

MINUTES

Works Committee Agenda Tuesday, 28 May 2024 6:30 PM

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MINUTES

MINUTES OF THE ORDINARY MEETING OF THE WORKS COMMITTEE HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY, 28 MAY 2024

1 DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

The Presiding Member opened the meeting at 6.30pm

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 RECORD OF ATTENDANCE

3.1 ATTENDANCE

The following members were in attendance:

Cr M Wilson Presiding Member
Cr T Natale
Cr C Collinson
Mayor J O'Neill Observer

The following staff were in attendance:

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

3.2 APOLOGIES

Cr A McPhail

3.3 APPROVED LEAVE

Cr A White

4 MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

5 DISCLOSURES OF INTEREST

Nil.

6 PUBLIC QUESTION TIME

Nil.

7 PRESENTATIONS/DEPUTATIONS

Nil.

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 WORKS COMMITTEE TUESDAY, 26 MARCH 2024

OFFICER RECOMMENDATION

Moved Cr Natale, seconded Cr Collinson

That the minutes of the Works Committee meeting held on Tuesday, 26 March 2024, be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY 3:0)

For: Crs Collinson, Wilson, Natale

Against: Nil

9 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

10 REPORTS

Reports start on the next page

UNCONFIRMED

10.1 BUILDING MAINTENANCE & IMPROVEMENT PROGRAM

Report Reference Number	WCR-232
Prepared by	Nicholas King, Executive Manager Technical Services
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 28 May 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

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

EXECUTIVE SUMMARY

The Town has approximately \$37 million in building asset portfolio and 44 individual asset items relating to buildings. Considering this number the Town has allocated \$80,000 to the 2023/24 financial year for maintenance and upgrades. The update of the Towns 10-year long term financial plan will also flow into the coming years building upgrades required.

BACKGROUND

The Towns last building condition assessments were undertaken in 2023, with most of the Towns assets in good condition, and only needing minor maintenance. Since then, the allocation to maintenance of buildings annually has been below what was recommended within the asset management plan.

In addition to the maintenance program the Town is undertaking the upgrade of the Fremantle City Women's soccer club building upgrade with a total project budget of \$1,089,091.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

As of 19 March 2024 the updated building maintenance budget is \$100,000.

The Fremantle Women’s Football club project budget \$1,089,301 ex GST.

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

STRATEGIC IMPLICATIONS

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

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

1.2 Inviting open spaces, meeting places and recreational facilities

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

3.2 Maintaining and enhancing the Town’s character

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

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If buildings are not maintained they deteriorate and costs become more long term	Possible (3)	Minor (2)	Moderate (5-9)	SERVICE INTERRUPTION Medium term temporary interruption - backlog cleared by additional resources <1 week	Manage by updating asset management plans and maintenance budgets to avoid long term issues

RISK MATRIX

Consequence		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

With the condition assessments for the buildings completed in March 2023, this has informed the 10 year capital works program for buildings, including the sub-component upgrades required.

Fremantle City Women’s soccer club building upgrade commenced in March 2024, with the demolition of the existing changing room almost completed. There have been some delays in the demolition of the existing building which has pushed the completion date back by a few weeks, with asbestos found and cleared off site safely, a wall removal found there was no structural beam to hold up the ceiling, and the requirement to extend the existing limestone wall around the new building. Commencement of the new building will be in June 2024, with works on track to be completed in September 2024.

CONCLUSION

The majority of the building maintenance for the 2023/24 budget has been used to undertake upgrades to the Sumpton Green building next to the new Oval facility, which includes painting of the external of the building and the whole replacement of the external deck. The playgroup are happy with the upgrades.

The Fremantle Women’s Football Club building upgrade project is tracking well, with works on track.

10.1 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 012805

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

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

(CARRIED UNANIMOUSLY 3:0)

For: Crs Collinson, Wilson, Natale

Against: Nil

REPORT ATTACHMENTS

Nil

10.2 CAPITAL WORKS PROGRESS REPORT

Report Reference Number	WCR-230
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 May 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

The Works and Services Committee is requested to receive this report regarding the Town's Capital works program progress until May 2024.

EXECUTIVE SUMMARY

The Council's adopted 2023/24 budget consists of over \$2 million of capital renewal and upgrade projects. Consisting of four categories; Plant and Equipment, Furniture and Equipment, Buildings, and Infrastructure. Progress costing and comments are provided monthly to Council through the Council Concept forum and as part of the monthly Council reporting.

BACKGROUND

Following the adoption of the budget, the Officers have planned out the 2023/24 capital works program for the financial year ahead. All other major capital projects are planned to be completed by December 2023. Projects such as the Fremantle City women's soccer club will commence in January 2024 and is planned to be completed by May 2024.

CONSULTATION

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

STATUTORY ENVIRONMENT

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

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

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

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

RISK IMPLICATIONS

RISKS

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

RISK MATRIX

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

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

RISK RATING

Risk Rating	4
Does this item need to be added to the Town’s Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Nil

COMMENT

Major Capital works projects timing and information is provided below:

Account Description	Current Budget	Actual & Commitments	Comments
Ford Focus Trend Sedan (EV vehicle)	38,341	38,341	EV arrived Aug 2023
Vehicle Replacement CHSP	42,364	45,437	Vehicles due for arrival April 2024
Mustang R165 Skidsteer	77,000	75,574	Deferred until 2025/26
Ford Ranger Single Cab Ute	35,000	0	Vehicle arrived May 2024
Cage Trailer	5,000	0	Trailer delivered Nov 2023
Works Supervisor Ute	28,000	0	Vehicle arrived May 2024
Torro Master 7000	30,000	26,067	Mower ordered, due for arrival July 2024
Public Art	45,000	0	
Isuzu 4.5T Tipper	70,000	71,820	Truck ordered, due for delivery July 2024
EV Charging Station	19,500	18,730	Completed
Buildings - Depot Administration Building and Surrounds	105,000	105,744	Completed
Buildings - Specialised - Capex - Renewal - Unclassified Property	100,000	117,054	Completed
Buildings - EFJFF and EFJCC Clubroom - Henry Jeffrey Pavillion	15,000	0	Completed
EF Yacht Club - Dinghy Storage and Training Facility CSRFF Cont.	30,000	30,552	Completed
East Fremantle Oval Precinct - Advanced trees and bushes	20,000	3,185	Trees ordered, due for arrival April 2024
East Fremantle Oval Precinct - Off Leash Dog Exercise Area	333,000	259,419	Turf installed May 2024. More turf to be installed in June 2024
Buildings - Specialised - Capex - Fremantle Women's Football Club	966,899	935,327	Works progressing, due for completion Aug 2024
Capex - Drainage Rationalisation - Foreshore	60,000	17,601	Works completed
Infrastructure - Parks & Ovals - Playground - Various Upgrades	20,000	12,238	Parts ordered, waiting delivery
Infrastructure - Parks & Ovals - Retic Controllers	10,000	0	Completed
Infrastructure - Parks & Ovals - Retic Upgrades	60,000	30,710	To be completed before June 2024
Infrastructure - Parks & Ovals - Bores and Pumps - Stratford Street Park	50,000	0	To be completed before June 2024
Capex - BBQ Replacement	10,000	10,175	Completed
Capex - Bench Seats - Various Locations	15,000	16,099	Completed
Infrastructure - Parks & Ovals - Ancillary - Drink Fountains	10,000	15,814	Completed
Carparks - General Allocation	15,000	11,501	Completed
Footpath Renewal - Clayton St	40,000	155,936	Completed

Footpath Renewal - Clayton St (west side)	115,000	0	Completed
George Street - general paving repairs	30,000	2,535	Completed
Footpaths - Canning Highway (south side), between Bedford and Moss	70,000	65,723	Completed
	2,465,104	2,065,582	

Most of the larger capital projects were completed before December 2023, with the outstanding items including fleet replacement items and the Fremantle women’s football club project.

As part of the Council resolution 011604, Council varied the budget to include the Road Pavement Surface renewal of Penhurst Street, between Fraser Street and Pier Street, with a budget of \$72,399. A quote was accepted for \$71,230, which works include the upgrade of the footpath within the street. Works commenced in early May 2024, and are planned to be completed in June 2024.

The image below shows the road surface removed, kerb removed, and kerb line stringed ready to be laid.



CONCLUSION

A project that has taken up significant time and resources is the East Fremantle Oval eastern bank project, in lieu of the main building contractor undertaking the project. The majority of the works within the eastern bank have been completed, including 5000m2 of new turf, a fenced dog park, pruned and cleared trees and dog park amenities. Works to be completed include the Council approval of an additional 2500m2 of turf, over 30

trees installed, further dog park amenities installed and a general cleanup. All of these works will be completed by July 2024.

10.2 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 022805

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

That the Works Committee receive and note the Capital Works Program Report.

(CARRIED UNANIMOUSLY 3:0)

For: Crs Collinson, Wilson, Natale

Against: Nil

REPORT ATTACHMENTS

Nil

UNCONFIRMED

10.3 ENGINEERING MAINTENANCE ITEMS

Report Reference Number	WCR-152
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 May 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

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

EXECUTIVE SUMMARY

Engineering maintenance items within the Town are generally reactive and dealt with by the Towns engineering field officers or contractors. With the highest risk asset being its footpaths, the Town have implemented an annual footpath inspection program which a consultant investigates and rates all of the Towns footpath network. The inspection will be undertaken in January and February every year, with the condition of the footpaths the basis for the following years budget.

BACKGROUND

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

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

The Towns Engineering maintenance budget is approximately \$300,000 for the 2023/24 financial year.

STRATEGIC IMPLICATIONS

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

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

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

RISK IMPLICATIONS

RISKS

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

RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
Likelihood	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	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Nil

COMMENT

The footpath defect repair numbers are as below, which the defects were picked up in the February 2023 audit, and repairs are up until May 2024:

	Defects	Pit defects	Repaired Defects
Total	2018	412	257

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

2023/24 Capital works footpaths	Defects repaired
Clayton Street	21
Clayton Street	41
Canning Hwy	5
Penhurst Street	9
Total	76

It has previously been agreed at the Works committee meetings to have Key Performance Indicators (KPI's) for footpath defects and that we will aim to repair or eliminate 20 defects per month. This will be a combination of grinding by the Towns staff and upgrade works through the Towns nominated contractor. This work will be in addition to the capital works upgrade, which usually accounts for 50 or more defects each year.

From 20 March 2024 until 20 May 2024 (61-day period) there were 45 snap, send and solve reports to the Town, of the 16 reported the below shows the breakdown of most reported issues:

Category	Reports
Footpath	3
Tree reports	2
Graffiti	4
Illegal Parking	3
Illegal dumping	5

CONCLUSION

With Engineering assets being highly visible and high risk to the Town it is important that these assets are maintained to a high standard. The external work crew for engineering maintenance are proactive when queries or complaints are received, this includes assisting in the mitigation of trip hazards within the Towns footpath network which we are progressing with each month.

10.3 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 032805

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

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

(CARRIED UNANIMOUSLY 3:0)

For: Crs Collinson, Wilson, Natale

Against: Nil

10.4 PARKS & GARDENS

Report Reference Number	WCR-155
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 May 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

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

EXECUTIVE SUMMARY

The Towns Parks, Ovals and reserves asset portfolio has an estimated value of approximately \$8 million, excluding non-depreciable assets (passive parks, sports fields and natural areas). The majority of its external work force are based within the parks and gardens team, maintaining the Towns parks and gardens on a schedule program which runs fortnightly. In addition to the maintenance, capital projects within parks account for approximately \$200,000 for the financial year 2023/24.

BACKGROUND

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

CONSULTATION

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

STATUTORY ENVIRONMENT

Local Government Act 1995
Environment Protection and Biodiversity Conservation Act 1999

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

Capital projects of approximately \$200,000 for the 2023/24 financial year
Operating costs of approximately \$600,000 for the 2023/24 financial year

STRATEGIC IMPLICATIONS

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

1.2 Inviting open spaces, meeting places and recreational facilities

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

3.2 Maintaining and enhancing the Town’s character

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

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

4.2 Enhance environmental values and sustainable natural resource use

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

RISK IMPLICATIONS

RISKS

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

RISK MATRIX

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

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

RISK RATING

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

SITE INSPECTION

Nil

COMMENT

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

- Retic bore upgrades – Stratford Street bore cubicle upgrade to be completed before 30 June 2024.
- Henry Jeffery, Preston Point and Wauhop Ovals – Maintenance to the ovals were undertaken in the week of 25th March, including turf replacement and Fertilising.
- Tree planting – All seasonal tree planting planned for July/August 2024. Finalising the tree planting list in the next few weeks, prior to ordering the trees required.

CONCLUSION

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

10.4 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 042805

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

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

(CARRIED UNANIMOUSLY 3:0)

For: Crs Collinson, Wilson, Natale

Against: Nil

REPORT ATTACHMENTS

Nil

Mayor Jim O'Neill left the meeting at 7.46pm

10.5 RISK & HAZARDS

Report Reference Number	WCR-157
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 May 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

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

EXECUTIVE SUMMARY

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

BACKGROUND

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

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Work Health and Safety Act 2020

POLICY IMPLICATIONS

Policy 2.2 Risk Management

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

RISK IMPLICATIONS

RISKS

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

RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Likelihood	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)
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.

Technical Services have 20 risks within the risk register which they are the direct owner of these risks.

The highest risks within the Technical Services Department are below:

- Inadequate hazard identification and exclusion Risk rating 12
- Lack of Asset management planning Risk rating 9

- Lack of formal or appropriate scheduling Risk rating 9
- Lack of training, awareness and knowledge Risk rating 9
- Project management - Failure to consult with key stakeholders Risk rating 9
- Inadequate security protection measures in place for buildings Risk rating 9
- Inadequate contract management practices Risk rating 9

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

CONCLUSION

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

The Town's risk register has recently been migrated to SharePoint, making it easier for staff members to use and get automatic reminders of when risks are to be reviewed.

10.5 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 052805

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

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

(CARRIED UNANIMOUSLY 3:0)

For: Crs Collinson, Wilson, Natale

Against: Nil

REPORT ATTACHMENTS

Nil

10.6 STRATEGIC PROJECTS

Report Reference Number	WCR-159
Prepared by	Nicholas King
Supervised by	Jonathan Throssell
Meeting date	Tuesday, 28 May 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

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

EXECUTIVE SUMMARY

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

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

BACKGROUND

The four key strategic projects have varied background information, which all are long term projects.

CONSULTATION

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

Implementation of Works Review

Finalised report went to Council informally upon completion, with updates provided to Council in late 2021 at the Council Concept Forum. The updated actions list and completed items will be provided to Council in mid-2024.

Implementation of Integrated Traffic Management Plan

The finalised report was presented to Council at the Council Concept Forum in mid-2021. More work is required to assess the long term actions required moving forward.

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 were presented to Council in May 2024 for endorsement.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy 2.1.3

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

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

RISK IMPLICATIONS
RISKS

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

RISK MATRIX

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

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

RISK RATING

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

SITE INSPECTION

Nil

COMMENT

Updates on the individual projects are as below:

Implementation of Works Review

The Operations review is reviewed monthly by the CEO and EMTS, with the recommendations commented on and updated if completed.

To date of the 66 recommendations the status is below for each:

Status	66	%
Ongoing	33	51%
Completed	24	37%
No Action	11	17%

Implementation of Integrated Traffic Management Plan

The Town has undertaken an additional traffic survey in February 2023, which any action from this may be presented to Council.

Since March 2024 Officers have commissioned a line marking contractor to go around the Town and update all statutory line marking. This includes yellow no stopping line marking around the intersections and where line marking has faded.

Implementation of Foreshore Management Plan

The concept design for the Norm McKenzie wall upgrade project was presented to Council at the March 2024 concept forum, including the public consultation feedback. Council agreed to progress with the design and the funding application with the Department of Biodiversity, Conservation and Attractions (DBCA) for a 50/50 share of the project cost, where a funding application was submitted for 50% cost share with the DBCA.

With the hiring of the Communications Manager and Officer, it is planned to be more proactive with the works planned in the next 10 years along the foreshore. This will give the public more awareness of what is to be undertaken and at what sections along the foreshore.

Implementation of Asset Management Plan

All Asset management plans were updated in February 2024, with the plans to be presented to Council for adoption in May 2024.

CONCLUSION

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

10.6 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 062805

OFFICER RECOMMENDATION:

Moved Cr Natale, seconded Cr Collinson

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

(CARRIED UNANIMOUSLY 3:0)

For: Crs Collinson, Wilson, Natale

Against: Nil

REPORT ATTACHMENTS

Nil

11 MATTERS BEHIND CLOSED DOORS

Nil.

12 CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 7.54pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Works Committee** of the Town of East Fremantle, held on **28 May 2024**, Minute Book reference **1. to 12.** were confirmed at the meeting of the Committee on*

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Presiding Member