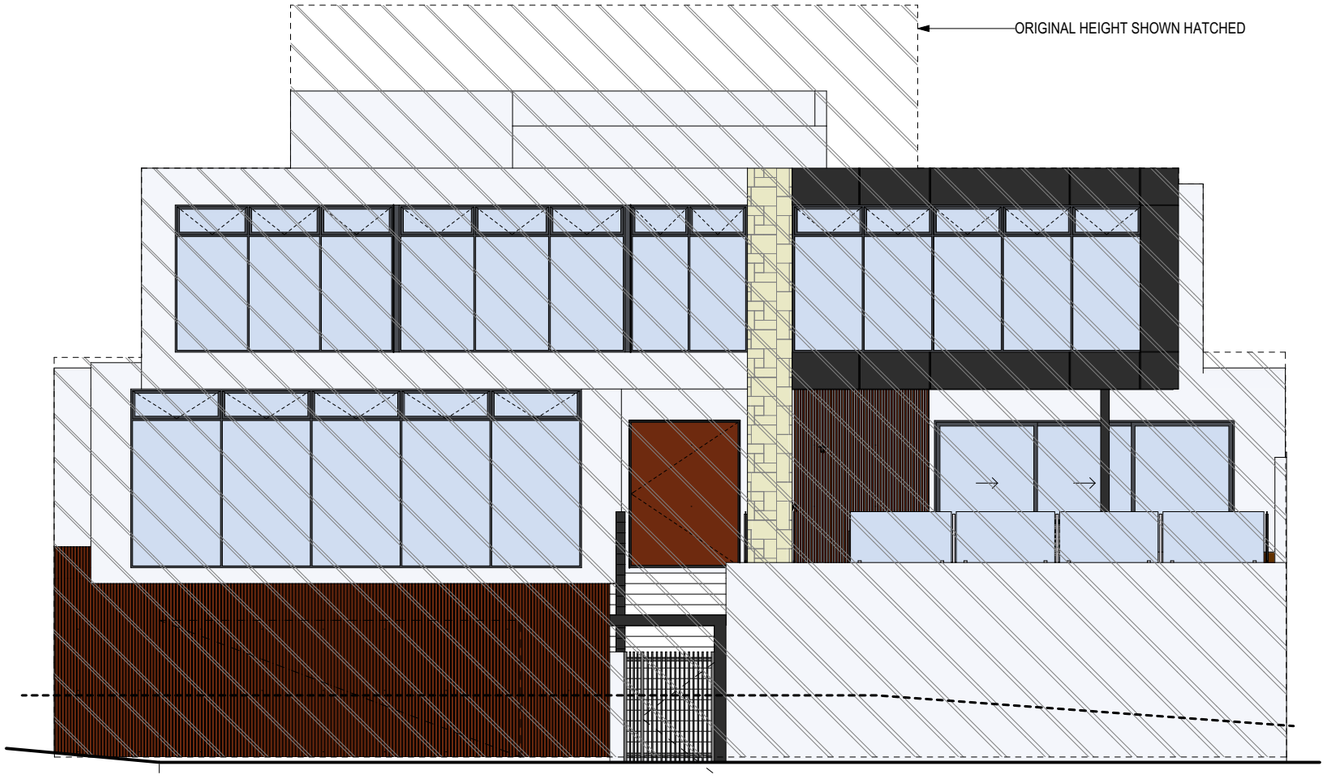

ELEVATION 1- REDUCED HEIGHT
1:100

VMBUILDING

CLIENT:
Mr & Mrs Dragicevich

ADDRESS:
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EAST FREMANTLE.

AMENDMENT	REV No	DATE
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JOB NUMBER	DATE
21041	JUN, 21
SCALE	SHEET
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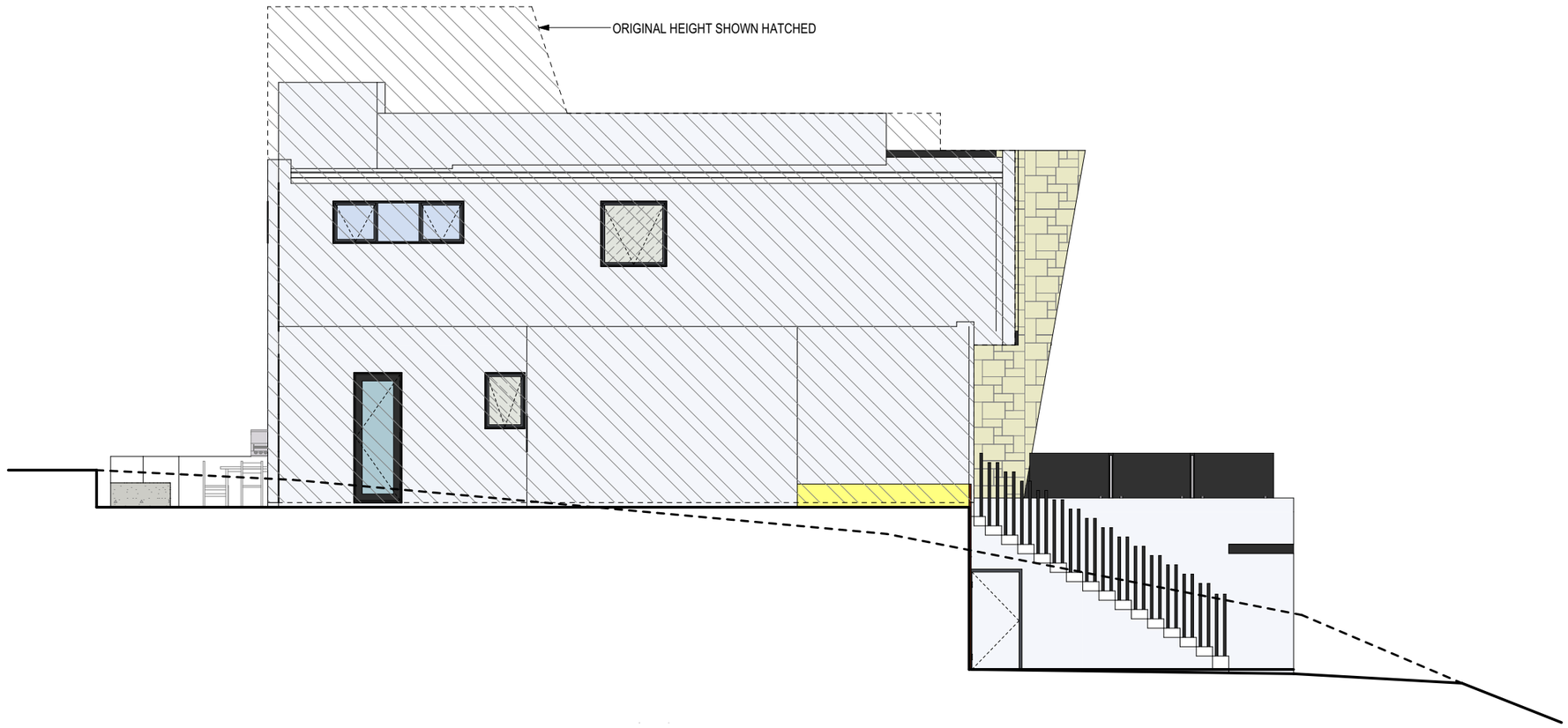

ELEVATION 2- REDUCED HEIGHT
1:100

VMBUILDING

CLIENT:
Mr & Mrs Dragicevich

ADDRESS:
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JOB NUMBER	DATE
21041	JUN, 21
SCALE	SHEET
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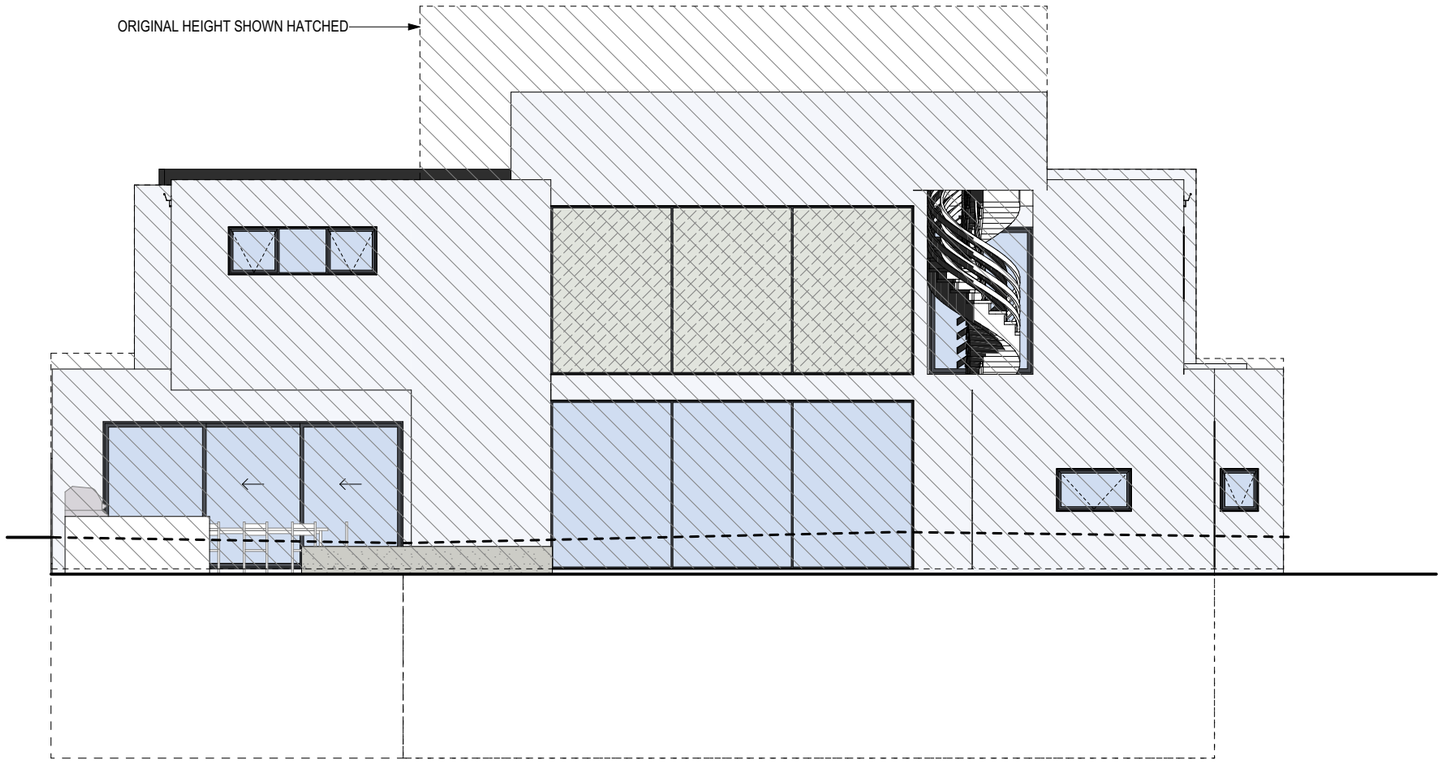

ELEVATION 3- REDUCED HEIGHT
1:100

VMBUILDING

CLIENT:
Mr & Mrs Dragicevich

ADDRESS:
Strata Lot 2 #56A Pier Street,
EAST FREMANTLE.

AMENDMENT	REV No	DATE
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WORKING DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ENGINEERS DRAWINGS & OTHER CONSULTANT DRAWINGS IF ANY DISCREPENCIES TO CONTACT **ROB AGOSTINO PH: 0422 162 714**

SUB-CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE

PLANS ARE SUBJECT TO CHANGE PENDING ON STRUCTURAL ENGINEERS &/OR CONTRACTORS DISCRETION ON SITE

JOB NUMBER	DATE
21041	JUN, 21
SCALE	SHEET
1:100	17

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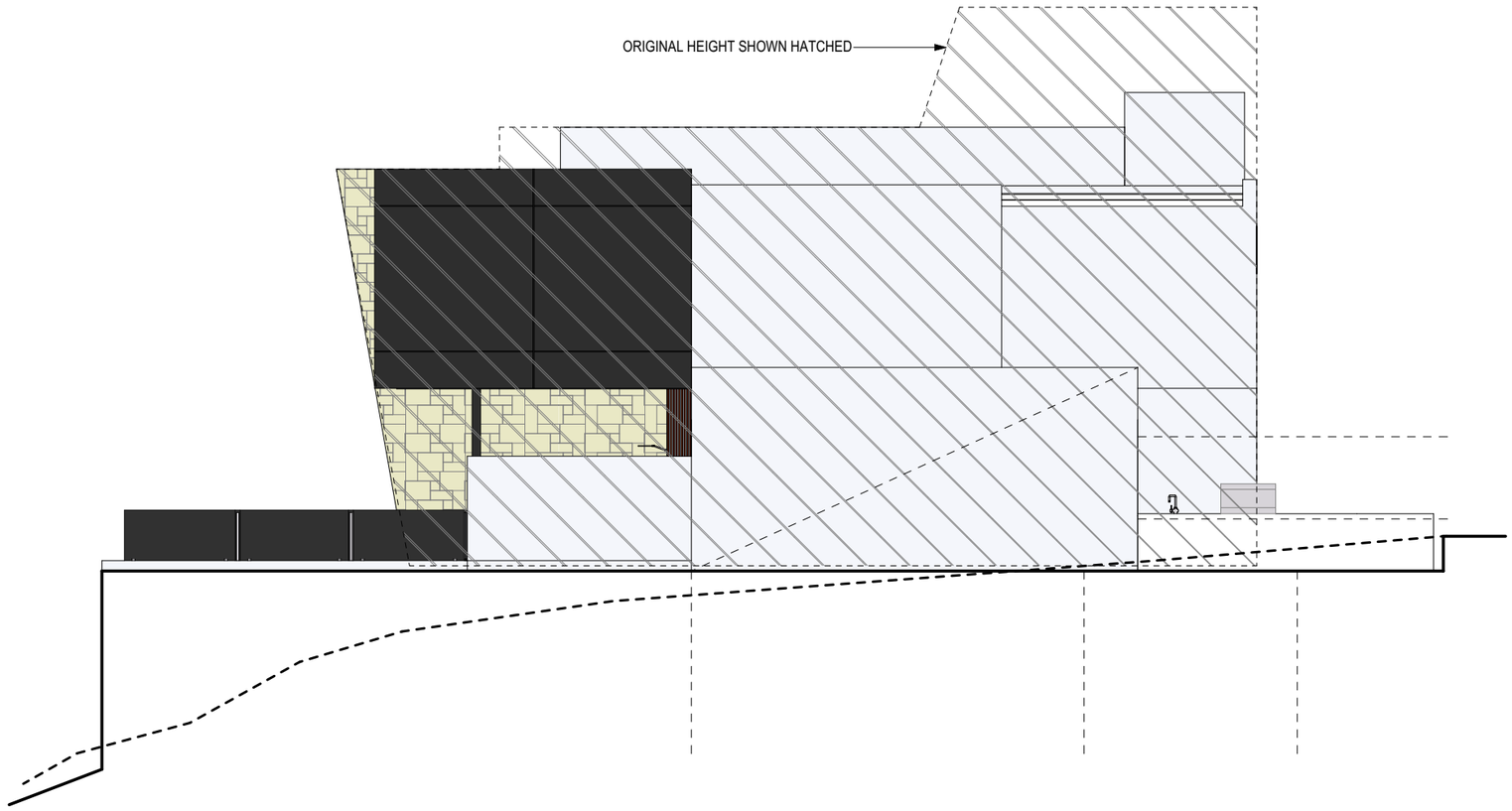

ELEVATION 4- REDUCED HEIGHT
1:100

VMBUILDING

CLIENT:
Mr & Mrs Dragicevich

ADDRESS:
Strata Lot 2 #56A Pier Street,
EAST FREMANTLE.

AMENDMENT	REV No	DATE
DA SET	DA02	08-10-21

WORKING DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ENGINEERS DRAWINGS & OTHER CONSULTANT DRAWINGS IF ANY DISCREPENCIES TO CONTACT **ROB AGOSTINO PH: 0422 162 714**

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JOB NUMBER	DATE
21041	JUN, 21
SCALE	SHEET
1:100	18

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VMBUILDING

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AMENDMENT	REV No	DATE
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PLANS ARE SUBJECT TO CHANGE PENDING ON STRUCTURAL ENGINEERS &/OR CONTRACTORS DISCRETION ON SITE

JOB NUMBER	DATE
21041	JUN, 21
SCALE	SHEET
1:100, 1:0.82	19

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TOWN of EAST FREMANTLE

Community Engagement Checklist

Development Application P68/21 - 56A Pier Street

Project Name

Objective of Engagement:	Neighbour Consultation			
Lead Officer:	Regulatory Services			
Timeline:	**Start Date:**	26/08/2021	**Outcomes By:**	10/09/2021

Stakeholders				
Stakeholders to be considered. *Please highlight those to be targeted during engagement.*	Aged	☐	Ratepayers (all / targeted)	☐
	Businesses	☐	Residents (all / targeted)	☒
	Children *(School / Playgroup)*	☐	Service Providers	☐
	Community Groups	☐	Unemployed	☐
	Disabled People	☐	Visitors	☐
	Environmental	☐	Volunteers	☐
	Families	☐	Workers	☐
	Govt. Bodies	☐	Youth	☐
	Indigenous	☐		☐
	Neighbouring LGs	☐		☐
Staff to be notified:	Office of the CEO	☐	Councillors	☐
	Corporate Services	☐	Consultant/s	☐
	Development Services	☐		☐
	Operations (Parks/Works)	☐		☐

Community Engagement Plan			
Methods	**Responsible**	**Date Due**	**Reference / Notes**
1.1 E News	☐ Communications		☐
1.2 Email Notification ~	☐ Relevant Officer		☐
1.3 Website	☐ Communications		☐
1.4 Facebook	☐ Communications		☐
1.5 Advert - Newspaper	☐ Communications		☐
1.6 Fact Sheet	☐ Communications		☐
1.7 Media Rel./Interview	☐ Communications		☐
2.1 Information Stalls	☐ Relevant Officer		☐
2.2 Public Meeting/Forum	☐ Executive Direction		☐
2.3 Survey/Questionnaire	☐ Relevant Officer		☐
3.1 Focus Group	☐ Executive Direction		☐
3.2 Referendum/Ballot	☐ Executive Direction		☐
3.3 Workshop	☐ Relevant Officer		☐
4.1 Council Committee	☐ Executive Direction		☐
4.2 Working Group	☐ Executive Direction		☐
* Statutory Consultation	☒ Relevant Officer		☒ Advertised to 7 surrounding properties
# Heritage Consultation	☐ Regulatory Services		☐
^ Mail out (note: timeliness)	☐ Communications		☐
	☐		☐
	☐		☐

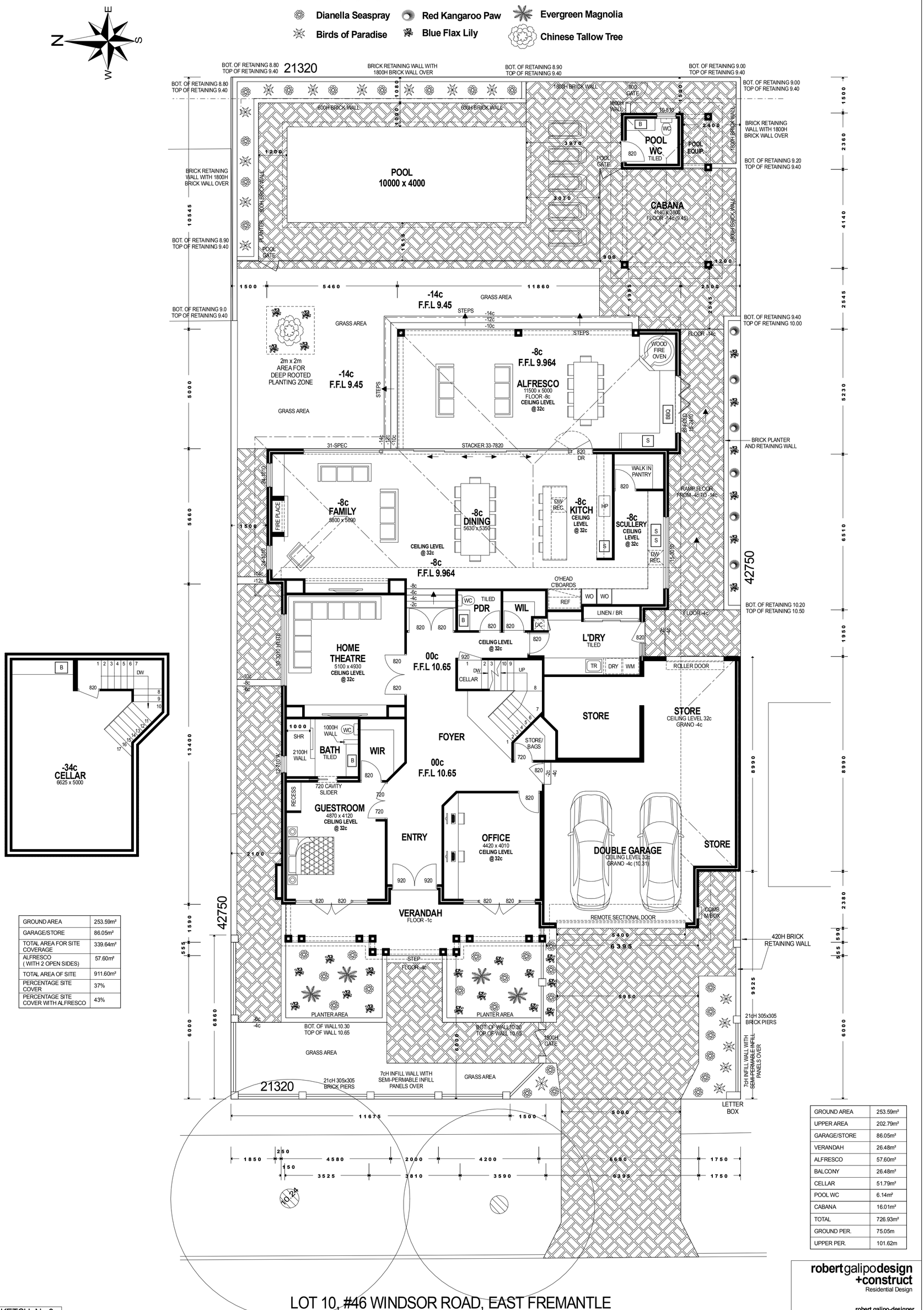
Evaluation			
Summary of...		**Date Due**	**Complete / Attached**
Feedback / Results / Outcomes / Recommendations		10/09/2021	
Outcomes Shared			
Methods	**Responsible**	**Date Due**	**Complete / Attached**
E-Newsletter	☐ Communications		☐
Email Notification	☐ Relevant Officer		☐
Website	☐ Communications		☐
Facebook	☐ Communications		☐
Media Release	☐ Communications		☐
Advert - Newspaper	☐ Communications		☐
	☐		☐
	☐		☐
Notes			

46 Windsor Road East Fremantle – Location and Advertising Plan

46 Windsor Road –Site Photos

Landscaping Legend:

- Dianella Seaspray
- Red Kangaroo Paw
- Evergreen Magnolia
- Birds of Paradise
- Blue Flax Lily
- Chinese Tallow Tree



GROUND AREA	253.59m²
GARAGE/STORE	86.05m²
TOTAL AREA FOR SITE COVERAGE	339.64m²
ALFRESCO (WITH 2 OPEN SIDES)	57.60m²
TOTAL AREA OF SITE	911.60m²
PERCENTAGE SITE COVER	37%
PERCENTAGE SITE COVER WITH ALFRESCO	43%

GROUND AREA	253.59m²
UPPER AREA	202.79m²
GARAGE/STORE	86.05m²
VERANDAH	26.48m²
ALFRESCO	57.60m²
BALCONY	26.48m²
CELLAR	51.79m²
POOL WC	6.14m²
CABANA	16.01m²
TOTAL	726.93m²
GROUND PER.	75.05m
UPPER PER.	101.62m

LOT 10, #46 WINDSOR ROAD, EAST FREMANTLE

SKETCH No.3

DATE : 18/08/2021	SCALE 1:100	SUBJECT TO COUNCIL APPROVAL

robertgalipodesign +construct
Residential Design

robert galipo-designer
Unit 8/51 Forsyth Street, O'Connor WA,6162
P 0410 321 722 E robert@rgd.com.au
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COTTAGE & ENGINEERING SURVEYS

Licensed Surveyors ©

87-89 Guthrie Street, Osborne Park, Western Australia
Telephone: (08) 9446 7361 Facsimile: (08) 9445 2998
Email : perth@cottage.com.au Website: www.cottage.com.au

J/N:	DATE:	SCALE:	DRAWN:
495036	31 Mar 21	1:200	T.Currey

Builder : Robert Galipo Design & Construct
CLIENT :
LOT 10 #46 Windsor Road, East Fremantle

OLD AREA

Plan3573

LEGEND

	SEC Dome
	Power Pole
T C	Phone Pits
W	Water Conn.
[TP 10.00]	Top Pillar/Post
[TW 10.00]	Top Wall
[TR 10.00]	Top Retaining
[TF 10.00]	Top Fence

ATTACHMENT 1

DISCLAIMER:
Lot boundaries drawn on survey are based on landgate plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

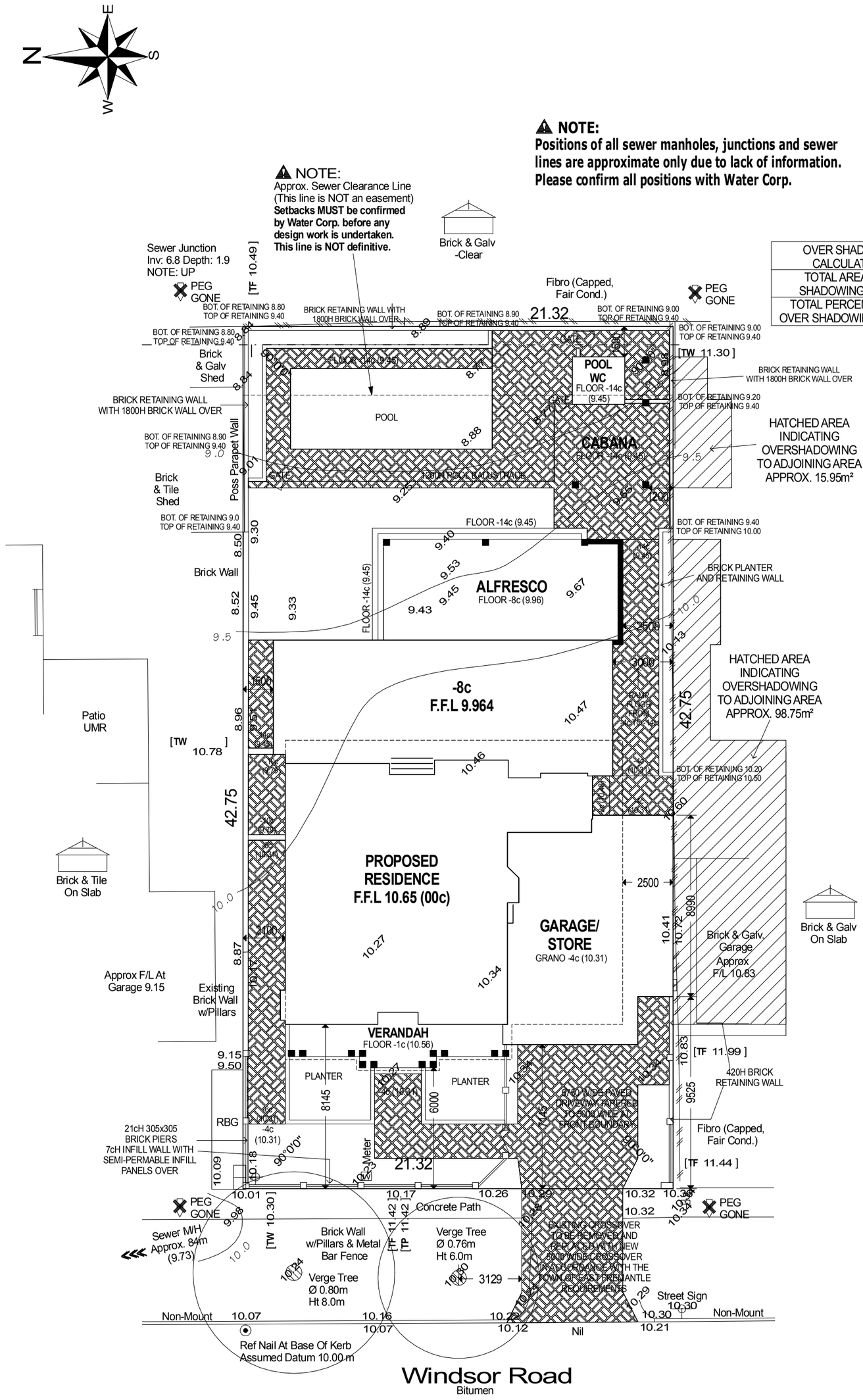
DISCLAIMER:
Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

DISCLAIMER:
Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

DISCLAIMER:
Cottage & Engineering surveys accept no responsibility for any physical on site changes to the parcel or portion of the parcel of land shown on this survey including any adjoining neighbours levels and features that have occurred after the date on this survey. All Sewer details plotted from information supplied by Water Corporation.

DISCLAIMER:
Due to lack of survey marks/pegs, all building offset dimensions & features are approximate only and positioned from existing pegs/fences and walls which may not be on the correct alignment and are to be verified when repegged. Any design that involves additions to any structures shown or portion of structures remaining after any demolition has taken place requires **boundaries to be repegged and exact offsets provided to your designer/architect before any plans are produced and before any work is started on site.**

NOTE:
Positions of all sewer manholes, junctions and sewer lines are approximate only due to lack of information. Please confirm all positions with Water Corp.



OVER SHADOWING CALCULATIONS
TOTAL AREA OVER SHADOWING 114.7m²
TOTAL PERCENTAGE OF OVER SHADOWING = 12.60%

REPORT 12.1

LOT MISCLOSE
0.000 m

SOIL DESCRIPTION
Sand
Refer to Survey

Scale 1:200
0 2 4 6 8

GROUND AREA	253.59m²
UPPER AREA	202.79m²
GARAGE/STORE	86.05m²
VERANDAH	26.48m²
ALFRESCO	57.60m²
BALCONY	26.48m²
CELLAR	51.79m²
POOL WC	6.14m²
CABANA	16.01m²
TOTAL	728.93m²
GROUND PER.	75.05m
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Residential Design

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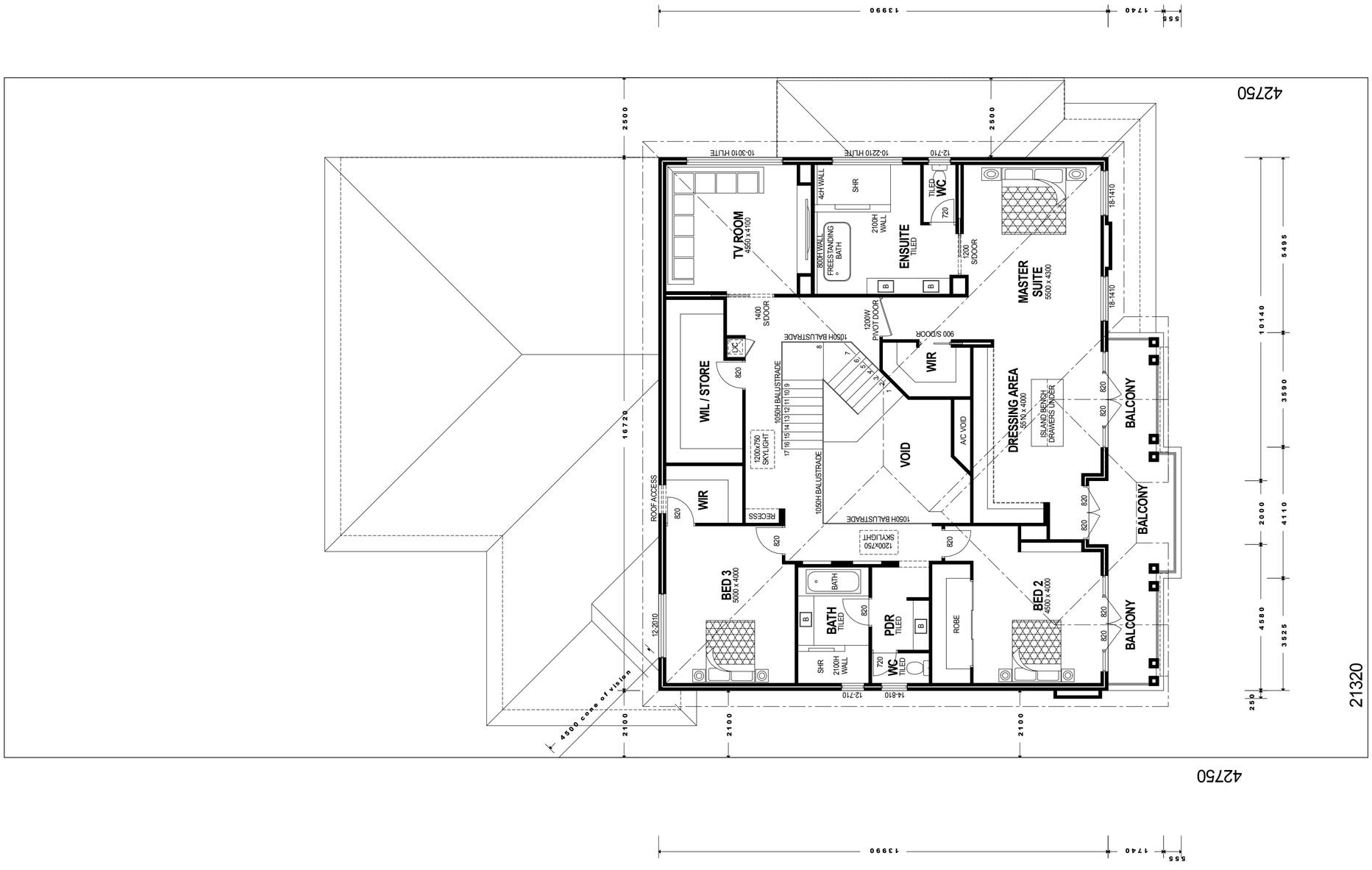


LOT 10, #46 WINDSOR ROAD, EAST FREMANTLE

SKETCH No.3

DATE : 18/08/2021 | SCALE 1:100 | SUBJECT TO COUNCIL APPROVAL

Submission Marco & Aleisha Falso Item 13.3 – 46 Windsor Road

(Received 1 November 2021)

We are confident that this residential proposal is a positive contribution to the amenity of the street and community.

This is to be our dream family home in the area we have looked and being part of the community for some years, therefore prior to purchasing and demolishing we researched the area and the types of homes within the area to see if our vision and streetscape would fit within. We quickly found a vast range and number of large 2 storey homes dotted throughout the precinct; many example of Hamptons, Heritage, Bungalows and many modern and unique homes aswell, and many with single storey homes on either side like ours.

The character of the neighbourhood is not at risk as there is no consistent streetscape in the Richmond precinct, and there are already many other examples of similar 'Hamptons ' style homes being built in Alexandra Rd, and another in Gill St, both with very similar bulk and scale to our design.

Therefore we feel our design contributes positively to the streetscape and will fit in and compliment the surrounding properties, and the precinct. And of course as time passes the number of sites being redeveloped with larger 2 storey homes will only increase due to the increase in land values and ageing homes.

We also note we have had the home designed with the following factors in mind:

- **"LPA 3.7 .6.2** – stipulates to NOT replicate traditional building form – ie. Not to try replicate/imitate/faux heritage qualities etc" So naturally our design is not heritage, therefore we have designed ours as a modern 'Hamptons' style home. We feel it blends and compliments as we have provided a lot of elevation detail with mouldings and brick corbelling, giving architectural interest
- **"LPA 3.7.4.2** New developments are to maintain the prevailing ground level of the site to minimise cutting and filling The house that was recently demolished was previously built at road level. We have kept these levels after demolition for our new home. New design has taken this natural ground levels into account. We have also substantially lowered the rear Living & Alfresco areas of the design to also take into account the decline in natural ground level of the site previously. **NOTE:** we purchased this property in particular rather than another option, as this had the existing home at road level, as we knew we wanted to re-build new home at same natural level.
- Local Planning Strategy states " NO specific designs characteristic of the precinct. With regard to development standards a high degree of flexibility is required for the precinct since the existing development exhibits so much variety".
- The northern aspect of the site had been utilised with the alfresco, pool and living areas all utilising the northern sun.
- "Verandah and Porches are encouraged" - we have designed large verandah and Porch to front elevation for visual interest and western sun cooling efficiency.

In relation to the comments made by CDAC:

After discussing the comments with our designer Rob Galipo and holding a meeting with James Bannerman ,

We came to the conclusion that lowering the home was not an option for the following reasons:

1. It is poor building practice to lower the home unnecessarily.

2. We do not want to have any storm-water flooding issues as has recently happened to some neighbours, and others we know, with this year's excess rain and flooding. We have minimised this risk of this by designing accordingly , but also in keeping with the natural ground levels of the site.
3. Both neighbours either side, have NOT made any comments/objections to the heights of the proposal including walls and overall build height. The CDAC had concern of the Northern neighbour, yet they have not made any comment.

We also note: prior to design we discussed our 2 storey design with our Northern neighbour and we spoke with them about NOT having bedroom windows on the Northern side Upper Floor for their privacy. We agreed with this in principle, hence no bedroom windows on Northern Upper Floor, only obscure bathroom and WC windows.

There is also no overshadowing issues from northern sun to the Northern neighbour, and very minimal to southern - only over their small garage, not with no negative impact on them.

4 .The Southern neighbours home is actually built up substantially higher than road level approx 1m+, therefore the overall difference in bulk/scale will not be as imposing as the CDAC comments may imply ***(picture to clarify attached)***

5. The northern Neighbour has excavated to lower their site for their build to allow for a flat single level level home on their rear sloping block, therefore this accentuates our site as ours was previously NOT excavated and was/is at road/natural level. We should therefore not be penalised for our design being at the natural existing ground level, because they chose to excavate lower.

6. There is nothing to say that either side of our property, or any home in the area will build a new 2 storey or renovate and extend up to multilevel large bulk/scale home in the future.This is inevitable as property values increase and homes age.

7. The dwelling is NOT over the 10m maximum roof height as per clause 5.1.6 Table 3 Category B height requirements.

8. **(LPA 3.7.4.2)** New developments are to maintain the prevailing ground level of the site to minimise cutting and filling"".

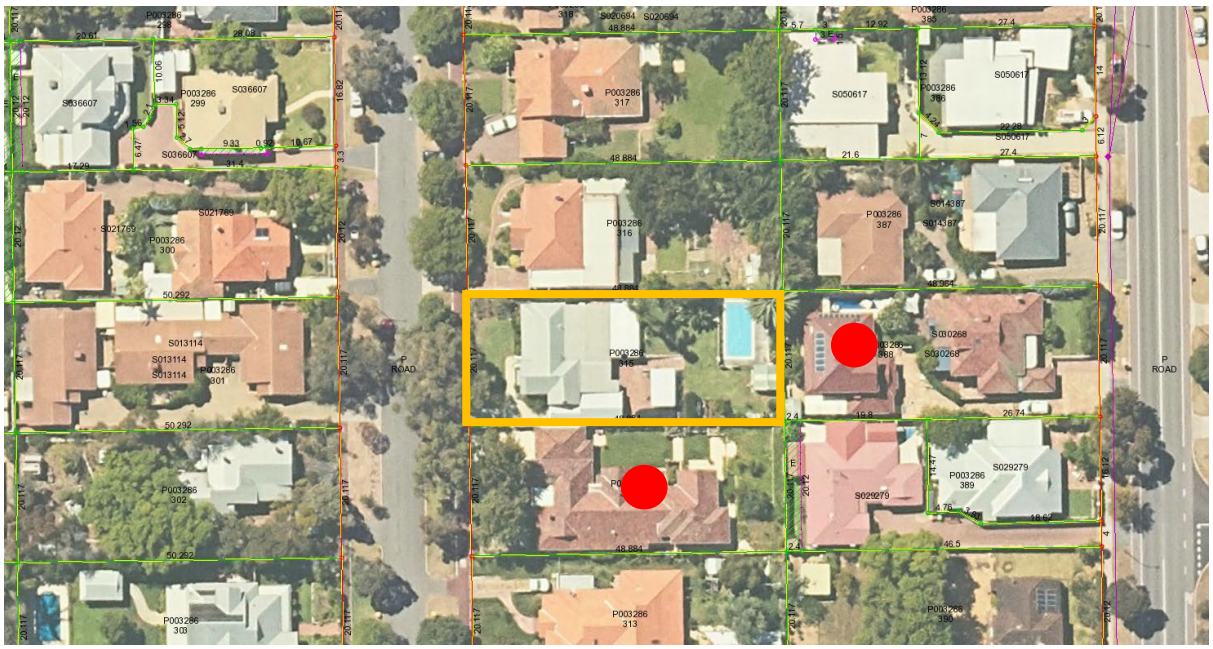
Other notes to mention;

- Garage opening has now been reduced to the required 30%.
- Northern wall setback has now been adjusted to the required 2.1m for upper level
- Additional Northern feature chimney added for visual architectural interest from northern and N/W viewpoints.
- We feel our design does complement the existing heritage homes as we provide a lot on intricate detailed mouldings to the verandah and elevations for architectural interest - this detail blends with the heritage style well, but is not in trying to imitate the heritage home in anyway as per guidelines in **LPA 3.7 .6.2**
- All remaining comments/variations are minimal and will have very few negative impacts on neighbours and streetscape.

Kind regards,

Marco & Aleisha Falso

76 Oakover Street – Location and Advertising Plan



76 Oakover Street – Photos

PLACE RECORD FORM

PRECINCT	Woodside
ADDRESS	76 Oakover Street
PROPERTY NAME	N/A
LOT NO	Lot 315
PLACE TYPE	Residence
CONSTRUCTION DATE	C 1939
ARCHITECTURAL STYLE	Inter-War Bungalow
USE/S	Original Use: Residence/ Current Use: Residence
STATE REGISTER	N/A
OTHER LISTINGS	N/A
MANAGEMENT CATEGORY	Category B
PHYSICAL DESCRIPTION	No 76 Oakover Street is a single storey house constructed in rendered brick house with a hipped and gable corrugated iron roof. It is a fine expression of the Inter-War Bungalow style. It is asymmetrically composed with a thrust gable bay and a part width hip roofed verandah. The verandah is supported on Tuscan columns over a balustrade wall. The north section of the verandah has been enclosed. The half-timbered gable features a pair of double hung sash windows under a sunhood. There is a centrally located front door flanked by windows. The windows appear to be replacements.

	The place retains its form and most of its details. There are additions to the rear and a carport to the south. The place is consistent with the building pattern in the Precinct. The place plays an important role in the pattern of development of a middle class suburb.
HISTORICAL NOTES	Woodside is a relatively cohesive precinct where most of the places were constructed following the subdivision of W.D. Moore's Estate commencing in 1912. Most of the lots were sold between 1912 and 1929 and the majority of buildings were completed in this time. Residences were substantial and of various Federation period styles distinguishing the area from the small worker's cottages of Plympton. The Inter-War Californian Bungalow style residence is also represented in Woodside. The Woodside Precinct remains largely intact in terms of original housing with little infill subdivision or replacement housing.
OWNERS	Unknown
HISTORIC THEME	Demographic Settlements - Residential Subdivision
CONSTRUCTION MATERIALS	Walls – Rendered brick Roof – Corrugated iron sheeting
PHYSICAL SETTING	The residence is situated on a sloping site with a rendered brick wall and steel fence on the lot boundary.
STATEMENT OF SIGNIFICANCE	No 76 Oakover Street is a single storey house constructed in rendered brick with a corrugated iron roof. It has historic and aesthetic value for its contribution to Woodside's high concentration of predominantly Federation period houses and associated buildings. The place contributes to the local community's sense of place. The place has considerable aesthetic value as an Inter-War Bungalow. The place retains a moderate degree of authenticity and a high degree of integrity. The carport and additions have no significance.
AESTHETIC SIGNIFICANCE	No 76 Oakover Street has considerable aesthetic value as an Inter-War Bungalow. It retains most of the characteristic features of a dwelling of the type and period.
HISTORIC SIGNIFICANCE	No 76 Oakover Street has some historic value. It was part of the suburban residential development associated with the expansion of East Fremantle and the subdivision of W. D. Moore's Woodside Estate from 1912.
SCIENTIFIC SIGNIFICANCE	N/A
SOCIAL SIGNIFICANCE	No 76 Oakover Street has some social value. It is associated with a significant area of middle class Federation and Inter-War period development which contributes to the community's sense of place.
RARITY	No 76 Oakover Street is not rare in the immediate context but Woodside has rarity value as a cohesive middle class suburb.
CONDITION	No 76 Oakover Street is in good condition.
INTEGRITY	No 76 Oakover Street retains a high degree of integrity.
AUTHENTICITY	No 76 Oakover Street retains a moderate degree of authenticity.
MAIN SOURCES	

Town of East Fremantle
-7 SEP 2021
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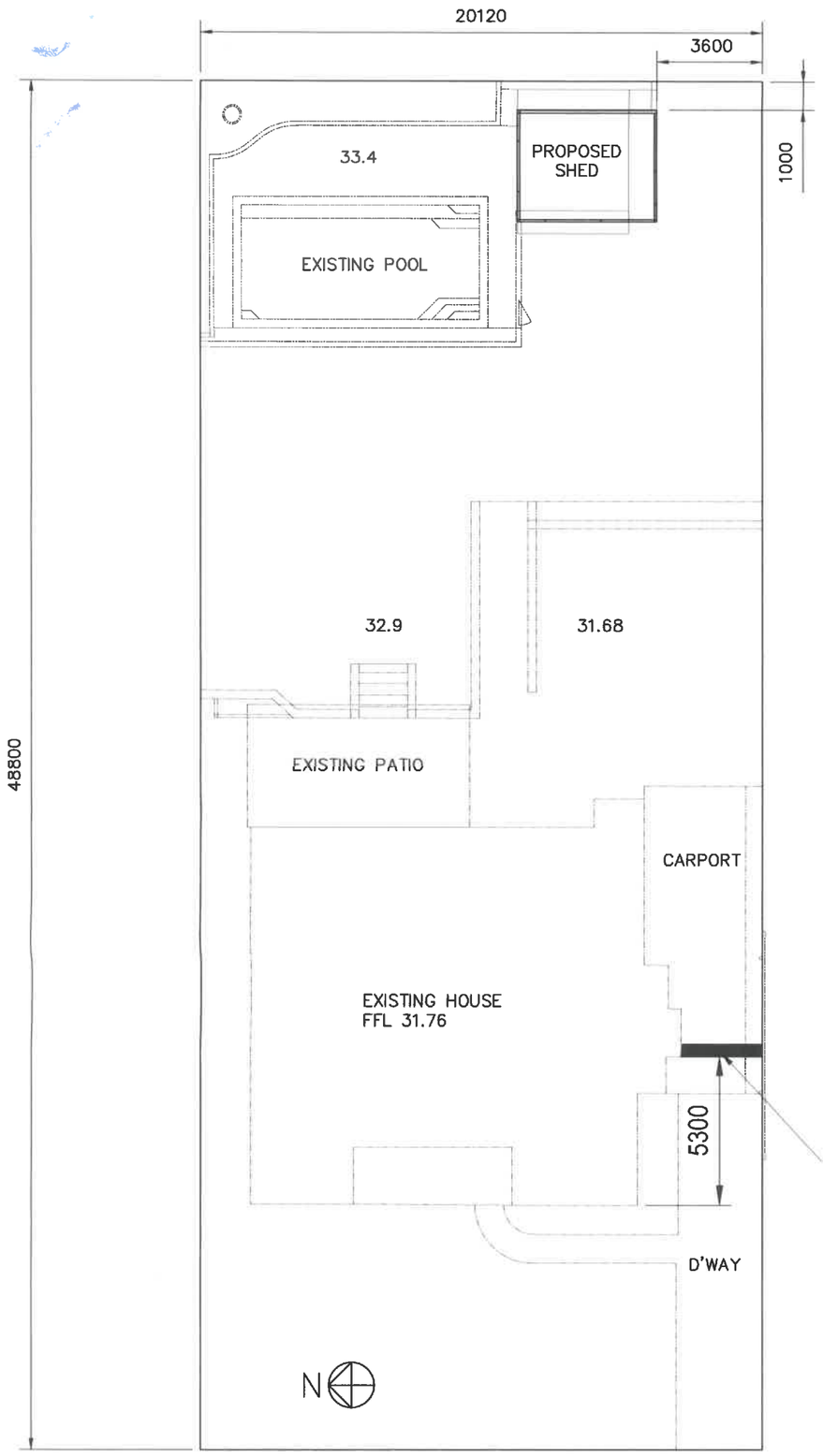
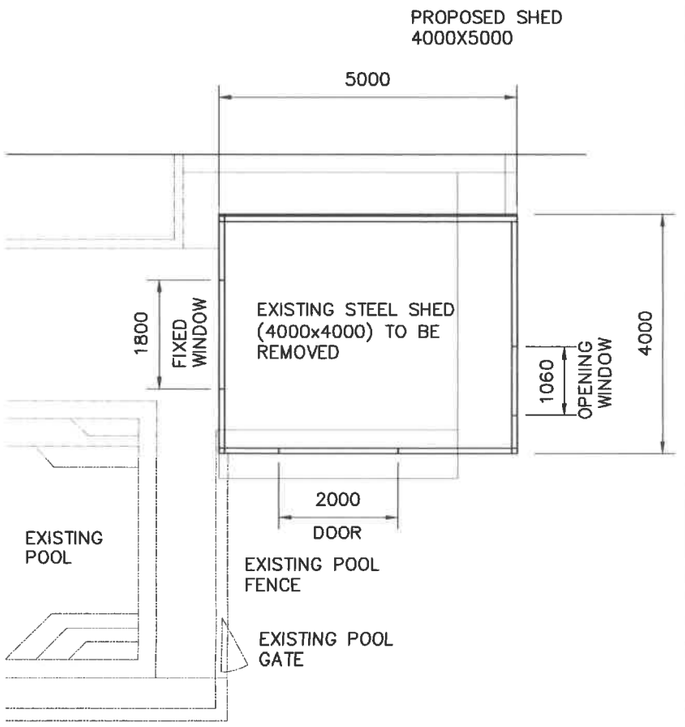


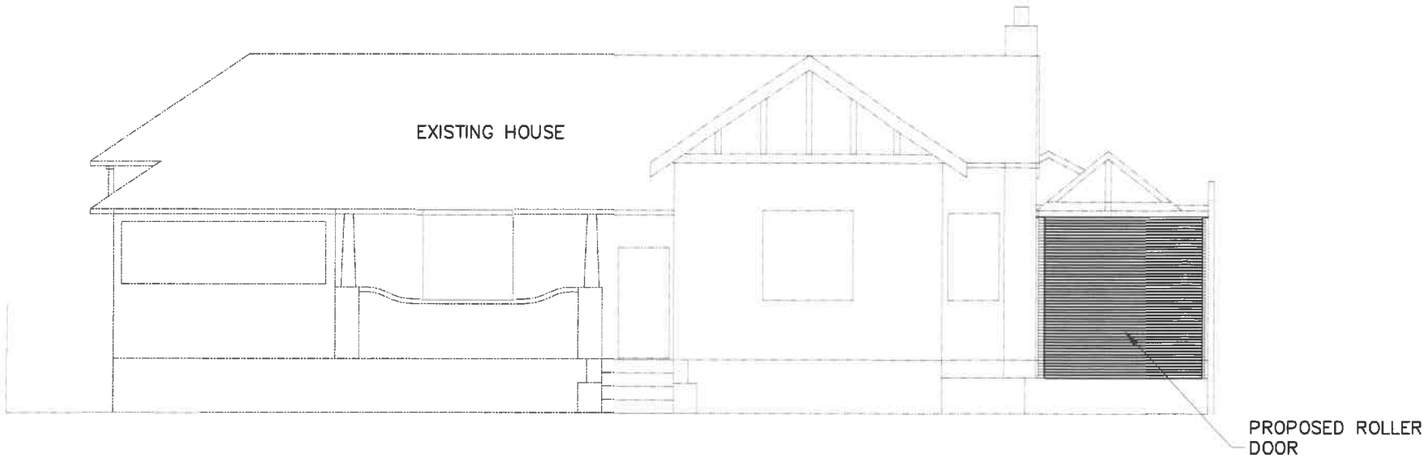
SITE PLAN ON 76 OAKOVER ST
EAST FREMANTLE
SCALE 1:200



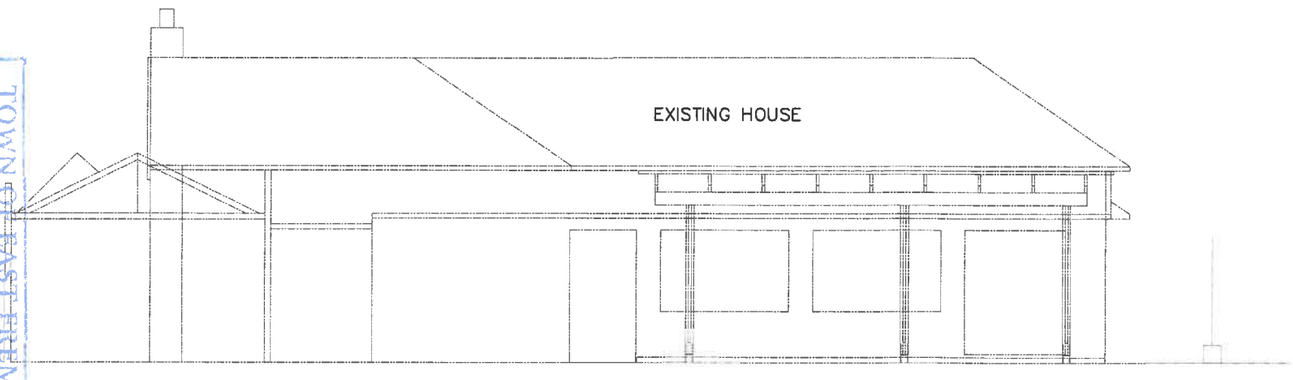
SHED PLAN
SCALE 1:100

TOWN OF EAST FREMANTLE
PLANNING APPLICATION
DATE No
-8 SEP 2021 P 075-21
RECEIVED

EXISTING RESIDENCE	DRAWING TITLE	SCALE: AS SHOWN
76 OAKOVER ST EAST FREMANTLE	SITE PLAN FOR PROPOSED SHED & ROLLER DOOR	DATE: AUG 2021
		REV: A



WEST ELEVATION
SCALE 1:100



EAST ELEVATION
SCALE 1:100

TOWN OF EAST FREMANTLE
PLANNING APPLICATION
DATE
-8 SEP 2021
No
P075-21
RECEIVED

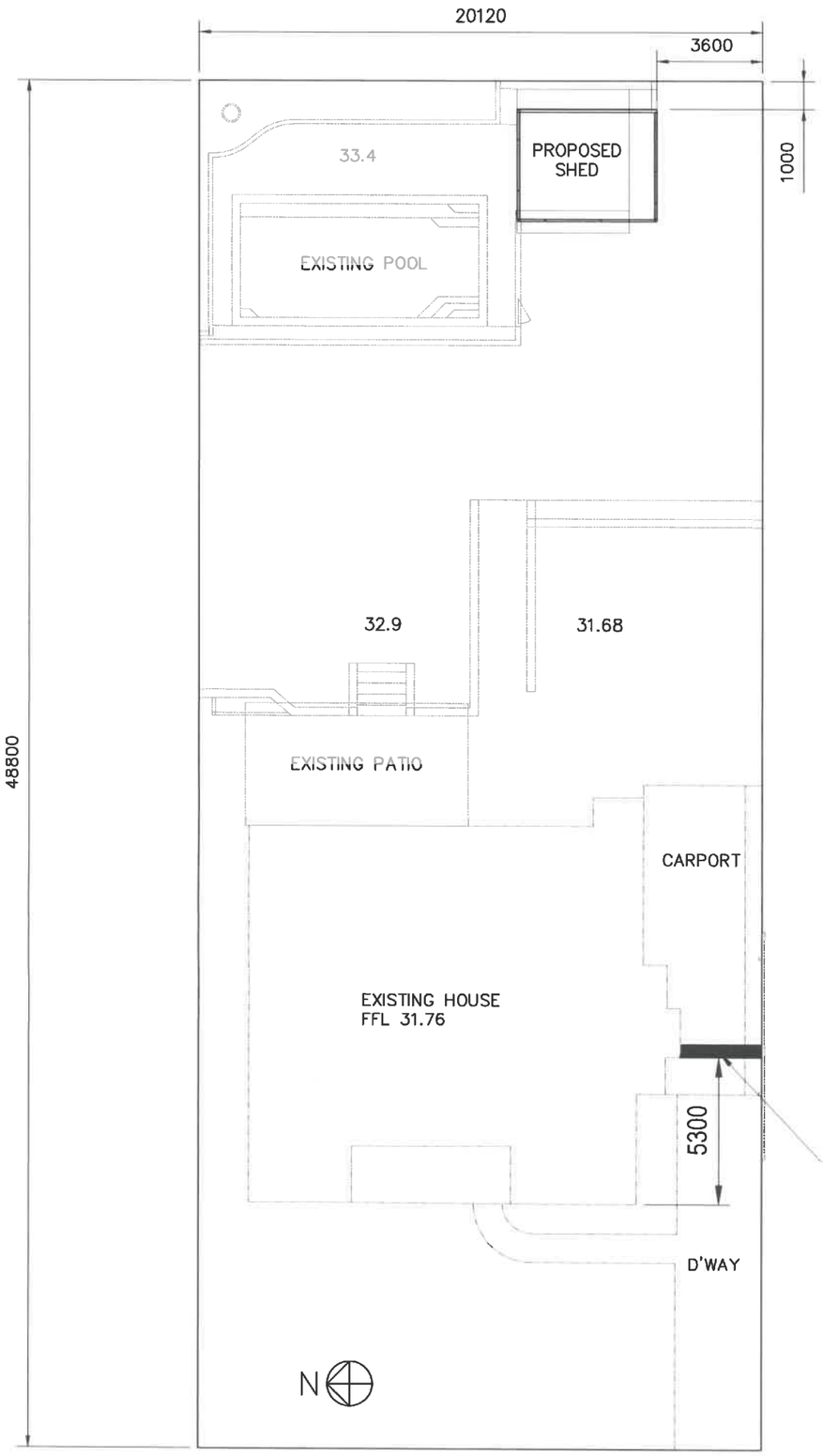
NOTES

GENERAL

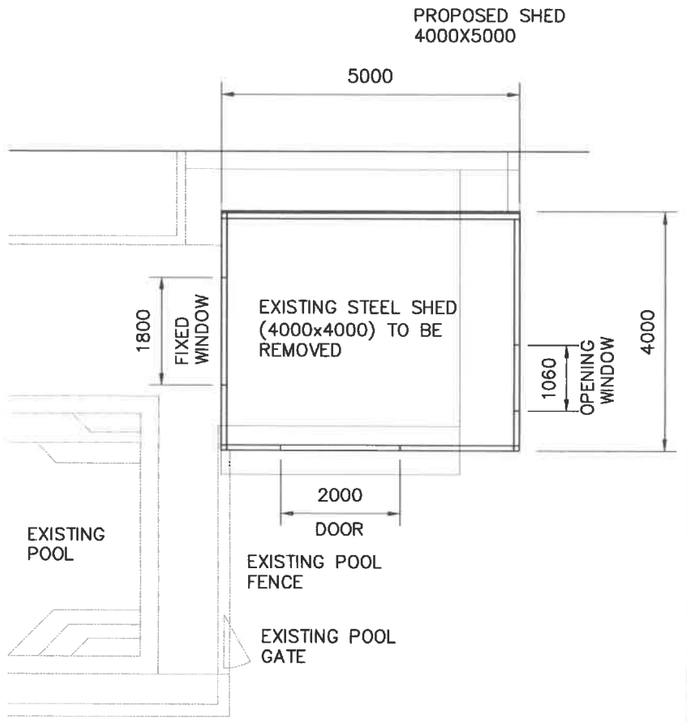
- ROLLER DOOR COLOUR – SURFMIST TO MATCH EXISITING HOUSE

Town of East Fremantle
-7 SEP 2021
RECEIVED

EXISTING RESIDENCE	DRAWING TITLE	SCALE: AS SHOWN
76 OAKOVER ST EAST FREMANTLE	ELEVATIONS FOR PROPOSED ROLLER DOOR	DATE: AUG 2021
		REV: A



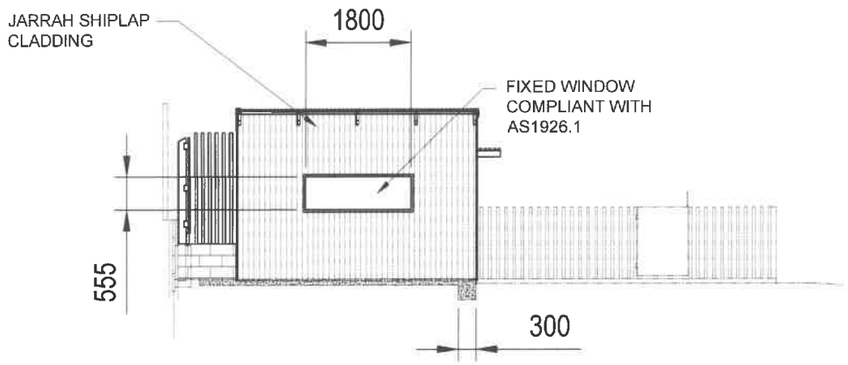
SITE PLAN ON 76 OAKOVER ST
EAST FREMANTLE
SCALE 1:200



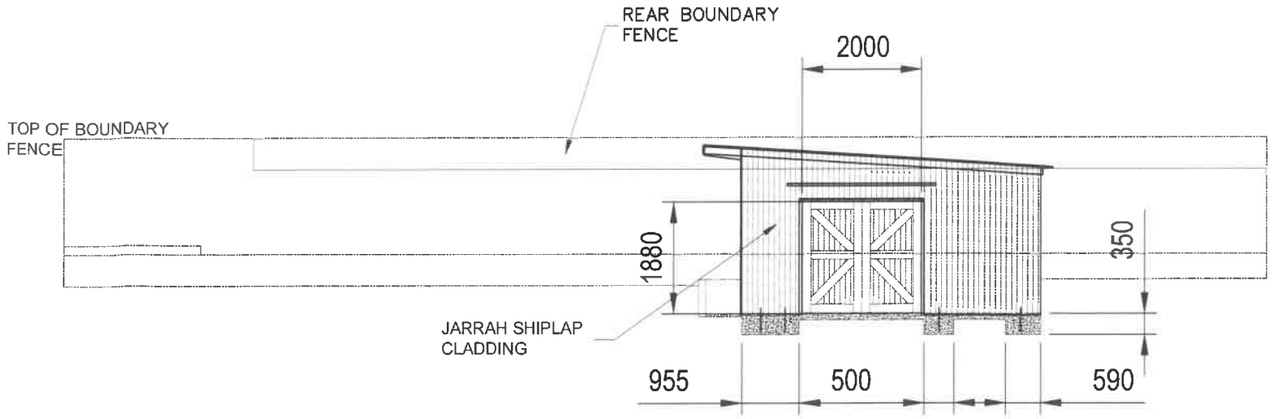
SHED PLAN
SCALE 1:100

TOWN OF EAST FREMANTLE
PLANNING APPLICATION
No. P075-21
DATE - 8 SEP 2021
RECEIVED

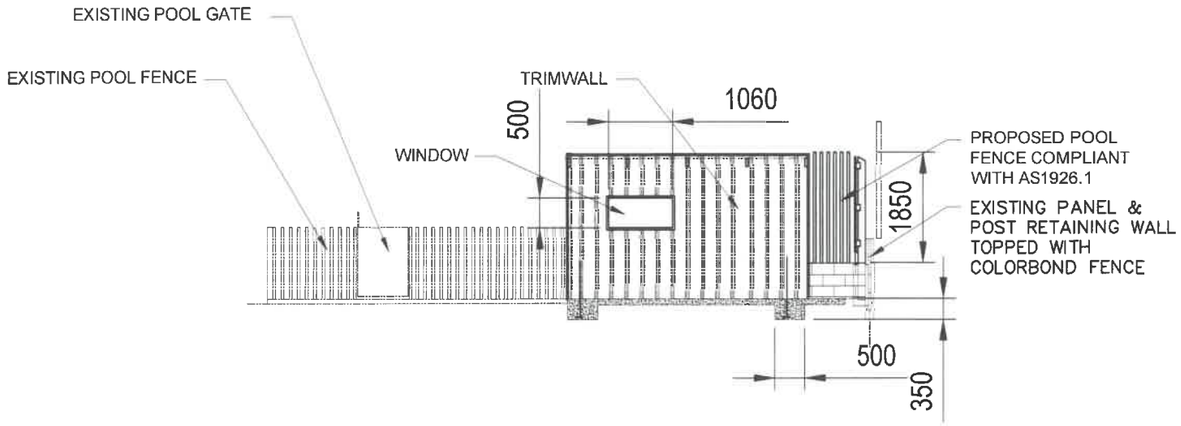
EXISTING RESIDENCE	DRAWING TITLE	SCALE: AS SHOWN
76 OAKOVER ST EAST FREMANTLE	SITE PLAN FOR PROPOSED SHED & ROLLER DOOR	DATE: AUG 2021
		REV: A



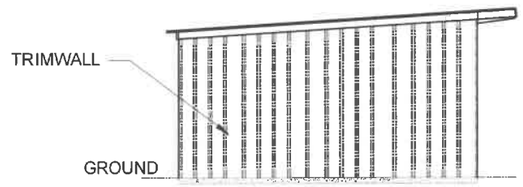
NORTH ELEVATION
SCALE 1:100



WEST ELEVATION
SCALE 1:100



SOUTH ELEVATION
SCALE 1:100



EAST ELEVATION
SCALE 1:100

TOWN OF EAST FREMANTLE
PLANNING APPLICATION
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- 8 SEP 2021
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P 075 - 21
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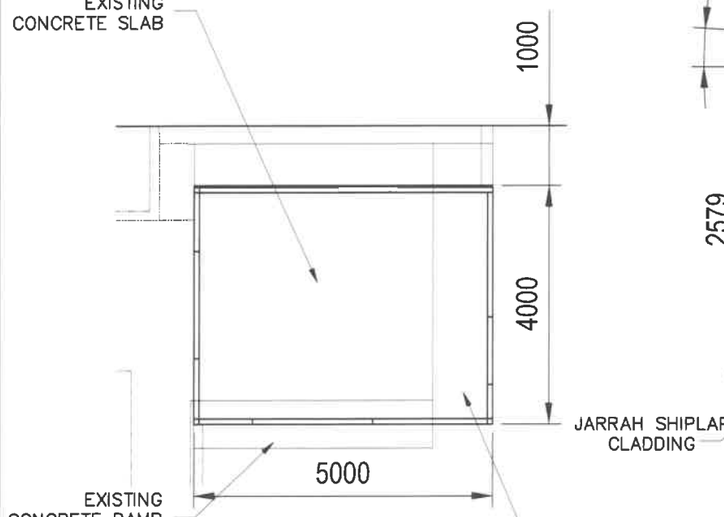
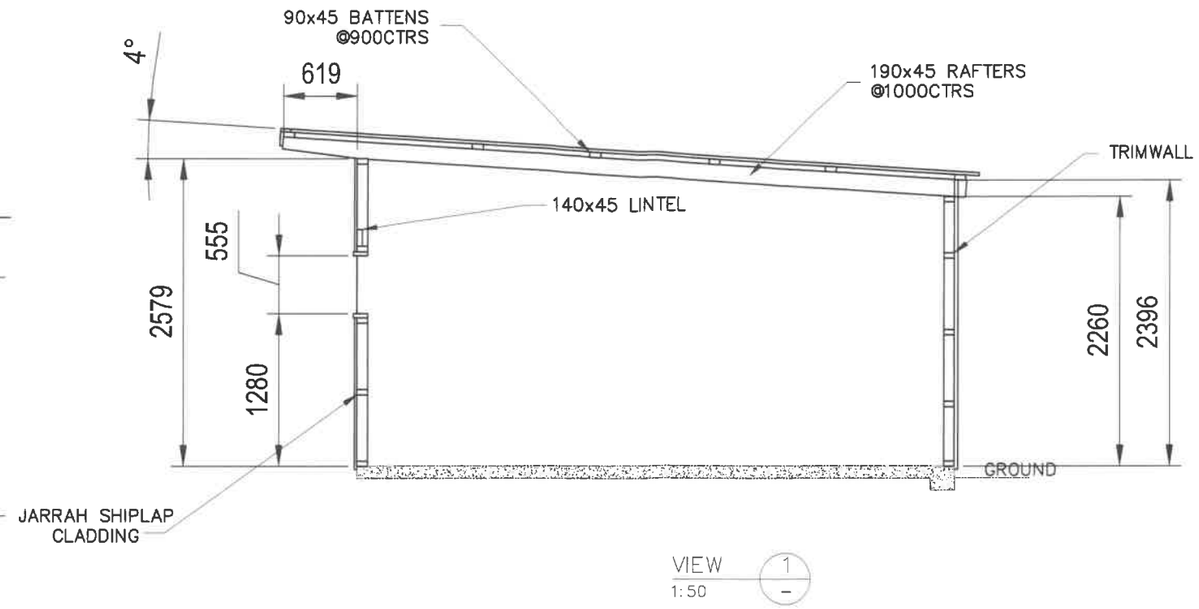
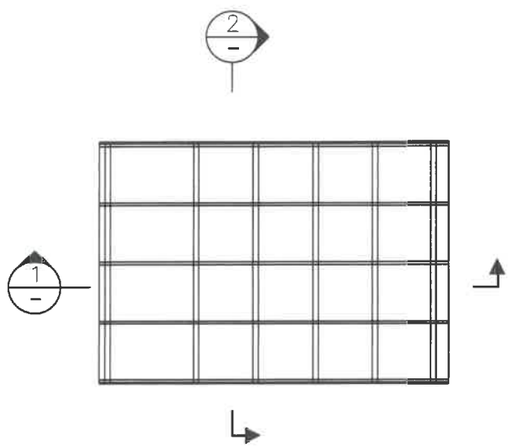
EXISTING RESIDENCE	DRAWING TITLE	SCALE: AS SHOWN
76 OAKOVER ST EAST FREMANTLE	ELEVATIONS FOR PROPOSED SHED	DATE: AUG 2021
		REV: A

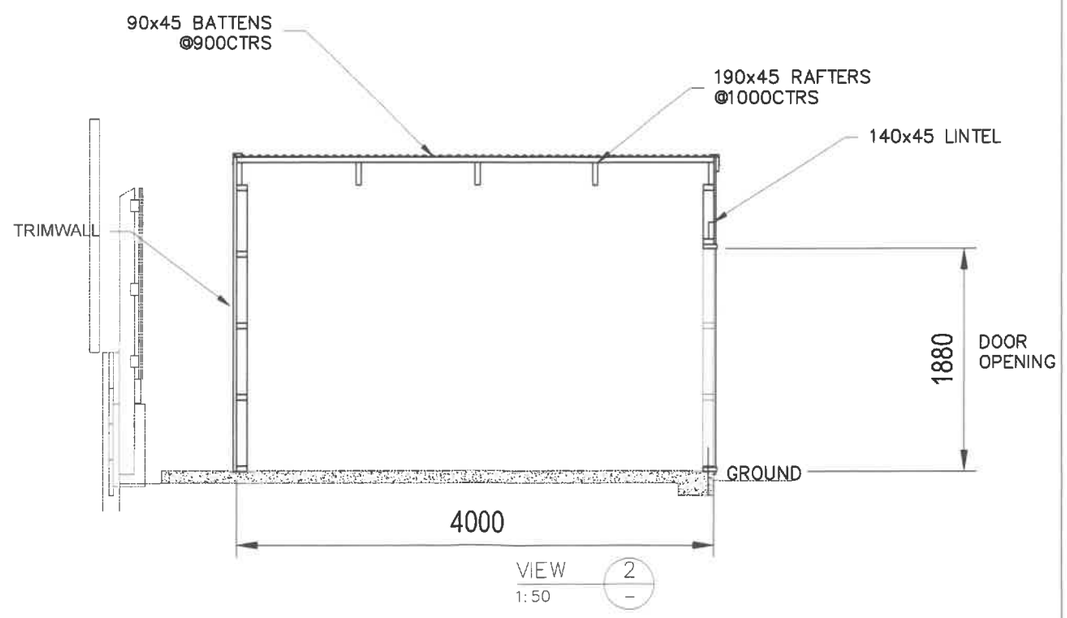


PLAN ON SLAB
SCALE 1:100





PLAN ON SHED
SCALE 1:100



NOTES

GENERAL
- ALL TIMBER SHALL BE MGP10 TREATED TO H3 UNO
- TIMBER FRAMING SHALL GENERALLY COMPLY TO AS 1684
- ALL FASTENERS AND FIXTURES SHALL BE GALVANIZED STEEL
- WALL BRACING GALVANIZED TENSIONED STRAPPING
- ROOF BRACING GALVANIZED TENSIONED STRAPPING

FLOOR
- EXISTING 100MM SLAB EXTENDED WITH ADDITIONAL MASS FOOTING, 20MPA
- 10MM PIER BOLTS HD GALV CAST INTO FOOTING WITH BASE PLATE & THREADED TOP

WALLS
- TIMBER FRAMING 90x45 AT 600 CTRS
- JARRAH SHIPLAP CLADDING 90X19 OVER FOIL SARKING N&W
- BLUESCOPE "TRIMWALL" SHEETING OVER FOIL SARKING E&S

ROOF
- BLUESCOPE "CUSTOM ORB" ZINC SHEETING
- "RANCELINE" GUTTER 0.6mm "IRONSTONE"
- "ANTICON" FOIL BLANKET UNDER ROOF SHEETING
- BATTENS 90x45 AT 900 CTRS, FIXED WITH TYPE 17 1/14G 100mm BUGEL SCREWS
- RAFTERS 190X45 AT 900 CTRS
- RAFTERS SECURED WITH TRIPLE GRIPS OR MULTI GRIPS AND APPROPRIATE FASTNERS

PAINT
- JARRAH SHIPLAP CLADDING NATURAL LEFT TO WEATHER
- FLASHING "IRONSTONE" TO MATCH EXISITING HOUSE

TOWN OF EAST FREMANTLE
PLANNING APPLICATION
DATE No.
- 8 SEP 2021 P 075-21
RECEIVED

EXISTING RESIDENCE	DRAWING TITLE	SCALE: AS SHOWN
76 OAKOVER ST EAST FREMANTLE	DETAILS FOR PROPOSED SHED	DATE: AUG 2021
		REV: A

TOWN of EAST FREMANTLE

Community Engagement Checklist

Development Application P75/21 - 76 Oakover Street

Project Name

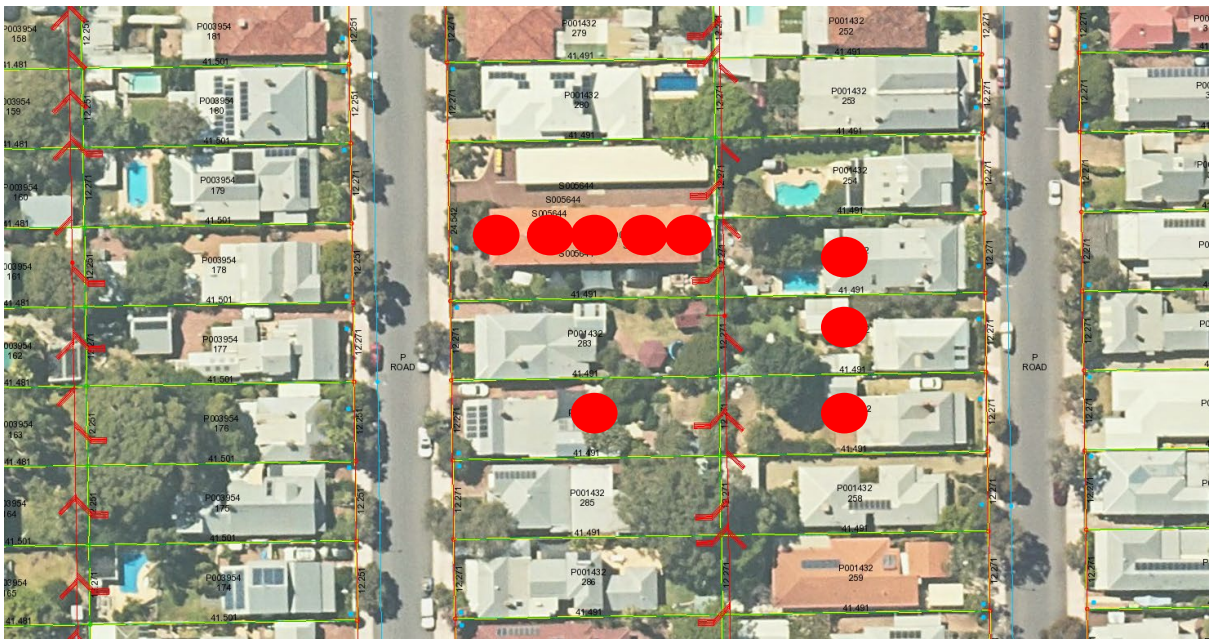
Objective of Engagement:	Neighbour consultation			
Lead Officer:	Regulatory Services			
Timeline:	**Start Date:**	17/09/2021	**Outcomes By:**	4/10/2021

Stakeholders				
Stakeholders to be considered. *Please highlight those to be targeted during engagement.*	Aged	☐	Ratepayers (all / targeted)	☐
	Businesses	☐	Residents (all / targeted)	☒
	Children *(School / Playgroup)*	☐	Service Providers	☐
	Community Groups	☐	Unemployed	☐
	Disabled People	☐	Visitors	☐
	Environmental	☐	Volunteers	☐
	Families	☐	Workers	☐
	Govt. Bodies	☐	Youth	☐
	Indigenous	☐		☐
	Neighbouring LGs	☐		☐
Staff to be notified:	Office of the CEO	☐	Councillors	☐
	Corporate Services	☐	Consultant/s	☐
	Development Services	☐		☐
	Operations (Parks/Works)	☐		☐

Community Engagement Plan			
Methods	**Responsible**	**Date Due**	**Reference / Notes**
1.1 E News	☐ Communications		☐
1.2 Email Notification ~	☐ Relevant Officer		☐
1.3 Website	☐ Communications		☐
1.4 Facebook	☐ Communications		☐
1.5 Advert - Newspaper	☐ Communications		☐
1.6 Fact Sheet	☐ Communications		☐
1.7 Media Rel./Interview	☐ Communications		☐
2.1 Information Stalls	☐ Relevant Officer		☐
2.2 Public Meeting/Forum	☐ Executive Direction		☐
2.3 Survey/Questionnaire	☐ Relevant Officer		☐
3.1 Focus Group	☐ Executive Direction		☐
3.2 Referendum/Ballot	☐ Executive Direction		☐
3.3 Workshop	☐ Relevant Officer		☐
4.1 Council Committee	☐ Executive Direction		☐
4.2 Working Group	☐ Executive Direction		☐
* Statutory Consultation	☒ Relevant Officer	4/10/2021	☒ Advertised to 3 surrounding properties
# Heritage Consultation	☐ Regulatory Services		☐
^ Mail out (note: timeliness)	☐ Communications		☐
	☐		☐
	☐		☐

Evaluation			
Summary of...		**Date Due**	**Complete / Attached**
Feedback / Results / Outcomes / Recommendations		4/10/2021	
Outcomes Shared			
Methods	**Responsible**	**Date Due**	**Complete / Attached**
E-Newsletter	☐ Communications		☐
Email Notification	☐ Relevant Officer		☐
Website	☐ Communications		☐
Facebook	☐ Communications		☐
Media Release	☐ Communications		☐
Advert - Newspaper	☐ Communications		☐
	☐		☐
	☐		☐
Notes			

88 Hubble Street – Location and Advertising Plan



88 Hubble Street – Site Photos

PLACE RECORD FORM

PRECINCT	Plympton
ADDRESS	88 Hubble Street
PROPERTY NAME	N/A
LOT NO	Lot 283
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	No 88 Hubble Street is a single storey house constructed in limestone and brick with an 'M' format corrugated iron roof. It is a fine expression of the Federation Bungalow style. It is asymmetrically planned with an offset bay window. The bay features three single pane double hung sash windows. The facade features a full width hipped roofed verandah supported on chamfered timber posts with a cast metal frieze. There is a central door and hopper light that is flanked by side lights and a pair of double hung sash windows. There are additions to the rear.

	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 - Limestone and brickwork Roof - Corrugated roof sheeting
PHYSICAL SETTING	The house is located on a gently sloping site and has a low limestone and timber picket fence on the front boundary.
STATEMENT OF SIGNIFICANCE	No 88 Hubble Street is a single storey house constructed in limestone and brick 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 considerable heritage value for its intrinsic aesthetic value as a fine Federation Bungalow and it retains a high degree of authenticity and a high degree of integrity. The rear additions have no significance.
AESTHETIC SIGNIFICANCE	No 88 Hubble Street has considerable aesthetic value as a Federation Bungalow. It retains the basic characteristics of the period.
HISTORIC SIGNIFICANCE	No 88 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 88 Hubble Street has considerable social value. It is associated with a significant area of worker's cottages which contributes to the community's sense of place.
RARITY	No 88 Hubble Street is not rare in the immediate context but Plympton has rarity value as a working class suburb.
CONDITION	No 88 Hubble Street is in good condition.
INTEGRITY	No 88 Hubble Street retains a high degree of integrity.
AUTHENTICITY	No 88 Hubble Street retains a high degree of authenticity.
MAIN SOURCES	

PROPOSED ALTERATIONS AND ADDITIONS

DEVELOPMENT APPLICATION
FOR
VICKY & BEN ARNOLD
AT
LOT 283 (#88) HUBBLE STREET, EAST FREMANTLE

PAGE No	PAGE
A00	COVER SHEET
A01	EXISTING SITE PLAN
A02	EXISTING FLOOR PLAN
A03	EXISTING ELEVATIONS
A04	EXISTING ELEVATIONS
A05	SITE PLAN
A06	GROUND FLOOR PLAN
A07	FIRST FLOOR PLAN
A08	ELEVATIONS
A09	ELEVATIONS
A10	ELEVATIONS + SECTIONS
A11	STREETSCAPE PERSPECTIVES

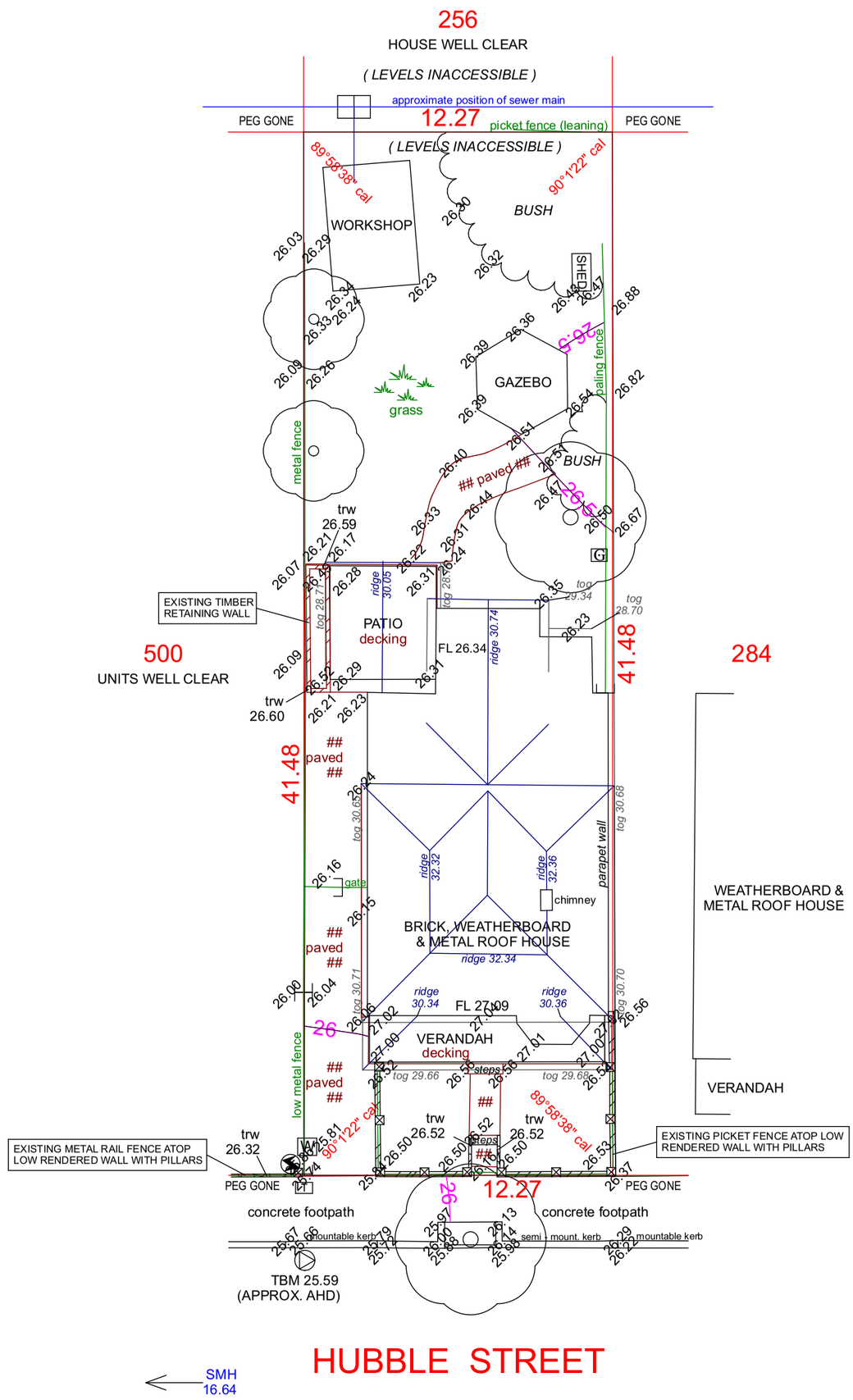
POSITION OF FEATURES HAVE BEEN SURVEYED
IN RELATION TO BOUNDARIES.
REPEG RECOMMENDED PRIOR TO CONSTRUCTION.

LOT No: 283

AREA : 508m²

NORTH

REPORT 12.1



DIAL BEFORE YOU DIG www.1100.com.au

AUSTRALIAN HEIGHT DATUM (AHD) DERIVED FROM SEWER MANHOLE 0426 LID LEVEL.

ONLY OBVIOUS VISIBLE SERVICES HAVE BEEN LOCATED. PRIOR TO ANY EXCAVATION, CONSTRUCTION OR DEMOLITION THE RELEVANT SERVICE AUTHORITIES MUST BE CONTACTED TO CONFIRM THE LOCATION OF ALL UNDERGROUND SERVICES.

0 5 10 15 20

SITE PLAN 1:200 at A3

IMPORTANT NOTE:

Check title for easements, caveats & covenants.
Plumbing contractors to confirm sewer depths before pipe laying. All sewer details plotted from information supplied by Water Corporation Spatial Information Management.
Refer to the disclaimer note on Water Corp E-PLAN.

REF NO: 70536 FILE NO: 5131 DATE: 27.11.20 DRAWN: AC

SURVEYOR SITE INSPECTION REPORT

ELECTRICITY:	UNDERGROUND	GAS:	YES
PHONE:	YES	WATER:	YES (LHS)
SEWERAGE:	YES (NO JUNCTION TO LOT)		
ROAD:	BITUMEN		
KERB:	MOUNTABLE (cracked) / SEMI MOUNTABLE (cracked)		
FOOTPATH:	CONCRETE (cracked)		
VEGETATION:	ESTABLISHED GARDENS & TREES, THICK BUSH		
SOIL:	SAND & POSSIBLE LIMESTONE AT DEPTH		
VIEWS:	NIL		
REPEG:	REQUIRED	REPEG TYPE:	OLD SURVEY AREA

R. G. LESTER & ASSOCIATES
LICENSED LAND & ENGINEERING SURVEYORS
NORTH BEACH PLAZA
SHOP 7 / 1 NORTH BEACH ROAD
NORTH BEACH WA 6020
PH: 9448 5009 FX: 9203 6722
admin@lestersurveys.com.au

TITLE DETAILS

LOT NOs:	283	C/T VOL:	1628
Plan:	1432	FOL:	964

LEGEND

N	NBN		TREE	G	GAS
T	TELECOM PIT		PALM TREE	H	HYDRANT
	POWER DOME		TREE STUMP	SV	STOP VALVE
	POWER POLE		STREET LAMP	W	PRE-LAID WATER PIPE
	FENCE END		GRATED DRAIN	W	WATER METER
	PILLAR		SIDE ENTRY PIT		IRRIGATION
tog	TOP OF GUTTER		DRAINAGE MANHOLE		SEWERAGE MANHOLE
trw	TOP OF RETAINING WALL			S	SEWERAGE INSPECTION LID

NOTES

Block located about 1800m from the ocean.

Block located about 800m from harbour.

SIGNED CLIENT / S

WITNESS

SIGNED BUILDER

WITNESS

DATE

DESIGNER: DALECKI DESIGN

CLIENT / S:

SITE ADDRESS:

LOT 283 (#88) HUBBLE STREET, EAST FREMANTLE

Local Authority : TOWN OF EAST FREMANTLE

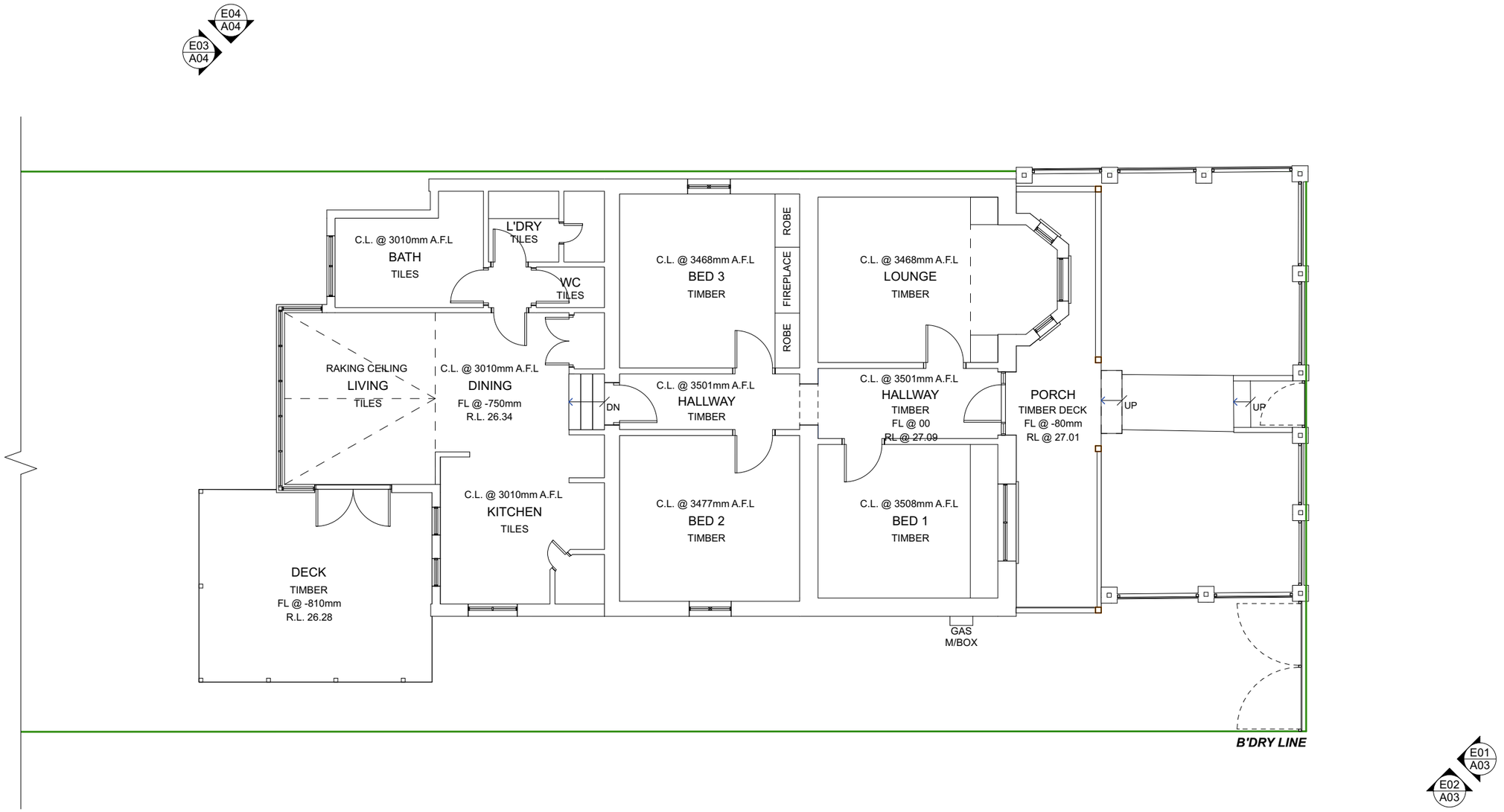
VARIATIONS [all sheets]	DWN.	DATE	CHK.
---	---	---	---

SHEET No : 1 of 1

JOB No: 70536

ATTACHMENT 1

Y:\70536HUBBLE.SKF



EXISTING FLOOR AREAS	
EXISTING ALFRESCO	21.29
EXISTING PORCH	15.20
EXISTING RESIDENCE	144.14
TOTAL EXISTING AREAS	**180.63 m²**

0 5

DALECKIDESIGN

VICKY & BEN ARNOLD

LOT 283 (#88) HUBBLE STREET, EAST FREMANTLE

EXISTING FLOOR PLAN

REV.	DESCRIPTION	DATE
DD-04	DA AMENDMENTS	18/10/21

JOB NO.: 204-20
REV: DD-04
DRAWN: SR
SCALE @ A3: 1:100

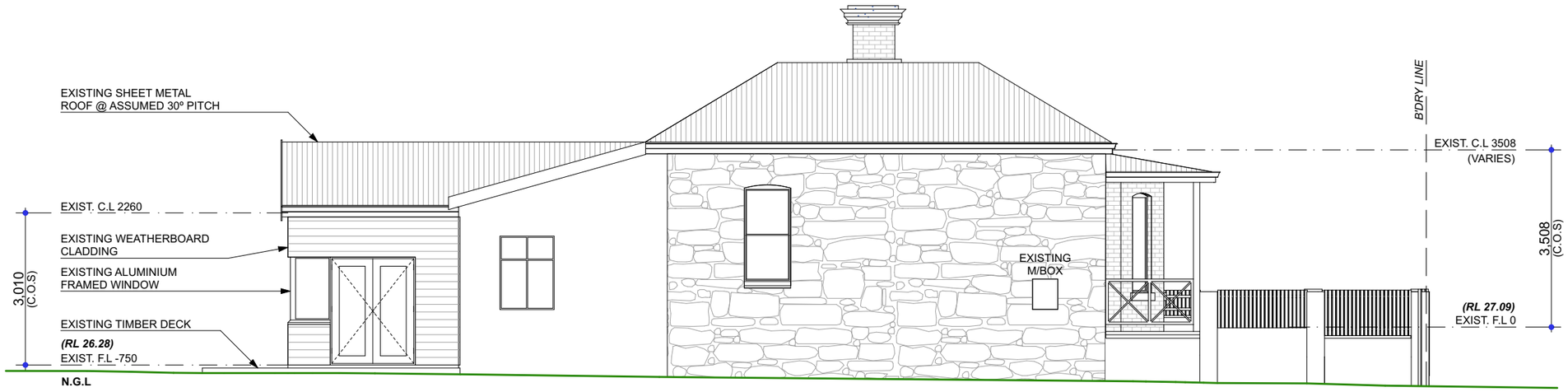
PAGE NO.: A02 OF A10

E01 / A02 **EXISTING ELEVATION 01 - WEST**

1:100

E05 **EXISTING STREETSCAPE ELEVATION**

1:100



E02 / A02 **EXISTING ELEVATION 02 - NORTH**

1:100

DALECKIDESIGN

VICKY & BEN ARNOLD

LOT 283 (#88) HUBBLE STREET,
EAST FREMANTLE

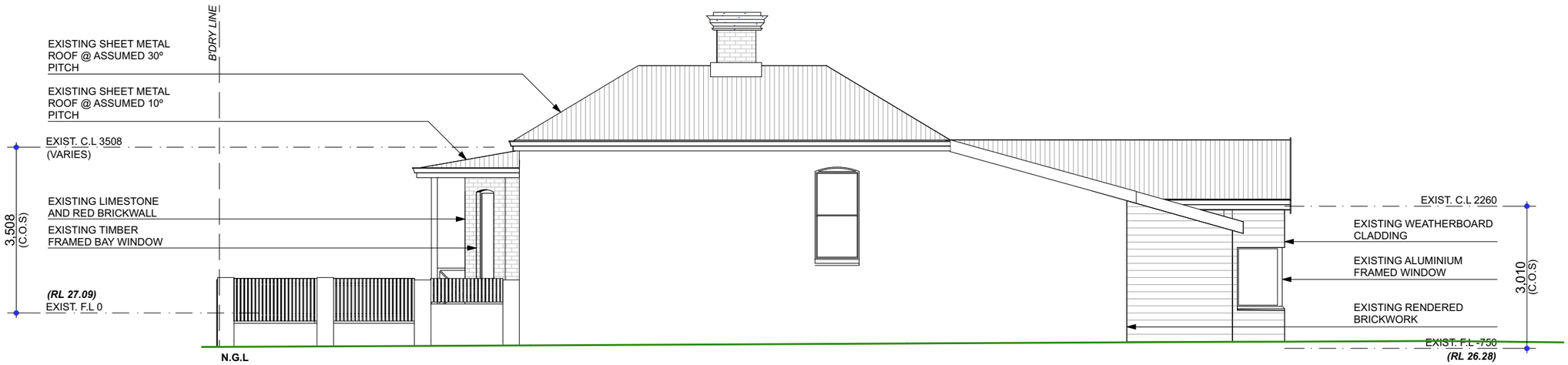
EXISTING ELEVATIONS

REV.	DESCRIPTION	DATE
DD-04	DA AMENDMENTS	18/10/21

JOB NO.: 204-20
REV: DD-04
DRAWN: SR
SCALE @ A3: 1:100

PAGE NO.: A03 OF A10

E03 A02 **EXISTING ELEVATION 03 - EAST**
1:100



E04 A02 **EXISTING ELEVATION 04 - SOUTH**
1:100

DALECKIDESIGN

VICKY & BEN ARNOLD
LOT 283 (#88) HUBBLE STREET, EAST FREMANTLE

EXISTING ELEVATIONS

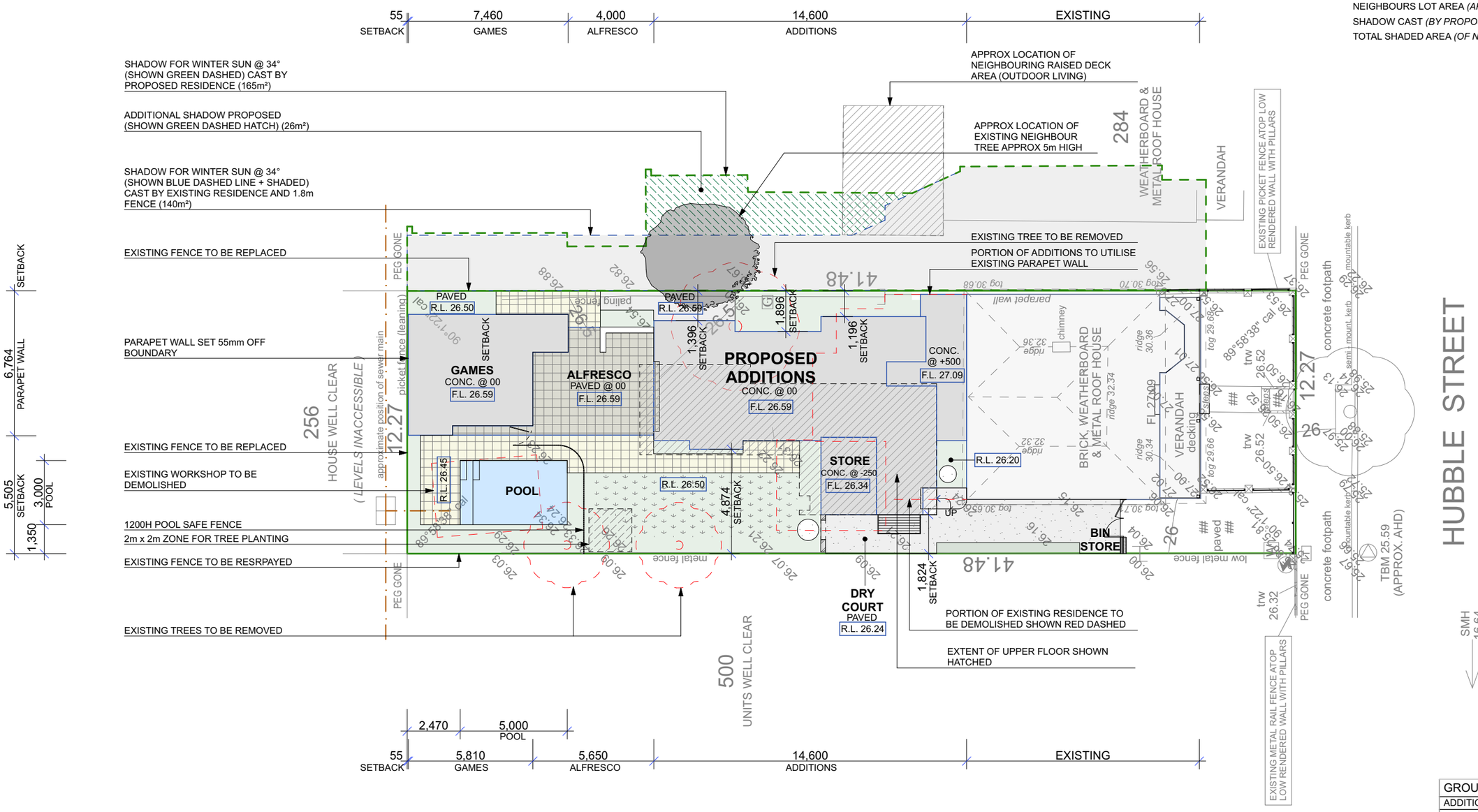
REV.	DESCRIPTION	DATE
DD-04	DA AMENDMENTS	18/10/21

JOB NO.: 204-20
REV: DD-04
DRAWN: SR
SCALE @ A3: 1:100

PAGE NO.: A04 OF A10

SITE AREAS:		
TOTAL LOT AREA	508m²	
BUILDING AREA *(SITE COVER)*	234m²	46%
OPEN SPACE	274m²	54%

SHADOW AREAS :	
NEIGHBOURS LOT AREA *(APPROX.)*	509m²
SHADOW CAST *(BY PROPOSED RESIDENCE)*	165m²
TOTAL SHADED AREA *(OF NEIGHBOURING BLOCK)*	32%



GROUND FLOOR AREAS	
ADDITIONS ALFRESCO	28.17
ADDITIONS GAMES	34.04
ADDITIONS GROUND FLOOR	92.85
ADDITIONS STORE	9.34
EXISTING GROUND FLOOR	89.13
EXISTING PORCH	15.20
TOTAL GROUND FLOOR AREAS	**268.73 m²**

FIRST FLOOR AREAS	
ADDITIONS FIRST FLOOR	67.89
TOTAL FIRST FLOOR AREAS	**67.89 m²**

TOTAL LIVING AREAS	**283.91 m²**
TOTAL BUILDING AREAS	**336.62 m²**

0 5 10

DALECKIDESIGN

VICKY & BEN ARNOLD

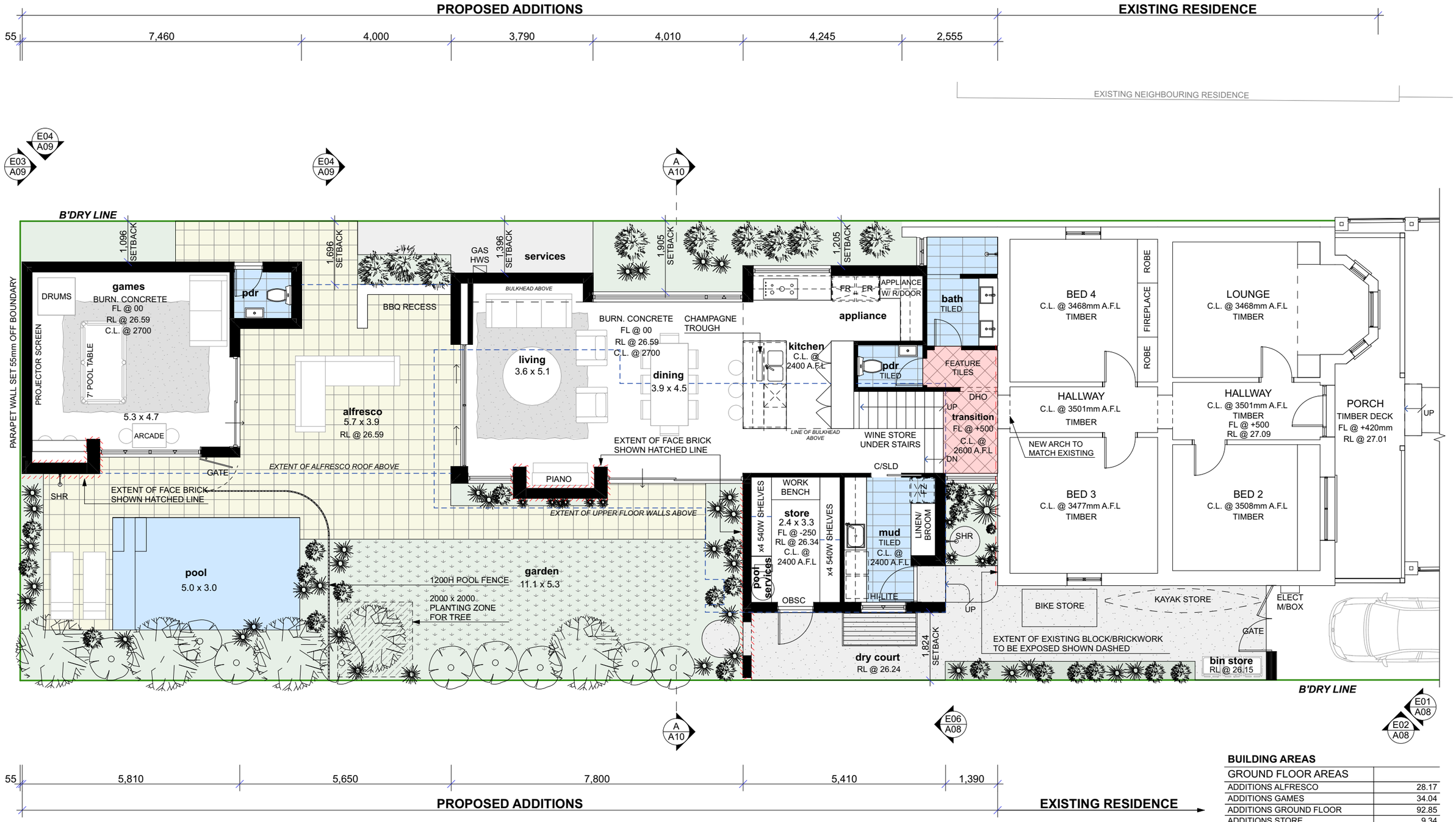
LOT 283 (#88) HUBBLE STREET, EAST FREMANTLE

SITE PLAN

REV.	DESCRIPTION	DATE
DD-04	DA AMENDMENTS	18/10/21

JOB NO.: 204-20
REV: DD-04
DRAWN: SR
SCALE @ A3: 1:200

PAGE NO.: A05 OF A10



BUILDING AREAS

GROUND FLOOR AREAS	
ADDITIONS ALFRESCO	28.17
ADDITIONS GAMES	34.04
ADDITIONS GROUND FLOOR	92.85
ADDITIONS STORE	9.34
EXISTING GROUND FLOOR	89.13
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TOTAL LIVING AREAS	**283.91 m²**
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0 5

DALECKIDESIGN

VICKY & BEN ARNOLD

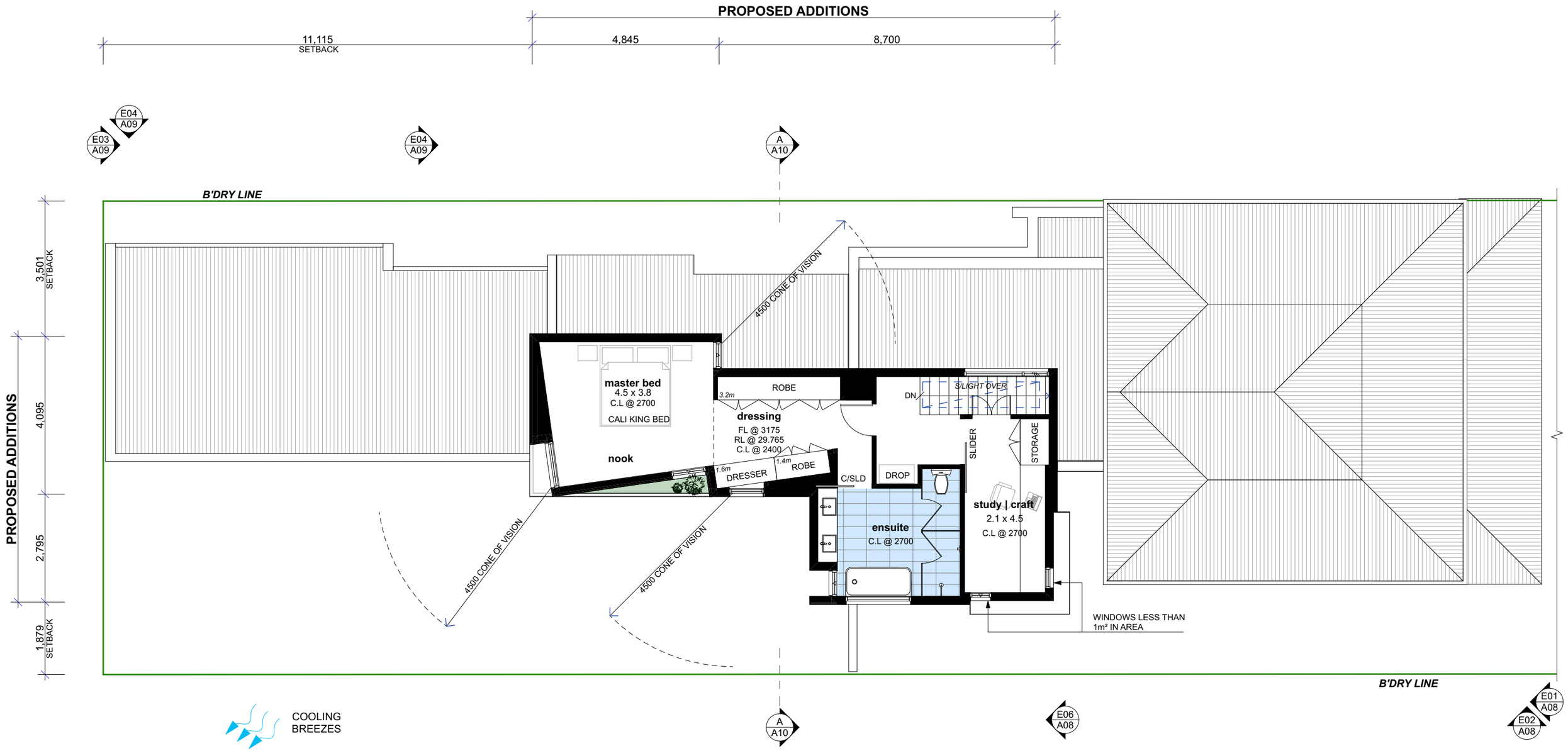
LOT 283 (#88) HUBBLE STREET, EAST FREMANTLE

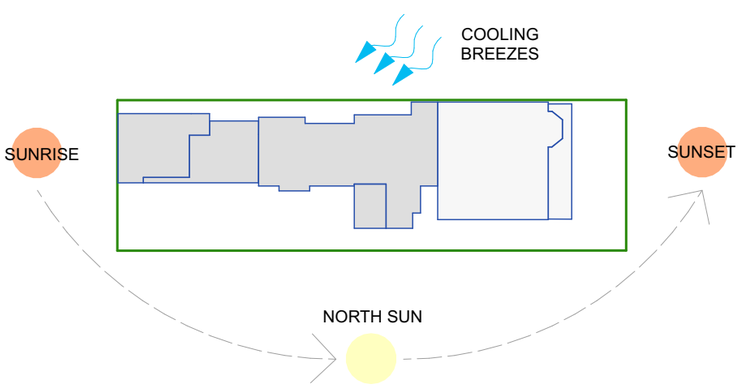
GROUND FLOOR PLAN

REV.	DESCRIPTION	DATE
DD-04	DA AMENDMENTS	18/10/21

JOB NO.: 204-20
REV: DD-04
DRAWN: SR
SCALE @ A3: 1:100

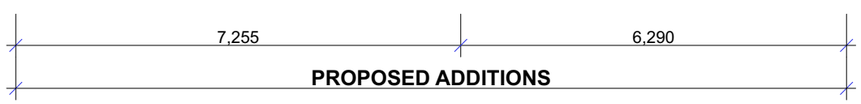
PAGE NO.: A06 OF A10





SITE CONDITIONS

1:500



BUILDING AREAS

GROUND FLOOR AREAS	
ADDITIONS ALFRESCO	28.17
ADDITIONS GAMES	34.04
ADDITIONS GROUND FLOOR	92.85
ADDITIONS STORE	9.34
EXISTING GROUND FLOOR	89.13
EXISTING PORCH	15.20
TOTAL GROUND FLOOR AREAS	**268.73 m²**

FIRST FLOOR AREAS	
ADDITIONS FIRST FLOOR	67.89
TOTAL FIRST FLOOR AREAS	**67.89 m²**

TOTAL LIVING AREAS	**283.91 m²**
TOTAL BUILDING AREAS	**336.62 m²**

0 5

DALECKIDESIGN

VICKY & BEN ARNOLD

LOT 283 (#88) HUBBLE STREET,
EAST FREMANTLE

FIRST FLOOR PLAN

REV.	DESCRIPTION	DATE
DD-04	DA AMENDMENTS	18/10/21

JOB NO.: 204-20
REV: DD-04
DRAWN: SR
SCALE @ A3: 1:100, 1:500

PAGE NO.:
A07
OF A10

E01 / A06 **ELEVATION 01 - WEST**
1:100

E06 / A06 **ELEVATION 06 - WEST (NO EXISTING)**
1:100

E02 / A06 **ELEVATION 02 - NORTH**
1:100

EXTERNAL FINISHES SCHEDULE:

WF1	RENDERED FINISH - COLOUR: WHITE
WF2	RENDERED FINISH - COLOUR: DARK GREY
WF3	COLORBOND CUSTOM ORB CLADDING - COLOUR: COLORBOND BASSALT
WF4	RECYCLED FACE BRICKWORK
WF5	TIMBER CLADDING - NATURAL OIL FINISH
	DOWNPIPES - COLOUR: TO MATCH BACKING WALL
	WINDOW FRAMES - COLOUR: CHARCOAL LUSTRE
	GUTTER & FASCIA - COLOUR: COLORBOND BASSALT
	PAVING : NATURAL STONE PAVERS

DALECKIDESIGN

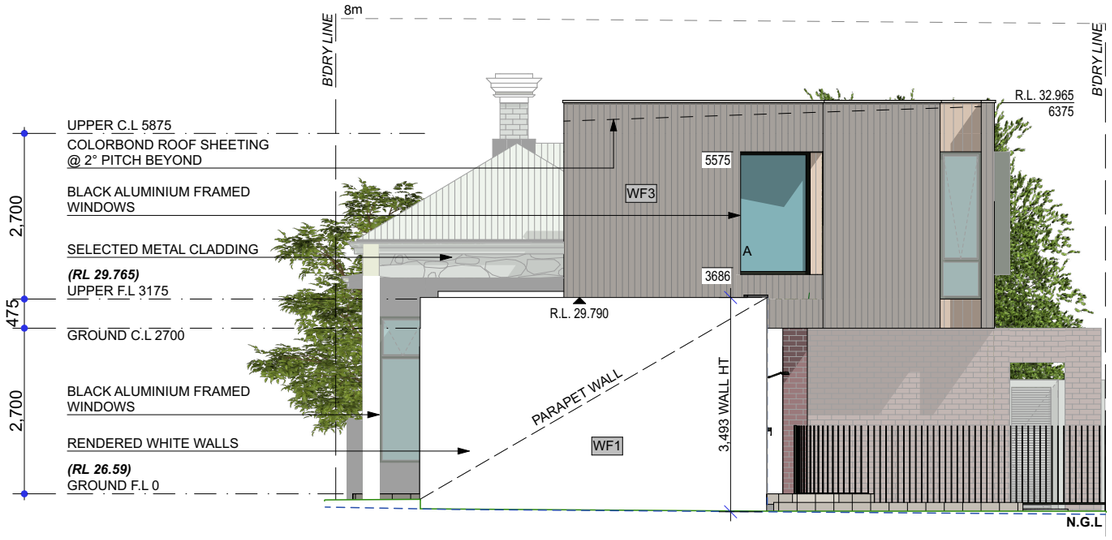
VICKY & BEN ARNOLD

LOT 283 (#88) HUBBLE STREET,
EAST FREMANTLE

ELEVATIONS

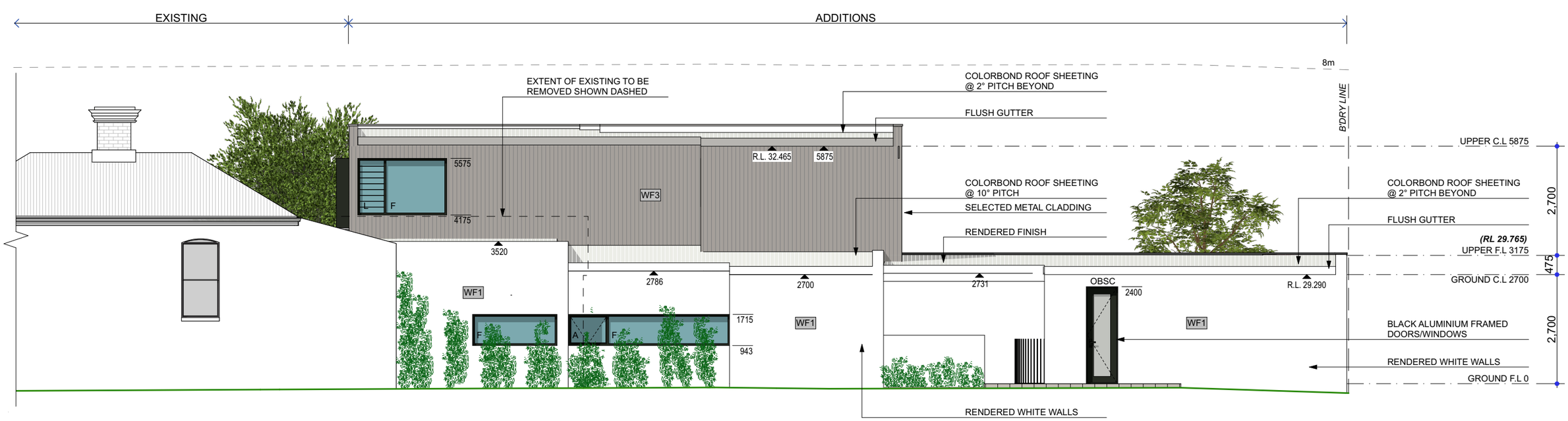
REV.	DESCRIPTION	DATE
DD-04	DA AMENDMENTS	18/10/21

JOB NO.: 204-20
REV: DD-04
DRAWN: SR
SCALE @ A3: 1:100



E03 A06 **ELEVATION 03 - EAST**
1:100

E05 A06 **ELEVATION 05 - EAST (NO GAMES)**
1:100



E04 A06 **ELEVATION 04 - SOUTH**
1:100

EXTERNAL FINISHES SCHEDULE:

WF1	RENDERED FINISH - COLOUR: WHITE
WF2	RENDERED FINISH - COLOUR: DARK GREY
WF3	COLORBOND CUSTOM ORB CLADDING - COLOUR: COLORBOND BASSALT
WF4	RECYCLED FACE BRICKWORK
WF5	TIMBER CLADDING - NATURAL OIL FINISH
	DOWNPIPES - COLOUR: TO MATCH BACKING WALL
	WINDOW FRAMES - COLOUR: CHARCOAL LUSTRE
	GUTTER & FASCIA - COLOUR: COLORBOND BASSALT
	PAVING : NATURAL STONE PAVERS

DALECKIDESIGN

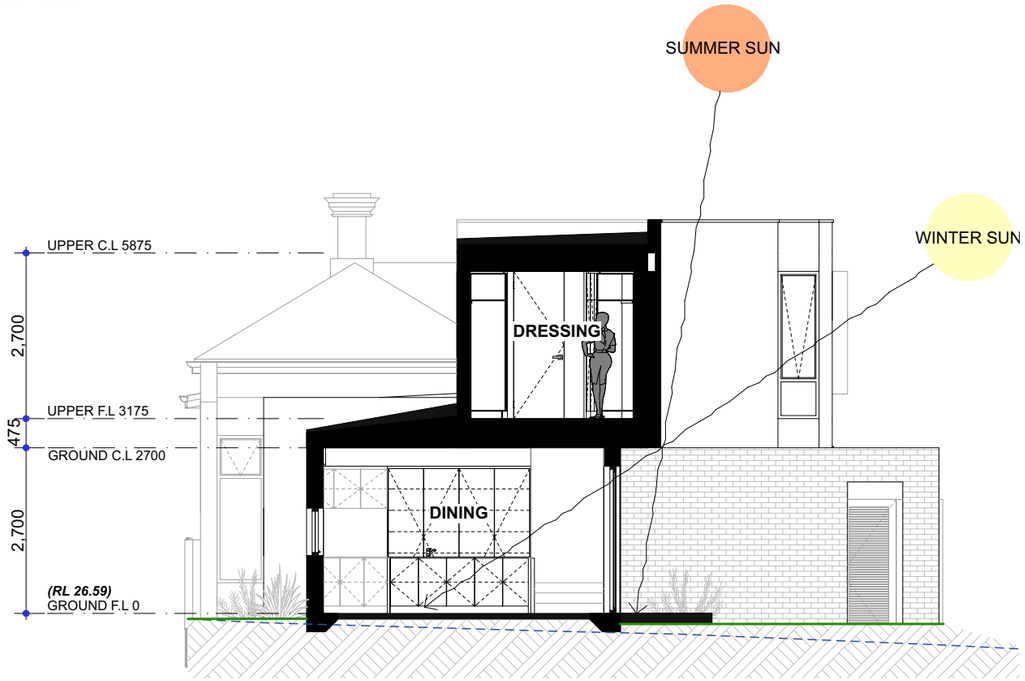
VICKY & BEN ARNOLD

LOT 283 (#88) HUBBLE STREET,
EAST FREMANTLE

ELEVATIONS

REV.	DESCRIPTION	DATE
DD-04	DA AMENDMENTS	18/10/21

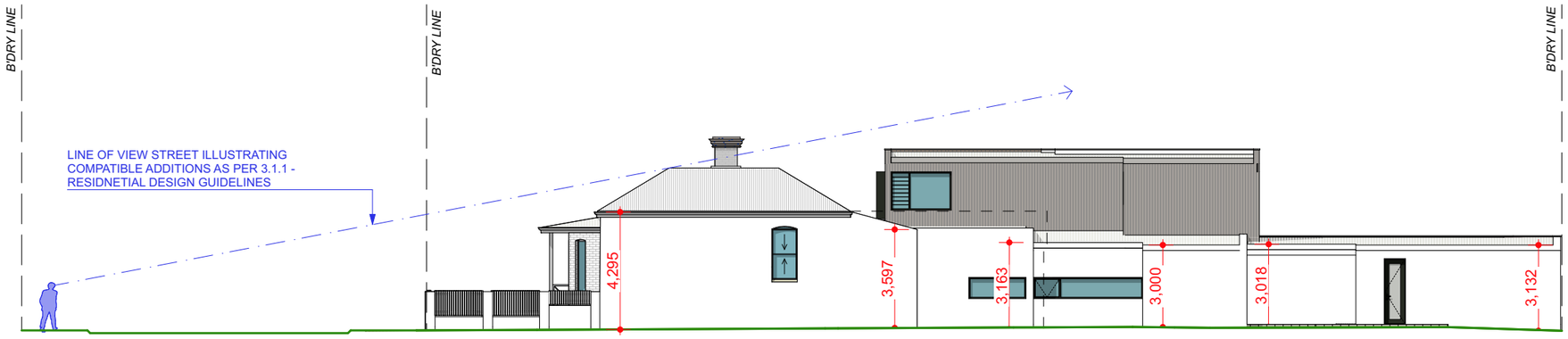
JOB NO.: 204-20
REV: DD-04
DRAWN: SR
SCALE @ A3: 1:100



A-A
A06

SECTION A

1:100



CALCULATION OF GF
SOUTHERN WALL HEIGHT:

EXISTING:	4.295m
KITCHEN:	3.597m
DINING:	3.000m
ALFRESCO:	3.018m
GAMES:	3.132m
AVERAGE:	3.368m

E04
A06

ELEVATION 04 - SOUTH

1:200

DALECKIDESIGN

VICKY & BEN ARNOLD

LOT 283 (#88) HUBBLE STREET,
EAST FREMANTLE

ELEVATIONS + SECTIONS

REV.	DESCRIPTION	DATE
DD-04	DA AMENDMENTS	18/10/21

JOB NO.: 204-20
REV: DD-04
DRAWN: SR
SCALE @ A3: 1:100, 1:200

PAGE NO.:
A10
OF A10

DALECKIDESIGN

VICKY & BEN ARNOLD

LOT 283 (#88) HUBBLE STREET,
EAST FREMANTLE

STREETSCAPE PERSPECTIVES

REV.	DESCRIPTION	DATE
DD-04	DA AMENDMENTS	18/10/21

JOB NO.: 204-20
REV: DD-04
DRAWN: SR
SCALE @ A3:

PAGE NO.:
A11
OF A10

TOWN of EAST FREMANTLE

Community Engagement Checklist

Development Application P73/21 - 88 Hubble Street

Project Name

Objective of Engagement:	Neighbour consultation			
Lead Officer:	Regulatory Services			
Timeline:	**Start Date:**	17/09/2021	**Outcomes By:**	4/10/2021

Stakeholders

Stakeholders to be considered. *Please highlight those to be targeted during engagement.*	Aged	☐	Ratepayers (all / targeted)	☐
	Businesses	☐	Residents (all / targeted)	☒
	Children *(School / Playgroup)*	☐	Service Providers	☐
	Community Groups	☐	Unemployed	☐
	Disabled People	☐	Visitors	☐
	Environmental	☐	Volunteers	☐
	Families	☐	Workers	☐
	Govt. Bodies	☐	Youth	☐
	Indigenous	☐		☐
	Neighbouring LGs	☐		☐
Staff to be notified:	Office of the CEO	☐	Councillors	☐
	Corporate Services	☐	Consultant/s	☐
	Development Services	☐		☐
	Operations (Parks/Works)	☐		☐

Community Engagement Plan

Methods	Responsible	Date Due	Reference / Notes
1.1 E News	☐ Communications		☐
1.2 Email Notification ~	☐ Relevant Officer		☐
1.3 Website	☐ Communications		☐
1.4 Facebook	☐ Communications		☐
1.5 Advert - Newspaper	☐ Communications		☐
1.6 Fact Sheet	☐ Communications		☐
1.7 Media Rel./Interview	☐ Communications		☐
2.1 Information Stalls	☐ Relevant Officer		☐
2.2 Public Meeting/Forum	☐ Executive Direction		☐
2.3 Survey/Questionnaire	☐ Relevant Officer		☐
3.1 Focus Group	☐ Executive Direction		☐
3.2 Referendum/Ballot	☐ Executive Direction		☐
3.3 Workshop	☐ Relevant Officer		☐
4.1 Council Committee	☐ Executive Direction		☐
4.2 Working Group	☐ Executive Direction		☐
* Statutory Consultation	☒ Relevant Officer	4/10/2021	☒ Advertised to 9 surrounding properties
# Heritage Consultation	☐ Regulatory Services		☐
^ Mail out (note: timeliness)	☐ Communications		☐
	☐		☐
	☐		☐

Evaluation			
Summary of...		**Date Due**	**Complete / Attached**
Feedback / Results / Outcomes / Recommendations		4/10/2021	
Outcomes Shared			
Methods	**Responsible**	**Date Due**	**Complete / Attached**
E-Newsletter	☐ Communications		☐
Email Notification	☐ Relevant Officer		☐
Website	☐ Communications		☐
Facebook	☐ Communications		☐
Media Release	☐ Communications		☐
Advert - Newspaper	☐ Communications		☐
	☐		☐
	☐		☐
Notes			

TOWN OF EAST FREMANTLE

MINUTES

Audit Committee Meeting

Thursday, 4 November 2021 at 6.30pm

Disclaimer

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 I) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

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MINUTES OF THE ORDINARY MEETING OF THE AUDIT COMMITTEE HELD IN THE POD, 135 CANNING HIGHWAY EAST FREMANTLE ON THURSDAY, 4 NOVEMBER 2021.

1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

The CEO opened the meeting at 6.30pm.

2. APPOINTMENT OF PRESIDING MEMBER

The CEO called for nominations for the position of Presiding Member.

Cr Natale nominated for the position.

As there were no further nominations, Cr Natale was elected unopposed as the Presiding Member and assumed the Chair.

3. 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."

4. RECORD OF ATTENDANCE

4.1 Attendance

The following members were in attendance:

Cr A Natale	Presiding Member
Cr K Donovan	
Cr A McPhail	
Cr A White	
Cr M Wilson	

The following staff were in attendance:

Mr Gary Tuffin	Chief Executive Officer
Mr Peter Kocian	Executive Manager, Corporate Services
Mrs Bron Browning	Minute Secretary

4.2 Apologies

Mayor J O'Neill

4.3 Leave of Absence

Nil

5. MEMORANDUM OF OUTSTANDING BUSINESS

Nil

6. DISCLOSURES OF INTEREST

6.1 Financial

Nil

6.2 Proximity

Nil

6.3 Impartiality

Nil

7. PUBLIC QUESTION TIME

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 Audit Committee (15 July 2021)

8.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A011121

Moved Cr McPhail, seconded Cr Donovan

That the minutes of the Audit Committee meeting held on Thursday, 15 July 2021 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

10. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Cr Natale made reference to the Auditor General's third Forum Summary document that was emailed to Audit Committee Members. The Audit Committee concluded that it is operating effectively with its responsibilities.

Executive Manager Corporate Services recommended that the Committee invite 'junior' officers to the Audit Committee meetings to talk to the controls and processes and that the Committee consider appointing an external consultant to validate management actions. Both recommendations were accepted by the Audit Committee.

11. REPORTS

11.1 Audit Committee – External Independent Appointments

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	4 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Confidential – Advice regarding Payment to Audit Committee Members 2. Confidential – Application – Candidate A 3. Confidential – Application – Candidate B

Purpose
This report recommends that the Audit Committee:

Consider how payments can be provided to independent appointments to the Audit Committee.
Request that the Chief Executive Officer, the Chair of the Audit Committee, and the Executive Manager Corporate Services meet with the two candidates to assess suitably for appointment to the Audit Committee.

Executive Summary
At the March 2021 Audit Committee, the Chair Cr Natale requested that a report be submitted to the July meeting considering the appointment of independent external members to the Committee.

The Committee subsequently endorsed amendments to its Terms of Reference at its July meeting to make provision for the appointment of two (2) external independent members.

Expressions of Interest were advertised on the Town's website and in the Fremantle Herald on 11 September 2021 and in Perth Now on 16 September 2021, with submissions closing on 30 September 2021. Two (2) Expressions of Interest were received, which are attached to this agenda report.

Background
The Audit Committee is established under section 7.1A of the *Local Government Act 1995*. Regulation 16 of the Local Government (Audit) Regulations 1996 outlines the Audit Committee functions:

16. Functions of audit committee

An audit committee has the following functions —

(a) to guide and assist the local government in carrying out —

(i) its functions under Part 6 of the Act; and

(ii) its functions relating to other audits and other matters related to financial management;

(b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;

*(c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*

(i) report to the council the results of that review; and

(ii) give a copy of the CEO's report to the council;

(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —

(i) regulation 17(1); and

(ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);

(e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;

(f) to oversee the implementation of any action that the local government —

(i) is required to take by section 7.12A(3); and

(ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and

(iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and

(iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);

(g) to perform any other function conferred on the audit committee by these regulations or another written law.

The Audit Committee amended its Terms of Reference at its July 2021 meeting, making provision for the appointment of two (2) external independent members:

5.2 The Audit Committee will comprise of up to two (2) external independent members. An external member will be a person independent to the local government and will not have provided paid services to the Town either directly or indirectly.

5.3 External independent members will be selected based on the following criteria:

a) A demonstrated high level of expertise and knowledge in financial management, reporting, governance and audit; and
b) Relevant skills and experience in providing independent expert advice.

5.4 Appointments of external independent members will be made following a public advertisement. The Chief Executive Officer will evaluate potential members and make a recommendation to Council.

5.5 External members shall be appointed for a period of up to two (2) years terminating on the day of the Local Government Ordinary Elections, unless Council resolves otherwise.

Consultation
Chief Executive Officer
Statutory Environment
Part 7 of the *Local Government Act 1995* deals with the audit of the financial accounts of local governments including the conduct of audits. Division 1A deals with Audit Committees.

The Department of Local Government, Sport and Cultural Industries has published Operational Guideline Number 09 – The appointment, function and responsibilities of Audit Committees.

Policy Implications
There are no Council Policies relevant to this item.

Financial Implications
There are no financial implications relevant to this item.

Strategic Implications
Strategic Priority 5 – Leadership and Governance
5.1 Strengthen organisational accountability and transparency
5.3 Strive for excellence in leadership and governance

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The Audit Committee may not be able to adequately meet its functions without skilled and qualified members	Possible (3)	Moderate (3)	Moderate (5-9)	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	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

Before discussing the two expressions of interest received for appointment to the Audit Committee, it is recommended that the Audit Committee consider how payments to independent members can be administered, as this may have a bearing on the appetite of independent members to be appointed.

Payments to Independent Members

The Town recently received advice from the Town of Cambridge (Attachment 1) referencing legal advice obtained with respect to fees paid to independent Committee appointments. The legal advice summarises:

1. The Local Government Act 1995 (Act) provides for payments to members of Council and Committees.
2. Section 5.100 of the Act expressly provides that a person who is a committee member but is not a council member or an employee is not to be paid a fee for attending any meeting.
3. The legal advice discusses the clear distinction between a reimbursement of an expense and a payment in respect of attending a meeting. And concludes that there is no power to pay an independent member of an audit committee a fee for preparing for, attending or participating in an audit committee meeting.

The Town of Cambridge has sought support and assistance from all local governments to advocate to the Department of Local Government to provide a prompt resolution to this matter by making the necessary legislative amendments to enable independent Audit Committee members to be paid.

Under section 5.100(2), the Town may (subject to any maximum amounts determined under 5.98(3)(b)) reimburse an independent member of the Audit Committee 'an expense incurred in relation to a matter affecting the local government'. Typically, in the current context, an expense that is incurred by an independent Audit Committee member would involve the payment by the member to a third party – such as the payment of travel costs or childcare costs to enable the member to attend an Audit Committee meeting.

The legal advice also concludes that the payment of a fee for preparing for an Audit Committee (i.e. time spent in reading agenda papers) would not be authorised under section 5.100 (2), or under any other provisions of the Local Government Act of the Administration Regulations.

There are a number of local governments in WA that have external membership of their Audit Committee including Stirling, Belmont, Vincent, Canning, Fremantle, Joondalup, Perth, Wanneroo. Among these local governments there are, broadly, three approaches to 'remunerating' external members:

1. Allow for reimbursements only;
2. Take a broader view of allowable reimbursable expenses, such as attendance at an interstate conference that may be related to the functions of the Committee; or
3. Take a further view of 'expenses' whereby members are reimbursed for the time they put in.

With regards to point 3 above, some local governments have resolved that 'Council will remunerate by way of reimbursement of time of the Independent Member based on four hours for each meeting." According to the legal advice provided to the Town of Cambridge, this does appear inconsistent with the Local Government Act.

Independent External Members
The skills and experience of the 2 applicants appear very strong on paper.

Candidate A
- Current Independent Audit and Risk Committee Chair of a large NFP
- Executive role as Principal – Risk and Governance Services
- Charterer Accountant
- Certified Internal Auditor
- Current member of City of Subiaco Audit and Risk Committee

Candidate B
- Local resident
- Certified Internal Auditor
- Chartered Accountant
- Certified Risk Management Assurance
- Independent Audit and Risk Committee Member at the City of Kwinana
- Previously worked as a Team Leader with the Office of Auditor General

It should be noted that the Town does not have an Internal Auditor, and that the Audit Work Plan is reflective of current resourcing. Given that both applicants have an Internal Audit background, should they be appointed, there may be an expectation of the Town to increase the scale and scope of its internal audit work plan. As a matter of course, all requests from the Committee to prioritise and undertake internal audit projects will be fully assessed, including resourcing implications.

11.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A021121

Moved Cr White, seconded Cr Donovan

That the Audit Committee recommend to Council that:

1. **only expenses are to be reimbursed to any independent members of the Audit Committee, as per the following schedule, with amounts specified in the Salaries and Allowances determination for Elected Members:**

Expense to be Reimbursed	Amount
Rental charges in relation to one telephone and one facsimile machine	Actual expense incurred
Child Care Costs incurred because of attendance at a Committee Meeting	Actual cost per hour or $30 per hour, whichever is the lesser
Travel Costs incurred because of attendance at a Committee Meeting	The actual cost for the person to travel from the persons place of residence or work to the meeting and back, to a maximum of 100km per round trip. The rate is to be calculated at the same rate contained in section 30.6 of the Local Government Officers (WA) Award 2021 (i.e. 93.97 cents per km for engine over 2600cc).

2. **the Chief Executive Officer write to the Minister for Local Government requesting that the *Local Government Act 1995* be amended to allow independent persons appointed to Committees to be paid sitting fees in line with elected member entitlements.**

3. **the Chief Executive Officer, the Chair of the Audit Committee, and the Executive Manager Corporate Services meet with the two candidates to assess suitably for appointment to the Audit Committee.**

(CARRIED UNANIMOUSLY)

The Audit Committee discussed the appointment of an independent member and recommended that only one independent member be appointed with a commencement date of 2 February 2022.

11.2 Risk Based Internal Audit Work Plan

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	4 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Proposed Internal Audit Work Plan

Purpose
The Audit Committee is requested to endorse the proposed work plan and meeting schedule for the 2022 calendar year.

Executive Summary
This report provides an overview of the local government audit framework. It also recommends an internal audit work plan, which includes items that are traditionally considered "high-risk", with items having been identified in external audit management letters and the previous financial management review, as well as subject matter of performance audits undertaken by the Office of Auditor General. The development of an internal audit work plan is also recommended in the internal audit framework detailed in section 7 of the WA Local Government Accounting Manual.

Background
The Department of Local Government has prepared operational guidelines on audit in local government. The guidelines outline audit requirements including the establishment of an audit committee and key functions.

The Guidelines define the role of the Audit committee "to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability".

The Guidelines also state that the Audit committee needs to form an opinion of the local governments internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent.

Legislative Audit Framework:
The *Local Government Act 1995, Local Government (Audit) Regulations 1996 and Local Government (Financial Management) Regulations 1996* detail the statutory requirements with respect to audit of local government. The following reporting requirements to the audit committee are mandatory:

Item	Requirements	Legislation
External Audit Report	The Auditor is to provide a report (annually) giving an opinion on the financial position of the local government and the results of the operations of the local government. Where it is considered by the auditor appropriate to do so, the audit is to prepare a management report to accompany the auditor's report.	Regulation 10 of the *Local Government (Audit) Regulations 1996*

Compliance Audit Return	Local Governments are required to complete a statutory compliance return (Compliance Audit Return) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered 'high risk'. The audit committee is to review the Compliance Audit Return and report to the Council the results of that review.	Regulation 14 of the *Local Government (Audit) Regulations 1996*
Risk Management/Internal Controls/Legislative Framework	The CEO is to review the appropriateness and effectiveness of a local governments and procedures in relation to risk management, internal control and legislative compliance at least once every three years and report to the audit committee the results of that review.	Regulation 17 of the *Local Government (Audit) Regulations 1996*
Financial Management Review	The CEO is review the appropriateness and effectiveness of the financial management systems and procedures of the local government at least once every years and reports the results of that review.	Regulation 5 of the *Local Government (Financial Management) Regulations* 1996

External Audit Framework:

Pursuant to section 7.2 of the *Local Government Act 1995,* the accounts and annual financial report of a local government for each financial year are required to be audited. The Act and Regulations prescribe the scope of the external audit of the annual financial statements of the local government. The operational guidelines also include a minimum standard audit specification.

The critical matters for audit are:

- Revenue – rates revenue, government grants, fees and charges
- Expenditure – salaries and wages, depreciation, materials and contract expense, insurance
- Current Assets – bank and short-term assets, receivables, inventory
- Non-Current Assets – property, plant, furniture and equipment, infrastructure and depreciation
- Liabilities – creditors and accruals, loan borrowings, provision for annual and long service leave entitlements
- Reserve Funds
- Contingent Liabilities
- Capital Commitments
- Accounting Policies
- Cash Flow Statement
- Financial Ratios

Internal Audit Framework:
Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the effectiveness of risk management, control, and governance processes. Establishing a formal internal audit function is not a legislative requirement but the development of appropriate internal controls will enhance risk management processes. The internal audit function can either be resourced internally or contracted out.

All internal audit reports must be referred to the Audit Committee for consideration. Internal auditor's activities should typically include the following:

- Examination of financial and operating information that includes detailed testing of transactions, balances and procedures;
- A risk assessment with the intention of minimizing exposure to all forms of risk on the local government;
- A review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- A review of compliance with management policies and directives and any other internal requirements;
- Review of the annual Compliance Audit Return;
- Assist in the CEOs biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance.

The internal auditor should report functionally to the audit committee and administratively to the CEO. It should be remembered that pursuant to section 5.41 of the Act, the CEO is responsible for the day to day management of local government activities including the direction of staff and implicitly the internal audit function. The CEO may choose to delegate this responsibility.

Consultation
Chief Executive Officer
Manager Finance

Statutory Environment
The local government audit framework is governed by the *Local Government Act 1995* and Regulations including the *Local Government (Administration) Regulations 1996, Local Government (Audit) Regulations 1996, Local Government (Financial Management) Regulations 1996 and Local Government (Functions and General) Regulations 1996.*

Regulation 12 of the *Local Government (Administration) Regulations 1996* requires a local government to give local public notice of the dates on which and the time and place at which Council and Committee Meetings are to be held in the next 12 months.

Policy Implications
Council has adopted an Internal Audit Charter, which outlines a number of objectives with respect to internal audit activities.

Financial Implications

Council approved a budget of $25,000 in 2020/21 and $15,000 in 2021/22 for internal audit activities. Based on the activities proposed in the audit work plan, a budget of $25,000 will be required in 2022/23.

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)
Lack of resourcing to support an Internal Audit function	Possible (3)	Moderate (3)	Moderate (5-9)	Compliance	Manage by ensuring adequate budget allocation

Risk Matrix

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

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

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

Strategic Priority 5 – Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Comment
The Audit Committee Terms of Reference requires the Audit Committee to meet at least three times per year, with the dates to be set each year by Council, with authority to convene additional meetings, as circumstances require.

Clause 6.7 of the Terms of Reference also requires the Audit Committee to develop a forward meeting schedule that includes the dates, location, and proposed work plan for each meeting for the forthcoming year, that cover all the responsibilities outlined. These responsibilities include:

- Risk Management
- Business Continuity
- Internal Control
- Review of Annual Financial Statements
- Internal/external performance audits

Regulation 6 of the *Local Government (Financial Management) Regulations 1996* states that:

"A local government is to ensure that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for –

(a) conducting an internal audit; or
(b) reviewing the discharge of duties by that employee,

or for managing, directing or supervising a person who carries out a function referred to in paragraph (a) or (b).

So, functionally the performance of the internal audit function should be independent to the finance team. This is however problematic given the Town's size and structure, which is highlighted by the fact that the majority of audit work plan in the last 3 years has been performed by the finance team. Of relevance, the Select Committee into Local Government recommended, as part of the recent review of the Local Government Act, that the Government give active consideration to facilitating, through the Department of Local Government, Sport and Cultural Industries, a shared internal audit service for the Local Government sector, particularly to assist small and medium councils.

Given the above constraints, a moderate work plan has been recommended for the 2022 calendar year, which is reflective of resourcing capacity.

11.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A031121

Moved Cr White, seconded Cr McPhail

That the Audit Committee:

1. **endorse the proposed meeting dates for 2022 as follows:**

Date	Time	Place
2 February 2022	6.30 pm	POD
6 July 2022	6.30 pm	POD
2 November 2022	6.30 pm	POD

2. **endorse the Risk-Based Internal Audit Work Plan as presented in Attachment 1.**

(CARRIED UNANIMOUSLY)

The Audit Committee discussed the Compliance Audit Return and recommended that consideration be given to another Local Government authority to review the audit file. The Executive Manager, Corporate Services advised he would discuss with other local government Governance Officers.

11.3 Self-Audit - Compliance with Supplier Payment Policy 2.1.6

File ref	F/AUD1
Prepared by	Natalie McGill, Senior Finance Officer
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date:	4 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Supplier Payments Policy 2. WA Auditor General's Report – Timely Payment of Suppliers

Purpose

The purpose of this report is to provide the Audit Committee with an overview of compliance with the Town's Supplier Payments Policy, with a performance comparison to the WA Auditor General's Timely Payments of Supplier Report released June 2018 for the period 1 July 2021 to 30 September 2021.

Executive Summary

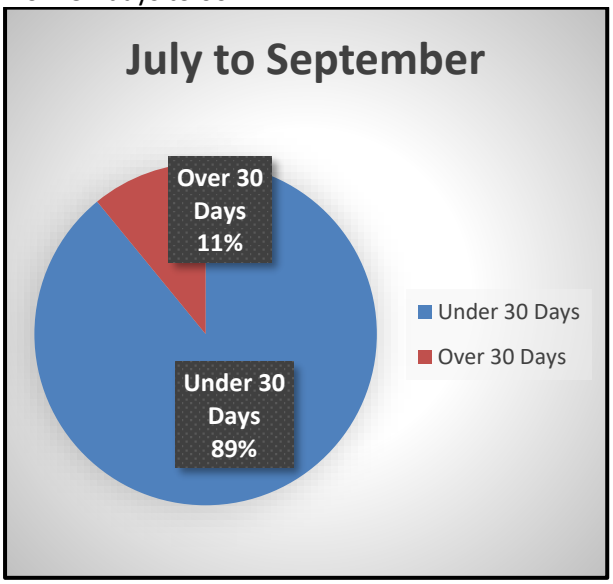
The Town's Supplier Payments Policy outlines the manner in which creditor payments are to be made to a supplier. The payment terms specified in the Policy are 30 days from the date of receipt of the invoice by the Town. This report will examine Creditor invoices received by the Town during the period 1 July 2021 to 30 September 2021.

It should be noted that this policy does not cover payments made via the use of a Corporate Purchasing Card.

Comment

The Town of East Fremantle processed a total of 778 individual Creditor invoices during the period 1 July 2021 to 30 September 2021, totalling $2,471,379.03 in payments.

Of these 778 individual Creditor invoices, 693 were paid within 30 days of the date of receipt of the invoice, which complies with the terms as prescribed in the Supplier Payment Policy. There were however 85 invoices that were paid outside of the terms of the Supplier Payment Policy, which ranged from 31 days to 60+.



There could be any number of reason that the payment of the invoices fell outside of the prescribed 30 day payment terms. A few examples being

- Invoice may have been disputed
- Poor quality or late delivery of goods/services provided
- Invoice lost/misplaced
- Delay in staff authorisation

It should also be noted that large value invoices may be complex and require thorough examination prior to approval.

The WA Auditor General released a Timely Payments of Suppliers report in June 2018. The purpose of this report was to

"…assess whether Local Governments were making payments to suppliers in a timely basis in accordance with better practices"

This report concluded that

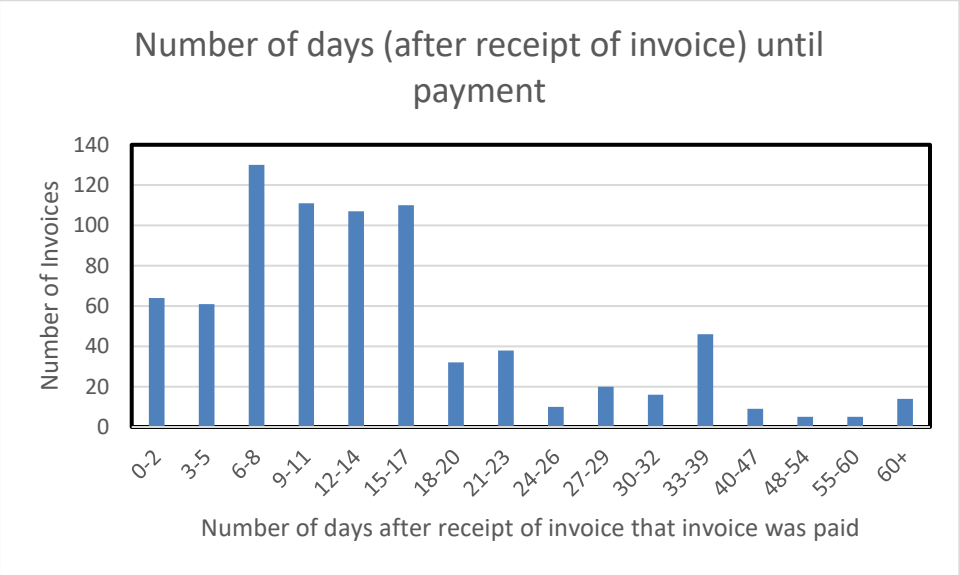
"…15% of payments were outside the timeframes in the policies…"

The results represented in the above chart, show that the Town is preforming slightly better than the sample group, with 11% of payments being made outside the 30 days listed in our Policy.

This comparison will be monitored on an ongoing basis.

The report also states that 7 out of the 10 participatory Councils, did not have formal payment policies established. Council adopted the Supplier Payments Policy on 13/09/2019.

An overall breakdown of the number of days after receipt of the invoices is represented in the below graph



Consultation

Executive Management Group

Statutory Environment
This Supplier Payments Policy should be read in conjunction with section 6.5 of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, specifically:

- regulation 5, which specifies the CEO's duties as to financial management
- regulation 11, which specifies that procedures are to be made for the correct authorisation and payment of accounts, and
- regulation 13, which specifies that a list of payments made is required to be presented at ordinary council meetings.

Local Government (Functions and General) Regulations 1996 are also complied with in relation to adhering to the Town of East Fremantle's Purchasing Policy *(Regulation 11A)*.

Policy Implications
Policy 2.1.6 Supplier Payments is applicable.

Financial Implications
There are no financial implications relevant to this item.

Strategic Implications
Strategic Priority 5 – Leadership and Governance
5.1 Strengthen organisational accountability and transparency
5.3 Strive for excellence in leadership and governance

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)
Late payment of invoices may lead to reputational issues for the Town of East Fremantle and may result in a breach of conditions of contract	**Possible (3)**	**Moderate (3)**	**Moderate (5-9)**	**REPUTATIONAL Unsubstantiated, low impact, low profile or 'no news' item**	**Manage by actively monitoring**

Risk Matrix

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

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

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

Finance Staff have implemented a Late Creditor Payments Register which details any invoices that have been paid after 30 days. The maintenance of this register will measure the number of invoices that are non-compliant and allows the Finance team to improve the performance of the Town of East Fremantle in paying its invoices.

The use of these registers will also assist in identifying any breaches of Council Policy.

11.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A041121

Moved Cr Wilson, seconded Cr McPhail

That the Audit Committee receives this overview of compliance against the Supplier Payment Policy, noting:

- **778 individual supplier invoices were assessed during the review period 1 July 2021 – 30 September 2021**
- **89% of invoices were paid within the 30 days terms of trade as established under the Town's "General Conditions of Contract for the Supply of Goods and Services Under a Purchase Order:"**

(CARRIED UNANIMOUSLY)

11.4 Corporate Credit Card Policy - Amendment

File ref	F/AUD1
Prepared by	Sam Dolzadelli, Manager Finance
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date:	04 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Amended Corporate Credit Card Policy

Purpose
The Audit Committee is requested to endorse the changes to the Town's Corporate Credit Card Policy as provided in attachment 1.

Executive Summary
The Town's Corporate Credit Card Policy is required to be updated as some of the terminology in the Policy is no longer accurate:

- The Town has issued two new corporate credit cards to staff who are not in an Executive Management position and the Policy previously referred specifically to cardholders in such a position.
- The Policy also needs to be updated to reflect the correct dollar-value limit of the credit cards.
- An amendment to the guideline on direct debits is also proposed.
- The amended Policy also includes terms for when supporting documentation is omitted for expenditure over $50.

Background
The Town's Corporate Credit Card Policy was last reviewed and amended on 17 September 2019. In July and August of 2021 two new corporate credit cards were issued to two staff. This was done to streamline direct procurement from suppliers whereby the use of a credit card was required. Upon review of the Policy, management has noted a number of inaccuracies and propose amendments to the Policy.

Consultation
Management
Finance team

Statutory Environment
Section 5.41 of the *Local Government Act 1995* details the functions of the CEO.
Regulation of the *Local Government (Financial Management) Regulations 1996* details the CEOs duties as to the financial management of the local government.

Policy Implications
Council's Corporate Credit Card Policy applies.

Financial Implications
There are no financial implications relevant to this item.

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)
Non-compliance with Corporate Credit Card Policy, giving rise to risk of the Town incurring expenditure which is not business related.	Rare (1)	Moderate (3)	Low (1-4)	Compliance/ Financial	Treat through monthly credit card reconciliations

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

Strategic Priority 5 – Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Comment

New Corporate Credit Cards
The two staff members who were issued cards do not form part of the Executive Management Team. The unamended Corporate Credit Card Policy states "As the cardholders are part of the Executive Management Team of the Town of East Fremantle, and individual credit card limits are below their delegated purchasing authority limits, expenditure incurred via credit card is therefore in accordance with appropriate delegated authority." This has been amended in the updated Policy, to remove the reference to the Executive Management Team.

Guidelines for credit card usage - Limits
The Policy states the guidelines for credit card usage, which included "The monthly limit assigned to each card holder is $5,000". This is required to be updated, as the monthly limit assigned to each cardholder is different and is not fixed at $5,000 for all card holders. The Town's total corporate credit card facility has a $20,000 limit (this has not changed) and individual cardholders' limits range from $500 to $8,000.

Guidelines for credit card usage – Direct Debits
The unamended Policy states that no direct debits are to be utilised. The Town has a number of direct debits which are charged to the corporate credit cards for subscriptions. The Town has implemented a register for all direct debits to record the supplier, the frequency of the direct debit and the dollar amount. This reduces officer processing time for these payments by having them paid as direct debits.

Cardholder responsibilities – Threshold for omission of invoice/receipt
The unamended policy states that if a cardholder cannot obtain a copy of the invoice or receipt they are required to immediately lodge a written explanation advising as to the reason. This has been updated to include the requirement for a statutory declaration for any expenditure over $50 whereby an invoice or receipt is not provided. Any expenditure under $50 will still require a written explanation from the cardholder.

11.4 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A051121

Moved Cr Donovan, seconded Cr Wilson

That the Audit Committee recommend to Council the adoption of the amended Corporate Credit Card Policy which includes the updating of terminology to reflect the Town's actual credit card usage, including the officers who are a cardholder, the limits on each credit card, the use of direct debits and the requirement for a statutory declaration for purchases over $50 whereby no invoice/receipt is provided.

(CARRIED UNANIMOUSLY)

11.5 Recurrent Status Report – Financial Management, Risk Management, Internal Controls and Legislative Compliance

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	4 November 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Confidential - Status Report

Purpose
It is recommended that the Audit Committee receive a status report on all outstanding matters raised in external audit reports, financial management reviews, performance audits, internal audit reports and any other review relevant to the Audit Committee's Terms of Reference.

Executive Summary
A status report has been prepared reporting against identified issues with respect to audit, risk management, internal controls, procurement matters and legislative compliance. The status report is not an exhaustive listing and will become a living document and updated as issues are identified. It is presented to the Audit Committee to assist in their role to report to Council and provide advice and recommendations on matters relevant to its terms of reference.

Background
The Department of Local Government has published an Operational Guideline on Audit in Local Government. Appendix 3 of this Guideline lists a number of matters that should be presented to an Audit Committee for review and monitoring:

Risk Management:

- Reviewing whether the local government has an effective risk management system;
- Reviewing whether the local government has a current and effective business continuity plan;
- Reviewing areas of potential non-compliance with legislation, regulations and standards and local governments policies;
- Reviewing the following; litigation and claims, misconduct, and significant business risks;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local governments internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied.

Internal Control Systems:

- Separation of roles and functions, processing and authorisation;
- Control of approval of documents, letters and financial records;
- Limit of direct physical access to assets and records;
- Control of computer applications and information system standards;
- Regular maintenance and review of financial control accounts and trial balances;
- Comparison and analysis of financial results with budgeted amounts;
- Report, review and approval of financial payments and reconciliations;
- Comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review managements plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Considering the internal auditors role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements.

Consultation
Chief Executive Officer
Manager Finance and Administration

Statutory Environment
Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of a local governments systems and procedures in relation to risk management, internal control and legislative compliance separately or all at the one time, on the provision that each matter is reviewed at least once every three years. The CEO is also required to report the results of that review to Council.

Policy Implications
There are no Council Policies relevant to this item.

Financial Implications
There are no financial implications relevant to this item.

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 key findings are not actioned within a timely manner	Possible (3)	Moderate (3)	Moderate (5-9)	Compliance	Control through oversight by the Audit Committee and ensuring adequate budget allocation for resourcing

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. In accordance with previous Audit Committee discussions, items that have been completed with no further comment provided have been omitted from the matrix.

Risk Rating	9
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

Comment

The status sheet has been updated accordingly.
The following summary of completion is provided:

Risk Category	No. Issues	Completed	Underway	Not Commenced
High	21	17	3	1
Medium	38	31	6	1
Low	11	10	0	1
	70	**58**	**9**	**3**

11.5 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A061121

Moved Cr Donovan, seconded Cr White

That the Audit Committee receives the status report on items relevant to its Terms of Reference.

(CARRIED UNANIMOUSLY)

Cr Natale raised a question regarding staff leave accruals. CEO advised that leave accruals were monitored on an ongoing basis and leave plans were in place for staff who had a maximum of 8 weeks leave.

Cr White raised a question regarding Audit Finding 61 Contract Insurance and whether insurance companies were asked to advise when a Contractor's Certificate of Currency is cancelled. The CEO advised that presently wasn't the case but could be considered in the future.

11.6 Operational and Strategic Risk Registers

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	15 July 2021
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Operational Risk Register 2. Strategic Risk Register

Purpose
It is recommended that the Audit Committee receive the attached Operational and Strategic Risk Register.

Executive Summary
The Town's most recent Financial Management Review identified the requirement for a comprehensive Risk Register to be developed and presented to the Audit Committee as a standing item. This project has now been completed, with an Operational Risk Register and Strategic Risk Register appended to this report.

Background
Operational Risk Register
A report providing background to the Town's Risk Management Governance Framework was considered by the Audit Committee at its meeting of 7 November 2019. A risk assessment tool has since been adopted by Council, and features in all Council agenda items. Any item with a risk rating over 16 is required to be included in the attached Operational Risk Register.

The 2019 General Computer Control (GCC) Audit also included a finding that *"a register to track and record the Town's information risks does not exist"*. An Information Systems risk profile has now been incorporated into the Operational Risk Register and includes all findings from the GCC Audit.

Strategic Risk Register
Local Government Insurance Services (Risk Management Team) was engaged to assist the Town to identify potential strategic risks, facilitate the assessment and development of mitigation activities for prioritised strategic risks, and to provide a documented format for the ongoing management and reporting of strategic risks.

The above project work has resulted in the development of a Strategic Risk Dashboard Report (see attached Strategic Risk Register). Five key strategic risks have been identified by the Executive Team:

- Waste Recycling
- Inadequate provision of facilities or services
- East Fremantle Oval Precinct Project
- Strategic Planning
- Stakeholder Engagement

The inherent risk (risk prior to implementation of any controls) is considered to be high or extreme for all of the aforementioned. A number of actions and timeframes have been attached to each of the Strategic Risks, the status of which will be reported to the Audit Committee on a reoccurring basis.

Consultation
Executive Team

Statutory Environment
Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of a local governments systems and procedures in relation to risk management, internal control and legislative compliance separately or all at the one time, on the provision that each matter is reviewed at least once every three years. The CEO is also required to report the results of that review to Council.

Policy Implications
Council has adopted Policy 2.2.4 Risk Management.

Financial Implications
There are no financial implications relevant to this item.

Strategic Implications
Strategic Priority 5 – Leadership and Governance
5.1 Strengthen organisational accountability and transparency
5.3 Strive for excellence in leadership and governance

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)
A major function of the Audit Committee is to oversee the treatment/management of extreme risks. Failure to do so may result in adverse consequences.	**Unlikely (2)**	**Major (4)**	**Moderate (5-9)**	**SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected < 1 month**	**Manage by actively monitoring**

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	8
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

The Dashboard reports from the Risk Registers identify a number of actions to be completed within the next 12-months. The Committee's attention is drawn to these items and any queries/concerns/prioritised actions will be documented in the minutes from this meeting and reported against by staff at the next meeting.

11.6 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A071121

Moved Cr White, seconded Cr Wilson

That the Audit Committee receives the Operational Risk Register and Strategic Risk Register as appended to this report and note that the current actions and timeframes contained within this document will be reviewed by the Committee on a reoccurring basis. Sample Risk Registers will be presented to the Committee at the February 2022 meeting.

(CARRIED UNANIMOUSLY)

Cr Wilson raised a question regarding the current format used for the Risk Register. Executive Manager Corporate Services was requested to review the structure and report back to the February 2022 meeting.

12. MATTERS BEHIND CLOSED DOORS

Nil

13. CLOSURE OF MEETING

The meeting closed at 7.44pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Audit Committee** of the Town of East Fremantle, held on **4 November 2021**, Minute Book reference **1.** to 1**3.** were confirmed at the meeting of the Council on*

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TOWN of EAST FREMANTLE

ATTACHMENTS TO AUDIT COMMITTEE MEETING MINUTES

4 November 2021

Minute No	Subject
11.2	Risk Based Internal Audit Plan
11.3	Supplier Payments Policy Attachment 1
11.3	OAG Report Attachment 2
11.4	Amended Credit Card Policy
11.6	Operational Risk Register Attachment 1
11.6	Strategic Risk Register Attachment 2

Town of East Fremantle - 4 year Internal Audit Work Plan

Activity	Frequency	Risk Identified	Person Performing the Task	Consequence Rating	Likelihood rating	Risk Category	2019 Quarter 1	2019 Quarter 2	2019 Quarter 3	2019 Quarter 4	2020 Quarter 1	2020 Quarter 2	2020 Quarter 3	2020 Quarter 4	2021 Quarter 1	2021 Quarter 2	2021 Quarter 3	2021 Quarter 4	2022 Quarter 1	2022 Quarter 2	2022 Quarter 3	2022 Quarter 4
Compliance Audit Return	Annually	Breach of Legislation	EA/Governance Coordinator. Legal firms do provide a niche service to review the CAR and verify the responses, and this might be a service that the Audit Committee may wish to consider? Previous cost estimate circa $10k	2	2	Low																
Procurement Process Review	As required	Inadequate Probity of Tender Processes	The WALGA Procurement Team completed an idependent review of the Town's Tender processes in 2018	4	2	Moderate																
Review of Credit Card Policy	Every 2 - 3 years	Misappropriation of funds/breakdown in controls	Manager Finance	4	1	Low																
Establishment of Supplier Payments Policy and General Conditions of Contract for the Supply of Goods and Services under a Purchase Order	One-off	Late payment to suppliers	Executive Manager Corporate Services	2	2	Low																
Review of Investment Policy (Divestments)	Every 2 - 3 years	Not optimising return on investment	Executive Manager Corporate Services	2	2	Low																
Receival of Annual Financial Report	Annually	The Auditors Report is not received by the Statutory deadline of 31 December (s7.9 LGA) due to inadequate audit preparation	Executive Manager Corporate Services	4	3	High																
Information Systems Audit (Performance Audit OAG)	Every 3 years	The Towns General Computer Controls are inadeqaute impacting business continutiy and and security of information	OAG last performed a General Computer Control Audit in 2018. The Town has been advised that this audit may occur every 3 years as part of the financial audit	5	3	High																
Review of Financial Management and Risk and Internal Control Systems	Every 3 years	That key findings from the FMR/Reg 17 Review are not actioned resulting in control weaknesses	Moore Stephens last performed this independent review in December 2019. Next review due November 2022. Estimated cost $20k	3	3	Moderate																
Mid Year Budget Review	Annually	Indequate oversight of financial management resulting in material variances	Manager Finance/Executive Manager Corporate Services	3	3	Moderate																
Review of Signifcant Accounting Policies	Annually	Annual Budget and Annual Financial Report is not consistent with Signifcant Accounting Policies	Manager Finance	3	3	Moderate																
Audit of all purchase requistions over $5k for compliance with Purchasing Policy	Annually	Non-compliance with Purchasing Policy	Senior Finance Officer/Manager Finance	3	3	Moderate																
Application of New Accounting Standards	Annually	The application of new accounting standards may impact the net profit or loss of the Town	Manager Finance	2	2	Low																
Review of Controls pertaining to Payroll and the new Payroll Module	One-off	Payroll fraud	Senior Finance Officer/Manager Finance	3	1	Moderate																
Review of HR On-Boarding/Off-Boarding Process	Every 2 - 3 years	Inadequate controls regarding access to IT systems and custody of portable items	Coordinator Corporate Services/HR	4	2	Moderate																
Self Audit against Auditor General's Report 'Timely Payment of Suppliers'	Every 2 years	Late payment to suppliers	Senior Finance Officer	2	2	Low																
Independent Review of Structure of Risk Register and evaluation of implementation of Risk Treatments	Every 4 years	Failure to implement risk treatments resulting in greater likelihood	Recommended that this be outsourced to an external risk consultant. Estimated cost $8k	4	3	High																

TOWN OF EAST FREMANTLE

2.1.6 Supplier Payments

Type:	Corporate Services – Financial Management
Legislation:	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Functions and General) Regulations 1996
Delegation:	
Other Related Document:	Purchasing Policy 2.1.3 Corporate Purchasing Card Policy 2.1.8 General Conditions of Contract for the Supply of Goods & Services under a Purchase Order PRO2.1.6

Policy Statement

This Policy, which is **mandatory**, allows the CEO to make payments to creditors in order to carry out the ordinary course of business with respect to the payment of accounts for the Town of East Fremantle.

Policy Scope

This Supplier Payments Policy outlines the manner in which creditor payments are to be made to a supplier. This policy should be read in conjunction with section 6.5 of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, specifically:

- regulation 5, which specifies the CEO's duties as to financial management
- regulation 11, which specifies that procedures are to be made for the correct authorisation and payment of accounts, and
- regulation 13, which specifies that a list of payments made is required to be presented at ordinary council meetings.

Local Government (Functions and General) Regulations 1996 are also complied with in relation to adhering to the Town of East Fremantle's purchasing policy *(Regulation 11A)*.

This policy will also specify the manner in which creditors are to be established and to ensure that the payment of creditor invoices are made in a timely manner and in accordance with the Town of East Fremantle's terms of trade.

The policy will also specify how the timely payment of invoices will be measured and monitored.

This policy does not cover payments made via the use of a Corporate Purchasing Card. Please refer to Policy 4.3.6 for compliance with the Corporate Purchasing Card Policy.

Policy

Creation of a new creditor or the updating of an existing creditor

Before a creditor is paid, all staff members liaising with creditors must provide the creditor with a "New / Update Creditor Details" form. This form is completed by the creditor and returned to the Finance Officer so that the creditor master file can be established in the finance system. The Finance Officer will allocate the creditor with a new Creditor Code, which is a sequential number that follows the creditor number file list. This form is also used when a change is required to a creditor's master file details.

This form details the creditor/supplier details, including their bank account details. Once entered by the Finance Officer into the finance system the form is reviewed by the Manager Finance and Administration, and authorised by the Executive Manager Corporate and Community Service.

The correct completion of the "New / Update Creditor Details" form will ensure that there is no delay in the payment of a creditor's invoice.

All creditors will also receive a *General Conditions of Contract for the Supply of Goods and Services Under a Purchase Order* document. This document details the terms and conditions that the Town of East Fremantle (the Principal) and the supplier (the Contractor) must adhere to in the provision of goods and services.

Receipt of invoices for payment
All invoices received for payment by the Town of East Fremantle are to be submitted to the Finance Officer. On receipt of an invoice the Finance Officer date stamps the invoice. The Finance Officer will then begin the process to ensure that an invoice is correctly certified and authorised, data entered correctly into the finance system, and paid within its credit terms or in accordance with any contractual agreement.

Responsibilities of the Certifying Officer and Authorising Officer
Once an invoice has been received, the Finance Officer stamps the invoice with the Certifying Stamp and delivers the invoice to the certifying officer for signing.

The invoice is then certified by the staff member incurring the expenditure on behalf of the Town of East Fremantle to ensure the following:

- that the receipt of the goods and services is in accordance with the conditions of the Town's purchase order/contract, and
- that any variations to works or price has been minor in nature.

The Finance Officer also stamps the invoice with the "Authorisation for Payment" stamp. The staff member responsible for authorising the payment signs the invoice to ensure the following:

- that the quantity and price per item match the quotation
- that the nominated account to be charged is valid, appropriate and that there are sufficient funds available to cover the allocation of costs associated with the invoice, and
- that the staff member is duly authorised to approve the expenditure.

Duties of the Finance Officer prior to making payment

The Finance Officer then checks the validity of the invoice to ensure that it is in accordance with ATO requirements, details of which are as follows:

- the invoice is addressed to The Town of East Fremantle
- the creditor's identity – their name and business address
- the creditor's Australian Business Number
- the date the invoice was issued
- a description of the goods and services, including the quantity (if applicable) and the price, and
- The GST amount (if any) payable.

Should the invoice received not be a valid tax invoice the Finance Officer is required to withhold 46.5% withholding tax from the payment of the creditor. An exception to this is where an ATO *Statement by a Supplier* form is completed and provided with the invoice.

Payment of Accounts Payable Invoices
Once the invoice has been duly certified and authorised, the Finance Officer enters the invoice into the finance system and matches the invoice to the authorised purchase order recorded against the

creditor that has been established in accordance with the Town of East Fremantle's *Purchasing Policy No. 4.2.4*.

For invoices that do not have a purchase order, a *Creditor Processing Form* is required to be completed. This form ensures that invoice is duly certified and authorised, is a valid tax invoice, is within budget and the nominated general ledger account to be charged is correct.

The payment of utilities to do not require a purchase order or a *Creditor Processing Form,* however, the payment of these expenditures is monitored against budget.

The Finance Officer ensures that Council purchase orders or "Creditor Processing Form" are signed only by Officers authorised by Council, namely the:

- Chief Executive Officer; (as per Budget)
- Executive Manager Corporate Services; Limit $50,000
- Executive Manager Regulatory Services; Limit $50,000
- Principal Environmental Health Officer; Limit $1,500
- Operations Supervisor; Limit $15,000
- Operations Manager; Limit $50,000
- Manager Administration and Finance, Limit $15,000
- Projects Coordinator; Limit $5,000
- HR Coordinator; Limit $5,000
- Coordinator Capacity Building; Limit $1,500
- Executive Assistant to CEO; Limit $1,000
- Coordinator Planning and Building; Limit $500
- Coordinator CHSP (CHSP related purchases only); Limit $1,500
- Assistant Coordinator CHSP (CHSP related purchases only); Limit $500
- Operations Administrative Support Officer; Limit $500

or those Officers acting in the positions from time to time.

The Town will comply with any agreed payment terms and endeavours to take advantage of discounts offered for prompt payment.

If no payment terms are specified on the invoice, the invoice will pay within 30 days of receipt.

EFT and cheque payments are processed fortnightly on Wednesdays, unless a prompt payment is required.

The Finance Officer prepares a batch of invoices for payment from the finance system together with the *Creditors to be Paid* listing, and an *Authorisation Form* that must be authorised by any two (2) of the following:

(1) Chief Executive Officer

(2) Executive Manager Corporate Service

(3) Manager Finance

Once the batch is reviewed and authorised the payment of the invoices can be prepared. Payments are generally made via EFT or when required by cheque.

Two signatories are required to authorise an EFT and to sign a cheque.

Cheques are pre-printed on Council stationery, pre-numbered and issued in numerical sequence. Unused cheques are stored securely.

Monthly Council Meetings - submission of accounts paid
Each month the Finance Officer prepares a listing of payments made by the Town of East Fremantle. The listing is reviewed by the Manager Finance & Administration and Executive Manager Corporate Services and presented to Council for approval.

Record Keeping
On completion of a payment run the Finance Officer attaches the invoices to the EFT remittance or plain paper copy of the cheque (as appropriate) and files the batches sequentially in folders stored securely.

Measuring and monitoring the performance of supplier payments
The Finance Officer maintains a *Creditors Non Compliance and Improvements Register*. This register monitors issues of non-compliance between the approval of purchase orders and the approval of invoices for payment. The following supplier payment issues are monitored:

- invoices that vary greater that 10% above the purchase order amount
- purchase orders that are dated after the invoice date
- purchase orders that do not follow the correct quote procedure in accordance with the Purchasing Policy
- the justification for a sole supplier arrangement
- purchase orders have a request for tender or a request for quote number state when applicable
- purchase orders have a WALGA or Common Use Arrangement contract number stated when applicable

On completion of a payment run the Finance Officer enters the details of any invoice which has been paid after 30 days or after its terms of trade (if less than 30 days) into the *Late Creditor Payments Register*.

The maintenance of these registers detail any non-compliance, measures the number of invoices that are non-compliant and allows the Finance team to improve the performance of the Town of East Fremantle in paying its invoices.

The use of these registers will also assist in identifying any breaches of this policy.

Consequences of Breaching this Policy
The policy constitutes a lawful instruction to staff members involved in administering accounts payable transactions. Any breaches of the policy may lead to disciplinary action.

Variation to this Policy
This policy may be varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Responsible Directorate:	Finance and Administration
Reviewing Officer:	Executive Manager Corporate Services
Decision making Authority:	Council
Policy Adopted:	19/03/19
Policy Amended/Reviewed:	17/9/19
Former Policy No:	4.2.12

Attachment
General Conditions of Contract for the Supply of Goods and Services under a Purchase Order

TOWN of EAST FREMANTLE

GENERAL CONDITIONS OF CONTRACT FOR THE SUPPLY OF GOODS AND SERVICES UNDER A PURCHASE ORDER (PRO2.1.6)

1 SUPPLY OF GOODS AND SERVICES

1.1 The Contractor must supply the Goods or Services to the Principal in accordance with the Contract.

1.2 Unless expressly agreed to in writing by the Principal and referenced in the Contract, to the extent permitted by Law, no other terms or conditions, including the Contractor's own terms and conditions even where they have been provided to the Principal or signed by a representative of the Principal, will apply or have any legal effect in connection with the supply of the Goods, the performance of the Services or the Contract.

1.3 Where the Contract relates to Goods or Services the subject of a separate contract between the Contractor and the Principal, the terms of the separate contract also apply to the extent of any inconsistency with the Contract unless the Principal has clearly stated otherwise on the Purchase Order.

2 CONTRACTOR'S OBLIGATIONS

2.1 The Contractor must ensure that it and the Contractor's Personnel, in performing the Contractor's Obligations under the Contract:

(a) comply with all applicable Laws, any standards and procedures made available by the Principal to the Contractor, and any reasonable instructions given by the Principal;

(b) do not interfere with the Principal's activities or the activities of any other person at the Delivery Point or any place the Contractor provides the Services;

(c) carry out and perform the Contractor's Obligations in a safe manner in a way which does not prejudice safe working practices, safety and care of property or continuity of work;

(d) unless otherwise set out in the Contract, supply all plant, resources and equipment necessary to perform the Services; and

(e) provide all such information and assistance as the Principal reasonably requires.

3 RECEIPT, INSPECTION AND ACCEPTANCE OF GOODS AND SERVICES

3.1 The Contractor must deliver the Goods in full to the Delivery Point and perform the Services at the times stated in the Contract. In this respect, time will be of the essence of the Contract.

3.2 Acceptance of the Goods or Services by the Principal does not constitute approval of the Goods or Services or prejudice any claim the Principal may have in connection with the Goods or Services.

3.3 Acceptance of the Goods or Services occurs on the earlier of:

(a) a representative of the Principal notifying the Contractor in writing that the Goods or Services have been accepted; or

(b) the lapse of 14 days after delivery of the Goods to the Delivery Point without the Principal notifying the Contractor in writing that the Goods have been rejected.

3.4 The Contractor must allow the Principal or a representative of the Principal, upon 2 Business Days' written notice from the Principal and during standard business hours, to inspect, examine, review and witness tests of the Goods or Services, or the performance of the Goods or Services and to carry out site inspections at the Contractor's premises.

4 TITLE AND RISK

4.1 Title in the Goods will pass from the Contractor to the Principal upon payment of the Contract Price. The Contractor warrants that title in the Goods will be transferred to the Principal without any encumbrances or liens.

4.2 Risk in the Goods will pass to the Principal on acceptance of the Goods in accordance with clause 3.3.

5 VARIATIONS

The Contractor must not change the Goods or Services, including an addition, reduction or omission to any part of the Goods or Services except in accordance with a written direction of the Principal in which case the Contractor must comply with that direction and the Contract Price will be adjusted by an amount agreed in writing by the parties.

6 INVOICING AND PAYMENT

6.1 The Principal must pay the Contract Price to the Contractor for the Goods and the Services.

6.2 The Contract Price is inclusive of all costs and expenses including packaging, freight, delivery, insurance, the cost of any miscellaneous services, compliance with the Contract and Taxes and, subject to clause 5, no additional amounts will be payable by the Principal.

6.3 Subject to clause 6.4, on or promptly after the later of the Date of Delivery of the Goods or the Date of Completion of the Services (as applicable), the Contractor must submit an Invoice to the Principal for the amount due to the Contractor.

6.4 If agreed in writing by the Principal, the Contractor may submit an Invoice to the Principal at the end of each month for any Services performed during that or previous months provided those Services have not already been included in a previous Invoice issued to the Principal.

6.5 An Invoice must include:

(a) the Purchase Order number;

(b) a description of the Goods delivered, including the quantity of Goods and the Date of Delivery; or

(c) a description of the Services performed;

(d) the amount being claimed for the Goods and the Services;

(e) the amount of any applicable GST;

(f) if applicable, Include the Walga Preferred Supplier discount associated with the purchase and

(g) any further information reasonably requested by the Principal.

6.6 If an Invoice does not contain the information required in clause 6.5, the Principal may, at its option, complete the missing details or return the incomplete Invoice to the Contractor, in which case the Contractor must submit a replacement Invoice compliant with clause 6.5.

6.7 Subject to the Contractor submitting an Invoice in accordance with clause 6.5 or a compliant Invoice in accordance with clause 6.6, the Principal must pay the amount payable within 30 days or as otherwise agreed by the parties.

6.8 Payment under this clause 6 will not be taken as proof or admission that all, or any part of, the Goods or the Services have been delivered or performed (as the case may be) to the satisfaction of the Principal, but will be taken to be payment on account only.

6.9 The Contractor agrees that the Principal may:

(a) deduct from moneys due to the Contractor any money due or which may become due from the Contractor to the Principal under, or in connection with, the Contract; and

(b) withhold payment of any amounts payable under the Contract pending resolution of any dispute.

7 GOODS AND SERVICES TAX

7.1 If GST is imposed on any supply made by the Contractor in connection with the Contract, the Contractor may recover from the Principal, in addition to the Contract Price, an amount equal to the GST payable in respect of that supply.

7.2 The Contractor must first provide the Principal with an Invoice before the Principal will pay the GST amount to the Contractor.

8 QUALITY OF GOODS AND SERVICES

8.1 The Contractor must ensure that:

(a) all Goods or Services conform to the description of the Goods or Services set out in the Contract;

(b) all Goods and Services are fit for their intended purpose and to the extent Services performed are design Services, the works being designed will be fit for their intended purpose;

(c) if the Contractor provided the Principal with a demonstration of the Services or represented that a result could be achieved by the Services before the Principles issues the Purchase Order, the Services correspond in nature and quality with the services demonstrated or the services that achieved that result (as the case may be); and

(d) any Goods are new and of merchantable quality.

8.2 The Contractor warrants that the Contractor's Personnel engaged to perform the Services have all the necessary skills, training and qualifications to carry out the Services in accordance with the Contract.

8.3 The Contractor must ensure that the Principal has the full benefit of any manufacturer's warranties that may be applicable to the Goods (and the Contractor must, at its cost, pursue any manufacturer's warranties on the Principal's behalf).

9 DEFECTS

9.1 At any time prior to the expiry of the Defects Liability Period, the Contractor must, at its cost and at the Principal's direction, promptly rectify all Defects other than a Defect caused by the negligence of the Principal.

9.2 Nothing in this clause 9 prejudices any other right that the Principal may have against the Contractor arising out of the failure of the Contractor to supply the Goods or perform the Services in accordance with the Contract.

9.3 If the Principal directs the Contractor to rectify a Defect and the Contractor fails to rectify that Defect within a reasonable time specified by the Principal:

(a) the Principal may, without prejudice to any other rights the Principal may have against the Contractor, rectify the Defect itself; and

(b) the rectification costs incurred by the Principal will be a debt due and payable on demand from the Contractor to the Principal.

9.4 Where any Defect has been rectified under the Contract, the rectification work will be the subject of an additional Defects Liability Period commencing on the date the relevant rectification works are completed.

10 CONFIDENTIAL INFORMATION

The Contractor must not use any Confidential Information or disclose any Confidential Information other than to any of the Contractor's Personnel who need the information to perform the Services or deliver the Goods, to the Contractor's legal advisers or where required by Law.

11 INTELLECTUAL PROPERTY

11.1 Subject to clause 11.3, the Contractor IP remains vested in the Contractor and the Principal IP remains vested in the Principal.

11.2 The Principal will own all Intellectual Property that the Contractor creates in the performance of the Services and the supply of the Goods.

11.3 The Contractor grants to the Principal a non-exclusive, perpetual, royalty-free, irrevocable, transferable, sub- licenseable licence (with the right to grant sub-licenses on the same terms) to use the Contractor IP to the extent necessary to use the Goods and the Services.

12 INSURANCE

12.1 Where the Contract is for Goods, the Contractor must effect and maintain with a reputable insurer *goods insurance* covering insurance of the Goods against all risks to the point of delivery at the Delivery Point and, if the Goods are rejected by the Principal, from the time the Contractor collects the Goods from the Principal, for an amount not less than the full replacement costs of the Goods.

12.2 Where the Contract is for Services, the Contractor must effect and maintain with a reputable insurer the following insurance policies for the entirety of the term of the Contract:

(a) *public and products liability insurance* covering liability for damage to property and the death of or injury to any person (other than as covered under a workers compensation policy) in an amount of not less than $10 million in respect of each and every claim, unlimited as to the number of occurrences for public liability;

(b) workers compensation insurance as required by Law, including cover for common law liability for an amount of not less than $50 million for any one occurrence;

(c) *motor vehicle insurance* covering all vehicles, plant and equipment (whether owned, hired or leased) used in connection with the Contract for loss or damage of not less than the market value and third party liability of not less than $20 million in respect of each and every claim;

(d) insurance covering the Contractor's own property, goods, materials owned, hired, leased or used by the Contractor, for an amount not less than the market value of those insured items; and

(e) any additional insurance required by an applicable Law or reasonably requested by the Principal; and

(f) where the Contractor is providing professional services, *professional indemnity insurance* of not less than $2 million for each claim and in the aggregate for all claims arising in the same insurance period, covering the liability of the Contractor for any professional services provided by the Contractor and the Contractor's Personnel under the Contract. Where this insurance is effected on a 'claims made' basis, the policy must be maintained for a period of at least 7 years after the Completion Date or the earlier termination of the Contract.

12.3 The Contractor must provide to the Principal, within 3 business days of a written request, certificates of currency for each of the insurance policies required under clauses 12.1 or 12.2 (or both, as applicable).

12.4 Subject to clause 17.4, if the Contractor subcontracts any part of the Contractor's Obligations, then the Contractor must ensure that every subcontractor effects and maintains all of the insurances required under clause 12.1 or 12.2 (or both, as applicable), as appropriate for the work being performed by that subcontractor, before the subcontractor commences any of the Contractor's Obligations.

13 INDEMNITY AND LIMITS OF LIABILITY

13.1 The Contractor indemnifies the Principal and the Principal's officers, employees, agents and contractors for and against any claims (including third party claims) and losses suffered or incurred by any of them arising out of, or in connection with, any wrongful act or omission of the Contractor or any of the Contractor's Personnel. This indemnity will be reduced to the extent that the claim or loss is caused by the negligence of the Principal or the Principal's personnel.

13.2 Neither party is liable to the other for Consequential Loss.

14 TERMINATION

14.1 The Principal may terminate the Contract by notice to the Contractor:

(a) at any time and in its absolute discretion by giving 7 days' notice to the Contractor;

(b) if the Contractor commits a breach of the Contract and fails to remedy that default within 14 days of the Principal giving notice of the breach; or

(c) immediately if an Insolvency Event occurs.

14.2 On termination of the Contract, the Contractor must promptly return to the Principal any of the Principal's Confidential Information, property and documents which the Principal owns or in which the Principal has an interest.

14.3 If the Contract is terminated under clause 14.1(a):

(a) the Principal must pay the Contractor that part of the Contract Price for any Contractor's Obligations performed prior to termination that have not already been paid by the Principal; and

(b) the Contractor is not entitled to, and the Principal is not liable for, any additional amounts whatsoever.

14.4 Subject to clause 14.3, termination of the Contract, however it may occur, does not prejudice any claim that either party may have against the other under the Contract on termination.

15 NOTICES

Any notice or other communication relating to the Contract must be in writing, signed by the sender or its agent, and either hand delivered, sent by pre-paid post, faxed or emailed to the other party at the address, fax number or email address set out in the Purchase Order.

16 DISPUTES

16.1 Neither party may commence any action, bring any proceedings or seek any relief or remedy in a court, except interlocutory or equitable relief, from a court in respect of a dispute until they have complied with the dispute resolution process in accordance with this clause 16.

16.2 If any dispute arises between the parties in relation to the Contract, either party must give notice of the dispute to the other party.

16.3 A senior representative of each of the parties must promptly meet and attempt to resolve the dispute. If the parties are unable to resolve a dispute within 21 days of the notice referred to in clause 16.2, then either party may issue court proceedings.

17 GENERAL

17.1 The Contract states all the express terms of the agreement between the parties in respect of its subject matter. It supersedes all prior representations, discussions, negotiations, understanding and agreements in respect of its subject matter.

17.2 The Contract is governed by the law in force in Western Australia and each party irrevocably submits to the non- exclusive jurisdiction of courts exercising jurisdiction in Western Australia.

17.3 The Contractor must not assign or novate the Contract or assign any other right, benefit or interest under the Contract to any person or entity without the prior written consent of the Principal.

17.4 The Contractor must not, without the prior written consent of the Principal, which consent must not be unreasonably withheld, subcontract any of the Contractor's Obligations.

17.5 No term or provision of the Contract will be construed against a party on the basis that the Contract or the term or provision in question was put forward or drafted by that party.

17.6 The Contract is a non-exclusive contract for the supply of Goods or Services and it does not prevent the Principal from entering into other contracts for the supply or performance of the same or similar goods or services with other contractors.

17.7 Any provision of the Contract which is illegal, void or unenforceable will be ineffective to the extent only of that illegality, voidness or unenforceability without invaliding the remaining provisions. If the Principal is restructured by Law, then the rights and obligations of the Principal under the Contract are novated to and assumed by the appropriate legal entity as determined by the Principal or the successors of the Principal under the restructure.

17.8 Clauses 4, 6.8, 6.9, 10, 11, 12.2(f), 13, 14.4 and 17 survive the termination or expiry of the Contract.

18 DEFINITIONS

Completion Date means the date on which performance of the Services is completed.

Conditions of Contract means these general conditions of contract for the supply of goods and services under a purchase order.

Confidential Information means the Contract and information (regardless of its form) which is disclosed directly or indirectly by the Principal to the Contractor or Contractor's Personnel which is treated or designated as confidential, or which the Contractor or the Contractor's Personnel ought to know is confidential, but does not include information which is or becomes public knowledge (other than by the Contractor's disclosure or breach of the Contract).

Consequential Loss means any loss of production, loss or revenue, loss of profit, loss of business reputation, business interruptions, loss of opportunities, loss of anticipated savings or wasted overheads.

Contract means the Conditions of Contract and the relevant Purchase Order.

Contract Price means the price for the Goods or Services (exclusive of GST) set out in the Purchase Order.

Contractor means the contractor specified in the Purchase Order.

Contractor IP means any Intellectual Property of the Contractor (or Intellectual Property licensed to the Contractor by a third party) which:

(a) is in existence before the date of the Contract or comes into existence after the date of the Contract other than in connection with the Contract, the Goods or the Services; and

(b) which the Contractor makes available, contributes, brings to or uses in connection with the Contract.

Contractor's Obligations means all of the Contractor's obligations under the Contract.

Contractor's Personnel means the Contractor's officers, employees, agents and subcontractors and their respective employees and agents.

Date of Delivery means the date on which the Goods are delivered to the Delivery Point.

Day means a business day that is not a Saturday, Sunday, a public holiday in Western Australia or 27, 28, 29, 30 or 31 December.

Defect means any defect, error, damage, deficiency, fault or inadequacy in the design, performance, workmanship, quality or makeup of the Goods or Services.

Defects Liability Period means a period of 12 months commencing:

(a) in respect of the Goods, on the Date of Delivery; and

(b) in respect of the Services, on the Completion Date,

and, where relevant, any additional period of time specified in accordance with clause 9.4.

Delivery Point means the place set out in the Purchase Order for delivery of the Goods or otherwise notified by the Principal in writing.

Goods means any goods, materials, supplies, equipment or other items set out in the Purchase Order.

GST means goods and services tax or similar value added tax levied or imposed in Australia pursuant to *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

Insolvency Event means in respect of the Contractor, the following events: appointment of an administrator, appointment of a liquidator, appointment of a provisional liquidator, appointment of a controller (including any receiver or receiver and manager), insolvency, bankruptcy, winding up or any event analogous to these events.

Intellectual Property means all intellectual and industrial property rights, including trade marks, copyright (including future copyright), inventions, patents, designs, circuits and other eligible layouts, database rights, including any application or right to apply for registration of any of these rights.

Invoice means any document or record treated by the Commissioner of Taxation as an invoice or as a document entitling a recipient to an input tax credit.

Law means any law in force in Australia, whether common law, equity or any law under any statute, subordinate legislation, ordinance or code.

Principal means the party ordering or receiving the Goods or Services in accordance with the Contract, being that party specified in the Purchase Order.

Principal IP means any Intellectual Property of the Principal (or licensed to the Principal by a third party) which the Principal makes available, contributes, brings to or uses in connection with the Contract.

Purchase Order means the Principal's purchase order form for the Goods or Services.

Services means any services set out in the Purchase Order, including the delivery of any goods and performance of services ancillary to the Services.

Tax means any income, land, indirect and other taxes, levies, imposts, deductions, charges, duties, compulsory loans and withholdings, including financial institutions duty, debits tax or other taxes whether incurred by, payable by return or passed on to another person and includes any interest, penalties, charges, fees, fines or other amounts imposed in respect of any of the above, but does not include GST.

19 INTERPRETATION

In the Contract:

(a) a reference to "Goods or Services" is to be read as "Goods or Services, or both of them, as applicable";

(b) the singular includes the plural and the plural includes the singular;

(c) a reference to a clause or party of the Contract is a reference to a clause of, and a party to, the Contract;

(d) a reference to legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them;

(e) the words 'include', 'includes' and 'including' must be construed without limitation as to what else might be included; and

(f) Part 1F of the Civil *Liability Act 2002* (WA) does not apply to the Contract.

Western Australian
Auditor General's Report

Timely Payment of Suppliers

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WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Timely Payment of Suppliers

Report 12
June 2018

WESTERN AUSTRALIA

THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

TIMELY PAYMENT OF SUPPLIERS

This report has been prepared for Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

This focus area audit assessed whether 10 local governments were making payments to suppliers on a timely basis in accordance with better practice.

I wish to acknowledge the cooperation of the staff at the local governments included in this audit.

CAROLINE SPENCER
AUDITOR GENERAL
13 June 2018

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Only 3 local governments had policies and procedures that addressed timely payment of suppliers 6

For 13% of payments there was no valid reason why payments were later than supplier requirements or management policy/procedures 6

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Timely Payment of Suppliers

Background

Each year local governments spend hundreds of millions of dollars purchasing goods and services. To assist the continued viability of businesses in Western Australia and to help small businesses in particular to manage cash flow and administrative costs, it is important that local governments make timely payments to suppliers. In some instances, slow payments may impact the ability of suppliers to meet subsequent orders.

Due to the variety of factors affecting the circumstances under which local governments and their suppliers operate, we did not expect to find identical payment practices across the local governments included in our audit. Local government regulations do not specify payment timeframes and during this audit we have not regarded a particular payment period as the ideal. Rather, we have had regard mainly to the policies and practices of the sampled local governments and the payment terms of their suppliers. This audit therefore required significant judgement when identifying and investigating the timeliness of payments.

Conclusion

Most payments were made in a timely manner. However, 7 local governments did not have formal payment policies and practices that addressed the need to pay on time, which led to inconsistency in how quickly payments were made. For the 3 local governments with timely payment policies, 15% of payments were outside the timeframes in the policies without a valid reason.

What we did

The focus of the audit was to assess whether 10 sampled local governments were making payments to suppliers on a timely basis in accordance with better practice.

We assessed the policies and practices over an 11-month period from 1 January to 30 November 2017, using the following lines of inquiry:

1. Have local governments developed procedures and controls for ensuring that payments are made on a timely basis?
2. Are suppliers being paid on a timely basis?

We audited 600 transactions across 10 local governments with a total value of $68.9 million. Where payments were not made in accordance with policies and procedures or suppliers' terms, we considered whether there were valid reasons for delays.

We conducted this audit under section 18 of the *Auditor General Act 2006* and in accordance with Australian Auditing and Assurance Standards. The approximate cost of undertaking this audit was $170,000.

Local governments included in our audit

Focus area audits assess local governments against common business practices to identify good practices and control weaknesses and exposures so that local governments, including those not audited, can evaluate their own performance.

When deciding which local governments to include in this audit we aimed for a mix of different size local governments from diverse locations with varying budgets, resourcing and purchasing requirements. This allowed us to identify potential issues, better practice examples and improvement opportunities that are likely to be applicable across the broader local government sector. We included the following local governments in this audit:

Local government	Number of transactions 1 January – 30 November 2017	Value of transactions 1 January – 30 November 2017
City of Armadale	20,723	$77,888,825
Shire of Bruce Rock	1,642	$6,333,914
City of Cockburn	20,981	$114,500,102
Shire of Cunderdin	2,774	$6,171,374
Shire of Kellerberrin	1,489	$7,929,003
Shire of Kojonup	2,977	$8,596,354
Shire of Merredin	3,976	$8,075,895
City of Swan	27,650	$123,501,738
Shire of Tammin	970	$2,634,177
Shire of York	1,974	$9,229,998
Total	**85,156**	**$364,861,380**

Table 1: Volume and value of transactions

What did we find?

Only 3 local governments had policies and procedures that addressed timely payment of suppliers

Good policies and procedures provide essential guidance for staff to manage payments in accordance with management's expectations and the needs of suppliers. They should specify timelines and where appropriate, circumstances where alternate timelines may be acceptable.

Only 3 metropolitan local governments in our sample had policies or procedures that addressed the timely payment of suppliers. Two of these required payment within 30 days, with the other requiring payment by the end of the month after the invoice is received. For these 3 local governments 15% of payments did not comply with their policies and procedures.

To enable management to monitor any payment delays it is important to record the dates when goods or services and the invoice are received. While 6 of the 10 local governments were recording on the invoices the date that they were received, only the cities of Cockburn and Swan were recording the date that goods and services were received in their financial system to enable effective monitoring.

For our audit, where the local government had not recorded the date of receipt, we have assumed that the invoice was received 3 days after the date on the invoice.

At 4 local governments there was no documented evidence that someone had checked that goods and services were received prior to payment. Invoices were approved and it is possible that someone checked whether goods or services were received as part of this approval. Some local governments advised that their 'OK to Pay' stamp implied that goods or services were received, however, we consider that an explicit signoff for receipt is better practice.

For 13% of payments there was no valid reason why payments were later than supplier requirements or management policy/procedures

Delays in paying invoices adversely affects the cashflow of suppliers. It may also result in late payment fees although we did not find any instances in this audit.

Figure 1 shows the timing of all payments by number of days and by value including those with valid reasons and no reason for delays. This table shows that most payments were made within 32 days.

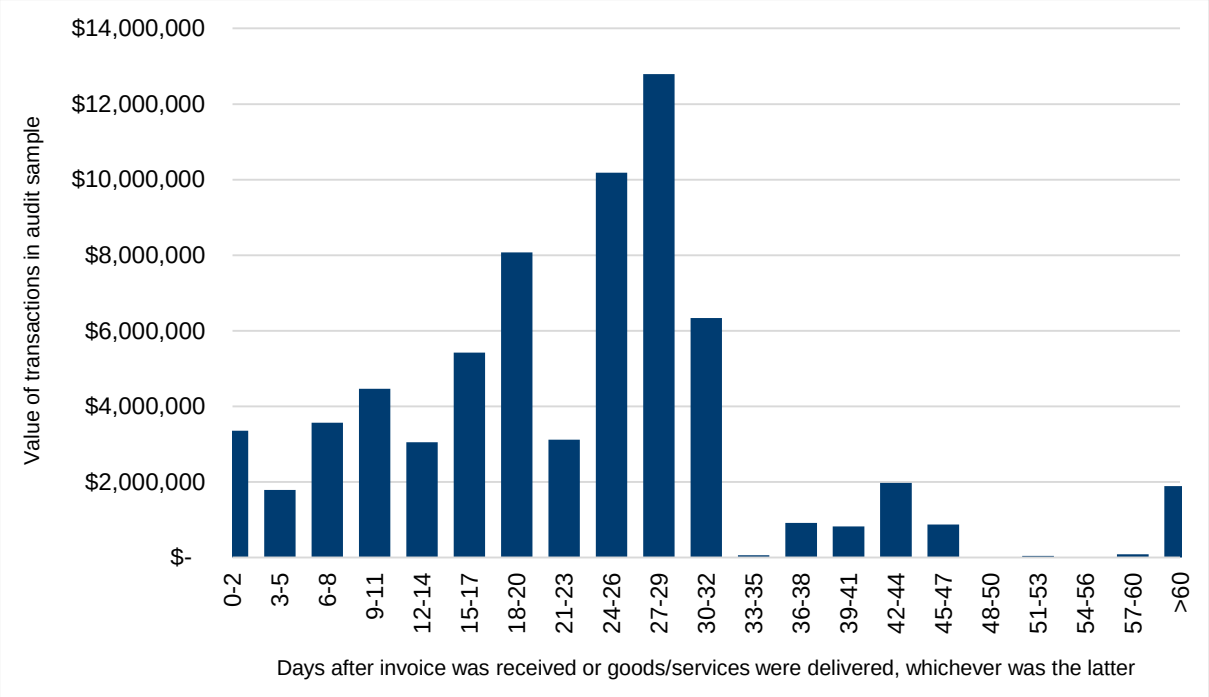

Figure 1: Timeline of all payments in our sample

The largest late payment to a state government agency with no valid reason was for $5.2 million, paid 31 days after receipt of the invoice. This was 1 day later than the local government's policy. The largest late payment to a private sector supplier was $1.4 million, paid 29 days later than the local government's policy.

The longest overdue payment, relating to the purchase of gym equipment, was paid 154 days after the invoice. There was no valid reason for the delay.

We regarded payments that, for no valid reason, did not meet supplier requirements or the local government's own policies and procedures and were also later than 30 days to be of particular concern. There were 75 payments (13%) which were paid later than 30 days and were either outside of the suppliers' terms or the local government's policy, split as shown in Figure 2.

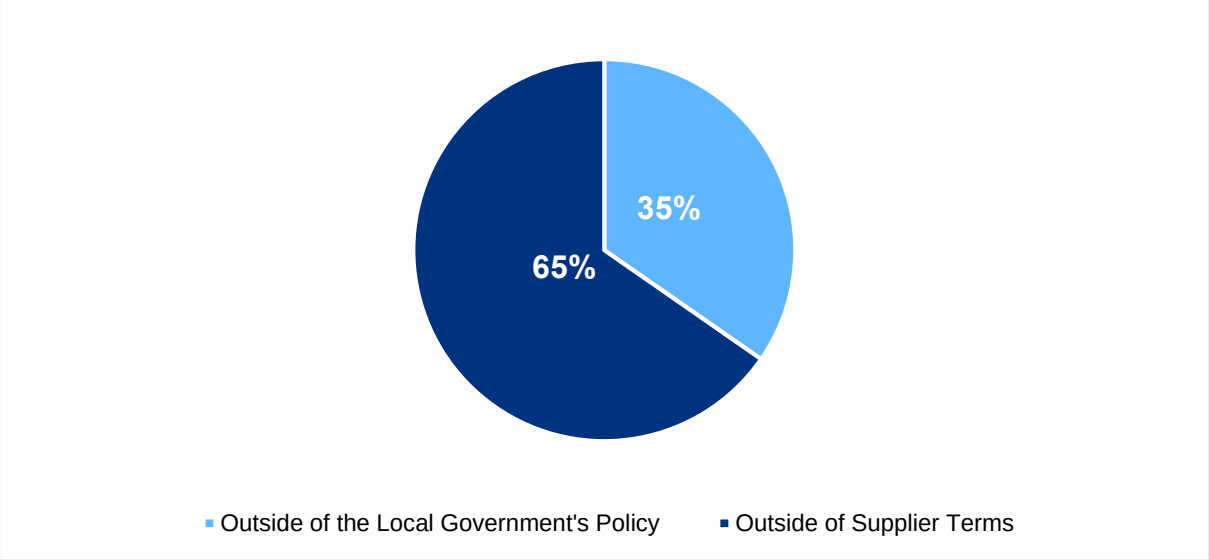

Figure 2: Analysis of payments later than 30 days without a valid reason

Figures 3 and 4 provide a breakdown of the main reasons for delays in paying invoices. Valid reasons for delays included:

- goods and services were received after the invoice was received
- dispute with the supplier
- delay in the supplier sending the invoice.

The main reasons for delays that we considered avoidable were:

- some larger local governments experienced internal delays in submitting invoices to the finance area for payment
- delays in processing payments in the finance area
- unable to provide an explanation for the delay
- misplaced or lost invoice.

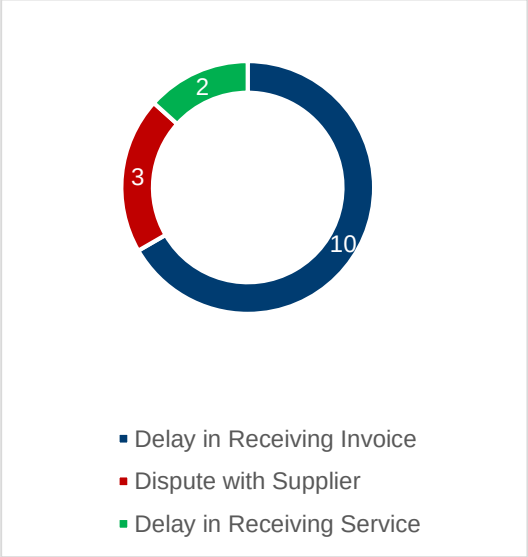

Figure 3: Valid reasons for delays

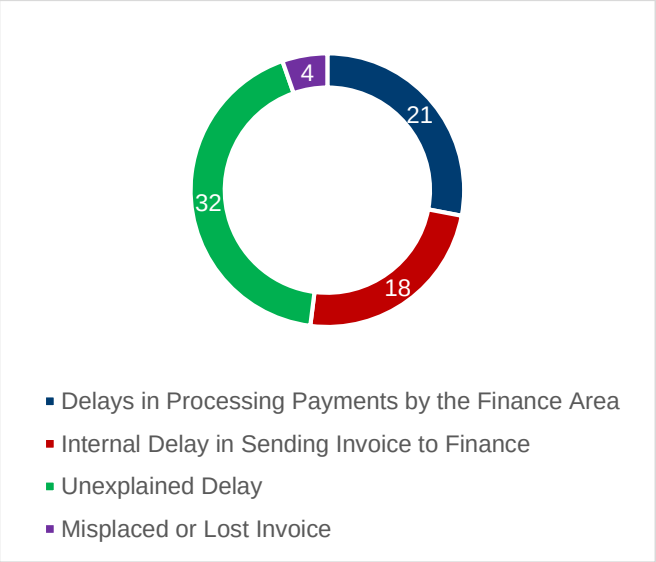

Figure 4: Invalid reasons for delays

Recommendations

Local governments should:

1. **have policies or procedures that clearly require payment of invoices within specified periods after receiving the invoice or after the receipt of goods and services (whichever is later)**
2. **ensure they improve administrative processes so that all payments are made in accordance with their policies and procedures**
3. **improve recordkeeping to ensure that for all payments there are records of the date that the invoice and goods or services were received. Ideally, this information should be recorded in the financial information management system and used as a key date for determining when payments should be made.**

Response from local governments

Local governments in our sample generally accepted the recommendations and confirmed that, where relevant, they have either amended policies, procedures or administrative systems or will improve practices for managing timely payments.

Auditor General's reports

Report number	2018 reports	Date tabled
11	WA Schools Public Private Partnership Project	13 June 2018
10	Opinions on Ministerial Notifications	24 May 2018
9	Management of the State Art Collection	17 May 2018
8	Management of Salinity	16 May 2018
7	Controls Over Corporate Credit Cards	8 May 2018
6	Audit Results Report – Annual 2017 Financial Audits and Management of Contract Extensions and Variations	8 May 2018
5	Confiscation of the Proceeds of Crime	3 May 2018
4	Opinions on Ministerial Notifications	11 April 2018
3	Opinion on Ministerial Notification	21 March 2018
2	Agency Gift Registers	15 March 2018
1	Opinions on Ministerial Notifications	22 February 2018

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TOWN OF EAST FREMANTLE

2.1.8 Corporate Credit Card

Type:	Corporate Services – Financial Management
Legislation:	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Functions and General) Regulations 1996
Delegation:	
Other Related Document:	Purchasing Policy 2.1.3 Supplier Payments Policy 2.1.6 Corporate Credit Card Procedures (PRO2.1.8) Request to use Town Credit Card Credit Card Acquittal

Policy Statement

This Policy, which is **mandatory**, allows the CEO to pay for expenditure, incurred in carrying out the ordinary course of business for the Town of East Fremantle, via the use of a Corporate Credit Card.

Policy Scope

This Corporate Credit Card Policy outlines the manner in which the corporate credit card can be used and provides clear guidance and responsibilities of the card users and ensures protection of the Town of East Fremantle's funds. This policy should be read in conjunction with section 6.5 of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, specifically:

- regulation 5, which specifies the CEO's duties as to financial management
- regulation 11, which specifies that procedures are to be made for the correct authorisation and payment of accounts, and
- regulation 13, which specifies that a list of payments made is required to be presented at ordinary council meetings.

Local Government (Functions and General) Regulations 1996 are also complied with in relation to adhering to the Town of East Fremantle's Purchasing Policy *(Regulation 11A)*.

A purchase order is not required when a corporate credit card is used. However, in order to adhere to the *Local Government Act* and *Regulations,* a *Request to Use Town Credit Card* form must be completed by staff members who are not cardholders. This form ensures that the expenditure is duly authorised, that a valid tax invoice is obtained, is within budget and the nominated general ledger account to be charged is correct. A reason must also be given as to why a purchase order has not been raised.

As the cardholders ~~are part of the Executive Management Team of the Town of East Fremantle, and~~ individual credit card limits are below their delegated purchasing authority limits, expenditure incurred via credit card is therefore in accordance with appropriate delegated authority.

Each month the cardholder is required to prepare a *Credit Card Acquittal* form. The acquittal ensures that the expenditure is duly authorised, valid tax invoices/receipts are attached, is within budget and the nominated general ledger account to be charged is correct.

Each month a listing of payments made via Corporate Credit Cards is required to be presented to Council for approval.

Policy

Eligibility

The provision of a Corporate Credit Card is a facility offered by Council to Management occupying certain positions which must be authorised by the CEO.

If a staff member is not an authorised cardholder and requires the use of a Corporate Credit Card for purchasing purposes, the staff member, on approval from their Manager, is required to complete a *Request to Use Town Credit Card* form, ~~(held with the Finance Officer or Customer Service Officer)~~ (located on the Town's internal shared I:\ drive) which includes showing the applicable general ledger account and IE code of the purchase. Once completed, the staff member must obtain the signature of the credit cardholder. Once authorised, the staff member can complete the purchase.

Guidelines for credit card usage

- The card must be used for Council business expenditure only. The monthly limit assigned to each cardholder ~~is $5,000 and the~~ varies from $500 to $8,000, the cardholder must ensure there are sufficient funds in the budget prior to usage;
- The card must not be used for personal use;
- The card must not be used for the withdrawal of cash through any facility, whether it is a Bank, ATM or EFTPOS facility;
- The card must not be used by officers' other than the cardholder, unless the cardholder has given prior approval on the Credit Card Request form~~, held by the Finance Officer~~;
- The card must not be used for fuel purchases in instances where the cardholder has a Fuel Card facility available;
- The cardholder must obtain all tax invoices and/or receipts from the Supplier and maintain any other records of their transactions to facilitate the reconciliation and costing of transactions for that card. These invoices/receipts must be handed to the Finance Officer as soon as they are received from the ~~Creditor~~ Supplier;
- The cardholder must practice due diligence and strict care to maintain the security of their card, ensuring that it is kept in their possession at all times;
- The card must be returned to the Manager Finance~~ and Administration~~, prior to leave periods in excess of four weeks. The card must also be returned if the cardholder is reassigned to a new position where the use is not required or where their employment is terminated;
- Cards must not be used to obtain personal rewards such as frequent flyer points or any other rewards, including flight point awards;
- The card shall not be used for payment of fines, for example a parking or a speeding offence which was incurred whilst on Council business;
- If ~~No~~ direct debits are to be ~~utilised~~utilised ~~;~~the direct debit will be recorded in the Direct Debit Register Maintained by the Manager Finance ~~and Administration~~ and approved by the Executive Manager Corporate Services.
- The card should only be used in limited circumstances when a ~~Creditor~~ Supplier will not accept payment via EFT or cheque, otherwise a purchase order must be raised and the ~~Creditor~~ Supplier paid in accordance with the Towns Supplier Payments Policy.
- The card is permitted to be used when payment is expected COD.
- No "tips" shall be paid using a Corporate Credit Card.
- Purchases through the internet should be restricted to trusted, secure sites.

Where an inappropriate expense occurs

Where an inappropriate expenditure occurs, the value of the expenditure shall be recovered from the cardholder. Should there be an accidental contravention, the Manager of Finance ~~and Administration~~ is to be notified and the Council reimbursed immediately.

Formal acknowledgement of procedure conditions

~~Managers~~ Staff issued with Corporate Credit Cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution.

All Corporate Credit Cardholders are to acknowledge receipt of their corporate credit card by signing a *Corporate Credit Card Acknowledgment and Conditions of Use* form (attachment A).

All Corporate Credit Cards issued will be recorded on the Credit Cardholders Personnel file. (Human Resources)

Cardholder responsibilities

Cardholders are required to abide by the Town's internal procedures as follows:

- The Corporate Credit Card must be signed with the cardholder's signature immediately upon receipt;
- Cardholders are to ensure that the proposed transactions will not cause the credit limit to be exceeded;
- A compliant Tax Invoice/receipt must be obtained for all purchases and lodged with the Finance Officer~~;~~,
- Should a cardholder fail to obtain a Tax Invoice or receipt, they must make all reasonable attempts to obtain a copy. If they cannot obtain a copy, the cardholder will be required to immediately lodge a written explanation advising as to the reason. If the expenditure is greater than $50, the cardholder will be required to complete a statutory declaration;
- Tax invoices must be authorised with a Council stamp showing the general ledger account number, IE code, description of the purchase and the cardholder's signature; and
- The banks Credit Card Monthly Statements will be issued to the cardholders for review and signatory (must be returned within one business day) and for approval by the CEO.

Each month the cardholder is required to prepare a *Credit Card Acquittal* form. The acquittal ensures that the expenditure is duly authorised, valid tax invoices/receipts are attached, is within budget and the nominated general ledger account to be charged is correct.

Repeat failure to acquit monthly statements in a timely manner may result in the Corporate Credit Card being cancelled.

Where cardholders fail to fulfil the above requirements, the CEO may cancel the card and revoke purchasing delegations.

Procedure for lost, stolen or damaged cards

Cardholders are personally responsible and accountable for the safe custody of the issued card. Cardholders must:

- keep the Corporate Credit Card with them at all times. This will ensure the card is secure at all

times to safeguard against theft or loss;

- report the loss or theft of a card to the supplying bank immediately in accordance with the bank's terms and conditions, and notify the Manager Finance~~ and Administration~~;
- not disclose or carry with the card any PIN that has been issued with the card.

Procedures for cessation of employment

Upon cessation of employment with the Town, the cardholder must ensure that:

- all outstanding transactions are cleared and properly accounted for;
- the card is returned to the Manager Finance ~~and Administration~~ for cancellation and destruction; and
- sign off the return of the Credit Card from Human Resources.

Duties of the Finance Officer

The Finance Officer is responsible for the data entry of corporate credit card transactions into the finance system and checks the validity of all tax invoices attached to ensure that they are in accordance with ATO requirements.

Payment of Credit Card Balance

On a monthly basis the Commonwealth Bank via direct debit, draws on the Town's General Municipal Account to pay for the balance outstanding on the Corporate Credit Card.

Monthly Council Meetings - submission of payments made via credit card

Each month the Finance Officer prepares a listing of payments made by the Town of East Fremantle via credit card. The listing is reviewed by the Manager Finance~~ & Administration~~ and Executive Manager Corporate~~ and Community~~ Services and presented to Council for approval.

Record Keeping

On completion of monthly processing the Finance Officer attaches the invoices to the Credit Card Acquittal form and Credit Card Statement and files the batches sequentially in folders stored securely.

Consequences of Breaching this Policy

The policy constitutes a lawful instruction to staff members involved in administering corporate credit card transactions. Any breaches of the policy may lead to disciplinary action.

Variation to this Policy

This policy may be varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Responsible Directorate:	Finance and Administration
Reviewing Officer:	Executive Manager Corporate Services
Decision making Authority:	Council
Policy Adopted:	19/03/19
Policy Amended/Reviewed:	17~~17~~/09/21~~19~~
Next Review Date:	September 2023 ~~4.3.6~~

TOWN of EAST FREMANTLE

ATTACHMENT A

Corporate Credit Card Acknowledgment and Conditions of Use

To the CEO

I……(position)……

acknowledge receipt of a Town of East Fremantle Corporate Credit Card and acknowledge that:

1. I am aware of my responsibilities and duties as a Corporate Credit Cardholder;
2. I will only use the Corporate Credit Card within the approved financial limits and for approved purposes;
3. I am aware that transactions made with the card are subject to authorisation and audit procedures;
4. I will reimburse the Town of East Fremantle for the cost of purchases that are deemed not for the use of the Town, or Town related business;
5. I will keep the card safe from unauthorised use at all times;
6. I will return the card to the Manager ~~of Administration and~~ Finance:
   (i) on request of the CEO;
   (ii) if required by the CEO, prior to my assuming duties in another position within the Town of East Fremantle; or
   (iii) on termination of employment with the Town of East Fremantle;
   (iv) once it has been deemed by the CEO that I no longer require a Corporate Credit Card.
7. I will advise the Manager ~~Administration and~~ Finance and the Commonwealth Bank immediately if the Corporate Credit Card has been lost, mislaid, stolen or misused;
8. I am aware that when no documentation is available to support a particular transaction, I will provide a written explanation detailing the reason and detail the nature of the expense. I will also acknowledge that the expense is business related and also show the general ledger account and IE code for the purchase;
9. I will not use the Corporate Credit Card for any personal or private use;
10. I will not use the Corporate Credit Card to obtain cash;
11. I will not use the Corporate Credit Card for the purchase of fuel when I have been provided with a fuel card;
12. The card should only be used when a Supplier will not accept payment via EFT or cheque. It is to be used when payment is expected COD;
13. If~~No~~ direct debits are to be ~~utilised~~utilised, the Direct Debit will be recorded on the Direct Debit Register maintained by the Manager Finance ~~and Administration~~ and approved by the Executive Manager Corporate Services.

Corporate Cardholder's Signature……

Date……

CEO Signature……Date…….

TOWN of EAST FREMANTLE

CORPORATE CREDIT CARD USE PROCEDURE (PRO2.1.8)

1.0 OBJECTIVE

This procedure aims to create a sound framework for the use of Corporate Credit Cards and provides clear guidance and responsibilities of the card users and ensures protection of the Town's funds.

2.0 RELATED POLICIES

- Purchasing Policy (No 2.1.3)
- Corporate Credit Card Policy (No 2.1.8)

3.0 ELIGIBILITY

The provision of a Corporate Credit Card is a facility offered by Council to Management occupying certain positions which must be authorised by the CEO.

If you are not an authorised cardholder and require the use of a Corporate Credit Card for purchasing purposes, please advise your Manager and complete a Credit Card Request form, ~~(held with the Finance Officer)~~ (located on the I:\ drive) which includes showing the applicable general ledger account and IE code of the purchase. Once completed, you must obtain the signature of the credit card holder of which you are using. Once authorised, you can complete the purchase.

4.0 GUIDELINES FOR CREDIT CARD USAGE

- The card must be used for Council business expenditure only. The ~~monthly limit assigned to each card holder is $5,000 and the~~ card holder must ensure there are sufficient funds in the budget prior to usage;
- The card must not be used for personal use;
- The card must not be used for the withdrawal of cash through any facility, whether it is a Bank, ATM or EFTPOS facility;
- The card must not be used by officers' other than the cardholder, unless the cardholder has given prior approval on the Credit Card Request form;
- The card must not be used for fuel purchases in instances where the cardholder has a Fuel Card facility available;
- The cardholder must obtain all tax invoices and/or receipts from the Suppler and maintain any other records of their transactions to facilitate the reconciliation and costing of transactions for that card. These invoices/receipts must be handed to the Finance Officer as soon as they are received from the Supplier;
- The cardholder must practice due diligence and strict care to maintain the security of their card, ensuring that is kept in their possession at all times;
- The card must be returned to the Manager Finance, prior to leave periods in excess of four weeks. The card must also be returned if the cardholder is reassigned to a new position where the use is not required or where their employment is terminated;
- Cards must not be used to obtain personal rewards such as frequent flyer points or any other rewards, including flight point awards;
- The card shall not be used for payment of fines, for example a parking or a speeding offence which was incurred whilst on Council business;

- If ~~No~~ direct debits are to be ~~utilised~~utilised, the details of the Direct Debit will be recorded in the Direct Debit Register, maintained by the Manager Finance and approved by the Executive Manager Corporate Services.~~;~~
- The card should only be used when the Supplier will not accept payment via EFT or cheque. It is to be used when payment is expected COD.
- No "tips" shall be paid using a Corporate Credit Card.
- Purchases through the internet should be restricted to trusted, secure sites.

4.1 Where an Inappropriate Expense Occurs

Where an inappropriate expenditure occurs, the value of the expenditure shall be recovered from the card holder. Should there be an accidental contravention, the Manager Finance is to be notified and the Council reimbursed immediately.

5.0 FORMAL ACKNOWLEDGEMENT OF PROCEDURE CONDITIONS

Managers issued with Corporate Credit Cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All Corporate Credit Cardholders are to acknowledge receipt of the Corporate Credit Card and instructions for use. The acknowledgement will include a signed agreement to abide by all Town of East Fremantle card supplier guidelines including conditions of use (attachment A).

All Corporate Credit Cards issued will be recorded on the Credit Cardholders Personnel file. (Human Resources)

6.0 CARDHOLDER RESPONSIBILITIES

Cardholders are required to abide by the Town's internal procedures as follows:

- The Corporate Credit Card must be signed with the cardholder's signature immediately upon receipt;
- Cardholders are to ensure that the proposed transactions will not cause the credit limit to be exceeded;
- A compliant Tax Invoice/receipt must be obtained for all purchases and lodged with the Finance Officer;
- Should a cardholder fail to obtain a Tax Invoice, they must make all reasonable attempts to obtain a copy. If they cannot obtain a copy, the cardholder will be required to immediately lodge a written explanation advising as to the reason. If the expenditure is greater than $50, the cardholder will be required to submit a statutory declaration;
- Tax invoices must be authorised with a Council stamp showing the general ledger account number, IE code, description of the purchase and the card holder's signature; and
- The banks Credit Card Monthly Statements will be issued to the cardholders for review and signatory (must be returned within one business day) and also approval by the CEO.

As part of the acquittal process (as per above), the cardholder is to certify that all charges shown are correct. Repeat failure to acquit monthly statements in a timely manner may result in the Corporate Credit Card being cancelled.

Where cardholders fail to fulfil the above requirements, the CEO may cancel the card and revoke purchasing delegations

7.0 PROCEDURE FOR LOST, STOLEN OR DAMAGED CARDS

Cardholders are personally responsible and accountable for the safe custody of the issued card. Cardholders must:

- keep the Corporate Credit Card with them at all times. This will ensure the card is secure at all times to safeguard against theft or loss;
- report the loss or theft of a card to the supplying bank immediately in accordance with the bank's terms and conditions, and notify the Manager ~~Administration and~~ Finance;
- not disclose or carry with the card any PIN that has been issued with the card.

8.0 PROCEDURES FOR CESSATION OF EMPLOYMENT

Upon cessation of employment with the Town, the cardholder must ensure that:

- all outstanding transactions are cleared and properly accounted for;
- the card is returned to the Manager ~~Administration and~~ Finance for cancellation and destruction; and
- sign off the return of the Credit Card from Human Resources.

Town of East Fremantle - Operational Risk Dashboard Report October 2021

Executive Summary

Being the Town's first report under the introduced risk management framework , focus is on embedding and driving continual improvement. Future reports will continue to provide relevant insight and recommendations to assist governance activities for the Senior Management Team. It is supported by:
1. Risk Profiles for the 16 themes discussed.
2. Risk Management Policy and Procedures.

Recommendations

Embedding
1. Arrange for the attached Policy and Procedures to be endorsed and adopted appropriately.
2. Create a standard agenda for each Exec Team meeting to include the review of a risk profile (ensure coverage over an 18 month period)

Risk Profiles
1. Review and approve all initial Risk Profiles (from a Risk & Control perspective).
2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date) and ensure completion.

	Risk	Control
Providing inaccurate Advice / Information (All Ems)	Moderate	Adequate

Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.

Examples include;
-Incorrect planning, development or building advice
-Incorrect health or environmental advice
-Inconsistent messages or responses from Customer Service Staff
-Any advice that is not consistent with legislative requirements or local laws.

Current Issues / Actions / Treatments	Due Date	Responsibility
Review of Online Services	*Ongoing*	*TLCS*
FAQ - for front line staff	*Ongoing*	*EMCS/CCusS*
Implementation of Communication Engagement Plan	*Ongoing*	*CEO/MCO*
Implementation of Customer Service Improvement Program	*Ongoing*	*CEO/MCO*
Develop Annual Staff training program as part of performance review process	*Ongoing*	*HRC*
Coordinator Customer Service has initiated a review of the Complaints Handling Process including a Complaints Policy	*Ongoing*	*CCusS*

	Risk	Control
Errors, omissions & delays (All staff)	Moderate	Adequate

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;
-Human error
-Inaccurate recording, maintenance, testing or reconciliation of data.
-Inaccurate data being used for management decision-making and reporting.
-Delays in service to customers
-Inaccurate data provided to customers
This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Current Issues / Actions / Treatments	Due Date	Responsibility
Heritage Review and Municipal Heritage Inventory Review (create three new heritage precincts)	*Dec-21*	*EMRS*
Operational Information Sheets	*Jun-21*	*OM*
Delegation Review and Policies	*May-22*	*CEO*
Review of Complaints Handling process	*Underway*	*CCusS*
Monthly Customer Service Reporting	*Ongoing*	*CCusS*
Updating Delegation Register	*Ongoing*	*ALL*

Town of East Fremantle - Operational Risk Dashboard Report October 2021

	Risk	Control
Asset Sustainability practices (EMTS/EMCS)	Moderate	Adequate

Failure or reduction in service of infrastructure assets, plant, equipment or machinery.
These include fleet, buildings, roads, playgrounds, boat ramps and all other assets during their lifecycle from procurement to disposal. Areas included in the scope are;
-Inadequate design (not fit for purpose)
-Ineffective usage (down time)
-Outputs not meeting expectations
-Inadequate maintenance activities.
-Inadequate financial management and planning (capital renewal plan).
It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Current Issues / Actions / Treatments	Due Date	Responsibility
Review all asset management plans/policies	*Dec-21*	*OM/CEO*
Consultant to undertake ROMANS 2 desk top assessment (Oct) annually and every 3 years road inspection audit	*Ongoing*	*EMTS*
Develop Asset Management Plans for Parks,Ovals and Drainage	*Ongoing*	*EMTS*
Annual revaluation of assets	*Ongoing*	*EMTS*
Capture legacy issues with aged assets such as the Town's drainage infrastructure	*Ongoing*	*EMTS*
Undertake an annual inspection of assets	*Ongoing*	*EMTS*

	Risk	Control
External theft & fraud (inc. Cyber Crime) (EMCS)	Moderate	Effective

Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic), for the purposes of;
-Fraud: benefit or gain by deceit
-Malicious Damage: hacking, deleting, breaking or reducing the integrity or performance of systems
-Theft: stealing of data, assets or information

Current Issues / Actions / Treatments	Due Date	Responsibility
Ensure doors are locked at all times for the Computer Server Room and Records Room	*Ongoing*	*CCusS*
Cyber Risk Health Assessment	*Aug-21*	*EMCS*
Internal Audit Program	*Ongoing*	*EMCS*
Online learning fraud, corruption, social engineering and cyber risks	*Ongoing*	*HR*
Vulnerability Scan	*Annually*	*FOCUS*

Town of East Fremantle - Operational Risk Dashboard Report October 2021

	Risk	Control
Business & Community disruption (BCP)	Low	Effective

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Town business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).
This includes;
-Lack of (or inadequate) emergency response / business continuity plans.
-Lack of training for specific individuals or availability of appropriate emergency response.
-Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
-Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc
This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Current Issues / Actions / Treatments	Due Date	Responsibility
Business Continuity Plan and IT Disaster Recovery Plan - review annually	*Annual*	*CEO*
IT Disaster Recovery Plan - annual testing	*Annual*	*EMCS*
Internal Emergency Management Plan - review annually	*Annual*	*EHO*
Evacuation exercise to be undertaken - annual	*Annual*	*OSH Committee*
Fire alarm/extinguishers/electrical tagging - check status - annual test	*Annual*	*EHO*
Implementation of COVID safety plans as required	*Ongoing*	*BCP*

	Risk	Control
Management of Facilities / Venues / Events (All staff)	Moderate	Adequate

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;
-Inadequate procedures in place to manage quality or availability.
-Poor crowd control
-Ineffective signage
-Booking issues
-Stressful interactions with hirers / users (financial issues or not adhering to rules of use of facility)
Inadequate oversight or provision of peripheral services (eg. cleaning / maintenance)

Current Issues / Actions / Treatments	Due Date	Responsibility
Lease agreements with all tenants	*Ongoing*	*EMCS*
Develop annual playground inspection program	*Mar-22*	*EMTS*
Investigate digital access to all community buildings to replace the current key system	*Underway*	*CSIM*
Audit of Gates/padlocks for facilities	*Ongoing*	*EMCS*
Playground Condition Assessment - Annual Inspection report	*Sep-21*	*EMTS*

Town of East Fremantle - Operational Risk Dashboard Report October 2021

	Risk	Control
Failure to fulfil Compliance requirements (statutory, regulatory) (EAs)	Low	Adequate

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation. It includes (amongst others) the Local Government Act, Planning & Development Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

Current Issues / Actions / Treatments	Due Date	Responsibility
Compliance Audit Return	*Annually*	*EACEO*
Corporate Calendar	*Monthly*	*EACEO*
Develop standard operating procedures for each position	*Ongoing*	*All staff*
Review procedures manual every 12 months	*Jun-22*	*HR/Exe Managers/CEO*
Disability Access & inclusion plan	*Jun-25*	*PEHO*
Development of an Internal Audit Plan	*Nov-21*	*EMCS*
Improvement Plan - Aud Reg 17 & FMR	*Dec-22*	*CEO*
Record Keeping Plan	*Oct-22*	*EMCS*

	Risk	Control
Information Systems (EMCS)	Moderate	Effective

Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:
-Hardware or software
-Networks
-Failures of IT Vendors
This also includes where poor governance results in the breakdown of IT maintenance such as;
-Configuration management
-Performance monitoring
The Office of the Auditor General recently performed a General Computer Control Audit of the Town of East Fremantle (July 2019). The following is a summary of the audit methodology:
Scope: the audit focused on:
•Policies and procedures – The entity should ensure that they have appropriate policies and procedures in place for key areas such as IT risk management, information security, business continuity and change control.
•Management of IT risks - The entity need to ensure that IT risks are identified, assessed and treated within appropriate timeframes and that these practices become a core part of business activities.
•Information security - The entity should ensure good security practices are implemented, up-to-date and regularly tested and enforced for key computer systems. Agencies must conduct ongoing reviews for user access to systems to ensure they are appropriate at all times.
•Business continuity - The entity should have a business continuity plan, a disaster recovery plan and an incident response plan. These plans should be tested on a periodic basis.
•Change control - change control processes should be well developed and consistently followed for changes to computer systems. All changes should be subject to thorough planning and impact assessment to minimise the likelihood of problems. Change control documentation should be current, and approved changes formally tracked.
•Physical security – The entity should develop and implement physical and environmental control mechanisms to prevent unauthorised access or accidental damage to computing infrastructure and systems.

Current Issues / Actions / Treatments	Due Date	Responsibility
The Town to review and update The Information Technology Policy to appropriately address all relevant areas of Information security	*Completed*	*EMCS*
The Town to establish an appropriate information security awareness program to make sure individuals are aware of the Town's Information Security Policy, risks and personal requirements for protecting information	*Aug-21*	*EMCS*
The Town to document and implement an appropriate vulnerability management process. This process should ensure all relevant known software and security vulnerabilities are identified. These vulnerabilities along with remediation to address them should be appropriately assessed and tested. Following successful testing the relevant actions and updates should be applied to the IT Systems within a timely manner.	*Yearly 01/09/2022*	*EMCS*
The Town to implement an appropriate process to securely manage and configure network devices	*Completed*	*EMCS*
Server replacement/cloud assessment	*Nov-21*	*EMCS*

Town of East Fremantle - Operational Risk Dashboard Report October 2021

	Risk	Control
Document Management processes (RO)	Low	Adequate

Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation. This includes:
-Contact lists.
-Procedural documents, personnel files, complaints.
-Applications, proposals or documents.
-Contracts.
-Forms or requests.

Current Issues / Actions / Treatments	Due Date	Responsibility
Undertake additional record training for all staff	*Ongoing*	*HRC*
Fully utilise Synergy	*Ongoing*	*CSIM*
Establish file sentencing structure for Y Drive, migrate records into EDRMS and disable File Server	*Jun-22*	*CSIM*
Assess full digitisation of Town Records and Update Record Keeping Plan accordingly	*TBD*	*CSIM*
Implementation of Project Plan for Names and Address Database	*Ongoing*	*CSIM/CCusC/RO*
Implementation of Agenda and Minutes System	*Nov-21*	*CEOEA/CRS/CCS*
Control Document Solution	*Nov-21*	*CEOEA/CRS/CCS*
Prepare a project plan for SharePoint Online with a view of replacing the EDRMS in Synergy Soft	*TBD*	*EMCS/CCS*

	Risk	Control
Misconduct (CEO)	Low	Adequate

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:
-Relevant authorisations not obtained.
-Distributing confidential information.
-Accessing systems and / or applications without correct authority to do so.
-Misrepresenting data in reports.
-Theft by an employee
-Inappropriate use of plant, equipment or machinery
-Inappropriate use of social media.
-Inappropriate behaviour at work.
-Purposeful sabotage
This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays, or Inaccurate Advice / Information.

Current Issues / Actions / Treatments	Due Date	Responsibility
Internal Policy & Procedures	*Ongoing*	*HRC*
Annual Licence Checks (develop form)	*Ongoing*	*HRC*
Staff to complete Online Learning Module on Public Interest Disclosure and Whistle Blower Policy, Fraud and Corruption Awareness, Accountable and Ethical Decision Making and Discrimination and EEO.	*Ongoing*	*HRC*
Deployment of relevant policies and Code of Conduct via Definitiv	*Ongoing*	*HRC*

Town of East Fremantle - Operational Risk Dashboard Report October 2021

	Risk	Control
Employment practices (CEO/HRC)	Low	Adequate

Failure to effectively recruit, manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).
This includes:
-Not having appropriately qualified or experienced people in the right roles.
-Insufficient staff numbers to achieve objectives.
-Breaching employee regulations.
-Discrimination, harassment & bullying in the workplace.
-Poor employee wellbeing (causing stress).
-Key person dependencies without effective succession planning in place.
-Industrial activity.

Current Issues / Actions / Treatments	Due Date	Responsibility
Embed Town Values	*Ongoing*	
Develop an Organisational Development and Training Plan	*Ongoing*	
Introduce new Online Learning & Induction Platform (LEARN RITE)	*Ongoing*	*HRC*
Annual Review of Workforce Plan	*Annual*	*HRC*
Review of CHSP	*Nov-21*	*EMCS*
Finalisation of Code of Conduct	*Aug-21*	*EACEO*

	Risk	Control
Project / Change management (All staff)	High	Adequate

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes. This includes:
-Inadequate change management framework to manage and monitor change activities.
-Inadequate understanding of the impact of project change on the business.
-Failures in the transition of projects into standard operations.
-Failure to implement new systems
-Inadequate handover process
This does not include new plant & equipment purchases. Refer "Inadequate Asset Sustainability Practices"

Current Issues / Actions / Treatments	Due Date	Responsibility
Project/Change Management Training	*Commenced*	*HRC*
Development of PM Framework	*Commenced*	*CEO*
Development of PM Workbook	*Commenced*	*All Managers*

Town of East Fremantle - Operational Risk Dashboard Report October 2021

	Risk	Control
Engagement practices (CCE/CMO)	**Moderate**	**Adequate**

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so. For example;
-Following up on any access & inclusion issues.
-Infrastructure Projects.-
-Local planning initiatives.
-Strategic planning initiatives
This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events

Current Issues / Actions / Treatments	Due Date	Responsibility
Implementation of Community Engagement Calendar	*Ongoing*	*CCE/CMO*
Support staff with the preparation of Community Engagement Plans	*Ongoing*	*CCE/CMO*
Monthly Communication Engagement meetings	*Ongoing*	*CCE/CMO*

	Risk	Control
Safety and Security practices (OSH Committee)	**Moderate**	**Adequate**

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards.
It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:
negligence or carelessness.

Current Issues / Actions / Treatments	Due Date	Responsibility
Updated OHS management framework	*Ongoing*	*OSH Committee*
Update Annual OSH Action Plan	*Jul-22*	*OSH Committee*
Staff Training Register	*Ongoing*	*HRC*
Review of safework method statements and regular staff inductions	*Ongoing*	*HRC*
WHS Training	*Ongoing*	*OSH Committee*
Volunteer Management Framework	*Annually*	*CHSP Coordinator*
Contractor Management Framework	*Annually*	*SI&A*

Town of East Fremantle - Operational Risk Dashboard Report October 2021

	Risk	Control
Environment management (SO/EHO)	**Moderate**	**Adequate**

Inadequate prevention, identification, enforcement and management of environmental issues.
The scope includes;
- Lack of adequate planning and management of foreshore erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations)- former sites
- Weed & mosquito / Vector control.
- Removal, damage to trees in the public domain
- Illegal dumping.
- Microbiological water quality

Current Issues / Actions / Treatments	Due Date	Responsibility
Implementation of Weed Management Plans (Foreshore Management/Neirgarup Track)	*Dec-22*	*EMTS*
Develop a foreshore/river erosion management plan (environmental project)	*Dec-22*	*EHO*
Annual River Wall inspection program	*Dec-21*	*OM*
Jerrat Drive foreshore - Develop Rehabilitation Plan in conjunction with key stakeholders - Subject to external funding	*Dec-22*	*SO/EHO*
Development of a Climate Action Plan	*Dec-21*	*SO/EHO*
Sustainability Projects	*Ongoing*	*SO/EHO*
Coastal Hazard Risk Management and Adaptation Plan (funding granted $48,000)	*Oct-21*	*SO/EHO*
Urban Forest Program - WALGA Funding	*Oct-21*	*SO/EHO*

	Risk	Control
Supplier / Contract management (All Managers)	**Moderate**	**Adequate**

Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:
• Concentration issues (contracts awarded to one supplier)
• Vendor sustainability

Current Issues / Actions / Treatments	Due Date	Responsibility
Prepare RFQ Road Sweeping	*Dec-21*	*EMTS*
Prepare RFQ Electrical Services	*Dec-21*	*EMTS*
Prepare RFQ/RFT Annual Parks and Gardens Maintenance Program ie Weedspraying, fertilising…	*Dec-21*	*EMTS*
Review existing purchasing practices - ie No. contracts	*Ongoing*	*EMTS/EMCS*
Develop procurement handbook including templates for all RFQs/RFTs	*Ongoing*	*EMCS/CSIM*
Prepare RFQ Managed ICT Services	*Nov-21*	*EMCS*
Ensure that Contract and Tender Register is up to date and meets statutory requirement	*Ongoing*	*MF/CSIM*

Town of East Fremantle
Strategic Risk Dashboard

East Fremantle Oval Precinct Project (CEO)

	Extreme	High
	High	Adequate

Inability to deliver the redevelopment of East Fremantle Oval Precinct project within an acceptable timeframe, within budget and meeting community expectations.

Current Actions	Due Date	
Department Approval	*Completed*	*EMS*
Appointment of positions	*Completed*	*CEO*
Negotiation of Funding Agreement with State Government	*Nov-21*	*CEO*
Project Risk Workshop	*Dec-21*	*CEO*
Secure additional Federal Funding or alternatively reduce the scope of works	*Jun 21 - Mar 22*	*CEO*

Inadequate provision of facilities or services (Ems)

	Extreme	High
	Moderate	Adequate

Inability to continually provide and adapt services to meet community needs. Our capacity to provide facilities does not meet the growing demand.

Current Actions	Due Date	
Implementation of Preston Point Master Plan	*Ongoing*	*Exec Managers*
Complete liability assessment for Camp Waller	*Completed*	*Exec Managers*
Complete site plan for Camp Waller	*Completed*	*Exec Managers*
Consultation Community Strategic Plan	*Annually*	*Exec Managers*
Bi-annual Community Survey	*Jun-22*	*Exec Managers*

Stakeholder Engagement (Reputation) (CCE/CMO/TLCS)

	High	High
	High	Adequate

Loss of the Town's reputation due to the inability to manage stakeholders' perception. This focusses on residential and commercial stakeholders who either live in, operate a business or use the Town's facilities.

Current Actions	Due Date	Responsibility
Refresh staff awareness of Community Engagement Plan & Corporate Branding Framework	*Ongoing*	*PC*
Facilitation of community information sessions	*Ongoing*	*Exec Managers*
Review and implement appropriate outcomes from the Technical Levels of Service Review	*Dec-21*	*Services Manager*
Configure service types within the Customer Service Module	*Ongoing*	*TLCS*

Waste Recycling (Sustainability Officer)

	Risk Ratings		Risk Factors	
	Inherent	High	Influence	High
	Residual	Moderate	Controls	Adequate

Inability to meet State Government recycling rates.
Failure of Waste Energy Facility (Avertas) to be operational within agreed time frames

Current Actions	Due Date	Responsibility
Ensure SMRC are meeting residual targets ie State Waste Strategy	*Ongoing*	*Sustainability Officer*
Ongoing review of SMRC's performance	*Ongoing*	*CEO/EMCS/EMTS*

Strategic Planning (EMRS)

	Risk Ratings		Risk Factors	
	Inherent	Extreme	Influence	High
	Residual	Moderate	Controls	Adequate

Inadequate or failed strategic development activity. Inadequate/failed community engagement

Current Actions	Due Date	Responsibility
Finalised Local Planning Strategy and submitted to WAPC	*Jun-22*	*EMRS*
Review Local Planning Scheme	*Jul-23*	*EMRS*
Public Advertising of Local Planning Strategy	*Nov-21*	*EMRS*
Submit Amendment 17 to July OCM for final endorsement	*Completed*	*EMRS*

TOWN OF EAST FREMANTLE

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 October 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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` MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2021

EXECUTIVE SUMMARY

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	$5.97 M	$6.93 M	$0.96 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$8.32 M	% of total
Unrestricted Cash	$6.88 M	82.7%
Restricted Cash	$1.44 M	17.3%

Refer to Note 3 - Cash and Investments

Payables

	$82.3 K	% Outstanding
Trade Payables		
0 to 30 Days	$82.3 K	100.0%
30 to 60 Days	$0.0 K	0.0%
Over 60 Days	$0.0 K	0.0%

Receivables

	$2,657.0 K	% Collected
Rates Receivable	$2,528.5 K	74.98%
Trade Receivable	$56.6 K	% Outstanding
30 to 90 Days	$43.4 K	38.07%
Over 90 Days	$13.2 K	61.93%
Infringements	$61.8 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	$6.30 M	$6.69 M	$0.38 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$8.29 M	% Variance
YTD Budget	$8.28 M	0.1%

Refer to Statement of Financial Activity

Operating Grants and Contributions

YTD Actual	$0.44 M	% Variance
YTD Budget	$0.43 M	3.1%

Refer to Statement of Financial Activity

Fees and Charges

YTD Actual	$0.60 M	% Variance
YTD Budget	$0.68 M	(11.0%)

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)	($0.75 M)	($0.15 M)	$0.60 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.24 M	0.0%

Refer to Note 6 - Disposal of Assets

Asset Acquisition

YTD Actual	($0.15 M)	% Spent
Adopted Budget	($16.56 M)	0.9%

Refer to Statement of Financial Activity

Capital Grants

YTD Actual	$0.00 M	% Received
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	$1.7 K
Principal due	$0.23 M

Reserves

Reserves balance	$1.12 M
Interest earned	$0.3 K

Refer to Note 5 - Cash Backed Reserves

Preparation

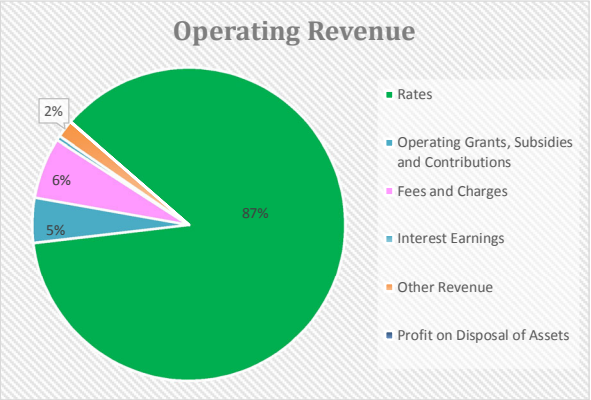
Prepared by: Sam Dolzadelli

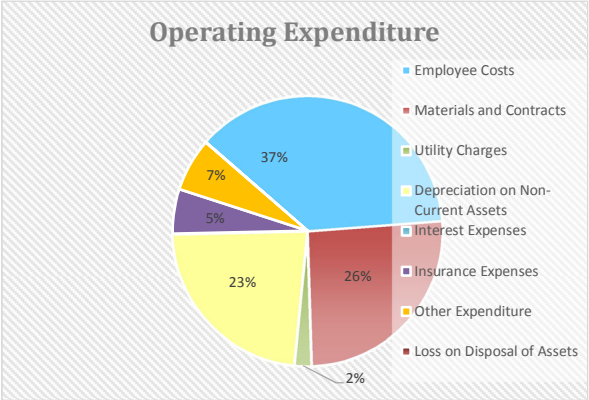
Reviewed by: Peter Kocian

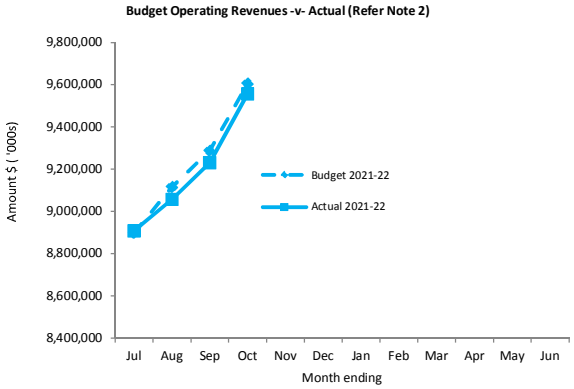
Date Prepared: 4/11/2021

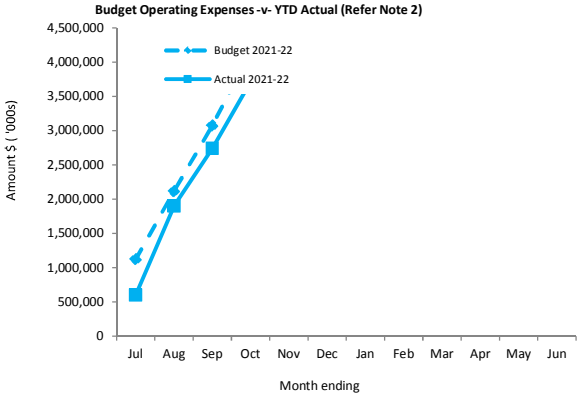
This information is to be read in conjunction with the accompanying Financial Statements and notes.

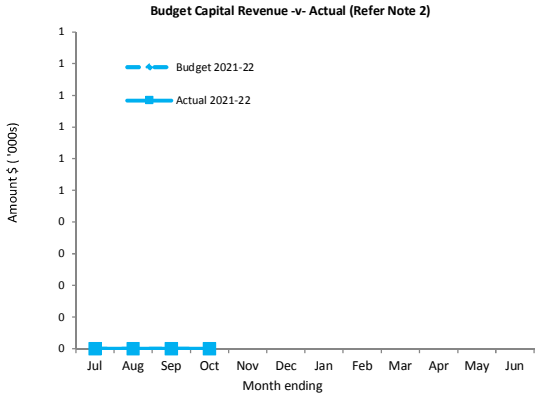
Town of East Fremantle
Information Summary
For the Period Ended 31 October 2021

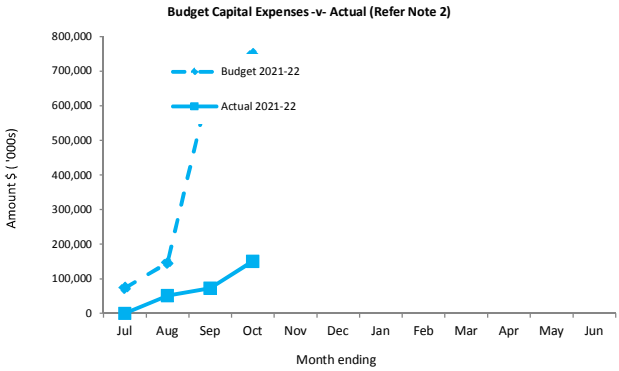


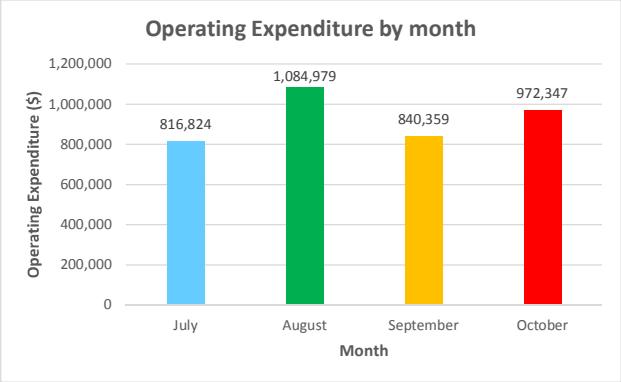


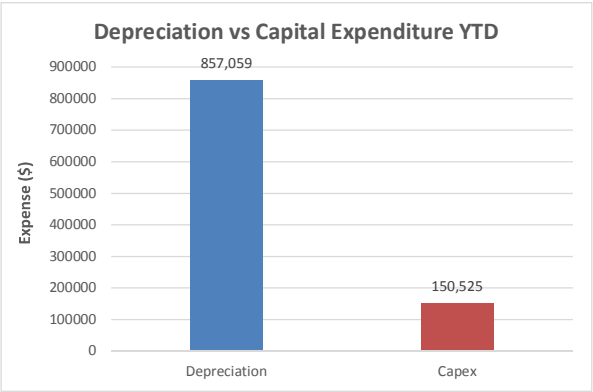






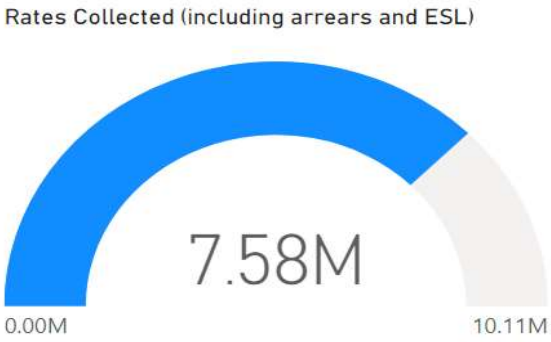


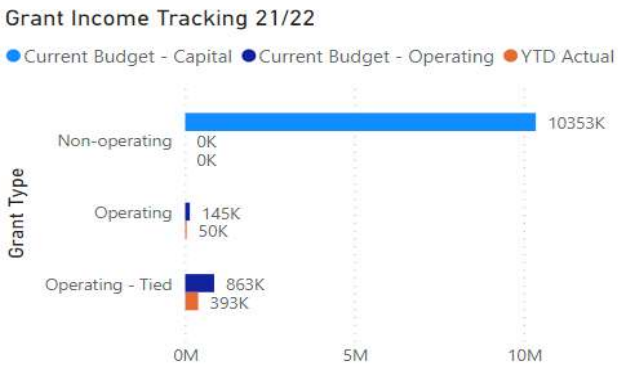


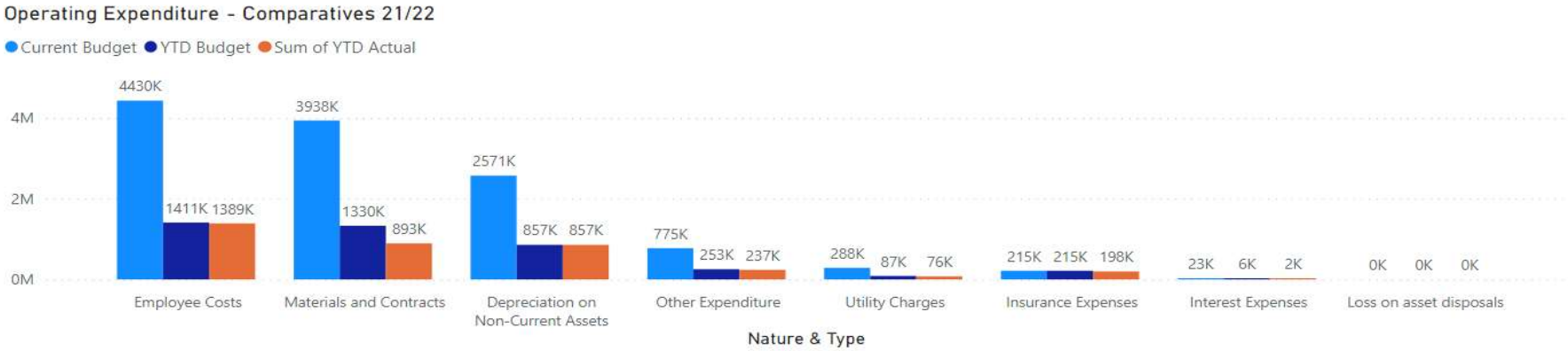


This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Town of East Fremantle
Dashboard
For the period ended 31 October 2021







TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 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	1,667	16,957	15,290	917%	▲
General Purpose Funding - Rates	9	8,289,211	8,289,211	8,299,919	8,283,919	8,292,825	8,906	0%	
General Purpose Funding - Other		308,828	308,828	308,828	142,540	119,927	(22,613)	(16%)	▼
Law, Order and Public Safety		27,000	27,000	27,000	14,000	17,221	3,221	23%	
Health		36,420	36,420	36,420	12,718	15,093	2,375	19%	
Education and Welfare		799,290	799,290	810,290	357,206	348,237	(8,969)	(3%)	
Housing		78,500	78,500	78,500	26,167	29,511	3,344	13%	
Community Amenities		247,835	247,835	227,835	128,167	131,635	3,468	3%	
Recreation and Culture		527,552	527,552	571,700	318,020	287,821	(30,199)	(9%)	
Transport		493,060	493,060	494,055	264,588	232,174	(32,414)	(12%)	▼
Economic Services		130,000	130,000	130,000	43,333	24,858	(18,475)	(43%)	▼
Other Property and Services		59,339	59,339	59,339	13,833	40,843	27,010	195%	▲
		11,022,229	**11,022,229**	**11,069,080**	**9,606,158**	**9,557,102**			
Expenditure from operating activities									
Governance		(1,308,739)	(1,308,739)	(1,289,239)	(518,798)	(489,236)	29,562	6%	
General Purpose Funding		(134,050)	(134,050)	(134,050)	(44,683)	(37,660)	7,023	16%	
Law, Order and Public Safety		(192,744)	(192,744)	(192,744)	(72,163)	(63,835)	8,328	12%	
Health		(210,931)	(210,931)	(232,931)	(76,713)	(69,581)	7,132	9%	
Education and Welfare		(1,160,391)	(1,160,391)	(1,160,391)	(392,930)	(366,565)	26,365	7%	
Housing		(40,650)	(40,650)	(40,650)	(14,364)	(16,739)	(2,375)	(17%)	
Community Amenities		(3,010,434)	(3,010,434)	(3,010,434)	(973,395)	(807,020)	166,375	17%	▲
Recreation and Culture		(2,954,981)	(2,954,981)	(3,009,481)	(1,010,289)	(794,736)	215,553	21%	▲
Transport		(2,847,092)	(2,847,092)	(2,847,092)	(912,360)	(859,080)	53,280	6%	
Economic Services		(156,050)	(156,050)	(156,050)	(52,017)	(34,405)	17,612	34%	▲
Other Property and Services		(178,511)	(178,511)	(166,511)	(90,874)	(175,840)	(84,966)	(93%)	▼
		(12,194,573)	**(12,194,573)**	**(12,239,573)**	**(4,158,586)**	**(3,714,697)**			
Operating activities excluded from budget									
Add back Depreciation		2,571,177	2,571,177	2,571,177	857,059	857,059	0	0%	
Adjust (Profit)/Loss on Asset Disposal	8	(148,940)	(148,940)	(148,940)	0	0	0		
Movement in accrued income (non-current)		0	0	0	0	(12,813)			
		2,422,237	**2,422,237**	**2,422,237**	**857,059**	**844,246**	**0**	(1%)	
Amount attributable to operating activities		**1,249,893**	**1,249,893**	**1,251,744**	**6,304,631**	**6,686,651**			
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)	(525,733)	(67,284)	458,449	87%	▲
Purchase and Construction of Infrastructure		(765,064)	(765,064)	(829,064)	(223,657)	(83,241)	140,416	63%	▲
Amount attributable to investing activities		**(5,937,142)**	**(5,937,142)**	**(5,965,910)**	**(749,390)**	**(150,525)**			
Financing Actvities									
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			
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			
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)**	(2,042)	(1%)	
Closing Funding Surplus(Deficit)	3	**0**	**0**	**(84,734)**	**5,965,613**	**6,929,533**	**963,920**		

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 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	8,283,919	8,292,825	8,906	0%	
Operating grants, subsidies and contributions		984,759	984,759	1,007,902	428,768	442,205	13,437	3%	
Fees and Charges		1,328,630	1,328,630	1,341,630	676,082	601,676	(74,406)	(11%)	▼
Interest Earnings		105,000	105,000	105,000	61,667	44,766	(16,901)	(27%)	▼
Other Revenue		165,689	165,689	165,689	155,722	175,630	19,908	13%	▲
Profit on asset disposals	8	148,940	148,940	148,940	0	0	0		
		11,022,229	**11,022,229**	**11,069,080**	**9,606,158**	**9,557,102**			
Expenditure from operating activities									
Employee Costs		(4,429,855)	(4,429,855)	(4,429,855)	(1,410,633)	(1,388,703)	21,930	2%	
Materials and Contracts		(3,893,041)	(3,893,041)	(3,938,041)	(1,329,949)	(956,338)	373,611	28%	▲
Utility Charges		(287,750)	(287,750)	(287,750)	(86,904)	(75,637)	11,267	13%	▲
Depreciation on Non-Current Assets		(2,571,177)	(2,571,177)	(2,571,177)	(857,059)	(857,059)	0	0%	
Interest Expenses		(22,500)	(22,500)	(22,500)	(6,292)	(1,730)	4,562	73%	
Insurance Expenses		(215,216)	(215,216)	(215,216)	(215,216)	(197,780)	17,436	8%	
Other Expenditure		(775,034)	(775,034)	(775,034)	(252,533)	(237,450)	15,083	6%	
Loss on asset disposals	8		0	0	0	0	0		
		(12,194,573)	**(12,194,573)**	**(12,239,573)**	**(4,158,586)**	**(3,714,697)**			
Operating activities excluded from budget									
Add back Depreciation		2,571,177	2,571,177	2,571,177	857,059	857,059	0	0%	
Adjust (Profit)/Loss on Asset Disposal	8	(148,940)	(148,940)	(148,940)	0	0	0		
Movement in accrued income (non-current)		0	0	0	0	(12,813)			
		2,422,237	**2,422,237**	**2,422,237**	**857,059**	**844,246**	0	(1%)	
Amount attributable to operating activities		**1,249,893**	**1,249,893**	**1,251,744**	**6,304,631**	**6,686,651**			
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)	(525,733)	(67,284)	458,449	87%	▲
Purchase and Construction of Infrastructure		(765,064)	(765,064)	(829,064)	(223,657)	(83,241)	140,416	63%	▲
Amount attributable to investing activities		**(5,937,142)**	**(5,937,142)**	**(5,965,910)**	**(749,390)**	**(150,525)**			
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			
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)**	**5,965,613**	**6,929,533**	**963,920**	16%	▲

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL POSITION
For the Period Ended 31 October 2021

	Oct-21
	$
CURRENT ASSETS	
Cash and cash equivalents	8,324,439
Trade and other receivables	2,656,954
Other assets	9,091
TOTAL CURRENT ASSETS	10,990,484
NON-CURRENT ASSETS	
Trade and other receivables	77,400
Other financial assets	73,807
Investment in associate	1,429,853
Property, plant and equipment	32,414,411
Infrastructure	39,005,066
Right of use assets	276,841
TOTAL NON-CURRENT ASSETS	73,277,378
TOTAL ASSETS	84,267,862
CURRENT LIABILITIES	
Trade and other payables	1,633,325
Contract liabilities	316,844
Lease liabilities	17,433
Borrowings	78,844
Employee related provisions	670,869
TOTAL CURRENT LIABILITIES	2,717,315
NON-CURRENT LIABILITIES	
Lease liabilities	253,765
Borrowings	174,953
Employee related provisions	95,032
TOTAL NON-CURRENT LIABILITIES	523,750
TOTAL LIABILITIES	3,241,065
NET ASSETS	81,026,797
EQUITY	
Retained surplus	40,360,705
Reserves - cash backed	1,123,070
Revaluation surplus	39,543,022
TOTAL EQUITY	81,026,797

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 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	(22,613)	(16%)		Timing	Debt recovery costs yet to be incurred, hence no legal costs recouped ytd. Interest on investments to be recognised in future periods.
Governance	15,290	917%		Permanent	Long Service Leave recouped from other Councils
Transport	(32,414)	(12%)		Timing	Reduced parking fees and infringements YTD.
Economic Services	(18,475)	(43%)		Timing	Less DA/building permits ytd
Other Property and Services	27,010	195%		Permanent	Workers comp received from LGIS (offset by workers comp paid by the Town to employees).
Operating Expense					
Community Amenities	166,375	17%		Timing	Favourable - Underspend ytd
Recreation and Culture	215,553	21%		Timing	Favourable - Underspend ytd
Economic Services	17,612	34%		Timing	October BCITF & BSL payments to be processed. Less received ytd, meaning less remitted ytd.
Other Property and Services	(84,966)	(93%)		Permanent	$22k 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. $47k timing - Under-allocation of overheads (non-cash), accounting entry to be completed in future period.
Capital Expenses					
Purchase Property, Plant and Equipment	458,449	87%		Timing	Capital works program to fully commence.
Purchase and Construction of Infrastructure	140,416	63%		Timing	Capital works program to fully commence.
Nature and Type Classifications:					
Interest Earnings	(16,901)	(27%)		Timing	Interest on investments to be received in future periods ($6.1m currently invested).
Other Revenue	19,908	13%		Permanent	Insurance recovered (incl. worker's comp).
Materials and Contracts	373,611	28%		Timing	Favourable - Underspend ytd.
Utility Charges	11,267	13%		Timing	Favourable - Utility bills to be paid in October

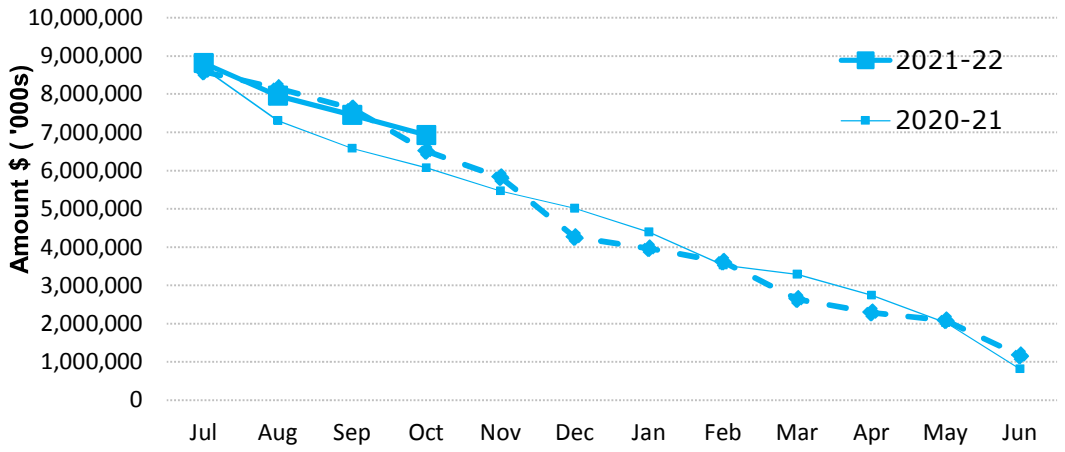
TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2021	Current 31 Oct 2021
		$	$
Current Assets			
Cash Unrestricted	4	2,409,250	6,884,526
Cash Restricted - Reserves	4	985,793	1,123,070
Cash Restricted - Unspent Grants		316,844	316,844
Receivables - Rates	6	162,222	2,516,323
Receivables - Other	6	119,829	104,296
Interest/ATO Receivable/Trust		73,736	45,426
Inventories		0	0
		4,067,674	10,990,485
Less: Current Liabilities			
Payables		(1,192,840)	(1,633,325)
Contract Liabilities - Unspent grants		(316,844)	(316,844)
Contract Liabilities - Income in advance		(11,309)	0
Provisions		(667,795)	(670,869)
		(2,188,788)	(2,621,038)
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**	**6,929,533**

Note 3 - Liquidity Over the Year



TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 3: Cash and Investments

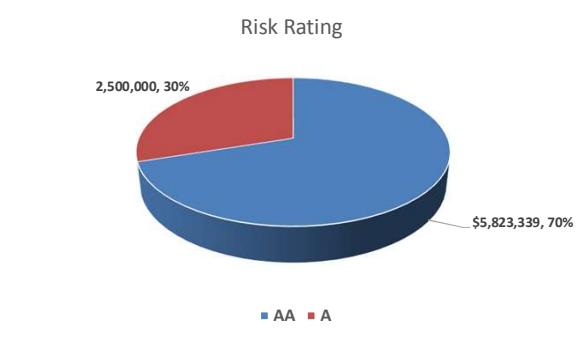
	Unrestricted	Restricted	Trust	Total Amount	Institution	Risk Rating (LT)	Interest Rate	Maturity Date	Interest $
	$	$	$	$					
(a) **Cash Deposits**									
Municipal Bank Account - On-Call	336,014			336,014	CBA	AA-	0.01%	At Call	
Municipal Bank Account	1,092,308			1,092,308	CBA	AA-		At Call	
Municipal Bonds & Deposits Account	455,001			455,001	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
Municipal	1,500,000			1,500,000	Suncorp	A+	0.30%	01-Feb-22	4,500
Municipal	500,000			500,000	CBA (Green)	AA-	0.21%	18-Jan-22	1,050
Municipal	500,000			500,000	Westpac	AA-	0.25%	21-Jan-22	1,250
Reserves		1,123,070		1,123,070	NAB	AA-	0.30%	12-May-22	3,369
Total	**6,884,526**	**1,439,913**	**0**	**8,324,439**			**0.28%**		16,919
Less: Cash on hand				**(1,100)**					
Total Investments and Cash Deposits				**8,323,339**					

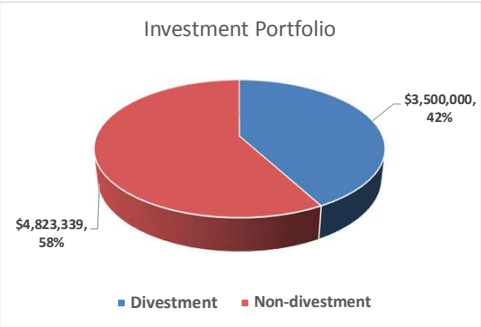
Comments/Notes - Investments and Cash Deposits

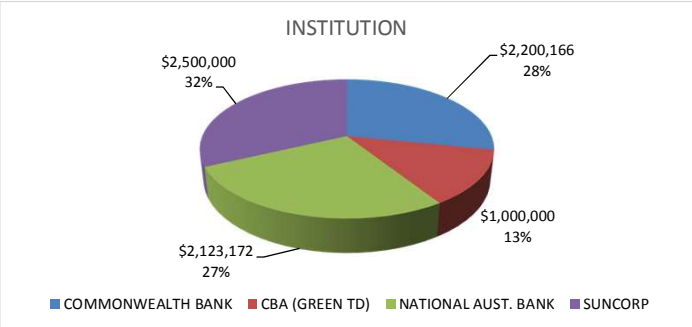
(LT) RISK RATING	PORTFOLIO	$	%
AAA	MAX 100%	$0	0.00%
AA	MAX 100%	$4,823,339	57.95%
AA (GREEN TERM DEPOSITS)	MAX 100%	$1,000,000	12.01%
A (DIVESTMENT)	MAX 80%	$2,500,000	30.04%
BBB+ (DIVESTMENT)	MAX 80%	$0	0.00%
		$8,323,339	**100.00%**

INSTITUTION		$	%	(LT) RISK
COMMONWEALTH BANK		$2,200,166	28.12%	AA-
CBA (GREEN TD)		$1,000,000	12.78%	AA-
NATIONAL AUST. BANK		$2,123,172	27.14%	AA-
SUNCORP		$2,500,000	31.96%	A+
		$7,823,339	**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 31 October 2021

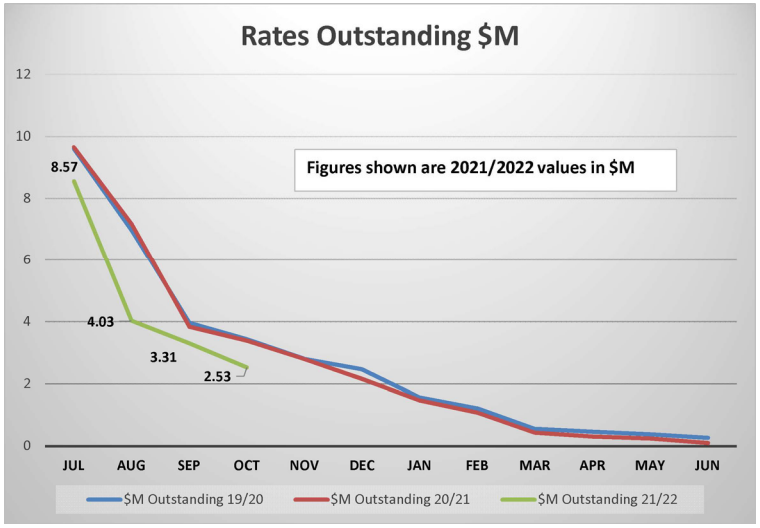
Note 4: Receivables

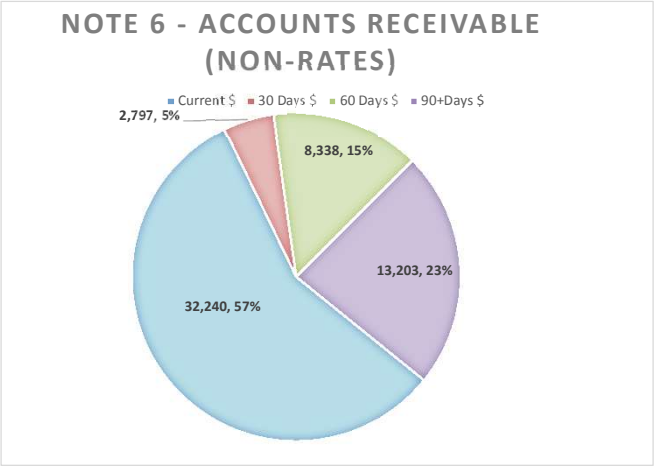
Receivables - Rates Receivable	31 October 2021	30 June 2021
	$	$
Opening Arrears Previous Years	**102,602**	270,487
Rates, ESL and Service Charges Levied this year	**10,004,530**	9,921,457
Less Collections to date	-7,578,640	-9,818,854
Net Rates Collectable	**2,528,492**	**102,602**
% Outstanding	**25.02%**	

Receivables - General	Current	30 Days	60 Days	90+Days	Total
	$	$	$	$	
Receivables - General	32,240	2,797	8,338	13,203	**56,578**
Receivables - Infringements					**61,774**
East Fremantle Lawn & Tennis Club					**21,000**
Total Receivables General Outstanding					**139,352**

Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	56,578
SSL - Current EFTC	114	3,000
SSL - Non-Current EFTC	1684	18,000
Infringement Debtors	180	61,774
		139,352



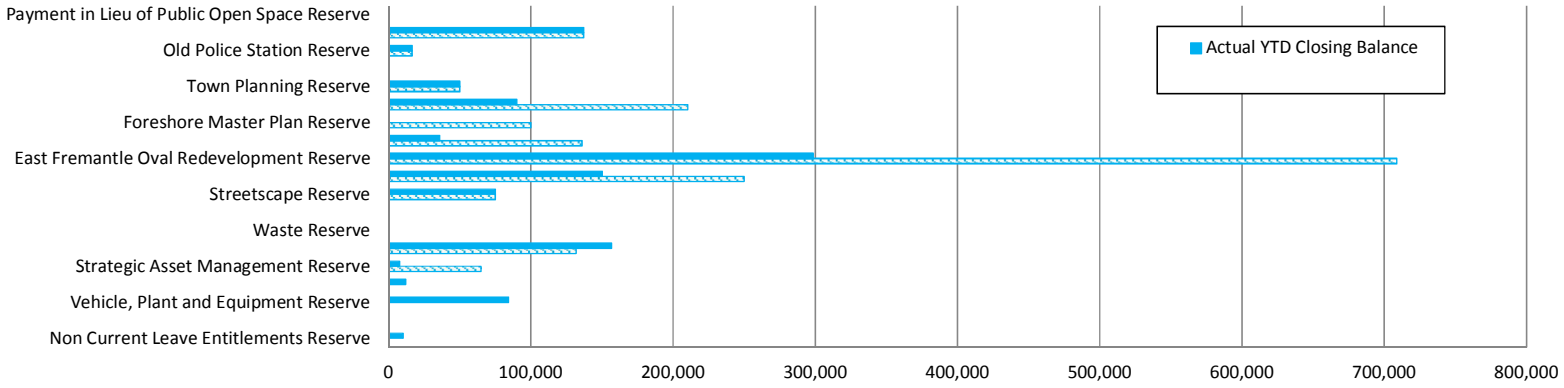


TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

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 31 October 2021

Note 6: Disposal of Assets

			2021/22 Budget				2021/22 Actuals			
Asset Number	Plant Number	Asset Description	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 31 October 2021

Note 7: Rating Information

		YTD Actual					Adopted Budget			
RATE TYPE	**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	12,907	6,586,878	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**	**12,907**	**7,899,701**	**7,874,948**	**20,000**	**0**	**7,894,948**
	Minimum									
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**	**12,907**	**8,292,825**	**8,269,210**	**20,000**	**0**	**8,289,210**
Amount from General Rates						**8,292,825**				**8,289,210**
Less Concessions						**0**				
Totals				**8,279,918**		**8,292,825**	**8,269,210**	**20,000**	**0**	**8,289,210**

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2021

Note 8: Grants and Contributions

	Grant Provider	Purpose of Grant	Acquittal Date	Acquittal Requirement	Type	Current Budget Operating	Current Budget Capital	YTD Budget	YTD Actual Revenue
						$	$	$	$
General Purpose Funding									
Grants Commission - General	WALGGC	Untied - General Purpose	NA	NA	Operating	75,450		18,863	20,965
Grants Commission - Roads	WALGGC	Unitied - 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		295,500	306,006
Home and Community Care	State Government	Commonwealth Home Support Programme	NA	NA	Operating - Tied	11,000		3,668	3,502
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		52,000	52,000
CMPAP Funding	WAPC - Dept. Planning	Coastal Hazard Risk Management Plan	22/23	Financial statement	Operating - Tied	23,875		23,875	23,875
Transport						0			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		Operating	4,800		0	0
Stirling Bridge Verge Maintenance Agreement	Main Roads	Stirling Highway Verge Maint. Agreement	NA		Operating	8,000		0	0
TOTALS						**1,007,902**	**10,352,894**	**428,769**	**442,205**
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	382,316	392,656
Non-operating	Non-operating Grants, Subsidies and Contributions					0	10,352,894	0	0
TOTALS						**1,007,902**	**10,352,894**	**428,769**	**442,205**

TOWN OF EAST FREMANTLE - CAPITAL WORKS REPORT - 31 OCTOBER 2021

COA/ Job	Description	Original Budget	Budget Amendments	Current Budget	YTD Actual	Order Value	Total Actual	Variance ($)	Variance (%)	Indicator	Completion %
E04629	Plant & Equipment - CEO and EM Corporate Services Vehicle Replacement	$80,200	$0	$80,200	$0	$0	$0				0%
E07404	Plant & Equipment - Principal Environmental Health Officer Vehicle Replacement	$24,200	$0	$24,200	$0	$0	$0				0%
E08626	Plant & Equipment - CHSP Coordinator and CHSP Support Officer Vehicle Replacement	$68,200	$0	$68,200	$0	$0	$0				0%
E10648	Plant & Equipment - EM Regulatory Services Vehicle Replacement	$34,000	$0	$34,000	$0	$0	$0				0%
E11716	Plant & Equipment - Parks Ute replacement	$28,600	$0	$28,600	$0	$0	$0				0%
E11718	Plant & Equipment - Parks Truck replacement	$100,000	$0	$100,000	$0	$89,560	$89,560				0%
E14609	Plant & Equipment - EM Technical Services vehicle replacement and works supervisor ute replacement	$58,200	$0	$58,200	$0	$30,903	$30,903				0%
E11685	Plant & Equipment - Public Art	$45,000	$0	$45,000	$13,500	$18,000	$31,500				30%
E12810	Plant & Equipment - Works Ute replacement	$30,000	$0	$30,000	$0	$0	$0				0%
	Plant & Equipment	**$468,400**	**$0**	**$468,400**	**$13,500**	**$138,463**	**$151,963**	**-$454,900**	**-97.12%**		3%
E11736	Buildings - Upgrades - Various Locations	$80,000	$0	$80,000	$0	$0	$0				0%
E11737	Buildings - Camp Waller Upgrades	$50,000	$0	$50,000	$7,107	$13,500	$20,607				14%
E11738	Buildings - East Fremantle Oval Precinct Redevelopment	$15,132,000	$0	$15,132,000	$46,676	$0	$46,676				0%
	Buildings	**$15,262,000**	**$0**	**$15,262,000**	**$53,784**	**$13,500**	**$67,284**	**-$15,208,216**	**-99.65%**		0%
E11622	Infrastructure - Parks & Ovals - Lee Park - Bore Renewal	$0	$34,000	$34,000	$24,980	$0	$24,980				73%
E11637	Infrastructure - Miscellaneous Sports and Recreation - Youth Facilities Upgrades	$70,000	$0	$70,000	$0	$0	$0				0%
E11733	Infrastructure - Parks & Ovals - Preson Point Oval Lighting Upgrade	$30,000	$0	$30,000	$0	$0	$0				0%
E11727	Infrastructure - Parks & Ovals - Henry Jeffery Oval Resurfacing & reticulation upgrades	$121,594	$0	$121,594	$39,900	$65,813	$105,713				33%
E11731	Infrastructure - Parks & Ovals - Stratford Park Fencing Replacement	$10,000	$0	$10,000	$0	$0	$0				0%
E11732	Infrastructure - Parks & Ovals - Softfall - Exercise equipment near Dome	$12,000	$0	$12,000	$0	$0	$0				0%
E11734	Infrastructure - Parks & Ovals - Tricolore BBQ replacement	$10,000	$0	$10,000	$0	$0	$0				0%
E11735	Infrastructure - Parks & Ovals - Bench seats - various locations	$12,500	$0	$12,500	$4,471	$0	$4,471				36%
E12832	Infrastructure - Drainage - Silas Street	$196,000	$0	$196,000	$11,850	$61,841	$73,691				6%
E12833	Infrastructure - Drainage - Zephyr Car Park	$50,370	$0	$50,370	$2,040	$0	$2,040				4%
E12838	Infrastructure - Drainage - Locke Crescent	$80,000	$0	$80,000	$0	$556	$556				0%
E12834	Infrastructure - Footpaths - Gill Street	$64,200	$0	$64,200	$0	$0	$0				0%
E12835	Infrastructure - Footpaths - Irwin Street Kerbing	$10,000	$0	$10,000	$0	$0	$0				0%
E12836	Infrastructure - Footpaths - Angwin Street	$8,400	$0	$8,400	$0	$0	$0				0%
E12837	Infrastructure - Footpaths - Canning Highway	$90,000	$0	$90,000	$0	$0	$0				0%
E11726	Infrastructure - Parks & Ovals - Locke Park Pump	$0	$30,000	$30,000	$0	$27,128	$27,128				0%
	Infrastructure	**$765,064**	**$64,000**	**$829,064**	**$83,241**	**$155,337**	**$238,578**	**-$745,823**	**-89.96%**		
		$16,495,464	**$64,000**	**$16,559,464**	**$150,525**	**$307,300**	**$457,825**	**-$16,408,939**	**-99.09%**		1%

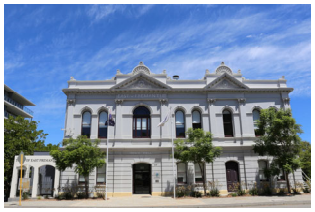
Total Actual < Current Budget
No Current Budget
No YTD Actual
Total Actual > Current Budget

TOWN of EAST FREMANTLE

MONTHLY FINANCIAL HEALTH CHECK

As at 31 October 2021

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



Financial Snapshot (Year to Date)	Actual
Operating Revenue	$9,557,102
Operating Expenditure (Including Non-Cash Items)	($3,714,697)
Non-Cash Items	$844,246
Capital Revenue	$0
Capital Expenditure	($150,525)
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	**$6,929,533**

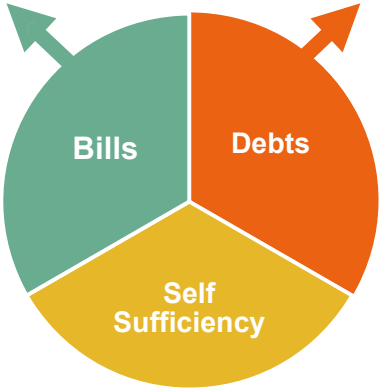
Financial health indicators

Ability to pay (Unrestricted Current Ratio)

Minimum Target is 1.00

Town's YTD Performance is 4.14

Do we measure up? ☑ Yes



Ability to pay (Debt Service Cover Ratio)

Minimum Target is >3

Town's YTD Performance is 246.11

Do we measure up? ☑ Yes

Ability to Cover Costs through Own Revenue (Own source revenue coverage ratio)

Minimum Target is 40%

Town's YTD Performance is 245%

Do we measure up? ☑ Yes

Cash in the bank

$8,324,440 TOTAL

$1,439,914

- Restricted Reserves
- Unspent grants

$6,884,526

- Working Capital (unrestricted)

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.

Minimum Target is 1%

Town's YTD Performance is 64.10%

Do we measure up? ☑ **Yes**

- 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.

Minimum Target is 90%

Town's YTD Performance is 17.56%

Do we measure up? ☑ **No**

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

TOWN OF EAST FREMANTLE

List of Accounts paid by the Chief Executive Officer for October 2021 & submitted for the information of the Council Meeting to be held on Tuesday, 16 November 2021.

Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
CHEQUE					
5341	08/10/2021	TOWN OF EAST FREMANTLE	ADMIN PETTY CASH RECOUP 30/09/21	192.25	192.25
5342	08/10/2021	TOWN OF EAST FREMANTLE	HACC PETTY CASH RECOUP 30/09/21	474.05	474.05
			CHEQUE TOTAL	**666.30**	**666.30**
EFTs		**Supplier**	**Description**	**Inv Amount**	**EFT**
EFT32100	30/09/2021	S STARK	BOND REFUND	2,000.00	2,000.00
EFT32101	30/09/2021	VIVA DEVELOPMENTS PTY LTD	BOND REFUND	1,500.00	1,500.00
EFT32102	30/09/2021	J NANCARROW	BOND REFUND	2,000.00	2,000.00
EFT32103	30/09/2021	D HACKETT	BOND REFUND	2,000.00	2,000.00
EFT32104	30/09/2021	NEXUS HOME IMPROVEMENTS	BOND REFUND	2,000.00	2,000.00
EFT32105	01/10/2021	FREMANTLE HERALD	ADVERTISING FOR LOCAL PLANNING STRATEGY - FREMANTLE HERALD SEPTEMBER 2021	258.88	258.88
EFT32106	01/10/2021	MAYOR JIM O'NEILL	SITTING FEES, ICT ALLOWANCE & MAYORAL ALLOWANCE - OCTOBER 2021	4,708.34	4,708.34
EFT32107	01/10/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2 x STAFF ATTENDANCE @ CORPORATE WELLNESS EVENT 15 OCTOBER 2021	120.00	120.00
EFT32108	01/10/2021	CR. JENNY HARRINGTON	SITTING FEES, ICT ALLOWANCE & DEPUTY MAYORAL ALLOWANCE - OCTOBER 2021	2,167.00	2,167.00
EFT32109	01/10/2021	NUMERO UNO CATERING	CATERING - 20 JULY 2021	420.00	
			CATERING - 14 & 21 SEPTEMBER 2021	728.00	
			CATERING -10 & 17 AUGUST 2021	728.00	1,876.00
EFT32110	01/10/2021	CR. CLIFF COLLINSON	SITTING FEES & ICT ALLOWANCE - OCTOBER 2021	1,583.66	1,583.66
EFT32111	01/10/2021	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE - OCTOBER 2021	1,583.66	1,583.66
EFT32112	01/10/2021	CR. TONY WATKINS	SITTING FEES & ICT ALLOWANCE - OCTOBER 2021	1,583.66	1,583.66
EFT32113	01/10/2021	CR. ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE - OCTOBER 2021	1,583.66	1,583.66
EFT32114	01/10/2021	KEYS THE MOVING SOLUTION	UNSTOW AND DELIVER STORED ITEMS TO DEPOT - 02/09/21	1,148.68	1,148.68
EFT32115	01/10/2021	CR. TONY NATALE	SITTING FEES & ICT ALLOWANCE - OCTOBER 2021	1,583.66	1,583.66
EFT32116	01/10/2021	FRESH PROVISIONS BICTON	CATERING - 18/08/21	110.00	110.00
EFT32117	01/10/2021	CR KERRY DONOVAN	SITTING FEES & ICT ALLOWANCE - OCTOBER 2021	1,583.66	1,583.66
EFT32118	13/10/2021	AUSTRALIA POST	POSTAGE AND FREIGHT FOR SEPTEMBER 2021	2,100.53	2,100.53
EFT32119	13/10/2021	AUSTRALIAN TAXATION OFFICE	BAS SEPTEMBER 2021	52,137.00	52,137.00
EFT32120	13/10/2021	APACE AID (INC)	CARRY OUT WEED CONTROL ON NIERGARUP TRACK	1,072.50	1,072.50
EFT32121	13/10/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS OCTOBER 21	213.23	213.23
EFT32122	13/10/2021	CONSTRUCTION TRAINING FUND	BCITF LEVY SEPTEMBER 2021	213.76	213.76
EFT32123	13/10/2021	BUNNINGS BLDG SUPPLIES LTD	VARIOUS HARDWARE	446.13	
			M8 NYLOC NUTS X 16, AA BATTERIES	25.02	
			MATERIALS FOR WORKS REPAIRS	636.88	1,108.03
EFT32124	13/10/2021	CITY OF COCKBURN	TIP FEES - SEPTEMBER 2021	1,495.00	1,495.00
EFT32125	13/10/2021	FREMANTLE HERALD	ADVERTISEMENT OF LOCAL PLANNING STRATEGY	258.88	258.88
EFT32126	13/10/2021	GRONBEK SECURITY	REPLACEMENT LOCK AND KEYS FOR MOORING PEN	189.20	189.20
EFT32127	13/10/2021	IT VISION	UPDATE TO DEBT RECOVERY REPORT TEMPLATE	825.00	
			AMEND RATES CRYSTAL REPORT TEMPLATE	550.00	1,375.00
EFT32128	13/10/2021	MCLEODS	PROFESSIONAL FEES - LEGAL OPINION RE DOGS	462.62	462.62
EFT32129	13/10/2021	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE USE 22/08/2021 - 21/09/2021	273.90	273.90
EFT32130	13/10/2021	WATER CORPORATION	WATER USE AND SERVICE CHARGES VARIOUS LOCATIONS	7,074.37	7,074.37
EFT32131	13/10/2021	SYNERGY	POWER SUPPLY - STREET LIGHTS 25/08/2021 - 24/09/2021	10,670.55	10,670.55
EFT32132	13/10/2021	ZIPFORM PTY LTD	RATES NOTICES - 2ND INSTALMENT DATA - CONVERSION / PRINTING (EMAILING) AND HANDLING	1,842.05	1,842.05
EFT32133	13/10/2021	YOUNGS PLUMBING SERVICE P/L	BOWLING CLUB - LOCATE & REPAIR LEAK UNDER ASPHALT NEAR CARPARK	301.50	301.50
EFT32134	13/10/2021	LGISWA	LGIS LIABILITY INSURANCE INSTALMENT 2	52,780.22	
			LGIS PROPERTY INSURANCE INSTALMENT 2	30,901.74	
			LGIS WORKCARE INSURANCE INSTALMENT 2	34,834.96	
			2021/22 MEMBERSHIP CONTRIBUTION CREDIT	- 4,407.32	114,109.60
EFT32135	13/10/2021	FASTA COURIERS	COURIER SERVICES SEPTEMBER 2021	110.60	110.60
EFT32136	13/10/2021	STEANN PTY LTD	GREENWASTE VERGE COLLECTION - SEPTEMBER 2021 - TRANSPORT COSTS TO RICHGRO FROM QUARANTINE AREA & TRANSPORT & DISPOSAL COSTS TO SMRC	18,173.88	18,173.88
EFT32137	13/10/2021	FLEXI STAFF PTY LTD	LABOUR HIRE OPERATIONS - W.E. 17/09/21	1,203.35	
			LABOUR HIRE OPERATIONS - W.E. 24/09/21	1,604.46	
			LABOUR HIRE OPERATIONS - W.E. 01/10/21	1,604.46	4,412.27
EFT32138	13/10/2021	WA RANGERS ASSOCIATION	3 x STAFF MEMBERSHIP REGISTRATIONS	360.00	360.00
EFT32139	13/10/2021	RESOURCE RECOVERY GROUP	GATE FEES - DISPOSAL (GENERAL WASTE) SEPTEMBER 2021	22,593.56	
			GATE FEES - RECYCLABLES FOGO - SEPTEMBER 21	4,032.24	
			GATE FEES - DISPOSAL (GENERAL WASTE) SEPTEMBER 2021	14,708.71	
			GATE FEES - GREEN WASTE TRAILER PASS SEPTEMBER 2021	30.00	41,364.51
EFT32140	13/10/2021	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY SEPTEMBER 2021	2,732.33	2,732.33
EFT32141	13/10/2021	LOCAL GOVERNMENT PROFESSIONALS AUST WA	1 X STAFF REGISTRATION FOR LOCAL GOVERNMENT PROFESSIONALS CONFERENCE 3/4 NOVEMBER 2021	1,200.00	
			LOCAL GOVERNMENT PROFESSIONALS - FULL MEMBERSHIP X 1	398.25	1,598.25
EFT32142	13/10/2021	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA CONFERENCE 2021 REGISTRATION - 2 X COUNCILLORS	2,495.00	2,495.00
EFT32143	13/10/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL ON COUNCIL OWNED PROPERTIES	13,886.76	13,886.76
EFT32144	13/10/2021	LIME FLOWERS	FLORAL ARRANGEMENT - LISA DENTITH	120.00	120.00
EFT32145	13/10/2021	SATELLITE SECURITY SERVICES	DOVENBY HOUSE - ALARM PANEL & SYSTEM UPGRADE	3,845.60	
			DEPOT ALARM - ACTIVATE SELF-ARMING	50.00	3,895.60
EFT32146	13/10/2021	PETRACLEAN	CLEANING SERVICES - SUMPTON GREEN, TOWN HALL, DEPOT, HACC, GLASSON PARK , DOVENBY HOUSE - SEPTEMBER 2021	8,176.33	8,176.33
EFT32147	13/10/2021	STRATA GREEN	1 X 100 PACK OF 50X 50 X 2400 JARRAH TREE STAKES JTS50502400P , 1X PACK ARBN20 TREE TABLETS	942.32	942.32
EFT32148	13/10/2021	BATTERY WORLD	REPLACEMENT VEHICLE BATTERY	235.00	235.00
EFT32149	13/10/2021	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES - CHSP & ADMIN SEPTEMBER 21	584.83	584.83

EFT32150	13/10/2021	CITY OF SOUTH PERTH	IMPOUND FEES AUGUST 2021	33.00	33.00
EFT32151	13/10/2021	TOOLMART AUSTRALIA	GREASE GUN AND TOOLS	171.85	171.85
EFT32152	13/10/2021	HAYS SPECIALIST RECRUITMENT (AUST)	INTRODUCTORY FEE - SENIOR FINANCE OFFICER BACK FILL	10,744.80	10,744.80
EFT32153	13/10/2021	WEST COAST SHADE	SHADE SAIL INSTALLATION - SUMMER 2021 - EI CHAPMAN, ULRICH PARK, NORM MCKENZIE, STRATFORD STREET PARK, GLASSON PARK, JOHN TONKIN PARK, LOCKE PARK, LEE PARK, RACEWAY PARK	3,080.00	3,080.00
EFT32154	13/10/2021	LANDSCAPE YARD O'CONNOR	1 X CUBIC METRE OF LAWN SAND	88.35	88.35
EFT32155	13/10/2021	FOODWORKS EAST FREMANTLE	WORKS, ADMIN, HEALTH & MEETING CONSUMABLES SEPTEMBER 2021	380.64	380.64
EFT32156	13/10/2021	DEPARTMENT OF TRANSPORT	DISCLOSURE OF INFORMATION FEES - SEPTEMBER 2021	35.20	35.20
EFT32157	13/10/2021	FOCUS NETWORKS	ADDITIONAL TIME CHARGES OUTSIDE OF SCOPE OF AGREEMENT & IN EXCESS OF 1 HOUR- SEPTEMBER 2021	1,740.53	
			4 x DELL SCREENS TRICOLORE	1,315.60	3,056.13
EFT32158	13/10/2021	ENVIRO SWEEP	STREET SWEEPING - JULY 2021	4,158.00	4,158.00
EFT32159	13/10/2021	THE TURBAN INDIAN RESTURANT	CATERING FOR TOWN PLANNING COMMITTEE MEETING 05/10/2021	238.00	238.00
EFT32160	13/10/2021	KEVREK	SERVICE OF KEVREK CRANE ON WORKS TRUCK (INC PARTS AND CALLOUT)	983.95	983.95
EFT32161	13/10/2021	LANDGATE	LANDGATE - GROSS RENTAL VALUATIONS - SCHEDULES DATED 21/08/2021 - 03/09/2021	119.39	119.39
EFT32162	13/10/2021	VOCUS COMMUNICATIONS	ADSL INTERNET - TRICOLORE CENTRE - 01/11/2021 -01/12/2021	50.00	
			SESSION INITIATION PROTOCOL (SIP) LINES / SERVICES CHARGES FOR VOICE OVER INTERNET PROTOCOL (VOIP) - 01/09/21 - 30/09/2021	344.62	394.62
EFT32163	13/10/2021	MARKETFORCE	SEEK ADVERTISEMENT SENIOR FINANCE OFFICER BACK FILL	654.50	
			ADVERTISING EXPRESSION OF INTEREST - EXTERNAL MEMBER AUDIT COMMITTEE	642.73	1,297.23
EFT32164	13/10/2021	REPCO	GREASE , TRAILER PLUGS AND PARTS	128.10	
			SEAT COVERS FOR OPS VEHICLE	75.05	203.15
EFT32165	13/10/2021	SNAP PRINTING	50 COPIES (FEDERAL GOV VERSION) & 50 COPIES (STATE GOV VERSION) EF OVAL REDEVELOPMENT A5 PROJECT BOOKLETS	522.50	522.50
EFT32166	13/10/2021	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	HOST CMS INCLUDING LICENCE AND COMMUNICATION COSTS, COMPREHENSIVE MAINTENANCE, PARTS SEPTEMBER 21	165.00	
			CREDIT CARD TRANSACTION FEES VIA TILL PAYMENTS FOR THE MONTH OF SEPTEMBER 2021	266.64	431.64
EFT32167	13/10/2021	CELLARBRATIONS AT EAST FREMANTLE	TOWN HALL REFRESHMENTS	312.00	312.00
EFT32168	13/10/2021	STATE WIDE TURF SERVICES	RE-LEVEL HENRY JEFFERY OVAL - 2X INSTALL TEMP FENCE - 3X REMOVE 40MM WASTE FROM SURFACE - 4X REMOVE WASTE FROM SITE	43,890.00	43,890.00
EFT32169	13/10/2021	TREE'S A CROWD TREE CARE	REMOVE STREET TREES - OAKOVER AND PIER STREETS	1,430.00	1,430.00
EFT32170	13/10/2021	SUEZ RECYCLING & RECOVERY PTY LTD	EAST STREET & LEEUWIN BOATRAMP BULK BINS WASTE REMOVAL SEPTEMBER 2021	1,210.45	1,210.45
EFT32171	13/10/2021	WINC	DEPOT STATIONARY ORDER 29/09/21	89.53	89.53
EFT32172	13/10/2021	LINXIO (READY TRACK PTY LTD)	GPS VEHICLE TRACKING - SEPT 2021	145.20	145.20
EFT32173	13/10/2021	HURRICANE DRAGON BOAT AND OUTRIGGER CANOE CLUB INC	COMMUNITY ASSISTANCE GRANT 2021/2022	990.00	990.00
EFT32174	13/10/2021	JAYBRO GROUP PTY LTD	3 BOXES OF 3 PLY DISPOSABLE FACE MASKS X 50 (31-3PMM)	101.40	101.40
EFT32175	13/10/2021	CONTRA-FLOW PTY LTD	GEORGE STREET FESTIVAL TRAFFIC MANAGEMENT PLAN	495.00	495.00
EFT32176	13/10/2021	CENTURY AIR CONDITIONING	BOWLING CLUB - ANNUAL AIR CONDITIONER START-UP 2021	180.00	180.00
EFT32177	13/10/2021	PTC IRRIGATION	REPAIR IRRIGATION MAINLINE AT HENRY JEFFERY OVAL	1,107.70	1,107.70
EFT32178	13/10/2021	THE FRUIT BOX GROUP	FRUIT BOX - TOWN HALL AND DEPOT SEPTEMBER 2021	264.00	264.00
EFT32179	13/10/2021	GRACE RECORDS MANAGEMENT (AUSTRALIA)	SCAN ON DEMAND SERVICES FOR PLANNING AND BUILDING SEPTEMBER 2021	1,066.47	
			TRANSPORT AND STORAGE OF RECORDS SEPTEMBER 21	721.68	1,788.15
EFT32180	13/10/2021	KYOCERA DOCUMENT SOLUTIONS	TOWN HALL PRINTING COST SEPTEMBER 2021	96.82	96.82
EFT32181	13/10/2021	PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD	RFQ06-2020/21- RIVERSIDE ROAD REVEGETATION CONTINUATION OF MAINTENANCE	547.04	547.04
EFT32182	13/10/2021	SOUTHERN BINS	BULK BINS - WAUHOP ROAD - SEPTEMBER 2021	1,710.00	1,710.00
EFT32183	13/10/2021	M2M ONE PTY LTD	TOWN HALL LIFT EMERGENCY SIM CARD - SEPTEMBER 2021	13.20	13.20
EFT32184	13/10/2021	STA PRINT PTY LTD	BETTER BINS PLUS - MUDS SIGNAGE X 5 CORE FLUTE BOARD	246.51	246.51
EFT32185	13/10/2021	JUDITH FORREST	FABRICATION AND INSTALLATION, WITH ENGINEERING CERTIFICATION, OF A CONTEMPORARY ART PIECE WITHINTHE SILAS STREET - ST PETERS ROAD ROUNDABOUT AS VER VISUAL PUBLIC ART AGREEMENT - SECOND CLAIM	14,850.00	14,850.00
EFT32186	13/10/2021	PROTEC ASPHALT	FORTESCUE FOOTPATH UPGRADE - ADDITIONAL WORKS NEAR FLETCHER STREET	3,951.55	3,951.55
EFT32187	13/10/2021	XIA (VICKY) WANG	CHSP - VOLUNTEER MEAL REIMBURSEMENT 22/09/2021	15.00	15.00
EFT32188	13/10/2021	DOREEN HILL	RATES REFUND - REBATE RECEIVED AFTER SETTLEMENT	859.76	859.76
EFT32189	13/10/2021	JANE CLARKE	CHSP VOLUNTEER MEAL REIMBURSEMENT 28/09/2021	12.00	12.00
EFT32190	13/10/2021	EFTSURE PTY LTD	EFTSURE SOFTWARE SERVICE FEE 12 MONTHS AUGUST 2021 TO JULY 2022	5,016.00	5,016.00
EFT32191	13/10/2021	RENEW PROPERTY MAINTENANCE	URBAN HEAT TREE PLANTING - ROUND ONE	1,551.00	1,551.00
EFT32192	13/10/2021	SYSTEM MAINTENANCE	PRESTON POINT RESERVE PUMP 2 OVERLOAD AT SEWER CONTROLLER	506.77	506.77
EFT32193	13/10/2021	UNIVERSAL DOORS	SERVICE / INSPECTION OF DEPOT ROLLER DOORS	759.00	759.00
EFT32194	13/10/2021	C GIBSON	RATES REFUND - DUPLICATE PAYMENT (OVERPAYMENT)	1,286.83	1,286.83
EFT32195	13/10/2021	ROTARY FREMANTLE BUSINESS NETWORK GROUP	DONATION TO ROTARY PROJECT AT HAMPTON HOUSE, MOSS STREET (CHICKEN COOP)	200.00	200.00
EFT32196	13/10/2021	KATHRYN ANGELA BAKER	PET REGISTRATION FEE REFUND	100.00	100.00
EFT32197	13/10/2021	KATIE CULKIN	REIMBURSEMENT - CATERING COSTS FOR 10 X CDAC MEMBERS	194.00	194.00
EFT32198	13/10/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL PURCHASE SEPTEMBER 2021	5,053.52	5,053.52
EFT32199	13/10/2021	BRIGHT PROMOTIONAL PRODUCTS	550 DRINK BOTTLES (SENIORS LUNCH GIFT/FESTIVAL) (25% DEPOSIT,REMAINDER UPON DELIVERY)	1,482.39	1,482.39
EFT32200	18/10/2021	CLASSIC HOME & GARAGE ENHANCEMENTS	BOND REFUND	2,000.00	2,000.00
EFT32201	18/10/2021	L MARGETTS	BOND REFUND	2,400.00	2,400.00
EFT32202	18/10/2021	B GRUMMELS	BOND REFUND	2,000.00	2,000.00
EFT32203	18/10/2021	M DEAN	BOND REFUND	2,000.00	2,000.00
EFT32204	18/10/2021	P ARGALL	BOND REFUND	2,000.00	2,000.00
EFT32205	27/10/2021	APACE AID (INC)	10 PLANTS FOR CITIZENSHIP CEREMONY ON 25/10/21	40.00	40.00
EFT32206	27/10/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS OCTOBER 21	213.23	213.23
EFT32207	27/10/2021	BUNNINGS BLDG SUPPLIES LTD	VARIOUS HARDWARE	232.62	
			PLANT POTS AND PAINT FOR CHSP ACTIVITIES	38.50	271.12
EFT32208	27/10/2021	BOC LIMITED	CONTAINER SERVICE - SEPTEMBER 2021	22.44	22.44
EFT32209	27/10/2021	MCLEODS	PROFESSIONAL FEES - LEGAL OPINION - EAST FREMANTLE OVAL REDEVELOPMENT	1,968.33	1,968.33
EFT32210	27/10/2021	MARTINS TRAILER PARTS	REPLACEMENT TRAILER TAIL LIGHT	64.37	64.37
EFT32211	27/10/2021	TELSTRA CORPORATION LIMITED	DEPOT MOBILE BACKUP FOR PERIOD 04/10/201 TO 03/11/2021	19.00	

			MONTHLY DATA FEES FOR OPERATIONS/RANGERS TABLETS AND PHONES, RETIC, VMS TRAILER 04/10/21 - 03/11/21	797.02	
			SUMPTON GREEN PHONE TO 7/10/2021	87.58	903.60
EFT32212	27/10/2021	WORK CLOBBER	OPERATIONS UNIFORM & PPE VARIOUS	505.60	505.60
EFT32213	27/10/2021	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	6,032.25	6,032.25
EFT32214	27/10/2021	YOUNGS PLUMBING SERVICE P/L	DISCONNECTION OF OUTSIDE TAP AND REMOVE HOSE TAP AT ALLEN & FLETCHER STREET	181.06	181.06
EFT32215	27/10/2021	STEANN PTY LTD	ANNUAL HARDWASTE VERGE COLLECTION - OCTOBER 2021	62,461.30	62,461.30
EFT32216	27/10/2021	FLEXI STAFF PTY LTD	LABOUR HIRE OPERATIONS W.E. 08/10/21	1,203.35	
			LABOUR HIRE OPERATIONS W.E 15/10/21	1,604.46	2,807.81
EFT32217	27/10/2021	RESOURCE RECOVERY GROUP	RRRC OVERHEADS & FOGO FIXED COST CONTRIBUTION FOR THE MONTH OF SEPT 2021(BASED ON FOGO ABD RED BIN WASTE TONNES)	13,755.89	13,755.89
EFT32218	27/10/2021	KENNARDS HIRE	COMPACTOR HIRE FOR CAR PARK WORKS 12/10/21	215.16	215.16
EFT32219	27/10/2021	SATELLITE SECURITY SERVICES	OLD POLICE STATION - ALARM SYSTEM BACKUP BATTERY REPLACEMENTS	359.40	359.40
EFT32220	27/10/2021	NUMERO UNO CATERING	CATERING FOR MEETING - 28/9/21	448.00	
			CATERING FOR MEETING - 19/10/21	392.00	840.00
EFT32221	27/10/2021	WOOLWORTHS GROUP LIMITED	CHSP & ADMINISTRATION OCTOBER 21	657.38	657.38
EFT32222	27/10/2021	DAVID GRAY & CO. PTY LTD	30 x COMPLETE SETS - 240L RECYCLING BINS	1,715.67	1,715.67
EFT32223	27/10/2021	HYDRO JET	GRAFFITI REMOVAL - ST PETERS UNDERPASS & GEORGE ST PEDESTRIAN UNDERPASS	709.50	709.50
EFT32224	27/10/2021	KONICA MINOLTA BUSINESS SOLUTIONS	KONICA MINOLTA PHOTOCOPIER CONTRACT - HACC FOR PERIOD 01.09.2021 TO 30.09.2021	23.25	
			DEPOT PHOTOCOPIER - KONICA MINOLTA BIZHUB C224E - PRINTING COSTS -FOR PERIOD 13.09.2021 TO 12.10.2021	131.13	
			PHOTOCOPIER SERVICES FOR REGULATORY SERVICES FOR PERIOD 13.09.21 TO 12.10.21	362.80	517.18
EFT32225	27/10/2021	CARINYA OF BICTON	RESPITE CENTRE MEALS FOR SEPTEMBER 21	1,174.35	1,174.35
EFT32226	27/10/2021	FOCUS NETWORKS	MANAGED PROACTIVE SERVICES - SEPTEMBER 21	4,052.40	
			IT SERVICES PURSANT TO MANAGED SERVICES AGREMENT 21-22 - EMAIL PROTECTION SERVICE,HOSTED ANTI VIRUS, WIFI MANAGEMENT,MICROSOFT CSP PRODUCTS SUBSCRIPTION & RECOVERY. FOR SEPT 2021.	5,442.66	9,495.06
EFT32227	27/10/2021	THE WORKWEAR GROUP	2021 - 2022 STAFF UNIFORM	189.60	189.60
EFT32228	27/10/2021	LANDGATE	LANDGATE - GROSS RENTAL VALUATIONS - SCHEDULES DATED 04/09/2021 - 01/10/2021.	84.91	84.91
EFT32229	27/10/2021	SNAP PRINTING	PRINT 1000 X DL TOEF WITH COMPLIMENT SLIPS	157.00	157.00
EFT32230	27/10/2021	CELLARBRATIONS AT EAST FREMANTLE	TOWN HALL REFRESHMENTS	233.50	233.50
EFT32231	27/10/2021	AXIIS CONTRACTING PTY LTD	PETRA STREET FOOTPATH REPAIRS	1,650.00	1,650.00
EFT32232	27/10/2021	SEASHORE ENGINEERING PTY LTD	PROFESSIONAL FEES - SWAN YACHT CLUB - RIVERWALL REPLACEMENT DESIGN	8,547.00	8,547.00
EFT32233	27/10/2021	WINC	DEPOT - STATIONERY, WALL CALENDER,WALL PLANNER AND NOTEBOOKS A5.	52.43	
			DEPOT - FURNITURE	419.00	
			OFFICE STATIONERIES ORDER ON 22.10.2021	17.73	489.16
EFT32234	27/10/2021	AMBIUS (RENTOKIL INITIAL PTY LTD)	PLANT HIRE - TOWN HALL 27/11/2021 - 26/12/2021	278.58	278.58
EFT32235	27/10/2021	LINXIO (READY TRACK PTY LTD)	GPS VEHICLE TRACKING - OCT 2021	145.20	145.20
EFT32236	27/10/2021	HAZEL DICKSON	CHSP VOLUNTEER MEAL REIMBURSEMENT 1/10/21	15.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 6/10/21	14.50	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 20/10/21	15.00	44.50
EFT32237	27/10/2021	JAYBRO GROUP PTY LTD	50 X TRAFFIC CONES, SIGNAGE - USE OTHER FOOTPATH X 6, SAFETY TAGS X 300 PLUS FREIGHT	2,543.48	
			50 X TRAFFIC CONES ORANGE 700MM	1,419.00	
			CREDIT NOTE 50 X TRAFFIC CONES ORANGE 700MM	- 1,375.00	2,587.48
EFT32238	27/10/2021	CONTRA-FLOW PTY LTD	TRAFFIC MANAGEMENT FOR SILAS STREET DRAINAGE - 5/10/2021 TO 13/10/2021	6,925.32	6,925.32
EFT32239	27/10/2021	ANDREA ONAMADE	PERFORMANCE AT CITIZENSHIP CEREMONY 25/10/21	350.00	350.00
EFT32240	27/10/2021	PTC IRRIGATION	EXTEND IRRIGATION AT HENRY JEFFERY OVAL AND REPLACE BROKEN SPRINKLERS	3,499.10	3,499.10
EFT32241	27/10/2021	FRESH PROVISIONS BICTON	CATERING - 25/10/21	50.00	50.00
EFT32242	27/10/2021	PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD	RFQ06-2020/21- RIVERSIDE ROAD REVEGETATION CONTINUATION OF MAINTENANCE FROM PREVIOUS PO 38291	547.04	547.04
EFT32243	27/10/2021	ELIZABETH COLLETT	REIMBURSEMENT OF COSTS OF KITCHEN APPLIANCES FOR DOVENBY HOUSE 18/10/2021.	96.00	96.00
EFT32244	27/10/2021	TRAVIS HAYTO PHOTOGRAPHY	ELECTED MEMBERS & CEO PHOTOGRAPHS	660.00	660.00
EFT32245	27/10/2021	PROTEC ASPHALT	SILAS ST DRAINAGE - ROAD PATCH REPAIRS 6 DRAINS, CUTTING JOINS AND MATERIAL REMOVAL & FOOTHPATH PATCH REPAIR NEW DRAINS	6,109.40	6,109.40
EFT32246	27/10/2021	NICHOLAS KING	EDUCATIONAL COST REIMBURSEMENT IN ACCORDANCE WITH EMPLOYMENT CONTRACT	2,500.00	2,500.00
EFT32247	27/10/2021	HUBB CONSULTANTS AUSTRALIA PTY LTD (CORPORATE LIVING)	NEW GAS STRUTS OFFICE CHAIR	275.00	275.00
EFT32248	27/10/2021	SHE'S IN PARTIES CATERING	CATERING CITIZENSHIP CEREMONY 25/10/2021.	555.00	555.00
EFT32249	27/10/2021	JANICE IRENE ENGLAND	CHSP VOLUNTEER MEAL REIMBURSEMENT 07/10/2021	15.00	15.00
EFT32250	27/10/2021	KEITH MCDONALD	CHSP VOLUNTEER MEAL REIMBURSEMENT 30/09/2021	15.00	15.00
EFT32251	27/10/2021	JANE CLARKE	CHSP VOLUNTEER MEAL REIMBURSEMENT 1/10/2021.	14.90	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 6/10/21	14.50	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 12/10/21	15.00	44.40
EFT32252	27/10/2021	JENNY HARRISON	CHSP VOLUNTEER MEAL REIMBURSEMENT 14/09/2021	15.00	15.00
EFT32253	27/10/2021	AAA ASPHALT SURFACES	10 X 20KG BAS OF COLD MIX ASPHALT FOR POT HOLE REPAIRS	214.50	214.50
EFT32254	27/10/2021	BEYOND ALL BOUNDS	1 X STAFF REGISTRATION AT STANDARD MENTAL HEALTH FIRST AID COURSE - 25 & 26 NOV 2021.	275.00	275.00
EFT32255	27/10/2021	L MARGETTS	REFUND OF MOORING PEN FEES 1/11/2021 TO 30/06/2022- LEASE CANCELLED	2,954.10	2,954.10
EFT32256	28/10/2021	C DAVIE	BOND REFUND	300.00	300.00
EFT32257	29/10/2021	PAATSCH CONSULTING PTY LTD	PROFESSIONAL FEES - EAST FREMANTLE OVAL REDEVELOPMENT CLIENT PROJECT LEAD	14,059.38	14,059.38
			EFT TOTAL	**608,946.40**	**608,946.40**
	Direct Debit	**Supplier**	***Description***	***Inv Amount***	***EFT***
		EXETEL	EXETEL INTERNET TOWN HALL	99.00	99.00
		SUPERCHOICE PTY LTD	EMPLOYEE SUPERANNUATION - SEPTEMBER 2021	50,633.09	50,633.09
		TILL	TILL SIMPLEPAY FEE	454.81	454.81
		CBA	AMEX FEE	140.43	140.43
		CBA	CBA MERCHANT FEE	998.05	998.05

		CBA	ACCOUNT SERVICE TRANSACTION FEES	23.28	23.28
		CBA	BPAY TRANSACTION FEES	420.75	420.75
		CBA	COMMBIZ TRANSACTION FEES	101.20	101.20
		CBA	BPOINT TRANSACTION FEES	64.43	64.43
	Credit Cards	CREDIT CARD - GARY TUFFIN	ARTSOURCE - ASSOCIATE MEMBERSHIP	275.00	275.00
			OFFICEWORKS - CAMERA FOR POD	399.00	399.00
			MAY STREET LARDER - MEETING	8.40	8.40
			CPP CONVENTION CENTRE PARKING	12.12	12.12
		CREDIT CARD - PETER KOCIAN	BUSINESSS INSIGHTS - REFUND WA HR LEADERSHIP SUMMIT	-544.50	-544.50
			MAILCHIMP - MONTHLY SUBSCRIPTION	42.85	42.85
			SUBWAY - ELECTION CATERING	56.00	56.00
			WOOLWORTHS - CATERING	45.88	45.88
			ADOBE - LICENSES	838.09	838.09
			LOCAL GOVERNMENT PROFESSIONAL - ANNUAL STATE CONFERENCE	320.00	320.00
			ZOOM - MONTHLY SUBSCRIPTION	138.53	138.53
		CREDIT CARD - JANINE MAY	GILBERTS FRESH HILTON - CATERING	170.22	170.22
			MAY STREET LARDER - EA/COORDINATORS/HR MEETING (6 X COFFEES)	30.40	30.40
			MIKADO - CATERING	65.00	65.00
			OFFICEWORKS - OFFICE STATIONERY	17.96	17.96
			OFFICEWORKS - OFFICE STATIONERY ELECTED MEMBER WORKSHOP	66.96	66.96
		CREDIT CARD - NICHOLAS KING	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY - DANGEROUS GOODS LICENCE	234.00	234.00
		CREDIT CARD - RACHAEL GARDNER	TERRY WHITE CHEMMART PALMYRA - FIRST AID PRODUCTS	40.96	40.96
			WESTERNCARE PTY LTD - TRICOLORE TOYOTA CAMRY CAR CLEAN & DETAIL	150.00	150.00
			DIRECT DEBIT TOTAL	**55,301.91**	**55,301.91**
			Description	***Inv Amount***	***EFT***
			PAYROLL FORTNIGHT ENDING 05/10/21	135,078.90	135,078.90
			PAYROLL FORTNIGHT ENDING19/10/21	162,926.31	162,926.31
			PAYROLL TOTALS	**298,005.21**	**298,005.21**
			GRAND TOTAL	**962,919.82**	**962,919.82**

Energy Framework Offer Document

RFQ 06/21

Contestable Electricity Supply for Western Australian Member Local Governments

Prepared by: Toby Costanzo

WALGA Contract Manager, Commercial Management (Project Manager)

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1. Glossary

Contestable Energy	Means, in the context of this Project, any supply point with its own unique National Meter Identifier that is able to be under a contract or sits outside the Synergy gazetted tariff
ESA	Electricity Supply Agreement
Evaluation Panel	The group comprising individual members who will conduct the evaluation of each Response
LGA	Local Government Authority
LGC	Large-Scale Generation Certificate
Members	Members of WALGA
MOU	Memorandum of Understanding
NMI	National Meter Identifier
PPA	Power Purchase Agreement
Project	Contestable Electricity Supply for Member Local Governments falling within the greater Energy Sustainability and Renewables Project being undertaken by WALGA.
REC	Renewable Energy Certificate
Respondent or Supplier	Suppliers of energy who may respond to the RFQ
RFQ or Request	Request for Quote
Quote, Submission or Response	The offer provided by a Respondent in response to the RFQ
STC	Small Scale Technology Certification
Steering Group	A volunteer group of representatives of the Local Government's participating in the Project

2. Executive Summary

2.1. Background

Synergy have been awarded the supply of energy, renewables and integrated projects enclosed in phase one of the Energy Sustainability and Renewables Project subject to contracting, satisfaction of minor variations and the minimum thresholds of Local Government participation reached. WALGA estimates the product will deliver a collective saving of 5 million dollars a year and deliver the single largest reduction in carbon footprint for the Local Government Sector if, fully adopted.

Forty-seven (47) Local Governments have made declarations acknowledging that climate change is occurring, and that climate change will continue to have significant effects on the WA environment, society, economy, and Local Government sector. Many of these Local Governments have adopted environmental policies with carbon neutral targets included. WALGA was requested by its Members to explore alternative options for a whole of Sector Power Purchase Agreement (PPA). In the course of the investigation, while engaging with Members, it emerged that a PPA would deliver some benefits, however other aspects of energy procurement such as contract misalignment, transitioning networks and Local Government infrastructure agreements, put the sectors needs beyond that of a conventional PPA. It was identified that there are varying levels of commitment to renewable energy across the sector. Many of the Local Governments participating in this market process identified a strong desire to procure renewable energy, however they are limited by the current options being offered individually in the market.

WALGA concluded that an alternate solution was necessary in order to align contracts and develop integrated systems to allow for proper aggregation. A Steering Group comprising of WA Local Governments was assembled with the task of conceiving an optimal solution to rising energy costs and inflated renewables prices.

The founding members of the Steering Group include: Stirling, Mandurah, Perth, Fremantle, Cockburn, Bayswater, Canning, Joondalup, Wanneroo, Gosnells and Armadale. On the 28th of November 2021, The Finance and Services Committee, a delegated authority of State Council endorsed the recommendation from the Energy Sustainability and Renewables Local Government Steering Group to award the supply to Synergy.

On the 26th of August 2021, the Australian Competition & Consumer Commission (ACCC) decided to grant authorisation to the Western Australian Local Government Association to enable local governments who are current and future members of a proposed joint renewable energy purchasing group to pool their demand and collectively tender for and negotiate an electricity supply arrangement. The ACCC has decided to grant authorisation for 15 years, until 30 September 2036. The ACCC determined the period intended to cover an initial 3-year agreement, which will provide price transparency to the Proposed Energy Group and align Local Government contract terms for the development of a longer-term 10-year agreement when the initial 3-year agreement expires.

The group is seeking a cost-effective and long-term solution to enable Local Government in Western Australia to achieve their renewable energy and carbon emissions targets. The Sector sits in the level of government closest to the community which mandates a solution that is able to clearly report and articulate sustainability accomplishments.

2.2. Scope

As part of the greater Energy Sustainability and Renewables Project, the scope of the exercise and of Phase 1 is the aggregation of contestable energy supply. In general terms the phasing is as follows:

Phase 1 – Contestable energy supply and Renewable Energy options

Phase 2 – Load shifting, minimising cost (i.e. energy management systems, contestability assessments, understanding emissions, non-contestable supply investigation, preparation for carbon offset integration and preparation for a PPA

Phase 3 – Carbon management, offsets, integrated technologies

Phase 5 – Long Term PPA

Phase 6 – Sustainable Fleet Transition and Sustainable Infrastructure Technologies

Phase 7 – Large-scale Local Government Sustainability projects

Using a staged approach, WALGA is looking to develop a long-term partner, or consortium of partners, to provide energy and sustainability solutions for the sector.

Three key objectives for the greater project include:

- Enhance access to and development of renewable energy for Western Australian Local Government thereby driving positive climate change outcomes

- Diversify supply options and application of new technology

- Leverage the best price outcomes for Local Government supply.

WALGA

3. Offer in Brief

You may select from **Option 1** or **Option 2** for your electricity supply:

Option 1. Western Australia Uniform Supply

Unbundled		**Supply Period (3 Years)**			
1/04/2022 - 31/03/2023 (Yr. 1)		**1/04/2023 - 31/03/2024 (Yr. 2)**		**1/04/2024 - 31/03/2025 (Yr. 3)**	
Peak (c/kWh)	**Off-Peak (c/kWh)**	**Peak (c/kWh)**	**Off-Peak (c/kWh)**	**Peak (c/kWh)**	**Off-Peak (c/kWh)**
5.691	5.174	5.940	5.400	5.862	5.329
Daily Supply Charge (Per NMI)		N/A ($0)			
CPI		There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term.			

Benchmarking range for non-Commodity Cost (Applied flat)	**Low-Point Rate (c/ kWh)**	**High-Point Rate (c/ kWh)**
	13.692	18.322
Local Government's managing their energy profiles and consumption may expect lower non-commodity costs. Factors such as remote locality and intermittent supply result in a higher rate.		
Weighted Average Price (Calculated using the total WA portfolio. Each Local Government will have minor variations due to unique energy profiles)	**Flat (c/ kWh)**	
	5.57	

Option 2. Specific to Town of East Fremantle

Bundled	**Supply Period (End of Existing Agreement – 31/3/2025)**
Peak (c/kWh)	**Off-Peak (c/kWh)**
26.46	14.51
Daily Supply Charge (Per NMI)	$2.51
CPI	There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term.

Renewable Energy.

Natural Power (Renewable Energy)	**Option available per Supply Period**	
1/04/2022 - 31/03/2023 (Yr. 1)	**1/04/2023 - 31/03/2024 (Yr. 2)**	**1/04/2024 - 31/03/2025 (Yr. 3)**
Rate (c/ kWh)	**Rate (c/ kWh)**	**Rate (c/ kWh)**
3.00	2.60	2.23
CPI	There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term.	

In order to realise the full potential of this product and to align energy structures to any future PPA, the Project Team highly recommends electing for the unbundled offer. Unbundled energy allows Local Governments to immediately realise a reduction in non-commodity charges that make up your energy bill. When Local Governments are quoted a bundled price, the retailer will fix your non commodity costs for the life of your contract. These charges typically represent 60-70 percent of your invoice charges. By unbundling your supply and taking an active role in energy management with Synergy, the Project Team and WALGA, Members will be granted the ability to reduce an additional component of their energy bill and realise the cost saving immediately.

WALGA recognises the complexity and additional account management required for an unbundled structure. In conjunction with Synergy, WALGA will produce any relevant models, ledgers and management systems in partnership with Local Governments. For more information, please reach out to Toby Costanzo on how Local Governments can manage their energy supply. The project team can direct you to Local Governments who have been managing their supply through unbundled structures as an active reference to their experience and cost saving.

The renewable energy market is experiencing a steady increase in competition, placing upwards pricing pressure on supply. For this reason, the project Team recommends taking a renewable adoption of the final year in order to enable a stepped approach for renewable supply and to secure a trip of dedicated renewables to your Local Government to protect against the rising market. Please contact the Project Manager for more information.

4. Summary Offer

Electricity Generation and Retail Corporation trading as Synergy

Summary Sheet

Dated: **30 September 2021**

If there is any inconsistency between the Agreement and the Amendments, the terms of the Amendments will prevail to the extent of the inconsistency

Term:	3 Years Contract Year 1: 1 April 2022 - 31 March 2023 Contract Year 2: 1 April 2023 - 31 March 2024 Contract Year 3: 1 April 2024 - 31 March 2025 Where an LGA has a contract date that starts prior 01/04/2022, Synergy has provided a preliminary Bridging Offer. Where an LGA has a contract start date starts after 01/04/2022. They will be able to take up this offer on the expiry of their current contract.
Agreements:	**Option 1:** Unbundled Electricity Sale General Conditions April 2021. **Option 2:** Bundled Terms and Conditions April 2017. **Bridging Offer** *(Where Applicable)*: Bundled Terms and Conditions April 2017. Please note the following relates to Synergy's unbundled offer: Metering charges may apply for sites to move to Comms, these charges will be passed through. Synergy's proposal and the details described herein (including pricing) are not legally binding on Synergy or the LGAs (the Customer). A binding contract will not be formed between Synergy and the Customer until a contract has been executed by Synergy and the Customer in writing. Any contract resulting from Synergy's proposal will be subject to: (1) Synergy management approval prior to contract execution; and (2) Synergy's terms and conditions referenced in the contract.

WALGA

Offer Validity:	LGAs must sign and accept the offer and pricing by 30 November 2021 with a minimum of 60 GWh committed to access sector wide pricing
Payment Terms:	30-day payment terms
CPI	There will be no CPI adjustments to any of the products enclosed in the offer, for the duration of the term
Roll In/ Roll Out Allowance	-/+20% roll in/out allowance on the total annual usage across all contestable sites for each LGA
Minimum or Maximum Take Provisions:	No minimum or maximum take provisions
Renewables Offering:	Synergy offers the LGAs Natural Power under its standard terms and conditions at the rates set out below. These rates are only offered on the basis that the LGA's, in aggregate, can commit to specified volumes in the total offer:

Start date	End date	Rate (c/ kWh)	Volumes (Certificate/MWh)
01/04/2022	31/03/2023	3.00	12,200
01/04/2023	31/03/2024	2.60	24,400
01/04/2024	31/03/2025	2.23	48,800

Local Governments who wish to elect for Natural Power from the outset then this can be provided at the rates above but must be confirmed prior to validity date expiration. Synergy will sell your Local Government a portion of Natural Power, based on your chosen Natural Power contribution (e.g. 25%, 50%, 75% etc).

Natural Power - WA Projects	Synergy utilises a total of 3 accredited sites to source LGCs for Natural Power **Albany Wind Farm**: Synergy's Albany wind farm, a joint venture with Bright Energy Investments, is an accredited energy supplier for the GreenPower program, with 18 wind turbines, with a maximum generating capacity of 35.4 MW of electricity. This wind farm sits 80m above the Southern Ocean. It's in such a prime location that there are only approximately 7 days a year where the wind is not strong enough to turn the turbines. **Collgar Wind Farm**: A renewable power project located in the central wheatbelt area of Western Australia. The wind farm situated 25km southeast of Merredin is built over a land envelope of 18,000 hectares. With 111 turbines, the wind farm has a total power production capacity of 222 megawatts (MW) and generates between 630-750 gigawatt hours (GWh) each year. **Emu Downs Wind Farm**: Located 30 kilometres east of Cervantes and approximately 200 kilometres north of Perth, EDWF generates electricity from wind powered turbine technology. The wind farm has 48 turbines with a capacity to produce 80 megawatts of electricity at peak.

Alternative Natural Power Offer:	**Standard Natural Power** If the LGA's do not want to commit to volumes upfront, then Synergy recommend their standard Natural Power offer. Synergy offers the standard Natural Power product whereby each LGA has the option to purchase Natural Power as it decides each year. The prices applied will be set each year by Synergy as per our standard terms and conditions. This includes Natural Power for bridging agreements. The current standard Natural Power product is 3.537c/kWh. Please refer to the attached: *Unbundled: DRAFT Form of Agreement – Unbundled – Special Conditions - Clause 7.5* *Unbundled: DRAFT Form of Agreement – Bundled – Special Conditions - Clause 3*
Natural Power for Streetlights and Non-Contestable Sites:	Synergy can offer Natural Power on your Non-Contestable Sites and Streetlight electricity deemed consumption. Natural Power can be added to any existing Synergy streetlights agreement. For Streetlights, choose how much of your streetlight deemed consumption you want to offset with LGCs from renewable electricity by selecting set increments of 25% up to 100% across all streetlights you own. Synergy will sell Local Governments a portion of Natural Power, based on your chosen Natural Power contribution (e.g. 25%, 50%, 75% etc). The Natural Power charge will be calculated on a percentage of the deemed streetlight electricity consumption. This deemed consumption is based on lamp wattage and turn off time. The Natural Power charge is in addition to your retail tariff and other charges you pay. Synergy purchases LGCs on your behalf to match the amount of your Local Government's chosen Natural Power contribution – that is, the chosen percentage of your deemed electricity consumption.
Transition to PPA:	Synergy has renewable supply from an existing portfolio of contracted renewable generation assets in Western Australia. These assets have been developed by Synergy or a 3rd party. This portfolio includes the recently developed 180MW Warradarge wind Farm and Greenough River Solar Farm (both located North of Perth and developed by Synergy). Synergy has access to all generation and renewable certificates produced from the sites. Synergy, through Synergy Red (a wholly owned subsidiary of Synergy), is actively developing a pipeline of new wind farm locations in the South-West Interconnected System (SWIS) to continue the transition of the market to renewables, including the potential development of a large-scale battery at Kwinana.

Transition to PPA:	Synergy is currently developing a long-term Renewable Energy Supply Agreement (RESA) for customers wanting to commit to longer term renewable purchases, often referred to as a PPA in the market. Synergy is happy to discuss options on how it can work with the Local Governments to ensure a smooth transfer from the existing customer agreement to a future PPA or alternative contract structure. This may include clauses for the existing agreement to roll off earlier/extend until the new agreement and relevant supply are operational (if linked to a new asset). Synergy is well positioned to provide this type of product given its existing fleet of generation assets, ability to firm renewable generation and proven ability to develop new assets.
Synergy Project Capability:	In addition to supporting Western Australian renewable energy projects and working towards a PPA agreement to secure long-term renewable energy for the sector, Synergy seek to expand this commitment above and beyond to innovate and engage the community through industry leading DER projects. With Synergy as the Local Government energy partner, LGAs and their members have the opportunity to be involved and benefit from a number of green and community focused initiatives. These include, but aren't limited to: • Project Symphony • Virtual Power Plants for Schools • The EV Highway • Solar Energy for Social Housing. With the high impact and visibility of these pilots within in the community, Synergy values a strong relationship with the Local Governments that help makes these possible through the Sector's support. Through Retailer and Local Government co-operation, the Sector can amplify these messages and create momentum to help change the lives of all West Australians.
Service Level arrangements and capabilities:	Participating Local Governments will be provided with a dedicated Account Manager who is supported by a Contract Management, Billing, Local Government Energy Steering Group, WALGA and Synergy Support team. The Contract Management Team proactively manages and administers Synergy's sales contracts. The members of the Contract Management team have extensive account management experience and sound knowledge of the supply system. The Billing and Support teams have highly experienced support Members who are equipped to assist the account managers with varying tasks to deliver to our customer requests. In addition, Synergy has a dedicated Supply Services Manager with extensive knowledge of the transmission and distribution networks system. The Supply Services Manager will complement the Account Manager in providing service and attend to supply issues related to the networks system by liaising directly with Western Power

Peak Demand Notification:	Synergy offers a Peak Demand Notification subscription service intended to provide information that can inform energy consumption decisions during predicted periods of high system demand for electricity sites. Please refer to *Appendix 1 - Peak Demand Notification*
Group CSV billing file:	Grouped Electronic billing is available to the LGAs. Please refer to *Appendix 2 - Sample CSV file.csv* for the format in which the file will be provided. WALGA will assist in modelling to translate to any existing Local Government Ledgers.
Consumption and Expenditure reports:	Consumption and Expenditure reporting is available to all Synergy Customers. Please refer to the *Appendix 3 - Consumption and Expenditure Report.*
LGA Customer Details Report:	Synergy offers to provide each LGA Customer Details Reporting. This report can be run on postcode or suburb level for each LGA providing high level data for residential and business customers within the LGA jurisdiction area. This report can also be amended to include/exclude data. Granularity is subject to what is available in Synergy's data system. Please refer to the *Appendix 4 - LGA Customer Details Report*
Network Tariff Analysis:	Synergy can complete a network tariff analysis for sites within each Local Governments energy portfolio. Synergy can provide one complete analysis per contract year. Synergy has a successful and well-established relationship with the Network Provider. This strong relationship ensures the customer's requirements for network provisions are met. Synergy has an extensive understanding of the Technical Rules and are able to assist the customer in network related issues. Synergy can provide contestability requests to the Network Provider for Local Governments upon request given the request is compliant to the Access Agreement and Network Regulations.

5. Offer Acceptance

WALGA and the Local Government Steering Group encourage confirmation in writing to tcostanzo@walga.asn.au as soon as practicable in order to set a transition plan for each Member's energy supply.

When writing in your acceptance to WALGA, we request that each Member indicate their preferred option for energy and the renewable adoption structure desired, if applicable.

Once acceptance has been received, WALGA will deem that as confirmation to enter into agreement with Synergy under the agreed terms. Your volumes will be attributed to a Sector portfolio in order to calculate committed volumes. Once the minimum volumes of Electricity Supply and Renewable Adoption have been met, Synergy will distribute contracts for execution.

Timeline

The following table provides a timeline for the current and next steps of the project.

Stage	Timeframe
Finance and Services Committee Endorsement	28th September 2021
Award of Tender to Synergy	30th September 2021
WALGA Award of Contract	20th September 2021
Local Government Internal approvals and Written Acceptance.	20th September 2021 – 18th November 2021
Offer Notification Deadline	18th November 2021
Offer Contracting Deadline	30th November 2021
Contract transition	December 2021 – April 2022
Contract Live Date for Portfolio Pricing	1st April 2022

TOWN of EAST FREMANTLE

Town of East Fremantle

QPR Q1-Q4 2021

TOWN of EAST FREMANTLE

Agenda

Emissions Overview
Focus on total emissions over the past few years. All scopes.

Energy Overview
Includes an overview of energy, electricity, and gas over the past few years. Also, review the assets with the biggest increases and decreases since the same time last year.

Water Overview
Overview of water over the past few years, including assets with the biggest increases and decreases since the same time last year.

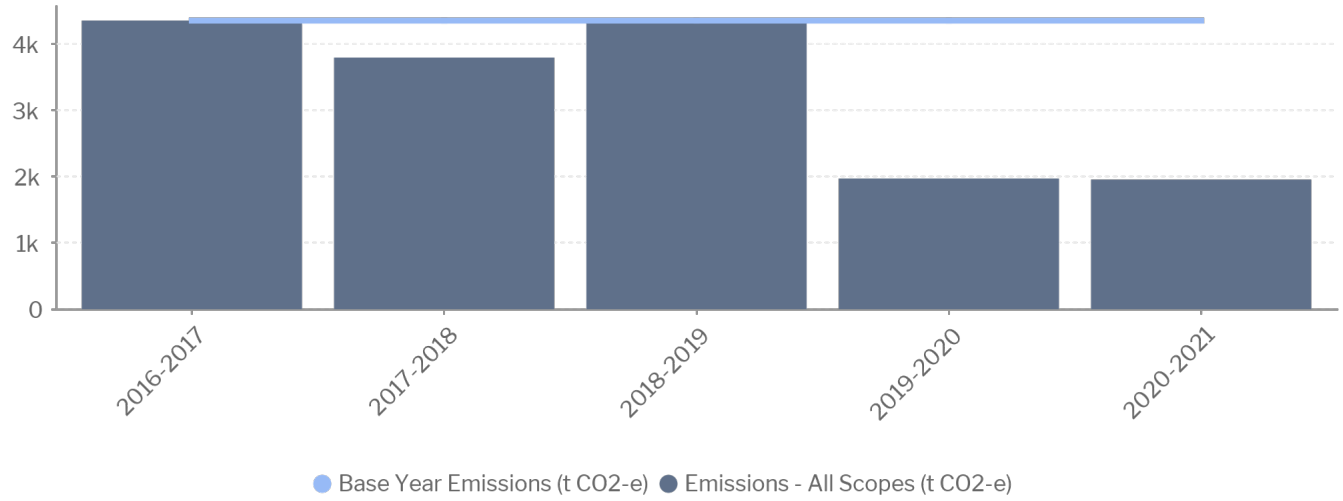
Recycle
Sustainable development
CO_2
Climate change
Environment
Industry
Energy

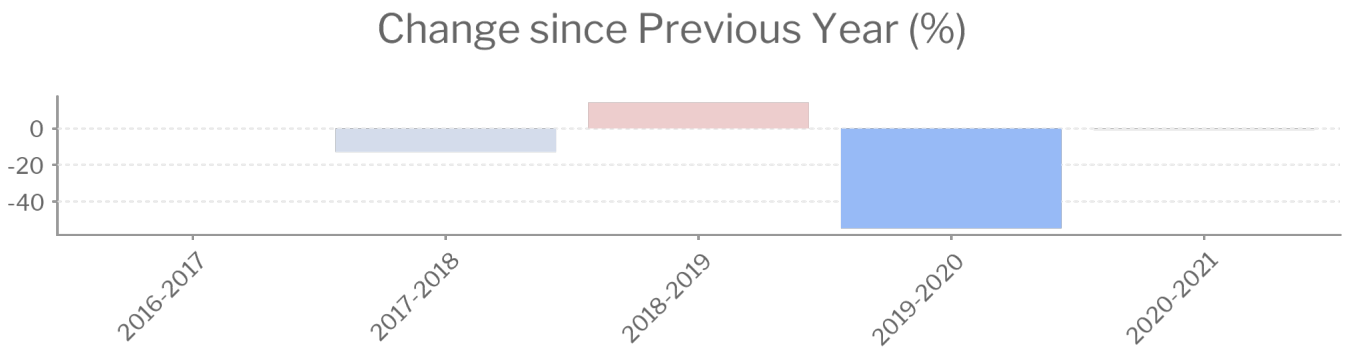
TOWN of EAST FREMANTLE

Emissions All Scopes

Baseline Year: 2016-2017

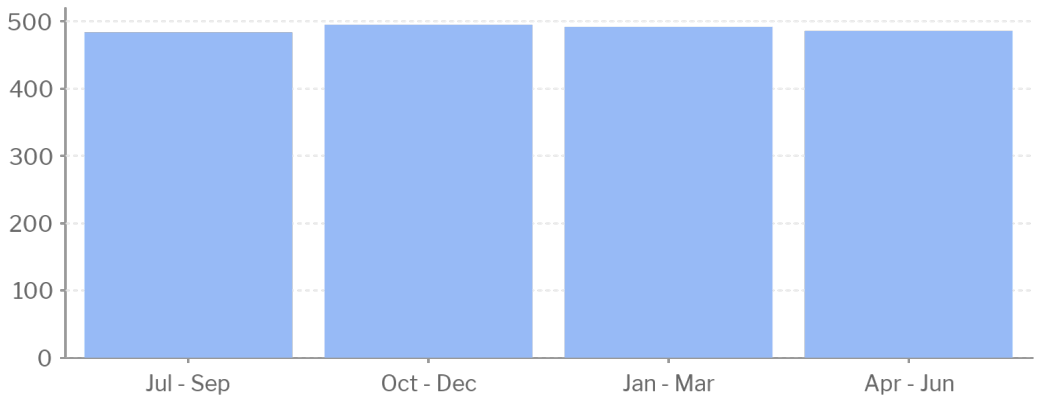
Financial Quarter: 1, 2, 3, 4



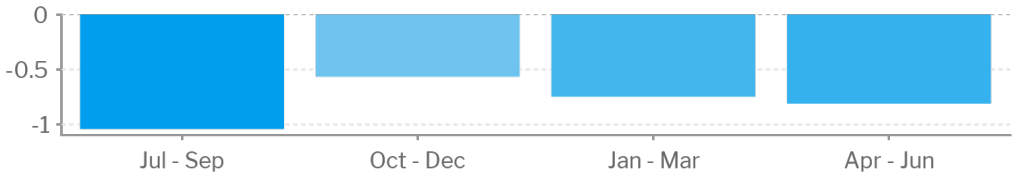


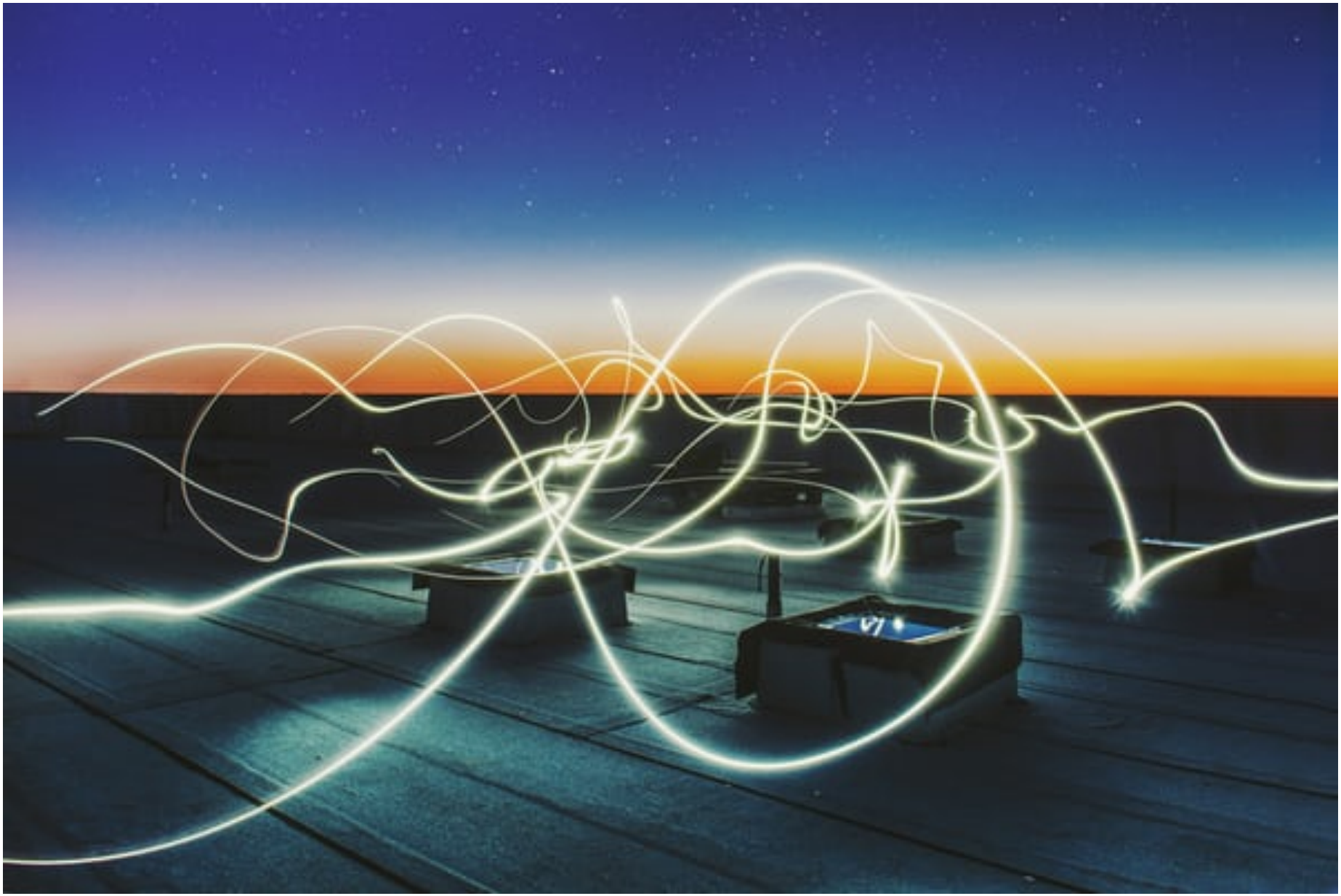
TOWN of EAST FREMANTLE

Emissions Last Four Quarters

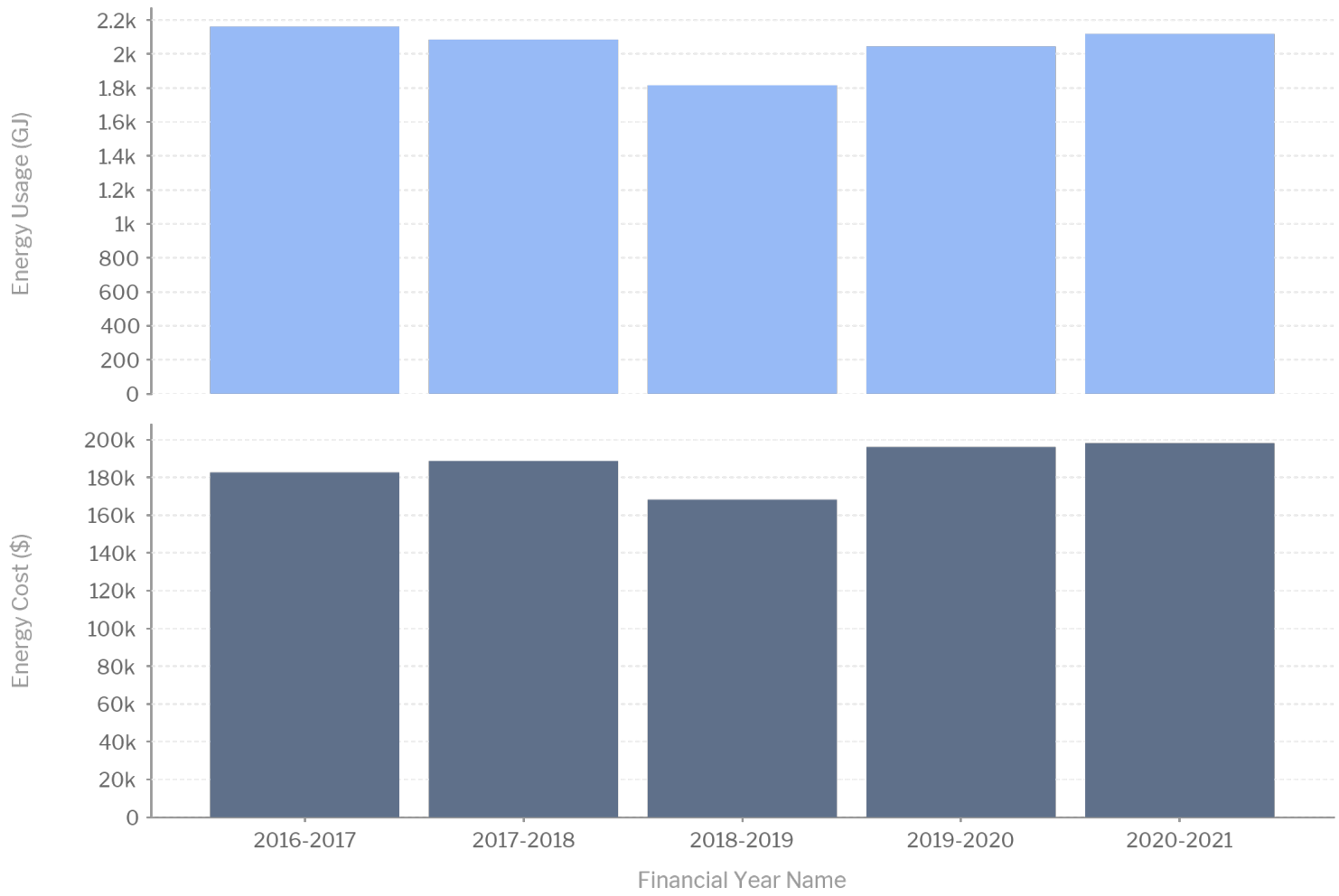


Percentage change since same quarter last year



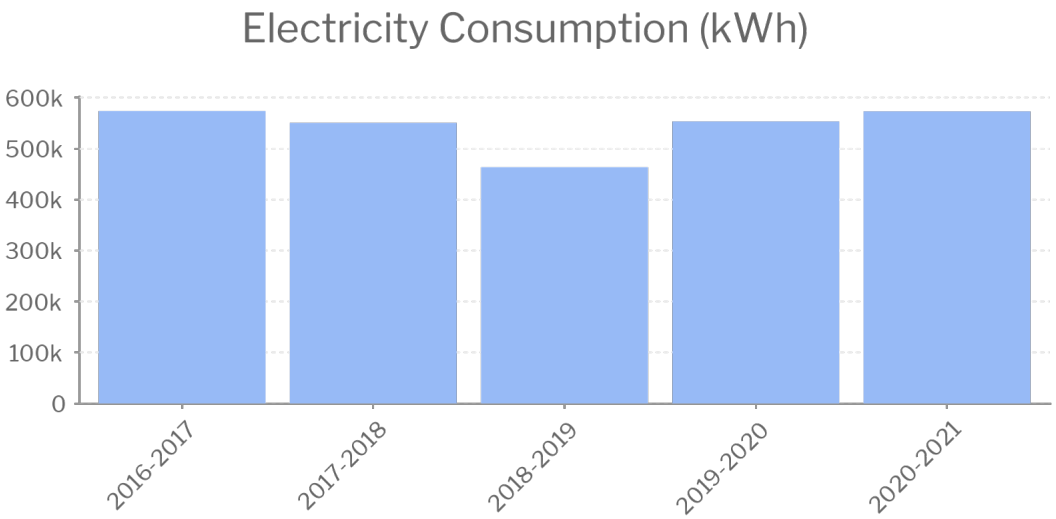


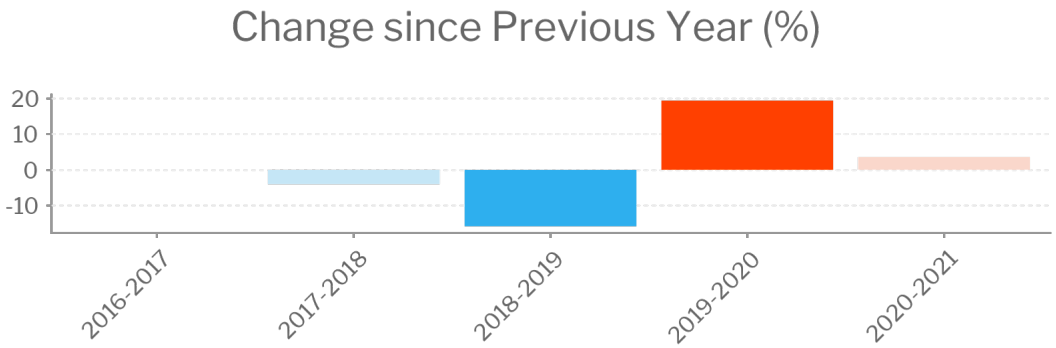
Annual Energy Consumption and Costs

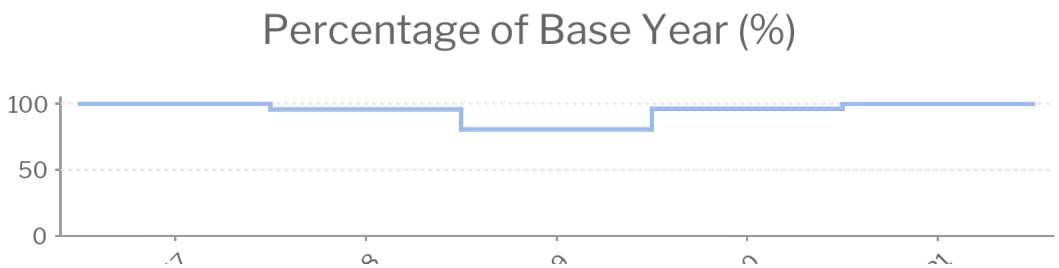


current years data reflects YTD figures

Electricity Consumption - Breakdown







TOWN of EAST FREMANTLE

Assets with the Biggest Electricity Usage Increase

Financial Year Name	Asset Name	Electricity Usage (kWh)	Usage Change Since Previous Year (KWh)	Percent Usage Change Since Previous Year (%)	Previous Financial Year	Previous Year Electricity Usage (kWh)
2020-2021	John Tonkin Park (Bore, Lighting, BBQS)	44,639KWh	23,559	112%	2020	21,080KWh
2020-2021	WAUHOP PARK (FLOODLIGHTS)	26,255KWh	21,824	493%	2020	4,431KWh
2020-2021	Unmetered Street Lighting	275,477KWh	15,170	6%	2020	260,307KWh
2020-2021	HENRY JEFFERY OVAL JR FOOTBALL CLUB	19,204KWh	4,215	28%	2020	14,989KWh
2020-2021	JETTIES WEST OF RED HERRING	8,318KWh	1,533	23%	2020	6,785KWh
2020-2021	NORM MCKENZIE PARK	2,942KWh	1,119	61%	2020	1,823KWh
2020-2021	JOHN DOLAN PARK	4,022KWh	307	8%	2020	3,715KWh
2020-2021	STRATFORD PARK	453KWh	100	28%	2020	353KWh
2020-2021	RICHMOND PARK	4,617KWh	67	1%	2020	4,550KWh
2020-2021	Dovenby House	9,720KWh	42	0%	2020	9,678KWh

TOWN of EAST FREMANTLE

Assets with the Biggest Electricity Usage Decrease

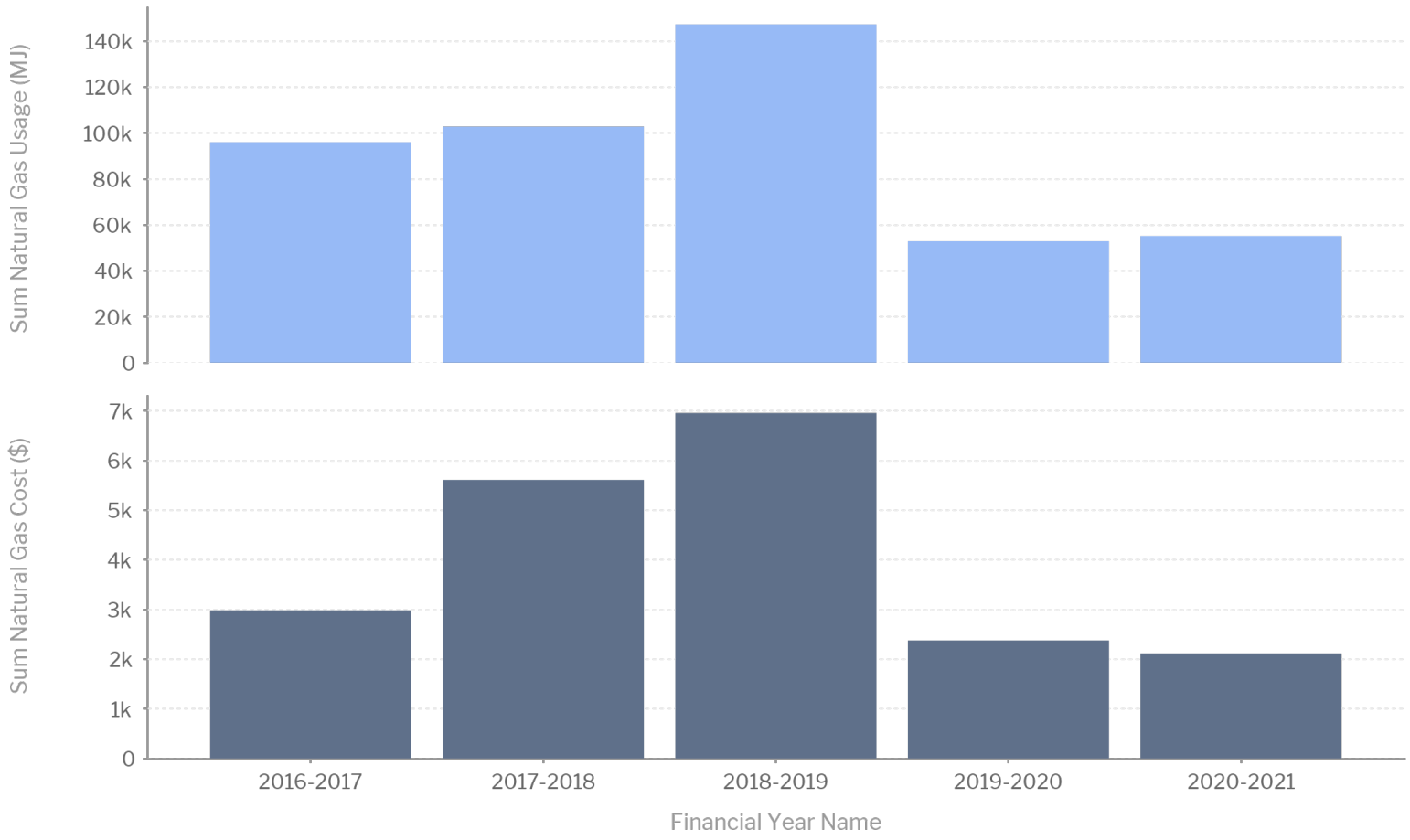
Financial Year Name	Asset Name	Electricity Usage (KWh)	Usage Change Since Previous Year (KWh)	Percent Usage Change Since Previous Year (%)	Previous Financial Year	Previous Year Electricity Usage (kWh)
2020-2021	Tricolore Community Centre	20,532KWh	-27,311	-57%	2020	47,843KWh
2020-2021	Lacrosse & Cricket clubrooms and bores	23,034KWh	-7,781	-25%	2020	30,815KWh
2020-2021	Merv Cowan Park	30,481KWh	-4,875	-14%	2020	35,356KWh
2020-2021	Town Hall	46,951KWh	-2,221	-5%	2020	49,172KWh
2020-2021	Locke Park (Sumpton Green and oval reticulation)	24,442KWh	-2,189	-8%	2020	26,631KWh
2020-2021	GLASSON PARK	1,446KWh	-1,023	-41%	2020	2,469KWh
2020-2021	LEE PARK	431KWh	-892	-67%	2020	1,323KWh
2020-2021	Depot & Bowling Club reticulation & Croquet Club	23,442KWh	-559	-2%	2020	24,001KWh
2020-2021	GOURLEY PARK (BORE)	1,598KWh	-552	-26%	2020	2,150KWh
2020-2021	ULRICH PARK	939KWh	-311	-25%	2020	1,250KWh

TOWN of EAST FREMANTLE

Cost of Power - Electricity

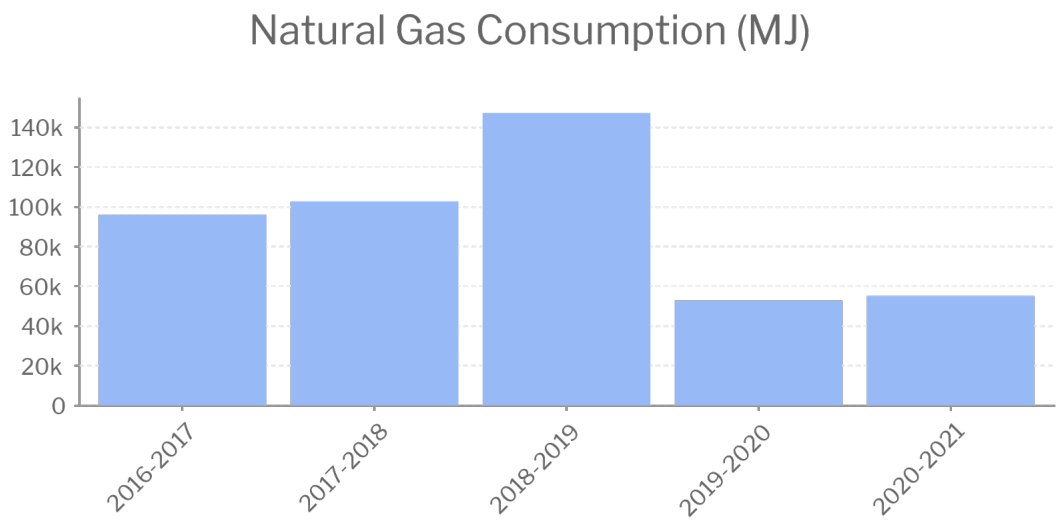
Asset Name	Rank of Electricity Usage (kWh)	Electricity Usage (kWh)	Rank of Electricity Cost ($)	Electricity Cost ($)	Rank of Electricity Cost per kWh ($)	Electricity Cost per kWh ($)
Unmetered Street Lighting	1	68,494	1	$27,372.00	1	$0.40
John Tonkin Park (Bore, Lighting, BBQS)	2	11,280	3	$2,951.00	9	$0.26
Town Hall	3	11,132	2	$3,344.00	2	$0.30
Merv Cowan Park	4	8,516	4	$2,225.00	10	$0.26
HENRY JEFFERY OVAL JR FOOTBALL CLUB	5	6,324	5	$1,789.00	5	$0.28
Lacrosse & Cricket clubrooms and bores	6	5,895	7	$1,610.00	7	$0.27
Tricolore Community Centre	7	5,694	6	$1,638.00	3	$0.29
Depot & Bowling Club reticulation & Croquet Club	8	5,346	8	$1,457.00	8	$0.27
WAUHOP PARK (FLOODLIGHTS)	9	4,056	9	$1,164.00	4	$0.29
Locke Park (Sumpton Green and oval reticulation)	10	3,273	10	$895.00	6	$0.27

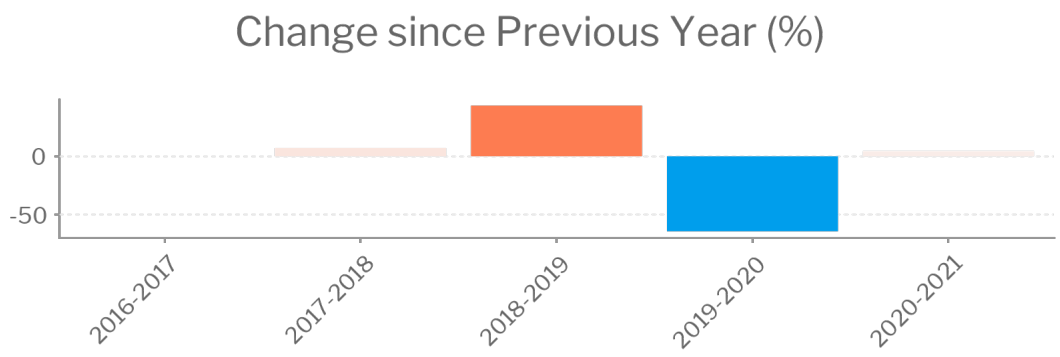
Annual Gas Consumption and Costs

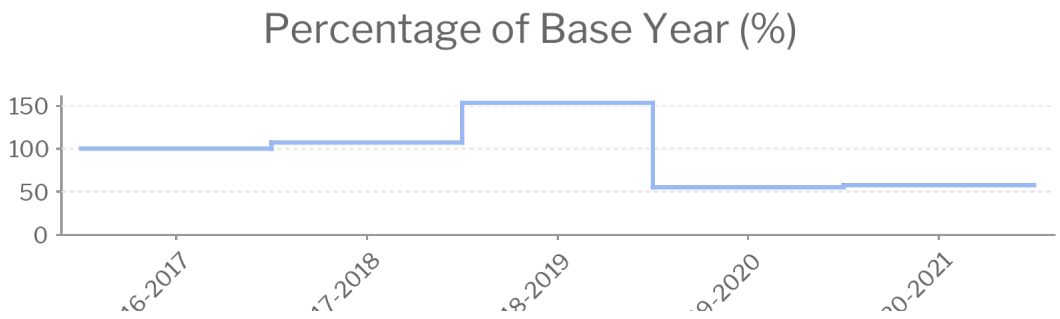


**** last five complete financial years***

Gas Consumption - Breakdown







TOWN of EAST FREMANTLE

Assets with the Biggest Gas Usage Increase

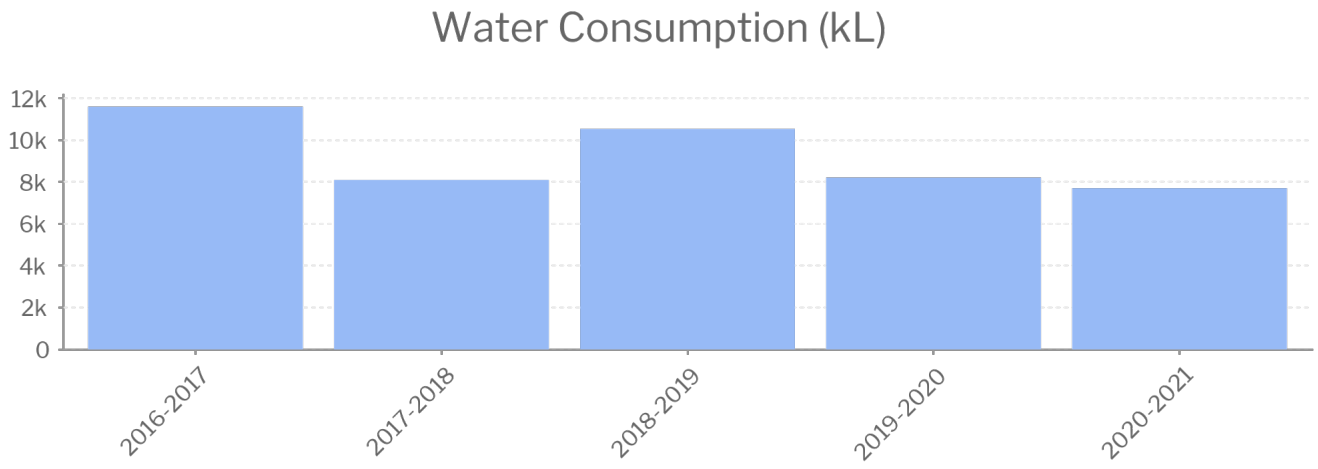
Financial Year Name	Asset Name	Natural Gas Usage (MJ)	Usage Change since Previous Year (MJ)	Rank of Usage Change since Previous Year	Percent Usage Change since Previous Year (%)	Previous Financial Year	Previous Year Natural Gas Usage (MJ)
2020-2021	East Fremantle Football Club	55,182MJ	2,299	1	4%	2020	52,883MJ
2020-2021	Town Hall	0MJ	0	2		2020	0MJ
2020-2021	GLASSON PARK	0MJ	0	2		2020	0MJ
2020-2021	Dovenby House	0MJ	0	2		2020	0MJ
2020-2021	Lacrosse & Cricket clubrooms and bores	0MJ	0	2		2020	0MJ
2020-2021	John Tonkin Park (Bore, Lighting, BBQS)	0MJ	0	2		2020	0MJ
2020-2021	Locke Park (Sumpton Green and oval reticulation)	0MJ	0	2		2020	0MJ
2020-2021	Unmetered Street Lighting	0MJ	0	2		2020	0MJ
2020-2021	NORM MCKENZIE PARK	0MJ	0	2		2020	0MJ
2020-2021	Tricolore Community Centre	0MJ	0	2		2020	0MJ

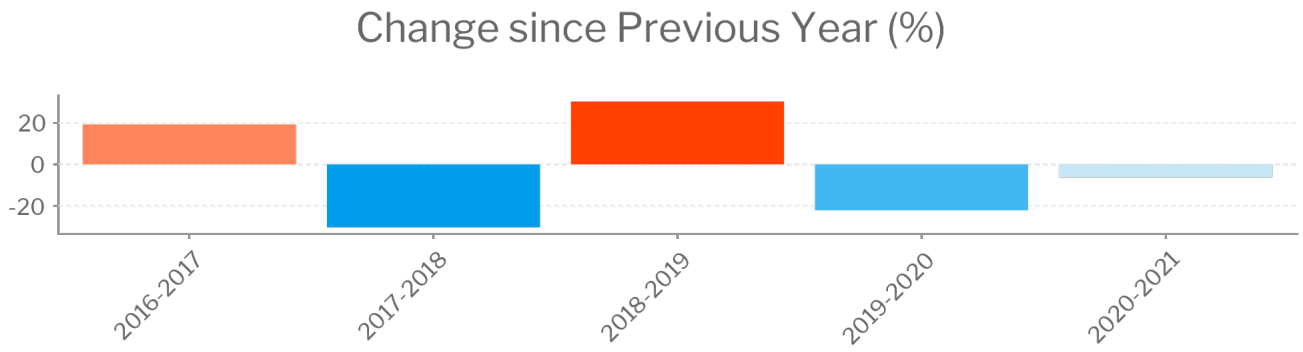
TOWN of EAST FREMANTLE

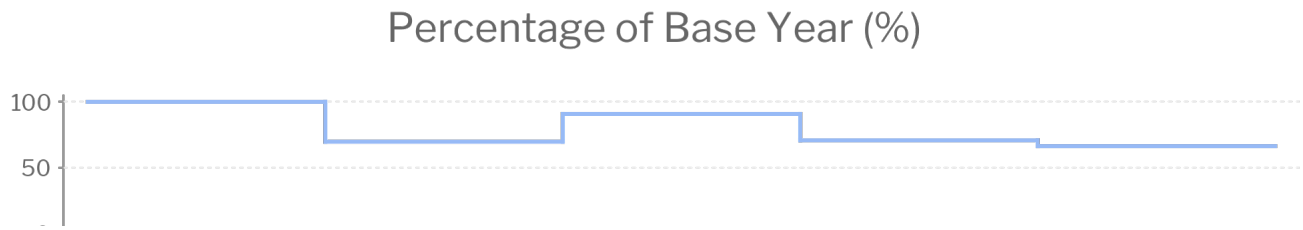
Assets with the Biggest Gas Usage Decrease

Financial Year Name	Asset Name	Natural Gas Usage (MJ)	Usage Change since Previous Year (MJ)	Rank Of Usage Change since Previous Year (MJ)	Usage Change since Previous Year (MJ)	Percent Usage Change since Previous Year (%)	Previous Financial Year	Previous Year Natural Gas Usage (MJ)
2020-2021	Glyde Inn Community Centre	0MJ	0	1	0		2020	0MJ
2020-2021	J.P.MCKENZIE CENTRE	0MJ	0	1	0		2020	0MJ
2020-2021	Lacrosse & Cricket clubrooms and bores	0MJ	0	1	0		2020	0MJ
2020-2021	COMMUNITY MIDWIFERY	0MJ	0	1	0		2020	0MJ
2020-2021	Depot & Bowling Club reticulation & Croquet Club	0MJ	0	1	0		2020	0MJ
2020-2021	JETTIES WEST OF RED HERRING	0MJ	0	1	0		2020	0MJ
2020-2021	RICHMOND PARK	0MJ	0	1	0		2020	0MJ
2020-2021	Dovenby House	0MJ	0	1	0		2020	0MJ
2020-2021	GLASSON PARK	0MJ	0	1	0		2020	0MJ
2020-2021	STRATFORD PARK	0MJ	0	1	0		2020	0MJ

Water Consumption - Breakdown







TOWN of EAST FREMANTLE

Assets with the Biggest Water Usage Increase

Financial Year Name	Asset Name	Water Usage (kL)	Consumption Change Since Previous Year (kL)	Percent Consumption Change Since Previous Year (%)	Previous Financial Year	Previous Year Water Usage (kL)
2020-2021	East Fremantle Tennis Club	414kL	275	198%	2020	139kL
2020-2021	Tricolore Community Centre	1,030kL	235	30%	2020	795kL
2020-2021	Merv Cowan Park	1,334kL	220	20%	2020	1,114kL
2020-2021	FORMER POLICE STATION	259kL	137	112%	2020	122kL
2020-2021	Allen St Accommodation	584kL	78	15%	2020	506kL
2020-2021	Depot	146kL	18	14%	2020	128kL
2020-2021	GLASSON PARK	59kL	17	40%	2020	42kL
2020-2021	Glyde Inn Community Centre	270kL	15	6%	2020	255kL
2020-2021	Depot & Bowling Club reticulation & Croquet Club	146kL	9	7%	2020	137kL
2020-2021	128 George St	9kL	2	29%	2020	7kL

TOWN of EAST FREMANTLE

Assets with the Biggest Water Usage Decrease

Financial Year Name	Asset Name	Water Usage (kL)	Consumption Change Since Previous Year (kL)	Percent Consumption Change Since Previous Year (%)	Previous Financial Year	Previous Year Water Usage (kL)
2020-2021	HENRY JEFFERY OVAL JR FOOTBALL CLUB	134kL	-1124	-89%	2020	1,258kL
2020-2021	Town Hall	272kL	-154	-36%	2020	426kL
2020-2021	Locke Park (Sumpton Green and oval reticulation)	1,213kL	-87	-7%	2020	1,300kL
2020-2021	J.P.MCKENZIE CENTRE	531kL	-67	-11%	2020	598kL
2020-2021	NORM MCKENZIE PARK	135kL	-26	-16%	2020	161kL
2020-2021	Memorial Rose Gardens	870kL	-25	-3%	2020	895kL
2020-2021	LEE PARK	4kL	-11	-73%	2020	15kL
2020-2021	Drinking tap, Allen Street	44kL	-5	-10%	2020	49kL
2020-2021	63 Allen Street	91kL	-5	-5%	2020	96kL
2020-2021	RICHMOND PARK	15kL	-4	-21%	2020	19kL

Knowledge Centre - **my.azility.co/KnowledgeCentre/home**

Contact us - support@azility.co

Electricity Sales Agreement

Form of Agreement
Small Use Business Flexi

Less than 160 MWh per annum

BUSINESS DETAILS

Legal name (Customer) TOWN OF EAST FREMANTLE

ABN / ACN 80052365032

Trading as

Address 135 CANNING HIGHWAY EAST FREMANTLE WA 6158

CONTACT DETAILS

Name Peter Kocian

Position A/ CHIEF EXECUTIVE OFFICER

Phone 08 9339 9317 Fax Email pkocian@eastfremantle.wa.gov.au

CONTRACT DETAILS

Start Date 1/4/2020 Offer valid to 1/3/2020 Security $0.00

End date 31/3/2022

The ***charges*** and ***premises*** covered by this ***agreement*** are:

Product	Business Flexi							
NMI	Contract Account	Address details for each premise		Billing Cycle	Price Key	Energy Charges c/kWh		Supply Charge $/day
		Supply	Billing			On Peak	Off Peak	
80010118686	193183070	Lot Number 1714 135 CANNING HWY EAST FREMANTLE WA 6158	135 CANNING HWY, EAST FREMANTLE, WA, AU, 6158	Monthly	BFT-01-P28-O38-S06	34.0800	12.5100	3.0013

All prices are exclusive of GST and are not adjusted for ***CPI*** during the term of this ***agreement***

It is agreed as follows:

1. The ***agreement*** comprises of this ***form of agreement*** and the ***terms and conditions*** **(version 14, November 2016)** and, if this ***agreement*** is an ***unsolicited consumer agreement*** under the ***Australian Consumer Law***, the attached coversheet.
2. ***Synergy*** will sell, and ***you*** will purchase, electricity on the ***terms and conditions*** set out in the ***agreement***.

Your Commitment and Acknowledgment

Synergy offers to enter into a legally binding agreement with ***you***, on the terms and conditions of this ***agreement***.

By ***you*** signing this ***agreement***, ***you*** and ***Synergy*** will become legally bound by this ***agreement*** (subject to its terms), and ***you*** acknowledge and commit to the following:

a) ***You*** and ***Synergy*** are bound by the terms in this ***agreement*** (including this ***form of agreement***).

b) ***Synergy*** will supply electricity to the ***premises***, and ***you*** must purchase electricity from ***Synergy***, on the ***terms*** and conditions contained in this ***agreement***.

c) ***You*** recognise that items in bold have the meaning set out in this ***form of agreement*** or clause 23.1 of the ***terms and conditions*** as applicable.

d) ***You*** acknowledge that ***you*** may be required to pay fees and other amounts in addition to the ***charges*** set out in the table above, under and in accordance with the ***terms and conditions***.

e) If ***you*** are transferring ***your*** electricity supply from another retailer and ***you*** wish for ***Synergy*** to assume the rights and obligations regarding the supply of electricity to ***you***, ***you*** consent to ***Synergy*** effecting a transfer from ***your*** existing electricity supplier to ***Synergy***.

f) ***You*** authorise ***Synergy*** to do all things necessary to:

i) arrange the transfer of electricity supply from ***your*** existing supplier; and

ii) provide information relating to ***you*** to ***Western Power Networks*** as required for the above purposes.

g) If so required, ***you*** will give any information, notification and cooperation required to assist ***Synergy*** in completing these matters including duly completing and signing all necessary forms.

h) ***You*** have received from ***Synergy*** in plain language appropriate to ***you*** all matters materially relevant to the consent and authorisation set out in this commitment and acknowledgment, including the specific purpose for which the consent will be used. A copy of ***Synergy's*** Customer Charter (which, among other things, indicates where ***you*** may obtain a copy of the ***Code of Conduct*** and other important information ***Synergy*** is required by the ***Code of Conduct*** to give ***you***) has either already been provided to ***you*** or is obtainable on request from ***Synergy*** or by download from www.synergy.net.au.

i) ***You*** may end the ***agreement*** within 10 days from the date of signing this ***form of agreement (cooling-off period)***. ***Synergy*** will supply ***you*** with electricity during the ***cooling-off period*** if ***you*** request ***Synergy*** to do so. If, at ***your*** request, ***Synergy*** supplies ***you*** with electricity during the ***cooling-off period*** and ***you*** end this ***agreement*** during the ***cooling-off period***, ***Synergy*** may charge ***you*** for any electricity supplied to ***you*** under this ***agreement*** during the ***cooling-off period*** at the ***charges*** and for any ***meter*** installed at the ***premises*** during the ***cooling-off period***. This clause (i) is in addition to and does not derogate from any other cooling off rights that apply if this ***agreement*** is an ***unsolicited consumer agreement*** under the ***Australian Consumer Law*** (see

attached coversheet, if any).
j) Special conditions may be applicable to ***you*** as part of ***your terms and conditions***. If special conditions are required, these will be set out in this ***form of agreement*** or provided as an appendix to this ***agreement***.

Executed for and on behalf of the **Customer** by its duly authorised representative:

Authorised Signatory (please sign)

Name (please print) Peter Kocian

Title (please print) A/CHIEF EXECUTIVE OFFICER

Date 06/01/2020

SYNERGY CONTACT DETAILS

Name Anazia Farla Email anazia.farla@synergy.net.au

Phone 08 6212 2001 Contract reference : DMS # 21796754

Collection of Information Notice

To assist us to provide you with services, we need to collect personal and credit information about you. We may disclose this information to other parties (who may be located overseas), including third party providers, and to external agencies as described in our privacy policy, and may also use your personal information for direct marketing purposes. Our privacy policy explains what information we collect and why we collect it, how we use that information, who we work with, and the countries (currently the USA, Japan, Philippines and New Zealand) where those recipients may be located. This policy also explains your rights to access and correct any information we store about you, how to make a privacy complaint and how to opt out of receiving direct marketing. Our privacy policy is available at synergy.net.au/privacy or call us on 13 13 54.

When you apply to us to have your electricity paid in arrears you are applying to us for commercial credit. To assess that application we may also collect commercial credit information about you from credit reporting bodies (CRBs). We collect and use that information for the purpose of assessing your commercial credit application and collecting overdue payments. We may also disclose commercial credit information to CRBs such as information about overdue payments. Our privacy policy also includes important information about credit reporting such as the details about the CRBs to whom we may disclose your credit information, the information that CRBs hold, and how you can request CRBs not to use or disclose your information for pre-screening or when you consider yourself to be victim of fraud. You can request a copy of a statement setting out the important credit reporting information by contacting us.

REPORT 13.1.3

ATTACHMENT 4

Contract Account	NMI	Invoice Date	Bill Start Date	To	Product	Supply Address	Number Of Days Billed	Supply Charge	On Peak Consumption Charges	Off Peak Consumption Charges	All Time Charge	Unmetered Charges	Total Billing Charges	Unit Cost per kWh	On Peak Consumption kWh	Off Peak Consumption kWh	Total Import kWh	% Off Peak	Avg kWh/day	Avg Daily Off Peak kWh	Avg Daily On Peak kWh
118276310	80013677181	02-Aug-2021	21-Aug-2020	20-Oct-2020	Business Plan (L1)	128GEORGE STEAST FREMANTLE	61	102.30			113.00		215.30	0.497228637			433		7.098360656	0	0
118276310	80013677181	02-Aug-2021	21-Oct-2020	17-Dec-2020	Business Plan (L1)	128GEORGE STEAST FREMANTLE	58	97.27			85.60		182.87	0.557530488			328		5.655172414	0	0
118276310	80013677181	02-Aug-2021	18-Dec-2020	19-Feb-2021	Business Plan (L1)	128GEORGE STEAST FREMANTLE	64	107.33			117.96		225.29	0.498429204			452		7.0625	0	0
118276310	80013677181	02-Aug-2021	20-Feb-2021	23-Apr-2021	Business Plan (L1)	128GEORGE STEAST FREMANTLE	63	105.65			116.65		222.30	0.497315436			447		7.095238095	0	0
118276310	80013677181	02-Aug-2021	24-Apr-2021	24-Jun-2021	Business Plan (L1)	128GEORGE STEAST FREMANTLE	62	103.97			80.38		184.35	0.598538961			308		4.967741935	0	0
118276310	80013677181	24-Aug-2021	25-Jun-2021	23-Aug-2021	Business Plan (L1)	128GEORGE STEAST FREMANTLE	60	102.20			156.58		258.78	0.43786802			591		9.85	0	0
120845390	80010162576	18-Jan-2021	21-Aug-2020	21-Oct-2020	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	62	103.97			0.00		103.97	#DIV/0			0		0	0	0
120845390	80010162576	18-Jan-2021	22-Oct-2020	18-Dec-2020	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	58	97.27			0.00		97.27	#DIV/0			0		0	0	0
120845390	80010162576	06-Jul-2021	19-Dec-2020	25-Jun-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	189	316.95			0.00		316.95	#DIV/0			0		0	0	0
120845390	80010162576	25-Aug-2021	26-Jun-2021	24-Aug-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	60	102.24			0.00		102.24	#DIV/0			0		0	0	0
133836270	80010599158	21-Oct-2020	21-Aug-2020	20-Oct-2020	Business Plan (L1)	ALLEN STEAST FREMANTLE	61	102.30			872.42		974.72	0.291570446			3343		54.80327869	0	0
133836270	80010599158	18-Dec-2020	21-Oct-2020	17-Dec-2020	Business Plan (L1)	ALLEN STEAST FREMANTLE	58	97.27			694.96		792.23	0.297495306			2663		45.9137931	0	0
133836270	80010599158	22-Feb-2021	18-Dec-2020	19-Feb-2021	Business Plan (L1)	ALLEN STEAST FREMANTLE	64	107.33			1,343.73		1,451.06	0.281813944			5149		80.453125	0	0
133836270	80010599158	27-Apr-2021	20-Feb-2021	23-Apr-2021	Business Plan (L1)	ALLEN STEAST FREMANTLE	63	105.65			1,084.32		1,189.97	0.286394705			4155		65.95238095	0	0
133836270	80010599158	26-Jun-2021	24-Apr-2021	24-Jun-2021	Business Plan (L1)	ALLEN STEAST FREMANTLE	62	103.97			937.66		1,041.63	0.289905372			3593		57.9516129	0	0
133836270	80010599158	24-Aug-2021	25-Jun-2021	23-Aug-2021	Business Plan (L1)	ALLEN STEAST FREMANTLE	60	102.20			903.92		1,006.12	0.295049853			3410		56.83333333	0	0
134649070	80014170238	17-Nov-2020	21-Aug-2020	16-Oct-2020	Business Plan (L1)	GEORGE STEAST FREMANTLE	57	95.59			34.45		130.04	0.985151515			132		2.315789474	0	0
134649070	80014170238	16-Dec-2020	17-Oct-2020	14-Dec-2020	Business Plan (L1)	GEORGE STEAST FREMANTLE	59	98.94			62.63		161.57	0.673208333			240		4.06779661	0	0
134649070	80014170238	26-Feb-2021	15-Dec-2020	17-Feb-2021	Business Plan (L1)	GEORGE STEAST FREMANTLE	65	109.01			92.35		201.36	0.569022522			353.87		5.444153846	0	0
134649070	80014170238	22-Apr-2021	18-Feb-2021	21-Apr-2021	Business Plan (L1)	GEORGE STEAST FREMANTLE	63	105.65			85.91		191.56	0.581909645			329.192		5.225269841	0	0
134649070	80014170238	23-Jun-2021	22-Apr-2021	22-Jun-2021	Business Plan (L1)	GEORGE STEAST FREMANTLE	62	103.97			63.58		167.55	0.687731655			243.627		3.929467742	0	0
134649070	80014170238	20-Aug-2021	23-Jun-2021	19-Aug-2021	Business Plan (L1)	GEORGE STEAST FREMANTLE	58	98.74			41.80		140.54	0.890570246			157.809		2.720844828	0	0
193183070	80010118686	18-Aug-2020	21-Jul-2020	17-Aug-2020	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	28	85.67	984.36	159.54			1,229.57	0.301013424	2833.504	1251.264	4084.768	0.306324374	145.8845714	44.688	101.1965714
193183070	80010118686	15-Sep-2020	18-Aug-2020	14-Sep-2020	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	28	85.67	889.66	153.16			1,128.49	0.299958003	2560.896	1201.264	3762.16	0.319301678	134.3628571	42.90228571	91.46057143
193183070	80010118686	27-Oct-2020	15-Sep-2020	20-Oct-2020	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	36	110.15	1,033.26	186.18			1,329.59	0.299828887	2974.256	1460.24	4434.496	0.329291085	123.1804444	40.56222222	82.61822222
193183070	80010118686	24-Nov-2020	21-Oct-2020	17-Nov-2020	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	28	85.67	798.96	155.21			1,039.84	0.295648297	2299.824	1217.328	3517.152	0.346111854	125.6125714	43.476	82.13657143
193183070	80010118686	22-Dec-2020	18-Nov-2020	15-Dec-2020	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	28	85.67	842.48	148.98			1,077.13	0.299740979	2425.104	1168.432	3593.536	0.325148266	128.3405714	41.72971429	86.61085714
193183070	80010118686	19-Jan-2021	16-Dec-2020	18-Jan-2021	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	34	104.03	961.21	187.20			1,252.44	0.295728275	2766.88	1468.224	4235.104	0.346679562	124.5618824	43.18305882	81.37882353
193183070	80010118686	16-Feb-2021	19-Jan-2021	15-Feb-2021	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	28	85.67	757.26	152.23			995.16	0.294969198	2179.792	1193.984	3373.776	0.353901385	120.492	42.64228571	77.84971429
193183070	80010118686	17-Mar-2021	16-Feb-2021	15-Mar-2021	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	28	85.67	969.52	157.72			1,212.91	0.301136409	2790.784	1236.992	4027.776	0.307115391	143.8491429	44.17828571	99.67085714
193183070	80010118686	20-Apr-2021	16-Mar-2021	19-Apr-2021	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	35	107.09	988.91	186.54			1,282.54	0.297597391	2846.608	1463.04	4309.648	0.339480162	123.1328	41.80114286	81.33165714
193183070	80010118686	18-May-2021	20-Apr-2021	17-May-2021	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	28	85.67	658.08	135.94			879.69	0.297144382	1894.304	1066.176	2960.48	0.360136194	105.7314286	38.07771429	67.65371429
193183070	80010118686	16-Jun-2021	18-May-2021	14-Jun-2021	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	28	85.67	855.09	143.92			1,084.68	0.302120425	2461.408	1128.816	3590.224	0.314413808	128.2222857	40.31485714	87.90742857
193183070	80010118686	20-Jul-2021	15-Jun-2021	19-Jul-2021	Business Flexi TOU	135CANNING HWYEAST FREMANTLE	35	107.43	1,197.61	187.45			1,492.49	0.30435327	3437.904	1465.904	4903.808	0.298931769	140.1088	41.88297143	98.22582857
241058630	80016554733	09-Nov-2020	21-Aug-2020	06-Nov-2020	Business Plan (L1)	72OSBORNE RDEAST FREMANTLE	78	130.81			23.23		154.04	1.730786517			89		1.141025641	0	0
241058630	80016554733	12-Jan-2021	07-Nov-2020	16-Dec-2020	Business Plan (L1)	72OSBORNE RDEAST FREMANTLE	40	67.08			17.75		84.83	1.2475			68		1.7	0	0
241058630	80016554733	20-Feb-2021	17-Dec-2020	18-Feb-2021	Business Plan (L1)	72OSBORNE RDEAST FREMANTLE	64	107.33			74.90		182.23	0.634947735			287		4.484375	0	0
241058630	80016554733	29-Apr-2021	19-Feb-2021	28-Apr-2021	Business Plan (L1)	72OSBORNE RDEAST FREMANTLE	69	115.71			9.39		125.10	3.475			36		0.52173913	0	0
241058630	80016554733	23-Jun-2021	29-Apr-2021	15-Jun-2021	Business Plan (L1)	72OSBORNE RDEAST FREMANTLE	48	80.50			6.00		86.50	3.760869565			23		0.479166667	0	0
241058630	80016554733	30-Aug-2021	16-Jun-2021	27-Aug-2021	Business Plan (L1)	72OSBORNE RDEAST FREMANTLE	73	124.13			7.41		131.54	4.697857143			28		0.383561644	0	0
292547940	80023109976	22-Oct-2020	21-Aug-2020	21-Oct-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	62	103.97			252.10		356.07	0.368602484			966		15.58064516	0	0
292547940	80023109976	21-Dec-2020	22-Oct-2020	18-Dec-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	58	97.27			210.60		307.87	0.38149938			807		13.9137931	0	0
292547940	80023109976	23-Feb-2021	19-Dec-2020	22-Feb-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	66	110.68			273.76		384.44	0.366482364			1049		15.89393939	0	0
292547940	80023109976	28-Apr-2021	23-Feb-2021	27-Apr-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	64	107.33			265.14		372.47	0.366604331			1016		15.875	0	0
292547940	80023109976	29-Jun-2021	28-Apr-2021	25-Jun-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	59	98.94			262.53		361.47	0.359314115			1006		17.05084746	0	0
292547940	80023109976	25-Aug-2021	26-Jun-2021	24-Aug-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	60	102.24			189.33		291.57	0.408361345			714		11.9	0	0
310283790	80016818690	10-Nov-2020	21-Aug-2020	19-Oct-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	60	100.62			942.36		1,042.98	0.288834118			3611		60.18333333	0	0
310283790	80016818690	18-Dec-2020	20-Oct-2020	17-Dec-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	59	98.94			1,452.03		1,550.97	0.278750899			5564		94.30508475	0	0
310283790	80016818690	20-Feb-2021	18-Dec-2020	18-Feb-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	63	105.65			1,483.87		1,589.52	0.279549771			5686		90.25396825	0	0
310283790	80016818690	29-Apr-2021	19-Feb-2021	28-Apr-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	69	115.71			1,308.76		1,424.47	0.284041874			5015		72.68115942	0	0
310283790	80016818690	29-Jun-2021	29-Apr-2021	25-Jun-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	58	97.27			1,413.14		1,510.41	0.278930748			5415		93.36206897	0	0
310283790	80016818690	31-Aug-2021	26-Jun-2021	27-Aug-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	63	107.36			1,587.06		1,694.42	0.283111111			5985		95	0	0
312013250	80014482597	22-Oct-2020	21-Aug-2020	21-Oct-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	0	10.06			90.03		100.09	0.290115942			345		#DIV/0	#DIV/0	#DIV/0
312013250	80014482597	22-Oct-2020	21-Aug-2020	21-Oct-2020	Business Supply (L3)	RIVERSIDE RDEAST FREMANTLE	62	100.53			1,170.85		1,271.38	0.395945188			3211		51.79032258	0	0
312013250	80014482597	21-Dec-2020	22-Oct-2020	18-Dec-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	58	97.27			737.76		835.03	0.295376724			2827		48.74137931	0	0
312013250	80014482597	23-Feb-2021	19-Dec-2020	22-Feb-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	66	110.68			827.53		938.21	0.295871965			3171		48.04545455	0	0
312013250	80014482597	28-Apr-2021	23-Feb-2021	27-Apr-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	64	107.33			966.11		1,073.44	0.289962183			3702		57.84375	0	0
312013250	80014482597	29-Jun-2021	28-Apr-2021	25-Jun-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	59	98.94			964.28		1,063.22	0.287745602			3695		62.62711864	0	0
312013250	80014482597	25-Aug-2021	26-Jun-2021	24-Aug-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	60	102.24			1,205.40		1,307.64	0.287646282			4546		75.76666667	0	0
325451310	80013810801	21-Oct-2020	20-Aug-2020	20-Oct-2020	Business Plan (L1)	80CANNING HWYEAST FREMANTLE	62	103.97			25.57		129.54	1.321836735			98		1.580645161	0	0
325451310	80013810801	18-Dec-2020	21-Oct-2020	17-Dec-2020	Business Plan (L1)	80CANNING HWYEAST FREMANTLE	58	97.27			32.36		129.63	1.045403226			124		2.137931034	0	0
325451310	80013810801	22-Feb-2021	18-Dec-2020	19-Feb-2021	Business Plan (L1)	80CANNING HWYEAST FREMANTLE	64	107.33			52.19		159.52	0.7976			200		3.125	0	0
325451310	80013810801	27-Apr-2021	20-Feb-2021	23-Apr-2021	Business Plan (L1)	80CANNING HWYEAST FREMANTLE	63	105.65			45.67		151.32	0.864685714			175		2.777777778	0	0
325451310	80013810801	26-Jun-2021	24-Apr-2021	24-Jun-2021	Business Plan (L1)	80CANNING HWYEAST FREMANTLE	62	103.97			25.84		129.81	1.311212121			99		1.596774194	0	0
325451310	80013810801	24-Aug-2021	25-Jun-2021	23-Aug-2021	Business Plan (L1)	80CANNING HWYEAST FREMANTLE	60	102.20			7.95		110.15	3.671666667			30		0.5	0	0
338182110		01-Sep-2020	25-Jul-2020	24-Aug-2020	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	31					9,438.11	9,438.11	0.417205942			22622.185		729.7479032	0	0
338182110		02-Oct-2020	25-Aug-2020	24-Sep-2020	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	31					9,438.11	9,438.11	0.417205942			22622.185		729.7479032	0	0
338182110		02-Nov-2020	25-Sep-2020	24-Oct-2020	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	30					9,133.66	9,133.66	0.403747914			22622.185		754.0728333	0	0
338182110		02-Dec-2020	25-Oct-2020	24-Nov-2020	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	31					9,438.11	9,438.11	0.417205942			22622.185		729.7479032	0	0
338182110		04-Jan-2021	25-Nov-2020	24-Dec-2020	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	30					9,133.66	9,133.66	0.403747914			22622.185		754.0728333	0	0
338182110		01-Feb-2021	25-Dec-2020	24-Jan-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	31					9,438.11	9,438.11	0.417205942			22622.185		729.7479032	0	0
338182110		04-Mar-2021	25-Jan-2021	24-Feb-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	31					9,438.11	9,438.11	0.417205942			22622.185		729.7479032	0	0
338182110		02-Apr-2021	25-Feb-2021	24-Mar-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	28					8,524.73	8,524.73	0.376830532			22622.185		807.9351786	0	0
338182110		04-May-2021	25-Mar-2021	24-Apr-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	31					9,438.11	9,438.11	0.417205942			22622.185		729.7479032	0	0
338182110		02-Jun-2021	25-Jan-2021	24-Feb-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	0						0.00	#DIV/0			0		#DIV/0	#DIV/0	#DIV/0
338182110		02-Jun-2021	25-Feb-2021	24-Mar-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	0						0.00	#DIV/0			0		#DIV/0	#DIV/0	#DIV/0
338182110		02-Jun-2021	25-Mar-2021	24-Apr-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	0						0.00	#DIV/0			0		#DIV/0	#DIV/0	#DIV/0
338182110		02-Jun-2021	25-Apr-2021	24-May-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	30						9,126.00	0.404048042			22586.423		752.8807667	0	0
338182110		02-Jul-2021	25-Jan-2021	24-Feb-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	0						-3.67	-3.67	0.300450266		-12.215		#DIV/0	#DIV/0	#DIV/0
338182110		02-Jul-2021	25-Feb-2021	24-Mar-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	0						-6.85	-6.85	0.271351608		-25.244		#DIV/0	#DIV/0	#DIV/0
338182110		02-Jul-2021	25-Mar-2021	24-Apr-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	0						-7.59	-7.59	0.300665505		-25.244		#DIV/0	#DIV/0	#DIV/0
338182110		02-Jul-2021	25-Apr-2021	24-May-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	0						-7.35	-7.35	0.291158295		-25.244		#DIV/0	#DIV/0	#DIV/0

338182110		02-Jul-2021	25-May-2021	24-Jun-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	31					9,417.31	9,417.31	0.417853715			22537.337	727.010871	0	0
338182110		02-Aug-2021	25-Jun-2021	24-Jul-2021	Streetlights (z) Tariffs	PO BOX 1097FREMANTLE	30					9,332.77	9,332.77	0.414102607			22537.337	751.2445667	0	0
341541710	80014845150	04-Nov-2020	20-Aug-2020	19-Oct-2020	Business Plan (L1)	135CANNING HWYEAST FREMANTLE	61	102.30			0.00		102.30	#DIV/0			0	0	0	0
341541710	80014845150	21-Dec-2020	20-Oct-2020	21-Dec-2020	Business Plan (L1)	135CANNING HWYEAST FREMANTLE	63	105.65			198.86		304.51	0.399619423			762	12.0952381	0	0
341541710	80014845150	22-Feb-2021	22-Dec-2020	19-Feb-2021	Business Plan (L1)	135CANNING HWYEAST FREMANTLE	60	100.62			510.19		610.81	0.312434783			1955	32.58333333	0	0
341541710	80014845150	30-Apr-2021	20-Feb-2021	23-Apr-2021	Business Plan (L1)	135CANNING HWYEAST FREMANTLE	63	105.65			490.10		595.75	0.317225772			1878	29.80952381	0	0
341541710	80014845150	26-Jun-2021	24-Apr-2021	24-Jun-2021	Business Plan (L1)	135CANNING HWYEAST FREMANTLE	62	103.97			602.05		706.02	0.30603381			2307	37.20967742	0	0
341541710	80014845150	24-Aug-2021	25-Jun-2021	23-Aug-2021	Business Plan (L1)	135CANNING HWYEAST FREMANTLE	60	102.20			216.04		318.24	0.390478528			815	13.58333333	0	0
351472170	80012470860	22-Oct-2020	20-Aug-2020	21-Oct-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	63	105.65			57.94		202.45	0.911936937			222	3.523809524	0	0
351472170	80012470860	17-Dec-2020	22-Oct-2020	15-Dec-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	55	92.24			65.50		157.74	0.628446215			251	4.563636364	0	0
351472170	80012470860	04-Mar-2021	16-Dec-2020	18-Feb-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	65	109.01			91.99		201.00	0.570216001			352.498	5.423046154	0	0
351472170	80012470860	23-Apr-2021	19-Feb-2021	22-Apr-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	63	105.65			125.82		231.47	0.480086779			482.142	7.653047619	0	0
351472170	80012470860	24-Jun-2021	23-Apr-2021	23-Jun-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	62	103.97			71.10		175.07	0.64257662			272.45	4.394354839	0	0
351472170	80012470860	23-Aug-2021	24-Jun-2021	20-Aug-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	58	98.76			49.61		148.37	0.792722998			187.165	3.226982759	0	0
373505070	80015982159	20-Oct-2020	22-Aug-2020	19-Oct-2020	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	59	98.94			1,298.06		1,397.00	0.280860474			4974	84.30508475	0	0
373505070	80015982159	17-Dec-2020	20-Oct-2020	15-Dec-2020	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	57	95.59			492.71		588.30	0.311599576			1888	33.12280702	0	0
373505070	80015982159	04-Mar-2021	16-Dec-2020	18-Feb-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	65	109.01			363.79		472.80	0.339167619			1394.001	21.44616923	0	0
373505070	80015982159	24-Apr-2021	19-Feb-2021	22-Apr-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	63	105.65			741.23		846.88	0.298165897			2840.298	45.08409524	0	0
373505070	80015982159	24-Jun-2021	23-Apr-2021	23-Jun-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	62	103.97			1,324.98		1,428.95	0.281446326			5077.167	81.88979032	0	0
373505070	80015982159	23-Aug-2021	24-Jun-2021	20-Aug-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	58	98.76			1,213.36		1,312.12	0.286523428			4579.451	78.95605172	0	0
419729310	80014304901	10-Nov-2020	21-Aug-2020	19-Oct-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	60	100.62			45.41		146.03	0.839252874			174	2.9	0	0
419729310	80014304901	12-Jan-2021	20-Oct-2020	16-Dec-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	58	97.27			97.86		195.13	0.520346667			375	6.465517241	0	0
419729310	80014304901	16-Mar-2021	17-Dec-2020	18-Feb-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	64	107.33			108.04		215.37	0.520217391			414	6.46875	0	0
419729310	80014304901	19-Jul-2021	19-Feb-2021	28-Apr-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	69	115.71			440.25		555.96	0.329555424			1687	24.44927536	0	0
419729310	80014304901	19-Jul-2021	29-Apr-2021	25-Jun-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	58	97.27			132.57		229.84	0.452440945			508	8.75862069	0	0
419729310	80014304901	31-Aug-2021	26-Jun-2021	27-Aug-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	63	107.36			1.86		109.22	15.60285714			7	0.111111111	0	0
423819070	80012979842	17-Nov-2020	21-Aug-2020	16-Oct-2020	Business Plan (L1)	IRWIN STEAST FREMANTLE	57	95.59			18.27		113.86	1.626571429			70	1.228070175	0	0
423819070	80012979842	16-Dec-2020	17-Oct-2020	14-Dec-2020	Business Plan (L1)	IRWIN STEAST FREMANTLE	59	98.94			12.00		110.94	2.41173913			46	0.779661017	0	0
423819070	80012979842	24-Feb-2021	15-Dec-2020	17-Feb-2021	Business Plan (L1)	IRWIN STEAST FREMANTLE	65	109.01			11.64		120.65	2.703459711			44.628	0.686584615	0	0
423819070	80012979842	22-Apr-2021	18-Feb-2021	21-Apr-2021	Business Plan (L1)	IRWIN STEAST FREMANTLE	63	105.65			9.24		114.89	3.24392241			35.417	0.562174603	0	0
423819070	80012979842	23-Jun-2021	22-Apr-2021	22-Jun-2021	Business Plan (L1)	IRWIN STEAST FREMANTLE	62	103.97			8.82		112.79	3.338661457			33.783	0.544887097	0	0
423819070	80012979842	20-Aug-2021	23-Jun-2021	19-Aug-2021	Business Plan (L1)	IRWIN STEAST FREMANTLE	58	98.74			8.69		107.43	3.277503203			32.778	0.565137931	0	0
440770410	80012086451	22-Oct-2020	22-Aug-2020	21-Oct-2020	Business Plan (L1)	27STRATFORD STEAST FREMANTLE	61	102.30			0.78		103.08	34.36			3	0.049180328	0	0
440770410	80012086451	21-Dec-2020	22-Oct-2020	18-Dec-2020	Business Plan (L1)	27STRATFORD STEAST FREMANTLE	58	97.27			20.09		117.36	1.524155844			77	1.327586207	0	0
440770410	80012086451	23-Feb-2021	19-Dec-2020	22-Feb-2021	Business Plan (L1)	27STRATFORD STEAST FREMANTLE	66	110.68			22.44		133.12	1.547906977			86	1.303030303	0	0
440770410	80012086451	28-Apr-2021	23-Feb-2021	27-Apr-2021	Business Plan (L1)	27STRATFORD STEAST FREMANTLE	64	107.33			21.66		128.99	1.554096386			83	1.296875	0	0
440770410	80012086451	29-Jun-2021	28-Apr-2021	25-Jun-2021	Business Plan (L1)	27STRATFORD STEAST FREMANTLE	59	98.94			9.13		108.07	3.087714286			35	0.593220339	0	0
440770410	80012086451	25-Aug-2021	26-Jun-2021	24-Aug-2021	Business Plan (L1)	27STRATFORD STEAST FREMANTLE	60	102.24			0.80		103.04	34.34666667			3	0.05	0	0
465272750	80011870433	20-Oct-2020	21-Aug-2020	19-Oct-2020	Business Plan (L1)	PIER STEAST FREMANTLE	60	100.62			46.45		147.07	0.826235955			178	2.966666667	0	0
465272750	80011870433	17-Dec-2020	20-Oct-2020	15-Dec-2020	Business Plan (L1)	PIER STEAST FREMANTLE	57	95.59			86.90		182.49	0.548018018			333	5.842105263	0	0
465272750	80011870433	04-Mar-2021	16-Dec-2020	18-Feb-2021	Business Plan (L1)	PIER STEAST FREMANTLE	65	109.01			95.70		204.71	0.55825534			366.696	5.641476923	0	0
465272750	80011870433	24-Apr-2021	19-Feb-2021	22-Apr-2021	Business Plan (L1)	PIER STEAST FREMANTLE	63	105.65			97.75		203.40	0.543032814			374.563	5.945444444	0	0
465272750	80011870433	24-Jun-2021	23-Apr-2021	23-Jun-2021	Business Plan (L1)	PIER STEAST FREMANTLE	62	103.97			70.99		174.96	0.643150171			272.036	4.387677419	0	0
465272750	80011870433	23-Aug-2021	24-Jun-2021	20-Aug-2021	Business Plan (L1)	PIER STEAST FREMANTLE	58	98.76			36.71		135.47	0.977988579			138.519	2.388258621	0	0
474572910	80013094841	22-Oct-2020	21-Aug-2020	21-Oct-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	62	103.97			113.00		216.97	0.50108545			433	6.983870968	0	0
474572910	80013094841	21-Dec-2020	22-Oct-2020	18-Dec-2020	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	58	97.27			96.82		194.09	0.523153639			371	6.396551724	0	0
474572910	80013094841	23-Feb-2021	19-Dec-2020	22-Feb-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	66	110.68			97.08		207.76	0.558494624			372	5.636363636	0	0
474572910	80013094841	28-Apr-2021	23-Feb-2021	27-Apr-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	64	107.33			106.48		213.81	0.524044118			408	6.375	0	0
474572910	80013094841	29-Jun-2021	28-Apr-2021	25-Jun-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	59	98.94			106.48		205.42	0.503480392			408	6.915254237	0	0
474572910	80013094841	25-Aug-2021	26-Jun-2021	24-Aug-2021	Business Plan (L1)	RIVERSIDE RDEAST FREMANTLE	60	102.24			106.86		209.10	0.518858561			403	6.716666667	0	0
488476830	80012409882	28-Oct-2020	21-Aug-2020	21-Oct-2020	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	62	103.97			1,850.79		1,954.76	0.275628878			7092	114.3870968	0	0
488476830	80012409882	22-Dec-2020	22-Oct-2020	18-Dec-2020	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	58	97.27			1,938.47		2,035.74	0.274063005			7428	128.0689655	0	0
488476830	80012409882	02-Mar-2021	19-Dec-2020	22-Feb-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	66	110.68			3,368.84		3,479.52	0.26954218			12909	195.5909091	0	0
488476830	80012409882	29-Apr-2021	23-Feb-2021	27-Apr-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	64	107.33			2,772.79		2,880.12	0.271070118			10625	166.015625	0	0
488476830	80012409882	29-Jun-2021	28-Apr-2021	25-Jun-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	59	98.94			937.40		1,036.34	0.288513363			3592	60.88135593	0	0
488476830	80012409882	25-Aug-2021	26-Jun-2021	24-Aug-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	60	102.24			270.99		373.23	0.365195695			1022	17.03333333	0	0
540738110	80019311951	21-Oct-2020	21-Aug-2020	20-Oct-2020	Business Plan (L1)	FLETCHER STEAST FREMANTLE	61	102.30			694.70		797.00	0.299398948			2662	43.63934426	0	0
540738110	80019311951	18-Dec-2020	21-Oct-2020	17-Dec-2020	Business Plan (L1)	FLETCHER STEAST FREMANTLE	58	97.27			1,217.68		1,314.95	0.281815259			4666	80.44827586	0	0
540738110	80019311951	22-Feb-2021	18-Dec-2020	19-Feb-2021	Business Plan (L1)	FLETCHER STEAST FREMANTLE	64	107.33			2,064.52		2,171.85	0.274535457			7911	123.609375	0	0
540738110	80019311951	27-Apr-2021	20-Feb-2021	23-Apr-2021	Business Plan (L1)	FLETCHER STEAST FREMANTLE	63	105.65			1,676.20		1,781.85	0.277417095			6423	101.952381	0	0
540738110	80019311951	26-Jun-2021	24-Apr-2021	24-Jun-2021	Business Plan (L1)	FLETCHER STEAST FREMANTLE	62	103.97			283.15		387.12	0.356792627			1085	17.5	0	0
540738110	80019311951	24-Aug-2021	25-Jun-2021	23-Aug-2021	Business Plan (L1)	FLETCHER STEAST FREMANTLE	60	102.20			139.43		241.63	0.459372624			526	8.766666667	0	0
585213470	80010520394	17-Nov-2020	22-Aug-2020	21-Oct-2020	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	61	102.30			906.08		1,008.38	0.290432028			3472	56.91803279	0	0
585213470	80010520394	21-Dec-2020	22-Oct-2020	16-Dec-2020	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	56	93.91			807.18		901.09	0.29133204			3093	55.23214286	0	0
585213470	80010520394	05-Mar-2021	17-Dec-2020	18-Feb-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	64	107.33			1,178.53		1,285.86	0.284734278			4516	70.5625	0	0
585213470	80010520394	27-Apr-2021	19-Feb-2021	22-Apr-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	63	105.65			1,169.40		1,275.05	0.28454586			4481	71.12698413	0	0
585213470	80010520394	26-Jun-2021	23-Apr-2021	23-Jun-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	62	103.97			1,083.54		1,187.51	0.286009152			4152	66.96774194	0	0
585213470	80010520394	23-Aug-2021	24-Jun-2021	20-Aug-2021	Business Plan (L1)	PRESTON POINT RDEAST FREMANTLE	58	98.76			1,199.32		1,298.08	0.286805126			4526	78.03448276	0	0
92679030	80017653659	21-Oct-2020	21-Aug-2020	20-Oct-2020	Business Plan (L1)	RICHMOND CRESEAST FREMANTLE	61	102.30			76.46		178.76	0.610102389			293	4.803278689	0	0
92679030	80017653659	18-Dec-2020	21-Oct-2020	17-Dec-2020	Business Plan (L1)	RICHMOND CRESEAST FREMANTLE	58	97.27			209.04		306.31	0.382409488			801	13.81034483	0	0
92679030	80017653659	22-Feb-2021	18-Dec-2020	19-Feb-2021	Business Plan (L1)	RICHMOND CRESEAST FREMANTLE	64	107.33			346.04		453.37	0.341907994			1326	20.71875	0	0
92679030	80017653659	27-Apr-2021	20-Feb-2021	23-Apr-2021	Business Plan (L1)	RICHMOND CRESEAST FREMANTLE	63	105.65			366.66		472.31	0.336163701			1405	22.3015873	0	0
92679030	80017653659	26-Jun-2021	24-Apr-2021	24-Jun-2021	Business Plan (L1)	RICHMOND CRESEAST FREMANTLE	62	103.97			220.78		324.75	0.383865248			846	13.64516129	0	0
92679030	80017653659	24-Aug-2021	25-Jun-2021	23-Aug-2021	Business Plan (L1)	RICHMOND CRESEAST FREMANTLE	60	102.20			21.21		123.41	1.542625			80	1.333333333	0	0
946191870	80019032036	21-Oct-2020	21-Aug-2020	20-Oct-2020	Business Plan (L1)	MARMION STEAST FREMANTLE	61	102.30			0.00		102.30	#DIV/0			0	0	0	0
946191870	80019032036	18-Dec-2020	21-Oct-2020	17-Dec-2020	Business Plan (L1)	MARMION STEAST FREMANTLE	58	97.27			0.00		97.27	#DIV/0			0	0	0	0
946191870	80019032036	22-Feb-2021	18-Dec-2020	19-Feb-2021	Business Plan (L1)	MARMION STEAST FREMANTLE	64	107.33			0.00		107.33	#DIV/0			0	0	0	0
946191870	80019032036	27-Apr-2021	20-Feb-2021	23-Apr-2021	Business Plan (L1)	MARMION STEAST FREMANTLE	63	105.65			0.00		105.65	#DIV/0			0	0	0	0
946191870	80019032036	26-Jun-2021	24-Apr-2021	24-Jun-2021	Business Plan (L1)	MARMION STEAST FREMANTLE	62	103.97			0.00		103.97	#DIV/0			0	0	0	0
946191870	80019032036	25-Aug-2021	25-Jun-2021	23-Aug-2021	Business Plan (L1)	MARMION STEAST FREMANTLE	60	102.20			0.00		102.20	#DIV/0			0	0	0	0

Funding Agreement

Town of East Fremantle

Perth History Association Inc trading as “Museum of Perth”

McLEODS
Barristers & Solicitors
Stirling Law Chambers | 220 Stirling Highway | CLAREMONT WA 6010
Tel: (08) 9383 3133 | Fax: (08) 9383 4935
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Ref: DFN:EAST-44011

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Details

Parties

Town of East Fremantle

of PO Box 1097, Fremantle WA 6959
(**Town**)

Perth History Association Inc.

Trading as 'Museum of Perth

of (insert address)
(**Museum**)

Background

A The Town has agreed to provide the Grant to the Museum for the purpose of undertaking the Works on the terms and conditions set out in this Agreement.

Agreed Terms

1. Interpretation

In this Agreement, unless inconsistent with the context:

(a) headings and bolding are for convenience only and do not affect the interpretation of this Agreement;

(b) words importing the singular include the plural and vice versa;

(c) a reference to a gender includes a reference to each other gender;

(d) a reference to a person or individual includes a reference to a firm, corporation or other corporate body, authorities, governments and governmental agencies and vice versa;

(e) where a term is assigned a particular meaning, other grammatical forms of that term have a corresponding meaning;

(f) a reference to any written law includes:

(i) all written laws amending, consolidating or replacing that written law;

(ii) all regulations, proclamations, planning schemes or local laws made under that written law;

(g) a reference to a party includes that party, its successors, permitted assigns, receivers, administrators, executors, substitutes and liquidators;

(h) a reference to any document includes a reference to that document as amended, rectified or replaced from time to time and to any document so amending, rectifying or replacing the document;

(i) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions;

(j) a rule of construction does not apply to the disadvantage of a party because the party was responsible for the preparation of this Agreement or any part of it;

(k) an obligation, representation or warranty in favour of two or more persons:

(i) is for the benefit of them jointly and severally; and

(ii) binds them jointly and severally;

(l) a reference to '$' or 'dollars' is a reference to Australian dollars;

(m) unless expressly stated otherwise, a reference to a party, clause, sub-clause, paragraph or part, is a reference a party, clause, sub-clause, paragraph or part of or in this Agreement;

(n) where two or more persons comprise a party to the Agreement, the covenants and agreements on their part are to bind and be observed and performed by them jointly and each of them severally; and

(o) anything in this Agreement which is expressed to be done or performed by the Town, is to be properly and lawfully done and performed if so done and performed by an officer of the Town.

2. Definitions

In this Agreement:

Approval means any approval, consent, permit, licence or other form of approval required under a written law;

Completion Date means the expiry date of this Funding Agreement;

Grant means the amount of funding to be provided by the Town to the Museum as specified in **Item 1** of the Schedule;

Works means the projects to be undertaken by the Museum as specified in **Item 2** of the Schedule.

3. Payment of Grant

Subject to the provisions of this Agreement, the Town shall pay the Grant to the Museum:

(a) within 14 days of the Museum providing a valid tax invoice in the amount of the Grant to the Town; and

(b) by direct transfer to the Museum's nominated bank account, which shall be provided by the Museum to the Town or in such other manner elected by the Town acting reasonably.

4. Use of Grant

The Museum shall use and apply the Grant solely towards the costs of the Works and not for any other purpose.

5. Museum to undertake Works

The Museum shall undertake the Works up until the Completion Date.

6. Compliance with laws

The Museum shall:

(a) comply with all applicable written laws in undertaking the Works;

7. Cost of Works

(1) Subject to payment of the Grant by the Town, the Museum shall bear all costs associated with undertaking the Works.

(2) The Museum acknowledges and agrees that the liability of the Town to contribute to the costs of the Works shall not exceed payment of the Grant.

(3) In the event that the costs of the Works exceed the amount of the Grant, the Museum will be solely responsible for payment of any additional costs.

8. Reporting

(1) The Museum shall:

(a) provide a written update on the Works to the Town upon request; and

(b) maintain the written records of its expenditure of the Grant and allow the Town to inspect such records upon request;

(c) provide a final written report to the Town on the Works and its expenditure of the Grant within one (1) month of the Completion Date.

9. Refund of Grant

(1) If the Museum fails to complete the Works, the Museum shall refund the Grant to the Town within seven (7) days of a written notice being given by the Town to the Museum requiring the refund of the Grant.

(2) All funds payable to the Town in accordance with subclause (1) must be paid by electronic funds transfer (EFT) to an account nominated by the Town and advised to the Museum in writing.

(3) An amount repayable by the Museum to the Town pursuant to subclause (1) shall constitute a debt due recoverable by the Town in a court of competent jurisdiction.

10. Works undertaken at risk of Museum

(1) The Works are undertaken at the sole risk of the Museum.

(2) The Museum acknowledges and agrees that the Town shall not by virtue of this Agreement be:

(a) liable, in negligence or howsoever, for the Works; or

(b) responsible for any losses or financial shortfalls encountered by the Museum in connection with the Works or this Agreement.

11. Acknowledgement of Town sponsorship

(1) In consideration of the Town's payment of the Grant and contribution to the costs of the Works, the Museum agrees to acknowledge the Town as a sponsor of the Museum by:

(a) written acknowledgement in all public material relating to the Works;

(b) display of the Town's logo on all print material issued in relation to the Works; and

(c) acknowledgement in any media release by the Museum relevant to the Works.

12. Goods and Services Tax

(1) In this clause:

GST Act means *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

GST Law means the GST Act and any associated legislation including delegated legislation.

GST, **Registered**, **supply**, **tax invoice** and any other expression used that is defined in the GST Law has the same meaning as given to it in the GST Law.

(2) Unless specifically described in this Agreement as 'GST-inclusive', any consideration to be paid or provided for a supply made under or in connection with this Agreement does not include an amount on account of GST and is 'GST-exclusive'.

(3) Where, under the GST Law, any supply to be made by a party (Supplier) to another party (Recipient) under or in connection with this Agreement is subject to GST (other than a supply the consideration for which is specifically described in this Agreement as GST-inclusive), then:

(a) the consideration payable or to be provided for that supply under this Agreement will be increased by, and the Recipient will pay to the Supplier, an amount equal to the GST calculated according to the GST Law;

(b) the Recipient must pay that additional GST amount at the same time and in the same manner as the GST-exclusive consideration is paid or provided; and

(c) a reference to the consideration payable for a supply includes the value of any non-monetary consideration for the supply.

(4) If the Supplier is Registered or required to be Registered, the Supplier must provide a GST compliant tax invoice in connection with any supply made by it under this Agreement, failing which the Recipient will not be obliged to make any payment for that supply until the invoice is provided.

13. Further assurance

Each party shall promptly execute all documents and do all things that any other party from time to time reasonably requires of it to effect, perfect or complete under the provisions of this Agreement and any transaction contemplated by it.

14. Discretion of Town under written law not limited

Nothing in this Agreement is to fetter or limit, or is to be construed as an attempt to fetter or limit, the discretion or the powers of the Town or the Council of the Town under any written law.

15. Notices

Any notice, direction or other communication which must or may be given in connection with this Agreement:

(a) must be in writing in order to be valid;

(b) is sufficient if signed or executed by the party giving the notice or on its behalf by any director, secretary, duly authorised officer or solicitor of that party;

(c) in order to be valid must be given to a party as follows:

(i) delivered or sent by prepaid post to, or left at, the address of that party as set out in this Agreement;

(ii) sent to the facsimile number of that party;

(iii) sent to the email address of that party; or

(iv) delivered or sent to another address or facsimile number as is notified in writing by that party to the other party from time to time; and

(d) if given in accordance with paragraph (c), will be deemed to take effect:

(i) in the case of prepaid post, on the third business day after the date of posting;

(ii) in the case by email, on receipt of return email from the recipient acknowledging receipt of the email;

(iii) in the case of facsimile, on receipt of a transmission report from the sending machine confirming successful transmission; and

(iv) in the case of delivery by hand, on delivery.

16. Relationship of parties

The parties acknowledge and agree that no relationship of partnership, agency or employment is expressly intended or to be implied into this Agreement.

17. Severability

In the event of part of this Agreement being or becoming void or unenforceable then that part is to be severed from this Agreement with the intention that the balance of this Agreement is to remain in full force and effect, unaffected by the severance.

18. Amendment and waiver

(1) This Agreement may not be amended except by a document in writing signed by or on behalf of each of the parties.

(2) Any waiver or relinquishment of the performance of any term or condition of this Agreement, will be effective only if made in writing and executed by or on behalf on the party granting the waiver.

(3) No waiver of any one breach of any term or condition of this Agreement is to operate as a waiver of any other breach of the same or other term or condition of this Agreement.

19. Laws of Western Australia apply

This Agreement is to be construed and interpreted in accordance with the laws of the State of Western Australia and the parties agree to submit to the jurisdiction of the courts of that State and of courts competent to hear appeals from them.

Schedule

Item 1 Grant

$11,057 (Ex GST) payable for the period 1 December 2021 – 30 June 2022.

$8,157 (Ex GST) payable for the period 1 July 2022 – 30 June 2023

Item 2 Works

The Museum shall provide the following works:

1. Maintain the Streets of East Freo Website which features:
    1. A history of East Fremantle
    2. 84 biographies of notable people
    3. Histories of more than 1,100 heritage properties
    4. Hundreds of historic east Freo Recipes

2. Maintain a social media page celebrating the history of the town

3. Assistance with the delivery of the Town's Heritage Walking Tour initiative as required.

4. Host a stall at the George Street Festival

5. Continue transcribing and researching the Town's WW1 Honour board soldiers

6. Provide free digitisation and research services to local residents.

Project	Indicative Hours per Week	Annual Fee (GST Exclusive)	Performance Outputs
Administering the Streets of East Freo Website and Facebook Page	3	$7,800	Ensure that content remains current. This includes updates, moderations, social media posting and tagging, and incorporating feedback, messages and new information into the existing body of research.
Website Hosting for Streets of East Freo web page via Squarespace		$357	Ensure 99.9% uptime of website
Undertake WW1 Research on Honour Board	2	One off fee of $2,900 payable on completion of project	Work to be completed prior to 25 April with all biographies to be completed and an inventory of Anzac Houses to be compiled. The Town to be advised of any service people missing from the Honour Board.

Item 3 Completion Date

This Funding Agreement commences on 1 December 2021 and expires on the 30 June 2023.

Item 4 Special Conditions

The Museum shall provide a quarterly report to the Town providing a status update against each of the activities listed under 'Works'.