



AGENDA

Council Meeting

Tuesday, 20 September 2022 at 6:30 PM

Disclaimer

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

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

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

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

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

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

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

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

A Deputation invited to attend a Council meeting:

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

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

Procedure for Presentations

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

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

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

Procedure for Public Question Time

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

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

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

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

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

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

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

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NOTICE OF MEETING

Elected Members

An Ordinary Meeting of the Council will be held on 20 September 2022 at 6:30 PM in the Council Chamber, 135 Canning Highway, East Fremantle and your attendance is requested.



GARY TUFFIN
Chief Executive Officer
15 September 2022

AGENDA

1 OFFICIAL OPENING

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 ANNOUNCEMENT TO GALLERY

"Members of the gallery are advised that no Council decision from tonight's meeting will be communicated or implemented until 12 noon on the first clear working day after this meeting, unless Council, by resolution carried at this meeting, requested the CEO to take immediate action to implement the decision."

4 RECORD OF ATTENDANCE

4.1 ATTENDANCE

4.2 APOLOGIES

Cr M Wilson.

4.3 APPROVED

5 DISCLOSURES OF INTEREST

5.1 FINANCIAL

5.2 PROXIMITY

5.3 IMPARTIALITY

6 PUBLIC QUESTION TIME

6.1 RESPONSES TO PREVIOUS QUESTIONS FROM MEMBERS OF THE PUBLIC TAKEN ON NOTICE

Nil.

6.2 PUBLIC QUESTION TIME

7 PRESENTATIONS/DEPUTATIONS

7.1 PRESENTATIONS

Nil.

7.2 DEPUTATIONS

8 APPLICATIONS FOR LEAVE OF ABSENCE

8.1 CR COLLINSON

21 September – 28 October 2022

8.2 CR WHITE

18 October to 2 November 2022

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 MEETING OF COUNCIL (16 AUGUST 2022)

OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 16 August 2022 be confirmed as a true and correct record of proceedings

10 ANNOUNCEMENTS BY THE PRESIDING MEMBER

11 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil.

12 REPORTS AND RECOMMENDATIONS OF COMMITTEES

Reports start on the next page

12.1 TOWN PLANNING COMMITTEE REPORT

Report Reference Number	OCR-1317
Prepared by	Andrew Malone Executive Manager Regulatory Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting date	Tuesday, 20 September 2022
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. Town Planning Committee Minutes 6 September 2022

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 6 September 2022, exercised its delegation in two statutory matters where at least four members voted in favour of the Reporting Officer's recommendation.

BACKGROUND

Nil.

CONSULTATION

Town Planning Committee

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil

SITE INSPECTION

N/A

COMMENT

Nil.

CONCLUSION

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

12.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That the unconfirmed Minutes of the Town Planning Committee Meeting held on 6 September 2022 be received.

REPORT ATTACHMENTS

Attachments start on the next page



MINUTES

Town Planning Committee Tuesday, 6 September 2022 at 6:30 PM

Disclaimer

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MINUTES

1 DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 ANNOUNCEMENT TO GALLERY

"Members of the gallery are advised that no 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

Cr C Collinson	Presiding Member
Cr A Natale	
Cr D Nardi	
Cr L Mascaro	
Cr A White	

The following staff were in attendance:

A Malone	Executive Manager Regulatory Services
K Culkin	Minutes Secretary

There were 3 members of the public in the gallery.

4.2 APOLOGIES

Mayor O'Neill

4.3 APPROVED LEAVE

Nil

5 MEMORANDUM OF OUTSTANDING BUSINESS

Nil



6 DISCLOSURES OF INTEREST

6.1 FINANCIAL

Nil

6.2 PROXIMITY

Nil

6.3 IMPARTIALITY

Nil

7 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 TOWN PLANNING COMMITTEE (2 AUGUST 2022)

9.1 OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr Natale

That the minutes of the Town Planning Committee meeting held on 2 August 2022 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

10 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

MINUTES OF TOWN PLANNING MEETING TUESDAY, 6 SEPTEMBER 2022



11 REPORTS OF COMMITTEES

Nil

12 REPORTS OF OFFICERS (COMMITTEE DELEGATION)

Reports start on the next page

12.1 7 RIVERSIDE ROAD - CARPORT

Owner	Gordon Lee
Applicant	Gordon Lee
Report Reference Number	TPR-1054
Planning Reference Code	P56/22
Prepared by	Andrew Malone
Supervised by	
Meeting date	Tuesday, 6 September 2022
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. Location and advertising plan
2. Site photos
3. Plans submitted 28 March 2022
4. Photograph of garage
5. Community consultation checklist

PURPOSE

The purpose of this report is for Council to consider a development application a carport at 7 (Lot 8) Riverside Road, East Fremantle.

EXECUTIVE SUMMARY

This development application proposes a carport at 7 Riverside Road, East Fremantle. The property is not heritage listed. Four variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines in relation to lot boundary setbacks (2 locations), carport width and roof pitch.

The following variations to the Residential Design Codes and the Residential Design Guidelines are requested;

- (i) Clause 5.1.3 – Residential Design Codes – Front Boundary Setback – Northern Wall - Carport – 2m required (or 1.2 metres behind the established building line), 0.69m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Western Wall – Carport – 1.5m required, 1.4m provided
- (iii) Clause 3.7.16.3.3 – Residential Design Guidelines – Carport Width – 30% maximum width required, greater than 30% width
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided

The proposed development application is recommended for approval subject to the conditions included in the final recommendation.

MINUTES OF TOWN PLANNING MEETING TUESDAY, 6 SEPTEMBER 2022



BACKGROUND

Zoning	Residential R20/ R40
Site Area	395m ²
Heritage	Nil
Fremantle Port Buffer	Yes
Previous Decisions of Council and/or History of Issue Onsite	Nil

CONSULTATION

Advertising

The proposed development was advertised to surrounding properties from 15 June to 1 July 2022. The applicant received formal support from three adjoining neighbours and two objections (from the same property) were received and are included below.

Submission	Applicant Response	Officer Response
<p>Submission 1 I object to the proposal. Such a structure will seriously impact on our views and such a gable structure will possibly result in glare/ sun problems.</p> <p>Also, our personal opinions are the structure is too close to the road.</p> <p>Submission 2 The proposed gable construction in hand with the carports excessive height is the problem in so far as it would be: Visually overwhelm our home by its sheer size as well as obstruct our views to Fremantle and the west. The gable roof would be a glare factor as it would be so close to our only outside entertaining area. (a few metres) From The Towns streetscape point of view, we believe the proposal is too tall and too close to the road.</p>	<p>Re: Application for car port at 7 Riverside Road East Fremantle In response to the submission objecting to our proposal, we advise the following:</p> <p>LOSS OF VIEWS ACROSS OUR PROPERTY This would be an absolute minimum and would only involve at most loss of view of a piece of the roadway from the lowest level. The neighbour concerned has added his own patio roof and more recently added a structure which impedes his view towards our property. We intend growing some shrubs/bushes along the eastern side of the carport which will hide the carport from the east.</p> <p>GLARE There would be no glare. The roof has been designed to have no glare towards adjoining neighbours. It is proposed that the roof sheeting be Colorbond Shale Grey, which has a solar absorptance level of 0.43 and sits in the medium range for absorptance in the BASIX system. Considerably more glare already comes off the river.</p> <p>STREETSCAPE The view from the front towards the house will be attractive and sit nicely with the original design of the home. One neighbour (adjacent to the objector) stated the carport was 'well designed 'and 'looks lovely'.</p>	<p>Noted.</p> <p>The matters of view corridors, glare, streetscape and proximity to the road are all addressed in the comment section of this report. The applicant has requested that the assess the carport under the Performance provisions of the relevant legislation where the development does not comply with the Deemed to Comply/ Acceptable Development provisions.</p>

MINUTES OF TOWN PLANNING MEETING TUESDAY, 6 SEPTEMBER 2022



	<p>She regularly walks past, often twice a day.</p> <p>HEIGHT AND CLOSE TO ROAD The proposed height was designed to sit with the form of the house and high enough to take a medium size domestic vehicle. It will be wholly located within our boundary. The carport will be 4 posts and a roof, giving excellent vision, over, under and through. Very little difference to having a car parked there. And not a solid structure as are the adjoining garages and alfresco areas.</p>	
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Community Design Advisory Committee

This application was not provided to the Community Design Advisory Committee (CDAC) as administration has determined at this time it is not appropriate to undertake the CDAC meeting because of restrictions and risks associated with the Covid virus.

Internal Consultation

Nil

External Consultation

Nil

STATUTORY ENVIRONMENT

Planning and Development Act 2005
Residential Design Codes (Volume 1)
Local Planning Scheme No 3

POLICY IMPLICATIONS

Town of East Fremantle Residential Design Guidelines 2016

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 *Facilitates 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.*

MINUTES OF TOWN PLANNING MEETING TUESDAY, 6 SEPTEMBER 2022



- 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.*

RISK IMPLICATIONS

A risk assessment was undertaken and the risk to the Town in determining this application was deemed to be negligible.

SITE INSPECTION

A site inspection was undertaken.

COMMENT

Statutory Assessment

This development application was assessed against the Town's Local Planning Scheme No 3, the Residential Design Codes and the Residential Design Guidelines.

A summary of the assessment is included in the following tables.

Legend	
A	Acceptable
D	Discretionary
N/A	Not applicable

Residential Design Codes

Design Element	Required	Proposed	Status
Street Front Setback	4m/6m	0.69m	D
Minor incursions			N/A
Lot Boundary Setbacks			
Western wall - carport	1.5m	1.4m	D
Eastern wall - carport	1.5m	4.2m	A
Open Space	45%	>45%	A
Site Works			N/A
Visual privacy			N/A
Overshadowing	25%	<25%	A
Drainage	To be conditioned		

Residential Design Guidelines

Design Element	Required	Proposed	Status
Roof form and pitch	28 to 36 degrees	14 degrees	D
Materials and colours			A
Landscaping			A
Front fence			N/A
Pergolas			N/A
Footpaths and crossovers	N/A		
Wall height	5.6m	2.4m	A
Roof height	8.1m	3.5m	A

Garages and carport setback	1.2m setback behind building	In front	D
Garages and carport width	30% of lot width	50%	D

This development application proposes a carport to the front of the property at 7 Riverside Road, East Fremantle. The property is not on the Town's heritage list. Four variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines in relation to lot boundary setbacks (2 locations), roof pitch and garage width.

The applicant has provided the following justification for the proposed carport, but primarily requests the carport to assist with aging in place:

- *We are long-time residents and are trying to make our home safe and easier for us to live in during our old age so that we can stay here.*
- *It is easier for us to park on the driveway and enter into the house by going up the outside stairs which have a lower rise than the inside stairs. We shall avoid having a lift for as long as possible, because the stairs are good for our fitness.*
- *We do have a car space in the garage (pic attached), but it is very narrow and getting harder to negotiate without knocking the car or the building wall, so it would be more sensible for us to park two cars outside. One spot could be used by a live-in carer. We like to look after our cars, so a carport outside would be a big help.*
- *It would be an advantage to us to have the extra room in the garage to pursue activities, keeping us fit and fulfilled at home.*
- *The inside space created will be used for table tennis, the exercise bike, storing the crabbing, fishing, and swimming.*

Lot Boundary Setback – Southern Wall – Carport

The proposed carport is located along the southern boundary. In accordance with the Residential Design Codes deemed to comply clause 5.2.1 C1.2, which states:

C.1.2 Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1i, except that the setback may be reduced by up to 50 per cent of the minimum setback stated in Table 1 where:

- i. the width of the carport does not exceed 60 per cent of the frontage;*
- ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and*
- iii. the carport roof pitch, colours and materials are compatible with the dwelling*

In this instance the property has a dual codes R20/R40 as per Clause 5.3.2 of the Local Planning Scheme. It is understood the property was developed at an R40 density and therefore it is considered appropriate to assess the carport at the development standards of R40.

Based on the above a wall that is 5.6m long, 5.7m wide and 2.4m high without major openings is required to be 2m from the boundary utilising the provisions of C1.2. The setback from the front (Riverside Road) of the property is 0.69m.

Further it is noted the Town's Residential Design Guidelines require a carport to be setback 1.2 metres behind the building line. This cannot be achieved as the existing dwelling is constructed with minimal setbacks to both side boundaries.

The carport can be supported in accordance with design principles 5.2.1, which states:

P1.1 Carports and garages set back to maintain clear sight lines along the street, to not obstruct views of dwellings from the street and vice versa and designed to contribute positively to streetscapes and to the appearance of dwellings.

P1.2 Garages and/or carports set back to ensure any vehicle parking on a driveway does not impede on any existing or planned adjoining pedestrian, cycle or dual-use path.

The proposal can be supported for the following reasons;

- More effective use is made of the space on the lot. As indicated an existing under-croft garage exists, however as demonstrated by the image provided by the applicant, there is restricted space within the garage which limits its use (attachment 4),
- The carport is set back to maintain clear sight lines along the street and does not obstruct views of dwellings from the street
- The carport has been set back to be located wholly within the property line of the lot and designed to ensure any vehicle parking on a driveway does not impede on any existing or planned adjoining pedestrian, cycle or dual-use path
- Whilst there will be an impact of building bulk on the streetscape, there are several properties within the immediate proximity of the property which have structures, specifically garages that are located close to the Riverside Road boundary. The proposal is for a carport, which is permeable, to be constructed close to the boundary. The simplistic design including the roof pitch of the carport, allows the dwelling to dominate the streetscape.
- The structure is not habitable and causes no overlooking and loss of privacy on adjoining properties,
- The structure is considered to have minimal impact to the view corridors of the neighbour as currently two large banana plants obscure the views of the neighbour. The proposed carport will be located in a similar location.
- Does not have a significant adverse impact on the adjoining property.

The carport is located in an area that already has car bays. The applicant is attempting to provide flexibility to the current dwelling to facilitate aging in place. 12 Canning Highway and the neighbouring property at 5/5A Riverside Road have garage located in the front setback area. The proposed carport will allow for more visual permeability but is considered consistent with these structures. There are no significant amenity impacts on the surrounding properties from the reduced lot boundary setback.

Lot Boundary Setback – Western Wall

The proposed carport is located within 1.4m from the western boundary. In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 a wall that is 5.6m in length and 2.4m high, when considered with the minimal setback of the existing dwelling (on the boundary) is required to be 1.5m from the boundary. The reduced lot boundary setback can be supported in accordance with design principles 5.1.3 P3.1 for the following reasons;

- There is minimal impact of building bulk on adjoining properties to the west. The carport adjoins two garages to the west which would have a great bulk impact than the proposed structure,
- Adequate direct sunlight and ventilation is provided to the building and open spaces on site and the adjoining properties,
- There is no loss of privacy on adjoining properties from the proposed carport.

The setback from the boundary is appropriate for these reasons and the proposed reduction in lot boundary setback can be supported.



Roof Pitch

The roof pitch of dwellings in Plympton is supposed to be between 28 to 36 degrees in accordance with the Residential Design Guidelines acceptable development provisions 3.7.8.3 A4.1. In this case the carport roof has a roof pitch of 14 degrees. This reduces the overall height and bulk of the carport but also ensures the carport is located under the existing balcony steel beam to ensure the dwelling remaining the prominent structure from the streetscape. The proposed roof form can be supported because it complements the traditional form of surrounding development in the immediate locality in accordance with the performance criteria 3.7.8.3 P4.

Garage Width

Although only a two-car carport is proposed, its width of 50% of the lot width (5.7m of 11.4m wide lot) does not comply with the acceptable development provision 3.7.16.3.3 of the carport. Performance criteria 3.7.16.3.3.P1 and P2 requires that carports do not adversely impact the streetscape and are to be constructed of compatible materials. In this case it is compatible as the impact of the adjoining structures and garages have the streetscape. The carport is a lightweight structure that has been designed to maintain the dwelling and adjoining structures as the dominant structures on the street. In this instance there is limited adverse streetscape and design impacts cause from the proposed carport width. It is considered the carport width can be supported.

Submissions from Advertising

It is noted that there were two negative submissions received following advertising, however these were from the same property. As explained in the response to the submission earlier in this report, the objector has specifically raised view corridors and glare as impacts. The submitter claims that views will be lost from the property. It is noted that the carport is located adjoining the submitters property to the west. Existing vegetation already obstructs these views. Existing screening to the outdoor area of the neighbour's property also obstructs views. It is considered the proposal will have limited impact to the view corridor of the neighbour. Notwithstanding the above unlimited views for the full length of the river are not guaranteed. Views of the river are still possible from the dwelling and from the outdoor area to the front of the property.

As noted by the applicant the roof material is shale grey, which has minimal reflective values. The location and pitch of the roof will also limit potential glare. The applicant also intends to plant vegetation on the eastern elevation of the carport which will reduce any perceived bulk and minimize glare.

It is considered the proposed carport can be supported.

CONCLUSION

Based on the preceding assessment and report this development application can be supported subject to the conditions being included in the final recommendation.

- Mr and Mrs Lee (owners) spoke in support of the officer's recommendation.

12.1 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

12.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION TP010922

Moved Cr White, seconded Cr Nardi

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

- (i) Clause 5.1.3 – Residential Design Codes – Front Boundary Setback – Northern Wall – Carport – 2m required (or 1.2 metres behind the established building line), 0.69m provided
- (ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Western Wall – Carport – 1.5m required, 1.4m provided
- (iii) Clause 3.7.16.3.3 – Residential Design Guidelines – Carport Width – 30% maximum width required, greater than 30% width
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided

for a carport at No. 7 (Lot 8) Riverside Road, East Fremantle, in accordance with the plans submitted 8 July 2022, subject to the following conditions:

1. 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.
2. The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this development approval unless otherwise amended by Council.
3. 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.
4. All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.
5. All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
6. 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.
7. 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 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 to be submitted to the Operations Department of the Town and plans are to be included with the application that meets the requirements of the Council's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide if there any proposed changes to the crossover. This 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/owner 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 4: 1)**

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 21 June 2022, this application is deemed determined, on behalf of Council, under delegated authority.

12.1 REPORT ATTACHMENTS

Attachments start on the next page

Attachment -1

7 Riverside Road – Location and Advertising Plan



Attachment -2

7 Riverside Road – Site Photographs



Attachment 1

Attachment -2



Attachment 1

Attachment - 3



north west



north east

planning

		Project: Proposed Carport 7 Riverside Rd, East Fremantle	Name: images	Date: 2024	User: JC
				Scale: A202	Project: 7 Riverside Rd, East Fremantle

Attachment 1

Attachment - 4





Community Engagement Checklist

Development Application P56/22 – 7 Riverside Road

Objective of Engagement		Neighbour Consultation	
Lead Officer:		Regulatory Services	
Stakeholders			
Stakeholders to be Considered <i>Please highlight those to be targeted during engagement</i>	Aged	<input type="checkbox"/>	Ratepayers (all / targeted) <input type="checkbox"/>
	Businesses	<input type="checkbox"/>	Residents (all / targeted) <input checked="" type="checkbox"/>
	Children (School / Playground)	<input type="checkbox"/>	Service Providers <input type="checkbox"/>
	Community Groups	<input type="checkbox"/>	Unemployed <input type="checkbox"/>
	Disabled People	<input type="checkbox"/>	Visitors <input type="checkbox"/>
	Environmental	<input type="checkbox"/>	Volunteers <input type="checkbox"/>
	Families	<input type="checkbox"/>	Workers <input type="checkbox"/>
	Govt. Bodies	<input type="checkbox"/>	Youth <input type="checkbox"/>
	Indigenous	<input type="checkbox"/>	<input type="checkbox"/>
	Neighbouring LGs	<input type="checkbox"/>	<input type="checkbox"/>
Staff to be notified:	Office of the CEO	<input type="checkbox"/>	Councillors <input type="checkbox"/>
	Corporate Services	<input type="checkbox"/>	Consultants <input type="checkbox"/>
	Development Services	<input type="checkbox"/>	<input type="checkbox"/>
	Operational (Parks/Works)	<input type="checkbox"/>	<input type="checkbox"/>
Community Engagement Plan			
Methods	Responsible	Date Due	Reference / Notes
1.1 E News	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
1.2 Email Notification	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
1.3 Website	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
1.4 Facebook	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
1.5 Advert – Newspaper	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
1.6 Fact Sheet	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
1.7 Media Rel/Interview	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
2.1 Information Stalls	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
2.2 Public Meeting/Forum	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
2.3 Survey/Questionnaire	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
3.1 Focus Groups	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
3.2 Referendum/Ballot	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
3.3 Workshop	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
4.1 Council Committee	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
4.2 Working Group	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
*Statutory Consultation	<input checked="" type="checkbox"/> Relevant Officer	1/07/2022	<input checked="" type="checkbox"/> Advertised to 5 surrounding properties
#Heritage Consultation	<input type="checkbox"/> Regulatory Services	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
^Mail Out {note: timelines}	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
Evaluation			
Summary of...		Date Due	Completed / Attached
Feedback / Results/ Outcomes / Recommendations		1/07/2022	
Outcomes Shared			
Methods	Responsible	Date Due	Reference / Notes
E-Newsletter	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
Email Notification	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
Website	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
Facebook	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
Media Release	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
Advert – Newspaper	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.
	<input type="checkbox"/>		
	<input type="checkbox"/>		
Notes			

12.2 29 SEWELL STREET - ALTERATIONS AND ADDITIONS

Owner	Storme John
Applicant	John Lewis (Architect)
Report Reference Number	TPR-1066
Planning Reference Code	P63/22
Prepared by	James Bannerman
Supervised by	Andrew Malone
Meeting date	Tuesday, 6 September 2022
Voting requirements	Simple majority
Documents tabled	Nil

Attachments

1. Location and advertising plan
2. Photos
3. Plans submitted 29 June 2022
4. Heritage impact assessment
5. Place record form
6. Community consultation checklist

PURPOSE

The purpose of this report is for Council to consider a development application for proposed alterations and additions at 29 (Lot 231) Sewell Street, East Fremantle.

EXECUTIVE SUMMARY

This development application proposes alterations and additions at 29 (Lot 231) Sewell Street, East Fremantle. The property is on the Town's heritage list and categorised as Category B. The front section of the dwelling which is the heritage listed property is being retained with some minor modifications. Towards the rear additions are proposed which significantly increase the dwelling size. The approach adopted has been to maintain a single storey dwelling to minimise adverse impacts on the neighbouring properties. There are 5 variations to the Residential Design Codes and the Residential Design Guidelines that are proposed including;

- Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – 1m required, 0.715m provided,
- Clause 5.1.4 – Residential Design Codes – Open Space – 50% required, 47.63% provided,
- Clause 5.2.5 – Residential Design Codes – Sightlines – Truncation or wall height reduction required, high visual permeability provided,
- Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided, and
- Clause 5.3.5 - Residential Design Codes – Driveway Length – max 15m required, more than 15m required.

The proposed development application is recommended for approval subject to the conditions included in the final recommendation.

BACKGROUND

Zoning	Residential R20
Site Area	509m ²

Heritage	Category B
Fremantle Port Buffer	Area 2
Previous Decisions of Council and/or History of Issue Onsite	Nil

CONSULTATION

Advertising

The proposed development was advertised from 1 to 18 July 2022. One submission was received and is included below.

Submission	Applicant Response	Officer Response
Submission 1 I support the proposal. We have met with the owners of 29 Sewell Street and are happy with their proposed developments.	No formal response received although applicant stated that discussions had been held with neighbouring property owners to inform of plans regarding development.	Noted.

Community Design Advisory Committee

This application was not provided to the Community Design Advisory Committee (CDAC) as administration has determined at this time it is not appropriate to undertake the CDAC meeting because of restrictions and risks associated with the Covid virus.

External Consultation

The development application was referred to the Water Corporation on 29 June 2022. The following response was received.

Thank you for email dated 29/06/2022 regarding the above development application. The Corporation offers the following comments.

Water and Wastewater Services

Reticulated water and sewerage are currently available to the subject land.

Protection of Services

It should be noted that existing sewerage mains are located in close proximity to the development (plan attached). Due consideration will be required when developing in this area. The developer is required to fund the full cost of protecting or modifying any of the existing infrastructure which may be affected by the proposed development (plan attached). The proponent will be advised on the specific details related to buildings close to the existing sewer at building stage of development (i.e., required piling).

General

The developer is required to fund the full cost of protecting, modifying, or upgrading any of the existing infrastructure which may be affected by the proposed development.

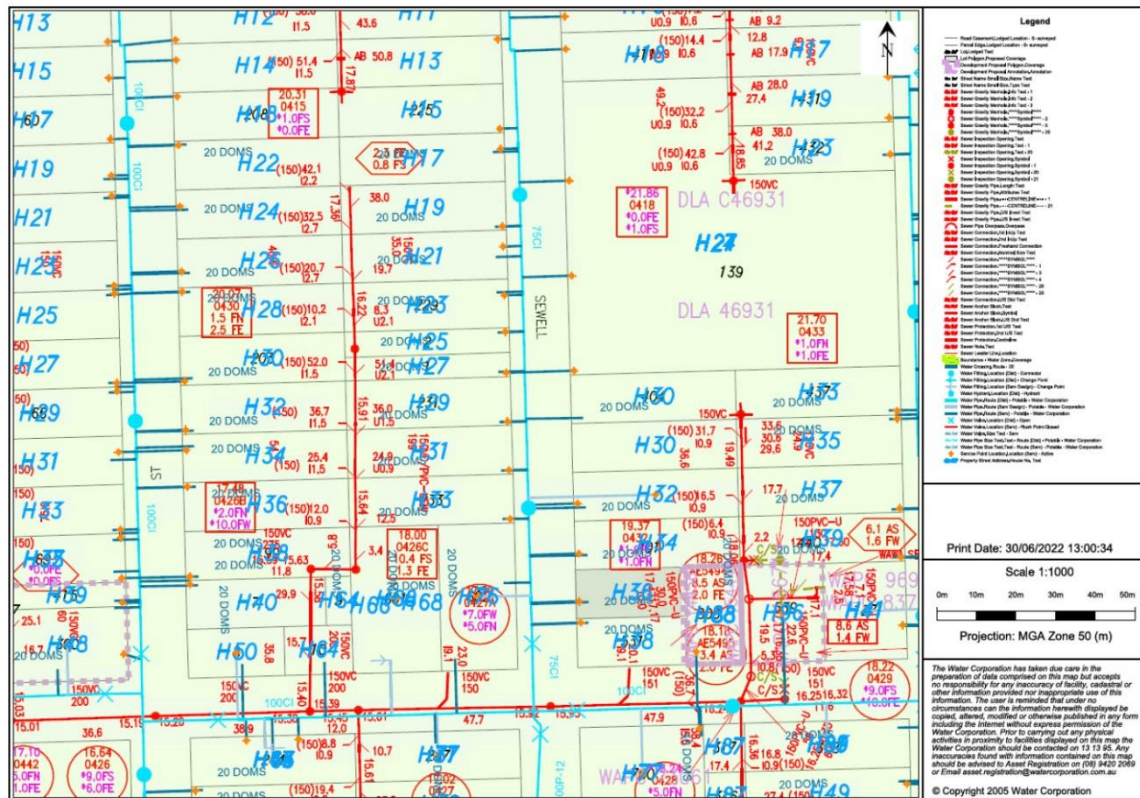
The applicant should be advised that this proposal will require approval by our Building Services section prior to commencement of works. Fees may be required to be paid prior to approval being issued.

*For further information about building applications, the developer should follow this link:
<https://www.watercorporation.com.au/home/builders-and-developers/building/lodging-a-building-application>*

If the application is retrospective, approval by our Building Services section is still required.

The information provided above is subject to review and may change. If the proposal has not proceeded within the next 6 months, please contact us to confirm that this information is still valid.

Please provide the above comments to the landowner, developer and/or their representative.



Built Environment

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

3.1 Facilitates 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.

RISK IMPLICATIONS

A risk assessment was undertaken and the risk to the Town in determining this application was deemed to be negligible.

SITE INSPECTION

A site inspection was undertaken.

COMMENT

Statutory Assessment

This development application was assessed against the Town’s Local Planning Scheme No 3, the Residential Design Codes and the Residential Design Guidelines.

A summary of the assessment is included in the following tables.

Legend	
A	Acceptable
D	Discretionary
N/A	Not applicable

Residential Design Codes

Design Element	Required	Proposed	Status
Street Front Setback			N/A
Minor incursions			N/A
Lot Boundary Setbacks			
Southern wall – garage, pantry	0m for 1/3 of boundary length behind setback	0m	A
Southern wall – kitchen, living, hall	1.1m	1.1	A
Southern wall - laundry	0m for 1/3 length if boundary behind front setback	0m	A
Western wall – laundry, ensuite, WIR, bed 1	2.5m	2.819m	A
Northern wall – bed 1	0m for 1/3 length if boundary behind front setback	0m	A
Northern wall - alfresco	1m	1m	A

Northern wall – dining, study	0m for 1/3 length if boundary behind front setback	0m	A
Northern wall - linen	1m	1.65m	A
Northern wall – bath, activity	1.0m	0.715m	D
Open Space	50%	47.63%	D
Car Parking	2 car bays	2 car bays	A
Maximum roof height	8m	<8m	A
Maximum wall height	7m	<7m	A
Site Works			N/A
Visual Privacy			
Bed 1	4.5m	Highlight windows	A
Overshadowing	<25%	21.6%	A
Drainage	To be conditioned		

Residential Design Guidelines

Design Element	Required	Proposed	Status
Roof form and pitch	28 to 36 degrees	<28 degrees	D
Materials and colours	Colours and materials shown		A
Landscaping	2m x 2m planting zone and tree	Shown on plans - condition	A
Front fence	Truncation required	High visual permeability	D
Pergolas			N/A
Footpaths and crossovers – no change	N/A		
Garages and carport	30% maximum lot width	28%	A

COMMENTS

This development application proposes alterations and additions at 29 (Lot 231) Sewell Street, East Fremantle. The property is on the Town's heritage list and categorised as Category B. A heritage impact assessment was undertaken to confirm that the proposed development does not significantly detract from the existing heritage dwelling. The front section of the dwelling which is the heritage listed property is being retained with some minor modifications.

Towards the rear, additions are proposed which significantly increase the dwelling size. The approach adopted has been to maintain a single storey dwelling to minimise adverse impacts on the neighbouring properties. There are 5 variations to the Residential Design Codes and the Residential Design Guidelines that are proposed including lot boundary setback, open space, sightlines from the front fence, roof pitch and length of the driveway.

Lot Boundary Setback – Northern Wall – Bathroom & Activity Room

The northern wall of the original heritage building is having new windows installed but they are obscured and hence do not create a visual privacy issue. The wall location was established before contemporary design requirements were introduced. Nonetheless, the wall must be assessed against the current Residential Design Codes. In this case the wall is approximately 9.9m long and less than 3.5m high without major openings (due to

their obscurity). The wall is located 0.715m from the boundary. The Residential Design Codes deemed to comply clause 5.1.3 C3.1 requires that the wall be located 1m from the boundary. In accordance with design principles 5.1.3 P3.1 the reduced lot boundary can be supported for the following reasons;

- Minimal impacts from building bulk on adjoining properties,
- Adequate sunlight and ventilation will be provided to the building and open spaces on the site and adjoining properties, and
- Minimal overlooking or loss of privacy on adjoining properties.

The wall has been in place for many years and the Town requires the original heritage dwelling to be retained, with minimal changes. As the wall is to the south of the neighbouring property, to the north there is no impact on sunlight and as the area is directly adjacent to the wall, it allows for adequate movement of air. There is no loss of privacy as the new windows being installed in the wall will have obscure glass below 1.6m from finished floor level so will ensure privacy between properties. The heritage impact assessment is supportive of the proposed development as well. For these reasons, the reduced setback to the boundary can be supported.

Open Space

The lot is required to have open space equal to 50% of its area in accordance with its density code of R20 and the Residential Design Codes deemed to comply clause 5.1.4 C4. In this case the proposed development results in 47.63% of the site being open space. The minor reduction in open space can be supported in accordance with design principles 5.1.4 P4 for the following reasons;

- It reflects the existing and desired streetscape characteristics,
- Access is provided to sunlight,
- The building has less bulk on site due to the single storey design,
- The design will result in an attractive setting for the buildings, landscape, vegetation, and streetscape,
- The proposal being single storey protects the heritage character of the dwelling and of the location,
- Opportunities to utilise the outdoor space are provided, and
- Space is provided for external fixtures and essential facilities.

The proposed reduction in open space is supported for the above reasons.

Sightlines

In accordance with the Residential Design Codes deemed to comply clause 5.2.5 C5, a 1.5m by 1.5m truncation or reduction in fence height to 0.75m is required to be provided where the vehicle access point meets the footpath. Although the front fence does not have a truncation and there is no reduction in height where the front fence adjoins the driveway there is significant visual permeability around this area. This in turn ensures that good sightlines can be maintained for reversing vehicles and minimise any adverse impacts on pedestrians. In accordance with design principles 5.2.5 P5 unobstructed sightlines will be provided at vehicle access points to ensure safety and visibility along vehicle streets. The fence and gate will have 60% visual permeability so will ensure high quality sightlines.

Roof Pitch

There are multiple roof angles across the proposed new development. Whereas the Residential Design Guidelines acceptable development clause 3.7.8.3 A4.1 requires a roof pitch between 28 and 36 degrees this proposed development has multiple roof sections that are of varying angles, but all less than 28 degrees. In accordance with performance criteria 3.7.8.3 P4 roof forms of new buildings should complement the traditional form of surrounding development in the immediate locality. In this case the low pitch roof sections with angles of 1 degree and 10 degrees do not clash with any of the surrounding buildings and ensure that the heritage building is not significantly impacted from the street by the proposed development at the rear. For these reasons, the proposed development can be supported.

Driveway Length

The Residential Design Codes deemed to comply clause 5.3.5 C5.4 requires that car parking be within 15m of the street. In this case the garage is set well back from the street such that the distance is approximately 19.7m from the street. Despite the length of the driveway, it does allow for the garage to be partially hidden from the street. The driveway achieves design principles 5.3.5 P5.1 in that the following criteria are achieved;

- Vehicle access is safe,
- There is no change in the number of access points on the streetscape,
- The access point is legible,
- Pedestrian safety is maintained,
- There are minimal crossovers (no change from the existing situation), and
- Landscaping will be undertaken in accordance with the plans.

It is recognised that at peak times there is significant demand for parking and if applicants are willing to provide sufficient parking for dwelling residents and improve a heritage dwelling then the extended driveway can be supported.

Heritage Impact Assessment

A heritage impact statement was submitted by the applicant to identify any potential issues with the proposed development and if the heritage dwelling was significantly impacted by the proposed alterations and additions. The heritage consultants that completed the heritage impact assessment believed that the proposed additions and alterations only have a minor impact on the existing heritage dwelling and were supportive of the development. The view of the heritage architects is expressed below.

The contemporary addition responds to the existing scale and form of the existing cottage, is sympathetically connected to the rear elevation and is mostly unseen from the street.

Although there are minor alterations to original fabric, a number of positive works are taking place as part of this process and elements that are being removed have been considered for interpretation. The contemporary front fence references the traditional picket fence and the retention of nib walls to the removed internal wall locations tell the original design intent of the housing typology.

In summary the minor impact on the cultural heritage values of 29 Sewell Street is largely mitigated through interpretation and sympathetic design. Overall, this project can be supported on this basis, and it is recommended that the Shire give favorable consideration from a heritage outcome perspective.

CONCLUSION

The existing heritage dwelling is being retained with minor changes and a significant single storey addition is proposed to be undertaken at the rear. The applicant consulted with the Town in the period before submitting the development application and responded positively to advice. Consultation was also undertaken with the neighbours. The proposed development is a subtle addition to the existing dwelling and a welcome style of development within the Town given that it is single storey and does not detract from the existing heritage dwelling. Based on the preceding assessment and the attached report the proposed development is recommended for support subject to the conditions included in the final recommendation.

- John Lewis (architect) spoke in favour of the officer's recommendation.

12.2 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

12.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION TP020922

Moved Cr Mascaro, seconded Cr White

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

- (i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – 1m required, 0.715m provided**
- (ii) Clause 5.1.4 – Residential Design Codes – Open Space – 50% required, 47.63% provided**
- (iii) Clause 5.2.5 – Residential Design Codes – Sightlines – Truncation or wall height reduction required; high visual permeability provided**
- (iv) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided**
- (v) Clause 5.3.5 - Residential Design Codes – Driveway Length – max 15 required, more than 15m required**

for alterations and additions at No. 29 (Lot 231) Sewell Street, East Fremantle, in accordance with the plans submitted 29 June 2022, subject to the following conditions:

- (1) Written approval for all works is to be sought from the Water Corporation. Written evidence of the approval from the Water Corporation is to be submitted to the Town of East Fremantle prior to the submission of a building permit application.**
- (2) Visual privacy screening is to be installed as indicated on the plans. This visual privacy screening is to be permanently fixed, durable, restrict view in the direction of overlooking, at least 75% obscure, and a minimum of 0.5m above the southern, western, and northern boundary fence as indicated on the plans.**
- (3) A 2m by 2m planting zone is to be created and at least 1 tree is to be planted in this area.**
- (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.

- a) *This decision does not include acknowledgement or approval of any unauthorised development which may be on site.*
- b) *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.*
- c) *An application for a new crossover is to be submitted to the Operations Department of the Town and plans are to be included with the application that meets the requirements of the Council's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide. This application and relevant information are available at the following links;
Crossover Specifications
[crossover_specification_2017.pdf \(eastfremantle.wa.gov.au\)](#)

Residential Design Guidelines
[3_1_1_LPP_Residential_Design_Guidelines_Amended_17_May_2016.pdf \(eastfremantle.wa.gov.au\)](#)

Urban Streetscape and Public Realm Style Guide
[EFUSPR_Style_Guide_FINAL_210108.indd \(eastfremantle.wa.gov.au\)](#)

Application to Conduct Crossover Works
[Application_to_conduct_crossover_works.pdf \(eastfremantle.wa.gov.au\)](#)*
- d) *It is recommended that the applicant provides a structural engineer's dilapidation report, at the applicant/owner 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.*
- e) *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).*
- f) *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 21 June 2022, this application is deemed determined, on behalf of Council, under delegated authority.

12.2 REPORT ATTACHMENTS

Attachments start on the next page

Attachment -1

29 Sewell Street – Location and Advertising Plan



Attachment -2

29 Sewell Street – Photos



Attachment 1

Attachment -2





29 Sewell St – East Fremantle Heritage Impact Statement

June 2022

Project Ref: 22-275

FINAL



Acknowledgement of Country

We acknowledge the Whadjuk people of the Noongar nation as the traditional owners of Walyalup.

We acknowledge their continuing connections to country, and pay our respects to Elders, past and present.

Document ID: 22-257 East Fremantle HIS F1						
Issue	Date	Status	Prepared by		Approved by	
			Name		Name	Signature
D1	24.06.22	Draft	Kyra Lomas		Flavia Kiperman	
F1	28.06.22	Final	Kyra Lomas		Flavia Kiperman	

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29 Sewell Street, East Fremantle
Heritage Impact Statement

1. Background

1.1 Purpose of the Heritage Impact Statement

This Heritage Impact Statement (HIS) has been prepared by Element Advisory WA (**element**) on behalf of John Lewis Architects to assess the potential heritage impact posed by an extension to the residence at 29 Sewell Street, East Fremantle WA. This HIS assesses the proposed work against the cultural heritage significance of the place as established in the Town of East Fremantle Heritage List assessment of the place (2015).

1.2 Location and Description of Site

The subject site comprises Lot 231 (No. 29) Sewell Street, East Fremantle and contains an existing timber framed weatherboard cottage with a gable corrugated iron roof and front skillion roof verandah. The simple workers cottage is symmetrically planned with a central door flanked by double hung sash windows to the street facing façade. A fibre cement lean-to and further additions have been added to the rear. A large, grassed backyard fills the remainder of the long, thin 500m² block.

The place is located within the precinct of Plympton, 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.

The subject site is included on the Town of East Fremantle Heritage List, Management Category B.



Figure 1: Location Plan (MNG aerial with **element** overlay, 2022)

element.



Figure 2: Site Plan (MNG aerial with element overlay, 2022)

1.3 Historical Summary

Following is a brief history of 29 Sewell Street, East Fremantle. The information has been drawn from referenced locations.

Niergarup 'the place where the pelicans are located' or Preston Point on the north of East Fremantle was an important place for the original custodians of the area. The Whadjuk Nyoongar people obtained food and drinking water from the river edges and open grassy areas.¹ The track which linked the fledgling Swan River Colony based in Fremantle to the future city centre of Perth in 1831 is documented traversing along the East Fremantle cliff edge finishing at the river ferry crossing at Preston Point. It was also the place where Aboriginal people had a first sighting of white people, exploring the river.²

Early settlement of the area consisted of large farm holdings, however as the colony prospered during the 1890's gold rush the nature of the settlement altered dramatically, rapidly changing to a residential area.

The Municipality of East Fremantle was created in 1897, when it separated from the greater Fremantle area, it is bounded to the north and west by the Swan River. The Plympton Ward was established between 1890 and 1910 in an area originally owned by the Pearse brothers, William Silas and George - prominent merchants, ship owners and station owners in the Swan River colony. They owned the area from East to Allen Streets, which included cattle yards and a noxious slaughterhouse right in the centre. They subdivided this area for workers cottages and built many of the streets - which they named after family members.³

Constructed c1909, the earliest record of ownership, shows that the cottage belonged to a William Duffield in 1916 and remained in the Duffield family until at least 1949. Renumbering of Sewell Street in occurred c1940, where the subject site, formerly number 71, was changed to number 29, as remains today.

¹ <https://www.eastfremantle.wa.gov.au/enjoy-east-fremantle/history-and-heritage/history-and-heritage.aspx>

² This information comes from the City of Melville Sites of Aboriginal Cultural Significance webpage (original information from Gail Beck) See (<https://www.melvillecity.com.au/things-to-do/museums-arts-and-culture/aboriginal-heritage-and-culture/sites-of-aboriginal-cultural-significance/>)

³ <https://www.streetsofeastfrem.com/buildings/#sewell-street/>

Attachment -4

29 Sewell Street, East Fremantle
Heritage Impact Statement

Modifications have occurred at the property over time with the rear lean-to added in the inter-war period and a further addition between 1953-1965. It is believed that the southern elevation of the original cottage was re-clad in fibre cement sheeting sometime over the course of these alterations, as it would have likely been weatherboard originally to match the northern and eastern elevations. Since the 1980s very little change has taken place and the form of the overall cottage remains intact.

1.4 Heritage Status & Legislative Framework

The place is a Category B on the Town's Local Heritage survey, which means that it has considerable heritage significance at a local level. Generally, it is considered worthy of a high level of protection, to be retained and appropriately conserved. The Town of East Fremantle provides strong encouragement to owners to conserve the heritage values of the place.

Historic Heritage Listings for 29 Sewell Street, East Fremantle

Level	Heritage Listing	Legislation	Category	Date of listing
Local	Town of East Fremantle Heritage List (Place no. 19717)	<i>Heritage Act 2018</i>	B	2015
Local (non-statutory)	Town of East Fremantle Municipal Inventory	<i>Planning and Development Act 2005</i>	B	2006

1.5 Statement of Significance

The following is extracted from the place listing on InHerit.

No 29 Sewell Street is a single story house constructed in timber framing and weatherboard cladding with a corrugated iron roof. The place has historic and aesthetic value with its contribution to Plympton's high concentration of worker's cottages and associated buildings. It contributes to the local community's sense of place.

The place has some heritage value for its intrinsic aesthetic value as a Federation Bungalow and it retains a moderate to high degree of authenticity and a high degree of integrity. The rear additions have no significance.

2. Proposed Works

2.1 Description of the Proposed Development

The proposed development is one that seeks to adapt and extend the existing residence at 29 Sewell St to accommodate a larger family home through a contemporary addition to the rear of the site. The proposal includes the demolition of the later lean-to and the inclusion of new openings and finishes.

Specifically, the proposed alteration and addition is to comprise of the following works, as outlined in Drawings DA1 and DA2 by John Lewis Architects, Rev A, June 2022.

Landscaping and Fencing

- New off form concrete and open steel picket fence and gates to replace existing timber picket fence to front boundary
- New landscaping to front garden beds
- Extension of brick driveway

Cottage Exterior

- Demolition of rear fibre cement addition
- Repainting of the external timber weatherboards
- Removal of fibre cement sheeting and replacement with timber weatherboards to northern and southern elevation
- Replacement of late timber post with new to match original
- New openings and windows to northern elevation
- Refurbishment of existing timber framed windows
- New timber fascia and gutter to eastern elevation- to match original
- Removal of electrical meter to eastern elevation

Cottage Interior

- Removal of internal wall to living room
- New internal timber framed walls to form new bathroom
- New bathroom fit out
- Re-positioning of existing internal door
- Mirror swing of original entry door
- New glazed door connecting existing cottage to new addition

Attachment -4

29 Sewell Street, East Fremantle
Heritage Impact Statement

Contemporary Addition

- New 203m² timber, concrete, brick and colourbond addition to the rear of the existing 63m² timber weatherboard cottage
- New main residential entry through contemporary addition to the rear of the cottage



Figure 3: Existing street view, element 2022



Figure 4: Existing addition to rear of cottage to be removed, element 2022



Figure 5: Internal wall to be removed, element 2022



Figure 6: Internal doors to be modified, element 2022

element.



Figure 7: Proposed street view (John Lewis Architects, 2022)



Figure 8: Proposed addition to rear (John Lewis Architects, 2022)



Figure 9: Proposed Streetscape (John Lewis Architects, 2022)

29 Sewell Street, East Fremantle
Heritage Impact Statement

3. Analysis of Impact

3.1 Analysis of Proposed Works

The analysis of heritage impact is assessed using the following table.

Rating	Impact Definition
Major Impact	The proposed action would involve permanent changes to, or destruction of an element of highly significant fabric or values. There would be a substantial adverse effect on the heritage value or integrity of the place. There would be a major reduction in the understanding of the heritage value of the place. The impact of the action could be reduced through appropriate mitigation measures but cannot be fully ameliorated.
Moderate Impact	The proposed action would involve permanent changes to, or destruction of an element of significant fabric or values. There would be a moderate reduction in the understanding of the heritage value of the place. The impact of the action could be reduced through appropriate mitigation measures.
Minor Impact	The proposal would have a temporary effect on and/or involve minor damage or changes to an element of significant fabric or values There would be a minor or temporary reduction in the understanding of the element or the place.
Negligible or No Impact	The proposed action respects the heritage value and integrity of the element or the place. There is no change or impact as a result of the proposed action.
Minor Beneficial	The proposed action would have a minor temporary benefit on the heritage value or integrity of the element or place through conservation of its significant fabric or values There would be a minor or temporary improvement in understanding the heritage value of the element or place.
Moderate Beneficial	The proposed action would enhance the heritage value or integrity of the element or place by improved conservation of significant fabric or values. There would be a moderate long term improvement in understanding the heritage value of the place.
Major Beneficial	The proposed action would substantially enhance the heritage value or integrity of the element or place by improved conservation of highly significant fabric or values. There would be a major long term improvement in understanding the heritage value of the place.

Proposed Works	Design considerations
New off form concrete and open steel picket fence and gates to replace existing timber picket fence to front boundary	The new fence has been designed as a contemporary interpretation of the traditional timber picket fence it will be replacing. The materiality of the fence references the new addition to the rear.
New landscaping to front garden beds	No impact
Extension of brick driveway	Brick to match the existing will be used
Demolition of rear fibre cement addition	No impact
Repainting of the external timber weatherboards	Paint finishes are reversible
Removal of fibre cement sheeting and replacement with timber weatherboards to north and south elevation	No evidence has been found confirming if weatherboards were ever used on these elevations. However, a survey of the surrounding houses to Sewell Street and the local area show that it was typical for cottages of similar scale and type to 29 Sewell St, to have weatherboard cladding extend to side elevations.
Replacement of late timber post with new to match original	Reinstating detailing that has been removed in previous repairs
New openings and windows to northern elevation	The new opening to the living room has been designed to assist in the understanding of the original spaces, located between the removed original wall and proposed new wall. The sill height is aligned with the original double hung windows and the extended length differentiates it as new. The new openings to the northern elevation are sheltered from view from the street.
Refurbishment of existing timber framed windows	Retention and conservation of original fabric
New timber fascia and gutter to eastern elevation- to match original	Improving condition. Reinstating lost details
Removal of electrical meter to eastern elevation	No impact
Removal of internal wall to living room	Retention of wall nibs to indicate removed wall location and interpretation through timber floor finish detail and new window location. Bulkhead will remain above to assist in understanding the original space and internal symmetry.
New internal timber framed walls to form new bathroom	Walls will be lightweight construction
New bathroom fit out	Fit out will be contemporary.
Re-positioning of existing internal door	Retention of existing door and lightweight framing used to infill opening.
Mirror swing of original entry door	Compliance requirement, to ensure continued and universal access to the original cottage
New glazed door connecting existing cottage to new addition	Glazing to the new door will ensure a visual link from the addition into the original cottage and vice versa is retained

Attachment -4

29 Sewell Street, East Fremantle
Heritage Impact Statement

New 203m ² timber, concrete, brick and colorbond addition to the rear of the existing 63m ² timber weatherboard cottage	Single storey design, roof height is lower than the original front gable roof to the cottage Addition is set in from the original cottage but connected through a new opening.
New main residential entry through contemporary addition to the rear of the cottage	Main natural entry to cottage is being lost however, the front entry will still be operational and may be reinstated or used as the main entry into the house if required

3.2 Assessment of Heritage Impact

In reviewing the Statement of Significance, the proposed works will have a minor impact on the values identified in the statement prepared for inclusion in the Town of East Fremantle Heritage List, as summarised in the following table.

Value	Potential Impact	Mitigation of Impact
<i>No 29 Sewell Street has considerable aesthetic value as a Federation Bungalow. It retains all the characteristics of the period with some loss of detail.</i>	<p>Minor impact.</p> <p>The characteristics of the period are retained. The works propose no external loss of detail.</p> <p>The side elevations are to be clad in weatherboards and all existing weatherboards painted. The dark grey colour of the paint finish has a perceived negative impact on the aesthetic significance of the place</p> <p>The front fence has a perceived minor impact due to the removal of the standard picket fence and replacement with a higher, more solid form fence of contemporary materials.</p>	<p>The proposed works look to retain all the characteristics of the existing cottage with the central door flanked by double hung sash windows to the street facing façade being retained and enhanced through conservation. Previously removed details are being reinstated through the replacement of the gutters and front post.</p> <p>The reinstatement of weatherboards has been based off physical evidence to surrounding properties in the street and locality. The proposed paint finish to the weatherboards is reversible.</p> <p>Although the new fence proposes a solid concrete base, the top of the fence remains open and is a contemporary interpretation of traditional picket fence.</p>
<i>No 29 Sewell 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.</i>	No impact.	The house is being retained as a suburban residence.

element.

<p><i>No 29 Sewell Street has some social value. It is associated with a significant area of worker's cottages which contributes to the community's sense of place.</i></p>	<p>No impact.</p>	<p>Building is being retained and street front elevation and form remains unchanged as a workers cottage. The place will continue to contribute to the community's sense of place.</p>
<p><i>The rear additions have no significance.</i></p>	<p>No impact- the rear addition is being removed.</p>	<p>The proposal retains the significant front section of the cottage and the new addition is set in from the existing form, helping to distinguish new from old and ensuring the original form of the cottage is understood.</p>

3.3 Conclusion

On the basis of the above Heritage Impact Statement the proposal is seen to have a minor impact on the significance of the place. This impact has been mitigated through careful and considered design and an understanding of the historic context of the existing timber weatherboard cottage and surrounding locality. The contemporary addition responds to the existing scale and form of the existing cottage, is sympathetically connected to the rear elevation and is mostly unseen from the street.

Although there are minor alterations to original fabric, a number of positive works are taking place as a part of this proposal and elements that are being removed have been considered for interpretation. The contemporary front fence references the traditional picket fence and the retention of nib walls to the removed internal wall locations tell the original design intent of the housing typology.

In summary the minor impact on the cultural heritage values of 29 Sewell Street is largely mitigated through interpretation and sympathetic design. Overall this project can be supported on this basis and it is recommended that the Shire give favourable consideration from a heritage outcome perspective.

29 Sewell Street, East Fremantle
Heritage Impact Statement

4. References

- Heritage Council of Western Australia, inherit database, accessed 22.06.2022, <http://inherit.stateheritage.wa.gov.au/Public/Inventory/Details/91bea382-3ebd-4dea-8b94-d62a5cdb878e>
- John Lewis Architects, DA1 and DA2 Rev A, June 2022.
- Town of East Fremantle Heritage List, 2015.
- Town of East Fremantle, accessed 22.06.2022, <https://www.eastfremantle.wa.gov.au/enjoy-east-fremantle/history-and-heritage/history-and-heritage.aspx>
- Streets of East Fremantle, accessed 22.06.2022, <https://www.streetsofeastfrem.com/>

Attachment -5

PLACE RECORD FORM

PRECINCT	Plympton
ADDRESS	29 Sewell Street
PROPERTY NAME	N/A
LOT NO	Lot 231
PLACE TYPE	Residence
CONSTRUCTION DATE	C 1910
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 29 Sewell Street is a single storey cottage constructed in timber framing and weatherboard cladding with a gable corrugated iron roof. It is a simple expression of the Federation Bungalow style. The front elevation is symmetrically planned with a central door and hopper light flanked by double hung sash windows. The facade features a full width skillion roofed verandah supported on timber posts.

There are additions to the rear.

Attachment -5

	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	<p>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.</p> <p>The place appears to have been modified in the Inter-War period.</p>
OWNERS	Unknown
HISTORIC THEME	Demographic Settlements - Residential Subdivision
CONSTRUCTION MATERIALS	<p>Walls – Timber framed and weatherboards</p> <p>Roof - Corrugated roof sheeting</p>
PHYSICAL SETTING	The residence is situated on a level site with a timber picket fence on the lot boundary.
STATEMENT OF SIGNIFICANCE	<p>No 29 Sewell Street is a single storey house constructed in timber framing and weatherboard cladding 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.</p> <p>The place has some heritage value for its intrinsic aesthetic value as a Federation Bungalow and it retains a moderate to high degree of authenticity and a high degree of integrity.</p> <p>The rear additions have no significance.</p>
AESTHETIC SIGNIFICANCE	No 29 Sewell Street has considerable aesthetic value as a Federation Bungalow. It retains all the characteristics of the period with some loss of detail.
HISTORIC SIGNIFICANCE	No 29 Sewell 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 29 Sewell Street has some social value. It is associated with a significant area of worker's cottages which contributes to the community's sense of place.
RARITY	No 29 Sewell Street is not rare in the immediate context, but Plympton has rarity value as a working-class suburb.
CONDITION	No 29 Sewell Street is in good condition.
INTEGRITY	No 29 Sewell Street retains a high degree of integrity.
AUTHENTICITY	No 29 Sewell Street retains a moderate to high degree of authenticity.
MAIN SOURCES	



Community Engagement Checklist

29 Sewell Street P63/22

Objective of Engagement	Neighbour Consultation			
Lead Officer:	Regulatory Services			
Stakeholders				
Stakeholders to be Considered <i>Please highlight those to be targeted during engagement</i>	Aged	<input type="checkbox"/>	Ratepayers (all / targeted)	<input type="checkbox"/>
	Businesses	<input type="checkbox"/>	Residents (all / targeted)	<input type="checkbox"/>
	Children (School / Playground)	<input type="checkbox"/>	Service Providers	<input type="checkbox"/>
	Community Groups	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
	Disabled People	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
	Environmental	<input type="checkbox"/>	Volunteers	<input type="checkbox"/>
	Families	<input type="checkbox"/>	Workers	<input type="checkbox"/>
	Govt. Bodies	<input type="checkbox"/>	Youth	<input type="checkbox"/>
	Indigenous	<input type="checkbox"/>		<input type="checkbox"/>
Neighbouring LGs	<input type="checkbox"/>		<input type="checkbox"/>	
Staff to be notified:	Office of the CEO	<input type="checkbox"/>	Councillors	<input type="checkbox"/>
	Corporate Services	<input type="checkbox"/>	Consultants	<input type="checkbox"/>
	Development Services	<input type="checkbox"/>		<input type="checkbox"/>
	Operational (Parks/Works)	<input type="checkbox"/>		<input type="checkbox"/>
Community Engagement Plan				
Methods	Responsible	Date Due	Reference / Notes	
1.1 E News	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.2 Email Notification	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.3 Website	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.4 Facebook	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.5 Advert – Newspaper	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.6 Fact Sheet	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
1.7 Media Rel/Interview	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.1 Information Stalls	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.2 Public Meeting/Forum	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
2.3 Survey/Questionnaire	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.1 Focus Groups	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.2 Referendum/Ballot	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
3.3 Workshop	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
4.1 Council Committee	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
4.2 Working Group	<input type="checkbox"/> Executive Direction	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
*Statutory Consultation	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
#Heritage Consultation	<input type="checkbox"/> Regulatory Services	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
^Mail Out (note: timelines)	<input checked="" type="checkbox"/> Communications	Click or tap to enter a date.	<input checked="" type="checkbox"/> 6 Properties	
	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Evaluation				
Summary of...		Date Due	Completed / Attached	
Feedback / Results/ Outcomes / Recommendations		Click or tap to enter a date.		
Outcomes Shared				
Methods	Responsible	Date Due	Reference / Notes	
E-Newsletter	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Email Notification	<input type="checkbox"/> Relevant Officer	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Website	<input checked="" type="checkbox"/> Communications	1/07/2022	<input type="checkbox"/> Click or tap here to enter text.	
Facebook	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Media Release	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
Advert – Newspaper	<input type="checkbox"/> Communications	Click or tap to enter a date.	<input type="checkbox"/> Click or tap here to enter text.	
	<input type="checkbox"/>			
	<input type="checkbox"/>			
Notes				



13 MATTERS BEHIND CLOSED DOORS

Nil

14 CLOSURE OF MEETING

There being no further business, the Presiding member declared the meeting closed at 7.05 pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Town Planning Committee** of the Town of East Fremantle, held on **6 September 2022**, Minute Book reference **1. to 14.** were confirmed at the meeting of the Committee on:*

.....

Presiding Member

12.2 WORKS COMMITTEE REPORT

Report Reference Number	OCR-1338
Prepared by	Nicholas King, Executive Manager Technical Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting date	Tuesday, 20 September 2022
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	

1. Works Committee Minutes 23 August 2022

PURPOSE

To submit the minutes of the Works Committee meeting for receipt by Council.

EXECUTIVE SUMMARY

The Committee held its meeting on 23 August 2022, discussing items noted in the terms of reference as agreed by Council.

BACKGROUND

Nil.

CONSULTATION

Works and Reserves Committee

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

RISK IMPLICATIONS

Nil.

SITE INSPECTION

Nil.

COMMENT

Nil.

CONCLUSION

The unconfirmed minutes of the Works and Reserves Committee are now presented to Council to be received.

12.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That the unconfirmed Minutes of the Works Committee Meeting held on 23 August 2022 be received.

REPORT ATTACHMENTS

Attachments start on the next page



MINUTES

Works Committee Meeting Tuesday, 23 August 2022 at 6:30 PM

Disclaimer

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

Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 I) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Town of East Fremantle expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

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MINUTES

MINUTES OF THE ORDINARY MEETING OF THE WORKS COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY 23 AUGUST 2022

1 DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

Executive Manager Technical Services opened the meeting at 6.32pm and called for nominations for the position of Presiding Member. As the only nominee, Cr Wilson was appointed as Presiding Member of the Works Committee.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 RECORD OF ATTENDANCE

3.1 ATTENDANCE

The following members were in attendance:

Mayor J O'Neill
Cr C Collinson
Cr K Donovan
Cr L Mascaro
Cr A McPhail
Cr D Nardi
Cr M Wilson Presiding Member

The following staff were in attendance:

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

3.2 APOLOGIES

Cr A White

3.3 APPROVED LEAVE

Nil.

4 MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

5 DISCLOSURES OF INTEREST

Nil.

MINUTES OF WORKS COMMITTEE MEETING TUESDAY, 23 AUGUST 2022



6 PUBLIC QUESTION TIME

Nil.

7 PRESENTATIONS/DEPUTATIONS

Nil.

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

9 REPORTS

Reports start on the next page

MINUTES OF WORKS COMMITTEE MEETING TUESDAY, 23 AUGUST 2022



9.1 BUILDING MAINTENANCE & IMPROVEMENT PROGRAM

Report Reference Number	ACR-329
Prepared by	Nicholas King
Supervised by	Gary Tuffin
Meeting date	Tuesday, 23 August 2022
Voting requirements	Simple Majority
Documents tabled	Nil.

Attachments

1. Building Upgrades Womens Soccer Club Plans

PURPOSE

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

EXECUTIVE SUMMARY

The Town has approximately \$37 million in building asset portfolio and 44 individual asset items relating to buildings. Considering this number the Town has allocated \$80,000 to the 2022/23 financial year for maintenance and upgrades.

BACKGROUND

The Town's last building condition assessments were undertaken in 2017, with most of the Town's assets in good condition, and only needing minor maintenance. Since then the allocation to maintenance of buildings annually has been below what was recommended within the asset management plan. Considering the time between assessments, it is proposed to undertake the assessments in September 2022, to get a better understanding of the Town's building asset conditions.

In addition to the maintenance program the Town is undertaking the upgrade of the Fremantle City Women's soccer club building upgrade. This project has no financial implications on the Town, only staff time, with the State Government committing \$600,000 and the soccer club committing \$120,000, with a total project cost at \$720,000. Due to market conditions and increases in costs, the Town has sought additional funds for this project from the State Government of \$200,000, taking the total project budget to \$920,000. This decision is expected in September 2022.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995
 Building Code of Australia 2005
 Environment Protection Act 1994
 Heritage Act 2004
 and Regulations
 Crown Lands Act 1989

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

MINUTES OF WORKS COMMITTEE MEETING TUESDAY, 23 AUGUST 2022



FINANCIAL IMPLICATIONS

Allocation of \$80,000 for the 2022/23 financial year for building maintenance and upgrades.

Fremantle City Women's soccer club building upgrade has a budget of \$700,000 in the 2022/23 financial year with \$20,000 spent in the 2021/22 financial year. This project is 100% funded externally by the State Government (Department of Local Government, Sport and Cultural Industries) and the Club.

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states:

Strategic Priority 1 – Social - A socially connected, inclusive and safe community.

1.2 Inviting open spaces, meeting places and recreational facilities

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces

3.2 Maintaining and enhancing the Town's character

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

RISK IMPLICATIONS

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If buildings are not maintained they deteriorate and costs become more long term	Possible (3)	Moderate (3)	Moderate (5-9)	SERVICE INTERRUPTION Medium term temporary interruption - backlog cleared by additional resources <1 week	Manage byUpdating asset management plans and maintenance budgets to avoid long term issues

Risk Matrix

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

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

MINUTES OF WORKS COMMITTEE MEETING TUESDAY, 23 AUGUST 2022

*Risk Rating*

Risk Rating	5
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Nil

COMMENT

With the proposal to undertake the condition assessments in September 2022, this will flow into the five year capital building plan. In the 2022/23 financial year the initial maintenance projects planned are as below:

- Gutter and roof upgrade works at Dragon boat – Likely cost \$30k. Expected completion date October 2022.
- Scouts camp waller ceiling, getting quotes. Likely cost \$10k. Expected completion date October 2022.
- Town hall roof leak issue, getting quotes August 2022. Expected completion November 2022.
- Dovenby house painting, internal and external. Sought one quote, waiting another due to value of being approximately \$10k. Expected completion October 2022.

Fremantle City Women's soccer club building upgrade is at 70% design completion, having gone through four rounds of designs and changes with the architect. The final QS estimates have come close to the proposed budget of \$920,000. The strategy moving forward is to seek endorsement from the Club regarding the design, having liaised with the club throughout the process, it needs to be ratified by the board. This will then be presented to Council in September 2022, with the plan to go to market to construction contractors in October 2022. This project is time critical as the women's world cup begins in July 2023, and this election commitment was part of the women's world cup coming to Australia, meaning the works need to be completed by June 2023.

CONCLUSION

The Town's building assets are a major component of its asset portfolio, meaning it is important to maintain our buildings to a suitable standard at all times. Considering the limited use of some of the Town's buildings they may get neglected, however the Town should be maintaining all assets to a suitable standard, so that the wider public and stakeholders can utilise them when required.

9.1 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 012308

OFFICER RECOMMENDATION

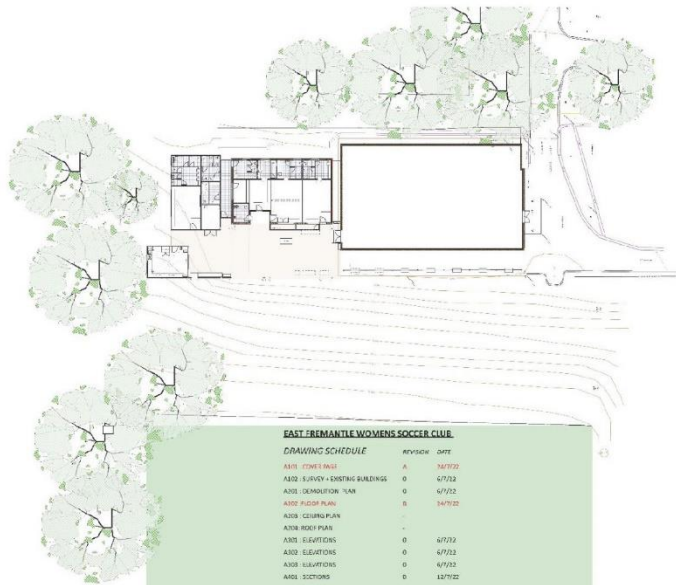
Moved Mayor O'Neill, seconded Cr Donovan

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

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Attachments start on the next page



EAST FREMANTLE WOMENS SOCCER CLUB

DRAWING SCHEDULE

NO.	REVISION	DATE
AB01	CONTRACT	10/7/22
AB02	SURVEY + EXISTING BUILDINGS	07/22
AB03	DEMOLITION PLAN	07/22
AB04	PLUG PLAN	07/22
AB05	CEILING PLAN	-
AB06	ROOF PLAN	-
AB07	ELEVATIONS	07/22
AB08	ELEVATIONS	07/22
AB09	ELEVATIONS	07/22
AB10	SECTIONS	10/7/22
AB11	SECTIONS	-
AB12	DETAILS	-
AB13	DETAILS	-
AB14	ROOM ELEVATIONS	10/7/22
AB15	ROOM ELEVATIONS	-
AB16	ROOM ELEVATIONS	-
AB17	DOOR + WINDOW SCHEDULE	-
AB18	PERSPECTIVES	07/22
AB19	PERSPECTIVES	07/22
AB20	PERSPECTIVES	07/22
AB21	PERSPECTIVES	07/22

NOTES:
 1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LOCAL GOVERNMENT'S PLANNING SCHEME.
 2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LOCAL GOVERNMENT'S PLANNING SCHEME.
 3. ALL WORK SHALL BE IN ACCORDANCE WITH THE LOCAL GOVERNMENT'S PLANNING SCHEME.
 4. ALL WORK SHALL BE IN ACCORDANCE WITH THE LOCAL GOVERNMENT'S PLANNING SCHEME.
 5. ALL WORK SHALL BE IN ACCORDANCE WITH THE LOCAL GOVERNMENT'S PLANNING SCHEME.

NOT FOR CONSTRUCTION
 ISSUED FOR COMMENT AND LIAISON ONLY

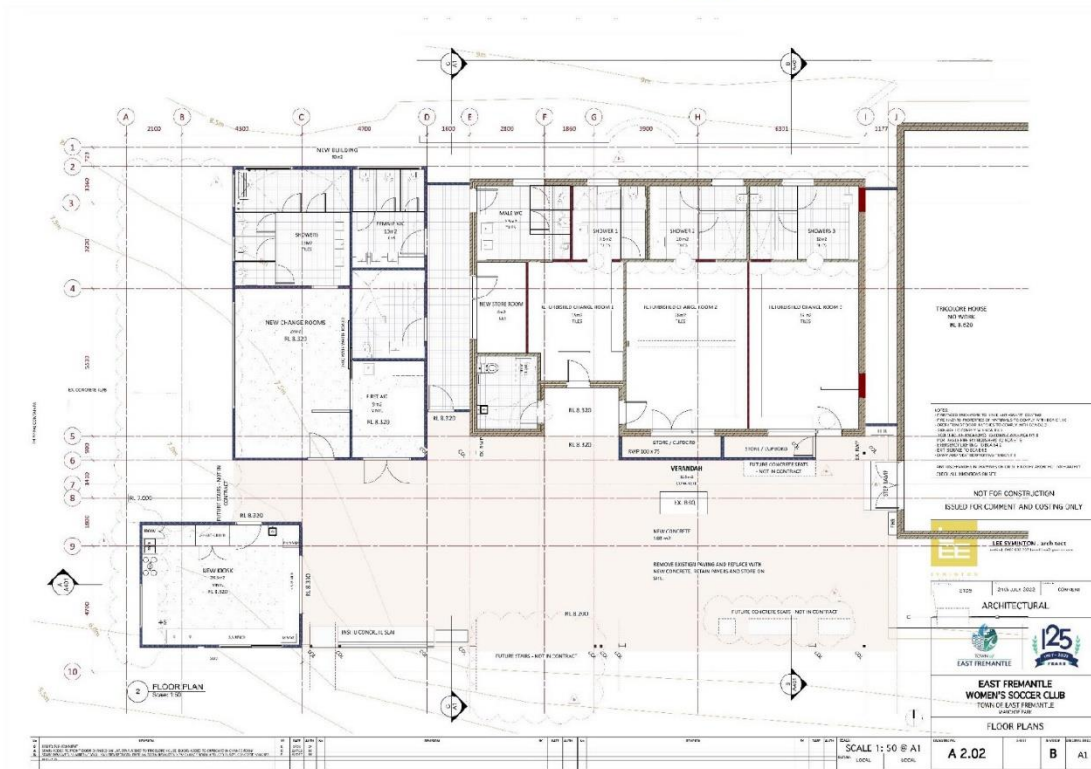


ARCHITECTURAL
 EAST FREMANTLE
 125 YEARS

EAST FREMANTLE
 WOMENS SOCCER CLUB
 TOWN OF EAST FREMANTLE
 PROJECT NO.

COVER PAGE

SCALE	DATE	BY	CHECKED
A 1.00		B	A1





9.2 CAPITAL WORKS PROGRESS REPORT

Report Reference Number	ACR-323
Prepared by	Nicholas King
Supervised by	Gary Tuffin
Meeting date	Tuesday, 23 August 2022
Voting requirements	Simple Majority

Documents tabled

Attachments

1. Capital Works Progress Report

PURPOSE

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

EXECUTIVE SUMMARY

The Council's adopted 2022/23 budget consists of over \$2 million of capital renewal and upgrade projects. Consisting of four categories; Plant and Equipment, Furniture and Equipment, Buildings, and Infrastructure. Progress costing and comments are provided monthly to Council through the Council Concept forum and as part of the monthly Council reporting.

BACKGROUND

Following the adoption of the budget, the Officers have planned out the 2022/23 capital works program for the financial year ahead. Particular works required early procurement due to seasonal conditions, such as the Wauhop Oval resurfacing project which needs to be commenced in September 2022. All other major capital projects are planned to be completed by December 2022, with tendering already completed for specific works such as Marmion Street resurfacing, and a term contract for earthworks and concrete works to be able to undertake drainage, earthworks and concrete works without the requirement to quote on each individual job.

CONSULTATION

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

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations 1996 – (11)

Require that tenders be publicly invited for such contracts where the estimated cost of providing the total service is expected to be, more or worth more, than \$250,000.

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

As per the attached Capital works report, the Capital works renewal and upgrade program is worth over \$2 million.

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states:



Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces

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

RISK IMPLICATIONS

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Individual quotes will need to be sought for minor works, delaying works and compromising capital works completion within financial year.	Unlikely (2)	Minor (2)	Low (1-4)	FINANCIAL IMPACT \$250,001 - \$1,000,000	Manage by undertaking procurement early in the financial year to ensure works can be completed.

Risk Matrix

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

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

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

SITE INSPECTION

Nil

COMMENT

Major Capital works projects timing and information is provided below:

Job	Description	Original Budget	Comments
	Plant & Equipment	\$425,450	Fleet being procured at the moment, with one vehicle locked in, waiting prices for other vehicles.
E04634	Furniture & Equipment - IT Equipment - Capex - New - Administration	\$25,000	General allocation, used on an as required basis.
E14605	Buildings - Specialised - Capex - Renewal - Unclassified Property	\$80,000	Works being investigated and priced: Dovenby internal/external painting, Roof repairs at Town hall, Rowing club and scouts.
E11739	Buildings - Specialised - Capex - Fremantle Women's Football Club	\$900,000	Waiting on State Govt funding increase. Design is 80% complete, with QS figures complete.
E11743	Infrastructure - Parks & Ovals - Playground - Various Upgrades	\$30,000	Several playgrounds noted for minor equipment upgrades. Equipment being ordered Sept 2022.
E11744	Infrastructure - Parks & Ovals - Playgrounds - Nature Playground	\$120,000	Nature playground open August 2022, waiting on second quote for pump track.
E11741	Infrastructure - Parks & Ovals - Retic Upgrades	\$50,000	Bore pump and cabinet replacement at Gourley Park being undertaken Aug 2022.
E11742	Infrastructure - Parks & Ovals - Retic Controllers	\$32,000	Retic Controllers being purchased for 8 bores, procurement began Aug 2022, with controllers to be in by October 2022.
E11740	Infrastructure - Parks & Ovals - Turf - Wauhop Oval	\$150,000	Quotes went to market early August 2022, works to commence Sept 2022.
E11735	Capex - Bench Seats - Various Locations	\$15,000	General bench seat upgrades where required.
E11745	Infrastructure - Parks & Ovals - Ancillary - Drink Fountains	\$10,000	Two Drink fountains to be purchased to upgrade old fountains.
E12827	Infrastructure - Car Parks - Surface/Pavement - Capex - Renewal - Maintenance Streets, Roads & Bridges	\$15,000	General allocation for maintenance. Some works to commence Sept 2022.
E12833	Capex - Drainage Rationalisation - Foreshore	\$100,000	Two works being investigated; Wayman outlet upgrade to prevent pipe backing up, and Riverside Rd near Leeuwin car park pit upgrades to prevent road flooding.
E12840	Infrastructure - Roads - Renewal - Marmion St - East St	\$361,127	Tender approved by Council Aug 2022, works to commence Sept 2022.
E12841	Infrastructure - Footpaths - Renewal - Canning Hwy (Fortescue - Irwin)	\$66,000	Term contract being put to Council Sept 2022, works to commence Oct 2022, be completed by Nov 2022.
E12842	Infrastructure - Footpaths - Renewal - Canning Hwy (Irwin - Oakover)	\$80,000	Term contract being put to Council Sept 2022, works to commence Oct 2022, be completed by Nov 2022.
E12843	Infrastructure - Footpaths - Renewal - Petra St (View Tce - Preston Point Rd)	\$68,000	Quotes being sent to market Aug 2022, works to commence Sept 2022.
E12844	Infrastructure - Footpaths - Renewal - George St (East St - Glyde St)	\$36,000	Quotes being sent to market Aug 2022, works to commence Sept 2022.
		\$2,563,577	



CONCLUSION

With the early adoption of the 2022/23 budget this allows Officers to begin procurement for major projects, which will see most of the major projects completed before December 2022. Fleet purchasing is an ongoing issue for Officers as vehicle prices have increased and stock is not readily available, meaning wait times are stretching through financial years.

9.2 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 022308

OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr Donovan

That the Works Committee receive and note the Capital Works Program for July 2022.

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Attachments start on the next page

Attachment 1

Attachment 1

TOWN OF EAST FREMANTLE - CAPITAL WORKS REPORT - 30 June 2022												
Item No	Item Code	Item Name	Category	Original Budget	Amendments	Current Budget	FTD Actual	Other Actual	Total Actual	Variance (\$)	Variance (%)	Comments
20452	430	5300	3005	542,200	\$0	\$542,200	\$0	\$0	\$0	\$0	0%	000 used in FY22 vehicle
20453	430	5300	3005	\$0	\$0	\$0	\$0	\$11,483	\$11,483		0%	2122 Budget
20463	430	5300	3005	\$40,000	\$0	\$40,000	\$0	\$0	\$0		0%	000 Vehicle
21448	430	5300	3005	\$40,000	\$0	\$40,000	\$0	\$0	\$0		0%	000 Vehicle
21174	430	5300	3005	\$50,000	\$0	\$50,000	\$0	\$0	\$0		0%	000 Supervisor - 1000 - 000 used in FY22
21409	430	5300	3005	\$40,000	\$0	\$40,000	\$0	\$10,913	\$10,913		0%	000 Vehicle - 1000 - 1000
21185	430	5300	3005	\$85,000	\$0	\$85,000	\$0	\$10,360	\$10,360		0%	000
21190	430	5300	3005	\$70,000	\$0	\$70,000	\$0	\$0	\$0		0%	000
21181	430	5300	3005	\$74,900	\$0	\$74,900	\$0	\$56,300	\$56,300		0%	000
		Plant & Equipment		\$425,400	\$0	\$425,400	\$0	\$100,366	\$100,366	-\$425,400	-100.00%	000
20454	430			\$31,000	\$0	\$31,000	\$0	\$0	\$0		0%	000
		Plant & Equipment		\$31,000	\$0	\$31,000	\$0	\$0	\$0	-\$31,000	-100.00%	000
21405	430	5300	3011	\$80,000	\$0	\$80,000	\$0	\$0	\$0		0%	000
21192	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$1,712,000	\$1,712,000		0%	000
21193	430	5300	3011	\$80,000	\$0	\$80,000	\$0	\$1,100,000	\$1,100,000		0%	000
		Buildings		\$170,000	\$0	\$170,000	\$0	\$1,723,712	\$1,723,712	-\$170,000	-100.00%	000
21183	430	5300	3011	\$70,000	\$0	\$70,000	\$0	\$0	\$0		0%	000
21184	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21177	430	5300	3011	\$0	\$0	\$0	\$0	\$0	\$0		0%	000
21178	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21179	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21180	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21181	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21182	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21183	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21184	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21185	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21186	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21187	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21188	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21189	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21190	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21191	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21192	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21193	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21194	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21195	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21196	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21197	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21198	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21199	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21200	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21201	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21202	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21203	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21204	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21205	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21206	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21207	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21208	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21209	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21210	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21211	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21212	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21213	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21214	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21215	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21216	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21217	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21218	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21219	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21220	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21221	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21222	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21223	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21224	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21225	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21226	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21227	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21228	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21229	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21230	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21231	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21232	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21233	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21234	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21235	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21236	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21237	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21238	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21239	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21240	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21241	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21242	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21243	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21244	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21245	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21246	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21247	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
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21251	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21252	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21253	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21254	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21255	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21256	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
21257	430	5300	3011	\$10,000	\$0	\$10,000	\$0	\$0	\$0		0%	000
2125												



9.3 ENGINEERING MAINTENANCE ITEMS

Report Reference Number	ACR-331
Prepared by	Nicholas King
Supervised by	Gary Tuffin
Meeting date	Tuesday, 23 August 2022
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil.

PURPOSE

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

EXECUTIVE SUMMARY

As there are no items to report on these matters for this month, items may be raised during the meeting.

BACKGROUND

The Town's Engineering maintenance budget is approximately \$300,000 annually, and accounts for two of the Town's external workforce. Although the workforce is small the importance on the department is high, with footpaths and roads some of the Town's high risk assets.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

The Towns Engineering maintenance budget is approximately \$300,000 for the 2022/23 financial year

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states:

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces

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



RISK IMPLICATIONS

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
High risk items like footpath repairs are left and public liability claims increase	Possible (3)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, low impact, low news item	Manage byMaking sure assets are maintained and repaired in a timely manner

Risk Matrix

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

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

Risk Rating

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

SITE INSPECTION

Nil

COMMENT

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

CONCLUSION

With Engineering assets being highly visible and high risk to the Town it is important that these assets are maintained to a high standard. The external work crew for engineering maintenance are proactive when queries or complaints are received, however with the limited staff and contractor availability this can be a challenge.



9.3 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 032308

OFFICER RECOMMENDATION

Moved Cr Nardi, seconded: Mayor O'Neill

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

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Attachments start on the next page



9.4 PARK & GARDENS

Report Reference Number	ACR-333
Prepared by	Nicholas King
Supervised by	Gary Tuffin
Meeting date	Tuesday, 23 August 2022
Voting requirements	Simple Majority
Documents tabled	Nil.
Attachments	Nil.

PURPOSE

The Works and Reserves Committee is requested to receive this report regarding the Town's Parks and Gardens.

EXECUTIVE SUMMARY

The Town's Parks, Ovals and reserves asset portfolio has an estimated value of approximately \$8 million, excluding non-depreciable assets (passive parks, sports fields and natural areas). The majority of its external work force are based within the parks and gardens team, maintaining the Town's parks and gardens on a schedule program which runs fortnightly. In addition to the maintenance, capital projects within parks account for approximately \$400,000 for the financial year 2022/23.

BACKGROUND

The Town's parks and gardens are the most visible asset to its residents and stakeholders, meaning that the maintenance of these areas is important in keeping the Town looking proactive and mindful of its stakeholders values in relation to the environment.

In the 2022/23 financial year the Town have five major parks and gardens related projects as below:

- Wauhop Park resurfacing.
- Urban Canopy tree planting.
- Niergarup track
- Street tree planting.
- Sports Ovals maintenance.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995
 Environment Protection and Biodiversity Conservation Act 1999
 Australian Standards

POLICY IMPLICATIONS

Purchasing Policy 2.1.3



FINANCIAL IMPLICATIONS

Capital projects of approximately \$400,000 for the 2022/23 financial year
 Operating costs of approximately \$600,000 for the 2022/23 financial year

STRATEGIC IMPLICATIONS

Strategic Priority 1 – Social - A socially connected, inclusive and safe community.

1.2 Inviting open spaces, meeting places and recreational facilities

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces

3.2 Maintaining and enhancing the Town’s character

Strategic Priority 4 – Natural Environment - Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity

4.1 Conserve, maintain and enhance the Town’s open spaces

4.2 Enhance environmental values and sustainable natural resource use

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

RISK IMPLICATIONS

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Parks become degraded and look poor	Possible (3)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	Manage byMaking sure out maintenance standards are high and checked by senior staff.

Risk Matrix

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

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



RISK RATING

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

SITE INSPECTION

Nil

COMMENT

The maintenance and upgrade of the Town's parks is very important as it is an amenity that is seen and used daily by residents and stakeholders. The Town's major maintenance works and projects are listed below with relevant timeframes:

- Wauhop Park resurfacing – Sent to quote Aug 2022, planning on commencing Sept 2022, expected completion March 2023.
- Urban Canopy tree planting underway, planted up to 200 of the urban canopy trees. Expected completion mid-September.
- Niergarup track zone 1 planting complete, part of zone 2 planted, and weed control being undertaken in zone 2 in early September 2022. Areas to be assessed in September 2022, to determine next course of action.
- Street tree planting to begin Sept 2022, with all to be completed within Sept 2022.
- Turf renovations, fertilizer to be carried out on Sports fields, commencing Sept 2022. Quotes need to be sent to contractors due to cost. Works will only take one week on ground, however the ovals will be un-used by the clubs for approximately 3-4 weeks to allow the ovals to recover.

CONCLUSION

As works in parks and gardens is generally seasonal in terms of tree planting and recovery, most of the capital works relating to parks and gardens is undertaken in the winter months between July and September. In addition to the capital projects the Town's external work force work on a fortnightly maintenance schedule to maintain the Town's parks and gardens.

9.4 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 042308

OFFICER RECOMMENDATION

Moved Cr Nardi, seconded Cr Mascaro

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

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Attachments start on the next page



9.5 RISK & HAZARDS

Report Reference Number	ACR-335
Prepared by	Nicholas King
Supervised by	Gary Tuffin
Meeting date	Tuesday, 23 August 2022
Voting requirements	Simple Majority
Documents tabled	Nil.
Attachments	Nil.

PURPOSE

The Works Committee is requested to receive this report regarding Risk & Hazards and OHS/WHS matters.

EXECUTIVE SUMMARY

As there are no items to report on these matters for this month, items may be raised during the meeting.

BACKGROUND

Risk & Hazards and OHS/WHS matters are important for the Town, as reporting and mitigating risk is a key component on reducing the Town's public liability. If done correctly the Town, residents and other stakeholders will benefit from a safe Town of limited risks and hazards.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Work Health and Safety Act 2020

POLICY IMPLICATIONS

Policy 2.2 Risk Management

FINANCIAL IMPLICATIONS

No direct costs associated with this item, however the Town's insurance policies may be impacted indirectly.

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states:

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

RISK IMPLICATIONS

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If risks are not identified then hazards can become worse, and the impact can sometimes be fatal	Unlikely (2)	Major (4)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, high impact, high news profile, third party actions	Manage byIdentifying risks and mitigating them early

Risk Matrix

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

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

Risk Rating

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

SITE INSPECTION

Nil

COMMENT

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

CONCLUSION

Risk & Hazards and OHS/WHS are items that are important to the Town as its reputation can be damaged and the financial implications can be high if the severity of incidents is serious. It is the Town's responsibility to mitigate these risks and identify hazards, in trying to prevent serious incidents.



9.5 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Committee Resolution 052308

OFFICER RECOMMENDATION

Moved Cr Mascaro, seconded Cr Nardi

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

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Nil



9.6 STRATEGIC PROJECTS

Report Reference Number	ACR-327
Prepared by	Nicholas King
Supervised by	Gary Tuffin
Meeting date	Tuesday, 23 August 2022
Voting requirements	Simple Majority
Documents tabled	Nil.

Attachments

1. Foreshore Management Plan
2. GFG Operations Report

PURPOSE

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

EXECUTIVE SUMMARY

The Town has several strategic projects which align with its Strategic Community Plan, Corporate Business Plan and Strategic Resource Plan. Four key projects have been identified and will be updated within this report, being:

- Implementation of Works Review
- Implementation of Integrated Traffic Management Plan
- Implementation of Foreshore Management Plan
- Implementation of Asset Management Plan

BACKGROUND

The four key strategic projects have varied background information, with relevant information as below.

Implementation of Works Review

Works review undertaken by GFG Consulting in early 2020, with the report finalised in March 2020. 66 individual recommendations were put forward within the report to increase efficiencies in the Operations Department, and create greater transparency.

Implementation of Integrated Traffic Management Plan

The Integrated Traffic Management Plan was undertaken by Cardno in 2020, with the final report finalised in April 2021. With over 100 individual recommendations put forward, the Officers have broken the recommendations into three categories: Parking, Traffic and Active Transport. Which an implementation plan has been created to target recommendations in the next five years.

Implementation of Foreshore Management Plan

The Town commissioned Ecoscape in 2015 to undertake a foreshore management plan, which put forward a 10 year asset maintenance priority plan. This plan has been used as the basis for subsequent foreshore management documents, including the river wall 10 year priority plan which was undertaken by MP Rogers in early 2022, with a first draft in August 2022.

Implementation of Asset Management Plan

The Town has many asset categories, with asset management plans in place for Buildings, Drainage, Footpaths, Parks, Plant and Equipment, and Roads. Best practice is to review these plans annually if not bi-annually, with the

MINUTES OF WORKS COMMITTEE MEETING TUESDAY, 23 AUGUST 2022



most recent review undertaken in late 2021. Asset conditions are not reviewed annually for all categories, however for high risk assets such as footpaths an annual inspection has been put in place to identify and mitigate and hazards.

CONSULTATION

All strategic projects have had varied levels of consultation, including.

Implementation of Works Review

Finalised report went to Council informally upon completion, with updates provided to Council in late 2021 at the Council Concept Forum.

Implementation of Integrated Traffic Management Plan

The finalised report was presented to Council at the Council Concept Forum in mid-2021.

Implementation of Foreshore Management Plan

Different iterations have been presented to Council both formally and informally since the 2015 plan, however the updated condition assessment and plan has not been presented to Council as of yet.

Implementation of Asset Management Plan

The asset management plans have not been presented to Council as of yet. With updated documents to be presented to an upcoming Council Concept Forum.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The four strategic projects have an impact on the Towns long term financial plan and the current 2022/23 financial year budget.

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states:

Strategic Priority 3 – Built Environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open spaces

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

RISK IMPLICATIONS

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If strategic plans are not updated or maintained the long term financial plan may be adversely impacted	Possible (3)	Minor (2)	Low (1-4)	FINANCIAL IMPACT \$50,000 - \$250,000	Manage byAnnually reviewing strategic projects to make sure we are aligning with the plans and long term financial planning

Risk Matrix

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

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

Risk Rating

Risk Rating	5
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Nil

COMMENT

Updates on the individual projects are as below:

Implementation of Works Review

The Operations review is reviewed monthly by the CEO and EMTS, with the recommendations commented on and updated if completed. To date of the 66 recommendations the status is below for each:

Status	66	%
Ongoing	40	61%
Completed	15	23%
No Action	11	17%

MINUTES OF WORKS COMMITTEE MEETING TUESDAY, 23 AUGUST 2022



Implementation of Integrated Traffic Management Plan

Following the plan being presented to Council in mid 2021, the Officers set out an implementation plan with the relevant implementation year and comments from relevant managers. With some recommendations needing further investigation, it is proposed that within the 2022/23 budget, minor projects are concentrated on, with a budget allocation of \$60,000 for this financial year.

Implementation of Foreshore Management Plan

The updated condition assessment and five year plan outlines the Town's capital upgrade program moving forward. Within the 2022/23 financial year the Council has allocated approximately \$250,000 towards river wall upgrades, including a contribution of \$75,000 from the DBCA.

In October 2022 works have been confirmed to commence on the Swan River wall and footpath upgrade, and the section north of Pier Street, where the footpath is sinking. Other works are being identified from the five year plan, and works will be scheduled in to be undertaken in November and December 2022.

Implementation of Asset Management Plan

All Asset management plans were reviewed in late 2021, however condition assessments were only undertaken for Footpaths and Roads being too high risk assets. In the existing financial year a building condition assessment will be undertaken for all buildings the Town owns or maintains, in addition to the annual playground inspections undertaken near December every year.

CONCLUSION

The Town's strategic projects are vital in capturing and updating the Town's assets and priorities in aligning with its long term financial plan. It is important that the Town review these projects regularly to make sure our annual capital program and maintenance budgets are aligning with the long term plans.

9.6 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Committee Resolution 062308

OFFICER RECOMMENDATION

Moved Cr Donovan, seconded Cr Nardi

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

(CARRIED UNANIMOUSLY)

REPORT ATTACHMENTS

Attachments start on the next page

m p rogers & associates pl ABN 14 062 681 252
creating better coasts and ports

R1692 Rev 0
August 2022

Town of East Fremantle

**East Fremantle Riverwalls
10 Year Priority Plan**

- marinas
- boat harbours
- canals
- breakwaters
- jetties
- seawalls
- dredging
- reclamation
- climate change
- waves
- currents
- tides
- flood levels
- water quality
- siltation
- erosion
- rivers
- beaches
- estuaries

www.coastsandports.com.au



Attachment -1

m p rogers & associates pl

creating better coasts and ports

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K1977, Report R1692 Rev 0 Record of Document Revisions

Rev	Purpose of Document	Prepared	Reviewed	Approved	Date
A	Draft for MRA review	T Irvine	T Hunt	T Hunt	29.07.22
0	Issued for Client use	 T Irvine	T Hunt	 T Hunt	17.08.22

Form 035 18/06/2013

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Attachment -1

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1. Introduction

The Town of East Fremantle (Town) has engaged specialist coastal and port engineers, M P Rogers & Associates Pty Ltd (MRA) to prepare a 10-year riverwall maintenance priority plan. The Town manages approximately 3.5 km of foreshore which is comprised of mixed built, natural and private foreshore assets. The riverwalls and other built foreshore assets managed by the Town are the focus of this maintenance priority plan. It should be noted that while most of the Town's foreshore built assets can be classified as vertical block walls, some other built assets such as mortared rock revetments and groynes also exist and have been included the development of this riverwall maintenance priority plan. The foreshore managed by the Town extends from East Street in the west to Petra Street in the east as shown Figure 1.1.



Figure 1.1 East Fremantle Foreshore Extent

2. Site Background

2.1 Previous Studies

The Town's foreshore has been the subject of many previous studies. Notably, MRA's work with Ecoscape in 2015 in developing a Foreshore Master Plan (Ecoscape, 2015). An earlier Foreshore Landscape Plan prepared by Ecoscape in 1993 was also an important document in the management of the Town's foreshore. These master plan documents provide a holistic view of the Town's previous foreshore management strategies and discuss the background and context of the site.

As part of the 2015 Foreshore Master Plan, MRA completed a Foreshore Condition Inspection which included a 10 year maintenance priority plan (MRA, 2014). It is not entirely clear exactly how many of, or to what extent these recommendations were acted on. The planning timeframe of this previous priority plan is now nearing completion, and is therefore due for an update. It is noted that the context and background information included within the 2015 master plan is still generally relevant. As such, this report will focus explicitly on the Town's current riverwall condition and future maintenance requirements.

MRA has also completed a number of inspections and condition assessments along the Town's foreshore. In late 2020 and early 2021, MRA provided updated condition assessments for the Town's riverwalls. Later In 2021, MRA completed an updated condition assessment of Swan Canning River built assets for the DBCA, which included reassessment of the Town's riverwalls and other built assets. The condition ratings developed from the most recent works for the DBCA have been utilised in this priority plan.

The previous maintenance priority plan along with the more recent condition inspections have been considered in the development of this 10 year maintenance priority plan (MRA, 2015, 2020 & 2021). Additionally, MRA completed a condition assessment for riverwall assets adjacent to and fronting the East Fremantle Yacht Club. This assessment has been included later in this report.

2.2 Survey

The Town has recently completed a feature survey for the entire extent of its accessible foreshore. The survey aim was to provide information to allow review and design of maintenance or replacement requirements for the Town's foreshore assets. The survey brief specified an extent of approximately 10 metres into the water and back a distance approximately to the road kerb, picking up notable features.

This survey was completed in June 2022 and recently provided to MRA.

2.3 Acid Sulfate Soils

Acid Sulfate Soils (ASS) are known to exist in wetland areas of the Swan Coastal Plain. ASS are harmless when left undisturbed, however when exposed to air, the iron sulfides in the soil oxidise to produce iron compounds and sulfuric acid. This acid can react with other compounds and release harmful substances, including the acids and heavy metals themselves, into the environment and waterway (DER 2015).

When actual ASS is identified or disturbed it must be managed by an approved Acid Sulfate Soil Management Plan (ASSMP). Management of ASS can be an expensive exercise and encountering unexpected/unidentified ASS can cause major cost blowouts to a project.

The Department of Water & Environmental Regulation (DWER) ASS risk dataset of the Swan Coastal Plain (DWER-055) was used to identify the risk of potential ASS occurring at the site. The map is available at <http://www.der.wa.gov.au/your-environment/acid-sulfatesoils/65-ass-risk-maps/>. The ASS map of the site is as shown in Figure 2.1.



Figure 2.1 Acid Sulphate Soil Risk Map of Site (DWER-055)

The ASS map shows a High to Moderate risk (Class 1 – Red) of ASS occurring along the foreshore edge throughout the extent of the Town. Therefore, should more than 100 m³ of material be planned to be excavated during any foreshore works, an ASS investigation will be required and, depending on the outcomes, an ASS Management Plan (ASSMP) may be needed. This may have significant cost implications on any works which include excavation of the foreshore. It may also influence dewatering works, which may be required for riverwall maintenance or replacement.

2.4 Aboriginal Heritage

The Swan River is an integral part of the Aboriginal culture as a site of significance to the Whadjuk Noongar people and all impacts to the river are to be carefully considered. Any works on registered aboriginal heritage sites (such as Site S3536, the Swan River) require approval from the Department of Planning, Lands and Heritage. MRA understands that the Town has Section 18 approval for works on its riverwalls and foreshore which should be reviewed prior to undertaking any works arising from this maintenance priority plan.

3. Riverwall Condition Assessment

3.1 Site Inspection

Recent site inspections of the East Fremantle riverwalls were completed by MRA engineers Trent Hunt & Todd Irvine on 11 October 2021, 25 May 2022 and additionally on 19 July 2022. Assets were inspected visually above water for condition and defects. Drainage outlets and structural items such as jetties, boardwalks and boat ramps were not included in the assessments.

The inspections were carefully timed to coincide with low water levels so that the majority of the assets, including typically below water components, could be inspected. Despite timing the inspections at low water levels, some assets extend below the water level. In addition, the inspections were visual only and no intrusive investigations were undertaken. For these reasons, additional defects may exist that were not visible during the inspection.

3.2 Asset Rating System

As part of the inspection, MRA assigned each asset a condition and consequence rating. The condition and consequence ratings for use have been previously confirmed by the Department of Biodiversity, Conservation & Attraction (DBCA), and are consistent with previous rating systems developed by MRA and DBCA. The condition and consequence ratings are presented in Tables 3.1, 3.2 and 3.3.

A matrix of Condition and Consequence Rating was then used to provide an Overall Condition Index (OCI), presented in Table 3.4. The relevant OCI for each asset can be used to determine maintenance priorities, which are related to the recommended works timings in Table 3.5.

Table 3.1 Condition Rating

Rating	Condition Description	Performance	Action Plan	Maintenance Classification
1	Asset that has been recently installed or re conditioned back to as new	Good Condition	Predictive Maintenance	Planned Maintenance
	Asset should not show any wear or fatigue characteristics			
	Asset is expected to function fully as designed and deliver service level fully as intended			
2	An asset shows early stages of deterioration and wear	Minor Deterioration	Preventative Maintenance	Planned Maintenance
	There is no reduction in service level delivery of the asset			
3	Asset shows very obvious signs of deterioration	Fair Condition	Cyclic Maintenance	Planned Maintenance
	There will be some service delivery loss			
	Planned maintenance action required to restore asset service level delivery			
4	An asset showing severe signs of deterioration	Poor Condition	Reactive Maintenance	Unplanned Maintenance
	Prompt actions have to be taken to avoid major service delivery failure			
5	Asset has failed and is no longer capable of delivering services as intended	Failed Asset	Breakdown Maintenance / Asset Renewal	Unplanned Maintenance
	In some cases, it will be a risk in leaving the asset in service			
	Urgent action will be required to replace or rehabilitate the asset			
0	Unable to Inspect / Missed Inspection		Investigate	
NA	Not Applicable			
CYNA	Condition Not Yet Assessed		Inspection Plan	

Table 3.2 Condition Rating Examples for Vertical Block Wall

Rating	Description	Typical Photo
1 Good	Sound physical condition No Work Required No voids, cracks or erosion present	
2 Moderate (Minor Deterioration)	Acceptable physical condition; Minimal short term failure risk but potential for further deterioration. Minor Work Required Minor erosion to blocks or joints	
3 Fair	Significant deterioration evident; failure unlikely in near future but further deterioration likely. Work required but asset is still serviceable Joints have voids or blocks eroding, or voids present behind wall	
4 Poor	Failure likely in the short term Substantial work required in short term, asset barely serviceable Large voids or crack in wall, blocks eroded	
5 Very Poor / Failed	Failed or failure imminent / safety risk Major work or replacement required urgently Footing undermined or blocks/joints heavily eroded	

Table 3.3 Consequences Rating Matrix

Rating	Consequence Name	Consequence Description
NA	Not Assessed	Not Assessed
1	Insignificant	No injuries. Loss of \$0 - \$1,000 Impact resolved; can be repaired within 1 month. Unlikely to be raised in public; Complaints unlikely to be received.
2	Minor	First aid treatment required. Loss \$1,000 - \$10,000. Impact repairable; can be repaired within 1 - 6 months. Local adverse media coverage; some complaints received.
3	Moderate	Medical treatment required. Loss \$10,000 - \$100,000. Environmental damage; can be repaired within 6 - 12 months. Adverse media coverage; coordinated representation demand additional resource.
4	Major	Serious injury. Loss \$100,000 - \$1.0M. Long term environmental damage; will require at least 12 months to repair.
5	Catastrophic	Death. Loss of more than \$1.0M. Irreversible impact; cannot be repaired or restored. Inquiry, dismissal or prosecution. Long term reputation damage at state level.

Table 3.4 Overall Condition Index (OCI)

		Condition Rating				
		1	2	3	4	5
Consequence Rating	5	5	10	15	23	25
	4	4	9	14	20	24
	3	3	8	13	19	22
	2	2	7	12	18	21
	1	1	6	11	16	17

Table 3.5 Recommended Works Timing

Combined Rating	Works Timing
1-3	10 Yrs +
4-6	5- 10 Yrs
7-11	2 – 5 Yrs
12-17	1 – 2 Yrs
18-21	6 Mth – 1 Yr
22-25	Urgent < 6 Mths

The recommended timings presented in Table 3.5 are commonly used by DBCA and local governments around the Swan Canning Estuary. However, these can be tailored to suit the Town's budget and overall works priorities.

3.3 Asset Condition Assessment

As part of the works, MRA produced a chainage system for the East Fremantle riverwalls which can be viewed in the Condition Rating Plan in Appendix A. It is recommended that this section of the report be read in conjunction with the Condition Rating Plan. This condition assessment refers to the built assets by their approximate chainage as well as their respective DBCA asset identifier (MRA, 2022). The assets were broken up into segments where a clear change in the riverwall condition or construction material/methodology was evident. The Town's riverwall assets have been assessed as follows in order of chainage starting from the west.

It should be noted that some of the Town's assets may have slightly changed DBCA asset identifiers when compared to previous inspections. This is due to the 2021 DBCA built asset inspection which consolidated or removed redundant assets and listed previously unidentified assets. Generally, only the number forming the last part of the asset identifier is all that has been changed. This is particularly notable for the Norm Mackenzie Reserve and John Tonkin Park & Preston Point asset identifiers.

SLFr01 Fremantle Bridge. B01

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLFre01 Fremantle Bridge.B01	0-20	Rock Revetment	4	3	19



Figure 3.1 Path Behind Revetment (L) & Overtopping Damage (R)

This asset straddles the boundary of the City of Fremantle and the Town of East Fremantle. It appears that most of the asset is within the City of Fremantle’s jurisdiction, however approximately 20 metres appear to lie within the Town’s boundary. The asset is a limestone rock revetment in poor condition. It features undersize rock with steep sections, insufficient width and damage from uncontrolled surface runoff. There is evidence of voids and overtopping damage behind the crest.

SLEFr06 Stirling Bridge J Dolan Park. B03

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr06 Stirling Bridge J Dolan Park.B03	20-80	Wall	3	3	13



Figure 3.2 J Dolan Park Wall Looking East (L) & Looking West (R)

The asset is a vertical wall made from mortared natural limestone rock backed by a concrete pedestrian path which serves as a capping. Some mortar decay around the toe is evident, causing voids and loose rock. The path is cracked in places, possibly due to a loss of fines through voids. Repointing and void repair maintenance works are recommended to prevent further damage to the path.

SLEFr06 Stirling Bridge J Dolan Park. B02

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr06 Stirling Bridge J Dolan Park. B02	80-240	Wall	3	3	13



Figure 3.3 Limestone Block Wall (L) & Access Stairs (R)

The asset is a low vertical limestone block wall backed with a concrete pedestrian path which serves as capping. Panel/post toe protection is present at the upstream and downstream extents. The wall is generally in fair condition, with the face and crest showing signs of recent regrouting. The limestone block steps are in poor condition and require rebuild. The concrete path on crest appears to be relatively new and is in good condition. Scheduled maintenance is recommended to maintain the asset to its current condition.

SLEFr06 Stirling Bridge J Dolan Park. B01

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr06 Stirling Bridge J Dolan Park. B01	240-370	Wall	3	3	13



Figure 3.4 Sandy Beach (L) & Downstream Void (R)

The asset is a low vertical limestone block wall backed with a concrete pedestrian path which serves as a capping. The concrete path is generally in good condition and the wall exhibits signs of recent repointing works. A sandy beach is protecting the lower portion of the wall, with panel and post toe protection visible in parts. Some of the panels were displaced or damaged. One notable void was present at the downstream end which required maintenance. Scheduled maintenance is recommended to maintain the asset to its current condition.

SLEFr05 Merv Cowan Park. B06

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr05 Merv Cowan Park. B06	370-500	Wall	3	3	13



Figure 3.5 Limestone Blockwall with Jetty Abutments

The asset is a vertical limestone blockwall with intermittent panel and post toe protection and some scattered rock rip rap. The wall features multiple jetty abutments and a public concrete path at the rear of crest. The condition of the wall was generally fair, with signs of recent repointing works, however, there was some grout loss in the lower courses. Scheduled maintenance is recommended to maintain the asset to its current condition.

SLEFr05 Merv Cowan Park. B05

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr05 Merv Cowan Park. B04	500-580	Revetment	3	3	13



Figure 3.6 Pitched Revetment Looking North (L) & South (R)

The asset is a pitched (grouted) limestone revetment supporting a concrete path and protecting a high use carpark. The top sections were in good condition, with the overall structure in fair condition. Some loss of mortar and rock was evident at the toe. The asset requires toe protection to prevent further undermining. Lack of action could lead to further material loss and development of voids beneath path/carpark.

SLEFr05 Merv Cowan Park. B04

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr05 Merv Cowan Park. B04	600-630	Wall	4	4	20



Figure 3.7 Weathered Blockwall (L) & Cracking of Concrete Wall (R)

The section of walling on the northern side of the Dome is in poor condition. There is a short limestone blockwall extending from the Dome about 5-10 metres. The blockwall is heavily deteriorated with little mortar still visible, heavily weathered blocks and signs of settlement. There has been significant loss of material behind the wall, settlement, and movement of pavers.

Adjacent to the blockwall is a concrete panel wall which is also in poor condition. The concrete panels are heavily cracked and settled and are nearing end of service life. The wall through this section supports a public path and a carpark which services the dome and foreshore.

The section of wall from the Dome to the nearest jetty is considered a high priority for replacement or significant upgrade.

SLEFr05 Merv Cowan Park. B03

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr05 Merv Cowan Park. B03	630-940	Wall	4	3	19



Figure 3.8 Low Limestone Blockwall (L) & Voids Beneath Path (R)

The limestone blockwall exhibited signs of recent repointing maintenance. The lower courses of the wall display loss of mortar, and there was evidence of voids behind the wall / below the path. Recent maintenance efforts have helped slow the deterioration, however further works will be required with attention to the lower courses and filling voids behind the wall.

SLEFr05 Merv Cowan Park. B02

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr05 Merv Cowan Park. B02	940-1050	Wall	4	3	19



Figure 3.9a Limestone Armour in Front of Vertical Wall



Figure 3.9b Tie In (L) & Sheet Pile Wall (R)

The asset is a terraced blockwall with a bituminous pavement present on the lower-level landing (now closed off to pedestrians). A concrete path is present behind the top wall, and is in fair condition. Rock armour is present fronting the wall and provides some protection from wave energy. However, the wall is deteriorated with loss of fines and voids opening up behind the crest, resulting in a poor visual aesthetic. Recommended remediation options for this stretch could include adaption measures such as removal of the bitumen, blockwall maintenance and vegetation of the lower level.

A short section of heavily corroded sheet pile wall connects the block wall to the Department of Transport Boatshed Facility. It appears that geotextile and concrete has been used to repair voids behind sheet pile wall. This entire section requires significant upgrade.

SLEFr05 Merv Cowan Park. B01

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr05 Merv Cowan Park. B01	940-1050	Wall	3	3	13



Figure 3.10 Block Wall Section (L) & Settled Path (R)

The asset is a limestone blockwall featuring a concrete path capping and toe scour protection. The wall is generally in a fair condition with signs of recent repointing maintenance. The lower courses require further repointing.

A short section of path is rotated and settled, which appears to be due to uncontrolled surface runoff from the road increasing the loss of fines under/through the wall. Minor maintenance works are required to the wall and path, along with addressing the underlying surface drainage issue.

SLEFr04 John Tonkin Park & Preston Point. B11

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr04 John Tonkin Park & Preston Point. B11	1330-1380	Wall	2	2	7



Figure 3.11 Limestone Block Wall & Sandy Beach

The asset is in moderate condition, showing signs of minor deterioration. A sandy beach in front of the wall is protecting the lower courses. Scheduled repointing maintenance is recommended to maintain the asset to its current condition.

SLEFr04 John Tonkin Park & Preston Point. B10

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr04 John Tonkin Park & Preston Point. B10	1420-1520	Revetment	4	3	19



Figure 3.12 Grouted Revetment (L) & Voids Under Path (R)

The asset is a pitched (mortared) limestone rock revetment in poor condition. The grout has cracked as a result of toe undermining, allowing the lower rocks to settle. Extensive voids were present throughout revetment structure. The path exhibits cracks which is indicative of voids underneath.

It is unclear how far the voids extend under the path and potentially the car park and this are therefore provides some risk. This section is considered to be a high priority item for a recommended rebuild.

SLEFr04 John Tonkin Park & Preston Point. B09

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr04 John Tonkin Park & Preston Point. B9	1540-1570	Revetment	3	3	13



Figure 3.13 Revetment Around Boat Ramp

The limestone rock revetment around the Leeuwin boat ramp was observed to be in fair condition. Minor maintenance involving repacking of armour and loose material is required.

Attachment -1

SLEFr04 John Tonkin Park & Preston Point. B08-B03

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr04 John Tonkin Park & Preston Point. B08	1600-1620	Wall	1	3	3
SLEFr04 John Tonkin Park & Preston Point. B07	1600-1620	Groyne	1	2	2
SLEFr04 John Tonkin Park & Preston Point. B06	1640-1660	Groyne	1	2	2
SLEFr04 John Tonkin Park & Preston Point. B05	1700-1720	Groyne	1	2	2
SLEFr04 John Tonkin Park & Preston Point. B04	1740-1760	Groyne	1	2	2
SLEFr04 John Tonkin Park & Preston Point. B03	1800-1820	Groyne	1	2	2



Figure 3.14 Block Wall (L) & Groyne Example (R)

The above assets were all observed to be in good condition. The maintenance requirements include ongoing monitoring.

SLEFr04 John Tonkin Park & Preston Point. B02

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr04 John Tonkin Park & Preston Point. B02	1760-1840	Gabion	2	2	7



Figure 3.15 Buried Gabion/Reno Mattresses

The asset is a mostly buried gabion basket/reno mattress, with visible portions in moderate condition. No works required.

Attachment -1

SLEFr04 John Tonkin Park & Preston Point. B01

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr04 John Tonkin Park & Preston Point. B01	1900-1940	Groyne	2	2	7



Figure 3.16 Preston Point Groyne

The asset is a low limestone rock groyne and was observed to be in moderate condition. Minor repacking of loose rock is required. However, this is not considered to be a high priority maintenance item.

Attachment -1

SLEFr03 Norm McKenzie Reserve. B10-B06

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr03 Norm McKenzie Reserve. B10-B06	1940-2040	Wall	Varies	Varies	Varies

The condition of the structures within the Swan Yacht Club was documented in an inspection previously completed by MRA (2021) for the Town and is outside of the scope of this plan.

SLEFr03 Norm McKenzie Reserve. B05

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr03 Norm McKenzie Reserve. B05	2055-2065	Wall	3	3	13



Figure 3.17 Limestone Block Wall

The asset is a short (approx. 5-10m long) limestone block wall. The wall supports a high use public path and protects the foreshore immediately in front of a building. Some weathering of the face evident and wall is slightly rotated, but overall the asset is in reasonable condition. The wall should be upgraded with improved tie-ins to the neighbouring structures in the long term.

SLEFr03 Norm McKenzie Reserve. B04

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr03 Norm McKenzie Reserve. B04	2060-2090	Gabion	4	2	18



Figure 3.18 Limestone Gabions Rotated (L) & Lost Material (R)

The gabion baskets forming the wall appear to have rotated forward and are beginning to deteriorate. Holes in the baskets have allowed the loss of some of the limestone material. The wall supports high use path and protects a navy cadets building. The asset requires maintenance in the short term to maintain serviceability. Long term planning should include upgrading this entire stretch of foreshore.

SLEFr03 Norm McKenzie Reserve. B03

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr03 Norm McKenzie Reserve. B03	2090-2100	Gabion	3	2	12



Figure 3.19 Limestone Gabions

The gabion baskets protect the beach area and kayak ramp. Some deformation and damage of the baskets was evident, and the baskets appeared to have been previously repaired. Asset requires additional maintenance in the short term to maintain serviceability. Long term planning should include upgrading this entire stretch of foreshore.

SLEFr03 Norm McKenzie Reserve. B02

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr03 Norm McKenzie Reserve. B02	2100-2155	Revetment	3	3	13



Figure 3.20 Steps (L) & Pitched Revetment (R)

The asset here includes a pitched limestone revetment, steps and a ramp that service the Fremantle Rowing Club. The steps appear to be in good condition, and are partially buried by the beach. The crest of the revetment also appears to be in good condition, however the toe is severely undercut. Overall, the pitched revetment is in average condition. The mortar here has cracked and limestone material has settled and/or been lost offshore.

The extent of the voids is unclear and there is a potential they extend to the car park, providing a high risk. Maintenance action to improve the toe protection is therefore required urgently.

SLEFr03 Norm McKenzie Reserve. B01

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr03 Norm McKenzie Reserve. B01	2240-2260	Wall	4	2	18



Figure 3.21 Undermined Limestone Block Wall

The asset is a short limestone block wall that retains the public path above. The wall appears to be undermined with signs of flow coming from under the wall and path. This could indicate a potential drainage/pipe outflow issue. There are evidence of voids under the path with cracks and signs of movement present. The condition has significantly deteriorated since previous inspections. Remediation of the wall is required for public safety.

SLEFr02 Wayman Reserve – Jerrat Drive. B02

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr02 Wayman Reserve – Jerrat Drive. B02	2425-2550	Revetment	3	2	12



Figure 3.22 Pitched Limestone Revetment

The asset is a pitched limestone revetment protecting a grassy foreshore reserve and public path in places. The wall is generally in fair condition, with some loss of mortar observed through the lower sections. The toe is undercut throughout the western extent and requires maintenance.

SLEFr02 Wayman Reserve – Jerrat Drive. B01

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr02 Wayman Reserve – Jerrat Drive. B01	2820-2895	Wall	4	3	19



Figure 3.23 Deteriorated Limestone Block Wall

The foreshore features a deteriorated limestone block wall fronting Camp Waller Sea Scouts Hall. The blocks are weathered and exhibit a total loss of mortar through the lower courses. There is evidence of material loss through the wall leading to voids opening up behind wall crest. The voids behind wall are a safety hazard with uneven surfaces and potential for unstable ground to give way. Although outside the scope of this assessment, the jetty was also noted to be in poor condition and requires further investigation and monitoring.



Figure 3.24 Deteriorated Crib Wall

The foreshore upstream of the building features a deteriorated crib wall which supports the concrete path behind. Many cracked and dislodged units were observed. It is recommended that the entire foreshore at this site is investigated for future significant upgrade.

Attachment -1



Figure 3.25 Limestone Block Wall & Concrete Apron

The asset consists of a recently constructed limestone retaining wall and a recently repaired concrete apron and path. The condition of the asset is as new. The concrete path is supported by deteriorated crib wall (aforementioned) which requires rebuild.

SLEFr02 Wayman Reserve – Jerrat Drive. B03

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
SLEFr02 Wayman Reserve – Jerrat Drive. B03	2970	Abutment	3	2	12



Figure 3.26 Concrete Stair Abutment

The asset is the concrete stair abutment at the base of the accessway. It is noted that the assessment does not directly include the stairs further up the slope.

The lower section of the stairs have settled to one side and there is a large drop off from the last stair to the sand. Further erosion would accelerate the undermining of the stairs above the base. It is recommended as a minimum to backfill under the eroded section of stairs, provide scour protection to the sides and add an additional lower step.

Alternatively, the lower stair abutment could be adapted to incorporate a FRP/steel viewing area or an accessway similar to that investigated by MRA (2018). Minimal changes were evident from the previous inspections in 2015.

East Fremantle Yacht Club – 01

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
EFYC 01	3100-3120	Wall	3	3	13



Figure 3.27 Grout Filled Bags

The asset is a low-lying wall comprised of a concrete footing and weathered grout bags. The wall protects the downstream end of the East Fremantle Yacht Club (EFYC) carpark and is utilised by members only.

East Fremantle Yacht Club – 02

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
EFYC 02	3120-3200	Wall	4	4	20



Figure 3.28 Limestone Blockwall



Figure 3.29 Carpark Pot Holes & Repairs

The asset is a low-lying wall comprised of cut natural limestone blocks. The blocks are heavily weathered and some are displaced below the water line, with a total loss of mortar throughout. The below water sections could not be properly assessed however appeared to be deteriorated and undermined. The wall supports a section of carpark used by EFYC members only.

Pot holes and evidence of several bituminous repairs were present in the car park behind the wall, which are indicative of voids behind the wall. This can be caused by loss of fines through the joints or holes in the wall. Cars were observed to be parked immediately behind the wall, which may have a reduced structural capacity and significant voids throughout. It is strongly recommended that urgent maintenance and underwater investigations are completed to determine the condition of the footing/base of the wall and confirm the suitability of continuing to use this area by vehicles.

East Fremantle Yacht Club – 03

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
EFYC 03	3200-3260	Wall	3	4	14



Figure 3.30 Concrete Panel & Steel Pile Wall



Figure 3.31 Carpark Bitumen Repairs & Settlement

The wall is generally in reasonable condition, and is comprised of concrete panels and driven H-section steel bearers. The steel piles are beginning to show signs of corrosion, however not yet of structural significance. Maintenance could include repair to the protective paint coating on the steel section. The above water portion of the concrete panels generally appeared to be in reasonable condition.

The water through this section is quite deep and therefore the base of the wall was not able to be assessed during the inspection. However, based on the condition of the carpark with multiple potholes and repairs, it is possible that some material is being lost through the wall. Underwater inspections will be required to further investigate the cause of any material loss (ie potential damaged or displaced panels).

East Fremantle Yacht Club – 04

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
EFYC 04	3260-3280	Wall	3	4	14



Figure 3.32 Limestone Blockwall with Dinghy Rack

The asset is a limestone blockwall in reasonable condition. The faces are weathered and most of the mortar is no longer evident. Repointing and refacing in the short term will prolong the lifetime of this structure considerably. The wall supports a dinghy rack and retains the road immediately behind the wall which services the carpark. Short-term maintenance will provide value in prolonging service life and reducing the risk of damage to the road.

East Fremantle Yacht Club – 05

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
EFYC 05	3300-3340	Wall	4	4	20

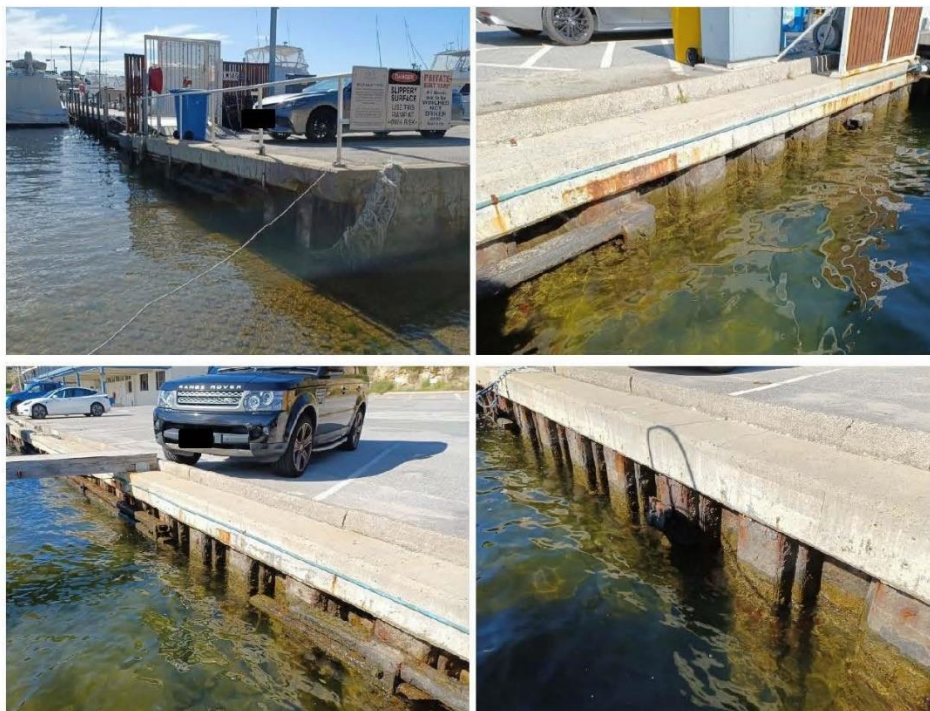


Figure 3.33 Sheet Pile Wall with Concrete Pile Cap

The asset features a heavily corroded steel sheet pile wall with a concrete pile cap, immediately backed by bituminous carpark. The steel RHS walers are heavily corroded and entirely missing in places. The concrete capping beam supports multiple finger jetties. Bituminous repairs to the carpark at the rear of the wall are indicative of material loss through the wall. The carpark allows vehicles to park almost directly above the sheet pile wall which likely has a reduced structural capacity. Assets which are fronted by deep water and allow vehicular access to the rear of the crest are considered to have a particularly high consequence of failure. This section of wall should be planned for upgrade in the near future along with a monitoring plan and additional underwater inspections in the interim.

East Fremantle Yacht Club – 06

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
EFYC 06	3340-3400	Wall	2	4	9



Figure 3.34 Concrete Panel & Steel H-Pile Wall

The wall asset is generally in good condition, and is comprised of concrete panels and driven H-section steel columns similar to EFYC 03 albeit in a slightly better condition. The steel piles are beginning to show signs of corrosion with blistering of the paint, however do not appear to yet be of structural significance. The above water portion of the concrete panels generally appeared to be in good condition. Maintenance could include repairs to the protective paint coating on the steel section.

East Fremantle Yacht Club – 07

Asset ID	Approximate Chainage (m)	Asset Type	Condition Rating	Consequence Rating	OCI
EFYC 07	3400-3420	Wall	2	2	7



Figure 3.35 Limestone Blockwall

The asset is a low-lying limestone blockwall, and was generally in good condition. A sandy beach was present which was covering the lower courses of wall at the time of the inspection. Maintenance requirements include ongoing monitoring and future repointing.

4. Maintenance Regime

MRA has developed a maintenance priority regime for the Town's marine assets based on the most recent condition assessments. The maintenance regime recommended by MRA (2015) has been reviewed and considered in this 10 year priority plan.

The Town has advised MRA that an annual allocation of at least \$150,000 per year for construction works should be considered for budgetary purposes. It is noted that \$150,000 may only be enough to complete minor maintenance items each year, and some assets require larger scale maintenance such as full replacement. MRA has developed this priority plan based on the approximate \$150,000 per year budget constraint. It is noted that where additional funding is secured, efforts should be made to expedite this maintenance program.

The Town should also actively seek contributions from the DBCA Riverbank Grants Funding for undertaking the works, as well as any other state or federal funding opportunities that may arise. This priority plan may be used as supporting documentation when applying for funding. Indicative repair/replacement costs have been provided for budgetary/scheduling purposes. Please note these indicative costs are based on the following assumptions:

- Costs are based on either repair or replacement of a similar asset, and do not include consideration for significant alternatives.
- Does not include environmental investigations, approvals or landscaping costs.
- Does not include design and management costs.
- The cost estimate is based on recent tendered rates for similar works in the Perth Metropolitan Region. However, it is noted that there is currently a high demand for construction resources (eg steel, FRP, rocks and other construction materials along with labour) and prices are rapidly increasing. Availability of material is also limited, with long lead times.
- Future escalation has not been included. As the marine construction industry in WA has limited resources and is currently in high demand, prices can vary significantly from one project to another. It is noted that prices may increase significantly over the coming years and within the timeframe of this priority plan.
- The effects of delays and costs due to COVID-19 have not been included and should be taken into consideration by the Town.
- The accuracy of the costs can range significantly depending on the market conditions at the time, the availability of Contractors and materials, and the methodology accepted for the works.

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It is noted that costs for marine works are highly variable, with Tendered prices varying up to 100% of the lowest Tendered price. Contractor prices are subject to a number of factors including availability and location of resources, perceived competitiveness, perceived risk and the experience of the Contractor. With marine works, it is highly desirable to heavily favour experience over cost in terms of assessing Tenders for works. This generally is the most cost effective longer term option for the Town as there are generally less variations required throughout a project and management requirement of the Contractor by the Town/Superintendent are significantly less.

Additionally, undertaking more moderate scale projects as opposed to small items allows a Contractor to setup some efficiency with the project which will provide the Town with a cheaper overall rate for the works and some opportunity for value adding.

Onsite inspections from an engineer experienced in the coastal and marine masonry works are recommended to ensure that the repair works are of suitable standard to extend the structural service life of the walling. Poor quality works become only minor aesthetic improvements to the walling which degrade quickly and do not improve the structural performance of the walling. MRA would be able to provide the Town with technical advice and site inspections during the construction works.

A summary of the priority works and expected order of magnitude budgetary costs for the works is provided in Table 4.1. The works have then been scheduled over a 10 year regime based on MRA's opinion of probable cost and priority in the subsequent section.

In addition to the maintenance regime, Town operations, parks and garden staff should routinely monitor the pathways and adjacent areas next to the riverwalls for any signs of voids or significant cracking. The presence of any voids should be reported and then investigated and backfilled. Early identification of voids and issues can result in minor insignificant repairs to the walling only and prevent the formation of a large void which causes the collapse of a pathway or wall section.

The Swan Yacht Club and East Fremantle Yacht Club assets have not been included in the following priority plan. The recommended maintenance measures and further investigations for SYC and EFYC assets should be negotiated with the respective Yacht Club.








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Table 4.1 Riverwall Maintenance Priorities by OCI

Asset ID	Approximate Chainage (m)	OCI	Typical Defect Photo	Maintenance Requirement	Cost Estimate ¹ (per metre length)
SLEFr05 Merv Cowan Park.B04	600-630	20		Mixed Concrete panel and limestone block wall. Walls require replacement/rebuild.	\$5,000
SLEFr04 Jon Tonkin Park and Preston Point.B10	1420-1520	19		Pitched limestone revetment. Requires replacement/rebuild.	\$4,000
SLEFr05 Merv Cowan Park.B03	630-940	19		Limestone block wall weathered and needs repointing. Some voids under path require backfill.	\$1,000-\$2,000
SLEFr05 Merv Cowan Park.B02	940-1050	19		Terraced limestone blockwall. Requires repointing maintenance to top wall. Develop adaption option for lower level such as planter boxes and repack revetment with additional armour.	\$4,000
SLEFr02 Wayman Reserve-Jerrat Drive.B01	2820-2895	19		Sea Scouts natural limestone block wall; Mortar missing from lower courses. Appears to be founded on rock. Voids opening behind wall, loss of blocks.	\$5,000
SLFre01 Fremantle Bridge.B01	0-20	19		Revetment requires repacking. May be an opportunity to collaborate at the appropriate time with the City of Fremantle and cost save.	\$3,000
SLEFr03 Norm McKenzie Reserve.B01	2240-2260	18		Block wall retaining path behind. Wall undermined, likely voids under path, cracking & signs of movement. Wall requires further investigation, probable rebuild of undermined section.	\$5,000








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SLEFr03 Norm McKenzie Reserve B04	2060-2090	18		Gabion Basket wall, appears to have rotated forward, eastern end basket failed, some material missing. Baskets require patching in the short-term. Long-term involves larger upgrade of foreshore.	\$2,000
SLEFr06 Stirling Bridge J Dolan Park B03	20-80	13		Near vertical mortared limestone rock with concrete coping. Between block wall and rock revetment. Voids under path likely due to loss through gaps in mortar. Path cracked. Loss of mortar and rocks at toe providing scour protection. Requires further remortaring of lower levels and monitoring of path.	\$1,500
SLEFr06 Stirling Bridge J Dolan Park B02	80-240	13		Further repointing required with attention to lower courses. Steps to be removed or redesigned.	\$1,000-\$2,000
SLEFr06 Stirling Bridge J Dolan Park B01	240-370	13		Low limestone blockwall, panel and post at toe in parts. Requires further repointing works with attention to DS void.	\$1,000-\$2,000
SLEFr05 Merv Cowan Park B06	370-500	13		Limestone block wall condition reasonable. Further repointing focussing on the lower courses.	\$1,000-\$2,000
SLEFr05 Merv Cowan Park B05	500-580	13		Pitched Limestone rock revetment. Reasonable condition, minor toe scour and damage. Requires toe protection to prevent further undermining.	\$1,000
SLEFr05 Merv Cowan Park B01	1070-1340	13		Limestone block wall to North of Boatshed. Wall reasonable condition. Repointing of lower courses and addition of toe scour protection. Western end appears to have voids under path from unmanaged drainage/runoff. Recommend remove path and fill over 20m.	\$2,000-\$3,000

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SLEFr04 John Tonkin Park & Preston Point. B9	1540-1570	13		Rock revetment around boat ramp, reasonable condition. Requires repacking of loose armour rock and undersize material.	\$1,000
SLEFr03 Norm McKenzie Reserve. B05	2055-2065	13		Short limestone blockwall to the east of slipway, some weathering of the face and rotation evident. Repointing in the short-term, whole stretch should be upgraded in long-term.	\$1,000
SLEFr03 Norm McKenzie Reserve. B03	2090-2100	13		Gabion groyne, protects adjacent ramp and holds beach to north. Some Baskets failed or have sections missing. Patch wire baskets and re-pack rock. Long-term upgrade this stretch.	\$1,000
SLEFr03 Norm McKenzie Reserve. B02	2100-2155	13		Stone pitching toe undercut, generally in moderate condition. Steps in reasonable condition. Re-pack rock and mortar toe.	\$1,500
SLEFr02 Wayman Reserve – Jerrat Drive. B02	2425-2550	13		Limestone pitching. Condition reasonable, toe undercut at western end, requires toe protection, loss of mortar in lower sections.	\$1,500
SLEFr02 Wayman Reserve – Jerrat Drive. B03	2970	12		Lower section of concrete stairs has settled to one side. Large drop off from the last stair to the sand. Undermining of sections of stairs above the base with further erosion. Backfill under the eroded section of stairs, provide scour protection to the sides and additional bottom steps or reconstruct lower section.	Dependant on outcome of concept maintenance treatment. Lower section could be replaced with a FRP structure or similar.
SLEFr04 John Tonkin Park & Preston Point. B02	1760-1840	7		Gabion baskets completely covered by beach and vegetation. Wire fence protecting vegetation and preventing pedestrian access. No works necessary, ongoing monitoring.	N/A

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SLEFr04 John Tonkin Park & Preston Point. B01	1900-1940	7		Limestone rock groyne, reasonable condition. Ongoing monitoring.	N/A
SLEFr04 John Tonkin Park & Preston Point. B11	1340-1380	7		Block wall covered by beach appears to be in reasonable condition. Future repointing. Ongoing monitoring.	N/A
SLEFr04 John Tonkin Park & Preston Point. B08	1600-1620	3	N/A	Ongoing Monitoring	N/A
SLEFr04 John Tonkin Park & Preston Point. B07	1600-1620	2	N/A	Ongoing Monitoring	N/A
SLEFr04 John Tonkin Park & Preston Point. B06	1640-1660	2	N/A	Ongoing Monitoring	N/A
SLEFr04 John Tonkin Park & Preston Point. B05	1700-1720	2	N/A	Ongoing Monitoring	N/A
SLEFr04 John Tonkin Park & Preston Point. B04	1740-1760	2	N/A	Ongoing Monitoring	N/A
SLEFr04 John Tonkin Park & Preston Point. B03	1800-1820	2	N/A	Ongoing Monitoring	N/A

Note: 1. Budgetary figures only based on typical unit rates from similar works.
 2. Does not include SYC or EFYC assets.

4.1 10 Year Maintenance Priority Planning

As a guideline for budgeting and programming maintenance activities along the foreshore infrastructure, the following plan could be adopted. It is recommended that the actual priority of works is reviewed annually depending on the rate of deterioration of different segments and activities could be moved around as seen fit by the Town. Some sections may fail quickly and be required to be attended to immediately, while others may degrade slowly and be deferred to later years. This would require annual or biennial inspection of the items of infrastructure.

This approach has been adopted by other government agencies for their foreshore assets and has assisted with the identification and quick repair of minor issues. This has allowed them to reduce the instances of large failures and concentrate on rehabilitation and capital upgrades rather than reactive replacements. It is noted that proactive maintenance actions will typically prolong the service life of the asset, so delaying proactive maintenance to reactively deal with deteriorated assets is not the ideal approach.

Based on advice received from the Town, yearly totals for repair works have aimed to be in the order of \$150,000 per year to fit it within the Town's budget. However, some of the more major remediation works will easily exceed this amount and are urgent in nature therefore exceeding this budget figure. Should other funding sources be made available, such as contribution funding from the DBCA Riverbanks Grant, then the Town may be able to progress some sections quicker. As mentioned earlier, the Town should where possible look to complete works in larger sections to allow the contractor to setup some efficiency and in return increase value.

It is reiterated that the approximate cost is indicative only and that during any detailed design documentation phase of work a more accurate Construction Cost Estimate may be produced to assist with funding applications for the following year. It is also noted that due to rising construction costs and inflation these estimates may become outdated within the duration of this priority plan, it is therefore recommended that the Town's budget and these cost estimations be indexed as appropriate with respect to rising cost of construction and inflation over the coming decade.

Each year it is recommended the Town prepare the design documentation, funding applications and approvals for the following year of construction (ie during Year 1 the Town shall be preparing for Year 2 construction works).

Typically, each year the construction works should be aimed to completed in the warmer months (spring to autumn) during the period where low tide coincides with daylight hours for ease of construction and to reduce the likelihood of dewatering being required. Experienced marine contractors will be aware of this and consider this in their programming and tender submissions. As a rule of thumb, targeting construction activities for the spring to autumn seasons is good practice, however, some works may be of sufficient elevation above the water that the seasonal timing is of less significance.

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Table 4.2 Year 1 Items

Activity	
Undertake internal investigation into management of surface runoff and drainage issues at footpath North of Pier Street (SLEFr05 Merv Cowan Park. B01) for upgrade in year 1.	
Complete detailed design for a replacement riverwall for the approximately 30 m long deteriorated section of wall north of the Dome (SLEFr05 Merv Cowan Park. B04) for construction in year 1.	
Install fencing and/or signage at SLEFr02 Wayman Reserve-Jerratt Drive.B01 wall fronting the Camp Waller Scouts Hall to manage risk to public safety (chainage 2820-2895m).	
Organisation of drawings, technical specifications, approvals and funding applications for year 2 construction projects.	
Construction Project	Approximate Cost
SLEFr05 Merv Cowan Park. B01 Removal of short section of settled path (approx. 20m), complete maintenance to rear of wall, place geotextile, backfill and replace path. Address surface runoff/drainage issues.	\$60,000
SLEFr05 Merv Cowan Park. B04 Removal of short section (approx. 30 m) of deteriorated wall north of Dome and replace with engineered riverwall as per detailed design.	\$150,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
2. Figures does include cost for detailed design work or management fees.

Table 4.3 Year 2 Items

Activity	
Organisation of drawings, technical specifications, approvals and funding applications for year 3 construction projects.	
Construction Project	Approximate Cost
SLEFr04 Jon Tonkin Park and Preston Point.B10 Reconstruction of pitched limestone revetment and path over approx. 100 m.	\$400,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
2. Figures does include cost for detailed design work or management fees
3. Construction project recommended as a whole, but can be staged to suit budget if required.

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Table 4.4 Year 3 Items

Activity	
Complete concept & detailed design for adaptation options of the terraced riverwall and sheet pile wall south of the DoT boatshed facility (SLEFr05 Merv Cowan Park. B02) for construction in year 4.	
Organisation of drawings, technical specifications, approvals and funding applications for year 4 construction projects.	
Construction Project	Approximate Cost
SLEFr03 Norm McKenzie Reserve.B01 Replacement of the small undermined block wall and path (approx. 20 m long).	\$60,000
SLEFr03 Norm McKenzie Reserve.B02 Re-pack toe rock, including additional toe rocks and re-mortar (approx. 15 m).	\$30,000
SLEFr03 Norm McKenzie Reserve.B03 Maintenance to gabion baskets including repacking lost material and patching baskets.	\$10,000
SLEFr03 Norm McKenzie Reserve.B04 Maintenance to gabion baskets including repacking lost material and patching baskets.	\$30,000
SLEFr03 Norm McKenzie Reserve.B05 Repointing to short limestone block wall (approx. 5 m).	\$5,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
2. Figures does include cost for detailed design work or management fees.

Table 4.5 Year 4 Items

Activity	
Organisation of drawings, technical specifications, approvals and funding applications for year 5 construction projects.	
Construction Project	Approximate Cost
SLEFr05 Merv Cowan Park. B04 Adaptation of the terraced walling to the south of the DoT boatshed facility (approx. 120 m long) pending outcome of concept and detailed design.	\$240,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
2. Figures does include cost for detailed design work or management fees
3. Construction project recommended as a whole, but can be staged to suit budget if required.

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Table 4.6 Year 5 Items

Activity	
Organisation of drawings, technical specifications, approvals and funding applications for year 6 construction projects.	
Construction Project	Approximate Cost
SLEFr05 Merv Cowan Park. B03 Repointing of the long (approx. 310 m) stretch of limestone block wall and filling voids behind.	\$310,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
 2. Figures does include cost for detailed design work or management fees
 3. Construction project recommended as a whole, but can be staged to suit budget if required.

Table 4.7 Year 6 Items

Activity	
Organisation of drawings, technical specifications, approvals and funding applications for year 7 construction projects.	
Construction Project	Approximate Cost
SLEFr02 Wayman Reserve – Jerratt Drive. B02 Addition of toe scour protection and repointing/regrouting of limestone pitching over approx. 125 m.	\$180,000
SLEFr05 Merv Cowan Park. B05 Addition of toe scour protection to stone pitched revetment south of Dome (approx. 80 m).	\$80,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
 2. Figures does include cost for detailed design work or management fees

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Table 4.8 Year 7 Items

Activity	
Organisation of drawings, technical specifications, approvals and funding applications for year 8 construction projects.	
Construction Project	Approximate Cost
SLEFr06 Stirling Bridge J Dolan Park. B02 Repointing of limestone blockwall with attention to lower courses and steps removal or replacement over approx. 160 m.	\$160,000
SLEFr06 Stirling Bridge J Dolan Park. B01 Repointing of limestone blockwall and void repair over approx. 130 m..	\$130,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
 2. Figures does include cost for detailed design work or management fees
 3. Construction project recommended as a whole, but can be staged to suit budget if required.

Table 4.9 Year 8 Items

Activity	
Concept and detailed design for Jerrat Drive riverwall assets (near Scout Hall). Complete cost benefit analysis of maintenance vs replacement based on updated condition assessment at the time. Include landscape architect input.	
Organisation of drawings, technical specifications, approvals and funding applications for year 9 construction projects.	
Construction Project	Approximate Cost
SLEFr05 Merv Cowan Park. B06 Repointing of limestone blockwall with attention to lower courses over approx. 130 m.	\$130,000
SLEFr02 Wayman Reserve – Jerrat Drive. B01 Upgrade of bottom section of concrete stairs with code compliant solution.	\$40,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
 2. Figures does include cost for detailed design work or management fees

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Table 4.10 Year 9 Items

Activity	
Organisation of drawings, technical specifications, approvals and funding applications for year 10 construction projects.	
Construction Project	Approximate Cost
SLEFr02 Wayman Reserve – Jerrat Drive. B01 Replacement of riverwall pending outcome of previous concept and detailed design work over approx. 80 m.	\$400,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
 2. Figures does include cost for detailed design work or management fees
 3. Construction project recommended as a whole, but can be staged to suit budget if required.

Table 4.11 Year 10 Items

Activity	
Update to the East Fremantle Riverwalls 10 Year Priority Plan.	
Construction Project	Approximate Cost
SLEFr04 Jon Tonkin Park and Preston Point.B9 Repacking of loose armour rock and undersize material over approx. 30 m.	\$30,000
SLEFr04 John Tonkin Park & Preston Point. B01 Repacking of loose armour rock and undersize material over approx. 80 m.	\$80,000
SLEFr06 Stirling Bridge J Dolan Park.B03 Remortaring and addition of toe scour protection over approx. 60 m.	\$60,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
 2. Figures does include cost for detailed design work or management fees

Table 4.12 Other Items

Construction Project	Approximate Cost
SLFre01 Fremantle Bridge.B01 Upgrade revetment in conjunction with City of Fremantle at an appropriate time.	\$60,000

Note: 1. Budgetary figures only based on typical unit rates from similar works.
 2. Figures does include cost for detailed design work or management fees

It is noted that this 10 year maintenance priority plan had been developed on the basis of approximate funding allocations advised by the Town. The plan includes all Town assets with an OCI of 12 or above.

The general recommended works timing, presented earlier in Table 3.5, recommends that assets with an OCI of 12 or higher be upgraded within a 2 year time-frame. Further to this, it is recommended that any asset with an OCI of 18-21 should be upgraded within a year of being

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assessed as such. The 10 year priority plan above does not achieve this due to the funding availability and as a result it is strongly recommended the Town takes every opportunity to secure additional funding. Where possible the maintenance priority plan should be expedited to approach the recommended works timings in Table 3.5.

5. Summary & Recommendations

The Town of East Fremantle has engaged M P Rogers & Associates Pty Ltd to provide an updated 10 year maintenance priority plan for the Town's riverwall built assets. The priority plan has been developed on the basis of multiple built asset condition assessments completed by MRA in recent years and on budget constraints as advised by the Town.

The review and updated condition assessment revealed that most of the Town's existing foreshore built assets are in moderate condition, with signs of heavy weathering and deterioration of primarily the mortar joints and toe protection. Without a maintenance program put in place in the next few years, it is likely that the Town will begin to experience larger failures of these structures and associated damage to adjacent structures such as paths, carparks and roads.

The deterioration of assets is likely a symptom of assets coming into the backend of their design service life along with a lack of maintenance efforts over the last 10-15 years. Aging assets require more frequent and larger scale maintenance to maintain a serviceable condition.

5.1 Recommendations

MRA has provided several recommendations to ensure the successful facilitation of this priority plan as well as public safety and upkeep of the Town's built foreshore assets to a serviceable condition.

- The Town actively follow this maintenance priority plan, and where possible, complete the works in larger size chunks to set up contractor efficiency and associated value adding.
- The Town negotiate maintenance works with the respective Yacht Clubs (particularly EFYC) and urgently organise a diver inspection to assess the underwater components of all EFYC riverwalls. The riverwalls with vehicle parking immediately behind the crest are considered to have a high consequence of failure, hence an ongoing monitoring plan should be established for these Yacht Club assets.
- The Town actively seeks additional government funding (ie riverbank grants) for the annual maintenance works outlined in this plan.
- Town operations, parks and garden staff should routinely monitor the pathways and adjacent areas next to the riverwalls for any signs of voids or significant cracking and ensure any changes are properly documented and brought to the attention of technical staff.

MRA would be able to assist the Town with detailed design and documentation of the forthcoming maintenance works, tender and construction phase assistance and future updates to this plan.

6. References

- M P Rogers & Associates Pty Ltd (MRA), 2015. *East Fremantle Foreshore Structures Condition Inspection, R623 Rev 0*. Prepared for Ecoscape.
- M P Rogers & Associates Pty Ltd (MRA), 2018. *Foreshore Access Way – Specifications for Design, R1053 Rev 1*. Prepared for Town of East Fremantle.
- M P Rogers & Associates Pty Ltd (MRA), 2021. *Riverwalls near Swan Yacht Club Condition Assessment, R1497 Rev 0*. Prepared for Cockburn Cement Ltd.
- M P Rogers & Associates Pty Ltd (MRA), 2021. *Riverwalls Condition Assessment: 2021 Update, R1530 Rev 0*. Prepared for Town of East Fremantle.
- M P Rogers & Associates Pty Ltd (MRA), 2022. *Swan River Built Assets Inspection 2021. R1623 Rev 1*. Prepared for Department of Biodiversity, Conservation and Attractions.

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7. Appendices

Appendix A Condition Rating Plan

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Appendix A Condition Rating Plan

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Operations Review 2021-22 - Update				Jan-22		
High Priority	Medium Priority	Low Priority		Status	%	
				Ongoing	49	
				Completed	15	
				No Action	11	
					61%	
					23%	
					17%	
Focus Area	No	Priority	Recommendations	Timeline (year to be completed)	Action taken as of 21/10/21	Status
Culture	1	M	Investigate why the Operations Department has such a high level of absenteeism, and what measures could possibly be introduced to lower this rate	2022-23	Levels have decreased in 2021, but ongoing discussions with outside staff on reasons why	Ongoing
Culture	2	L	Schedule regular field visits by Senior Management, including the Chief Executive Officer and Executive Managers	2021-22	Ongoing. CEO attends regular toolbox meetings to inform of Council decisions, and events	Ongoing
Culture	3	M	The MOS and OS be provided with training in effective performance management including how to have 'hard conversations' and deal with conflict.	2022-23	Ongoing, with more training to be looked at in future	Ongoing
Culture	4	H	Develop and implement specific measurable performance goals and targets to drive greater efficiency and effectiveness of operations.	2021-22	Parks schedules in draft form as of October 2021, needs final review	Ongoing
Culture	5	M	That the MOS & OS proactively monitor performance against individuals' goals and targets throughout the year	2021-22	Individual goals to be created for each staff member, annual performance based, does HR have a template?	No action
Management	6	H	Develop Active Management tools and techniques for implementation.	2022-23	Ongoing	Ongoing
Management	7	H	Provide training on Active Management for Operations staff	2021-22	Training requirements to be incorporated into performance reviews annually. All outside staff are also spending 2 hours a fortnight undertaking computer training.	Ongoing
Management	8	M	Develop Active Management KPIs and integrate into Monthly Performance Reviews for the MOS and OS	2021-22	Similar to no 5 & 7	Ongoing
OSH	9	M	Raise the Safety Culture in Operations by regularly reviewing the OSH practices and the use of the OSH Policy and other OSH documents within Operations	2021-22	Started in Feb 2021, with SWM looked at, with all reviewed and updated by September 2021	Ongoing
OSH	10	L	Provide additional appropriate OSH training for the MOS & OS	2022-23	EMTS attends OHS meetings and is aware of requirements	Completed
OSH	11	L	Implement Safety Action Plans for the MOS and OS	2022-23	OHS Action plan completed and being implemented	Completed
OSH	12	L	Investigate the feasibility of contracting a qualified OSH Coordinator on a part time basis to provide support to the development of OSH processes and practices and staff training.	2021-22	Employed SA to run with this process	Completed
Customer Request Management	13	M	That the Customer Service Group further review and map the workflow process for CSR's that require action by the Operations Department.	2021-22	Coordinator Operations created matrix for customer service, May 2021	Completed
Customer Request Management	14	M	A process be put in place to ensure the MOS & OS take greater responsibility and accountability for CSR response performance	2021-22	Weekly meetings between EMTS and all individual direct reports to keep on top of CSR responses. CRs vastly improved in 2021	Ongoing
Customer Request Management	15	M	Implement a process to ensure a monthly review is undertaken of Operations' CSR performance and identify areas where maintenance improvement is required	2022-23	Maintenance schedules created, to align with staff performances	Ongoing
Customer Request Management	16	L	Introduce a Maintenance/Works Management System that generates and manages work using work orders	2022-23	Long term, if required	No action
Asset Management	17	H	Develop Technical Levels of Service and Maintenance Standards for all work carried out by Operations Crews	2021-22	Asset management plans being created and drafted by December 2021	Ongoing
Asset Management	18	H	Develop and implement a parks & reserves hierarchy and maintenance standard(s) as soon as possible to ensure appropriate standards are maintained all year round.	2021-22	To be created, with public opens spaces strategy	No action
Asset Management	19	H	Establish a regular testing and maintenance program for all reticulation systems, and that during the summer months the maintenance levels be increased to ensure any faults are identified as early as possible.	2021-22	Discussing with Supervisor of Parks, with a possible town wide retic pick up, to capture the data	No action
Asset Management	20	H	Develop a Verge Maintenance Policy / Statement with community input that can then be used to develop a work program and work standards to drive and guide Operations in the carrying out of Verge maintenance	2022-23	Verge policy updated by Sustainability officer in conjunction with Operations	Completed
Work Planning	21	H	Development of a spreadsheet for infrastructure assets that contains service level information and relevant asset information to assist in programming maintenance	2022-23	Asset management plans to include spreadsheet and levels of information needed	Ongoing
Work Planning	22	H	That as a priority the Operations Department review the loss of productive time, and implement measures to ensure more efficient work practices	2021-22	Reduced works staff coming into depot at morning tea as of May 2021	Ongoing

Work Planning	23		Operations to develop and implement an Annual Works Plan covering all the work to be done for the year, including resource capability.	2020-21	Started in Feb 2021, which includes all scheduled works for parks & Eng. Buildings also being worked on by Coordinator Operations.	Ongoing
Work Planning	24	M	Develop and implement four/six weekly maintenance plans for each crew based on the Master Schedule.	2021-22	Schedules created, aligning service delivery expectations and staff numbers.	Completed
Work Planning	25	L	Review and monitor maintenance plans on a fortnightly basis to adjust for seasonal variation and unplanned activity.	2021-22	Schedules being created, aligning service delivery expectations and staff numbers.	Ongoing
Work Planning	26	M	Supervisor and team leaders are to be made accountable for the delivery of work on the plans.	2020-21	Majority of capital works to be completed before December 2021.	Ongoing
Work Planning	27	M	Manager and supervisor to actively manage employees in the delivery of maintenance plans.	2021-22	Something to include in annual performance reviews.	Ongoing
Work Planning	28	L	Develop an internal effectiveness checklist for quality of work that can be used by Manager, Supervisor and Team Leaders when undertaking site visits.	2022-23	Long term, if required.	No action
Work Planning	29	L	The Manager, Supervisor and Team Leaders to meet regularly to discuss the checklists and identify remedial actions.	2020-21	EMTS meet weekly with staff.	Ongoing
Oval Mowing and Gardening Service Areas	30		Develop a detailed scope of works and maintenance standards for the oval mowing, horticultural gardening and tree maintenance work required. Improve the work planning, scheduling and management of this work to determine if this work can be performed more effectively and efficiently in-house.	2020-21	Public open spaces strategy to include all of this information.	No action
Oval Mowing and Gardening Service Areas	31	M	Implement a process to collect data to enable the calculation of robust garden maintenance work.	2022-23	Long term, if required.	No action
Parks and Reserves Service Area	32	M	Develop a detailed scope of works and maintenance standards for the maintenance of Parks and Reserves.	2021-21	Schedules being created, aligning service delivery expectations and staff numbers.	Ongoing
Parks and Reserves Service Area	33	M	Improve in-house work planning, scheduling and management of Parks and Reserves work to improve efficiencies or to explore contracting this work out.	2021-21	Schedules being created, aligning service delivery expectations and staff numbers.	Ongoing
Verge Management Service Area	34	M	Develop a policy or statement that sets out why the Town is mowing certain verges and when, and to what standard the mowing will be carried out.	2021-21	Mowing of town wide verges being reviewed, to go to a Council forum in November 2021.	Ongoing
Verge Management Service Area	35	M	Develop a process for identifying and documenting which verges the Town will be mowing.	2021-22	Mowing of town wide verges being reviewed, to go to a Council forum in November 2021.	Ongoing
Verge Management Service Area	36	M	Develop a detailed scope of works and maintenance standards for the maintenance of verges.	2022-23	Mowing of town wide verges being reviewed, to go to a Council forum in November 2021.	Ongoing
Street Maintenance Service Area	37	M	Develop a detailed scope of works and maintenance standards for Street Maintenance work.	2021-21	Asset management plans to include relevant information.	Ongoing
Street Maintenance Service Area	38	M	The Street Maintenance Crew be reduced to one FTE.	2022-23	Technical Services review being undertaken with staff numbers being looked at.	Ongoing
Street Maintenance Service Area	39	M	Assess fitness for work for both incumbents in the Street Maintenance crew.	2021-22	Reg on extended leave. To be reviewed before end of 2021.	Ongoing
Works Maintenance Service Area	40	M	Review the requirements of the AMP's for Roads, Footpaths and Drainage and develop a preventative maintenance program for these assets.	2021-22	AMP's being reviewed and updated, to be completed by August 2021.	Ongoing
Works Maintenance Service Area	41	M	Develop a detailed scope of works and maintenance standards for work that is to be done on Roads, Footpaths and Drainage assets.	2022-23	Asset management plans to include this information.	Ongoing
Works Maintenance Service Area	42	L	Improve the collection of data that will enable the calculation of robust unit rates for this work.	2021-22	Long term, if required.	Ongoing
Road Sweeping	43	M	Undertake a review of the current contract for road sweeping of Local Roads with a view to reducing service level, excluding business areas and other priority areas.	2021-22	Street sweeping tender being approved by Council in November 2021. Completed.	Completed
Capital Works Program	44	M	The Town employ a Technical Officer (or equivalent) to provide assistance to the MOS (New created EMTS) in the delivery of the annual works program and operations services departments.	2021-22	Hired ISA.	Completed
Capital Works Program	45	M	If a TO is not employed, a Project Management Consultant specialising in the delivery of capital works be engaged to provide project assistance as and when required.	2021-22	Hired ISA.	Completed
Insourcing v Outsourcing	46	L	No further services in this area be considered for out sourcing until adequate data is collected and available, upon which a thorough cost/benefit comparative analysis can be undertaken.	2022-23	All possibilities being looked at.	Ongoing
Vehicle, Plant & Equipment Review	47		The current Plant List and 10 Year Plant Replacement Programme be updated as a priority.	2020-21	Updated and current.	Completed
Vehicle, Plant & Equipment Review	48	M	Work with Finance to explore Fleet Data Capture and Management opportunities within the Town's existing "Synergy" Financial System. Also, connectivity with Fuel and GPS systems.	2021-22	EMTS to discuss with finance.	Ongoing
Vehicle, Plant & Equipment Review	49	M	Re-establish formal VPE maintenance and servicing process in electronic format.	2022-23	Use of tablets being rolled out with outside staff.	Ongoing
Vehicle, Plant & Equipment Review	50	M	Ensure ALL VPE is registered on Asset Register and managed accordingly.	2022-23	Asset management plans to include.	Ongoing
Vehicle, Plant & Equipment Review	51	L	Review and consider alternate approach(es) to light fleet replacement cycle and ownership.	2021-22	Reviewed and fleet management guidelines created as of May 2021.	Ongoing

Attachment 1

Attachment -2

Vehicle, Plant & Equipment Review	52	M	Reintroduce appropriate cost-benefit rigour into proposed VPE replacement, disposal and improvement decisions	2022:23	Asset management plans to include	Ongoing
Vehicle, Plant & Equipment Review	53	L	Explore additional resource either internal or external to assist in managing the VPE assets	2022:23	Databases to be managed internally. Data pickup may be outsourced for assets such as footpaths	Ongoing
Vehicle, Plant & Equipment Review	54	L	Develop and implement a policy, practice or guideline in terms of obligations for Officers allocated vehicles	2022:23	Vehicle policy created and implemented in early 2021	Completed
Staffing and Organisational Structure	55		As a first stage implement the following changes to the Operations structure. The Operations Manager position to be made obsolete, and a new Executive position (Executive Manager Technical Services) be created to better reflect the expectations for this position. The creation of a new position of a Technical Officer and The removal of the currently vacant General Hand Position	2021:22	Completed	Completed
Staffing and Organisational Structure	56	L	As a second stage implement a 4 crew structure within the Operations Structure with the removal of 2 General Hand Positions	2022:23	Technical Services review being undertaken with staff numbers being looked at	Ongoing
Data Collection & Performance Reporting	57	M	Identify relevant efficiency measures and commence data collection	2022:23	Long term, if required	No action
Data Collection & Performance Reporting	58	M	Implement a regime of the regular review of efficiency and effectiveness data	2022:23	Long term, if required	No action
Data Collection & Performance Reporting	59	M	Improve time recording methods to separate out non-work activities	2022:23	New payroll system implemented	Completed
Data Collection & Performance Reporting	60	M	Develop appropriate measures of performance and a reporting process for Operations	2022:23	Long term, if required	No action
Data Collection & Performance Reporting	61	M	Implement a Weekly Reporting Sheet for each team in Operations	2022:23	Maintenance schedules created, to align with staff performances	Ongoing
Data Collection & Performance Reporting	62	M	Develop a monthly reporting format for the information of the CEO	2022:23	Monthly cap works updated created, and individual worksheet for EMTS & CEO created to keep up to date	Completed
Data Collection & Performance Reporting	63	M	Instigate monthly performance review meeting for the Manager, Supervisor and Team leaders	2022:23	Weekly meetings between EMTS and all individual direct reports to, monthly reporting required?	Ongoing
Information Technology Review	64	M	Implement the use of iPads by Team Leaders for managing timesheets, work check sheets and CSRs	2021:22	Completed	Completed
Information Technology Review	65	L	Investigate the option of implementing a tree management system	2021:22	Discussed with EMRS to get a tree pickup	Ongoing
Information Technology Review	66	L	Investigate the introduction of a Works Management System	2022:23	Long term, if required	No action



10 MATTERS BEHIND CLOSED DOORS

Nil.

11 CLOSURE OF MEETING

Cr Donovan and Mayor O'Neill thanked staff for the valuable information provided.

There being no further business, the Presiding Member declared the meeting closed at 7.58pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Works Committee** of the Town of East Fremantle, held on **23 August 2022**, Minute Book reference **1. to 11.** were confirmed at the meeting of the Committee on*

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Presiding Member

13 REPORTS – FINANCE

Reports start on the next page

13.1 MONTHLY FINANCIAL REPORT - AUGUST 2022

Report Reference Number	OCR-1292
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting date	Tuesday, 20 September 2022
Voting requirements	Part 3 of the Officer's Recommendation requires an Absolute Majority
Documents tabled	Nil
Attachments	
	1. Monthly Financial Report – August 2022

PURPOSE

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity by Nature and Type) for the month ended 31 August 2022. The Capital Works report has been incorporated into the workbook.

EXECUTIVE SUMMARY

A Monthly Financial Report workbook has been prepared to provide an overview of key financial activity.

The State Government has recently amended regulation 34 of the *Local Government (Financial Management) Regulations* to require the Statement of Financial Activity to be presented according to nature or type classification.

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

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 Nature and Type
- 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

Budget Managers are provided with a monthly Responsible Officer report for review.

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*.

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 2022/23 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 2022/23 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

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
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
Grant funding received for specific purpose is	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT	Manage by reviewing unspent grant funding

not spent in current financial year and funds cannot be acquitted in a timely matter				\$250,000 - \$1,000,000	each month and responsible department to ensure timely delivery of projects against funding.
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Risk Matrix

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

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

Risk Rating

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

SITE INSPECTION

Not Applicable.

COMMENT

This report presents the Statement of Financial Activity by Nature and Type for the month ended 31 August 2022.

The following is a summary of headline numbers from the attached financial report, and explanations for variances is provided in Note 1 of the workbook:

	Original Budget	YTD Budget	July Actuals
Opening Surplus	517,692	517,692	515,162
Operating Revenue	11,622,370	9,308,743	9,208,468
Operating Expenditure	(12,148,015)	(2,101,816)	(1,793,947)
Capital Expenditure	(15,363,577)	(1,218,022)	(873,828)
Capital Income	15,766,681	2,782,568	0
Financing Activities	(1,996,976)	(11,250)	(18,312)
Non-Cash Items	1,601,825	336,654	352,249
Closing Surplus/(Deficit)	0	9,614,569	7,389,792

The Executive Summary in the workbook provides an overview of key indicators for the month. Further comments are provided below:

- Rate Notices were issued on the 19 July. The Town has received \$6.16m in rates and charges revenue (including rates, ESL, service charges) by the end of August, equating to 59% of total rates and charges paid. This is a great early result for revenue collection.
- Capital works has yet to substantially commence. 85% of the total capital expenditure budget relates to the East Fremantle Oval project. As previously advised, planned expenditure based on the project cash flow budget, will be accrued at the end of each month as there will be a lag in receiving/processing invoices, and this expenditure will be reflected in the capital works report. The accrual amount for August was \$451k.
- The Town has invoiced the Department of Local Government, Sport and Cultural Industries \$8m + GST for the 2nd milestone payment of the \$25 million grant. The Department has advised that payments will take approximately 4 weeks to process, with the bank deposit expected in September. This explains the abnormally high 'general receivables' amount in note 4 of the financial statements.
- Grant revenue is only recognized as income as it is expended. The unspent portion is classified as a contract liability on the balance sheet. The Town has yet to recoup any grant income from the contract liability for the East Fremantle Oval grant, hence there is a nil amount reported against 'non-operating grants, subsidies and contributions' in the Statement of Financial Activity. Monthly recoups will commence from September.
- Settlement of the sale of 128 George Street is scheduled for the 29 September 2022. Proceeds from sale are to be transferred to the respective Reserves as per Council resolution.
- End of year accounting process are nearly finalised for 2021/22. The carried forward surplus of \$515,162 in the Statement of Financial Activity is nearly exact to budgeted opening funds of \$517,692. Therefore, there will not be any unallocated surplus available.

Budget Variations

1. Financial Assistance Grants

The Town was advised of final Financial Assistance Grant Allocations on 16 August due to adjustments made to the funding pool by the Commonwealth in July. The final amounts differ to budget as follows, resulting in a favourable adjustment of \$28k.

	Total 22/23 Allocation	Amount Prepaid 21/22	Remaining Allocation 22/23	Budget Amount 22/23
General Purpose Grant	\$191,670	\$130,125	\$61,545	\$40,125
Road Grant	\$85,665	\$66,667	\$18,998	\$12,145
	\$277,335	\$196,792	\$80,543	\$52,270

2. Sale Proceeds 128 George Street

Settlement for the sale of 128 George Street is anticipated for the 29 September. The contracted sale price is \$1.85m + GST. This is a favourable outcome compared to budgeted sale proceeds of \$1.5m ex GST. The transfers to Reserve are to be amended as follows based on the previous Council resolution to apportion sale proceeds 2/3 to the East Fremantle Oval Redevelopment Reserve and 1/3 to the Plympton Parking Reserve.

Name of Reserve	22/23 Budget – Transfer to Reserve	22/23 Amended Budget – Transfer to Reserve	Variance
East Fremantle Oval Redevelopment Reserve	(\$1,416,938) (included \$1m from sale of 128 George St)	(\$1,650,272) (\$1.233m from sale of 128 George St)	(\$233,334)
Plympton Parking Reserve	(\$500,000)	(\$616,666)	(\$116,666)
Total Proceeds from Sale of Assets	\$1,667,568 (included \$1.5m from sale of 128 George St)	\$2,017,568 (\$1.85m from sale of 128 George St)	\$350,000

3. Urban Canopy Project

The Town received a grant of \$70,805 ex GST for this project in the 2021/22 financial year, with \$24,823 unspent as at 30 June 2022. The unspent amount is sitting on the balance sheet as a contract liability. The Town did not budget for any expenditure or income against this project in 2022/23 as it was anticipated that this project would be completed by 30 June. A budget variation is required to approve expenditure of the unspent portion of the grant and recognise the revenue. This has a contra impact on the budget position.

Account	22/23 Budget	22/23 Amended Budget	Variance
I11202 – Operating Grants – Urban Canopy Project	\$0	\$24,823	\$24,823
E11295 – Urban Canopy Project	\$0	(\$24,823)	(\$24,823)

Non-Rateable Properties

The Town has provided the East Fremantle Football Club (EFFFC) and East Fremantle Lawn Bowling Club (EFLBC) with a notice of termination of lease, with the termination date to be generally effective from 30 September 2022. These notices were provided to enable the builder vacant possession of the site to facilitate the timely redevelopment of the East Fremantle Oval.

The two clubs currently pay rates, rubbish charges and the emergency services levy as per the table below:

Assessment Number	22/23 Rates and Rubbish Charges	22/23 Emergency Services Levy
A9075	\$7,296.70	\$794.44
A9120	\$16,443.70	\$2,253.61

Given that the Town has terminated the respective lease agreements, the clubs are no longer liable for rates and charges as the assessments will become non-rateable. As the Town has terminated the leases, the Town also becomes responsible for the payment of the Emergency Services Levy as the landowner.

CONCLUSION

That Council receives this report and consider the recommendations below.

13.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council:

1. receives the Monthly Financial Report for the month ended 31 August 2022, as presented as attachment 1 to this report, inclusive of:
 - (i) Statement of Financial Activity by Nature and Type
 - (ii) Capital Expenditure Report
2. notes the unrestricted municipal surplus of \$7,389,792 for the month ended 31 August 2022.
3. pursuant to section 6.8 of the *Local Government Act 1995*, approve the following schedule of budget variations resulting in a favourable increase in net current assets as at 30 June 2023, being a forecast surplus of \$28,273:

Account Number	Description	Original Budget	Amended Budget	Increase / (Decrease in Funding Position)	Comment
I03070	FAGS – General	\$40,125	\$61,545	\$21,420	Increase in funding pool
I03071	FAGS - Road	\$12,145	\$18,998	\$6,853	Increase in funding pool
2421	Transfer to EF Oval Redevelopment Reserve	(\$1,416,938)	(\$1,650,272)	(\$233,334)	Increase in sale proceeds 128 George St
257	Transfer to Plympton Parking Reserve	(\$500,000)	(\$616,666)	(\$116,666)	Increase in sale proceeds 128 George St
I14092	Proceeds on Sale of 128 George Street	\$1,500,000	\$1,850,000	\$350,000	Increase in sale proceeds 128 George St
I11202	Urban Canopy Grant	\$0	\$24,823	\$24,823	Recognition of contract liability as revenue
E11295	Urban Canopy Project	(\$0)	(\$24,823)	(\$24,823)	Contra Expenditure
Change in Net Current Assets				\$28,273	

4. Note that Assessment A9075 and A9120 will become non-rateable from 1 October 2022 due to the termination of lease agreements, resulting in a loss of rate revenue (reflected as negative interim rates) as follows:

Assessment Number	22/23 Rates and Charges – 9 Months Pro-rata
A9075	\$5,472.52
A9120	\$12,332.77

Part 3 requires an Absolute Majority decision

REPORT ATTACHMENTS

Attachments start on the next page

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2022

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

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MONTHLY FINANCIAL REPORT
For the Period Ended 31 August 2022

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.52 M	\$0.52 M	\$0.52 M	(\$0.00 M)
Closing	\$0.00 M	\$9.61 M	\$7.39 M	(\$2.22 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$7.69 M	75.6%
Restricted Cash	\$2.48 M	24.4%
Total	\$10.18 M	

Refer to Note 3 - Cash and Investments

Payables		
	\$	% Outstanding
Trade Payables	\$3,044.9 K	
0 to 30 Days	\$3,044.9 K	100.0%
30 to 60 Days	\$0.0 K	0.0%
Over 60 Days	\$0.0 K	0.0%

Receivables		
	\$	%
Rates Receivable	\$4.28 M	59.22%
Trade Receivable	\$8,870.5 K	
Current	\$8,848.5 K	99.75%
30 to 90 Days	\$22.1 K	0.25%
Over 90 Days	\$0.0 K	0.00%
Infringements	\$49.0 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)
\$1.08 M	\$7.54 M	\$7.77 M	\$0.22 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	YTD Budget	% Variance
\$8.64 M	\$8.64 M	(0.0%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	YTD Budget	% Variance
\$90.4 K	\$187.6 K	(51.8%)

Refer to Statement of Financial Activity

Fees and Charges		
YTD Actual	YTD Budget	% Variance
\$439.5 K	\$456.8 K	(3.8%)

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)
\$0.40 M	\$1.56 M	(\$0.87 M)	(\$2.44 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	Amended Budget	%
\$0.0 K	\$1,667.6 K	0.0%

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	Amended Budget	% Spent
\$0.87 M	\$15.36 M	5.7%

Refer to Statement of Financial Activity

Capital Grants		
YTD Actual	Amended Budget	% Received
\$0.00 M	\$14.10 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)
(\$2.00 M)	(\$0.01 M)	(\$0.02 M)	(\$0.01 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.0 K
Interest expense	\$0.0 K

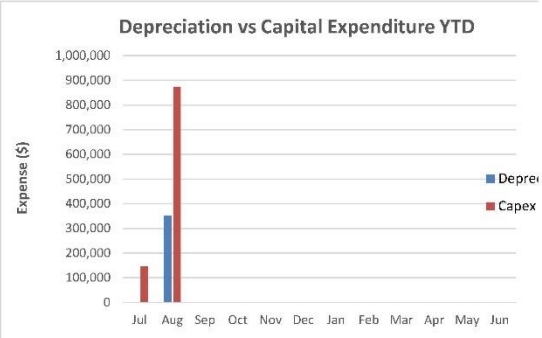
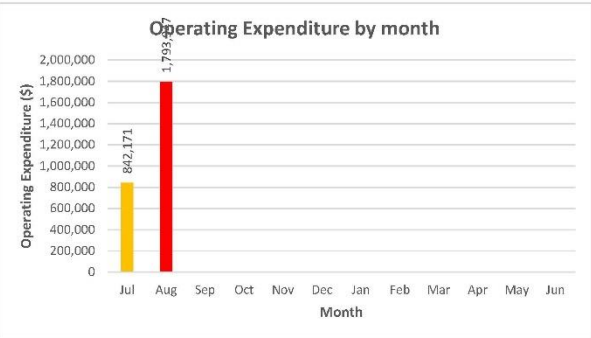
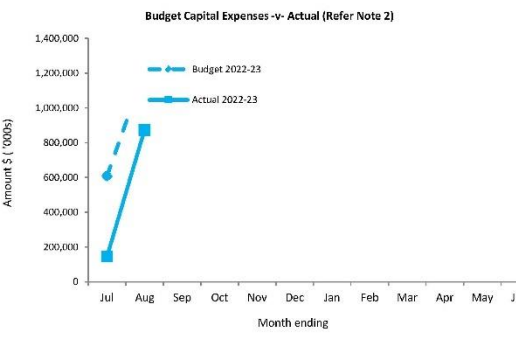
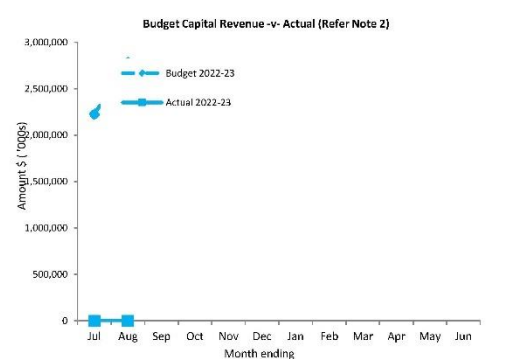
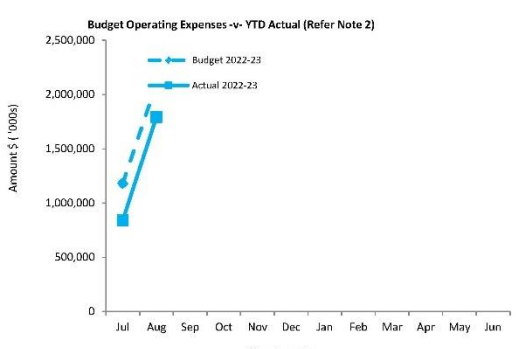
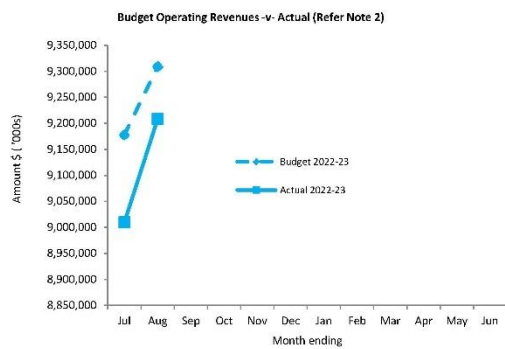
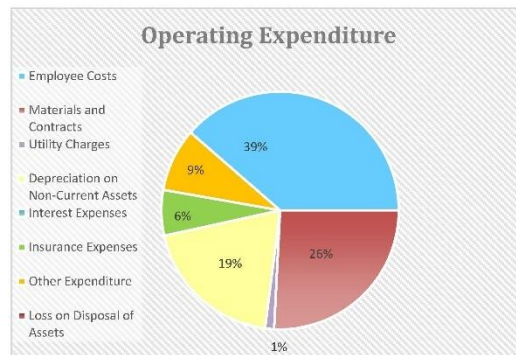
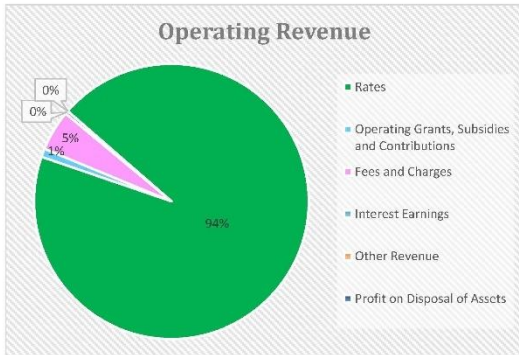
Reserves	
Reserves balance	\$2.48 M
Interest earned	\$0.0 K

Refer to Note 5 - Cash Backed Reserves

Preparation
Prepared by:
Reviewed by: Peter Kocian
Date Prepared:

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 August 2022**



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



TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2022

Note	Annual Budget -		Amended	YTD	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Synergy	Current Budget	YTD Budget	Actual (b)			
Opening Funding Surplus (Deficit)	3	517,692	517,692	517,692	\$	\$	%
						(2,530)	(0%)
Revenue from operating activities							
Rates	9	8,660,135	8,660,135	8,643,469	8,642,996	(473)	(0%)
Operating grants, subsidies and contributions		907,014	907,014	187,633	90,391	(97,242)	(52%)
Fees and Charges		1,442,358	1,442,358	456,781	439,534	(17,247)	(4%)
Interest Earnings		98,000	98,000	16,332	35,368	19,036	117%
Other Revenue		27,170	27,170	4,528	180	(4,349)	(96%)
Profit on asset disposals	8	487,693	487,693	0	0	0	
		11,622,370	11,622,370	9,308,743	9,208,468		
Expenditure from operating activities							
Employee Costs		(4,736,197)	(4,736,197)	(746,730)	(692,309)	54,421	7%
Materials and Contracts		(4,028,396)	(4,028,396)	(667,146)	(463,219)	203,927	31%
Utility Charges		(259,034)	(259,034)	(43,186)	(21,970)	21,216	49%
Depreciation on Non-Current Assets		(2,103,440)	(2,103,440)	(350,576)	(350,573)	3	0%
Interest Expenses		(16,250)	(16,250)	(2,710)	0	2,710	100%
Insurance Expenses		(228,901)	(228,901)	(114,454)	(111,177)	3,277	3%
Other Expenditure		(775,797)	(775,797)	(177,014)	(154,699)	22,315	13%
Loss on asset disposals	8	0	0	0	0	0	
		(12,148,015)	(12,148,015)	(2,101,816)	(1,793,947)		
Operating activities excluded from budget							
Add back Depreciation		2,103,440	2,103,440	350,576	350,573	(3)	(0%)
Adjust (Profit)/Loss on Asset Disposal	8	(487,693)	(487,693)	0	0	0	
Movement in Deferred Rates		0	0	0	1,675	1,675	
Movement in accrued income (non-current)		(13,922)	(13,922)	(13,922)	0		
		1,601,825	1,601,825	336,654	352,249	1,673	5%
Amount attributable to operating activities		1,076,180	1,076,180	7,543,581	7,766,769		
Investing activities							
Non-operating Grants, Subsidies and Contributions	11	14,099,113	14,099,113	1,115,000	0	(1,115,000)	(100%)
Proceeds from Disposal of Assets	8	1,667,568	1,667,568	1,667,568	0	(1,667,568)	(100%)
Purchase of Property, Plant and Equipment		(14,220,450)	(14,220,450)	(1,027,500)	(800,504)	226,996	22%
Purchase and Construction of Infrastructure		(1,143,127)	(1,143,127)	(190,522)	(73,324)	117,198	62%
		403,104	403,104	1,564,546	(873,828)		
Financing Activities							
Transfers from Reserves	7	494,250	494,250	0	0	0	
Payments for principal portion of lease liabilities		(45,000)	(45,000)	(11,250)	(18,312)	(7,062)	(63%)
Repayment of borrowings	10	(102,000)	(102,000)	0	0	0	
Transfers to Reserves	7	(2,344,226)	(2,344,226)	0	0	0	
		(1,996,976)	(1,996,976)	(11,250)	(18,312)		
Closing Funding Surplus (Deficit)	3	0	0	9,614,569	7,389,792	(2,224,777)	(23%)

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

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 2022/23 year is \$10,000 or 10% whichever is the greater.

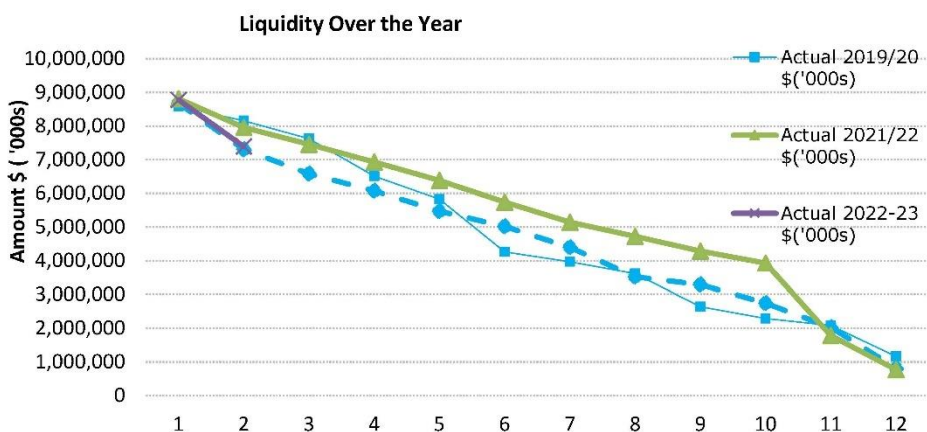
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Depreciation	(3)	(0%)		Timing	Depreciation cannot be processed in the asset register until end of financial year processes have been completed. YTD budgets have been applied.
Capital Revenues					
Grants, Subsidies and Contributions	(1,115,000)	(100%)		Timing	\$8m (2nd instalment) EF Oval Grant expected to be received in Sep, although revenue will only be recognised as expenditure is incurred
Proceeds from Disposal of Assets	(1,667,568)	(100%)		Timing	Settlement anticipated 29 September
Capital Expenses					
Purchase Property, Plant and Equipment	226,996	22%		Timing	See Capital Works Report
Purchase and Construction of Infrastructure	117,198	62%		Timing	See Capital Works Report
Financing					
Transfers from Reserves	-				Reserve transfers generally processed in May
Payments for principal portion of lease liabilities	-				
Repayment of borrowings	(7,062)	(63%)		Timing	
Transfers to Reserves	-				
Nature and Type Classifications:					
Rates	(473)	(0%)			Rates Raised in July, in accordance with Budget. CHSP Operating Grant YTD budget to be re-phased due to instalments
Operating Grants, Subsidies and Contributions	(97,242)	(52%)		Timing	
Fees and Charges	(17,247)	(4%)		Timing	Not Material
Interest Earnings	19,036	117%		Timing	Not Material
Other Revenue	(4,349)	(96%)		Timing	Not Material
Profit on asset disposals	-				
Employee Costs	54,421	7%		Timing	Favourable
Materials and Contracts	203,927	31%		Timing	Favourable
Utility Charges	21,216	49%		Timing	Favourable
Depreciation on Non Current Assets	3	0%		Timing	Non-Cash
Interest Expenses	2,710	100%		Timing	Favourable
Insurance Expenses	3,277	3%		Timing	Favourable
Other Expenditure	22,315	13%		Timing	Favourable

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Last Years Closing	Current
Note	30 June 2022	31 Aug 2022
	\$	\$
Current Assets		
Cash Unrestricted	4,583,457	7,694,280
Cash Restricted - Reserves	2,484,208	2,484,208
Cash Restricted - Unspent Grants	0	0
Receivables - Rates	79,109	4,261,243
Receivables - Other	94,034	8,915,549
Interest/ATO Receivable/Trust	131,356	83,910
Inventories	0	0
	7,372,165	23,439,190
Less: Current Liabilities		
Payables	(1,854,814)	(3,044,943)
Contract Liabilities - Unspent grants	(1,770,139)	(9,770,139)
Loan/Lease Liability	(136,821)	(136,821)
Provisions	(709,224)	(711,474)
	(4,470,998)	(13,663,376)
Less: Restricted Cash - Reserves	(2,484,208)	(2,484,208)
Less: Restricted Cash - Unspent Grants	0	0
Add: Current Loan Liability	98,204	98,204
Add: Contract Liabilities held in restricted cash	0	0
	(2,386,005)	(2,386,005)
Net Current Funding Position	515,162	7,389,809



TOWN OF EAST FREMANTLE - CAPITAL WORKS REPORT - 31 August 2022

COA/ Job	Description	Budget		YTD Actual	Order Value	Total Actual	Variance (\$)	Variance (%)	Indicator	Completion %
		Original Budget	Amendments							
E04629	Plant & Equipment - Light Fleet - Capex - Renewal - Administration	\$86,200	\$0	\$86,200	\$0	\$0	\$0			0%
E04635	Capex - New - Ev Charging Station - Town Hall	\$0	\$0	\$0	\$0	\$0	\$0			
E07405	Plant & Equipment - Light Fleet - Capex - New - Health Inspection & Admin	\$40,000	\$0	\$40,000	\$0	\$0	\$0			0%
E10648	Plant & Equipment - Light Fleet - Capex - Renewal - Town Planning & Regional Development	\$40,000	\$0	\$40,000	\$0	\$0	\$0			0%
E11716	Plant & Equipment - Light Fleet - Capex - Renewal - Other Recreation & Sport	\$56,000	\$0	\$56,000	\$0	\$0	\$0			0%
E14609	Plant & Equipment - Light Fleet - Capex - Renewal - Unclassified Property	\$62,000	\$0	\$62,000	\$0	\$33,993	\$33,993			0%
E11685	Plant and Equipment - Public Art - Capex - New - Other Culture	\$85,000	\$0	\$85,000	\$0	\$13,090	\$13,090			0%
E11720	Plant & Equipment - Mobile Plant - Capex - Renewal - Other Recreation & Sport	\$30,000	\$0	\$30,000	\$0	\$0	\$0			0%
E11741	Plant & Equipment - Public Art - Capex - New - Other Culture - EF Oval Commemoration Artwork	\$26,250	\$0	\$26,250	\$0	\$26,500	\$26,500			0%
	Plant & Equipment	\$425,450	\$0	\$425,450	\$0	\$73,583	\$73,583	-\$425,450	-100.00%	0%
E04634	Furniture & Equipment - IT Equipment - Capex - New - Administration	\$25,000	\$0	\$25,000	\$0	\$12,777	\$12,777			0%
	Furniture & Equipment	\$25,000	\$0	\$25,000	\$0	\$12,777	\$12,777	-\$25,000	-100.00%	0%
E14605	Buildings - Specialised - Capex - Renewal - Unclassified Property	\$80,000	\$0	\$80,000	\$0	\$0	\$0	-\$80,000	-100.00%	0%
E11738	Buildings - East Fremantle Oval Precinct Redevelopment	\$13,000,000	\$0	\$13,000,000	\$796,269	\$1,085,153	\$1,881,422			8%
E11739	Buildings - Specialised - Capex - Fremantle Women's Football Club	\$690,000	\$0	\$690,000	\$4,235	\$0	\$4,235			1%
	Buildings	\$13,770,000	\$0	\$13,770,000	\$800,504	\$1,085,153	\$1,885,657	-\$12,969,496	-94.19%	8%
E11743	Infrastructure - Parks & Ovals - Playground - Various Upgrades	\$30,000	\$0	\$30,000	\$0.00	\$0	\$0			0%
E11744	Infrastructure - Parks & Ovals - Playgrounds - Nature Playground	\$120,000	\$0	\$120,000	\$65,000	\$0	\$65,000			54%
E11727	Infrastructure - Parks & Ovals - Turf - Capex - New - Other Recreation & Sport	\$0	\$0	\$0	\$0	\$0	\$0			
E11741	Infrastructure - Parks & Ovals - Retic Upgrades	\$50,000	\$0	\$50,000	\$0	\$8,736	\$8,736			0%
E11742	Infrastructure - Parks & Ovals - Retic Controllers	\$32,000	\$0	\$32,000	\$0	\$0	\$0			0%
E11740	Infrastructure - Parks & Ovals - Turf - Wauhop Oval	\$150,000	\$0	\$150,000	\$0	\$0	\$0			0%
E11734	Capex - Tricolore - Bbq Replacement	\$10,000	\$0	\$10,000	\$0	\$0	\$0			0%
E11735	Capex - Bench Seats - Various Locations	\$15,000	\$0	\$15,000	\$4,065	\$0	\$4,065			27%
E11745	Infrastructure - Parks & Ovals - Ancillary - Drink Fountains	\$10,000	\$0	\$10,000	\$0	\$3,452	\$3,452			0%
E12827	Infrastructure - Car Parks - Surface/Pavement - Capex - Renewal - Maintenance Streets, Roads & Bridges	\$15,000	\$0	\$15,000	\$0	\$0	\$0			0%
E12833	Capex - Drainage Rationalisation - Foreshore	\$100,000	\$0	\$100,000	\$0	\$0	\$0			0%
E12840	Infrastructure - Roads - Renewal - Marmion St - East St	\$361,127	\$0	\$361,127	\$1,940	\$450	\$2,390			1%
E12841	Infrastructure - Footpaths - Renewal - Canning Hwy (Fortescue - Irwin)	\$66,000	\$0	\$66,000	\$0	\$0	\$0			0%
E12842	Infrastructure - Footpaths - Renewal - Canning Hwy (Irwin - Oakover)	\$80,000	\$0	\$80,000	\$0	\$0	\$0			0%
E12843	Infrastructure - Footpaths - Renewal - Petra St (View Tce - Preston Point Rd)	\$68,000	\$0	\$68,000	\$0	\$0	\$0			0%
E12844	Infrastructure - Footpaths - Renewal - George St (East St - Glyde St)	\$36,000	\$0	\$36,000	\$0	\$0	\$0			0%
E12648	TRAFFIC MANAGEMENT - MOSS/FLETCHER & MAY/ST PETERS	\$0	\$0	\$0	\$0	\$0	\$0			
E12835	Capex - Irwin Street Kerbing	\$0	\$0	\$0	\$0	\$0	\$0			
E12739	Infrastructure - Leeuwinn Carpark Upgrades - Paid Parking Management Solution	\$0	\$0	\$0	\$2,319	\$0	\$2,319			
	Infrastructure	\$1,143,127	\$0	\$1,143,127	\$73,324	\$12,638	\$85,962	-\$1,069,803	-93.59%	
		\$15,363,577	\$0	\$15,363,577	\$873,828	\$1,184,151	\$2,057,979	-\$14,489,749	-94.31%	8%

Total Actual < Current Budget
 No Current Budget
 No YTD Actual
 Total Actual > Current Budget



**TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022**

Note 3: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Term Deposit Reference	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
	\$	\$	\$	\$					
(a) Cash Deposits									
Municipal Bank Account - On-Call	0			0		CBA	AA-	0.01%	At Call
Municipal Bank Account**	(383,191)			(383,191)		CBA	AA-		At Call
Municipal Bonds & Deposits Account	568,980			568,980		CBA	AA-		At Call
Reserve Bank Account (Reserves)		0		0		CBA	AA-		At Call
Reserve Bank Account (Unspent Grants)		0		0		CBA	AA-		At Call
Cash On Hand	1,100			1,100		Petty Cash/Till Float		Nil	On Hand
(b) Term Deposits									
Pooled (Muni, Bonds and Grants)	1,002,272			1,002,272	220803062931	CBA (ESGTD)	AA-	2.72%	02-Dec-22
Pooled (Muni, Bonds and Grants)	500,544			500,544	220718133030	CBA (ESGTD)	AA-	2.29%	16-Sep-22
Pooled (Muni, Bonds and Grants)	501,463			501,463	220816053314	CBA (ESGTD)	AA-	2.60%	15-Nov-22
Pooled (Muni, Bonds and Grants)	500,000			500,000	220617076942	CBA (ESGTD)	AA-	2.22%	15-Sep-22
Pooled (Muni, Bonds and Grants)	1,000,000			1,000,000	220819078641	CBA (Green)	AA-	2.63%	17-Nov-22
Pooled (Muni, Bonds and Grants)	2,000,000			2,000,000	Deal No. 4204238	SUNCORP	AA-	2.84%	14-Nov-22
Pooled (Muni, Bonds and Grants)	1,500,000			1,500,000	GMI-DEAL-10803877	NAB	AA-	2.90%	23-Nov-22
Pooled (Muni, Bonds and Grants)	500,000			500,000	GMI-DEAL-10804597	NAB	AA-	2.05%	29-Sep-22
Reserves		1,128,901		1,128,901	GMI-DEAL-10800911	NAB	AA-	3.45%	08-Mar-23
Reserves		1,361,910		1,361,910	GMI-DEAL-10800927	NAB	AA-	3.45%	08-Mar-23
Total	7,691,168	2,490,811	0	10,181,979				2.86%	
Less: Cash on hand				(1,100)					
Total Investments and Cash Deposits				10,180,879					

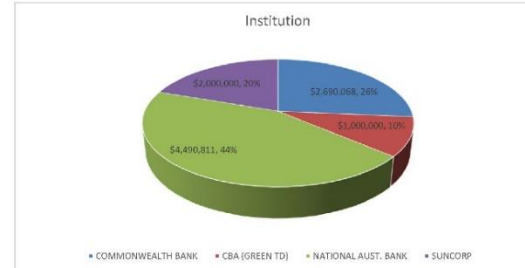
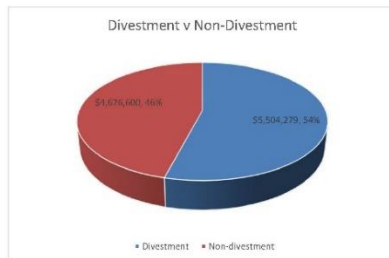
** The Municipal Working Account moved into overdraft on the 31 August following creditor payments of \$847,255.80. The account was restored to a credit balance on the 1 September.

Comments/Notes - Investments and Cash Deposits

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%	\$0	0.00%
AA	MAX 100%	\$4,676,600	45.94%
AA (GREEN TERM DEPOSITS)	MAX 100%	\$3,504,279	34.42%
AA (DIVESTMENT)	MAX 100%	\$2,000,000	19.64%
BBB+ (DIVESTMENT)	MAX 80%	\$0	0.00%
		\$10,180,879	100.00%

INSTITUTION	\$	(LT) RISK	%
COMMONWEALTH BANK	\$2,690,068	AA-	26.42%
CBA (GREEN TD)	\$1,000,000	AA-	9.82%
NATIONAL AUST. BANK	\$4,490,811	AA-	44.11%
SUNCORP	\$2,000,000	AA-	19.64%
WESTPAC	\$0	AA-	0.00%
	\$10,180,879		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.



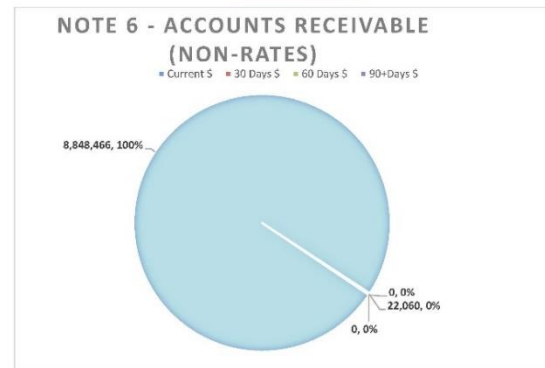
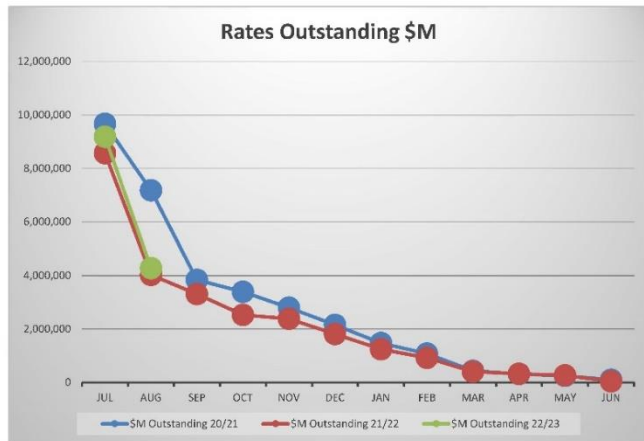
**TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022**

Note 4: Receivables

Receivables - Rates Receivable	30 June 2023	30 June 2022	Receivables - General	Current	30 Days	60 Days	90+Days	Total
	\$	\$		\$	\$	\$	\$	
Opening Arrears Previous Years	44,860		Receivables - General	8,848,466	22,060	0	0	8,870,526
Rates, ESL and Service Charges Levied this year	10,441,094	10,124,477	Receivables - Infringements					49,049
<u>Less</u> Collections to date	-6,164,425	-10,079,617	East Fremantle Lawn & Tennis Club					18,000
Net Rates Collectable	4,276,669	44,860	Total Receivables General Outstanding					8,937,575
% Outstanding	40.78%							

Amounts shown above include GST (where applicable)

Control Account	GL	Balance
Sundry Debtors	104	8,870,526
SSL - Current EFTC	114	3,000
SSL - Non-Current EFTC	1684	15,000
Infringement Debtors	180	49,049
		8,937,575

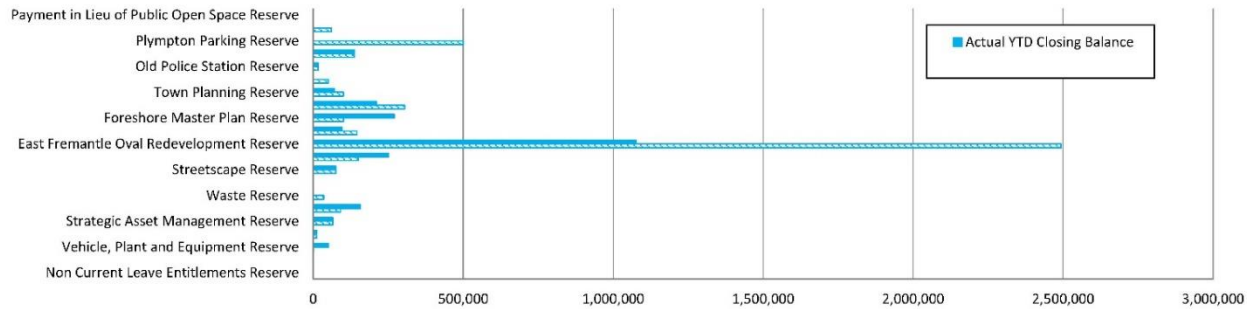


**TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022**

Note 5: Cash Backed Reserves

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	0	0	0	0	0	0	0	0	0
Unspent Grants and Restricted Cash Reserve	0	0	0	0	0	0	0	0	0
Vehicle, Plant and Equipment Reserve	50,407	0	0	0	0	(50,000)	0	407	50,407
Aged Services Reserve	11,803	0	0	0	0	0	0	11,803	11,803
Strategic Asset Management Reserve	64,920	0	0	0	0	0	0	64,920	64,920
Arts and Sculpture Reserve	156,772	0	0	45,000	0	(111,250)	0	90,522	156,772
Waste Reserve	0	0	0	35,000	0	0	0	35,000	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	250,000	0	0	0	0	(100,000)	0	150,000	250,000
East Fremantle Oval Redevelopment Reserve	1,076,170	30,000	0	1,416,938	0	0	0	2,493,108	1,076,170
Preston Point Facilities Reserve	95,290	0	0	50,000	0	0	0	145,290	95,290
Foreshore Master Plan Reserve	270,000	0	0	0	0	(170,000)	0	100,000	270,000
Sustainability and Environmental Reserve	210,337	0	0	129,288	0	(35,000)	0	304,625	210,337
Town Planning Reserve	70,000	0	0	30,000	0	0	0	100,000	70,000
Business Improvement Reserve	0	0	0	50,000	0	0	0	50,000	0
Old Police Station Reserve	16,500	0	0	28,000	0	(28,000)	0	16,500	16,500
Payment in Lieu of Parking Reserve	137,010	0	0	0	0	0	0	137,010	137,010
Plympton Parking Reserve	0	0	0	500,000	0	0	0	500,000	0
Strategic Waste Reserve	0	0	0	60,000	0	0	0	60,000	0
Payment in Lieu of Public Open Space Reserve	0	0	0	0	0	0	0	0	0
	2,484,208	30,000	0	2,344,226	0	(494,250)	0	4,334,184	2,484,208

Note 5 - Year To Date Reserve Balance to End of Year Estimate



TOWN OF EAST FREMANTLE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the period ended 30 June 2023

Note 6: Rating Information

RATE TYPE	YTD Actual					Adopted Budget				
	Rate in	Number of Properties	Opening Rateable Value	Rate Revenue	Interim Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
Differential General Rate	\$		\$	\$	\$	\$	\$	\$	\$	\$
Residential GRV	0.079432	2,969	86,471,424	6,868,598		6,868,598	6,867,266	20,000	0	6,887,266
Commercial GRV	0.118300	114	11,541,770	1,365,391		1,365,391	1,363,277	0	0	1,363,277
Sub-Totals		3,083	98,013,194	8,233,990	-	8,233,990	8,230,543	20,000	0	8,250,543
Minimum Payment	\$									
Residential GRV	1,184.00	329	4,219,388	389,536		389,536	388,352	0	0	388,352
Commercial GRV	1,770.00	11	117,220	19,470		19,470	21,240	0	0	21,240
Sub-Totals		340	4,336,608	409,006	-	409,006	409,592	0	0	409,592
		3,423	102,349,802	8,642,996	-	8,642,996	8,640,135	20,000	0	8,660,135
Amount from General Rates						8,642,996				8,660,135
Less Concessions						0				0
Totals				8,642,996		8,642,996	8,640,135	20,000	0	8,660,135

**TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022**

Note 7: Disposal of Assets

Asset Number	Plant Number	Asset Description	2022/23				Proceeds	Profit	(Loss)
			Net Book Value	Forecast Proceeds	Budget Profit	Budget Loss			
			\$				\$	\$	\$
		Plant and Equipment							
PEMV273	P5013	CEO Vehicle	13,418	36,700	23,282				
PEMV272	P5012	EMRS Vehicle	8,000	24,000	16,000				
PEMV268	P5003	EMCS Vehicle	5,250	21,082	15,832				
PEMV269	P5006	EMTS Vehicle	5,250	21,082	15,832				
PEMV264	P4093	PEHO Vehicle	0	11,962	11,962				
PEMV266	P4098	Works Supervisor Vehicle	0	21,142	21,142				
PEMV236		Toyota Hilux Dual Cab Ute	0	8,400	8,400				
PEMV262		Ford Ranger Single Cab Ute (Oval and Verges)	0	11,200	11,200				
PE268		Toro Z Master 7000	0	12,000	12,000				
VARIOUS		128 George Street Land and Buildings	1,147,957	1,500,000	352,043				
			1,179,875	1,667,568	487,693		0	0	0

**TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2022**

Note 8: Grants and Contributions

	Grant Provider	Purpose of Grant	Acquittal Date	Acquittal Requirement	Type	Current Budget		YTD Budget	YTD Actual Revenue
						Operating	Capital		
General Purpose Funding						\$	\$	\$	\$
Grants Commission - General	WALGGC	Untied - General Purpose	NA	NA	Operating	40,125		10,031	15,386
Grants Commission - Roads	WALGGC	Untied - Road	NA	NA	Operating	12,145		3,036	4,750
Education and Welfare									
Commonwealth Home Support Programme	Commonwealth Dep. Health	Commonwealth Home Support Programme	31-Oct	Financial Declaration Acquittal	Operating - Tied	621,284		155,321	51,815
Community Amenities									
Bus Shelter - Maintenance Assistance Scheme	Public Transport Authority	Bus Shelter Maintenance	NA	NA	Operating	4,100		0	0
Recycling Grant	Dept. Regional Development	Better Bins Program	31 July annually	Audited financial statement	Operating - Tied	18,440		0	18,440
Recreation and Culture									
CHRMAP Funding	WAPC - Dept. Planning	Coastal Hazard Risk Management Plan	22/23	Financial statement	Operating - Tied	23,875		0	0
Foreshore Erosion	DBCA	Various seawall works	NA	NA	Operating - Tied	75,000		0	0
State Government Election Commitment	DIGSC	Nature Play - Gourley Park	NA	NA	Operating - Tied	52,000		0	0
East Fremantle Festival	Port Authority	East Fremantle Festival Funding	NA	NA	Operating - Tied	28,000		0	0
East Fremantle Oval Redevelopment	State Government	Election Commitment - EF Oval Redevelopment	NA	NA	Non-operating	0	13,000,000	1,000,000	0
Fremantle City Womens Football Club	State Government	Election Commitment			Non-operating		690,000	115,000	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	0		0	0
Transport									
Direct Grant	Main Roads	Direct Grant	July	Certificate of completion	Operating	19,245		19,245	0
Regional Road Group	Main Roads	Marmion Street Upgrade	July	Certificate of completion	Non-operating		240,751	0	0
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	168,362	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						907,014	14,099,113	1,302,633	90,391
SUMMARY									
Operating	Operating Grants, Subsidies and Contributions					88,415	0	32,312	20,136
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions					818,599	0	155,321	70,255
Non-operating	Non-operating Grants, Subsidies and Contributions					0	14,099,113	1,115,000	0
TOTALS						907,014	14,099,113	1,302,633	90,391

13.2 ACCOUNTS FOR PAYMENT AUGUST 2022

Report Reference Number	OCR-1294
Prepared by	Natalie McGill Senior Finance Officer
Supervised by	Peter Kocian Executive Manager Corporate Services
Meeting date	Tuesday, 20 September 2022
Voting requirements	Simple Majority
Documents tabled	Nil.
Attachments	

1. Monthly List of Payments – August 2022

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 ending 31 August 2022.

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 List of Accounts paid for the period 1 August to 31 August 2022, 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 are itemised lists 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

All expenditure is incurred by authorised officers and made in accordance with the adopted Annual Budget.

All amounts quoted in this report are inclusive of GST.

STRATEGIC IMPLICATIONS

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

5.1 Strengthen organisational accountability and transparency

5.2 Strive for excellence in leadership and governance

RISK IMPLICATIONS

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
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		Insignificant	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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

Risk Rating

Risk Rating	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

N/A

COMMENT

Payments for the period include the following significant items.

Payee	Particulars	Amount (GST Inc)
DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESLB 1ST QUARTER CONTRIBUTION 2022/23	\$445,854.41
NDY MANAGEMENT PTY LIMITED T/A NORMAN DISNEY & YOUNG	EAST FREMANTLE OVAL REDEVELOPMENT RFQ14-2021/22 ELECTRICAL ENGINEERING SERVICES RFQ13-2021/22 MECHANICAL SERVICES RFQ15-2021/22 HYDRAULIC ENGINEERING SERVICES	\$179,167.97
CARABINER PTY LTD (ATF THE SANDOVER PINDER UNIT TRUST)	RFT03-2021/22 ARCHITECTURAL SERVICES - EF OVAL PRECINCT REDEVELOPMENT PROJECT	\$155,743.23
LGISWA	2022-2023 INSURANCE RENEWAL 30/06/22 TO 30/06/23	\$153,771.64
CARABINER PTY LTD (ATF THE SANDOVER PINDER UNIT TRUST)	RFT03-2021/22 ARCHITECTURAL SERVICES - EF OVAL PRECINCT REDEVELOPMENT PROJECT	\$98,385.38
CARABINER PTY LTD (ATF THE SANDOVER PINDER UNIT TRUST)	RFT03-2021/22 ARCHITECTURAL SERVICES - EF OVAL PRECINCT REDEVELOPMENT PROJECT	\$95,568.00
RESOURCE RECOVERY GROUP (SMRC)	WASTE & RECYCLING FEES	\$45,451.41
VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	WASTE & RECYCLING FEES	\$39,309.02
WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA MEMBERSHIP AND SUBSCRIPTION SERVICES 2022/23	\$38,267.35
JACKSON MCDONALD BARRISTERS & SOLICITORS	RFQ11-2021/22 LEGAL SERVICES EF OVAL REDEVELOPMENT - SERVICES TO 30/05/22	\$37,354.50

13.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments made under delegated authority for the month ended 31 August 2022.

August 2022		
Voucher No	Account	Amount
5360-5361	Municipal (Cheques)	\$ 267.20
EFT 33666-33928	Municipal (EFT)	\$ 2,204,096.26
Payroll	Municipal (EFT)	\$ 207,465.65
	Municipal (Direct Debit August 2022)	\$ 56,164.09
	Credit Card (August 2022)	\$ 1,230.00
	Total Payments	\$ 2,469,223.20

REPORT ATTACHMENTS

Attachments start on the next page

TOWN OF EAST FREMANTLE					
List of Accounts paid by the Chief Executive for August 2022 & submitted for the information of the Council Meeting to be held on Tuesday, September 20, 2022					
Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
5360	03/08/2022	DEPARTMENT OF TRANSPORT	3 MONTH REGO FOR TRAILER	22.5	
			12 MONTH REGO FOR WATER TANK TRAILER	24.85	47.35
5361	17/08/2022	TOEF	ADMIN PETTY CASH RECOUP 10/08/22	219.85	219.85
			CHEQUE TOTAL	267.20	267.20
EFTS		Supplier	Description	Inv Amount	EFT
EFT33666	03/08/2022	AUSTRALIA POST	POSTAGE CHARGES FOR JULY 2022	3674.51	3674.51
EFT33667	03/08/2022	AUSTRALIAN TAXATION OFFICE	GST PAYABLE JUNE 22	2219	2219
EFT33668	03/08/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS JULY 22	392.84	392.84
EFT33669	03/08/2022	BUNNINGS BLDG SUPPLIES LTD	MATERIAL FOR REPAIRS AS LISTED	54.48	
			MISC PART FOR UTE	30.6	
			WHEELBARROW, SEASOL X 2 10 LITRES, 3 X 20KG FERTILISER	311.59	
			SUPPLIES FOR COMMUNITY PLANTING DAY - UMBRELLAS	24	
			SUPPLIES FOR COMMUNITY PLANTING DAY - SHOVELS, SPADES AND GLOVES	134.79	
			MATERIALS FOR MISC REPAIRS	638.56	1194.02
EFT33670	03/08/2022	EAST FREMANTLE FOOTBALL CLUB	GROUND MAINTENANCE SUBSIDY - JULY, AUGUST & SEPTEMBER 22	6875	6875
EFT33671	03/08/2022	EAST FREMANTLE YACHT CLUB (INC)	2 X TICKETS - COMMODORES FUNCTION	150	150
EFT33672	03/08/2022	EAST FREMANTLE BOWLING CLUB	ANNUAL CONTRIBUTION EFBC OPERATING SUBSIDY - SPONSORSHIP 22/23	24200	24200
EFT33673	03/08/2022	FREMANTLE HERALD	ADVERTISEMENTS - REGULATORY SERVICES - FREMANTLE HERALD - 16/07/22	379.86	
			ADVERTISEMENTS - REGULATORY SERVICES - FREMANTLE HERALD - 30/07/22	279.9	659.76
EFT33674	03/08/2022	FORPARK AUSTRALIA	PLAY EQUIPMENT AND REPLACEMENT PARTS FOR VARIOUS RESERVES	3438.6	
			JOHN TONKIN - PLAY EQUIPMENT REPLACEMENTS	8961.7	
			RACEWAY PARK - PLAY EQUIPMENT REPLACEMENTS	5970.8	18371.1
EFT33675	03/08/2022	S LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 11/07/22	15	15
EFT33676	03/08/2022	MCLEODS	LEGAL ADVICE - DISPOSAL OF PROPERTY	636.1	636.1
EFT33677	03/08/2022	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE COSTS 22/06/22 - 21/07/22	199.98	199.98
EFT33678	03/08/2022	MAYOR O'NEILL	SITTING FEES, ICT ALLOWANCE & MAYORAL ALLOWANCE - JULY 2022	4796.63	4796.63
EFT33679	03/08/2022	SWAN YACHT CLUB	COMMUNITY ASSISTANCE GRANT 2022/2023	4705.38	4705.38
EFT33680	03/08/2022	TELSTRA CORPORATION LIMITED	DEPOT MOBILE BACKUP 04/07/22 - 03/08/22	19	
			MONTHLY DATA FEES FOR OPERATIONS/RANGERS TABLETS AND PHONES, RETIC, VMS TRAILER 04/06 - 03/07 AND 04/07 - 03/08	1751.25	
			SUMPTON GREEN PHONES TO 07/07/22	79.15	1849.4
EFT33681	03/08/2022	WATER CORPORATION	WATER USE AND SERVICE CHARGES VARIOUS LOCATIONS	3116.54	3116.54
EFT33682	03/08/2022	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	25020.26	25020.26
EFT33683	03/08/2022	YOUNGS PLUMBING SERVICE P/L	SUMPTON GREEN - FAULT FIND, NO WATER SUPPLY TO FIRE FIGHTING EQUIPMENT HOSE REEL	151.8	
			LOCKE PARK - REPLACEMENT TAPS X2 FOR DRINKING FOUNTAIN	723.7	
			BOWLING CLUB - SUPPLY & FIT 142M, 25MM WATER MAIN LINE	2480	3355.5
EFT33684	03/08/2022	LGISWA	2022-2023 INSURANCE RENEWAL 30/06/22 TO 30/06/23 - CRIME, PROPERTY INSURANCE, MANAGEMENT LIABILITY, MOTOR VEHICLE INSURANCE, PERSONAL ACCIDENT, PUBLIC LIABILITY, TRAVEL & WORKERS COMP	153771.64	153771.64
EFT33685	03/08/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	1 X STAFF ATTENDANCE - LG PRO CUSTOMER COMPLAINTS PROGRAM 22-23 AUGUST 2022	770	
			2 X 2022-2023 AFFILIATE MEMBERSHIP RENEWAL FOR STAFF	370	
			1 X 2022-2023 FULL MEMBERSHIP FOR STAFF	531	1671
EFT33686	03/08/2022	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA MEMBERSHIP AND SUBSCRIPTION SERVICES 2022/23, PROCUREMENT SERVICES, TAX SERVICES, COUNCIL CONNECT, EMPLOYEE RELATIONS, LOCAL LAWS, GOVERNANCE	38267.35	38267.35
EFT33687	03/08/2022	KENNARDS HIRE	HIRE 2 X TRAILERS	212.74	
			HIRE OF COMPACTOR	90.31	303.05
EFT33688	03/08/2022	PETRA CLEAN	CLEANING SERVICES - JULY 22 - SUMPTON GREEN, TOWN HALL, DEPOT, DOVENBY HOUSE, CHSP & GLASSON PARK PLUS CONSUMABLES	8763.11	8763.11
EFT33689	03/08/2022	STRATA GREEN	2 X 20KG BAGS OF TERRACOTEM ARBOR TCA20, 35 X 50LITRE TREE WELL GREEN GWELL2G	2231.63	2231.63
EFT33690	03/08/2022	BATTERY WORLD	NEW BATTERY FOR TOYOTA TARAGO	273	273
EFT33691	03/08/2022	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES CHSP- JULY 22	454.02	
			WOOLWORTHS PURCHASES ADMIN- JULY 22	158.95	612.97
EFT33692	03/08/2022	CHUBB FIRE SAFETY LTD	WARDEN & EXTINGUISHER PRACTICAL TRAINING (L1)	1089	1089
EFT33693	03/08/2022	AUSTRALIAN INSTITUTE OF MANAGEMENT	1 X STAFF ENROLLMENT - THE NEW MANAGER COURSE 5-7 DECEMBER 2022	1850	1850
EFT33694	03/08/2022	EAST FREMANTLE CROQUET CLUB	COMMUNITY ASSISTANCE GRANT 2022/2023	1000	1000
EFT33695	03/08/2022	CR. CLIFF COLLINSON	SITTING FEES & ICT ALLOWANCE - JULY 2022	1609.13	1609.13
EFT33696	03/08/2022	DAVID GRAY & CO. PTY LTD	240L COMPLETE SETS - GENERAL WASTE BINS. NATURE GREEN BASE, RED LIDS	1229.8	1229.8
EFT33697	03/08/2022	RAC BUSINESSWISE	RAC BUSINESSWISE ASSIST RENEWAL	2756	2756
EFT33698	03/08/2022	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	LABOUR HIRE CHSP CONTRACT STAFF - WEEK ENDING 24/07/22	322.05	322.05
EFT33699	03/08/2022	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE - JULY 2022	1609.13	1609.13
EFT33700	03/08/2022	LANDSCAPE YARD O'CONNOR		186	186

EFT33701	03/08/2022	FOODWORKS EAST FREMANTLE	ADMIN, OPERATIONS AND CHSP CONSUMABLES JULY 22	110.09	110.09
EFT33702	03/08/2022	SEEK LIMITED	1X EMPLOYMENT ADVERTISEMENT ON SEEK.COM	313.5	313.5
EFT33703	03/08/2022	FOCUS NETWORKS	IT SERVICES PURSANT TO MANAGED SERVICES AGREEMENT 21-22 - EMAIL PROTECTION SERVICE, HOSTED ANTI VIRUS, WIFI MANAGEMENT, MICROSOFT CSP PRODUCTS SUBSCRIPTION & RECOVERY - JUNE 2022	6576.02	
			2021/22 CONTRACT FOR MANAGED ICT SERVICES- MANAGED PROACTIVE SERVICE (IT SUPPORT), MANAGED BACKUP AND RECOVERY, MANAGED INFRASTRUCTURE, MANAGED FIREWALL, MICROSFT LICENSING, ADHOC PROJECTS - JULY 2022	6941	
			30.391 X O365 E3 LICENSE FOR IT VISION - QU 6339G	30.39	
			SYNERGY SOFT UPDATE MAY 2022 RELEASE INC PLAY ACCOUNT REFRESH	1881	
			AUSTRALIAN DOMAIN AUTHORITY (AUDA) - REGISTRATION & APPLICATION FEE	110	
			FOC NETWORK PROJECT - CONFIGURE EXTERNAL EMAILS ORIGINATING OUTSIDE ORGANISATION EMAIL BANNER	187	
			2 x MICROSOFT POWER BI LICENCE FOR SMART OFFICE SYSTEMS SERVICE ACCOUNT MONTHLY FEE	36.17	15761.58
EFT33704	03/08/2022	PLANNING INSTITUTE OF AUSTRALIA	1 X STAFF 22/23 PIA MEMBERSHIP FOR ANDREW MALONE	580	580
EFT33705	03/08/2022	THE TURBAN INDIAN RESTURANT	CATERING - AUDIT COMMITTEE MEETING 04/07/22	329.4	329.4
EFT33706	03/08/2022	LANDMARK ENGINEERING AND DESIGN PTY LTD T/AS EXTERIA	PARK FURNITURE - PICNIC SETTINGS & PARK BENCHES - SOLE SUPPLIER IN ALIGNMENT WITH STYLE GUIDE & CURRENT FURNITURE, PARK FURNITURE - PICNIC SETTINGS & PARK BENCHES - SOLE SUPPLIER IN ALIGNMENT WITH STYLE GUIDE & CURRENT FURNITURE, FREIGHT ESTIMATE	16069.9	16069.9
EFT33707	03/08/2022	INCLUSIVE BUILDING CONSULTANTS	BUILDING SURVEYOR SERVICES - JAN 22 - JUNE 22	5016	5016
EFT33708	03/08/2022	MARKETFORCE	BETTER BINS PLUS - FRIDGE MAGNETS (600)	512.36	512.36
EFT33709	03/08/2022	SNAP PRINTING	6000 PRINT DL WINDOW FACE SECRETIVE ENVELOPES PRINTED BLACK ONE SIDE ON PRESS SEAL ENVELOPES	895.4	895.4
EFT33710	03/08/2022	ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE - JULY 2022	1609.13	1609.13
EFT33711	03/08/2022	CR. ANDREW WHITE	SITTING FEES & ICT ALLOWANCE - JULY 2022	1609.13	1609.13
EFT33712	03/08/2022	MOORE (MOORE STEPHENS)	1 X STAFF ATTENDANCE - MOORE NUTS AND BOLTS WORKSHOP	1045	1045
EFT33713	03/08/2022	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	2022-23 MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE & COMMUNNICATION COSTS- JULY 2022	165	165
EFT33714	03/08/2022	STATE WIDE TURF SERVICES	APPLY FERTILISER TO HENRY JEFFERY OVAL	2009.7	2009.7
EFT33715	03/08/2022	TREE'S A CROWD TREE CARE	TREE PRUNING - VARIOUS LOCATIONS	4785	4785
EFT33716	03/08/2022	CR. TONY NATALE	SITTING FEES, ICT ALLOWANCE & DEPUTY MAYORAL ALLOWANCE - JULY 2022	2204.13	2204.13
EFT33717	03/08/2022	COASTLINE MOWERS	SUPPLY 1 X STIHL HT 135 POLE PRUNER, 3 X STIHL BG86C BLOWERS, 4 X STIHL FS 131 Z BRUSHCUTTERS	4977.1	
			6 X ROLLS OF BRUSHCUTTER CORD, 4 X AUTO FEED HEADS AND 5 LITRE 2 STROKE	587.2	5564.3
EFT33718	03/08/2022	VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	FOGO GREEN BINS - RESIDENTIAL & PRIORITY SERVICES, GENERAL WASTE - RED BINS - RESIDENTIAL, PRIORITY SERVICES, PARKS & RESERVES FORTNIGHTLY, STREET LITTER BINS FORTNIGHTLY, RECYCLING - YELLOW BINS - RESIDENTIAL , PRIORITY SERVICES, STREET LITTER BINS FORTNIGHTLY ,GENERAL WASTE - RED BINS - COMMERCIAL FORTNIGHTLY, RECYCLING - YELLOW BIN - COMMERCIAL FORTNIGHTLY, RECYCLING & WASTE - 48 - 50 ALEXANDRA ROAD- JUNE 22	31069.87	31069.87
EFT33719	03/08/2022	WINC	OFFICE STATIONERIES ORDERED ON 14/07/2022	448.13	448.13
EFT33720	03/08/2022	AMBIUS (RENTOKIL INITIAL PTY LTD)	TOWN HALL PLANT HIRE 27/08/22 - 26/09/22	295.85	295.85
EFT33721	03/08/2022	LIXIO (READY TRACK PTY LTD)	GPS VEHICLE TRACKING - JULY 2022	145.2	145.2
EFT33722	03/08/2022	EASY ACCESS LIFTS	TOWN HALL - LIFT SERVICE - JUNE 2022 - COMPLETED IN JULY	717.2	717.2
EFT33723	03/08/2022	CONTRA-FLOW PTY LTD	TRAFFIC MANAGEMENT FOR MARMION STREET FOR ASPHALT REPAIRS	772.7	772.7
EFT33724	03/08/2022	PTC IRRIGATION	POWER DISCONNECT AT GOURLEY PARK	498.3	498.3
EFT33725	03/08/2022	CREDIT SOLUTIONS	DEBT RECOVERY COSTS - JUNE 22	192.5	192.5
EFT33726	03/08/2022	THE FRUIT BOX GROUP	FRUIT BOX DELIVERY-TOWN HALL AND DEPOT - JULY 22	225.6	225.6
EFT33727	03/08/2022	MASTEC AUSTRALIA PTY LTD	360L REC BINS - SPARE WHEELS	322.17	322.17
EFT33728	03/08/2022	GRACE RECORDS MANAGEMENT (AUSTRALIA)	SCAN ON DEMAND SERVICES - JULY 22	131.14	
			STORAGE FEES AND FILE RETRIEVAL FROM STORAGE - JULY 22	457.58	588.72
EFT33729	03/08/2022	EQUIP HEALTH SYSTEMS PTY LTD	ALL TEST COVID 19 NASAL SWAB RAT TESTS	200	200
EFT33730	03/08/2022	JAKO INDUSTRIES PTY LTD	TOWN HALL - AIRCONDITIONING MAINTENANCE SERVICE AGREEMENT 2022/23 - VISIT 1	846.45	846.45
EFT33731	03/08/2022	IT VISION USER GROUP	IT VISION USER GROUP MEMBERSHIP SUBSCRIPTION 2022/2023	770	770
EFT33732	03/08/2022	FRESH PROVISIONS BICTON	ITEMS FOR CATERING - JULY 2022	1165.65	1165.65
EFT33733	03/08/2022	CR KERRY DONOVAN	SITTING FEES & ICT ALLOWANCE - JULY 2022	1609.13	1609.13
EFT33734	03/08/2022	TRAVELWEST PUBLICATIONS WA PTY LTD	ADVERTISEMENT IN FREMANTLE FOLD OUT MAP - 40,000 COPIES PRINTED - AVAILABLE FROM JULY 2022 FOR 12 MONTHS	605	605
EFT33735	03/08/2022	KYOCERA DOCUMENT SOLUTIONS	COPY CHARGES - FINANCE PRINTER JULY 22	72.35	72.35
EFT33736	03/08/2022	ZEDS MECHANICAL AND MAINTENANCE	ANNUAL VEHICLE INSPECTION - BUS	232	232
EFT33737	03/08/2022	SOUTHERN BINS	BULK BINS - WAUHOP ROAD - JULY 2022	1200	1200
EFT33738	03/08/2022	PAATSCH CONSULTING PTY LTD	RFT01-2020/21 EAST FREMANTLE OVAL REDEVELOPMENT CLIENT PROJECT LEAD - FOR JULY 22	14764.07	14764.07
EFT33739	03/08/2022	P ROSE	LEAF LITTER CLEANUP AT RACEWAY PARK	2795	
			LEAF LITTER CLEAN UP AT RICHMOND RACEWAY	780	
			LEAF LITTER CLEAN UP AT LEE PARK	845	4420
EFT33740	03/08/2022	PAPERSCOUT	LAYOUT AND DESIGN FOR WORKFORCE PLAN	3300	3300

EFT33741	03/08/2022	TPG NETWORK PTY LTD	INTERNET SERVICES 01/07/22 - 31/07/22	1920.6	1920.6
EFT33742	03/08/2022	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	REFUND OF DAP APPLICATION FEES TO DEPARTMENT OF PLANNING - DA 64/22	10833	10833
EFT33743	03/08/2022	PROTEC ASPHALT	MARMION ST PROFILE & PATCH - PROFILING INC MOB & DEMOB, ASPHALT REPAIRS 16 TONNES @ 40MM THICK	11416	11416
EFT33744	03/08/2022	DEPARTMENT OF THE PREMIER AND CABINET	ADVERTISEMENTS IN GOVERNMENT GAZETTE - REGULATORY SERVICES - TOWN PLANNING SCHEME 3 - AMENDMENT NO. 18	93.6	93.6
EFT33745	03/08/2022	M LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 11/07/22	15	15
EFT33746	03/08/2022	HOCKING HERITAGE & ARCHITECTURE	BALANCE OF PROFESSIONAL FEES FOR RFQ22-2020/21 - REVIEW OF LOCAL HERITAGE SURVEY	6463.6	6463.6
EFT33747	03/08/2022	INSTANT TREE NURSERY PTY LTD	SUPPLY 26 X EUCALYPTUS ERYTHROCORUS AND 20 EUCALYPTUS LEUCOXYLON	3542	3542
EFT33748	03/08/2022	K MCDONALD	CHSP VOLUNTEER MEAL REIMBURSEMENT 14/07/22	15	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 21/07/22	15	30
EFT33749	03/08/2022	DONALD CANT WATTS CORKE (WA) PTY LTD	RFT01-2021/22 PROJECT MANAGER SERVICES EF OVAL PRECINCT REDEVELOPMENT - DESIGN STAGE TO 31/07/22	9949.5	9949.5
EFT33750	03/08/2022	SCOUTS WA	COMMUNITY ASSISTANCE GRANT 2021/2022	1100	1100
EFT33751	03/08/2022	CR. MARK STEWART WILSON	SITTING FEES & ICT ALLOWANCE - JULY 2022	1609.13	1609.13
EFT33752	03/08/2022	CR. LAURA MASCARO	SITTING FEES & ICT ALLOWANCE - JULY 2022	1609.13	1609.13
EFT33753	03/08/2022	JACKSON MCDONALD BARRISTERS & SOLICITORS	RFQ11-2021/22 LEGAL SERVICES EF OVAL REDEVELOPMENT - SERVICES TO 30/05/22	37354.5	
			RFQ11-2021/22 LEGAL SERVICES EF OVAL REDEVELOPMENT SERVICES FROM 30/05/22 - 14/06/22	3567.3	40921.8
EFT33754	03/08/2022	CARABINER PTY LTD (ATF THE SANDOVER PINDER UNIT TRUST)	RFT03-2021/22 ARCHITECTURAL SERVICES - EF OVAL PRECINCT REDEVELOPMENT PROJECT - ARCHITECT DD 15%, CD 10% & TENDER 100%. WAYFINDING - 75%, LANDSCAPE - 15%, ACOUSTIC - 15% AND BCA - 82%	98385.38	98385.38
EFT33755	03/08/2022	RW QUANTITY SURVEYORS	PROFESSIONAL FEES - CONCEPT DESIGN QUANTITY SURVEYING - SOCCER CLUB UPGRADE	2970	2970
EFT33756	03/08/2022	LEMON LIGHT PRODUCTIONS	FILMING OF OUR KINDS - PROMO EF AND FREMANTLE	1200	1200
EFT33757	03/08/2022	THE MODERN & ANTIQUE UPHOLSTERY SPECIALIST	RESTORATION OF COUNCIL ANTIQUE GLASS CABINET (WITH ORIGINAL SHELVING) & STAND AS QUOTED	4400	4400
EFT33758	03/08/2022	STATS AUSTRALIA (SPECIALIST TESTING AND TECHNICAL SERVICES PTY LTD)	GEOPHYSICS SURVEY AS PER QUOTE: QUO/5784.AS_R1	5346	5346
EFT33759	03/08/2022	EMPIRE WEST ELECTRICAL CONTRACTORS PTY LTD	DEPOT - DISCONNECT & RECONNECT SWITCHES TO REPLACE PANEL	331.43	
			DEPOT - INSPECT SOLAR BEEPING - RESET INVERTER	181.5	
			DEPOT SHED ROLLER DOOR CONTROL BOX	220	732.93
EFT33760	03/08/2022	LO-GO APPOINTMENTS	LABOUR HIRE OPS W/E 25/06/22	2366.49	
			LABOUR HIRE OPS W/E 08/07/22	2377.24	
			LABOUR HIRE CONTRACT RANGER WEEK ENDING 09/07/22	3641.95	
			LABOUR HIRE OPS W/E 15/07/22	1873.83	10259.51
EFT33761	03/08/2022	SCOUTTA PTY LTD	QU-0002 - ASSISTANCE WITH EOY 2022	2970	2970
EFT33762	03/08/2022	P TSEN	CHSP VOLUNTEER MEAL REIMBURSEMENT 07/07/22	15	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 07/07/22	12.5	27.5
EFT33763	03/08/2022	NATURE BASED PLAY PTY LTD	GOURLEY PARK NATURE PLAYGROUND - 20% PRESTART INVOICE	14300	14300
EFT33764	03/08/2022	P GARONI	REIMBURSEMENT OF COSTS OF OBTAINING POLICE CLEARANCE	42	42
EFT33765	03/08/2022	J & V EARTHMOVING CONTRACTORS	CONCRETE PATH EXTENSION SCOUTS CAMP WALLER	3850	3850
EFT33766	03/08/2022	WORKPOWER INCORPORATED	SUPPLY 10 X BANKSIA MENZIESII AND 30 X AGONIS FLEXUOSA	2585	2585
EFT33767	03/08/2022	UNIT COMMITTEE TS PERTH INC	COMMUNITY ASSISTANCE GRANT 2022/2023	1650	1650
EFT33768	03/08/2022	B SHERIDAN	PARTIAL REFUND OF LIFETIME DOG REGISTRATION - DOG NOW STERILISED	150	150
EFT33769	03/08/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL USE JULY 2022	6600.73	6600.73
EFT33770	11/08/2022	GREAT AUSSIE PATIOS PTY LTD	INFRASTRUCTURE BOND REFUND	1500	
			INFRASTRUCTURE BOND REFUND	1500	3000
EFT33771	11/08/2022	TOOLTIME CONSTRUCTION PTY LTD	INFRASTRUCTURE BOND REFUND	5000	
			INFRASTRUCTURE BOND REFUND	5000	10000
EFT33772	11/08/2022	MH QUALITY BUILDERS PTY LTD T/AS MANDURAH HOMES	INFRASTRUCTURE BOND REFUND	2000	2000
EFT33773	11/08/2022	MARK BATTERSBY TOOMATH	INFRASTRUCTURE BOND REFUND	3000	3000
EFT33774	11/08/2022	SBN BUILDING CONTRACTORS PTY LTD	INFRASTRUCTURE BOND REFUND	1500	1500
EFT33775	11/08/2022	M BOND	INFRASTRUCTURE BOND REFUND	3000	3000
EFT33776	11/08/2022	I MCCARREY	MOORING PEN BOND REFUND	1900	1900
EFT33777	11/08/2022	K STAFFORD	MOORING PEN BOND REFUND	2400	2400
EFT33778	12/08/2022	DONALD CANT WATTS CORKE (WA) PTY LTD	RFT05-2021/22 QUANTITY SURVEYING SERVICES EFOVAL PRECINCT REDEVELOPMENT PROJECT - TENDER & AWARD OF ECI	5500	
			RFT05-2021/22 QUANTITY SURVEYING SERVICES EFOVAL PRECINCT REDEVELOPMENT PROJECT - CONTRACT ADMINISTRATION (JULY 2022)	3850	9350
EFT33779	12/08/2022	JACKSON MCDONALD BARRISTERS & SOLICITORS	RFQ11-2021/22 LEGAL SERVICES EF OVAL REDEVELOPMENT - JULY 2022	15400	15400
EFT33780	12/08/2022	CARABINER PTY LTD (ATF THE SANDOVER PINDER UNIT TRUST)	RFT03-2021/22 ARCHITECTURAL SERVICES - EF OVAL PRECINCT REDEVELOPMENT PROJECT - ARCHITECT 50% CLAIM, WAYFINDING - 100%, SAFETY - 100%, WASTE MANAGEMENT - 50%, UNIVERSAL - 50%, LANDSCAPE - 50%, BCA - 18% AND ACOUSTIC 50% & 85%	155743.23	155743.23
EFT33781	12/08/2022	NDY MANAGEMENT PTY LIMITED T/A NORMAN DISNEY & YOUNG	RFQ14-2021/22 EAST FREMANTLE OVAL REDEVELOPMENT - ELECTRICAL ENGINEERING SERVICES - DETAILED DESIGN 30%	13812.32	
			RFQ13-2021/22 EF OVAL REDEVELOPMENT - MECHANICAL SERVICES - PHASE 3 - DETAILED DESIGN - 30% CLAIM	12123.79	
			RFQ15-2021/22 EAST FREMANTLE OVAL REDEVELOPMENT - HYDRAULIC ENGINEERING SERVICES - PHASE 3 DETAILED DESIGN 30% CLAIMED	8322.6	34258.71

EFT33782	12/08/2022	FORTH CONSULTING PTY LTD	RFQ16-2021/22 EAST FTLE OVAL REDEVELOPMENT CIVIL ENGINEERING - COMMENCE CONTRACT DOCUMENTATION	9350	
			RFQ19 STRUCTURAL ENGINEERING SERVICES - EAST FREMANTLE OVAL REDEVELOPMENT - COMMENCE CONTRACT DOCUMENTATION JULY 2022	22000	31350
EFT33783	12/08/2022	AIM MEDICAL AUSTRALIA PTY LTD	RFQ23 EAST FREMANTLE OVAL REDEVELOPMENT FF&E CONSULTANCY SERVICES - ESTABLISH FF & E MASTER LIST	8250	8250
EFT33784	12/08/2022	SCOUTTA PTY LTD	QU-0002 - ASSISTANCE WITH EOY 2022 - 22/07/22 - 08/08/22	3960	3960
EFT33785	17/08/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS AUGUST 22	423.79	423.79
EFT33786	17/08/2022	BENARA NURSERIES	VARIOUS PLANTS, SHRUBS & TREES AS QUOTED	3553.21	3553.21
EFT33787	17/08/2022	CITY OF COCKBURN	TIP FEES - JULY 2022	585	585
EFT33788	17/08/2022	CITY OF MELVILLE	COMPOSTABLE LINER SUPPLIES	4086	4086
EFT33789	17/08/2022	LOCAL HEALTH AUTHORITIES ANALYTICAL COMM	ANALYTICAL SERVICES 2022/23	1927.1	1927.1
EFT33790	17/08/2022	WATER CORPORATION	WATER USE AND SERVICE CHARGES VARIOUS LOCATIONS	2643.23	2643.23
EFT33791	17/08/2022	ZIPFORM PTY LTD	RATES PRINTING AND DISTRIBUTION SERVICES 2022/23, ANNUAL RATES 1 X RUN, INSTALMENTS 3 X RUN, PRINT AND SUPPLY OF OBJECTS AND REASONS BROCHURE, PRINT AND SUPPLY OF BUDGET BROCHURE, INDICATIVE VOLUMES AS PER 3 YEAR PRICING PROPOSAL	11210.12	11210.12
EFT33792	17/08/2022	YOUNGS PLUMBING SERVICE P/L	MOORING PENS - JETTY B - REPLACE BROKEN TAP	215.6	215.6
EFT33793	17/08/2022	LGISWA	MOTOR VEHICLE INSURANCE ADJUSTMENT FOR PROTECTION PERIOD 30/06/21 TO 30/06/22	2556.24	2556.24
EFT33794	17/08/2022	ELLENBY TREE FARM	SUPPLY 213 TREES FOR URBAN CANOPY PLANTING	17391	17391
EFT33795	17/08/2022	TOTAL PACKAGING (WA) PTY LTD	15 CARTONS OF BIODEGRADABLE & COMPOSTABLE DOG BAGS	3775.2	3775.2
EFT33796	17/08/2022	MCGEES NATIONAL PROPERTY CONSULTANTS	SEABED RENT, POSTAGE & PETTIES AND MANAGEMENT FEES 01/09/22 - 30/11/22. JETTY MOORING LICENCE 01/09/22 - 31/08/23	13777.97	13777.97
EFT33797	17/08/2022	RESOURCE RECOVERY GROUP (SMRC)	RRRC OVERHEADS & WCF FIXED COST CONTRIBUTION FOR JULY 22	10749.64	
			GATE FEES - WASTE DISPOSAL (RECYCLING) - MRF GATE FEES FOR JULY 2022	5047.13	
			GATE FEES - DISPOSAL (FOGO) FOR JULY 2022	17856.77	
			GREEN WASTE GATE FEES FOR REMOVAL OF BUND GREENWASTE - JULY 22	416.45	
			GATE FEES - WASTE DISPOSAL (GENERAL WASTE) - JULY 22 - DIVERSIONS TO SUEZ	11381.42	45451.41
EFT33798	17/08/2022	SATELLITE SECURITY SERVICES	REPLACEMENT FOB KEYS - TOWN HALL DOOR ACCESS	363	363
EFT33799	17/08/2022	RENOWN TYRE COMPANY	4 NEW TYRES FOR TOYOTA CAMRY	740	740
EFT33800	17/08/2022	NUMERO UNO CATERING	CATERING SERVICES 2022/23 - 28/06/22 & 19/07/22	700	700
EFT33801	17/08/2022	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES CHSP - AUGUST 22	371.45	371.45
EFT33802	17/08/2022	INDIANIC GROUP PTY LTD	MOORING PENS - REPLACE 3X FAILED / DAMAGED PYLONS	7150	7150
EFT33803	17/08/2022	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	LABOUR HIRE CHSP CONTRACT STAFF - W/E 31/07/22	614.81	
			LABOUR HIRE CHSP CONTRACT STAFF - W/E 07/08/22	380.6	
			LABOUR HIRE CHSP CONTRACT STAFF - W/E 14/08/22	175.66	1171.07
EFT33804	17/08/2022	HYDRO JET	GRAFFITI REMOVAL - EFFC GRANDSTAND, BOWLING CLUB LIMESTONE WALL, UNDERPASSES, CAMP WALLER SCOUTS, CANNING HWY, 1X CARTON GRAFFITI SAFE WIPES	1306.8	
			GRAFFITI REMOVAL - GEORGE STREET FOOTPATH & ST PETERS UNDERPASS	748	2054.8
EFT33805	17/08/2022	LANDSCAPE YARD O'CONNOR	GARDEN MIX FOR LANDSCAPING	128.25	128.25
EFT33806	17/08/2022	KONICA MINOLTA BUSINESS SOLUTIONS	CHSP COPY CHARGES 01/06/22 - 30/06/22	25.58	
			CHSP COPY CHARGES 01/07/22 - 31/07/22	45.46	
			DEPOT COPY CHARGES - 13/07/22 - 12/08/22	99.67	
			REG SERVICES COPY CHARGES 13/07/22 - 12/08/22	420.88	591.59
EFT33807	17/08/2022	MP ROGERS & ASSOCIATES P/L	PROFESSIONAL FEES - RIVERWALL - ASSESSMENT OF ADDITIONAL ASSETS	2464.44	
			PROFESSIONAL FEES - RIVERWALL - ASSESSMENT OF ADDITIONAL ASSETS	3001.9	5466.34
EFT33808	17/08/2022	DEPARTMENT OF TRANSPORT	MONTHLY VEHICLE SEARCH FEES - JULY 22	131.2	131.2
EFT33809	17/08/2022	FOCUS NETWORKS	RFT04-2021/22 CONTRACT FOR MANAGED ICT SERVICES - MANAGED PROACTIVE SERVICE (IT SUPPORT), MANAGED BACKUP AND RECOVERY, MANAGED INFRASTRUCTURE, MANAGED FIREWALL, MICROSOFT LICENSING, ADHOC PROJECTS - JULY 22	6941	
			2 x DOCKING STATIONS AND ADAPTERS	717.2	
			EPSON RECEIPT PRINTER	1026.3	
			RFT04-2021/22 CONTRACT FOR MANAGED ICT SERVICES - MANAGED BACKUP AND RECOVERY, MANAGED INFRASTRUCTURE, MANAGED FIREWALL, MICROSOFT LICENSING - AUGUST 22	6511.4	
			1 X MICROSOFT POWER BI PRO	18.08	15213.98
EFT33810	17/08/2022	ENVIRO SWEEP	STREET SWEEPING - RFQ12-2020/21 - JULY 2022	4908.2	4908.2
EFT33811	17/08/2022	LANDGATE	LANDGATE - GROSS RENTAL VALUATIONS - SCHEDULES 22/23 DATED 16/04/22 - 29/04/22, 30/04/22 - 13/05/22 AND 14/05/22 - 10/06/22	172.67	
			LANDGATE - GROSS RENTAL VALUATIONS - SCHEDULES 22/23 DATED 23/07/22 - 05/08/22	70.59	243.26
EFT33812	17/08/2022	REPCO	TRAILER PLUGS AND TYRE GOO	83.62	83.62
EFT33813	17/08/2022	SNAP PRINTING	BUSINESS CARDS FOR 2 X STAFF	301.4	301.4

EFT33814	17/08/2022	VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	FOGO GREEN BINS - RESIDENTIAL & PRIORITY, RECYCLING - YELLOW BINS RESIDENTIAL & PRIORITY, GENERAL WASTE - RED BINS RESIDENTIAL & PRIORITY, RECYCLING - YELLOW BINS COMMERCIAL, GENERAL WASTE - RED BINS COMMERCIAL FORTNIGHTLY, PARKS & RESERVES FORTNIGHTLY, RECYCLING - YELLOW BINS STREET LITTER BINS FORTNIGHTLY, WASTE COLLECTION 48-50 ALEXANDRA ROAD RECYCLE BINS & GENERAL WASTE, RED BINS - STREET LITTER BINS FORTNIGHTLY - JULY 22	39309.02	39309.02
EFT33815	17/08/2022	WINC	A4 COPYING PAPER 80GM X 50 REAMS, OFFICE STATIONERIES ORDERED ON 11.08.2022	563.96	563.96
EFT33816	17/08/2022	NEOPOST AUSTRALIA PTY LTD	4 BOXES BOOK BINDING STRIPS (NARROW BLACK) - FASTBACK BINDER 20	441.41	441.41
EFT33817	17/08/2022	H DICKSON	CHSP VOLUNTEER MEAL REIMBURSEMENT 13/07/22	15	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 22/07/22	15	30
EFT33818	17/08/2022	M2M ONE PTY LTD	TOWN HALL LIFT EMERGENCY SIM CARD - AUGUST 22	13.2	13.2
EFT33819	17/08/2022	PAPERSCOUT	BUDGET BULLETIN DESIGN - 10 HOURS	1375	
			CHRMAP PROJECT - 30 POSTERS AND 3 CORFLUTE SIGNS	473	1848
EFT33820	17/08/2022	THE NAPPY GURU	CLOTH NAPPY WORKSHOP JULY	300	300
EFT33821	17/08/2022	SMART OFFICE SYSTEMS	PROFESSIONAL SERVICES AGREEMENT MAY - JUNE 2022	1782	
			PROFESSIONAL SERVICES AGREEMENT JULY 2022	1980	3762
EFT33822	17/08/2022	SWAN TOWING	TOW ABANDONED VEHICLE TO COUNCIL IMPOUND AT DEPOT	110	110
EFT33823	17/08/2022	SWAN LOCK SERVICE	2 X SD424 MK3 ABLOY KEYS TRICOLORE, 6 X SD424 1103 ABLOY KEYS SUMPTON GREEN PLUS DELIVERY	308.5	308.5
EFT33824	17/08/2022	WA CATERING SERVICES PTY LTD AS TRUSTEE FOR THE WA CATERING SERVICES UNIT TRUST	DEPOSIT - CATERING FOR CHRISTMAS EVENT 16/12/22	50	50
EFT33825	17/08/2022	PRACSYS MANAGEMENT SYSTEMS	RFQ02-2021/2022 - PROGRESS ON TASK 9, ENGAGEMENT (STAGE 3) AND FINAL STRATEGY FOR MAY 22	6600	6600
EFT33826	17/08/2022	MARKETLIFE PTY LTD (PERTH MAKERS MARKET, ERIN MADELEY CONSULTING)	GEORGE STREET FESTIVAL 2022 - STALLHOLDER COORDINATION - 25% PAYMENT 2	2953.5	2953.5
EFT33827	17/08/2022	RW QUANTITY SURVEYORS	EF FOOTBALL CLUB - QS FINAL CUT OF DESIGN - ADDITIONAL DESIGN STAGE COST PLANNING FOR REDUCED SCOPE	1688.5	1688.5
EFT33828	17/08/2022	THE TRUSTEE FOR THE BAIRD AUSTRALIA UNIT TRUST T/AS BAIRD AUSTRALIA	COASTAL HAZARD RISK MANAGEMENT AND ADAPTATION PLAN - PROFESSIONAL SERVICES TO 30/06/22	6525.09	6525.09
EFT33829	17/08/2022	EMPIRE WEST ELECTRICAL CONTRACTORS PTY LTD	DEPOT SHED ROLLER DOOR CONTROL BOX FAULT - FIND AND FIX	220	
			DISCONNECTION OF SEA CONTAINER POWER	384.99	
			DEPOT - TOP GATE FAULT FIND & REPAIR	181.5	786.49
EFT33830	17/08/2022	LO-GO APPOINTMENT (Helene Pty Ltd)	LABOUR HIRE CONTRACT RANGER W/E 06/08/22	2473.77	2473.77
EFT33831	17/08/2022	P TSEN	CHSP VOLUNTEER MEAL REIMBURSEMENT 20/07/22	15	15
EFT33832	17/08/2022	NATURE BASED PLAY PTY LTD	GOURLEY PARK NATURE PLAYGROUND - 80% PRACTICAL COMPLETION INVOICE	57200	57200
EFT33833	17/08/2022	SCINTEX PTY LTD	SCARIFIER AND VACUUM AS PER QUOTE #18912	9065.85	9065.85
EFT33834	17/08/2022	C ARMSTRONG	REFUND OF SUMPTON GREEN HIRE FEE, REFUND OF LIQUOR PERMIT FEE	210.85	210.85
EFT33835	17/08/2022	GRAND PATIOS	REFUND OF BUILDING APPLICATION FEES - FEES PAID TWICE IN ERROR	171.65	
			REFUND OF BUILDING PERMIT FEES APP 2022043 - PAID TWICE IN ERROR	171.65	343.3
EFT33836	17/08/2022	L MOTTON	REIMBURSEMENT OF OVERPAYMENT OF PARKING FEES 02/06/22, 08/08/22 & 09/08/22	35.25	35.25
EFT33837	17/08/2022	F COOKE	DOG REGISTRATION REFUND - STERILISED WITHIN THE FRST YEAR OF REGO	150	150
EFT33838	17/08/2022	J EDMONDSON	REFUND OF OVERPAYMENT OF SKIP BIN APPLICATION FEES - EXTENSION OF PERMIT ONLY REQUIRED	37.6	37.6
EFT33839	17/08/2022	L PARKINSON	CLOTH NAPPY REBATE	92.25	92.25
EFT33840	17/08/2022	R MOSS	CLOTH NAPPY REBATE	40.66	40.66
EFT33841	17/08/2022	L CRUDEN	CHARITABLE DONATION - TRAVEL COSTS - EUROPEAN SCHOOL OF BALLET	500	500
EFT33842	19/08/2022	C ARMSTRONG	REFUND OF BOND FOR SUMPTON GREEN HIRE	300	300
EFT33843	19/08/2022	UNCLAIMED MONEY ADMINISTRATOR	TRANSFER OF UNCLAIMED MONIES TO DEPARTMENT OF TREASURY	58274.07	58274.07
EFT33844	19/08/2022	A LEROUX	REFUND OF MOORING PEN BOND	2400	2400
EFT33845	25/08/2022	AUSTRALIAN TAXATION OFFICE	GST PAYABLE - JULY 2022	11564	11564
EFT33846	25/08/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS AUGUST 22	440.99	440.99
EFT33847	25/08/2022	S LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 15/08/22	15	15
EFT33848	25/08/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	1 X STAFF REGISTRATION FOR LG PROFESSIONALS TRAINING - COMMUNICATIONS COME TO TOWN - VIA LIVESTREAM	32	32
EFT33849	25/08/2022	FOCUS NETWORKS	RFT04-2021/22 CONTRACT FOR MANAGED ICT SERVICES - JULY 22, MANAGED INFRASTRUCTURE, MANAGED FIREWALL, MICROSOFT LICENSING, ADHOC PROJECTS	6484.25	6484.25
EFT33850	25/08/2022	GRIFFIN VALUATION ADVISORY	DESKTOP FAIR VALUATION ASSESSMENT AND REPORT FOR LAND ASSETS AT 30 JUNE 2022 AS PER EMAIL TO RICHARD BLOW 9 AUGUST 2022	4950	4950
EFT33851	25/08/2022	M LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 15/08/22	15	15
EFT33852	25/08/2022	K MCDONALD	CHSP VOLUNTEER MEAL REIMBURSEMENT 11/08/22	15	15
EFT33853	25/08/2022	SCOUTTA PTY LTD	QU-0002 - ASSISTANCE WITH EOY 2022 - 09/08/22 - 19/08/22	4908.75	4908.75
EFT33854	25/08/2022	E MCDOWELL	ARTWORK FOR REFLECT RAP DOCUMENT	2560	2560
EFT33855	25/08/2022	D FOGARTY	REFUND OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP CAR PARK 17/08/22	36	36
EFT33856	25/08/2022	A COOKSEY	REFUND OF 1 HOURS OF SUMPTON GREEN HIRE FEES	46.45	46.45
EFT33857	25/08/2022	G GILMOUR	MOORING PEN BOND REFUND	2930	2930
EFT33858	25/08/2022	TOH CONSTRUCTIONS PTY LTD	TOEF DEVELOPMENT BOND REFUND	5000	5000
EFT33859	25/08/2022	B EARLY	TOEF DEVELOPMENT BOND REFUND	1500	1500

EFT33860	25/08/2022	E MITCHELL	BOND REFUND - SUMPTON GREEN HIRE	300	300
EFT33861	25/08/2022	A COOKSEY	BOND REFUND - SUMPTON GREEN HIRE	300	300
EFT33862	31/08/2022	APACE AID (INC)	WEED CONTROL ZONE 2 NIERGARUP TRACK - 06/07 & 15/08	1155	1155
EFT33863	31/08/2022	CONSTRUCTION TRAINING FUND	BCITF - JULY 2022	2773.5	2773.5
EFT33864	31/08/2022	BOORAGOON TYRE SERVICE	4 x NEW TYRES INC FITTING FOR WORKS TRUCK	1360	1360
EFT33865	31/08/2022	BOC LIMITED	CONTAINER SERVICE - AUGUST 2022	23.94	23.94
EFT33866	31/08/2022	CITY OF MELVILLE	ANNUAL MEMBERSHIP OF MELVILLE VOLUNTEER RESOURCE CENTRE	110	110
EFT33867	31/08/2022	FREMANTLE HERALD	ADVERTISING - SPECIAL ELECTORS MEETING 15/9/22	189.83	189.83
EFT33868	31/08/2022	S LIMBERT	CHSP VOLUNTEER REIMBURSEMENT 22/08/22	15	15
EFT33869	31/08/2022	MCLEODS	PROPERTY SETTLEMENT COSTS (INCLUDING REISSUE OF ORIGINAL TITLES)	965.8	
			PROPERTY SETTLEMENT COSTS (INCLUDING REISSUE OF ORIGINAL TITLES)	965.8	1931.6
EFT33870	31/08/2022	MAYOR JIM O'NEILL	SITTING FEES, ICT ALLOWANCE & MAYORAL ALLOWANCE AUGUST 22	4796.67	4796.67
EFT33871	31/08/2022	SOUTH WEST GROUP	2022 - 2023 MEMBER COUNCIL CONTRIBUTIONS IN RESPECT OF SWG ADMINISTRATION AND PROJECTS - FIRST INSTALMENT	21565.5	21565.5
EFT33872	31/08/2022	TELSTRA CORPORATION LIMITED	MONTHLY DATA FEES FOR OPERATIONS,RANGERS TABLETS AND PHONES, RETIC AND VMS TRAILER 22-23 - TO 03/08/2	873.69	
			SUMPTON GREEN PHONES TO 07/08/22	68.23	
			DEPOT MOBILE BACKUP 04/08/22 - 03/09/22	19	960.92
EFT33873	31/08/2022	WA FIRE PROTECTION	FIRE EQUIPMENT INSPECTIONS JUNE 2022 - VARIOUS SITES	1304.71	1304.71
EFT33874	31/08/2022	WORK CLOBBER	UNIFORM FOR OPERATIONS STAFF	868.55	868.55
EFT33875	31/08/2022	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	8857.08	8857.08
EFT33876	31/08/2022	YOUNGS PLUMBING SERVICE P/L	INSPECT FAULTY HOT WATER SYSTEM - 80 CANNING HIGHWAY	151.8	151.8
EFT33877	31/08/2022	LGISWA	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30/06/21 - 30/06/22	600.97	600.97
EFT33878	31/08/2022	FASTA COURIERS	COURIER SERVICES 02/08/22	37.35	37.35
EFT33879	31/08/2022	DEPT OF MINES, INDUSTRY REGULATION & SAFETY	BSL JULY 2022	4197.64	4197.64
EFT33880	31/08/2022	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	1 X STAFF REGISTRATION FOR MEETING PRACTICE FOR GOOD GOVERNANCE OUTCOMES	578	578
EFT33881	31/08/2022	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESLB 1ST QUARTER CONTRIBUTION 2022/23	445854.41	445854.41
EFT33882	31/08/2022	LIME FLOWERS	FLORAL ARRANGEMENT - M LOPRESTI	120	120
EFT33883	31/08/2022	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES CHSP AUGUST 22	250.3	250.3
EFT33884	31/08/2022	CR. CLIFF COLLINSON	SITTING FEES & ICT ALLOWANCE AUGUST 22	1609.17	1609.17
EFT33885	31/08/2022	HAYS SPECIALIST RECRUITMENT	LABOUR HIRE CHSP CONTRACT STAFF W/E 21/08/22	526.98	
			LABOUR HIRE CHSP CONTRACT STAFF W/E 28/08/22	263.49	790.47
EFT33886	31/08/2022	ASSA ABLOY ENTRANCE SYSTEMS AUSTRALIA PTY LTD	TOWN HALL - AUTOMATIC DOOR QUARTERLY MAINTENANCE - 2022/23 - 30/06/22	411.83	411.83
EFT33887	31/08/2022	CR. DEAN NARDI	SITTING FEES & ICT ALLOWANCE AUGUST 22	1609.17	1609.17
EFT33888	31/08/2022	SEEK LIMITED	SEEK PLUG IN FOR ELMO PLATFORM - ONE OFF FEE	2530	
			SEEK JOB ADVERTISEMENT AND STANDOUT FEATURE	434.5	2964.5
EFT33889	31/08/2022	FOCUS NETWORKS	CABLES	121	
			4 X DOCKING STATIONS AND ADAPTERS	1430	
			NEW TOEF PASSPHRASE POLICY QU 6320G	748	
			MIGRATE ALL TEF PRINT QUEUES TO TEFFRMAAPP1	1518	
			RFT04-2021/22 CONTRACT FOR MANAGED ICT SERVICES - MANAGED PROACTIVE SERVICE (IT SUPPORT) - EXTRA SUPPORT NOT INCLUDED IN AGREEMENT - AUGUST 22	95.48	3912.48
EFT33890	31/08/2022	ACCESSIBLE TRANSIT SPECIALISTS	REPAIR SLIDING STEP TARAGO	960	960
EFT33891	31/08/2022	TOWN OF EAST FREMANTLE	PAYMENT OF LICENCE FEE IN LIEU OF RATES PAYMENT - RATES ASSESSMENT #A44960	4495.4	4495.4
EFT33892	31/08/2022	ENVIRO SWEEP	STREET SWEEPING - RFQ12-2020/21 - AUGUST 2022	4908.2	4908.2
EFT33893	31/08/2022	THE TURBAN INDIAN RESTURANT	CATERING - WORKS MEETING 23/08/22	243.9	243.9
EFT33894	31/08/2022	SNAP PRINTING	BETTER BINS PLUS - BIN STICKERS RICHMOND PRIMARY	418.1	418.1
EFT33895	31/08/2022	ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE AUGUST 22	1609.17	1609.17
EFT33896	31/08/2022	CR. ANDREW WHITE	SITTING FEES & ICT ALLOWANCE AUGUST 22	1609.17	1609.17
EFT33897	31/08/2022	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	2022-23 MONTHLY CHARGES FOR PARKING MACHINES INCLUDING LICENCE & COMMUNNICATION COSTS, COMPREHENSIVE MAINTENANCE AND PARTS - JULY 22	168.17	168.17
EFT33898	31/08/2022	REPEAT PLASTICS (WA)	BOLLARDS FOR PARKING LAYOUT CHANGE	2550.94	2550.94
EFT33899	31/08/2022	CR. TONY NATALE	SITTING FEES, ICT ALLOWANCE & DEPUTY MAYORAL ALLOWANCE AUGUST 22	2204.17	2204.17
EFT33900	31/08/2022	LIXIO (READY TRACK PTY LTD)	GPS VEHICLE TRACKING - AUGUST 2022	145.2	145.2
EFT33901	31/08/2022	CONTRA-FLOW PTY LTD	TRAFFIC MANAGEMENT FOR DRAINAGE PIPE JETTING	516.07	516.07
EFT33902	31/08/2022	PTC IRRIGATION	REMOVE AND INSPECT BORE PUMP AT GOURLEY PARK	1897.5	
			SUPPLY AND INSTALL NEW BORE PUMP AT GOURLEY PARK	4818	6715.5
EFT33903	31/08/2022	THE FRUIT BOX GROUP	FRUIT BOX DELIVERY TOWN HALL AND DEPOT - AUGUST 22	225.6	225.6
EFT33904	31/08/2022	ELMO SOFTWARE LTD	ANNUAL LICENSE ELMO EVOLVE - PERFORMANCE APPRAISAL MODULE - 11/06/22 - 10/06/23	1980	1980
EFT33905	31/08/2022	PLANNING INSTITUTE OF AUSTRALIA	1 X STAFF REGISTRATION FOR PIA CONFERENCE 16/09/22	590	
			1 X STAFF REGISTRATION FOR STUDY TOUR ONLY - PIA CONFERENCE 15/09/22	70	660
EFT33906	31/08/2022	CR KERRY DONOVAN	SITTING FEES & ICT ALLOWANCE AUGUST 22	1609.17	1609.17
EFT33907	31/08/2022	ASLAB PTY LTD	MATERIAL TESTING OF MARMION STREET FOR ROADWORKS	2134	2134
EFT33908	31/08/2022	SOUTHERN BINS	BULK BINS - WAUHOP ROAD - AUGUST 2022	1200	1200
EFT33909	31/08/2022	PAPERSCOUT	DESIGN OF BROCHURE - RATES	275	
			EV CHARGER A2 SIGN, INCLUDES DESIGN	709.5	
			FESTIVAL BAG GRAPHIC DESIGN	343.75	1328.25

14 REPORTS – COMMUNITY

Reports start on the next page

14.1 EAST FREMANTLE'S GEORGE STREET FESTIVAL - EXTREME RISK EVENT ENDORSEMENT

Report Reference Number	OCR-1243
Prepared by	Carly Filbey, Community Engagement Officer, and Shelley Cocks, Principal Environmental Health Officer
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting date	Tuesday, 20 September 2022
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. East Fremantle's George Street Festival 2022 Risk Management Plan

PURPOSE

Council is requested to endorse the approval of East Fremantle's George Street Festival 2022

EXECUTIVE SUMMARY

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

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

- Activities / Entertainment
- Alcohol / Food
- Attendance – numbers and audience
- First Aid – requirement in line with Department of Health recommendations
- Impact on neighbours/residents
- Insurance – opportunity to check suitable in place
- Other Agencies – consideration of sponsors
- Parking / Traffic Management, including site plan
- Risk Management, including temporary structures
- Time – with a view to lighting and duration
- Toilets – availability
- Waste – Go2Cup, monitored bin stations and post event audit
- Water – access to water tank and refill stations

East Fremantle's George Street Festival 2022 is classified as an "Extreme" event, due mainly to its venue (including road closures and traffic management), the number of people expected (over 10,000) and the presence of food / alcohol, therefore Council's approval is required.

BACKGROUND

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

The Town has established an Event Classification Risk Tool. Any event with a risk score greater than 30 requires Council approval. The assessed score for the George Street East Fremantle Festival is 70 as per the attached event classification.

CONSULTATION

Executive Team, Local Businesses, Community Groups and Sporting Clubs

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

The endorsement of the approval of this event as part of the event notification process has no financial implication for Council. The total budget for this event is \$142,898, this is inclusive of budgeted grants and stallholder fees of \$42,000. Successful grants so far include DBCA \$10,000 ex GST and Fremantle Ports \$7,000 inclusive GST.

STRATEGIC IMPLICATIONS

“Town of East Fremantle Strategic Community Plan 2020-2030”

Strategic Priority 1 – A socially connected, inclusive and safe community

1.3 Strong community connection within a safe and vibrant lifestyle

1.3.1 Partner and educate to build a strong sense of community safety.

1.3.2 Facilitate opportunities to develop community connections through events and celebrations

1.3.3 Facilitate community group capacity building.

Strategic Priority 2 - Economic - Sustainable, “locally” focused and easy to do business with.

2.2 Continue to develop and revitalise local business activity centres

2.2.1 Facilitate local small business access through planning and activation to support community and business growth.

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

5.1 Strengthen organisational accountability and transparency

5.1.1 Strengthen governance, risk management and compliance

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

5.1.3 Improve the efficiency and effectiveness of services

RISK IMPLICATIONS

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
In accordance with the	Possible (3)	Major (4)	High (10-16)	REPUTATIONAL Substantiated, public embarrassment, moderate	Treat through the attached Risk

attached Risk Assessment				impact, moderate news profile	Management Plan.
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Risk Matrix

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

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

Risk Rating

Risk Rating	12
Does this item need to be added to the Town’s Risk Register	No
Is a Risk Treatment Plan Required	Yes

SITE INSPECTION

Multiple site inspections have been conducted by Community Engagement Officer, Principle Environmental Health Officer, Waste and Sustainability Officer, Operations Department and Stallholder Coordinator.

COMMENT

The Town’s Administration has undertaken their due diligence and seeks Council endorsement of this public event, East Fremantle’s George Street Festival 2022.

CONCLUSION

That Council endorse the East Fremantle’s George Street Festival 2022.

14.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

<p>Council Resolution Choose an item.</p> <p>OFFICER RECOMMENDATION:</p> <p>That Council endorses East Fremantle’s George Street Festival 2022 risk assessment and associated risk management and response plan.</p>

REPORT ATTACHMENTS

Attachments start on the next page

East Fremantle's George Street Festival 2022

RISK MANAGEMENT AND RESPONSE PLAN



1. CONTEXT

East Fremantle's George Street Festival will be held on Sunday 4 December from 11am to 6pm. This community event will be coordinated by the Town of East Fremantle. The event will be located on George Street, East Fremantle. Up to 10,000 people – predominantly families – are expected to attend.

2. SETTING

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

3. KEY STAKEHOLDERS

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

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

4. RESPONSE

- 4.1 **Coordination:** an emergency response at East Fremantle's George Street Festival will be coordinated by the Event Organiser, who will be assisted as required by other agencies.
- 4.2 **Egress Points:** in case of an evacuation visitors will be directed, by the Event Organiser, Security Staff and nominated volunteers, to the egress points highlighted on the attached map – Appendix 1.
- 4.3 **Response Team**
 - 4.3.1 The Event Organiser is responsible for initiating a response. Duties include contacting and liaising with the local Police. The public will be advised via the public address system located at the Main Stage.

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

5. COMMUNICATIONS

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

6. THE RISKS

6.1 Primary Objective

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

6.2 Risk Matrix

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

6.3 Identified Risks and Hazards

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

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

Toilets (inadequate)	2	2	4	Sufficient toilets will be available for the expected number.	Event Organiser to contact toilet supplier if required.
Vehicle Accident (on site)	1	3	3	Parking attendants and appropriate signage will be in place, along with traffic management on the roadway.	Upon advice, Event Organiser to organise for area to be cordoned if appropriate and call 000
Change in Directions	3	4	12	Comply with updated directions	Follow the updated directions from DOH and WAPOL

All risks have been assessed by the Event Organiser and deemed acceptable, as they are determined to be low or negligible.
 Risks are assessed prior to the event, monitored during the event and reviewed following the event.

6. APPENDICES

- 6.1 Appendix 1 – Egress Points
- 6.2 Appendix 2 – Emergency, and other, Contacts
- 6.3 Appendix 3 – Event Classification
- 6.4 Appendix 4 – Crowded Place Self-Assessment
- 6.5 Appendix 5 – Medical Risk Factor Rating
- 6.6 Traffic Management Plan – **awaiting Contraflow**

Appendix 1 – Egress Points



Appendix 2 – Emergency Contacts

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

East Fremantle's George Street Festival Contact List	
Event Organiser, Town of East Fremantle	0403 458 433
Ambulance (<i>St John on site</i>)	000
Doctor (<i>91 Hampton Rd, Fremantle: Sun 12-4pm</i>)	9239 0200
Hospital (<i>11 Robin Warren Dve, Murdoch</i>)	6152 2222
Police (<i>88 High St, Fremantle</i>)	9430 1222
Town Ranger (<i>on site</i>)	0418 947 312
Town PEHO (<i>on call</i>)	0427 004 152
Town Operations (<i>on call</i>)	0400 082 291
Electrician Kool Line (<i>on site then on call</i>)	0409 102 600
Plumber Youngs (<i>on call</i>)	0413 868 888
Contractors	
Corporate Security (<i>security</i>)	0421 771 578
Contraflow (<i>traffic</i>)	0405 700 385
Marquee Magic (<i>major infrastructure</i>)	0413 435 500
Cockburn Party Hire (<i>major infrastructure</i>)	9418 8418
Picnic Tables Hire (<i>major infrastructure</i>)	0406 448 286
Stallholders / Entertainers	<i>Refer to separate list</i>

Appendix 3 – Event Classification

Town of East Fremantle Event Classification			
Town of East Fremantle Event Classification	GEORGE STREET FESTIVAL		
Event:	East Fremantle's George Street Festival		
Date:	4 December 2022 11am to 6pm		
Venue:	George Street		
Contact:	Carly Filbey		
Email:	cfilbey@eastfremantle.wa.gov.au		
ITEM	RISK FACTORS	WEIGHT	REG
Activities	Stalls (115) + Interactive (Crafts, light exercise)	3	PEHO
Alcohol	Bar Sales - extended permits required	3	PEHO
Attendance	10,000	5	PEHO
Duration	Over 6 hours	2	PEHO
Electrical	Various items / cables + generator/s (as per site plan) Electrical contractor .	5	PEHO
Entertainment	Interactive, including band/s	2	PEHO
Fees	Not applicable	0	
First Aid	Check requirement via Medical Risk Calculator - St Johns Ambulance	Medium	ComEng
Food	Stalls / vans: certification required (as per PEHO)	3	PEHO
Notification	Business / Groups, general information (via emails)	0	Comeng
Notification	Provide written advice to affected residents (21 days)	0	ComEng
Notification	Newspaper advertisements (3) The West Australian	0	ComEng
Notification	Temporary signage (21 days)	2	ComEng
Insurance	At least \$10M PLI for Organiser -ToEF 100 M expires 30/6/23, Stall holders and Suppliers # Carly	*****	ComEng
Lighting	Good - Daylight	0	PEHO
Noise	Refer to impact	1	PEHO
Parking	Possible issue (needs Parking Plan)	1	OPS
Patrons	Children / Adults (family)	0	
Risk Management	Moderate / High / Extreme require a Plan	REF #	PEHO
Security	Will be provided	CONF	ComEng
Shelter	Adequate available on site	0	ComEng
Signage	Refer to guidelines	0	REG
Site Plan	Will be provided	REF #	ComEng
Temp. Structures	Large marquees / minor staging (with certification)	3	PEHO
Time	Between 6am and midnight	1	
Toilets	Will be hired as per guidelines	CONF	PEHO
Traffic M'ment	Road Closure Approved - APPLICATION WITH OPERATIONS	5	OPS
Venue Type	Public place, road closures required REFER OPS	5	RNGR
Waste (bins)	Will be provided Go2cup. Toef bins 10 Fogo sets	NOTE	OPS

Water	Adequate potable water. Tanker on a trailer to refill containers	NOTE	ComEng
Other Agencies	WA Police	REF #	Comeng
Event Calendar Link	https://www.eastfremantle.wa.gov.au/enjoy-east-fremantle/what-s-on/east-fremantles-george-street-festival.aspx	***	
Other Agencies	Dept of Transport	REF #	
Other Agencies	Marine & Coastal (DoT)	REF #	
Other Agencies	Neighbour LGAs	REF #	
Other Agencies	Swan River Trust (Form 7 Permit application)	REF #	
Other Agencies	WA Police	REF #	
Other Agencies	Working with Children	REF #	
Other Agencies	Swan / East Fremantle Yacht Clubs (access)	REF #	
Other Agencies	East Fremantle School	REF #	
Event Calendar Link		(insert)	
		TOTAL:	<u>70</u>

Appendix 4 – Crowded Place Self-Assessment

CROWDED PLACES SELF ASSESSMENT			
George Street Festival - Sunday 4 December 2022			
Category	Score		Event
The location is symbolic – historical, iconic, religious, cultural or political	1 - not at all symbolic	7 - extremely symbolic	4
The location attracts a large number of people at any one time	1 - not at all large	7 - extremely large	4
People gather at the location on a predictable basis	1 - not at all predictable	7 - extremely predictable	4
The density of people at the location is high	1 - very low density	7 - extremely high	5
The location has significant social importance for the nation, state or territory	1 - very low social importance	5 - extremely high social importance	3
If the location was interrupted in its function it would have a significant economic impact upon the nation, state or territory	1 - very low economic impact	5 - extremely high social importance	2
According to a potential attacker, the protective security at the location (people, physical, or technical) would be able to detect, control, delay or stop their access	1 - always	5 - never	2
An offender would be able to enter, attack the location and leave without detection	1 - not at all likely	5 - extremely likely	1
An offender undertaking planning for an attack could easily access information about the location - online or elsewhere	1 - not at all easy	5 - extremely easy	3
Score			28

Appendix 5 – Medical Risk Factor Rating

MEDICAL RISK FACTOR RATING			
Category	Grouping	Score	Event
Event Description	Cat 1 - e.g. Classic Music / Children's concert / Youth camp	1	2
	Cat 2 - e.g. Family events & shows / local sporting events	2	
	Cat 3 – e.g. Festivals/ Major sporting event	4	
	Cat 4 – e.g. Rock Concert / Extreme Sporting events	8	
Number of people	<2000	1	4
	2001-5000	2	
	5001-10,000	4	
	10,001 - 50,000	8	
	50,001 - 100,000	16	
	>100,000	32	
Type of people	Families	1	1
	Fan clubs / support groups	2	
	International stars / competitors / visitors	3	
	VIPs	4	
Age Group	30 to 65 inc family	1	10
	>65 / 0 - 12	2	
	12 to 16	3	
	16 to 30	4	
Event location	Outside - open area	1	1
	Outside - confined area	2	
	Inside - space	3	
	Inside - crowded	4	
Available Health Resources	Tertiary Hospitals	1	1
	Regional / General hospitals	2	
	Integrated district health services	3	
	Small hospital	4	
	Multi purpose centre	5	
Distance to Local Health Resources	< 10 kms	1	2
	10 - 50 kms	2	
	50 - 100 kms	4	
	> 100 kms	8	
Time to Tertiary Health Resources	< 30min	1	2
	31 – 60 mins	2	
	61 - 90 mins	4	
	91 – 120 mins	8	
	121 - 152 mins	16	
	> 153 mins	32	
Duration of event	<1 hour	1	3
	2 - 4 hours	2	
	4 – 8 hours	3	
	8 - 12 hours	4	
	12 – 24 hours	5	
Alcohol	None	1	2
	Restricted	2	
	Readily available	4	

	No controls	8	
Probability of drugs	None	1	1
	Possible	2	
	Probable	4	
Time of event	Morning	1	4
	Afternoon	2	
	Evening	3	
	All day	4	
Date of event	Spring / Autumn	1	2
	Summer / Winter	2	
THIS EVENT (Min - 13 / Max - 120)			35

Risk Categories

Low	<13
Medium	14 to 49
High	50 to 85
Extreme	86 +

14.2 TENNIS CLUB GRANT APPLICATION

Report Reference Number	OCR-1290
Prepared by	Carly Filbey, Community Engagement Officer
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting date	Tuesday, 20 September 2022
Voting requirements	Simple Majority
Documents tabled	1. Business Case

Attachments

1. East Fremantle Tennis Club 2023/24 CNLP Application Form
2. Floodlight design and lighting plan

PURPOSE

For Council to consider the Community Sports and Recreation Facilities Fund (CSRFF) Club Night Lights Grant application prepared by the East Fremantle Tennis Club.

EXECUTIVE SUMMARY

Club Night Lights Funding for the 2023-2024 financial year, through the Department of Local Government, Sport and Cultural Industries (DLGSCI) is currently open for sporting clubs. Part of the application procedure is for all submissions to be assessed by the Local Government Authority (LGA) and ranked in order of priority. The applications are then forwarded to DLGSCI for their consideration.

The deadline for this application round is to be received by DLGSCI is 30 September 2022. There is no financial contribution requested from Council, the Tennis Club will be contributing 2/3 if successful with securing the grant from CSRFF for 1/3.

BACKGROUND

DLGSCI recently released the new Club Night Lights Program (CNLP) for the 2022/2023 financial year. The purpose of the program is to provide financial assistance to community groups, sporting clubs and local governments to develop sports floodlighting infrastructure. The funding works on a 1/3 basis contribution from the DLGSCI, LGA and club contributing even portions.

The Town of East Fremantle requested expressions of interest from local sporting clubs when the CNLP 2023/24 Grant Round opened on 8 June 2022.

The East Fremantle Tennis Club have indicated that their proposed application will be to install LED lights on the western hard courts. A project which was started 12 years ago.

The Tennis Club was successful in securing a CSRFF small grant for \$48,670 to upgrade the eastern hard court lights to LED, which Council is contributing 1/3 for \$16,233 plus GST in 2022/23.

CONSULTATION

- East Fremantle Tennis Club
- Department of Sport & Recreation
- Executive Management Team

- Council Concept Forum presentation

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no financial contribution requested from Council, the East Fremantle Tennis Club will be contributing 2/3 if successful with securing the grant from CSRFF for 1/3.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2020-2030

Strategic Priority 1 – Social – A socially connected, inclusive and safe community

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

1.1.1 Facilitate or partner to ensure a range of quality services are provided at a local level.

1.2 Inviting open spaces, meeting places and recreational facilities

1.2.1 Provision of adequate facilities to support healthy and active lifestyles.

RISK IMPLICATIONS

Risks

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

Risk Matrix

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

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

Risk Rating

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

SITE INSPECTION

Refer to tabled document 2

COMMENT

The LGA is required to rank the priority of all applications received and also rate them against the following criteria:

- A. Well planned and needed by municipality
- B. Well planned and needed by applicant
- C. Needed by municipality, more planning required
- D. Needed by applicant, more planning required
- E. Idea has merit, more planning work needed
- F. Not recommended

Club Night Lights Grant Application – Town of East Fremantle, Floodlight installation at the East Fremantle Tennis Club (refer to Assessment, Tabled Document 1; Section B, page 14)

- Ranking: 1 of 1
- Rating: B

CONCLUSION

The East Fremantle Tennis Club have a well-planned application including a business case, financial forecasting and letters of support.

14.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council endorses the Club Night Lights Grant application for the East Fremantle Lawn Tennis Club to the Department of Local Government, Sport and Cultural Industries as Ranking 1 of 1 Rating B.

REPORT ATTACHMENTS

Attachments start on the next page



Government of Western Australia
Department of **Local Government, Sport
and Cultural Industries**

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

Club Night Lights Program Grant Application Form

Year 2023/24 – 2025/26 Triennium

This application form can only be used for applications to be submitted in the 2023/24 funding round. No other forms will be accepted.

You **MUST** discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications **MUST** be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DLGSC Contact: Mark Toomath

Date: 15/7/2022

Office: Perth

TYPE OF GRANT:
 ANNUAL GRANT \$2,500 – \$166,666 (Up to \$250,000 with development bonus)
The total project cost (GST exclusive) is between \$5,000 and \$500,000.

 FORWARD PLANNING GRANT \$166,667–\$1 million
The total project cost (GST exclusive) exceeds \$500,000.

Year of Claim (Applicable to forward planning grants only):

Please indicate the year that you would prefer to claim a grant, taking into account the CNLP Acquittal Requirements. Only indicate first preference for funding in 2023/24 if all planning is finalised and the project will be completed before 1 June 2024.

 2023/24

 2024/25

 2025/26

Would the project proceed if funding was allocated in a later year? Yes No
If yes, how would the project be impacted (e.g. – delayed etc)?

The project would need to be delayed, which will delay the benefits. Members may become dissatisfied with the inability to play tennis in the evenings and choose to quit the sport.

How would the resulting cost escalation be funded?

Additional membership and fundraising activities would hopefully enable EFLTC to cover the cost escalation. The club may need to seek additional sources of funding, such as fundraising.

Applicant's Details:

Organisation Name:	East Fremantle Lawn Tennis Club Inc				
Postal Address:	37 Bristol Avenue				
Suburb:	Bicton	State:	WA	Postcode:	6157
Street Address:	1 Jerrat Drive				
Suburb:	East Fremantle	State:	WA	Postcode:	6158

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Sheila Cooksey	Title:	Dr <input type="checkbox"/> Mr X Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Honourary Treasurer		
Business Phone:	0423 000 857	Facsimile:	N/A
Mobile Phone:	0423 000 857	Email:	accounts@eastfretennisclub.org.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 55143008013	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0490006C *	
Bank details:	Bank: Commonwealth	BSB: 066121	A/c: 00907204

Local Government Authority Details:

LGA:	Town of East Fremantle		
Contact:	Carly Filbey	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Community Engagement Officer		
Business Phone:	08 9339 9339	Facsimile:	
Mobile Phone:	N/A	Email:	cfilbey@eastfremantle.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific):			
East Fremantle Lawn Tennis Club – Hardcourt Lighting Installation Project			
Project Description:			
This project will install all new LED lighting and poles to the 5 western hardcourts at the East Fremantle Lawn Tennis Club. The electrical distribution will also be upgraded to enable these additional lights. Please see attached Project Plan, section 1.3 Project Description and its Attachment B (Floodlight design and lighting plan) and Attachment C (Power Upgrade).			
Current lux level: N/A			
Proposed lux level: 350			
Relevant Australian Standard: 350			
Project location:	1 Jerrat Drive, East Fremantle WA 6158		
Land ownership:	Who owns the land on which your facility will be located? Town of East Fremantle Lease Expiry (if applicable): 2037 See attached Lease agreement to the Project Plan – Attachment F Lease Agreement.		
Planning approvals	DBCA required. EFLTC spoke to Suzanna Chan at DBCA on 5/4/2022. Approval will be applied for once funding is secured.		
Where applicable, has planning permission been granted? (LGA)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		___/___/___
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		___/___/___
Will be applied for when approval finalised from Town of East Fremantle. See above information re: discussions.			
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		___/___/___
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		___/___/___
What discussions have been held with adjoining local authorities?			

The Town of East Fremantle supported EFLTC's grant application for the lighting upgrade of the eastern court in the 31 March 2022 CNLP round. During that application process EFLTC had many discussions with the Town, including a personal presentation to their Forum meeting on 8 March 2022. The club also did an informal "Successes and Challenges" presentation to the Community Liaison Officer and another Principal Environmental Health Officer when they attended the club in January 2022.

During these presentations EFLTC informed the Council of their intention to apply for a further grant in the 30 Sept 2022 CNLP round for the installation of lights on the 5 western hardcourts. EFLTC planned to ask the Town to support the grant application. In relation to this, Carly Filbey, Community Engagement Officer, wrote a Discussion Paper which was presented to the Council Forum on Tuesday 12 July. EFLTC provided Carly with extensive information, including the club's new Business Plan. Unfortunately, EFLTC received this reply on 14th July: "Given Council's current financial commitments for the next two years, consideration of the EFLTC grant application proposal will be deferred to the 2024/25 financial year. The Town's future budgets (next two years) are fully committed, therefore the earliest we could consider the funding request would be in 2024/25 FY."

EFLTC's Capital Projects subcommittee then met and reviewed all finances, deciding that the club had the financial capacity to fund 2/3 of the cost of the lights' installation. The Town of East Fremantle has agreed that the project is needed and are fully supportive of this application, however are unable to contribute any funds to the project unless the project is delayed for a number of years.

Approximate distance from proposed project to nearest adjoining council boundary: < 1 km

Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)? Yes No

If so, are you seeking funding from them? Yes No

Contact:

How will your project increase physical activity?

It will do so by meeting the unmet demand for lit tennis courts in the area – therefore enabling more playing and coaching time. EFLTC has many competing demands for the existing courts at night and they are booked out well in advance, as further explored in the attached Project Plan. This project will create 5 additional lit courts resulting in an additional 91.5 hours of playing time (see Project Plan section 1.4 Project Benefit)

See Attached Project Plan for a more detailed answer to this question, including a complete Needs Assessment in Section 1.2 and Project Benefits in Section 1.4. In summary, the benefits of this project related to increasing physical activity include:

- Increase participation in physical activity of existing members by enabling additional hours of tennis to be played in the evenings after work
- Increased availability for players to participate in evening coaching sessions
- Increased availability for members to participate in evening social tennis
- Increased availability for members to participate in evening pennants competitions
- Increased participation by non-members by increasing the availability of evening court hire
- Attracting and maintaining members who are brought to the club through evening events and court hire
- Increase the lighting ratio to 1:42 (1 lit court for every 42 members), which is more closely in line with the current state standards.
- Ease the conflict between the number of courts available for coaching, pennants, social tennis and non-member court hire

Do you share your facility with other groups? Yes No If so, who:

The tennis courts are used by club members, junior and senior coaching groups (including Cardio Tennis sessions), pennants groups and members of the general public. The hall located at the facility is regularly hired out during the week for use by martial arts, tai chi, yoga, pilates and other dance groups. EFLTC currently hires regularly to 11 different groups. It is also regularly hired on the weekends for weddings and other special events.

List up to three sport and recreation activities which will **directly benefit** from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Tennis Coaching at night	24%	16.5
Night members' social tennis	35%	23.5
Night members' pennants competition	28%	19

Activity/sport **capitated membership** numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; **Social membership numbers not applicable**.

Note: if membership is not applicable, ie recreation facility or aquatic centre, please enter the number of users of the facility with evidence of how you arrived at the figure.

2019/20	188	2020/21	258	2021/22	318
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Note: Currently the Club has a total of 383 members. We held a drive to encourage social members at our Free Friday community tennis nights which attracted a lot of new people. Several social members have converted to active playing membership.

Membership Count Summary 30th June 2022				
	Female	Male	Grand Total	
1 Senior	137	167	304	
2 Junior	24	40	64	
Grand Total	161	207	368	
Less Social members			50	
Grand Total			318	

Membership Count Summary 30 April 2021				
	Female	Male	Grand Total	
1 Senior	70	112	182	
2 Junior	38	45	83	
Total	108	157	265	
Less Social members			7	
Grand Total			258	

Membership Count Summary 30th April 2020				
	Female	Male	Grand Total	
1 Senior	62	82	144	
2 Junior	22	37	59	
Grand Total	84	119	203	
Less Social members			15	
Grand Total			188	

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the departments website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?			
Tennis West			
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

Contact Name: Megan Allen/Erin Stinton	Date of contact: 11/7/2022, 12/7/2022, 17/8/2022
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PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 24 must be completed for all applications. Forward Planning grant applications must complete all the questions in detail. Annual grant applications must provide responses where appropriate and relative to the project.

Attach your responses (in numerical order) to the application form. If you believe that you have a valid reason for answering in the negative to a question please detail that reason.

Ensure that you have addressed the Key Principles of Facility Provision as they apply to your project. Questions 1 to 24 below relate directly to these principles.

You are expected to provide detail on the planning, management and financial viability of your project. Where research findings are used to justify a project a range of research techniques should be evident in the methodology used. When using comparative analysis local conditions must be considered.

All assumptions must be clearly stated. Please do not solely refer to attachments in the answers below – please summarise the content in the section provided.

1.	<p>When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000).</p> <p>EFLTC has been investigating the need for more and better lighting at the club since 2010 (demand has been unmet for at least the last 12 years). The 5 western hardcourts were resurfaced, with all new fences erected in 2012. At this time, footings for lights were put in place too, however the cost of adding lighting was prohibitive at the time. See attached Business Plan, section 1.2 for the needs assessment summary.</p>
	<p>How has the need for your project been identified and assessed?</p> <p>See attached Project Plan, section 1.1 Background and 1.2 Project Needs Assessment.</p> <p>The need has existed for at least the past 12 years and is centred around:</p> <ul style="list-style-type: none"> • Catering for the growing membership numbers at EFLTC • Easing the conflict between the number of courts available for coaching, pennants, social tennis and non-member court hire • Allowing for an increased number of night pennants teams • Increasing the availability of community night court hire opportunities and resultant club income <p>Letters of support also evidence the need and are attached to the Project Plan.</p>
	<p>Is the need or a part of the need that you have identified already being catered for?</p> <p>No. Stage 1 of the lighting plan, to improve the lighting quality and efficiency on the 4 eastern courts, is due to be completed in September 2022. This upgrade will bring the lux level on those courts from 183 average to a 350 average, which is the minimum lux level required for outdoor club competition and commercial tennis according to Tennis Australia. This will enable A-level tennis to be played at the EFLTC at night. Additionally, given EFLTC hire courts to the public, this upgrade will ensure the club is not placing itself at risk of insurance claims as a result of having lighting that does not meet the minimum standard.</p> <p>However, it does not meet the demand of the growing membership base at EFLTC. It will not increase the tennis court lighting ratio at the club, which is 1:96 (1 lit court for every 96 members). Tennis West advise that the WA lighting standard is 1:30.</p>
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications).</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
	<p>If not, how have you assessed the feasibility of your project?</p> <p>A formal feasibility study has not been completed. However, an assessment of the feasibility study has been completed in the form of the attached Project Plan. This document demonstrates the need for, feasibility and sustainability of the project. See particularly section 1.2 Project Needs Assessment and section 5 Sustainability.</p>

3.	<p>What alternatives were considered and why were they rejected? (This should include a 'do nothing' option)</p> <p>See attached Project Plan, section 2 Options Assessment.</p> <p>Did you consider sharing with another group? (Please detail).</p> <p>No. The tennis court lighting will be used exclusively by club members and members of the general public for playing tennis. However, the clubhouse is used by a number of other groups, as detailed in the attached Project Plan.</p> <p>Did you consider the whole of life cost when assessing the viability of these options to ensure that the preferred project was both affordable and cost-effective? (Please detail).</p> <p>Yes – see attached Project Plan section 5 Sustainability.</p>
4.	<p>How does your project fit into your:</p> <ul style="list-style-type: none"> ● Club's strategic plan or development plan? ● State Sporting Association's strategic or development plan? ● Local authority's strategic or development plan? <p>See attached Project Plan, section 4 Strategic Alignment.</p>
5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area?</p> <p>This project will further activate EFLTC, by enabling increasing levels of tennis to be played at night. It will not negatively impact other facilities and services in the area. The Melville Tennis Club, 3kms away, only have 5 courts under lights. EFLTC have been told that all tennis clubs in the area are difficult to book in the evenings so this project will help to meet demand, not take away from other clubs.</p>
6.	<p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If so, does it service more than one LGA?</p> <p>The tennis courts are used by club members, junior and senior coaching groups (including Cardio Tennis sessions), pennants groups and members of the general public. The hall located at the facility is regularly hired out during the week for use by martial arts, tai chi, yoga, pilates and other dance groups. EFLTC currently hire regularly to 11 different groups. It is also regularly hired on the weekends for weddings and other special events.</p> <p>EFLTC is owned by the Town of East Fremantle. The City of Melville border is very close to the club, however Melville has its own tennis courts about 3kms away.</p>
	<p>Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).</p> <p>Please see attached Project Plan – section 1.3 Project Description for locality and site maps.</p>
7.	<p>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</p> <p>This project has been discussed at General Meetings of the Board and Board members have had direct consultation with EFLTC club members and other stakeholders, including:</p> <ul style="list-style-type: none"> - The Town of East Fremantle - DLGSC - Tennis West - Tennis Factory <p>See Attachment A to the Project Plan - Letters of Support</p>
	<p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p>

MANAGEMENT

8.	Have you developed a management plan for your facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Please attach a copy with this application. See Attached Business Plan
	If not, please explain how you plan to address management issues i.e. attracting new members, maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs? An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.	See also attached Project Plan.
9.	How have you catered for management needs in your design (if required)?	N/A
10	Was an experienced facility manager, builder or technical expert involved in planning the design of your project? Please outline their experience.	Yes, EFLTC engaged Engineering Consultant, Arnold Hoehn of BEST Consultants to plan the lighting design and power upgrade (see attached Project Plan and attachments B and C). Arnold has over 30 years' experience in the electrical services industry. Quotes were also obtained from qualified professionals to complete the works. BEST Consultants completed a review of the quotations and assessed the best value for money – see attached Best Consultant's Advice Letter.
11	If you propose to share a facility, have other groups been asked what features they need?	List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed. EFLTC have discussed the project with all user groups including club members, junior and senior coaching groups, pennants groups and members of the general public. All are in favour of this project.
12	Have you considered:	
	• access for low income earners	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	• access for people with a disability	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• access for seniors	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Please attach a copy of the fee structure. This project will not change the design or management of the facility and will simply extend its useability and the numbers of people using it. As such, a number of these considerations were not applicable to this project. The facility is already suitable for use by people with a disability and was designed to that effect. The club already has a number of membership options, offering discounted rates for certain demographics and dependent on each member's usage of the club. Membership cost for clubs is governed by each club but community members can hire the tennis courts for a one-off fee if they are unable to afford club membership. However, currently the public has very limited access to the courts on Monday-Thursday evenings (especially during school term dates). This project will enable more casual/short-term use of the facilities, thereby making it more accessible for low-income earners (who may be unable to afford membership fees) to play tennis. The cost of hiring the tennis courts for a casual game will be affordable to encourage use. See attached Fee Structure document.	

DESIGN

Grant applications are required to provide a **locality map, site map** and **lighting plans**. Plans are to be submitted in **A3 digital format**.

13	<p>Have you written a design brief for your project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please respond to the following points:</p> <p>Describe the process used to obtain an estimate of construction cost.</p> <p>EFLTC obtained 2 quotes for the floodlighting upgrade and 2 quotes for the electrical upgrade. In order to ensure the best quality lights and value for money, the EFLTC engaged Engineering Consultant, Arnold Hoehn of Best Consultants to review the quotes obtained for the work and present a recommendation based on value for money and technical merit.</p> <p>As a result Stiles was chosen to complete both pieces of work. In addition, Stiles was previously selected to complete the current lighting upgrade to the eastern courts and has been a professional and competent subcontractor.</p> <p>Arnold will continue to be engaged in the implementation of this project and he will liaise with the selected contractors and Western Power on behalf of EFLTC.</p> <p>An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.</p>
14	<p>What design features will allow your facility to meet changing needs over time?</p> <p>The lights are being installed to meet the Australian recommended standards to ensure they will meet the needs over time.</p> <p>Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how?</p>
15	<p>How have you determined the most appropriate technical specification?</p> <p>The technical specifications for the tennis courts have been aligned to those recommended by Tennis Australia on their Outdoor Court Lighting Information Sheet, available on their website. Lighting will be installed to cover the 5 western hardcourts and will be in line with the Australian Standards and Tennis Australia guidelines for Club Competition.</p> <p>Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please refer to DLGSC's Asset Management Guide on the website for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding.</p>
16	<p>What energy efficient products or design considerations will be included in your facility or project? It is expected that the lighting will be LED as standard.</p> <p>Lights will be LED. EFLTC has already installed solar panels as part of its efficiency/sustainability.</p>
17	<p>Have you determined whether there is a need to upgrade your power supply? If so, is this allowed for in your application?</p> <p>Yes. Electrical quotes have been obtained and the upgrade is a part of this application. The electrical distribution design is based on the point of connection to Western Power being at the western boundary transformer rather than the existing eastern transformer at Petra Street because the Petra St transformer is being utilized at its maximum capacity. Please see Project Plan and Attachment C.</p>

FINANCIAL VIABILITY

It is understood that some facilities will operate at a loss. It is not necessary to suggest that all facilities will break even or make a profit. The intent of this assessment is to be sure that applicants have a realistic understanding of the impact of their project on the operational budget, membership costs or entry fees and an appreciation of the funding requirements over the life of the facility.

18	<p>Have you applied a Life Cycle Cost Analysis to your project? This is mandatory for projects that have a total project cost over \$500,000. X Yes <input type="checkbox"/> No</p> <p>See attached Project Plan</p>
<p>DLGSC's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.</p>	
19	<p>Is your organisation able to meet the ongoing operating costs of your project? (e.g. wages, power) X Yes <input type="checkbox"/> No</p>
<p>For Annual Grant applications please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.</p> <p>See attached Income and Expenditure spreadsheet.</p>	
<p>Forward Planning applications are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors.</p> <p>Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.</p> <p>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</p>	
20	<p>Who will be responsible for any operational costs and how will it be funded (include evidence as required)?</p> <p>EFLTC. See Section 5 Sustainability in the Project Plan for details and attached EFLTC Funding Capacity Evidence document.</p>
21	<p><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? X Yes <input type="checkbox"/> No</p>
<p>If yes, how have you determined the required annual contributions? If no, why not?</p> <p>See Project Plan Section 5 Sustainability.</p>	
<p>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</p> <p>See Attachment F Lease Agreement and summary explained in the Project Plan. The Shire is fully supportive of this project.</p>	

	<p><u>WHERE A LGA IS THE APPLICANT</u></p> <p>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>
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PROJECT DELIVERY

22.	<p>Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider these milestones as they will determine the financial years in which any grant will be offered. Please be conservative with the time required to complete the design and approval phase of the project prior to going to tender.</p>
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Task	Date
Preparation of tender/quotes for the major works contract	30-Sep-22
Issuing of tender for major works	10-Oct-22
Attainment of all approvals (DBCA)	01-Apr-23
Signing of major works contract	01-Apr-23
Site works commence (electrical scope)	15-Apr-23
Construction of project starts (above ground lighting scope)	01-Sept-23
Project 50% complete	04-Sept-23
Project completed	20-Sept-23
Project handover and acquittal	13-Oct-23

23	<p>Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.</p> <p>The work for this project can proceed throughout the day on the courts with minimal interruption to club activities. Erection of the light poles will be in the daytime during the week when the courts are not used.</p> <p>The club has 16 grass courts; having one of these courts out of play due to trench across one of them to lay the new electrical mains will have negligible impact on the club. The trench may well be cut between courts and therefore have no impact.</p> <p>All electrical scope will be carried out without the need for a power outage except for an estimated half a day. Work on the main switchboard located in the hall will be carried out at a time when the hall is not in use.</p>
24	<p>How many construction and/or ongoing jobs will your project create? (Only applicable if your project is over \$1 million) N/A</p>

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 7300. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: _____
Position Held: _____
Signature: _____
Date: _____

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut-off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation **MUST** be included with your application. Applicants may wish to supply additional RELEVANT information.

X	Application form (including any attachments).
X	Incorporation Certificate.
X	Two written quotes. Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
X	Locality map and site map , including where the proposed facility is located in relation to other sport and recreation lighting infrastructure.
X	Income and expenditure statements for the current and next financial years. (LGAs exempted).
X	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
X	Itemised project cost for components and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
X	A lighting plan must be supplied showing lux, configuration and sufficient power supply
X	Formal Needs assessment*
X	Management plan*
<input type="checkbox"/>	Feasibility study*
X	Life Cycle Cost Analysis*

***Only essential for requests where the total project cost exceeds \$500,000**

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF or CNLP grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2023/24 CNLP application form.
- The project for which the application is made is specifically excluded from receiving CNLP support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CNLP grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/Remote location <input type="checkbox"/> Growth Local Government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. floodlighting, power upgrade, additional lights to make it 100 lux) rather than materials (electrician, poles, lights, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Power upgrade - Trenching, Conduit & Pits - Access into building - Site main switchboard - Cabling - Removal of existing switchboard - O&M manuals	\$72,651	\$79,916	Stiles Electrical Services (CUSTOMER QUOTATION NO. 6762)
Floodlighting upgrade - Trench, conduit & pits - 6no 15m poles - Structural engineering - LED lighting - Lighting Distribution Board & Cabling - Field cabling and sub-mains - Test & commissioning - O&M manuals - Building permit – Town of East Fremantle	\$192,678	\$211,946	Stiles Electrical Services (CUSTOMER QUOTATION NO. 6663)
Engineering Fee	\$10,000	\$11,000	Best Consulting (Attachment E – Phase 2 and 3 only).
Estimated Construction Costs	\$15,000	\$16,500	Western Power
Fixed Fee – application and design	\$4000	\$4000	Western Power
Application fee	\$500	\$500	Western Power
Donated materials (Cost breakdown must be attached)	N/A		

Volunteer Labour (Cost breakdown must be attached)	N/A		
Sub Total	\$294,829	\$323,862	
Cost escalation	\$29,483	\$32,386	<i>Please explain amount used – Estimated 10% cost escalation</i>
a) Total project expenditure	\$324,312	\$356,249	

- At least **two written quotes** are required for each component.
- Please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government			LGA cash and in-kind		
Applicant cash	\$216,208	\$237,828	Organisation's cash	Y	
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CNLP request (No Development Bonus)	\$108,104	\$118,421	up to 1/3 project cost	N	
or CNLP request (Development Bonus)			Up to ½ project cost		
b) Total project funding	\$324,312	\$356,249	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

EFLTC have agreed to fund any cost overruns, within reason. However, given quotes have been obtained, a 10% contingency has been included, suppliers have been selected, and the request is for 1/3 of the total project cost, it is hoped that this would not be the case.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority:
Name of Applicant:

Note: The applicant’s name cannot be changed once the application is lodged at DLGSC.

Section A

The CNLP principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

Please complete the questions attached. This assessment is an important part of the CNLP process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

<p>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</p>
<p>2. A) <i>If a community group application:</i> Do you believe the project is financially viable, including the applicant’s ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?</p> <p>B) <i>If a council application:</i> Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p>

Signed	Position	Date
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Applications for CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 30 September 2022**. Late applications cannot be accepted in any circumstances.

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KIMBERLEY – Kununurra

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WHEATBELT - Northam

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 Tel: (08) 9690 2400
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WHEATBELT – Narrogin

50 Clayton Road
 Narrogin WA 6312
 PO Box 55
 Northam WA 6401
 Telephone 0429 881 369
wheatbelt@dlgsc.wa.gov.au



BEST Consultants
BUILDING ENGINEERING SERVICES + TECHNOLOGY



EAST FREMANTLE LAWN TENNIS CLUB FLOODLIGHT DESIGN & CONSTRUCT SPECIFICATION



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1. SCOPE OF WORK

1.1 General

The scope of work includes the design, delivery to site, supply, installation, commissioning, and subsequent maintenance for the stipulated period, for all works associated with the floodlighting of the west courts of the East Fremantle Lawn Tennis Club. Tender drawings are diagrammatic and do not necessarily indicate exact location of equipment.

The work shall include, but not be limited to:

- Design, supply and installation of floodlighting.
- Design, supply and installation of floodlighting mounting crossarms.
- Design, supply and installation of poles suitable for existing footings.
- Checking of engineering for re use of existing footings.
- Design, supply and installation of submains cabling.
- Design, supply and installation of subcircuit cabling.
- Design, supply and installation of book a court cabling.
- Testing & commissioning.
- As built drawings and maintenance handbooks.
- Maintenance during the defects period.

The Sports Lighting System will consist of all new light poles, luminaires, electrical connection to the supply and control system. The total number of luminaires and poles required shall be dependent on the lighting equipment chosen to meet the specifications. In order to reduce the operating budget, the lighting system shall be energy efficient and cost effective to operate.

2. POWER SUPPLY

2.1 General

Power supply to the installation is three phase, four wire, 415/240V, 50 Hz. All equipment supplied as part of this Contract shall be suitable for the actual voltage and frequency available by the Supply Authority.

2.2 Load Balancing

The loads and circuits shall balance as evenly as possible over the three phases throughout the installation. Failure to comply with this section will result in the rejection of the electrical installation.

3. FLOODLIGHTING REQUIREMENTS

3.1 General

The design of the floodlighting and luminaire selection shall include the following key objectives:

- The safety and comfort of spectators and competitors
- Lighting quality including uniformity, glare control, colour temperature and rendering
- Minimising obtrusive light spill to neighbouring residential areas

3.2 Floodlighting Reference Documents

The following documents give recommendations for floodlighting pole locations, height and illuminance:

- AS2560 part 2. Section 2.11 Tennis

3.3 Floodlighting Design

Engage a specialist flood lighting supplier and designer to provide the flood lighting system. Supply and install the luminaires, crossarms, poles, bases and control.

Computer modelling of illuminance levels shall be prepared using approved software. Luminaire photometric data used by the program shall be certified by an N.A.T.A. registered laboratory or an internationally recognised photometric testing laboratory.

The luminaire photometry shall be specific to the luminaire used and its optical system.

The specified illuminance shall be maintained values at ground level which include the light loss factor of 0.88.

Computer models of illuminance and other specified data shall be presented in PDF format.

Provide the following calculations.

- Principle playing area lighting horizontal illuminance to AS 2560.
-
- Spill Lighting to AS/NZS 4282.

Provide spill lighting calculations using initial values without light loss factor.

3.4 Lighting Systems Design Report

The Tenderer must prepare a Lighting Systems Design Report and address all the requirements set out in this technical specification document. All required calculations, luminaire data sheets, test reports/certifications shall be provided in the design report when requested by the Superintendent.

3.5 Light Technical Parameters

The design maintained illumination levels for each area are:

SPORT	STANDARD	MATCH LEVEL Lux	UNIFORMITY
TENNIS HARD COURTS (5 COURTS)	AS2560.2.2.11	350 (Club competition standard)	U ₁ = 0.6 U ₂ = 0.4

3.6 Colour rendering

The sports lighting shall provide a minimum colour rendering Ra8 (CRI) of 75.

3.7 Colour Temperature

The sports lighting shall provide a maximum colour temperature (TK) of 5700K

3.8 Lighting Glare

Glare shall be calculated according to the glare rating (GR) in AS2560.2.3. Glare shall be calculated according to the glare rating (GR) in AS2560.2.3. The maximum GR shall be less than 50, details shall be provided.

3.9 Obtrusive Light

The proposed floodlighting design must consider the residential buildings around the sporting fields. The floodlighting luminaires shall have good optical control to limit the spill lighting during non-curfew hours to comply with AS4282. The environmental zone used in the calculation is zone A3 medium district brightness of table 3.1.

AS4282 requires assessment of light spill from the proposed installation.

- Spill light received around the site – at residential property boundaries pre-curfew and at windows of habitable rooms post curfew

3.10 Lighting Control System

Switching of floodlights shall be controlled using the "Book a court" system already in use at the Club. Provide contactor switching of the floodlights in 2 groups of courts.

3.11 Minimum Luminaire Requirements for Luminaires:

All components shall be designed and manufactured as a system. All luminaires, wire harnesses, drivers and other enclosures shall be factory assembled, aimed, wired and tested.

Flood light luminaires shall be fully cut off asymmetric flood light mounted with minimal tilt to prevent sky glow/spill light onto neighbouring properties.

Flood light luminaires shall have zero candela Intensity above 90 deg wrt horizontal.

Flood light luminaires shall have less than 10% intensity above 80 deg wrt horizontal.

Luminaires shall utilize spill light and glare control devices including, but not limited to, internal shields, louvers and external shields.

All exposed components shall be constructed of corrosion resistant material and/or coated to prevent corrosion. All exposed aluminium shall be powder coated with high performance polyester or anodized. All exterior reflective inserts shall be anodized, coated, and protected from direct environmental exposure to prevent reflective degradation or corrosion. All exposed hardware and fasteners shall be stainless steel of 316 grade for protection against corrosion.

The lighting equipment shall be suitable for the operating environmental conditions of the site and ensure that the lamps operate at the correct colour temperature and light output characteristics.

Luminaires shall comply with CIE 60598.2.3

All luminaires and external control gear must be IP66 certified to prevent ingress of fine dust and water.

All luminaires must be certified for operation in ambient temperatures ranging from 5°C to 40°C.

All wiring shall be enclosed within the cross-arms, pole, or electrical components enclosure to prevent damage from birds or other forms of wildlife. Any exposed cabling from the pole to the floodlight shall be enclosed in Anaconda AEF flexible metal UV resistant conduit.

3.12 LED Floodlight Luminaires

LED luminaires must be Zhaga approved and comply with relevant international standards.

LED luminaires must have thermal management implemented to keep the junction point temperature at or below the SSL manufacturer's specifications. The manufacturer must clearly specify and be able to demonstrate that SSLs operate within a safety envelope.

All materials must be UV stable. All aluminium finishes must be anodized to a marine grade of 25 microns.

There must be no bare or exposed wiring of any kind.

All fixed application luminaires must not have any light emitting surface that would accumulate dirt, dust, water or similar. Notwithstanding this, accumulation of all elements must be assumed, and performance must be tested under those conditions.

In all long-life SSL fittings, priority must be given to preventing permanent damage. Therefore, all effects of excessive dirt and debris on performance of the luminaire must be tested and demonstrated.

- High Optical Control Factor (OCF)
- UL recognized component (E349212)
- Thermal resistance; junction to solder point (degree C/watt):2.5
- DC forward current (mA) not more than 3000
- LED junction temperature max 150 °C

A stainless-steel protractor scale and pointer shall form part of the luminaire to indicate the angle of tilt.

Gaskets should be selected that do not dry-out or break-down under constant "severe" condition exposure.

All external luminaires should be tool-less entry with lanyard supported lenses.

All accessories and drivers shall be housed in a remote-control box at the ground level or inside the pole readily accessible behind cover panels.

Wire harness connecting the fixtures to the control gear.

3.13 Durability of Aiming Angles and Aiming Points and Maintenance Safety

The luminaire design shall allow for ease of aiming.

A long-term durability of maintaining the aiming angles and aiming points shall be achieved by floodlight design and LED module replacement design.

3.14 External Louvres, Visors

Where a tenderer offers solutions with external louvres, visors, etc, any impact on efficiency shall be taken into account in the tenderers' calculations.

Tenderers shall provide details of louvres, visors, etc, with their tenders if required by the design.

3.15 Drivers:

Floodlight drivers shall be:

- 200-277 V AC (plus or minus %10)
- Frequency: 50hz
- Power factor: >.9 (load > 50%)
- EMI: Internal noise filter
- UL ambient temperature rating: 40-degree C
- Cooling: free convection cooling
- Operating ambient temp range: -20 C to +40C
- Over temperature protection with automatic restart after cooling down



- Approval Standards: IEC 61347-1; IEC 61347-2-13; IEC 62384; EN 55015 (CISPR 15); IEC 61000-3-2; IEC 61000-3-3; IEC 61547; UL 8750; UL 1310 and relevant Australian Standards as detailed in Section 3 – Lighting Design Criteria.

3.16 Electrical Components Enclosure for Drivers:

Provide enclosures where drivers and other necessary equipment are not integral to the luminaire. Built-in mounting hardware should allow for easy attachment to existing structures without the need to weld or alter them.

- Factory built and tested as a unit
- Colour coded wires and terminal blocks for phase wire distribution
- RCBO per circuit
- 2mm thick, powder-coated aluminium
- Enclosure ratings: IP66
- Designed to operate in up to 55 C ambient temperature
- Full length stainless steel hinge
- All stainless-steel fasteners passivated and coated
- Surge protection included

Enclosures for drivers, circuit protection, surge diverters shall be IP55 rated with thermal rating and ventilated to ensure heat dissipation.

3.17 Lighting Poles

Design, supply and install flood lighting poles, headframes and fixing details.

Lighting poles shall be of the tapered, multisided galvanised steel base plate mounted type. The poles and associated headframe supports, fixings and arms for luminaires, and the like shall be designed in accordance with the requirements of AS1170.1 and AS1170.2.

After fabrication the columns shall be acid descaled and finished by hot dip galvanising. The galvanising shall be equivalent to an average of 800g of zinc per square metre of surface area.

Provide a chartered structural engineer's certificate stating that poles, rag bolt and concrete footing system have been designed and tested to comply with the requirements of AS1170 when subjected to the site service conditions.

Full detail drawings of poles and headframes shall be submitted for comment.

3.18 Surface Preparation and Protective Coatings

External equipment surfaces shall comply with:

- AS 1627 Metal finishing – Preparation and pre-treatment of surfaces
- AS/NZS 2312 Guide to the protection of structural steel against
- Atmospheric corrosion by the use of protective coatings
- AS/NZS 4680 Hot-dip galvanized (zinc) coatings on fabricated ferrous articles

3.19 Pole Locations

Utilise the existing footing locations for the basis of the design and installation.

3.20 Footings

Engage a chartered structural engineer to check the suitability of the existing concrete footings for use with the new poles and luminaires. Submit the engineer's report on completion.

3.21 Testing and Commissioning

3.21.1 General

All materials, equipment and workmanship shall be subjected to and shall withstand satisfactorily such tests and inspections as are listed, together with any such tests that are customary, or may reasonably be required by the Superintendent to provide compliance with the requirements of this Specification.

Supply all labour, equipment, materials, tools required to prepare the installation for testing, for carrying out the tests, and for recording the results, including the consumable and expendable items.

Provide all instruments which shall be certified as to their accuracy, date when calibrated, by whom, and of type approved.

Fully test and commission the completed installation including carrying out adjustments, trimming and setting of all electrical, mechanical devices and apparatus necessary to place all equipment into operating condition.

Testing and commissioning shall be undertaken primarily during the hours of darkness.

Marking out of the 10m x 10m grid points across the field shall be included in the tender price.

On completion of commissioning, measure and record full details of the lighting system and submit these in a final test report to the Superintendent. This information shall be bound into a hard cover manual.

Illuminance measurements shall be made in order to verify that the calculated values have been attained.

The granting of practical completion will depend on the acceptance of this report by the Superintendent.

During the measurement of final lighting levels, and spill lighting levels the Superintendent will require to be in attendance to witness measurements taken. For this reason the specialist lighting supplier must advise the Superintendent two weeks prior to carrying out final tests of the dates on which the tests are proposed.

3.21.2 *Test Instruments*

Light meters used in the verification of lux levels shall be NATA certified and accurate in the range of 1 to 2000 lux.

3.21.3 *Audits and Measurement Records*

The following details shall be included into the measuring record:

- Date and time of measuring.
- Type and geometric details of the lighting installation.
- Type and number of luminaires.
- Climatic conditions.
- Type of measuring unit, make, serial number, class.
- Values measured.
- Evaluation of calculated and measured results.

Measure and evaluate the calculated illuminances including spill lighting against the audit results. Measurements shall be taken at grid points corresponding to the design calculations.

On completion of commissioning, measure and record full details of the lighting system and submit these in a final test report to the Superintendent. This information shall be bound into a hard cover manual.

3.22 **Defective Luminaire Replacement**

During the 12 months defects liability period replace any floodlight luminaires which fail, without cost to the Principal, within 2 weeks of notification of luminaire failure by the Principal.

Failure shall be deemed to include the malfunction of any component of the luminaire including driver, LED module or any other part that causes the lumen output of the luminaire to fall below its published parameters at that stage of its operational life. All costs associated with defective equipment replacement shall be included within tendered price.

3.23 **Illuminance Light Levels and Luminaire Aiming Checks**

The contractor/manufacture shall be responsible for an additional inspection twelve (12) months from the date of commissioning of the lighting system.

During maintenance, checks on the aiming angles of the floodlights should be made using sighting devices; comparing the angles to those listed in the design/maintenance manual.

The aiming checks and lighting levels must be conducted with a professional calibrated illumination meter. Evidence of calibrations, (current to within 6 months of commissioning) must be provided. The instrument sensitivity must be such that the values being read constitute a significant proportion of the full-scale reading.

The results shall be compared to the prescribed standards in relevant Standards and Guidelines.

As a result of the check, appropriate rectification/maintenance works shall be carried out prior to end of maintenance period.

4. **BOOK A COURT SYSTEM**

The site has an existing Book a Court system. Provide an additional programming module (allow a PS in the contract of \$2000 for supply of this) and a multicore control cable from the module dry contacts in the clubhouse to the west floodlighting switchboard. Provide a 24V power supply in the switchboard for the controls and switching contactors for the court floodlighting circuits.

5. **SITE ELECTRICAL WORKS**

5.1 **Site services**

The site electrical distribution system is being upgraded under a separate contract. This contract will include the installation of a site main switchboard with a 63A circuit breaker and meter for the tennis court lighting and conduit to the proposed floodlight switchboard location.

5.2 Floodlighting Switchboard Submain

Provide a submain cable from the site main switchboard to the floodlighting switchboard and make final connections.

5.3 Switchboard

Provide a plinth mounted switchboard for the new west court floodlighting. The switchboard shall;

- Comply with AS 61439.
- Be designed to operate in the ambient environmental conditions.
- Be a minimum of 2.0mm thick marine grade aluminium construction with removable escutcheons fitted with gaskets and lifting handles on panels larger than 0.4 sq. metres.
- Be provided with a sun shield, welded to the roof panel, open at both ends and provided with a slope to enable run off of rain water.
- Be provided with 3 point lockable doors. Doors shall be cable of opening to 1000 an, be provided with captive stays to secure the door in the open position. Lock shall be keyed to the site master key system.
- Be provided with suitable non-ferrous gland plates to all cable entry points
- Be positioned to ensure 1000mm clear access is provided in front of the switchboard
- Be fitted with a 3 phase copper bus bar assembly to suit floodlighting subcircuits including spaces for future 50% spare.
- Have brass or copper neutral and earth links with the same number of terminals as there are active poles and numbered to correspond.
- Have full size neutral conductors and bus bars.
- Have a minimum spare space capacity for future circuit protection and control devices.
- Be provided with a concrete foundation base, the top of which shall be 100mm above the finished ground surface.

5.3.1 Circuit Breakers

Residual current circuit breakers shall be used for all circuit protection.

Miniature Circuit breakers shall have the following requirements:

- Shall be DIN type moulded case type.
- Provide discrimination and cascading with upstream/downstream breakers of the same manufacturer.
- Be identified with an I.P.A. marker showing correct colour coding and circuit number.
- Floodlight subcircuits shall have "D" curve tripping characteristics.

5.3.2 Contactors

All Contactors shall be suitable for the required duty. Contactor coils, unless otherwise specified, shall be 250 volt.

5.3.3 Isolators and Switches

All Isolators and switches shall be load break contacts and be cabled to be switched on to the maximum fault current available at the point of installation.

5.3.4 Marking and Labels

Labels shall be:

- Laminated plastic engraved to approved size, wording and design, clearly indicating the function and/or circuit designation of the component
- Of white background white with black machine engraved lettering for general items
- Provided with bevelled edges.
- Fixed by drilling and tapping at a minimum of at least two points. Self-tapping screws, adhesive application or otherwise methods of fixing are NOT acceptable.
- Not be fixed to removable covers and lids.
- Of 5mm minimum lettering height.

5.3.5 Switchboard identification label

Provide a label fixed to the front elevation of each switchboard to detail manufacturer's name, fault rating, form of construction, submain cable type and size and source of supply.

5.3.6 Switchboard Legend

Provide two type written legends (one secured in the switchboard and in maintenance manual) detailing:

- description of services connected to each circuit

- rating of each protective device
- cable size of each circuit

5.3.7 *Internal Wiring*

Internal wiring shall be:

- Installed in vertically and horizontally installed slotted P.V.C. cable duct, fitted with clip on lids and sized for 25% expansion.
- Fitted with soldered or compression type cable lugs where cables are terminated on bolt or studs.
- Terminated using compression type lugs where suitable strip terminals are not provided.
- Labelled to identify active neutral, and earth conductors using numbered and phase coloured printed type coded ferrule.
- Labelled to identify all control cables to correspond with terminal numbers on the control single line diagrams.

Cables terminating on bolts or studs shall be fitted with compression type cable lugs.

5.3.8 *Book a Court Equipment*

Provide 24v power supply, control relays and contactors for switching the new tennis court floodlights using the Book a Court programming system.

5.3.9 *Shop Drawings*

Submit shop drawings detailing the switchboard design, as specified elsewhere in this document, for all new switchboards and switchboards requiring modification.

All switchboard designs shall be endorsed by the switchboard manufacturer.

Show all label wording, positions, details, and clearly indicate the fault ratings of all protective devices and busbar assemblies on shop drawings. Submit detailed control diagrams for all control circuits, complete with termination and cable schedules.

Shop drawings shall be produced using Autocad or an equivalent electronic drafting package, be of minimum 1:10 scale and include the following information, as a minimum;

- Manufacturer's drawing sheet title block identifying the project name, project number and drawing number,
- Fault rating
- Equipment materials list with part numbers,
- Label schedule including size and colour of lettering and background,
- Switchboard general arrangements including front elevations with escutcheons fitted and without escutcheons, vertical and horizontal sections,
- Diagrams for all control equipment, (eg, lighting controls) complete with terminal strip numbers;
- Schedule of construction details, including material type dimensions, paint finishes, handle types, locks and all hardware.

Where protective devices are fitted with adjustable settings, the settings shall be noted on the drawing.

6. CABLE AND CABLE INSTALLATION

6.1 Cables

6.1.1 General

Cables shall be of the size, type, voltage and insulation grade as specified and shall:

- Comply in all respects with AS/NZS 3000, AS/NZS 5000, Western Power, relevant Australian Standards Specifications,
- Be PVC insulated V90 grade 450/750V, with stranded copper conductors complying with AS/NZS 5000 except where indicated otherwise.
- Be installed between items of equipment without any joints and, when installed or during installation, ensure the cables are not bent beyond their minimum bending radii, and in a manner such that they may be readily withdrawn for replacement purposes.

6.1.2 PVC Insulated PVC Sheathed Cables (PVC/PVC)

PVC insulated PVC sheathed, thermoplastic cables shall be circular with orange coloured PVC sheathed overall. installed in accordance with the manufacturer's instructions.

PVC insulated PVC sheathed cables shall be PVC V90 insulated SV90 PVC sheathed grade 450/750V, with stranded copper conductors complying with AS/NZS 5000.2 except where indicated otherwise.

6.1.3 XLPE Insulated PVC Sheathed Cables

XLPE insulated PVC sheathed cables shall be circular single core cables to AS3198 rated at 90°C, supported and fixed as specified for PVC/PVC cables.

Be XLPE X90 insulated SV90 PVC sheathed grade 450/750V, with stranded copper conductors complying with AS/NZS 5000.1.

6.2 Underground Wiring

Install underground wiring in accordance with AS3000 and as indicated on the drawings.

Where underground wiring requires trenching;

- Make all appropriate enquiries to determine extent of existing services prior to trenching.
- Cable scan the area to identify existing underground services prior to excavation.
- Hand dig where existing services may exist.
- Remove the existing turfed areas with use of a turf removal machine and allow to re-instate upon completion.
- Excavate trenches and remove rubbish fill from site.
- Complete backfilling of trenches using clean fill and compact to match surrounding material.
- Make good to bitumen surfaces after back-filling.
- Notify Superintendent of any damage to existing services
- All trenching is to be backfilled at the end of each day or banded off with hazard warning tape.

Excavate trenches straight and true and to an adequate depth to provide the required cover for conduits.

Where underground wiring is proposed to take an alternative route to design drawings, hand mark-up proposed route and send to Superintendent for approval. Ensure "As Constructed" drawings are amended to document final route.

Damage to existing services, caused by the digging of trenches shall be repaired at the Contractor's expense.

7. CABLE CONTAINMENT

7.1 Conduits

All underground conduits shall be approved heavy duty Category A electric orange rigid P.V.C. conduit for low, medium and high voltage services, complete with approved accessories for joins, bends, etc.

7.2 Underground Conduits

Install conduits at minimum depth, to top of conduit, of 500mm (LV cable) below finished ground level, except where shown otherwise.

All underground conduits shall be approved heavy duty Category A electric orange rigid P.V.C. conduit for low, medium and high voltage services, complete with approved accessories for joins, bends, etc.

Cable pits shall be used at changes of direction and at intervals not exceeding 65 metres. A maximum of two bends shall be allowed in any conduit run between pits.

Ensure the bottom of trenches are flat and clear of protrusions such as rocks, tree roots and the like, prior to installation of conduits.

Cover conduits with 300mm depth of rubble free yellow sand and place an identification tape, 200mm above the conduit, along the entire length of the installation. Use orange plastic tape, approximately 150mm wide and indelibly marked "DANGER ELECTRIC CABLE BELOW", at not more than 1 metre intervals.

All underground conduits shall be provided with a 7/0.67 (2.5 mm²) green /yellow PVC covered draw wire, irrespective of the extent of cabling installed in the conduit.

Where external conduits are entering or leaving cable pits and switchboards seal conduits internally with an expanding foam on completion of works to prevent water and insect/rodent ingress.



8. TENDER FORMAT

The electrical services tender prices shall be submitted in the following breakdown format;

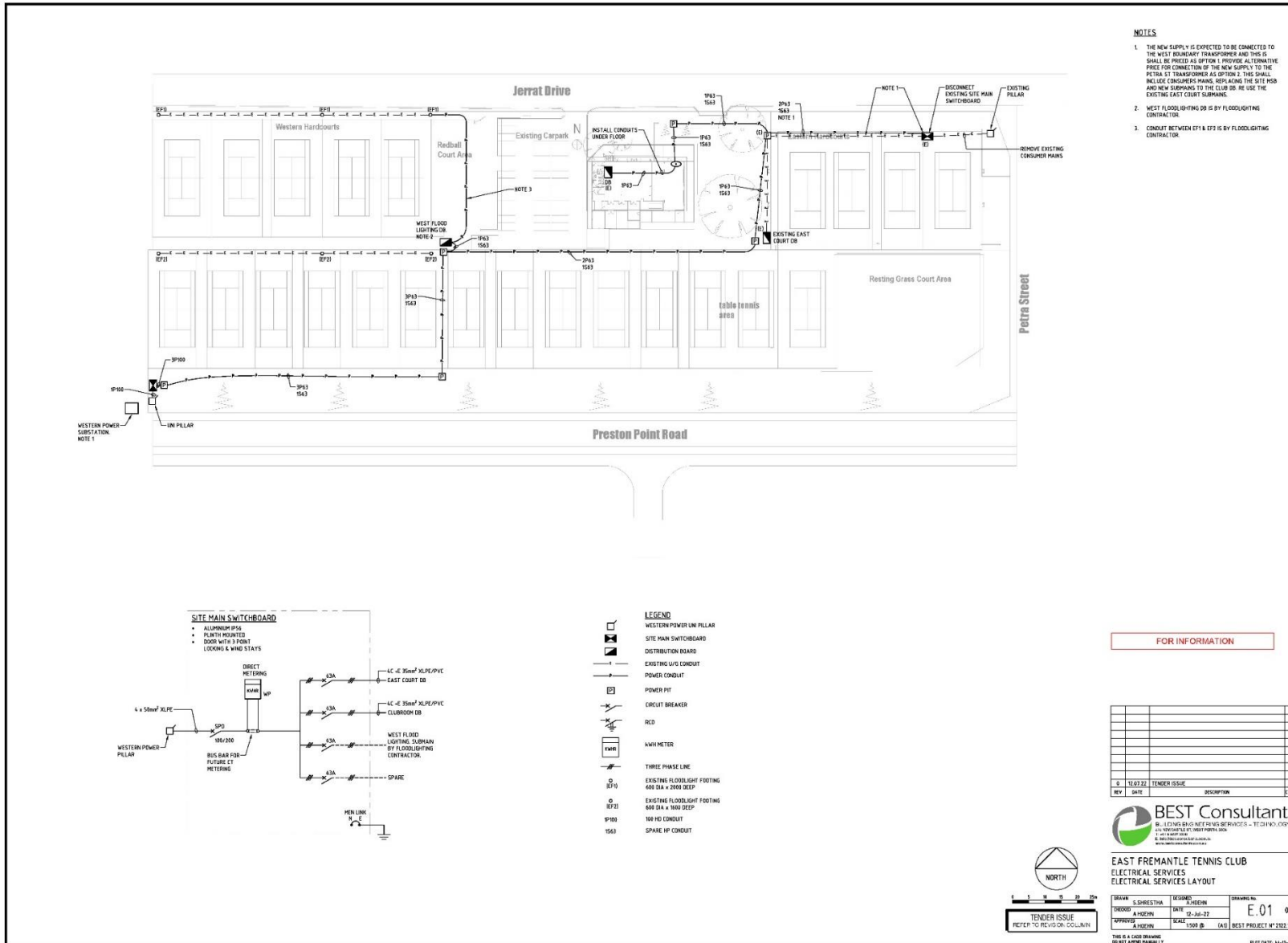
TENDER BREAKDOWN - ELECTRICAL SERVICES

EFLTC West Court Floodlighting

I/We _____

_____ hereby tender for the supply, installation, testing and maintenance of all work in accordance with the tender documents.

Item West Court Floodlighting	Tender Amount
Supply and installation of floodlighting	\$
Supply and installation of poles	\$
Conduit and cabling	\$
Switchboard	\$
Book a Court control	\$
Miscellaneous	\$
Sub Total	\$
Goods & Services Tax (GST)	\$
TOTAL	\$



- NOTES**
1. THE NEW SUPPLY IS EXPECTED TO BE CONNECTED TO THE WEST BOUNDARY TRANSFORMER AND THIS IS TO BE PRICED AS OPTION 1. PROVIDE ALTERNATIVE PRICES FOR CONNECTION OF THE NEW SUPPLY TO THE PETRA ST TRANSFORMER AS OPTION 2. THIS SHALL INCLUDE CONSUMERS MAINS REPLACING THE SITE MBS AND NEW SUBMANS TO THE CLUB DB. RE USE THE EXISTING EAST COURT SUBMANS.
 2. WEST FLOOD LIGHTING DB IS BY FLOODLIGHTING CONTRACTOR.
 3. CONDUIT BETWEEN EP1 & EP2 IS BY FLOODLIGHTING CONTRACTOR.

FOR INFORMATION

REV	DATE	DESCRIPTION	CHECK
0	12/07/22	TENDER ISSUE	AH



EAST FREMANTLE TENNIS CLUB
ELECTRICAL SERVICES LAYOUT

DRAWN: L. DREWETHA
 CHECKED: A. HOERN
 APPROVED: A. HOERN
 DATE: 12-JUL-22
 SCALE: 1:1000 @ A3
 DRAWING No: **E.01**
 BEST PROJECT # 2322-189
 THIS IS A CAD DRAWING. DO NOT ALTER MANUALLY.
 PLOT DATE: 24-12-22

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

16 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

17 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

18 NEW BUSINESS OF AN URGENT NATURE

19 MATTERS BEHIND CLOSED DOORS

PROCEDURAL MOTION

That the meeting be closed to the public to discuss confidential item “RFT02-2022/23 Provision of Earthworks and Concrete Works” under the terms of the Local Government Act 1995, Section 5.23 (2)(c) and (e).

19.1 RFT02 2022-23 EARTHWORKS AND CONCRETE WORKS (CONFIDENTIAL)

20 CLOSURE