



Agenda

Ordinary Meeting of Council

Wednesday, 26 August 2020, 6.00pm

CITY OF FREMANTLE
NOTICE OF AN ORDINARY MEETING OF COUNCIL

Elected Members

An Ordinary Meeting of Council of the City of Fremantle will be held on **Wednesday, 26 August 2020** in the North Fremantle Community Hall, located at 2 Thompson Road, North Fremantle commencing at 6.00 pm.

A handwritten signature in blue ink, consisting of a stylized 'P' followed by a horizontal line.

Philip St John
Chief Executive Officer

21 August 2020

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CITY OF FREMANTLE

Ordinary Meeting of Council

Agenda

1. Official opening, welcome and acknowledgement

We acknowledge the Whadjuk people as the traditional owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today.

2. Attendance, apologies and leaves of absence

Cr Su Groome is on a leave of absence

3. Applications for leave of absence

_____ requests a leave of absence from _____ to _____ inclusive.

4. Disclosures of interest by members

Elected members must disclose any interests that may affect their decision-making. They may do this in a written notice given to the CEO; or at the meeting.

5. Responses to previous public questions taken on notice

There are no responses to public questions taken on notice at a previous meeting.

6. Public question time

Members of the public have the opportunity to ask a question or make a statement at council and committee meetings during public question time.

Further guidance on public question time can be viewed [here](#), or upon entering the meeting.

7. Petitions

Petitions to be presented to council.

Petitions may be tabled at the meeting with agreement of the presiding member.

8. Deputations

8.1 Special deputations

A special deputation may be made to the meeting in accordance with the City of Fremantle Meeting Procedures Policy 2018.

There are no special deputation requests.

8.2 Presentations

Elected members and members of the public may make presentations to the meeting in accordance with the City of Fremantle Meeting Procedures Policy 2018.

9. Confirmation of minutes

OFFICER'S RECOMMENDATION

Council confirm the minutes of the Ordinary Meeting of Council dated 22 July 2020.

10. Elected member communication

Elected members may ask questions or make personal explanations on matters not included on the agenda.

11. Reports and recommendations from committees

11.1 Planning Committee 5 August 2020

Nil

11.2 Audit and Risk Management Committee 11 August 2020

ARMC2008-1 FINANCIAL MANAGEMENT REVIEW REPORT – JUNE 2020

Meeting date:	11 August 2020
Responsible officer:	Manager Finance
Decision making authority:	Council
Agenda attachments:	1. Financial Management Review Report
Additional information:	1. Nil

SUMMARY

City of Fremantle engaged Advant Edge Consulting to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures in accordance with Regulations 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

The City received the Financial Management Review dated 19 June 2020 (Attachment 1) and this is now presented to the Audit and Risk Management Committee for review.

This report recommends that Council:

1. Receive the Financial Management Review June 2020, as shown in Attachment 1 of this item, and
2. Note the responses and actions identified in this report by Management to remedy issues identified by the review

BACKGROUND

Regulations 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* requires the Chief Executive Officer to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every three financial years) and report to the local government the results of those reviews.

The last Financial Management Review was finalised in September 2017 and reported to the Audit and Risk Management Committee on 5 December 2017.

FINANCIAL IMPLICATIONS

There is no direct financial implication with the requirement for this report.

LEGAL IMPLICATIONS

The financial management responsibilities of the Chief Executive Officer are established under Regulation 5 of the *Local Government (Financial Management) Regulations 1996* which states:

- (1) Efficient systems and procedures are to be established by the CEO of a local government -*
- (a) for the proper collection of all money owing to the local government;*
 - (b) for the safe custody and security of all money collected or held by the local government;*
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);*
 - (d) to ensure proper accounting for municipal or trust:*
 - (i) revenue received or receivable;*
 - (ii) expenses paid or payable; and*
 - (iii) assets and liabilities;*
 - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments;*
 - (f) for the maintenance of payroll, stock control and costing records; and*
 - (g) to assist in the preparation of budgets, budget reviews, accounts and reports Required by the Act or these Regulations.*

In addition, the Chief Executive Officer is to:

- (2) The CEO is to -*
- (a) ensure that the resources of the local government are effectively and efficiently managed;*
 - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

CONSULTATION

Nil

OFFICER COMMENT

To comply with the requirements of the regulations, Advant Edge Consulting were commissioned by the Chief Executive Officer to undertake the review and report on Council's financial management systems and procedures.

The review incorporated the following financial management areas in line with the requirements outlined under Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996*:

- Procurement (formal quotations and tender process)

- Contract Management
- Accounts Payable
- Revenue Collection (cash receipt and handling)
- Payroll
- Human Resources (limited to staff recruitment and leave entitlement reporting)
- General Ledger Application Controls (financial year end reconciliations and approvals)
- Financial Management Information Reporting
- Council Rates, Fees and Charges
- Investment Management
- Bonds Collection and Processing (including Trust Fund Management)
- Asset Management and Control (excluding infrastructure assets)
- IT General and Systems Access Controls
- Budget Approval Process

There were 14 findings and proposed recommendations across the above areas. Of these 6 were rated as medium risk and the remaining 8 were rated low risk. Advant Edge make comment in their conclusion that based on their review nothing came to their attention that would indicate a high-risk management control matter or non-compliance matter. Overall, apart from the matters raised as findings below, they concluded that the financial management systems in place within the City were found to be generally sound and were considered to be satisfactory management control processes.

Below is a summary of the findings:

INDEX OF FINDINGS	RISK RATING		
	High	Medium	Low
Procurement			
1. Armaguard Security Services			✓
2. Evaluation Panels for RFQ's		✓	
3. Segregation of Duties		✓	
4. Conflict of Interest Declarations		✓	
5. Contract Management Guidelines Require Endorsement		✓	
6. Changes to Supplier Masterfile Process		✓	
7. Need to Ensure Proper Use of Purchase Orders		✓	
Revenue			
8. Need for Clearer Cash Receipting and Cash Handling Procedures			✓
Human Resources/Payroll			
9. Management of Casual Employment			✓
10. Update and Review of Human Resources Policies			✓
Investments			
11. Investment Policy Requires Updating			✓
Asset Management			

12. Updating Capital Threshold Limits			✓
Bonds and Trust Accounts			
13. Bond Account Monitoring			✓
Financial Systems and Procedures			
14. Need to Establish an Internal Audit Activity for the City		✓	

The attached report from Advant Edge provides a detailed explanation of each of the findings, the implications and their recommendations. The City has responded to each finding as management comments.

Below are the findings and management comments for the items identified as medium risk.

Audited Area: Procurement
Audited Activity: RFT

Finding	Implication	Recommendation
2.0 Evaluation Panels for RFQ's The City's procurement policy allows the establishment of a formal tender Evaluation Panel to be formed only for the assessment of tender submissions (RFT's > \$250,000). However no formal Evaluation Panel is required for Request for Quote submissions (RFQ's \$50,000 to \$249,999). We noted a number of instances where RFQ submissions were assessed solely by the relevant Manager who requested the supply of goods and services. Under the City's financial delegation, Managers can approve procurement of goods and services up to \$249,999. One instance related to RFQ 265 – Consumer Brand Launch Campaign, which was awarded to Juicebox for an amount of \$135,750. According to City procurement policy, this procurement was not required to undergo an evaluation assessment via a formal panel as the total of the procurement was less than \$250,000.	Risk: Medium Large procurements under \$250,000 level are not subjected to the same rigorous checks and balances that exist for RFT's which could result in the City not receiving best value for money from such purchases.	We recommend that: The City give consideration to also establish the formation of a formal Evaluation Panel for larger \$ value RFQ's (say > \$100,000) in similar line to that which is required for RFT's.
Management Comments Responsibility: CEO Comments: The suggested recommendation would be an improvement on the current process through greater control, improved transparency and approval. Management will conduct an internal review of recent RFQ's awarded to determine an appropriate upper value limit to introduce greater control. Current RFQ procedures will be amended to include an evaluation panel for larger value RFQ contracts.		

Finding	Implication	Recommendation
Currently regular checks on how much is being spent for each supplier on a monthly basis is being performed and reported to Executive and Management Teams.		
Finding	Implication	Recommendation
3.0 Segregation of Duties We further noted that in addition to RFQ 265 (refer Finding No 2), a further 3 RFQ's were awarded to Juicebox between January and March 2019 being RFQ263/19 for an amount of \$65,000 (Video Production Destination Marketing), RFQ 202/18 for an amount of \$34,100 (Brand Logo Design) and RFQ 249/18 for an amount of \$10,80 (Website Redevelopment). A total of \$245,080 was awarded to Juicebox within a space of 3 months without the need to go to formal tender. Although the various services may have been considered to be separate services and therefore not requiring a formal tender process, no evidence was found from information provided to us during the review that would indicate that some form of assessment was made and a formal decision reached to seek separate RFQ's. As such, the evaluation, the approval to award the contact and the letter of award were all undertaken by the Manager Economic Development and Marketing.	Risk: Medium - Lack of proper segregation of duties in which a manager can request a quote, evaluate the quotes and also approve the commitment to award a contract up to \$249,999. - There is no requirement in the City's procurement policy for the relevant managers to provide a conflict of interest declaration when undertaking a solo evaluation of RFQ's - Could lead to possible lack of monitoring as to whether the City could have obtained best value for money by going out to the market place via an RFT rather than via 4 separate RFQ's.	We recommend that: The City give consideration to also establish the formation of a formal Evaluation Panel for larger \$ value RFQ's (say > \$100,000) in similar line to that which is required for RFT's. This will ensure that proper segregation of duties controls is exercised for large \$ value procurements and also ensure that any potential conflicts of interest are identified and actioned.
Management Comments Responsibility: CEO Comments: The suggested recommendation would be an improvement on the current process through greater control and improved transparency and accountability.		
Finding	Implication	Recommendation
4.0 Conflict of Interest Declarations Although some form of conflict of interest needs to be declared and recorded on the evaluation assessment report by all panel members, no such requirement is provided nor needed for RFQ's (\$50,000 - \$249,999) as no formal evaluation panel is required. As per our testing we did not sight any RFQ evaluations which included a conflict of interest declaration statement.	Risk: Medium - Conflict of interest declarations are not being undertaken for RFQ evaluations that have been conducted solely by the requesting manager. - Current process of providing conflict of interest information is not considered to be good governance practice would suggest that each voting panel member should sign and date a	We recommend that: - Conflict of interest declarations also be applied to RFQ's even though the evaluations are undertaken solely by the requesting manager - the City give consideration to ensure each voting member assigned to an evaluation panel sign and date an individual "Conflict of Interest Declaration" form.

Finding	Implication	Recommendation
Further, we found that the City's evaluation voting panel members who are required to provide conflict of interest declarations for RFT's are signing the evaluation report which has a standard clause of no conflict of interest being declared. However, they do not provide a separate individual signed and dated "Conflict of Interest Declaration" form	separate individual "Conflict of interest Declaration" form which clearly indicates that the voting member has thought about possibly having or not having a conflict of interest prior to the evaluation assessment is commenced.	
Management Comments Responsibility: CEO Comments: The suggested recommendation would be an improvement on the current process through greater control and improved transparency and accountability. Current RFQ procedures will be amended for larger value RFQ contracts to include the requirement to complete conflict of interest declarations where appropriate. Current RFQ procedures will be amended for larger value RFQ contracts to include the following: • An independent approving officer through an evaluation panel for larger value RFQ contracts and • Completing a conflict of interest declaration where appropriate.		

Audited Area: Procurement
Audited Activity: Contract Management

Finding	Implication	Recommendation
5.0 Contract Management Guidelines Require Endorsement The City has in place a number of contract management policies, however the policies have yet to be formally endorsed. As part of our testing we noted 4 instances out of 17 contracts tested where we were not provided with a copy of the supplier contract and a further 4 instances where we were not provided with a copy of the signed letter of acceptance or letter of intent when awarding a contract.	Risk: Medium • No assurance that contracted suppliers have complied with their contractual obligations, goods and services are being provided to a high quality and the fees charged for such goods and services is in accordance with the agreed and quoted price rate within the supplier's contract. • No assurance that end of contract supplier performance appraisals are being performed.	We recommend that: • the City, as a matter of priority, endorse the draft contract management policies and ensure that all appointed contract managers fully understand their contract manager responsibly. • to assist compliance that the City develop a formal quality assurance checklist which should be signed off by the contract manager's supervisor/Director as evidence that a contract prior to ending has been contract managed and post contract supplier performance evaluations have been conducted and recorded.
Management Comments Responsibility: CEO		

Finding	Implication	Recommendation
Comments: Draft contract management policies, procedures, forms and checklists have been submitted to Management for approval before implementation. Once endorsed by the Director training will be conducted across the organisation for relevant officers. It is anticipated to be finalised by September 2020. Training will include supplier evaluation measured against the KPI's within contracts. All policies and procedures will be made available to the organisation through CoFI.		

Audited Area: Accounts Payable
Audited Activity: Supplier Masterfile

Finding	Implication	Recommendation
6.0 Changes to Supplier Masterfile Process According to the City's procedures where a supplier request to have their bank account details amended on the City's Supplier Masterfile record, the supplier is required to complete a "Creditor Change of Bank Account Details" application form and submit that to the City's finance area for processing. The City's procedure also requires that the application form should be accompanied by a written request on the supplier's official letterhead and signed by the supplier. Further, some form of evidence such as copy of the details of the new account details should also be forwarded prior to the request being processed. The application form also has a section where the City's officer who processes the change indicates that all relevant data has been provided and that the appropriate compliance checks have been carried out. As part of our review we tested 9 supplier bank account change requests that were processed by the City and found that 8 of the 9 application forms sighted had not been properly completed as evidence by the City officer that proper compliance checks were undertaken. 6 out of 9 did not have a signed letter head attached nor evidence of the new bank account details. 1 out of 9 was noted where no application form nor signed letterhead was evident.	Risk: Medium - Non-compliance with proper control process increase the risk and possibility of fraudulent activity - Non-compliance indicates lack of proper management control and segregation of duties control over this process.	We recommend that: - the City ensure that the relevant officers responsible for changing supplier bank accounts follow due process and also suggest that prior to a supplier's bank account details being changed that the change is checked and approved by the officer's supervisor. - an independent check be carried out, say weekly or monthly, by a separate officer on a sample basis to check the correctness of modifications made to the Supplier Masterfile to ensure no unauthorised changes have been made and that changes are supported with appropriate signed documentation.
Management Comments Responsibility: CEO Comments: The procedure to change supplier bank account details has been in place since November 2017 to ensure controls and segregation of duties.		

Finding	Implication	Recommendation
- Based on the review findings a refresher of the procedure will be undertaken with Procurement Officers. The refresher will include revisiting the documentation required and completing checks section of the form fully for audit trail purposes. - Currently the Procurement Team Leader checks a report of all supplier bank account changes before approving a payment run. A further step will added to this procedure to undertake an internal audit function. This will be a random check of supplier change of bank account forms and documentation to ensure compliance with the procedure.		

Audited Area: Accounts Payable/Procurement
Audited Activity: Purchase Orders

Finding	Implication	Recommendation
7.0 Need to Ensure Proper Use of Purchase Orders. Purchase orders form a vital control to ensure that the City has approved future expenditure commitments prior to awarding a contract for the supply of goods and services. The proper use of purchase orders also serves as a control mechanism to ensure supplier invoices received by the City for payment are valid, the fee charged on the invoice agrees to the approved fee for goods and services committed and also a properly approved purchase order can serve as formal evidence that proper procurement process has been followed in regards to RFT, RFQ and written quote process. However, the use of purchase orders as a control mechanism is only effective if the purchase order is created prior to the awarding of a contract or prior to placing an order for goods and services. The City's procurement policy clearly states the use of purchase orders. As part of our review testing, we found that 8 out of 15 purchase orders tested were created and approved either at the time a supplier invoice was received or after the date of invoice. The following 8 purchase orders were created for approval after invoice date and have been detailed for your further investigation:	Risk: Medium - Issuing of an approved purchase order at the time of receiving the supplier's invoice undermines the management control effect of using purchase orders and the proper authorisation of purchase orders at the time a supplier is contracted. - Increases the possibility of fraudulent action through the possible payment of fraudulent tax invoices.	We recommend that: - the City clarify its policy and guidelines in regards to the proper use and approval of purchase orders to ensure that all purchase orders are initiated and approved at the date a supplier quote is accepted and/or a supplier contract for the supply of goods and services is enacted. - A copy of the approved purchase order should be issued to the supplier at date of accepting their quote clearly stating that the supplier is required to state the purchase order number on their invoices.

Finding	Implication	Recommendation
- PO 237536 - PO 236570 - PO 235172 - PO 242195 - PO 240755 - PO 235576 - PO 237222 - PO 235666		

Management Comments

Responsibility: CEO

Comments:

In an attempt to reduce the instances of purchase orders being raised after the receipt of invoices the following actions have been initiated over the last couple of years:

- Training across the organisation is conducted with purchasing officers to remind them of the need to ensure purchase orders are raised prior to the time of authorising works/services or ordering goods.
- All invoices received without quoting a valid purchase order are returned to the supplier unpaid. This requirement was advised to all suppliers in writing in November 2018.

From this review one-on-one training will be conducted with officers who raised the 8 purchase orders identified.

Refresher training and update on the policy and procedures for purchase orders will be distributed to the organisation.

Audited Area: Financial Systems and Procedures
Audited Activity: Internal Audit Function

Finding	Implication	Recommendation
14.0. Need to Establish an Internal Audit Activity for the City The City does not have in place a dedicated Internal Audit Activity which is able to undertake routine financial management, risk management, internal control and legislative compliance audits. Such an activity, should it be established, would be responsible for reporting their findings and recommendations directly to the Audit and Risk Management Committee via the CEO assisting the CEO and the Audit and Risk Management Committee in meeting their governance responsibilities. The Internal Audit Activity can be established either as an inhouse function or outsourced to a reputable accounting/audit firms who specialise in providing Internal Audit services.	Risk: Medium - In the absence of an effective Internal Audit Activity, the City is unable to obtain ongoing and timely assurance that management controls continue to operate satisfactorily, the City's policies continue to be relevant, effective and complied with and that the City's risks are being properly identified and managed. - An effective internal audit activity program would also assist the City towards meeting its financial and legislative obligations in regards to the <i>Local Government (Financial Management) Regulations 1996, 5(2) (c)</i> review and <i>Local Government (Audit) Regulation</i>	We recommend that: - The City CEO, through the Governance unit and the Audit and Risk Management Committee give consideration to the establishment of an Internal Audit Activity for the City. - Consideration be given to establishing a 3 year internal audit program, endorsed by the Audit and Risk Management Committee, made up of potential high risk area audits to be carried out based on the City's identified strategic and operational risks.

Finding	Implication	Recommendation
	1996, Regulation 17 review requirements.	
Management Comments Responsibility: CEO and the Audit and Risk Management Committee Management Comments: The City's current audit program includes: • Financial audit conducted by OAG for Interim and Final audit of annual financial statements. • Audit Reg. 17 audits conducted on Legislative Compliance, Internal Control and Risk management • Performance Audits conducted by OAG within Procurement and Environmental Health. • Financial Management Review undertaken by CEO every 3 years. Additional audits through an internal audit function will be considered by the City with Audit and Risk Management Committee.		

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARMC2008-1 **(Officer's recommendation)**

Moved: Cr Adin Lang

Seconded: Mr Phillip Draber

Council:

- 1. Receive the Financial Management Review June 2020, as shown in Attachment 1 of this item, and**
- 2. Note the responses and actions identified in this report by Management to remedy issues identified by the review**

Carried: 5/0

**Mayor Brad Pettitt, Cr Adin Lang, Cr Frank Mofflin,
Cr Hannah Fitzhardinge, Mr Phillip Draber**

ARMC2008-2 OFFICE OF AUDITOR GENERAL REGULATION OF CONSUMER FOOD SAFETY AUDIT

Meeting date:	11 August 2020
Responsible officer:	Manager Field Services
Decision making authority:	Council
Agenda attachments:	1. Action Plan - Implementing the Recommendations of the OAG - Regulation of Consumer Food Safety
Additional information:	1. Report 28 – Regulation of Consumer Food Safety by Local Government Entities

SUMMARY

The purpose of this report is to advise the Risk and Audit Management Committee of the findings of the Office of the Auditor General's (AOG) audit of the City. The audit assessed the performance of two local governments in regulating local food businesses under the *Food Act 2008*, during the 2018-2019 financial year. It also presents an action plan, to implement the recommendations of the Auditor General, for submission to the Minister for Local Government, as required under the *Local Government Act 1995*.

This report recommends that the Council endorse the "Action Plan – Implementing the Recommendations of the OAG – Regulation of Consumer Food Safety" shown in Attachment 1, for submission to the Minister for Local Government; Heritage; Culture and the Arts

BACKGROUND

On 14 November 2019, auditors from the Office of the Auditor General began auditing the City, as part of an audit of two local governments to assess whether local government entities (LG entities) effectively regulate consumer food safety in food businesses in their local area. This audit culminated in a report to parliament. The audit which lasted approximately 8 months concluded that:

Current inspection and enforcement processes in the two audited LG entities do not support an effective risk-based approach for regulating food businesses.

While the two LG entities were undertaking food inspections, there were shortcomings in the process they used to regulate food safety in businesses. Several inspections were overdue, recordkeeping was inadequate, and follow-up and enforcement of compliance with food safety standards was not always consistent or completed. These shortcomings may lead to unsafe food practices going undetected or left unaddressed.

The Report mentioned the following five recommendations:

Local government entities should:

- 1) ensure food business inspections are prioritised and carried out according to their risk classification

- 2) ensure changes to inspection frequencies are only made based on a documented assessment of compliance history or other urgent requirement
- 3) improve recordkeeping for food business inspections and compliance reporting to:
 - a) better understand inspection and compliance history
 - b) identify compliance issues and follow-up activities
 - c) respond to emerging food safety issues
- 4) develop procedures and staff guidance to ensure non-compliant food businesses are followed up and Standards enforced in a consistent and timely manner
- 5) work with the Department of Health in the development and implementation of new electronic food safety inspection and recordkeeping systems.

An action plan has now been developed to address the above recommendations and is attached to this Report.

FINANCIAL IMPLICATIONS

Budget was allocated and work is ongoing to provide an electronic inspection system that will fulfil the requirements of the recommendations.

Allocation may need to be made to contract additional environmental health staff, if required, to complete food business inspections in the 2020/21 financial year.

LEGAL IMPLICATIONS

Under section 7.12A of the *Local Government Act 1995*, all audited entities are required to prepare an action plan addressing matters relevant to their entity for submission to the Minister for Local Government within 3 months of the audit report being tabled in Parliament. Report 28 - Regulation of Consumer Food Safety by Local Government Entities was tabled in Parliament on 30 June 2020; so the City must submit an action plan to the said Minister, by 30 September 2020.

CONSULTATION

No consultation was considered necessary for the purposes of this report.

OFFICER COMMENT

The Auditor General audit identified, among other things non inspection of several food premises within Fremantle. As a result these premises have now been inspected and the inspection programme has been altered to ensure these are captured in the future. The five recommendations from the audit are intended to improve the effectiveness and capacity of the City to fulfil its responsibilities, under the *Food Act 2008*, as an enforcement agency.

It is intended that by implementing the attached action plan that this will address the risks posed by the operation of food businesses within the City in an educative, proportional and consistent manner.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARMC2008-2
(Officer's recommendation)

Moved: Cr Adin Lang

Seconded: Cr Frank Mofflin

Council:

- 1. Endorse the “Action Plan – Implementing the Recommendations of the Office Auditor General – Regulation of Consumer Food Safety, include at attachment 1.**
- 2. Approve the submission to the Minister for Local Government; Heritage; Culture and the Arts by 30 September 2020.**

Carried: 5/0

**Mayor Brad Pettitt, Cr Adin Lang, Cr Frank Mofflin,
Cr Hannah Fitzhardinge, Mr Phillip Draber**

ARMC2008-3 OVERDUE DEBTORS REPORT AS AT 30 JUNE 2020

Meeting date:	11 August 2020
Responsible officer:	Manager Finance
Decision making authority:	Council
Agenda attachments:	1. Summary of Overdue Debts above Threshold (<i>Confidential attachment provided in confidential agenda</i>)
Additional information:	Nil

SUMMARY

This debtors report with a confidential attachment is provided to the Audit and Risk Management Committee together with details of overdue debts that exceed a threshold value of \$10,000.

This report recommends that Council receive the overdue debtors report and acknowledge the overdue debts exceeding ninety (90) days with the combined value exceeding \$10,000 as at 30 June 2020.

BACKGROUND

The report provides details to the Audit and Risk Management Committee on overdue debtors. The following information is provided on a quarterly basis:

- The amount of total debt outstanding for the period aged from current to over 90 days overdue with a comparison to the same period for the previous year.
- The value of debt that is in excess of ninety (90) days overdue and the combined value of those debt(s) which exceed \$10,000.
- All records of the uses of delegated authority, to waive or write off debts valued at \$1,000 or above per debtor, must be reported to the audit and risk management committee.
- A confidential report containing the individual debtor information in relation to the outstanding debtors exceeding 90 days with a combined value exceeding \$10,000 with comments, background and a comparison to the previous quarters report.
- Debtor day ratio - the average number of days required for the City to receive payment from its customers for invoices issued to them.

FINANCIAL IMPLICATIONS

It is a requirement that annual financial statements include an allowance for impairment of receivables owed to the local government to be recognised as a cost to the budget in the year in which the impairment is made.

As at year ending 30 June 2019 an amount of \$144,907 was held as an allowance for impairment of receivables. As at the 30 June 2020 the current allowance held as impairment is \$103,455 with \$41,452 being written off to date.

During this financial year the following reportable write-offs and waivers have been processed against this account:

Total Write-offs \$41,452 + GST
Total Waivers \$NIL

Since the last report, 1 occurrence of delegated authority to waive or write off debts valued at \$1,000 or above per debtor by officers has occurred. Currently \$99k has been identified for potential write-off.

Summary of Sundry Debtor's Debts Written-off

Debtor No.	Name	Amount	Business Unit	Delegated Officer or Council
2092379	The Event Agency	4,367	Waste Management	Director Infrastructure and Project Delivery
2092585	Fly By Night Musicians Club Ltd	15,850	Economic Development	Council
2019393	City Tours Pty Ltd	2,590	Technical Services	Manager Infrastructure Engineering
	TOTAL	22,807		

Summary of Rates Debtors Debts Written-off

PID No.	Name	Amount	Business Unit		Delegated Officer or Council
260	Fly By Night Musicians Club Ltd	16,419	Economic Development	August 2019	Council ARMC1908-1
1061	Fly By Night Musicians Club Ltd	2,030	Economic Development	August 2019	Council ARMC1908-1
	TOTAL	18,449			

Summary of Sundry Debtor's Debts Waived

Debtor No.	Name	Amount	Business Unit	Delegated Officer or Council
	TOTAL	NIL		

LEGAL IMPLICATIONS

Section 6.12 (1) (c) of the *Local Government Act 1995* provides authority for the Council to write off outstanding monies.

In accordance with section 5.42 and 5.44 of the *Local Government Act 1995* the following delegated authority applies:

- The Chief Executive Officer has delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$100,000 per account where in the opinion of the Chief Executive Officer all other reasonable avenues of recovery have been exhausted.
- Directors and Managers have various sub-delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$20,000 per

account where in the opinion of the Director or Manager all other reasonable avenues of recovery have been exhausted.

All records of the uses of this delegated authority, to waive or write off debts valued at \$1,000 or above per debtor, must be reported to the Audit and Risk Management Committee.

Any amount in excess of \$100,000 is to be written off by Council resolution. A council resolution authorising the write-off of any bad debt does not prevent Council from reinstating the debt if the future circumstances change and the debt becomes collectable.

CONSULTATION

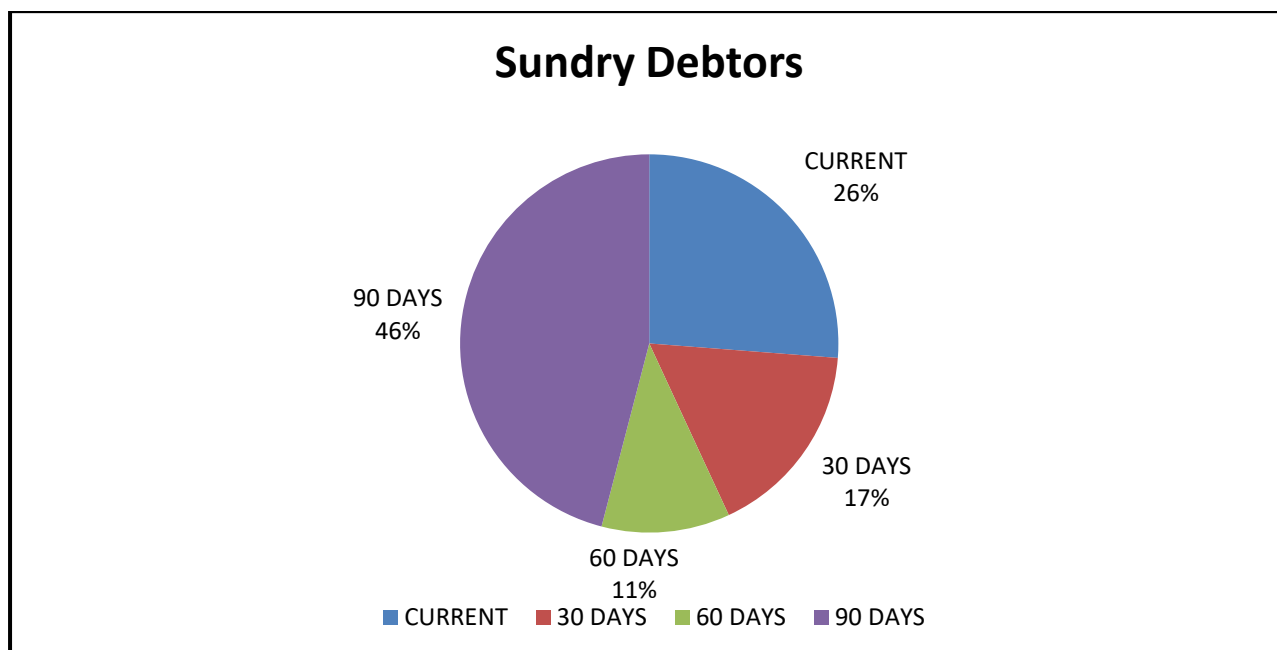
NIL

OFFICER COMMENT

The total of debtors outstanding as at 30 June 2020 is \$1,199,256. A breakdown of aged debt for the current period compared to prior year for the same period is tabled below.

Period Ending June	Current	30 Days	60 Days	90+ Days	Total
July 19 – June 20	26%	17%	11%	46%	100%
	314,423	202,330	131,585	550,918	1,199,256
July 18 – June 19	442,372	88,563	23,701	174,888	729,524

Of the total debt balance, the amount outstanding for 90+ days is \$550,918 or 46%. Below is a graph of the aged debt balances as at 30 June 2020.



Compared to the report of overdue debtors as at 30 June 2019, presented to Audit and Risk Management Committee at the 11 February 2020 meeting, the total value of outstanding debtors has increased by \$401k.

Outstanding debt over 90 days has increased from \$150k at the end of the previous quarter to \$551k. The number of overdue debtors above reporting threshold is 12 with a total value of \$466,831.

In accordance with delegated authority, any debts over \$100,000 will be submitted to Audit and Risk Management Committee for approval and all recorded use of delegated authority by Chief Executive Officer, Directors and Managers will be reported to Audit and Risk Management Committee.

The confidential attachment contains debtor information in relation to the \$466,831 of outstanding debtors exceeding 90 days with a combined value exceeding \$10,000 with comments and background.

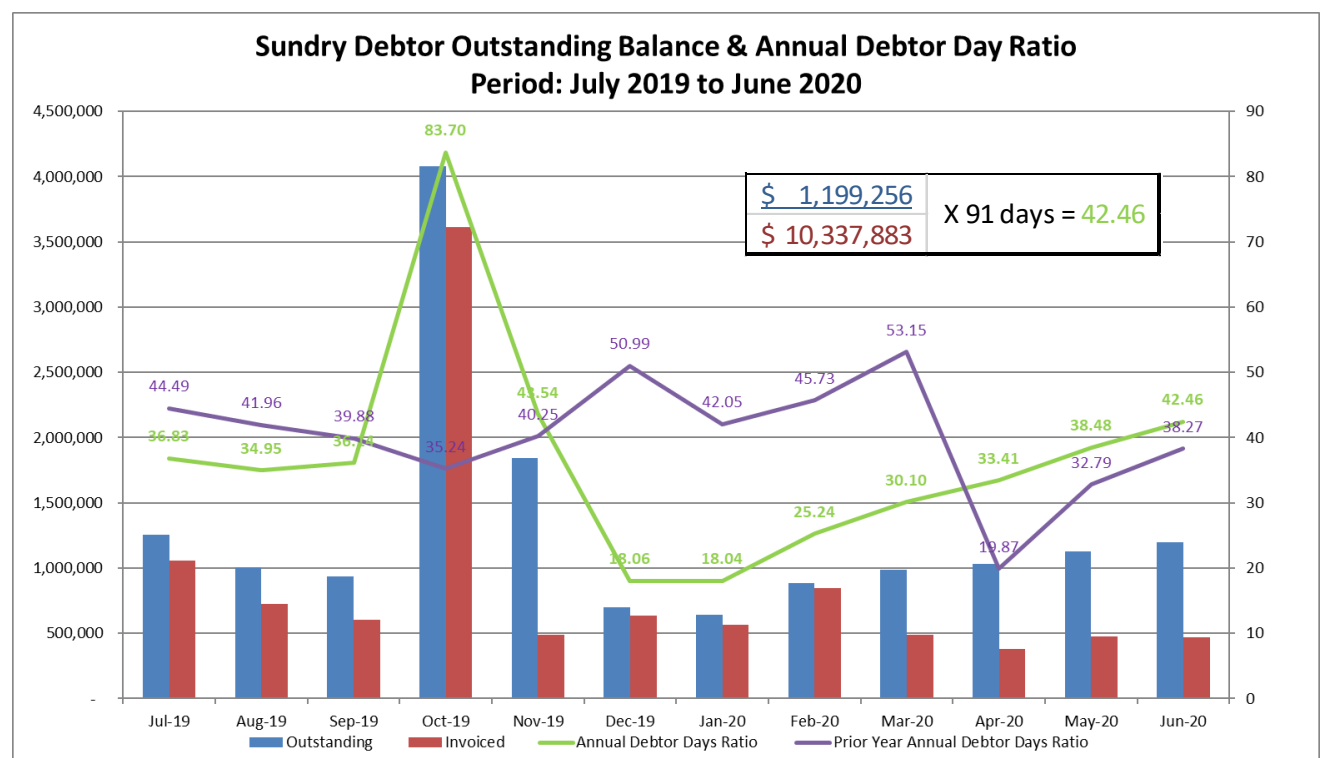
Debtors Outstanding

The debtor day ratio measures how quickly cash is being collected from debtors. The longer it takes for an organisation to collect, the greater the number of debtor days.

The calculation of the ratio considers the total amount outstanding at the end of the period over the total amount invoiced to that period for the financial year by the total number of days from 1 July to the end of the period. See calculation in graph below.

Prior financial year information is presented together with the current financial year as a comparative to demonstrate the City's ability to collect funds owed to the City when due.

At 1 July 2019, \$318,284 of invoices raised in 2018/19 were outstanding resulting in outstanding debt exceeding the amount invoiced during July 2019. Identified write-offs amounted to \$99k and have resulted primarily from the City's commercially leased properties.



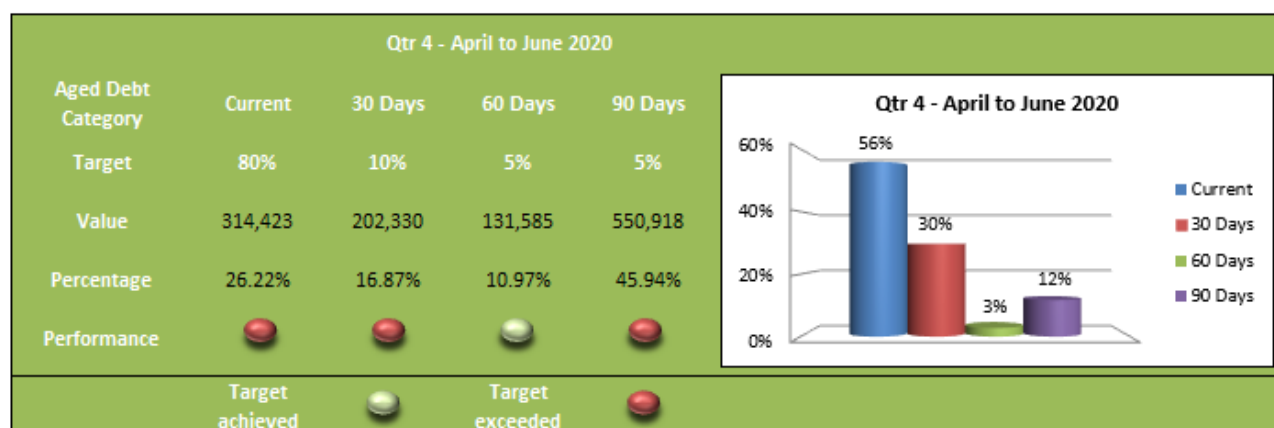
At reporting date, the debtor day ratio was 42.46 an increase from the prior reporting period. Of outstanding debt, 26% related to current invoices that were not yet due.

Key Performance Indicators

The Audit Risk Management Committee recommended a performance measure be included to provide a reporting date 'snapshot' of performance against agreed indicators.

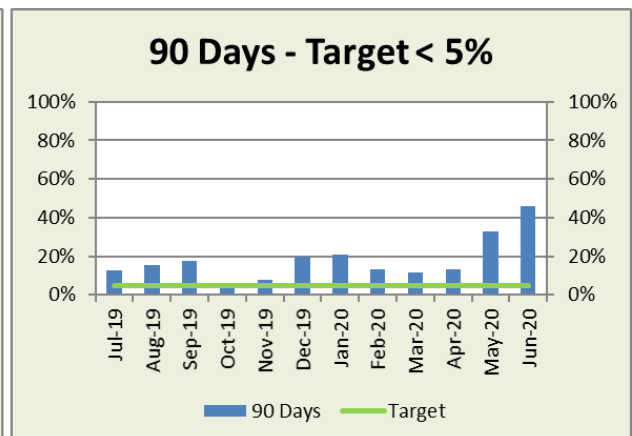
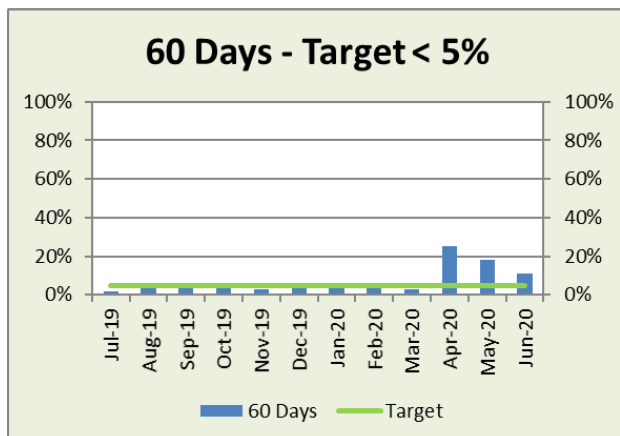
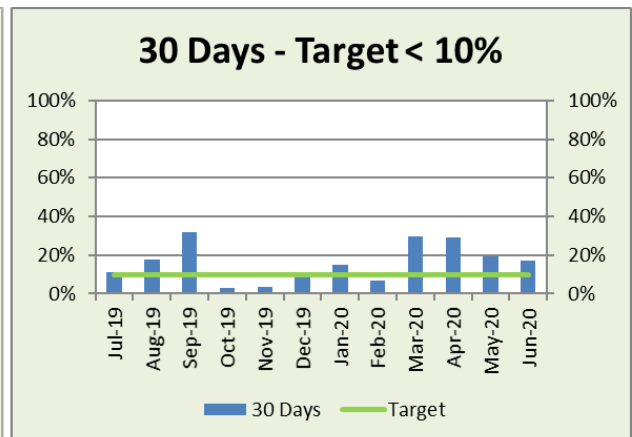
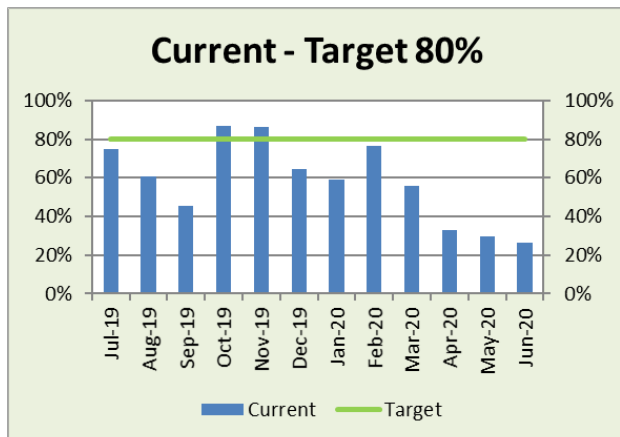
Internal debt management procedures have been reviewed resulting in Officers engaging with debtors earlier where an amount is considered to have an increased risk of default. Upon review of debt levels over prior financial years, Officers consider reasonable and recommend the following targets against which to report.

Key Performance Targets				
Current	30 Days	60 Days	90 Days	Total
80%+	<= 10%	<=5%	<=5%	100%



Of total overdue debt, Commercial Properties account for 62% (\$545k). Three Commercial Property debtors account for \$190k of invoices overdue for more than 90 days. Payment arrangements had been agreed however due to COVID-19 most arrangements have been suspended. The City has commenced negotiations on an individual basis with each commercial property tenant to ensure that only essential write-offs may occur. There will be further write-offs for commercial debt as we navigate the government processes for dealing with commercial tenants, and the City is monitoring the COVID environment currently occurring on the east coast and scenario planning any impact that may result in Western Australia.

The following charts demonstrate performance against the recommended target for each aged debt category by period to reporting date for this financial year. As discussed above, much of the longer term debt relates to the commercial tenants during the COVID shutdown period and negotiations with these tenants is now underway. It is anticipated the position on this debt will be better known by October, 2020.



VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARMC2008-3 (Officer's recommendation)

Moved: Cr Adin Lang

Seconded: Mayor, Brad Pettitt

Council receive the overdue debtors report and acknowledge the overdue debts exceeding ninety (90) days with the combined value exceeding \$10,000 as at 30 June 2020.

Carried: 5/0
Mayor Brad Pettitt, Cr Adin Lang, Cr Frank Mofflin,
Cr Hannah Fitzhardinge, Mr Phillip Draber

ARMC2008-4 PURCHASING POLICY EXEMPTIONS MAY TO JULY 2020

Meeting date: 11 August 2020
Responsible officer: Manager Finance
Decision making authority: Council
Agenda attachments: 1. Purchasing Policy Exemption Details May to July 2020 (*confidential attachment provided in confidential agenda*)
Additional information: 1. Nil

SUMMARY

The purpose of this report is to inform Council of purchases made by the City that were exempt to the requirements of the Purchasing policy, during the period May to July 2020.

This report recommends that Council receive the Purchasing Policy Exemptions report for May 2020, June 2020 and July 2020.

BACKGROUND

At the Ordinary Council Meeting of 15 April 2020, Council adopted a new purchasing policy. The policy contains a list of tender exemptions (exempt under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*) and policy exemptions. Under this policy all exemptions used by the City are to be reported to the Audit and Risk Management committee.

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

CONSULTATION

Nil

OFFICER COMMENT

May 2020

The total value of spending exempt from the City of Fremantle Purchasing Policy is \$21,406.00 for the month of May 2020.

The value of exemptions by category is:

Exemption Category	Value
Specialist Consultancy Exemptions	\$21,406.00
Total	\$21,406.00

Details regarding individual exemptions can be found in the confidential attachment.

June 2020

The total value of spending exempt from the City of Fremantle Purchasing Policy is \$15,000.00 for the month of June 2020.

The value of exemptions by category is:

Exemption Category	Value
Specialist Consultancy Exemptions	\$15,000.00
Total	\$15,000.00

Details regarding individual exemptions can be found in the confidential attachment.

July 2020

The total value of spending exempt from the City of Fremantle Purchasing Policy is \$15,000.00 for the month of July 2020.

The value of exemptions by category is:

Exemption Category	Value
Specialist Consultancy Exemptions	\$126,232.90
Artist Exemptions	\$15,999.00
Total	\$142,231.90

Details regarding individual exemptions can be found in the confidential attachment.

VOTING AND OTHER SPECIAL REQUIREMENTS

Information only no decision required

COMMITTEE RECOMMENDATION ITEM ARMC2008-4
(Officer's recommendation)

Moved: Cr Adin Lang

Seconded: Cr Frank Mofflin

Council receive the Purchasing Policy exemptions report for May, June and July 2020.

Carried: 5/0
Mayor Brad Pettitt, Cr Adin Lang, Cr Frank Mofflin,
Cr Hannah Fitzhardinge, Mr Phillip Draber

ARMC2008-5 INFORMATION REPORT – AUGUST 2020

STATUS REPORT OF COUNCIL MOTIONS – 1 OCTOBER 2019 TO 30 JUNE 2020

Responsible officer:	Manager Governance
Agenda attachments:	Status Report of Council motions – 1 October 2019 to 30 June 2020
Additional information:	Nil

Best practice principles support the recording and reporting of actions taken on Council decisions to ensure they are implemented, and actions are completed in a timely manner. Where possible, Council decisions are actioned as soon as practicable after a Council meeting; however, there are projects or circumstances that mean some decisions take longer to implement than others.

The City keeps a register of all decisions made at Council and Committee meetings. This register does not capture ongoing progress of projects and related activities, only how the initial decision has been or will be actioned. For instance, the register will record the adoption of a plan and the actions needed to disseminate and publish that plan, however the register will not include the instances where the plans actions are undertaken.

The attached register excerpt provides the status of the actions taken by City officers in response to all council decisions. The register excerpt has been organised into separate parts for ease of understanding and reference, as attached:

1. Motions incomplete and ongoing in reporting period

- The motions included in this section are those decisions that have not yet been fully actioned. Progress comments or explanations are provided.

2. Development Application motions completed in reporting period

- The motions included in this section are those decisions about Development Applications (DA's) that have been completed. They have been grouped for ease of reference only.

3. Motions other than completed DA's completed in reporting period

- The motions included in this section are all other decisions made by Council (except DA's that have been completed, captured above at part 2).

4. Motions where no action was required in reporting period

- The motions included in this section are from those reports that were provided to Council for information only.

Due to the restrictions surrounding the Covid-19 pandemic, and the suspension of the February and May Audit and Risk Management Committee meetings (ARMC), this report has not been presented to the ARMC as frequently as intended, therefore this report includes a lot of information to consider.

The intention is that future reports will be much shorter as they will be presented to the ARMC on a more frequent basis.

UPDATE ON REGULATION 17 REVIEW ACTIONS TO 30 JUNE 2020

Responsible officer: Manager Governance
Agenda attachments: Regulation 17 Review Actions progress report June 2020
Additional information: Nil

In late 2019, the City of Fremantle (the City) engaged Civic Legal to undertake an extended “Regulation 17” (reg 17) review of the City’s systems and procedures in relation to risk management, internal control and legislative compliance.

From the review categories listed above the first review was of the City’s Internal Controls, which includes systems and procedures that improve the efficiency the City and mitigate risk.

This review was completed in December 2019, and a report prepared by Civic Legal on the findings of the review, which included recommendations that addressed the issues identified, was considered by the Audit and Risk Management Committee in February 2020.

The report attached provides a summary of the progress the City has made to implement the recommendations to address the issues identified in the findings report.

RISK MANAGEMENT INFORMATION REPORT

Responsible officer: Manager Finance
Agenda attachments: Nil
Additional information: 1. Risk Management Policy
2. Risk Management Guidelines

Council adopted the Risk Management Policy at the OCM of 27 September 2017. Along with the Policy the Risk Management Guidelines underpin risk management at the City. At the Audit and Risk Management Committee (ARMC) meeting of 11 February 2020, Committee requested to see the guidelines following an internal review.

The administration recently completed a review of the Risk Management Guidelines. The review focussed on improving the application of the guidelines to risk scenarios likely to arise within local government rather than following a more generic process that provided little relevance to risks facing Officers of the City.

The internal review specifically focussed on:

- Risk identification - including risk categories and descriptions or examples
- Table 1 – Risk Reference Consequence Ratings
- Table 3 – Level of Risk
- Table 5 – Determining Risk Acceptance and Ownership
- Table 6 – Risk Assessment Table / Risk Register
- Table 7 – Risk Register Examples
- Table 8 – Risk Identification and Reporting Process

A revised identification and reporting process has been put in to place to provide ELT and the ARMC with oversight of identified or emerging Corporate Risks rated High or Extreme or risks that require close management due to the difficulty in mitigating the risk.

High risks are to be presented to ELT on a monthly basis and to ARMC on a quarterly basis, with responsibility for on-going review of the risk resting with Director or CEO. Severe risks are to be presented to ELT and ARMC immediately they are identified with on-going reporting and review of the risk resting with Council.

In order to improve the identification, evaluation, management and reporting of risks the City has engaged an external consultant to provide a half-day training session with Managers and the Executive Leadership Team, on the City's updated Risk Management Guidelines. Training will take place in late August, 2020.

Following the training it is anticipated that risk management will become even more of a focus across the organisation than it currently is and lead to better understanding and management of the risks faced by the City.

COMMITTEE RECOMMENDATION ITEM ARMC2008-5
(Officer's recommendation)

Moved: Cr Adin Lang

Seconded: Mr Phillip Draber

Council receive the following information reports for August 2020:

- 1. Progress Report of Council motions – 1 October 2019 to 30 June 2020.**
- 2. Update on Regulation 17 review actions to 30 June 2020.**
- 3. The information report for Risk Management**

Carried: 5/0

**Mayor Brad Pettitt, Cr Adin Lang, Cr Frank Mofflin,
Cr Hannah Fitzhardinge, Mr Phillip Draber**

ADDITIONAL OFFICER COMMENT

The committee raised the issue that the Progress Report of Council motions – 1 October 2019 to 30 June 2020 attachment, contained a comment that wasn't reflective of the current status of the motion for item ARMC2002-1 Review of Certain Systems and Procedures - Internal Control by The Chief Executive Officer Required by Regulation 17 of the Local Government (Audit) Regulations. The resolution requested *a report be brought back to the next Audit and Risk Management Committee meeting, outlining the City's process to address findings from audits and the actions which have been developed to address the 'Suggested Actions' from the 'Systems and Procedure Review - Internal Control' including accountability for completion and planned completion date.*

While the 'Regulation 17 Review Actions progress report June 2020' has been included as an attachment to this item, a report outlining the City's process to address findings from audits and the actions which have been developed to address the 'Suggested Actions' from the 'Systems and Procedure Review - Internal Control' including accountability for completion and planned completion date has not been presented to the committee.

Officers will amend the officer's comment within the motions register for the item ARMC2002-1 and amend the status from 'completed' to 'ongoing'.

11.3 Finance, Policy, Operations and Legislation Committee 12 August 2020
FPOL2008-7 AMENDMENT TO THE FEES AND CHARGES 2020-21

Meeting date: 11 August 2020
Responsible officer: Manager Finance
Decision making authority: Council
Agenda attachments: Nil
Additional information: Nil

SUMMARY

This report is to consider the adoption of fees not included in the Fees and Charges schedule of the 2020/2021 Budget and to amend fees and charges for the 2020/2021 financial year.

This report recommends that Council advertise its intent to adopt the new and amended fees and charges as an addendum to the fees and charges adopted with the 2020/2021 Budget.

BACKGROUND

The schedule of fees and charges adopted with the 2020/2021 Budget was prepared on the premise that where possible fees and charges were to remain at 2019/2020 levels due to the economic impacts of COVID-19 on the community.

Consideration was given to the cost to the City of providing the service or goods, their importance to the community and the price at which each could be provided by an alternative provider.

Post adoption, omissions and customer requests for services have resulted in the need for new and amended fees.

FINANCIAL IMPLICATIONS

Reduced revenue for services provided

LEGAL IMPLICATIONS

Pursuant to Section 6.16 of the Local Government Act 1995, council adopted the Fees and Charges schedule included with the draft 2020/2021 Budget at the special meeting of council in July 2020.

Section 6.16 of the Local Government Act 1995 requires fees and charges to be imposed when adopting the annual budget, but they may also be —

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

* Absolute majority required

Section 6.19 of the Act requires the local government when proposing to impose any fees or charges under this Subdivision after the annual budget has been adopted it, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

CONSULTATION

NIL

OFFICER COMMENT

Customer requests for services resulted in the need to adopt new fees as follows:

Fee Name	Amount	Unit
Bulk Waste Drop-off	\$50.00	Limited to one standard box trailer per drop-off
<i>Fee applies to City of Fremantle residents to drop-off accepted bulk/non-recyclable waste to the Recycle Centre, if a current and valid voucher letter is not produced.</i>		
7Ltr Kitchen Caddie	\$5.30	Per unit
8Ltr Compostable Bin Liners	\$5.25	Per roll
<i>75 Bags per roll</i>		
35Ltr Compostable Bin Liners	\$5.15	Per roll
<i>20 Bags per roll</i>		
Failure to return keys or access card by specified time	\$50.00	Per occasion

Two fees relating to the Fremantle Arts Centre were reduced in error from previously adopted levels and therefore it is recommended that these be increased to reflect the 2019/2020 level.

Fee Name	Adopted Amount	Proposed Amount
Food Stall fee (Bazaar)	\$591.00	\$650.00
Compostable Bin Liners	\$264.00	\$290.00

In order to ensure consistency, the following fees have been reviewed and it is proposed are amended as follows:

Fee Name	Adopted Name	Proposed Name
Fremantle Town Hall	Day Hire	Non-Commercial Hire – Day Hire
Fremantle Town Hall	Evening Hire	Non-Commercial Evening Hire
Private/Non-Commercial (incl. Charitable)	Private and non-commercial hire of reserves, beaches and parks	Bookings of reserves, beaches and parks for recreational use

The following fees have been amended to differentiate between commercial and non-commercial hirers.

	Name	Amount	Unit
Bookings of reserves, beaches and parks for recreational use	Non-Commercial Hire	\$16.00	Per Hour
Bookings of reserves, beaches and parks for recreational use	Commercial Hire	\$29.00	Per Hour
Bookings of reserves, beaches and parks for recreational use	Cost of Call Out	\$81.80	Per Hour (min 3 hours)

VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute majority required

COMMITTEE RECOMMENDATION ITEM FPOL2008-7 **(Amended officer's recommendation)**

Moved: Cr Hannah Fitzhardinge

Seconded: Mayor, Brad Pettitt

Council adopt:

1. The new fees as detailed in the following table:

Fee Name	Amount	Unit
Bulk Waste Drop-off	\$50.00	Limited to one standard box trailer per drop-off
7Ltr Kitchen Caddie	\$5.30	Per unit
8Ltr Compostable Bin Liners	\$5.25	Per roll
35Ltr Compostable Bin Liners	\$5.15	Per roll
Failure to return keys or access card by specified time	\$50.00	Per occasion

2. The amended fees as detailed in the following table:

Fee Name	Adopted Amount	Proposed Amount
Food Stall fee (Bazaar)	\$591.00	\$650.00
Compostable Bin Liners	\$264.00	\$290.00

3. The amended fee names as detailed in the following table:

Fee Name	Adopted Name	Proposed Name
Fremantle Town Hall	Day Hire	Non-Commercial Hire – Day Hire
Fremantle Town Hall	Evening Hire	Non-Commercial Evening Hire

Private/Non-Commercial (incl. Charitable)	Private and non-commercial hire of reserves, beaches and parks	Bookings of reserves, beaches and parks for recreational use
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4. The differentiated fees as detailed in the following table:

Name		Amount	Unit
Bookings of reserves, beaches and parks for recreational use	Non-Commercial Hire	\$16.00	Per Hour
Bookings of reserves, beaches and parks for recreational use	Commercial Hire	\$29.00	Per Hour
Bookings of reserves, beaches and parks for recreational use	Cost of Call Out	\$81.80	Per Hour (min 3 hours)

5. The new fee as detailed in the following table:

Fee Name	Amount
Loading Zone Parking Permits For Non-Complying Vehicles (Time Limit Still Applies) <i>Year - for CoF business owners only – for a period of one year – maximum one permit per business – approval subject to availability and at the discretion of Coordinator Parking.</i>	\$174.00

Carried: 6/0

**Mayor Brad Pettitt, Cr Hannah Fitzhardinge, Cr Jenny Archibald,
Cr Doug Thompson, Cr Adin Lang, Cr Sam Wainwright**

ADDITIONAL OFFICER COMMENT

Officers identified an error in the fee name listed in part 2 of the Committee Recommendation. The fee listed as 'Compostable Bin Liners' in part 2 of the recommendation, should have been listed as 'Food Stall Fee'.

The City requires two different types of food stall fees, one is used for general food stall applications and the other is used for food stall applications for the Fremantle Arts Centre's Bazaar event.

OFFICER RECOMMENDED AMENDMENT TO COMMITTEE RECOMMENDATION

Council adopt:

1. The new fees as detailed in the following table:

Fee Name	Amount	Unit
Bulk Waste Drop-off	\$50.00	Limited to one standard box trailer per drop-off
7Ltr Kitchen Caddie	\$5.30	Per unit
8Ltr Compostable Bin Liners	\$5.25	Per roll
35Ltr Compostable Bin Liners	\$5.15	Per roll
Failure to return keys or access card by specified time	\$50.00	Per occasion

2. The amended fees as detailed in the following table:

Fee Name	Adopted Amount	Proposed Amount
Food Stall fee (Bazaar)	\$591.00	\$650.00
Compostable Bin Liners Food Stall Fee	\$264.00	\$290.00

3. The amended fee names as detailed in the following table:

Fee Name	Adopted Name	Proposed Name
Fremantle Town Hall	Day Hire	Non-Commercial Hire – Day Hire
Fremantle Town Hall	Evening Hire	Non-Commercial Evening Hire
Private/Non-Commercial (incl. Charitable)	Private and non-commercial hire of reserves, beaches and parks	Bookings of reserves, beaches and parks for recreational use

4. The differentiated fees as detailed in the following table:

Name	Amount	Unit
Bookings of reserves, beaches and parks for recreational use	Non-Commercial Hire	\$16.00
Bookings of reserves, beaches and parks for recreational use	Commercial Hire	\$29.00
Bookings of reserves, beaches and parks for recreational use	Cost of Call Out	\$81.80
		Per Hour (min 3 hours)

5. *The new fee as detailed in the following table:*

<i>Fee Name</i>	<i>Amount</i>
<i>Loading Zone Parking Permits For Non-Complying Vehicles (Time Limit Still Applies)</i> <i>Year - for CoF business owners only – for a period of one year – maximum one permit per business – approval subject to availability and at the discretion of Coordinator Parking.</i>	\$174.00

FPOL2008-8 ADOPTION OF COMMERCIAL EVENTS POLICY

Meeting Date:	12 August 2020
Responsible Officer:	Manager Communications & Events
Decision Making Authority:	Council
Agenda Attachments:	Commercial Events Policy
Additional information:	Nil

SUMMARY

The purpose of this report is to provide details of the proposed Commercial Events Policy to Council for consideration.

This report recommends that Council adopt the attached Commercial Events Policy, setting the scene for a more proactive and structured approach to the City's management of commercial events.

BACKGROUND

The City of Fremantle is recognised as a destination city, known for its culture, heritage and unique places. Fremantle is an ideal location boasting a number of highly sought-after venues for events.

Council recognises that events contribute to the delivery of its Strategic Community Plan as they can entertain and educate, build pride, enhance community connections, encourage healthy lifestyles, bring vibrancy and stimulate the economy.

The Commercial Events Policy is a new policy developed to bring consistency to Council's approach to approving events, and proposes to establish an Expression of Interest Process to attract and prioritise events that align with Fremantle's Strategic Community Plan objectives, and provide a bold and engaging range of events that deliver maximum benefit and opportunity to residents, businesses and visitors.

It is intended that this Policy be adopted for a trial period of 24 months, and that the proposed Expression of Interest process be suspended for the 2020–21 event season in recognition of the need to support the events industry, help stimulate the Fremantle economy and activate the city. It is anticipated that at the end of 2020, the City will open the EOI process for the 2021–22 event season. If the City is unable to maximise applications during this period, consideration will be given to accept applications outside this timeframe.

The policy aligns with strategic focus areas and outcomes of the Strategic Community Plan 2015-25, specifically to:

- Promote Fremantle as a leading-edge destination to attract vibrant festivals and street life.
- Attract and retain diverse quality arts organisations and artists.
- Develop and support curated quality arts events and cultural experiences.
- Incubate, support and develop a vibrant arts community.
- Create interesting and diverse activities to encourage people to stay longer in Fremantle.
- Improve community inclusiveness and participation.

FINANCIAL IMPLICATIONS

There are no specific financial implications as a result of this policy. The implementation of the policy will occur within the operational budget of the City's Communications and Events Management team.

The recommendation to reduce the 2020–21 hire fees by 25% represents a loss of income for the City, however it is submitted that this will be offset by an increase in the demand and overall number of events held in the city, and will subsequently deliver a positive broader economic and social benefit for Fremantle.

Fees and charges are set through the annual Council budget process, or as varied by Council resolution. Venue hire fees are calculated in accordance with the relevant event category scale.

There are two types of event fees:

1. **Venue hire:** the fee to hire the venue. Venue hire fees can be adjusted to reflect market climate. Low, medium and high impact events are calculated per sector, per day. Each venue has a minimum of half a sector and a maximum of 5 sectors. Sector rates range from \$191 for low impact events to \$1,840 for high impact events covering three phases: Bump in, the event duration and bump out.
2. **Cost recovery:** fees based on the principles of cost recovery and include permit fees, licence fees and car bay hire fees. These are separate to venue hire fees and are to be paid by the event organiser prior to the event.

Bonds charged for events are:

1. **Ground restoration bond:** an upfront grounds bond ranging between \$500 to \$20,000 depending on the scale and expected impact of event. Additional charges may be incurred post-event depending on the condition of grounds.
2. **Event bond:** an upfront bond ranging between \$500 to \$20,000 subject to the scale of event, and its potential impact on the surrounding environment.

LEGAL IMPLICATIONS

Although not directly involved in this Commercial Events Policy, events themselves are required to comply with the Environmental Protection (Noise) Regulations 1997. This entails the approval by the CEO of exemptions to the allowed noise levels for sporting, cultural or entertainment purposes.

To approve more than two of these exemptions for the same venue, the CEO must be satisfied that a majority of residents within a specified distance of the event will not object if it exceeds the assigned noise levels. Based on the City's previous events history, there has been no indication that a high number of affected residents will object to the type of events proposed under this Policy.

Event organisers are required to follow the terms and conditions of hire for use of the City's venues for the purpose of staging the event.

For Large and Major events, approval is further subject to the mutual execution of a contractual agreement between the City and the event organiser.

CONSULTATION

The principles and broad intent of this policy have been discussed with representatives of the Fremantle Chamber of Commerce who highlighted the importance of a strategic approach and criteria that reflect Fremantle's brand and experiences.

This report recommends endorsement of a set number of events to be approved at the City's Commercial Event Venues in lieu of a formal consultation process for the 2020–21 and 2021–22 event seasons (July 2020 – July 2022).

At the culmination of the 24-month trial period, community consultation will be undertaken to gauge public response to the number of events being permitted under the Policy.

Post-event data will be compiled during this period and will be used to guide engagement with the community and stakeholders early in the process of adopting formal frequencies and a permanent policy.

This process will help ensure the Fremantle community have confidence in the Policy going forward.

OFFICER COMMENT

The content of this item relates to the City of Fremantle Strategic Community Plan 2015 – 2025.

- **Outcome:** Fremantle is recognised locally, nationally and internationally for its festivals and street life.
- **Objective:** Promote Fremantle as a leading-edge destination to attract vibrant festivals and street life.
- **Measure of success:** Increase the number of external festival events held in Fremantle. Increase in visitor and participant numbers.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

COMMITTEE RECOMMENDATION ITEM FPOL2008-8
(Officer's recommendation)

Moved: Cr Hannah Fitzhardinge

Seconded: Cr Adin Lang

Council:

- 1. Adopt the Commercial Events Policy for a period of 24 months.**
- 2. Request that during and after the trial period, an assessment be conducted of the impacts on business and the community of the commercial events approved under this policy.**
- 3. Request that following the trial period, a review of the policy be undertaken using the findings from the assessment at point 2.**
- 4. Approve to discount the venue hire fees as stated in the 2020–21 fees and charges schedule, by 25% until 30 June 2021 in order to encourage a wide offering of events and support the events industry.**
- 5. Approve the suspension of the Expression of Interest process for the 2020–21 event season, to recognise the uncertainty surrounding events and large gatherings in response to the impact of COVID-19.**

Carried enbloc: 6/0

**Mayor Brad Pettitt, Cr Hannah Fitzhardinge, Cr Jenny Archibald,
Cr Doug Thompson, Cr Adin Lang, Cr Sam Wainwright**

FPOL2008-9 BUDGET AMENDMENTS - JULY 2020

Meeting date: 12 August 2020
Responsible officer: Manager Finance
Decision making authority: Council
Agenda attachments: Nil
Additional information: Nil

SUMMARY

To adopt various budget amendments to the 2020/2021 budget account numbers as detailed below in accordance with the Budget Management Policy. The budget amendments have nil effect to the overall budget.

This report recommends that Council approves the required budget amendments to the adopted budget for 2020/21 as outlined in the report.

BACKGROUND

In accordance with the Budget Management Policy this report provides details of proposed amendments to the 2020/2021 budget on a monthly basis to Council (via FPOL) to adopt budget amendments to:

1. Consider an additional purpose or grant acceptance or release of quarantined funds.
2. Reflect any expenditure above the budget amount agreed by the CEO in the previous month, and to adjust other accounts to accommodate the value of these.
3. Make amendments to the carried forward budget to reflect the final position at the end of financial year.

FINANCIAL IMPLICATIONS

The financial implications are detailed in this report.

LEGAL IMPLICATIONS

Local Government Act 1995:

Section 6.2 (1)

The Council is required to prepare and adopt, by Absolute Majority, an annual budget for its municipal fund by 31st August each year.

Section 6.8 (1) and (2)

The Council cannot incur expenditure from its municipal fund for a purpose for which no expenditure estimate is included in the annual budget (known as an 'additional purpose') except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
- (b) is authorised in advance by resolution by Absolute Majority; or

(c) is authorised in advance by the July or or president in an emergency.

Where expenditure has been incurred;

(a) under S 6.8 (1) (a) it is required to be included in the annual budget for that financial year; and

(b) under S 6.8 (1) (c), it is to be reported to the next ordinary meeting of the council

Local Government (Financial Management) Regulations 1996:

Regulation 33A

A formal review of the annual budget is to be presented and adopted by Council, by Absolute Majority, between 1st January and 31st March each year.

CONSULTATION

There are no community engagement implications as a result of this report.

OFFICER COMMENT

The following amendments to budget account numbers to the adopted budget for 2020/2021 are submitted to Council for approval as outlined below.

1. Budget amendments for proposed expenditure for an additional purpose

The proposed budget amendments below are for expenditure for an additional purpose to be determined by Council as required by S6.8 (1) (b) of the Act. The decision will amend the budget by creating a new budget account number to accommodate that proposed expenditure, and by transferring the required funds from one or more existing accounts to the new account.

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
N/A						

2. Budget amendments for proposed expenditure for a purpose identified within the budget for which there are insufficient funds allocated

CEO has the delegated authority under the Budget Management Policy to incur expenditure for a purpose identified within the budget for which there is insufficient funds allocated, where:

- a) The proposed expenditure is a maximum of 5% or \$50,000 (whichever is the lesser) above the budgeted amount, and
- b) There are sufficient funds equivalent to the value proposed to be sent allocated to other budget line items within the overall budget, and which, in the opinion of the CEO, are not expected to be spent during that financial year.

The budget amendments below are to reflect any expenditure above the budget amount agreed by the CEO during the previous month, and to adjust other accounts to accommodate the value of those.

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
N/A						

3. Carried forward projects estimate budget amendments

The budget amendments below are to adjust the carried forward project estimates and to amend the carried forward budget to reflect the final position at the end of financial year.

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
3.1	<u>Unspent Municipal Fund Projects</u> Adjustments are proposed to be made for the following projects due a variance in the amount estimated as being available to carry forward for the budget and the actual amount at the year end. The carry forward projects with an adjustment to unspent municipal funds for 20-21 are: • P-11851 Resurface MRRG-Ord St • P-11852 Resurface MRRG-Parry St • P-11854 Resurface MRRG-South Tce • P-11856 Program – Resurface R2R – Peel Rd • P-11857 Resurface R2R-South Tce • P-11328 Purchase-Plant and Equipment • P-11940 Design and Construct – Depot -Slab • P-11718 Design and construct Stirling Highway crossing • P-11698 Plan-AIP Consultation and Review					
	300132.1606	P-11851 Resurface MRRG-Ord St				
	300132.3915	Unspent muni				
	300132.4299	Grant in 20-21				
		Total				
			(179,191)		144,056	(35,135)
	300133.1606	P-11852 Resurface MRRG-Parry St				
	300133.3915	Unspent muni				
		Grant in 20-21				
		Total				
			(40,622)		(15,085)	(55,707)
	300135.1606	P-11854 Resurface MRRG-South Tce				
	300135.3915	Unspent muni				
	300135.4299	Grant in 20-21				
		Total				
			(307,067)		204,721	(102,346)
	300140.1606	P-11857 Resurface R2R-South Tce				
	300140.3915	Unspent muni				
	300140.4299	Grant in 20-21				
		Total				
			(61,215)		61,215	-
	300141.1606	P-11328 Purchase-Plant and Equipment				
	300141.3915	Unspent muni				
		Total				
			0		(4,261)	(4,261)
	300164.1606	P11940 Design and Construct - Depot -Slab				
	300164.3915	Unspent muni				
		Total				
			(17,500)		3,332	(14,168)

		Unspent muni	\$14,168					
		Total	\$14,168					
	300003.1606	P-11718 Design and construct Stirling Highway crossing		(108,200)		8,970	(99,230)	
	300003.3915	Unspent muni	\$92,230					
		Grant in 20-21	\$7,000					
		Total	\$99,230					
	200484.6823	P-11698 Plan-AIP Consultation and Review		(4.909)		(318)	(5,227)	
		Unspent muni	\$5,227					
	200484.3915	Total	\$5,227					
3.2	<u>Unspent Grant Fund Projects</u> Adjustments are proposed to be made for the following projects due a variance in the amount estimated as being available to carry forward for the budget and the actual amount at the year end. Carry forward projects with an adjustment to unspent grant funds for 20-21 are: • P-11826 Install-Buster Storage • 100402 Conduct Wardanji Festival • P-11729 Program-Reveal Aboriginal Artist 2020 • P-11886 Design and Construct -Depot -Site Preparation • P-11856 Program - Resurface R2R - Peel Rd • 100552 Provide emergency relief • P-11882 -Design and construct - Fremantle Golf Course • P-11823 Design and construct-Port Beach coastal adaptation							
		300105.1606	P-11826 Install-Buster Storage		(5,000)		(5,000)	(10,000)
			Unspent grant	\$5,000				
			Unspent muni	\$5,000				
		300105.4299	Total					
		100402.6823	Conduct Wardanji Festival		(50,000) (93,330)		(43,330) 20,000	(93,330) (73,330)
			Unspent grant	\$43,330				
			Muni funds	\$30,000				
			Total	\$73,330				
		100402.4399	Grant of \$43,330 received in 19-20 for 20-21 year. Grant to be carried forward and municipal contribution to Wardanji festival in 20-21 will be reduced by \$20,00.					
	900520.3911	These funds to be held in Surplus at 30 June 21 for future allocation.		0		(20,000)	(20,000)	
		Surplus EOY	\$20,000					
		Total	\$20,000					
	200488.6823	P-11729 Program-Reveal Aboriginal Artist 2020		(180,047)		5,620	(174,427)	
		Unspent grant	\$174,427					
	200488.4399	Total	\$174,427					
	200786.6823	P-11886-Design and Construct -Depot -Site Preparation		(46,307)		44,394	(1,913)	
		Unspent grant	\$1,913					
	200786.4399	Total	\$1,913					

	300139.1606 300139.4299	P-11856 Program - Resurface R2R - Peel Rd Total \$ nil	(4,533)		4,533	-
	100552.4399 100552.4316	100552 Provide emergency relief Unspent grant \$6,000 Grant 20-21 \$6,000 Total \$12,000 Reduce grant 20-21 from \$12,000 to \$6,000 as part received in 19-20	12,000	6,000 (6,000)		12,000
	300157.1606 300157.4299	P-11882 -Design and construct - Fremantle Golf Course Unspent grant \$5,615,625 Grant 20-21 \$1,040,925 Total \$6,656,550	(6,410,055)		(246,495)	(6,656,550)
	300110.3915 300110.4299	P-11823 Design and construct-Port Beach coastal adaptation Unspent grant \$4,564 Unspent muni \$25,000 Total \$29,564 No change to expenditure budget 20-21. The amount of unspent muni & grant requires amendment.	(29,564)	25,000 (25,000)		(29,564)
3.3	<u>Multiyear Projects – Kings Square</u> Adjustment to the budgets for Kings Square carried forward projects due to the variance between the estimated carried forward budget and the final position at the year end. Carry forward Kings Square projects with an adjustment made for 20-21 are: • P-10294 Design and construct-Public Realm • P-11878 Design and construct - Kings Square - Windows to the Past • P-11814 Consultants - Civic Building The adjustment to P-10297 Construct-Walyalup Civic Centre and Library will be performed after EOY accruals are finalised.					
	300049.1606 300049.3915	P-10294 Design and construct-Public Realm Unspent muni \$10,506 Total \$10,506	(8,829)		(1,677)	(10,506)
	300162.1606 300162.3923	P-11878 Design and construct - Kings Square - Windows to the Past Investment Reserve \$144,624 Total \$144,624	(145,824)		1,200	(144,624)
	300086.1606 300086.3923	P-11814 Consultants - Civic Building Investment Reserve \$219,677 Total \$219,677	(291,321)		71,644	(219,677)

3.4	Container Deposit Scheme - Capital and operational costs associated with the Container Deposit Scheme as adopted by Council in 2019-20. (COUNCIL DECISION ITEM FPOL2002-3).					
	Below operating budgets have been determined based on estimates for the containers expected to be received at the Refund Point. The expenses are for:					
	1. Employees of Site Supervisor, an Assistant, Casual staff and					
	2. Contract costs for lease a manual sorting machine, a cash machine, electricity charges, maintenance, cleaning and miscellaneous items.					
	300161.1606 300161.3915	P-11883 -Design and construct-Container Deposit Setup	(62,261)		1,500	(60,761)
		Unspent Muni		\$60,761		
		Total		\$60,761		
	100691.6823	Support service units - event- CDS	-		(157,000)	(157,000)
	100691.7222	Support service units - event- CDS	-		(165,000)	(165,000)
	100691.4382	Support service units - event- CDS	-	322,000		322,000

End of financial year adjustments for 30 June 2020 are still ongoing therefore further budget amendments for carried forward projects will be presented to Council next month. Once completed the final overall effect on the end of year surplus, unspent grant funds and reserve funds movements for carried forward projects will be reported to Council through the budget amendment report.

VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute Majority Required

OFFICER'S RECOMMENDATION

Moved: Cr Hannah Fitzhardinge

Seconded: Cr Jenny Archibald

Council approve the required budget amendments to the adopted budget for 2020/2021 as outlined below:

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
3.1	<u>Unspent Municipal Fund Projects</u> Adjustments are proposed to be made for the following projects due a variance in the amount estimated as being available to carry forward for the budget and the actual amount at the year end. The carry forward projects with an adjustment to unspent municipal funds for 20-21 are: • P-11851 Resurface MRRG-Ord St • P-11852 Resurface MRRG-Parry St • P-11854 Resurface MRRG-South Tce • P-11856 Program – Resurface R2R – Peel Rd • P-11857 Resurface R2R-South Tce • P-11328 Purchase-Plant and Equipment • P-11940 Design and Construct – Depot -Slab • P-11718 Design and construct Stirling Highway crossing • P-11698 Plan-AIP Consultation and Review					
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	300132.3915	Unspent muni				
	300132.4299	Grant in 20-21				
		Total				
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	300133.1606	P-11852 Resurface MRRG-Parry St				
	300133.3915	Unspent muni				
		Grant in 20-21				
		Total				
			(40,622)		(15,085)	(55,707)
	300135.1606	P-11854 Resurface MRRG-South Tce				
	300135.3915	Unspent muni				
	300135.4299	Grant in 20-21				
		Total				
			(307,067)		204,721	(102,346)
	300140.1606	P-11857 Resurface R2R-South Tce				
	300140.3915	Unspent muni				
	300140.4299	Grant in 20-21				
		Total				
			(61,215)		61,215	-
	300141.1606	P-11328 Purchase-Plant and Equipment				
	300141.3915	Unspent muni				
		Total				
			0		(4,261)	(4,261)
	300164.1606	P11940 Design and Construct - Depot -Slab				
	300164.3915	Unspent muni				
		Total				
			(17,500)		3,332	(14,168)
	300003.1606	P-11718 Design and construct Stirling Highway crossing				
	300003.3915	Unspent muni				
		Total				
			(108,200)		8,970	(99,230)

		Unspent muni	\$92,230				
		Grant in 20-21	\$7,000				
		Total	\$99,230				
	200484.6823	P-11698 Plan-AIP Consultation and Review		(4,909)		(318)	(5,227)
	200484.3915	Unspent muni	\$5,227				
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	300105.1606	P-11826 Install-Buster Storage		(5,000)		(5,000)	(10,000)
		Unspent grant	\$5,000				
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		Total	\$10,000				
	100402.6823	Conduct Wardenji Festival		(50,000)		(43,330)	(93,330)
		Unspent grant	\$43,330				
		Muni funds	\$30,000				
		Total	\$73,330				
	100402.4399	Grant of \$43,330 received in 19-20 for 20-21 year. Grant to be carried forward and municipal contribution to Wardenji festival in 20-21 will be reduced by \$20,00.		(93,330)		20,000	(73,330)
	900520.3911	These funds to be held in Surplus at 30 June 21 for future allocation.		0		(20,000)	(20,000)
		Surplus EOY	\$20,000				
		Total	\$20,000				
	200488.6823	P-11729 Program-Reveal Aboriginal Artist 2020		(180,047)		5,620	(174,427)
	200488.4399	Unspent grant	\$174,427				
		Total	\$174,427				
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	200786.4399	Unspent grant	\$1,913				
		Total	\$1,913				
	300139.1606	P-11856 Program - Resurface R2R - Peel Rd		(4,533)		4,533	-
	300139.4299	Total	\$ nil				

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	300157.1606 300157.4299	P-11882 -Design and construct - Fremantle Golf Course Unspent grant \$5,615,625 Grant 20-21 \$1,040,925 Total \$6,656,550	(6,410,055)		(246,495)	(6,656,550)
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	300049.1606 300049.3915	P-10294 Design and construct-Public Realm Unspent muni \$10,506 Total \$10,506	(8,829)		(1,677)	(10,506)
	300162.1606 300162.3923	P-11878 Design and construct - Kings Square - Windows to the Past Investment Reserve \$144,624 Total \$144,624	(145,824)		1,200	(144,624)
	300086.1606 300086.3923	P-11814 Consultants - Civic Building Investment Reserve \$219,677 Total \$219,677	(291,321)		71,644	(219,677)
3.4	Container Deposit Scheme - Capital and operational costs associated with the Container Deposit Scheme as adopted by Council in 2019-20. (COUNCIL DECISION ITEM FPOL2002-3). Below operating budgets have been determined based on estimates for the containers expected to be					

received at the Refund Point. The expenses are for:						
3. Employees of Site Supervisor, an Assistant, Casual staff and						
4. Contract costs for lease a manual sorting machine, a cash machine, electricity charges, maintenance, cleaning and miscellaneous items.						
	300161.1606 300161.3915	P-11883 -Design and construct-Container Deposit Setup	(62,261)		1,500	(60,761)
		Unspent Muni	\$60,761			
		Total	\$60,761			
	100691.6823	Support service units - event- CDS	-		(157,000)	(157,000)
	100691.7222	Support service units - event- CDS	-		(165,000)	(165,000)
	100691.4382	Support service units - event- CDS	-	322,000		322,000

AMENDMENT 1

Moved: Mayor, Brad Pettitt

Seconded: Cr Sam Wainwright

Amend the officer's recommendation to include an additional budget amendment, as follows:

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
1.1	Additional budget provision of \$850 plus GST in Account 100531.6846 to accommodate 20/21 local government subscription to 'Climate Clever' and to fund participation of up to 100 City of Fremantle residents.					
	100531.6846	Sustainability advice and projects	(45,600)		(850)	(46,450)
	900520.3911	Surplus at 30 June 2021	(20,000)		850	(19,350)

Carried: 6/0

**Mayor Brad Pettitt, Cr Hannah Fitzhardinge, Cr Jenny Archibald,
Cr Doug Thompson, Cr Adin Lang, Cr Sam Wainwright**

Reason for change:

ClimateClever is a locally-based social enterprise tech startup that has developed an app for homes and schools to monitor energy use and carbon emission, and so influence behaviour to reduce these; it was previously supported by the City in 2016 under the name Low Carbon Schools.

An annual subscription to ClimateClever would provide the City with a report showing de-identified, aggregated emissions data for households and schools participating in the program, including reductions they make over the year. Council subscription to the program (\$850 pa) gives schools and residences a 50% discount on their subscription, saving residences \$15 pa, and schools \$500-1500 pa depending on number of students.

The data collected is valuable for filling a gap in One Planet Living reporting relating to the community's emissions. Importantly, the data come from actual bills and are not estimated, as is often the case with similar sustainability programs. The program currently captures energy and water for residences, and energy, water and waste for schools. ClimateClever will be expanding their data collection to waste for residences, as well as a comprehensive program for businesses, over the coming year.

The program also supports the City's One Planet commitment towards working with the community towards low carbon living. In addition to reducing their greenhouse gas emissions, participants in the program can expect to make savings on household energy and water bills, greater than the subscription cost.

Founder and CEO of ClimateClever Dr Vanessa Rauland will be featured in the upcoming ABC TV series on climate change, ['Fight For Planet A'](#), which will be airing from the 11th August. The series, produced by Craig Reucassel (War on Waste), is expected to spark national discussion around the topic of climate action. As such, and given ClimateClever's Fremantle base and history, Council's strong commitment towards sustainable living and its recent declaration of climate emergency, it is recommended that the City both subscribe to the program, and additionally acquire 100 subscriptions for local residences in order to boost community involvement, and be part of this national conversation.

Other WA local governments participating in the program include:

- Albany
- Stirling
- Canning
- Vincent

During the discussion of this amendment, the budget provision of \$2,350 was amended to \$850, in line with the subscription cost.

COMMITTEE RECOMMENDATION ITEM FPOL2008-9

(Officer's recommendation, as amended)

Moved: Cr Hannah Fitzhardinge

Seconded: Cr Jenny Archibald

Council approve the required budget amendments to the adopted budget for 2020/2021 as outlined below:

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
3.1	Unspent Municipal Fund Projects Adjustments are proposed to be made for the following projects due a variance in the amount estimated as being available to carry forward for the budget and the actual amount at the year end. The carry forward projects with an adjustment to unspent municipal funds for 20-21 are: • P-11851 Resurface MRRG-Ord St • P-11852 Resurface MRRG-Parry St • P-11854 Resurface MRRG-South Tce • P-11856 Program – Resurface R2R – Peel Rd • P-11857 Resurface R2R-South Tce • P-11328 Purchase-Plant and Equipment • P-11940 Design and Construct – Depot -Slab • P-11718 Design and construct Stirling Highway crossing • P-11698 Plan-AIP Consultation and Review					
	300132.1606	P-11851 Resurface MRRG-Ord St	(179,191)		144,056	(35,135)
		Unspent muni				
	300132.3915	Grant in 20-21				
	300132.4299	Total				
	300133.1606	P-11852 Resurface MRRG-Parry St	(40,622)		(15,085)	(55,707)
		Unspent muni				
	300133.3915	Grant in 20-21				
		Total				
	300135.1606	P-11854 Resurface MRRG-South Tce	(307,067)		204,721	(102,346)
		Unspent muni				
	300135.3915	Grant in 20-21				
	300135.4299	Total				
	300140.1606	P-11857 Resurface R2R-South Tce	(61,215)		61,215	-
	300140.3915					
	300140.4299	Total				
	300141.1606	P-11328 Purchase-Plant and Equipment	0		(4,261)	(4,261)
		Unspent muni				
	300141.3915	Total				
	300164.1606	P11940 Design and Construct - Depot -Slab	(17,500)		3,332	(14,168)
		Unspent muni				
	300164.3915	Total				

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
	300003.1606 300003.3915	P-11718 Design and construct Stirling Highway crossing Unspent muni \$92,230 Grant in 20-21 \$7,000 Total \$99,230	(108,200)		8,970	(99,230)
	200484.6823 200484.3915	P-11698 Plan-AIP Consultation and Review Unspent muni \$5,227 Total \$5,227	(4,909)		(318)	(5,227)
3.2	<u>Unspent Grant Fund Projects</u> Adjustments are proposed to be made for the following projects due a variance in the amount estimated as being available to carry forward for the budget and the actual amount at the year end. Carry forward projects with an adjustment to unspent grant funds for 20-21 are: • P-11826 Install-Buster Storage • 100402 Conduct Wardenji Festival • P-11729 Program-Reveal Aboriginal Artist 2020 • P-11886 Design and Construct -Depot -Site Preparation • P-11856 Program - Resurface R2R - Peel Rd • 100552 Provide emergency relief • P-11882 -Design and construct - Fremantle Golf Course • P-11823 Design and construct-Port Beach coastal adaptation					
	300105.1606 300105.4299	P-11826 Install-Buster Storage Unspent grant \$5,000 Unspent muni \$5,000 Total \$10,000	(5,000)		(5,000)	(10,000)
	100402.6823 100402.4399 900520.3911	Conduct Wardenji Festival Unspent grant \$43,330 Muni funds \$30,000 Total \$73,330 Grant of \$43,330 received in 19-20 for 20-21 year. Grant to be carried forward and municipal contribution to Wardenji festival in 20-21 will be reduced by \$20,00. These funds to be held in Surplus at 30 June 21 for future allocation. Surplus EOY \$20,000 Total \$20,000	(50,000) (93,330) 0		(43,330) 20,000 (20,000)	(93,330) (73,330) (20,000)
	200488.6823 200488.4399	P-11729 Program-Reveal Aboriginal Artist 2020 Unspent grant \$174,427 Total \$174,427	(180,047)		5,620	(174,427)
	200786.6823 200786.4399	P-11886-Design and Construct -Depot -Site Preparation Unspent grant \$1,913 Total \$1,913	(46,307)		44,394	(1,913)

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
	300139.1606 300139.4299	P-11856 Program - Resurface R2R - Peel Rd Total \$ nil	(4,533)		4,533	-
	100552.4399 100552.4316	100552 Provide emergency relief Unspent grant \$6,000 Grant 20-21 \$6,000 Total \$12,000 Reduce grant 20-21 from \$12,000 to \$6,000 as part received in 19-20	12,000	6,000 (6,000)		12,000
	300157.1606 300157.4299	P-11882 -Design and construct - Fremantle Golf Course Unspent grant \$5,615,625 Grant 20-21 \$1,040,925 Total \$6,656,550	(6,410,055)		(246,495)	(6,656,550)
	300110.3915 300110.4299	P-11823 Design and construct-Port Beach coastal adaptation Unspent grant \$4,564 Unspent muni \$25,000 Total \$29,564 No change to expenditure budget 20-21. The amount of unspent muni & grant requires amendment.	(29,564)	25,000 (25,000)		(29,564)
3.3	<u>Multiyear Projects – Kings Square</u> Adjustment to the budgets for Kings Square carried forward projects due to the variance between the estimated carried forward budget and the final position at the year end. Carry forward Kings Square projects with an adjustment made for 20-21 are: • P-10294 Design and construct-Public Realm • P-11878 Design and construct - Kings Square - Windows to the Past • P-11814 Consultants - Civic Building The adjustment to P-10297 Construct-Walyalup Civic Centre and Library will be performed after EOY accruals are finalised.					
	300049.1606 300049.3915	P-10294 Design and construct-Public Realm Unspent muni \$10,506 Total \$10,506	(8,829)		(1,677)	(10,506)
	300162.1606 300162.3923	P-11878 Design and construct - Kings Square - Windows to the Past Investment Reserve \$144,624 Total \$144,624	(145,824)		1,200	(144,624)
	300086.1606 300086.3923	P-11814 Consultants - Civic Building	(291,321)		71,644	(219,677)

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
		Investment Reserve	\$219,677			
		Total	\$219,677			
3.4	Container Deposit Scheme - Capital and operational costs associated with the Container Deposit Scheme as adopted by Council in 2019-20. (COUNCIL DECISION ITEM FPOL2002-3). Below operating budgets have been determined based on estimates for the containers expected to be received at the Refund Point. The expenses are for: 5. Employees of Site Supervisor, an Assistant, Casual staff and 6. Contract costs for lease a manual sorting machine, a cash machine, electricity charges, maintenance, cleaning and miscellaneous items.					
	300161.1606 300161.3915	P-11883 -Design and construct-Container Deposit Setup	(62,261)		1,500	(60,761)
		Unspent Muni				
		Total	\$60,761			
	100691.6823	Support service units - event- CDS	-		(157,000)	(157,000)
	100691.7222	Support service units - event- CDS	-		(165,000)	(165,000)
	100691.4382	Support service units - event- CDS	-	322,000		322,000
1.1	<i>Additional budget provision of \$850 plus GST in Account 100531.6846 to accommodate 20/21 local government subscription to 'Climate Clever' and to fund participation of up to 100 City of Fremantle residents.</i>					
	100531.6846	<i>Sustainability advice and projects</i>	(45,600)		(850)	(46,450)
	900520.3911	<i>Surplus at 30 June 2021</i>	(20,000)		850	(19,350)

Carried: 6/0

**Mayor Brad Pettitt, Cr Hannah Fitzhardinge, Cr Jenny Archibald,
Cr Doug Thompson, Cr Adin Lang, Cr Sam Wainwright**

FPOL2008-10 GRANT APPLICATION – GILBERT FRASER RESERVE LIGHTING

Meeting date: 12 August 2020
Responsible officer: Manager Asset Management
Decision making authority: Council
Agenda attachments: 1. Grant application form
Additional information: Nil

SUMMARY

This report seeks Council's consideration of the application for the Department of Local Government Sport & Cultural Industries, Community Sport and Recreation Facility Fund (CSRFF) Small Grants round which closes in August 2020.

The project seeks to upgrade the existing sports lighting on Gilbert Fraser Reserve that is at the end of its useful life. With the recent removal of one lighting tower the operations of the clubs are being affected by the poor uniformity and quality of lighting on the reserve. Upgrading the lighting will maximise the use of the reserves and support the clubs in expanding their membership and providing active opportunities for the City's residents.

This report recommends that Council endorse the CSRFF Small Grant Application along with the allocation of \$173,333 in the 2020/2021 budget process, as per the City's contribution to the project.

BACKGROUND

The Community Sport and Recreation Facility Fund (CSRFF) is a program administered by the Department of Local Government Sport and Cultural Industries (DLGSCI) providing financial assistance to community sporting groups and local government authorities (LGA) to develop community sport and recreation infrastructure.

There are three types of grants available throughout the year. Small grants for projects costing from \$7,500 to \$300,000 are available from February and July each year. Annual Grants Round and Forward Planning Grants are available in July each year for projects with a total expenditure of \$300,000 to \$500,000, or above \$500,000 respectively.

Successful applicants can receive up to one third of the eligible project costs as prioritised by DLGSCI, with the remaining project costs to be funded from other sources such as the LGA and community sporting group.

Gilbert Fraser Reserve is operated by the North Fremantle Associated Clubs Inc. This sporting association is formed from the three main clubs using the reserve, North Fremantle Amateur Football Club, Fremantle AFL Masters Football Club Inc. and Fremantle Mosman Park Cricket Club. The reserve is also home to North Fremantle Primary School, Indian Ocean Dragon Boat Club and the venue for the annual Volunteer Fire and Rescue Service State Championships.

The reserve is also used as a sports carnival venue for local schools and is the local public open space for resident in the North Fremantle locality.

The existing floodlighting at Gilbert Fraser Reserve has been installed in stages throughout time and has used differing lighting poles and luminaires on the opposite

sides of the reserve. In 2019 one of the four 20m towers on the western side of the reserve had to be removed due to structural weakness and risk of collapse.

An investigation into the quality of the lighting installation was undertaken in 2019 and found that due to the variation in pole heights, the required standard cannot be achieved at the ground. The different types and heights of the lights have resulted in poor uniformity of light and a high level of glare. Past attempts to adjust the lighting to improve the glare and light levels on the ground has resulted in light spill from the facility impacting local residential properties.

The lack of a compliant lighting installation has caused operational problems for the resident sporting clubs and adjustments and have needed to be implemented to attempt to manage the safety for players on the ground.

FINANCIAL IMPLICATIONS

The floodlighting project at Gilbert Fraser Reserve would be classed as a Small Grants project and requires having a completed application (Attachment 1) approved by Council and submitted to the DLGSCI by 14 August 2020.

The total project cost is estimated at \$260,000 (ex GST). The grant request will be for \$86,667 (one third of the project costs) and the City would be required to contribute \$173,333 towards the project in the 2020/21 financial year. As part of the grant submission process, the City must indicate its support by way of budget allocation in order to support a successful application.

This project was listed as one of a number of higher priority projects in both the Infrastructure Working Group and the City's 10 year financial plan; however, it is noted that there are limited capital funds and the Council may elect to review municipal funding priorities as the year progresses.

LEGAL IMPLICATIONS

Nil

CONSULTATION

Consultation with the North Fremantle Associated Clubs Inc regarding the project was undertaken in 2019. Further engagement will occur with the clubs and residents ahead of works being carried out on the reserve.

OFFICER COMMENT

The project involves the replacement of the remaining northern 3 x 20m towers with 2 x 30m towers to match the 2 existing southern 30m poles on site. The luminaires on all towers will be changed to LED suitable to provide 100lux lighting installation consistent with AS2560.2.3 Lighting for football (all codes) and AS 4282 Control of the Obtrusive Effects of Outdoor Lighting to ensure minimal levels of light spill to neighbouring properties including the Swan River.

At present the existing lighting is restricting the use of the oval due to poor light uniformity and activities on the reserve need to be restricted. The new lighting system will allow use of the entire playing surface and provide a larger training area. The system will also permit the use of the reserve for scheduled night fixtures increasing the capacity of the ground to hold additional matches outside the traditional weekend schedule.

The ability to increase activity on the reserve will allow the resident clubs to consider the inclusion of women's football, which cannot be accommodated at the present time due to scheduling of training and matches.

Initially the project considered the replacement of all existing towers on site. However structural investigations confirmed that the existing 30m poles on the reserve were in good condition and replacement would not be required, for this reason the provision of two new 30m towers to replace the existing 3 x 20m towers was considered over the replacement of all towers on the site.

VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute Majority Required

COMMITTEE RECOMMENDATION ITEM FPOL2008-10 **(Officer's recommendation)**

Moved: Cr Hannah Fitzhardinge

Seconded: Cr Doug Thompson

Council:

- 1. Approve the application in Attachment 1 for \$86,667 to the Department of Local Government Sport & Cultural Industries small grant program, for the relocation and upgrade of sports lighting Gilbert Fraser Reserve.**
- 2. Approve the allocation of \$173,333 in the 2020/2021 capital budget as the City's contribution to the project, pending a successful grant application.**

Carried: 6/0

**Mayor Brad Pettitt, Cr Hannah Fitzhardinge, Cr Jenny Archibald,
Cr Doug Thompson, Cr Adin Lang, Cr Sam Wainwright**

11.4 Strategic Planning and Transport Committee 19 August 2020

SPT2008-3 FREMANTLE OVAL UPDATE REPORT

Meeting date:	19 August 2020
Responsible officer:	Manager City Design and Projects
Decision making authority:	Council
Agenda attachments:	1. Design Principles Diagram
Additional information:	1. Background Analysis Study

SUMMARY

The purpose of this report is to provide the council with an update report on the future potential redevelopment within the oval precinct.

This report recommends that Council adopts a high-level Key Principles Diagram to assist with future planning of the precinct – noting the critical requirement for a public access road from South Terrace to the oval site at the southern end of the Stan Reilly site.

The next phase of work consists of developing urban design / development scenarios at a precinct scale for further discussion – noting that a priority will be resolving the planning of future football infrastructure and facilities which will help underpin some of the broader planning work.

BACKGROUND

The long-term vision for the redevelopment of Fremantle Oval is articulated in the City's *FREO2029 Transformational Moves* document, 2015. Since then, the City has undertaken preliminary explorative work around planning and timing of the future project.

At its meeting on 22 August 2018, the council noted the progress made on the over-arching objectives for the precinct and authorised the Chief Executive Officer to negotiate a partnering approach with the State Government to further investigate the feasibility of a redevelopment project.

OFFICER COMMENT

A Memorandum of Understanding was prepared in October 2018 between the City and LandCorp (now Development WA) to guide the feasibility work that the government would manage, in liaison with the City.

Development WA have commenced an initial low-level business case that investigates the viability of future development. This work has not been finalised and adopted, pending other decisions by Government that may impact on this work. However, the work undertaken thus far confirms that the business case for the overall project will not pay for itself. Essentially, the costs associated with improvements to football facilities and infrastructure as well as improvements to the public realm and works to Victoria Pavilion prevent the whole redevelopment project from being of a commercial nature. This is in line with council's previous understanding and expectations.

Issues and Opportunities

Following a review of the City's strategic document and previous studies developed for the precinct as well as the context analysis and understanding of the historical evolution of the site, the key issues and opportunities are identified as:

1. LANDOWNERSHIP AND FUNDING

- Most of the land in the precinct is Crown Land and it is acknowledged that any major redevelopment of the oval will need to be developed as a comprehensive plan with the State Government and its various agencies.
- The scale, and land ownership issues, mean that substantial government funding will be required to deliver the Oval Redevelopment Project.

2. TIMING / SEQUENCING

- The complexities around this site strongly indicate that the whole project will not be planned, funded and delivered in 'one go'.
- Fremantle has an urban character that prides itself on complex, fine grain development that evolves over time, embracing the quirky urban elements that result from this – a staggered, prolonged delivery is not necessarily a bad thing.

3. MOVEMENT

- Lack of pedestrian and cyclist permeability through the precinct and between sub- precincts as a result of boundary fencing, level changes and separate uses.
- Lack of legible and safe pedestrian entry areas to the precinct
- Poor wayfinding as a result of car park dominance on the perimeter boundary of the precinct

4. OVAL / FOOTBALL

- The existing facilities and infrastructure for football are now considered sub- standard. Victoria Pavilion is also disconnected from the playing field.
- An opportunity exists to shorten the oval, reconnect to Victoria Pavilion and upgrade the ground to become one of the top WAFL grounds in Perth: supporting AFL women games, WAFL and pre-season AFL games, including TV broadcasting for day and night games.

5. PUBLIC REALM / COMMUNITY USES

- The existing public realm within the oval area is poorly defined, lacks quality, and is compromised by car-parking and an internal road around the boundary fence to access the former Dockers Building.
- Fremantle Oval has the potential to connect and link different uses and areas within and around the precinct due to its central location.
- There is an opportunity to upgrade the public realm and provide community uses in relation to the context and future development within the precinct.

6. HERITAGE ELEMENTS / VIEWS

- The Fremantle Oval precinct comprises of various heritage elements representing different historic eras, cultures and values. Protecting and respecting the diversity of heritage elements is critical in 'reading' the history of the place.
- Any proposed changes in and around the oval are likely to fall within the buffer zone of the Fremantle Prison and will consequently need to

- demonstrate no adverse impact to this important cultural heritage site.
- The Fremantle Oval project presents an opportunity to improve the physical and visual connections between the key heritage elements and contribute to a better understanding of the history of the place.

Key Principles

Given the complexities of the site (as well as the neighbouring hospital site) it is unlikely that a single masterplan can be produced in the near future that 'fixes' all issues and establishes a clear process for funding and delivery. In order to assist with the future project planning as well as establishing the priorities for the precinct, a Key Principles Diagram has been developed as a first step. (Refer **Attachment** for details). In summary, the key elements are:

1. Upgrade the Fremantle Oval for football.
2. Improve pedestrian entry areas / axis points.
3. Improve pedestrian / cycling permeability.
4. Create clear, new major access points into precinct.
5. Protect and improve the heritage setting of the Fremantle Prison.
6. Concentrate future potential development at south end.
7. Primary land uses - with football as the primary focus, other main land uses which will be encouraged within the precinct include residential, sports administration, community/cultural and public car-parking.

The Key Principles Diagram has drawn extensively from an analysis and understanding of place, in particular, the historical evolution of the precinct. (Refer **Additional Information** for Background Analysis Study).

Next Steps

Following the adoption of high-level key principles, the next phase will be the preparation of urban design / development scenarios that explore a range of potential spatial options that respond to key principles. The Scenarios will focus on the following elements:

Football

- Opportunities and constraints of upgrading the oval in order to host AFL women games, pre-season AFL games, as well as night TV broadcast of football.
- Opportunities and constraints of accommodating two football clubs.
- Finalising size, orientation and location of oval to enable other facilities planning and funding opportunities to advance.

Public Open Space

- Retaining oval – and surrounding open space - as a public open space with amenities to support a range of community uses, events and activities.
- Exploring options for improving the public realm - amenities, movement options, servicing requirements, landscaping - and interfaces between the oval/ football and the other uses and destinations within or in close proximity to the precinct such as Fremantle Prison.

Car Parking

- Car park scenarios with short / long term arrangements.

*Future
Development
Options*

- Future uses within the precinct in consideration of the City's strategic directions.
- Future built form development – height and building mass - around the oval and the rest of the precinct in consideration of the Fremantle Prison buffer zone.

The scenarios would be presented back to council to enable discussion around the pros and cons of various approaches. The purpose of the scenarios would not be about selecting a fixed masterplan, but to explore options and stimulate a conversation with stakeholders and the community.

FINANCIAL IMPLICATIONS

There are no financial implications related to this Report. The next phase of project development on scenario testing will be undertaken in-house.

LEGAL IMPLICATIONS

There are no legal implications related to this Report.

CONSULTATION

Having an adopted Key Principles Diagram will assist the City to continue – and expand where possible – its advocacy work for the overall project.

The City will continue to liaise with State Government and its agencies - such as South Metro Health Services regarding any future clinical services planned for Fremantle Hospital site and whether/when any land may become available for new development.

Should the project progress to a stage whereby various scenarios are completed, it is proposed that this work is then presented back to Council for discussion and release to the community for engagement and feedback.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

Moved: Cr Sam Wainwright

Seconded: Cr Geoff Graham

Council:

1. Adopts the Principles Diagram to guide future planning and design of the precinct and assist with advocacy work with Government around promoting the overall Fremantle Oval Redevelopment project;
2. Highlights in its advice to government the importance of creating new access roads into the precinct to facilitate long-term redevelopment, in particular an access road from South Terrace to the oval land along the southern boundary of the Stan Reilly site;
3. Notes that the next stage will be to focus on football infrastructure, facilities and funding options – which in turn will underpin the preparation of urban design / development scenarios at a precinct scale, for Council's further consideration.

PROPOSED AMENDMENT 1

Moved: Cr Adin Lang

Seconded: Cr Su Groome

To add a part 1 to the Officer's Recommendation, and amend parts 3 and 4 to include the wording shown in green text below:

Council:

1. Confirms its commitment to a planned redevelopment of the broader Fremantle oval, hospital and police precinct. and formally requests a site meeting with WA Police, Department of Health, Development WA and the City to discuss planning and design of the WA Police development in context of the desired outcomes for the broader precinct.
3. Highlights in its advice to government, the *critical* importance of providing for a new access road from South Terrace to the oval land along the southern boundary of the Stan Reilly site to facilitate long-term redevelopment of the precinct.
4. Notes that the next stage *for Council Officers* will be to focus on football infrastructure, facilities and funding options – which in turn will underpin the preparation of urban design / development scenarios at a precinct scale, for Council's further consideration.

The following amendment to proposed amendment 1 was not seconded by a member of committee, therefore the amendment lapsed.

Moved: Cr Bryn Jones

Seconded: Nil

To amend part 1 to state the following:

1. Confirms its commitment to a planned redevelopment of the broader Fremantle oval, hospital and police precinct.

AMENDMENT 1

Moved: Cr Adin Lang

Seconded: Cr Su Groome

To add a part 1 to the Officer's Recommendation, and amend parts 3 and 4 to include the wording shown in green text below:

Council:

1. Confirms its commitment to a planned redevelopment of the broader Fremantle oval, hospital and police precinct. and formally requests a site meeting with WA Police, Department of Health, Development WA and the City to discuss planning and design of the WA Police development in context of the desired outcomes for the broader precinct.
3. Highlights in its advice to government, the *critical* importance of providing for a new access road from South Terrace to the oval land along the southern boundary of the Stan Reilly site to facilitate long-term redevelopment of the precinct.
4. Notes that the next stage *for Council Officers* will be to focus on football infrastructure, facilities and funding options – which in turn will underpin the preparation of urban design / development scenarios at a precinct scale, for Council's further consideration.

Carried: 6/0

Cr Sam Wainwright, Cr Adin Lang, Cr Marija Vujcic, Cr Su Groome,
Cr Bryn Jones, Cr Geoff Graham

COMMITTEE RECOMMENDATION ITEM SPT2008-3

(Amended officer's recommendation)

Council:

- 1. *Confirms its commitment to a planned redevelopment of the broader Fremantle oval, hospital and police precinct. and formally requests a site meeting with WA Police, Department of Health, Development WA and the City to discuss planning and design of the WA Police development in context of the desired outcomes for the broader precinct.***
- 2. Adopts the Principles Diagram to guide planning and design of the precinct and to inform advocacy and consultation with other stakeholders.**
- 3. Highlights in its advice to government, the *critical* importance of providing for a new access road from South Terrace to the oval land along the southern boundary of the Stan Reilly site to facilitate long-term redevelopment of the precinct.**
- 4. Notes that the next stage *for Council Officers* will be to focus on football infrastructure, facilities and funding options – which in turn will underpin the preparation of urban design / development scenarios at a precinct scale, for Council's further consideration.**

Carried: 6/0

**Cr Sam Wainwright, Cr Adin Lang, Cr Marija Vujcic,
Cr Su Groome, Cr Bryn Jones, Cr Geoff Graham**

ADDITIONAL OFFICER COMMENT

The Design Principles Diagram shown at attachment 1 has been corrected since the Strategic Planning and Transport Committee meeting held on 19 August 2020, as the diagram should have referenced South *Terrace* not South *Street*.

SPT2008-4 RECOVERY – POTENTIAL PLANNING APPROVAL RESPONSES

Meeting date:	19 August 2020
Responsible officer:	Manager Strategic Planning
Decision making authority:	Council
Agenda attachments:	1. Local Planning Policy 1.2 (Refunding and waiving/reducing of planning and building fees)
Additional information:	1. WA Government Planning Reform Overview 2. Planning & Development (Local Planning Schemes) Regulations - State of Emergency CI78H Notice of Exemption 3. Local Planning Policy 1.7 (Development Exempt from Planning Approval under LPS4) 4. Potential Priority Recovery Planning Responses

SUMMARY

The impact of the COVID-19 pandemic on the economy has been very significant, both in the short term and looking into the longer term. The Economic Working Group identified the introduction of temporary flexibility in the planning system as one way to facilitate recovery.

Ideas for this were preliminary only but focused on:

- Improving leasing prospects;
- Facilitating development and investment;
- Improving long term recovery by increasing residential catchment in the City Centre.

This report considers this in the context of pre-existing commitments to update planning provisions as part of the scheme review, to enable Council to discuss and prioritise further work in this area. The report recommends an initial series of priority projects including:

1. Extend State of Emergency exemptions to Heritage Areas
2. Extend land use change exemptions within the City Centre and to activity centres outside the City Centre
3. Extend exemption for minor internal works on local heritage sites to commercial buildings
4. Introduce a refund of City of Fremantle planning fees for significant development (new build residential development comprising 10 or more dwellings or commercial development creating more than 1,000 sq m new floorspace) which has current approval and proceeds to development within 2 years.
5. Review the criteria for height bonuses within Precincts 3 and 5 of the City Centre
6. Review R60 Mixed Use / Centre bonus requirements

Items 1 to 4 above do not require any amendment to the local planning scheme in order to be implemented, and therefore are capable of being introduced before the end of 2020 if Council supports the officer recommendations in this report.

BACKGROUND

The impact of the COVID-19 pandemic on the economy has been very significant, both in the short term and looking into the longer term. The Economic Recovery Working Group established by Council to review recovery options identified a series of potential initiatives to facilitate recovery. This included a recommendation to *“review opportunities to temporarily address relevant discretionary planning conditions that may present some challenges for potential investors in the current post-pandemic environment”*.

Ideas for this were preliminary only but focused on:

- Improving leasing prospects;
- Facilitating development and investment;
- Improving long term recovery by increasing residential catchment in City Centre.

The purpose of this report is to consider this idea in the context of pre-existing commitments to update the scheme and other background to enable Council to discuss and prioritise further strategic planning work.

The report responds to planning-related recommendations coming out of the COVID-19 Recovery Working Groups (without pre-empting broader recommendations of those Groups, particularly any recommendations with budget implications), but also relates to Council's pre-existing strategic objectives to:

1. Have more people live, work in and visit Fremantle
2. Attract investment and high quality development
3. Operate as a transparent and responsive organization with high standards of corporate governance.

Options also need to consider other strategic objectives relating to environmental responsibility, protection of heritage, housing diversity and affordability, and quality of the urban environment.

They also need to consider the state planning framework within which local governments operate.

OFFICER COMMENT

Existing & Planned State Government Reforms

The state government has already introduced a suite of planning reforms as part of its COVID-19 recovery plan. This includes the bringing forward of pre-existing Planning Reform recommendations, and the introduction of additional, temporary measures.

These are summarized in Additional Information attachment 1 (and further explained on the Western Australian Planning Commission – WAPC - website). They include:

1. Temporary exemption of a range of development from the need for planning approval (as outlined in Additional Information attachment 2). These measures apply for the period of state emergency, plus an additional 90 days.
2. Extension of the timeframe for existing development and subdivision approvals, to allow for potential delays to these, and to reduce administrative burden of seeking re-approval.
3. Temporary introduction of a new approval pathway for 'significant

development' (in the metropolitan area, generally that valued at \$20million or more) through the WAPC. The WAPC in determining applications will not be bound by the provisions of the applicable planning scheme, and also has greater capacity to consider a range of non-planning factors (such as economic stimulus). These arrangements will be the subject of a separate report to Council in the near future.

4. Permanent introduction of a new 'Special Matters' Development Assessment Panel.
5. Review and simplification of the Residential Design Codes Volume 1 (dealing with single house and grouped dwelling development) (refer to separate item on this agenda).
6. Further standardization of statutory processes, such as those applicable to public consultation and, most likely, other matters such as parking assessments.
7. Finalisation of existing 'Design WA' policy initiatives such as the Precinct Planning Policy and proposed Medium Density Design Code.

Further detail on reforms through additional changes to the Planning and Development Regulations (and potential additional 'deemed provisions' provisions) should become available in coming months.

Existing and Planned Local Government Initiatives

In addition to the above measures, the City already has in place a number of measures aimed at streamlining its planning process and stimulating investment including:

- A series of exemptions from planning approval (including various change in land use within the City Centre). These are specified in Local Planning Policy 1.7 – refer Additional Information attachment 3,
- Building height bonus provisions within Precincts 3 and 5 ('strategic sites' amendment areas) of the City Centre and density and height bonuses in a number of other areas and development zones.

As part of its review of Local Planning Scheme No. 4, Council also recently (February 2020) identified a series of further updates to the planning scheme required to maintain its efficacy as follows:

1. *Short term:*
 - a. *Administrative updates to complete alignment with Model Scheme Text terminology (basic amendment).*
 - b. *Review of and alignment of land use definitions with Model Scheme Text and centre nomenclature.*
 - c. *Rationalisation of Development zones.*
 - d. *Review of Schedule 8 development standards to ensure consistency in terms and potentially reconsider the allocation of controls between scheme and policy.*
2. *Medium term:*
 - a. *Establishment of Special Control Areas affected by noise (entertainment and transport and mixed use zones).*
 - b. *Establishment of a Special Control Area to recognise areas at risk of long term coastal process impacts.*
 - c. *Review of Mixed Use zoning and development controls.*

- d. *Review of parking requirements (pending completion of a Parking Plan currently under development).*
- e. *Review of zoning/development standards around the Paddy Troy Mall.*
- f. *Review of zoning along and west of the South Terrace corridor in South Fremantle*
- g. *Suitable locations for higher density infill development in established residential areas as informed by strategic community planning and regional transport planning.*
- 3. *Longer term*
 - a. *Review of industrial buffer areas*
 - b. *Review of signage provisions to rationalise these in relation to local laws.*
 - c. *Review of Fremantle – Murdoch and Fremantle – Cockburn transport corridors (pending confirmation of alignment, mode and funding by state - discussions ongoing).*
 - d. *Subject to the outcome of the Westport process, review of possible land use change in and around Fremantle Ports.*
- 4. *Periodic / recurrent / ongoing*
 - a. *Regular (approximately biennial) consideration of zoning requests via omnibus amendment*
 - b. *Policy review for the purpose of rationalising the policy framework.*
 - c. *Structure Plan update* (refer LPS4 Scheme Review Report)

Specifically the review of land use definitions (1b), review of mixed use zoning and requirements (2c), review of parking standards (2d), review of development standards around Paddy Troy mall (2e), review of South Terrace (2f) and identification of opportunities for higher density infill development (2g) all have potential to contribute to streamlining the planning system and facilitating (appropriate) development. Many of the more administrative modifications incorporated in recommendation 1 contribute to reform of the planning framework more broadly whilst development of the transport corridors (3c) and any surplus ports land (3d) also have potential for economic stimulus but are subject to state decisions.

Council also resolved to update its local planning strategy reflect the subsequent strategic direction and amendments progressed by the City through its integrated planning processes and include additional commentary on housing and activity centres, and staff resources have been directed to this activity over the last 6 months.

Summary of Options

Whilst the recommendations of the Scheme Review Report present a logical pathway towards an updated (effective and strategically aligned) planning framework, the urgency of the economic crisis prompts review of options and priorities. A number of options have been identified as potential priority response pieces as summarised in Additional Information attachment 4. These include:

- 1. Short term initiatives which could be relatively quickly introduced through changes to local policy.
- 2. Longer term initiatives, requiring changes to the planning scheme.
- 3. Initiatives which might contribute to quicker and easier leasing of premises (and so shorter term investment).
- 4. Initiatives which contribute to longer term objectives (such as the increase

in residential population in the City Centre), many of which have previously been identified (such as in the Scheme Review Report). These tend to be more complex.

Options which require an amendment to the local planning scheme will, due to the prescribed statutory nature of the amendment process and associated timeframes, be likely to take a minimum of 12 months to implement. Whilst these may offer a longer-term benefit, it is important to recognise that they will not be able to be introduced as an immediate COVID-19 recovery response. Measures which only require a change to a local planning policy offer the best opportunity to respond in the next 2-3 months to issues such as increasing flexibility in the use of existing buildings, thereby potentially improving prospects for leasing and business support/investment in the short term.

Officers consider a combination of both types of measures is most likely to provide the best recovery response overall. For this reason, staff have identified several suggested initiatives below, separated into short term (capable of adoption/implementation before the end of this calendar year) and longer-term actions (essentially ones which would require a scheme amendment).

Measures capable of implementation before the end of 2020 through local planning policy provisions

1. Extend State of Emergency exemptions to Heritage Areas: A number of the temporary State Government state of emergency exemptions do not apply to 'Heritage Protected Places'. This includes places on the State Register, Heritage List and within a Heritage Area. Whilst exclusion of individually heritage listed places is appropriate, places not individually listed but simply within a broader Heritage Area present relatively low risk of detrimental heritage impact. This includes:
 - a. Exemption 1.2: temporary changes of use in centres and mixed use areas including shops (up to 400m²), restaurant / café, convenience store (excluding those selling petrol), consulting rooms and offices.
 - b. Exemption 1.3: temporary change of uses in industrial areas including industry, industry light, trade supplies, warehouse/storage and transport depot.
 - c. Exemption 6.1: temporary exemption for planning conditions on hotels, taverns restaurant/café and the like from complying with certain conditions such as a requirement for food to be consumed on or, conversely, off the premises, and associated adaption works.
 - d. Exemption 6.2: temporary changes to existing approved signage (outside of residential zones and excluding illumination).
2. Expand land use change exemptions within the City Centre zone: The City has long exempted change of land use within the City Centre to 'Shop', 'Office', 'Consulting Rooms', 'Restaurant' (except on Market or High Street west of Kings Square) and 'Small bar' (except on Market or High Street west of Kings Square). These exemptions are specified in Local Planning Policy 1.7. The exclusion of exemptions from requiring approval for Restaurants and Small Bars in Market Street and part of High Street was adopted by Council because of concerns over potential over-concentration of these uses in these streets being detrimental to overall character and diversity.

However, as a short-term economic recovery stimulus, Council could temporarily apply the exemptions from development

approval to properties in these streets as well as the remainder of the City Centre zone. Additionally, officers consider there are other land uses which are appropriate in a city centre location, present a low risk in terms of impact on amenity of neighbours or area character, and could possibly support broader economic activity. Accordingly, it could be appropriate to add such uses to the list of those exempted from requiring planning approval under LPP 1.7, at least on a temporary basis. Officers consider suitable additional land uses to exempt could include Child Care Premises, Health Studio, and Medical Centre.

3. Extend land use change exemptions to activity centres outside the City Centre: Extension of at least some of the existing or possible additional exemptions in the City Centre zone referred to above to other centres could assist. Council would need to consider what uses it is comfortable seeing 'as of right' in lower order centres, and also where it is prepared to essentially waive any increase in parking requirement normally attracted by a higher demand use. Exemption of small scale shops (up to 400m²), Office and Consulting Rooms could all be considered, all being consistent with the objectives for Local Centres. Further flexibility in Mixed Use zones could also be considered however this starts to raise questions about whether alignment with the zone objective can be assumed. For this reason, at this stage officers recommend limiting further change of use exemptions to properties in a Local Centre zone (i.e. North Fremantle town centre, South Fremantle Hampton Rd/Douro Rd and Hampton Rd/Scott St shopping centres, Hilton centre, and smaller centres in Beaconsfield, O'Connor and on Wray Avenue).
4. Extend exemption for minor internal works on local heritage sites to commercial buildings: Clause 9 of the City's Exempted Development policy LPP 1.7 (refer Additional Information attachment 3) outlines a series of internal works which are exempt from approval for residential properties on the Heritage List. Extension of some of these exemptions to allow similar internal fit out (i.e. superficial, non- structural works) of non-residential places on the Heritage List could be considered (though would exclude places on the State Register). This would reduce delays for commercial sites seeking to change land use.
5. Introduce a refund of City of Fremantle planning fees for 'significant' development (defined for this purpose as new build residential/mixed use development containing 10 or more dwelling units, or commercial development creating 1,000 sq m or more new build floorspace) which has current approval and proceeds to development within 2 years. This initiative could incentivise implementation of approved developments within a shorter timeframe than the standard four year term of planning approvals. The suggested threshold for qualifying developments is intended to limit refunds to development which could deliver substantial investment/job creation in the City and would only apply to the fee payable to the City for applications approvable by the City or JDAP. Officers recommend that this refund provision should only apply for a two-year period, at least initially. This initiative could be implemented through an amendment to the City's current

Local Planning Policy 1.2 on refunding/waiving of planning fees. The Planning and Development (Local Planning Schemes) Regulations 2015 allow a local government to amend a local planning policy without advertising the amendment if the local government considers it to be a minor amendment. In this instance, because the policy is essentially an administrative one only and the amendment is

recommended as a temporary measure, officers consider Council could adopt it without public advertising. Consequently, the recommendation on this matter at the end of this report recommends immediate adoption of this policy amendment by Council. The potential budget implications are referred to under the Financial Implications heading below.

Measures requiring an amendment to the local planning scheme – implementation mid-2021 onwards

6. Review the criteria for height bonuses within Precincts 3 and 5 of the City Centre with a view to ensuring that these support the high quality investment desired but also continue to provide a genuine incentive to development. The current criteria are extensive, including:
 - a. For Precinct 3 (the 'East End' area):
 - i. Exceptional design quality
 - ii. High standard of environmentally sustainable design (5-star green building rating or equivalent)
 - iii. No residential adjacent to Queen Victoria Street in key locations.
 - b. For parts of Precinct 5 (city centre sites subject to scheme amendment 49):
 - i. 'exceptional design quality meeting at the highest possible standard the principles of good design...'
 - ii. best practice environmentally sustainable design (5-star green building rating or equivalent)
 - iii. Mid-block pedestrian access points;
 - iv. Where more than 1000m² residential floorspace is proposed, a minimum 15% 'affordable housing'.

Whilst all still desirable, the combination of these requirements with others can affect the feasibility of development. Consideration could be given to whether some could be modified or reduced.

7. Review R60 Mixed Use / Centre bonus requirements e.g. mandatory Mixed Use floorspace: The requirement for development seeking an R60 bonus in mixed use and centre zones to incorporate a minimum 25% non-residential floorspace has proven problematic for some recent developments, and for existing developments with ground floor vacancies. A review of where mixed use is mandatory versus where it is simply permitted (and indeed where R60 development is desirable rather than simply contemplated) could clarify the strategic priorities and allow scheme amendments to modify these requirements. This is already identified as a priority project in the Scheme Review Report and in Council's related resolution in February 2020.

Waiving of some parking shortfalls has potential to significantly streamline the approval process and reduce delays and costs for developers but is likely to be at least partially addressed by reforms being advanced by the state government. It also becomes

complex outside the City Centre where, in some location, parking is already problematic. It is therefore recommended to be addressed as part of the broader review currently being undertaken rather than advanced as a fast track initiative.

FINANCIAL IMPLICATIONS

The proposed refund of planning fees for major development has the potential to reduce the City's income from fees and so impact its budget. Based on the number of approved applications over the past two years for development that would meet the recommended thresholds to qualify for a refund, it is estimated that the planning fee revenue that might be refunded over a 12 month period could be up to \$100,000. Refund of individual fees would likely be spread over time according to developer's timeframes for commencing development, and not necessarily occur in the same financial year as the year in which the fee income was initially received by the City. If developers are encouraged by this measure to develop sooner, the refund of planning fees could be offset to some extent by earlier receipt of building permit fees, as obtaining building permits for all aspects of the development would be a prerequisite for commencing development and requesting a refund of the planning application fee.

LEGAL IMPLICATIONS

Policy and scheme amendments must accord with the relevant provisions of the Planning and Development Act and Regulations.

CONSULTATION

Any (significant) change to local planning policy or scheme requires community consultation in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Policy 1.3. As referred to above, the recommended minor amendment to the existing local planning policy on refunding/waiving planning fees is in the opinion of officers a minor amendment which Council could resolve to adopt without advertising, under provisions of clause 5 (2) of the Regulations.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority

COMMITTEE RECOMMENDATION ITEM SPT2008-4
(Officer's recommendation)

Moved: Cr Sam Wainwright

Seconded: Cr Su Groome

Council:

- 1. Approve the preparation of an amendment to Local Planning Policy 1.7 'Development exempt from planning approval under Local Planning Scheme No. 4' to expand the range of land uses and minor development works exempted from requiring approval, for further consideration and formal adoption by Council. Types of development to be considered for exemption in the policy amendment shall include the following:**
 - a. Development prescribed in exemptions 1.2, 1.3, 6.1 and 6.1 of the Planning & Development (Local Planning Schemes) Regulations - State of Emergency Clause 78H Notice of Exemption dated 30 April 2020 shall also be exempt on land within a Heritage Area designated under Local Planning Scheme No. 4.**
 - b. Changes in the use of an existing building in the City Centre zone to any of the following uses (in addition to uses already listed for this zone in Local Planning Policy 1.7):**
 - (i) Child Care Premises**
 - (ii) Health Studio**
 - (iii) Medical Centre**
 - c. Changes in the use of an existing building in the Local Centre zone to any of the following uses (in addition to uses already listed for this zone in Local Planning Policy 1.7):**
 - (i) Consulting Rooms**
 - (ii) Shops with a net lettable area not exceeding 400 sq m**
 - (iii) Office**
 - d. Minor internal works to non-residential heritage listed places (excluding places on the State Register) subject to the same limitations as already apply to internal works to buildings in residential use under clause 9 of Local Planning Policy 1.7.**
- 2. Adopt the following amendment to Local Planning Policy 1.2 'Refunding and waiving/reducing of planning and building fees' as a minor amendment which does not require advertising prior to adoption in accordance with clause 5 (2) of Schedule 2 to the Planning and Development (Local Planning Schemes) Regulations 2015:**

Insert into clause 4 of the policy as shown in Attachment 1 a new part 4a, to read as follows:

4a. Refund of Planning Fees during COVID-19 recovery period.
For a temporary period of two years from the date of adoption of this part of the policy, the City will on written request from the applicant refund the fee for an application which has been granted planning approval and all of the following circumstances apply:

 - i) The approved development includes 10 or more new build dwellings (single, grouped, and/or multiple dwellings) and/or 1,000 square metres or more of new build Gross Lettable Area floorspace for one or more**

- commercial uses.
- ii) The request for refund of the fee must be supported by evidence that a building permit(s) has been issued for all elements/stages of the approved development, and construction has commenced in accordance with the planning approval and building permit(s).
 - iii) The date for substantial commencement of the development specified in the planning approval (as amended by the additional 2 years automatically deemed to apply under clause 4.2 of the State of Emergency Clause 78H Notice of Exemption dated 30 April 2020) has not passed, and no other extension to the term of the planning approval has been sought.
 - iv) The development must not have commenced prior to the date of adoption of these policy provisions by the Council.
 - v) Refunds will only apply to applications determined by the City of Fremantle or a Development Assessment Panel. In the case of applications approved by a Development Assessment Panel, the refund will only be for the portion of the original application fee retained by the local government, not the portion payable to the Development Assessment Panel.
3. Note the intention of officers to prepare amendments to Local Planning Scheme No. 4 which may offer COVID-19 recovery benefits in accordance with the program and priorities previously approved by Council in February 2020 as part of consideration of the City's Scheme Review Report.

Carried: 6/0

Cr Sam Wainwright, Cr Adin Lang,
Cr Marija Vujcic, Cr Su Groome, Cr Bryn Jones, Cr Geoff Graham

12. Reports and recommendations from officers

C2008-1 COVID 19 COMMUNITY RECOVERY PLAN - DRAFT FOR ADOPTION

Meeting date:	26 August 2020
Responsible officer:	Manager Strategic Planning & Manager Economic Development
Decision making authority:	Council
Agenda attachments:	1. COVID 19 Community Recovery Plan
Additional information:	1. Recovery Working Group purpose statements 2. C40 Climate Leadership Group Mayors' Statement of Principles 3. Economic Recovery Working Group report 4. Community Recovery Working Group engagement report 5. Community Recovery Working Group recommendations. 6. Infrastructure Working Group priority projects

SUMMARY

The COVID-19 pandemic has led to a global economic, financial and social shock. On 29 April 2020, Council resolved to establish three working groups to provide forums for:

- the provision of advice on approaches to short, medium and long term economic, community and infrastructure recovery; and
- mechanisms for external engagement with stakeholders who are able to add value in the identification of options and exploration of approaches.

The groups met between May and July and identified a series of initiatives to support recovery in their respective areas. The purpose of this report is to consider the recommendations of the groups, how they interrelate, and determine next steps.

This report recommends that Council:

1. Note the recommendations of the Economic, Community and Infrastructure Recovery Working Groups.
2. Adopt the COVID 19 Community Recovery Plan attached to the report.

BACKGROUND

On 29 April 2020, Council resolved to:

- “1. Approve to establish the following working groups:
 - i. Economic Recovery Working Group
 - ii. Community Recovery Working Group
 - iii. Infrastructure Recovery Working Group
2. Adopt the terms of reference for each working group....” incorporating a number of modifications. (refer item C2004-13)

The purpose statements for each of the groups is provided in Additional Information attachment 1 and revolved around identifying potential approaches and initiatives to

support community and economic recovery from the COVID-19 pandemic. The Infrastructure Recovery Working Group terms of reference also cover a number of internal / corporate considerations (including service levels and sustainability infrastructure management) however these are not addressed in this report.

On 27 May 2020, Council supported the statement of principles announced by mayors of the C40 Climate Leadership Group and the use of these to inform and guide decisions relating to COVID-19 recovery. (C2005-28). The Statement of Principles is provided in Additional Information attachment 2.

The working groups met, consulted and deliberated between May and July in accordance with their terms of reference (albeit extending slightly beyond the 30 June end date originally intended). Each group developed a series of initiatives aimed at supporting community recovery, with the recommendations of each group discussed at two informal elected members meetings in late July and early August.

The purpose of this report is to consider the findings of the three groups and establish a formal response to their recommendations.

OFFICER COMMENT

Economic Recovery Working Group

The economic recovery working group met approximately 5 times and conducted 4 stakeholder workshops focussed on:

- Retail, hospitality & tourism
- Property development & construction
- Technical, professional and industrial services
- Arts & culture including festivals & events

It also conducted a business sentiment survey.

The group developed a series of objectives and identified initiatives under the following broad strategies:

- Support: Provide assistance in accessing support required to scale business back up.
- Reengage: Reengage Fremantle's workforce with retailers and hospitality operators and weekend leisure opportunities.
- Activate: Provide or support engaging and entertaining activities and events.
- Promote: Targeted and tailored promotion of Fremantle's unique offerings to the broader metropolitan area.
- Lever: Determine which of its own levers the City can pull to expedite outcomes (eg parking, fees, charges, planning).

The group findings are documented in Additional Information 3.

Community Recovery Working Group

The community recovery working group met 6 times and conducted 6 stakeholder workshops focussed on:

- Vulnerable Community
- Sport and Community Groups
- Community Wellbeing

It also undertook a community and sector surveys.

The group identified a series of recommendations and activities under the themes of:

- Respond: Ensure our community can access relieve and support in the short term crisis, particularly the most vulnerable people.
- Reignite: Engage and collaborate with key stakeholders in the medium term to build upon the strong neighbourhood connections established in the early months of the pandemic and reconnect the community that is at risk of social isolation.
- Renew: Adopt new learnings and re-create 'new ways of living; for on going community development and resilience.

The outcomes of the community engagement undertaken by the group is documented in Additional Information 4.

The specific initiatives identified by the group are documented in Additional Information 5.

Infrastructure Recovery Working Group

The Infrastructure Recovery Working Group met 4 times and undertook ongoing liaison with state agencies and grants bodies.

The group recommended prioritised infrastructure expenditure, maximising potential for grant funding of high priority initiatives, and established additional prioritisation criteria to identify infrastructure capital works projects which might contribute to community and economic recovery, namely:

- Creates jobs.
- Provides a drawcard.
- Improves local business.
- Improves liveability.

The group identified a series of priority projects and grant opportunities. Priority projects are outlined in Additional Information 6.

Discussion

All three groups identified initiatives targeted at both short term response and longer term recovery. Initiatives incorporated those which are city-lead versus those which depend on external stakeholders. Many of the city-lead initiatives can be accommodated within the operational capacity of the organisation (depending on the scope of each) and can be (and in some cases have already been) pursued as a matter of course whilst others are dependent on budget and / or grant availability. Several key projects have been incorporated in the 20/21 budget.

In determining content for an overarching Community Recovery Plan, the following approach has been taken:

- Initiatives reviewed for long term as well as short term strategic alignment.
- Initiatives assessed against primary COVID-related objective.
- Initiatives reviewed against multiple objectives, for collective impact.
- Initiatives feasibility / success probability considered.
- Initiatives grouped under common themes.

All suggested initiatives align with pre-existing strategic objectives and demonstrate sound contribution to their primary objectives. Whilst pursuit of all initiatives is consequently desirable, it is considered preferable to identify some clear priorities. Maintenance of a clear overriding direction is also desirable, to ensure that the plan remains focussed and agile in the challenging context of the pandemic.

The plan consequently identifies overarching approaches and a series of priority initiatives under each. Those which demonstrate highest primary and collective impact and with high feasibility / success probability have been included as priority initiatives. It is expected that more routine activities to be pursued as a matter of course, with those dependent on additional resources and / or external funding to be considered as and when feasible.

Overarching themes and approaches identified are:

1. Support: Provide assistance to community members, groups and businesses to access the support they need to recover.
2. Activate: Activate places and spaces to bring people back to Fremantle and provide them opportunities to interact and connect.
3. Leverage/ Collaborate: Work with our unique attractions, assets, networks and people.
4. Renew: Invest in a positive future.

Priority initiatives represent a sample of the overall response but provide clear direction on those considered key. Pursuit of other initiatives is expected to occur during the course of the year dependent on the outcome of events (for example any second wave of infection), assessed need, opportunity (for example, availability of new grants and / or partnerships) and organisational capacity.

STRATEGIC IMPLICATIONS

The Community Recovery Plan outlines the strategic direction Council wishes to take in pursuing short term recovery initiatives over the next 12 months. The recommended responses align with Council's strategic goals and objectives, including:

1. To diversify and strengthen Fremantle's economy
 - a. To have more people live in, work in and visit Fremantle
 - b. To create greater opportunity for businesses to attract customers

- c. To improve the resilience of the weekday economy and maintain a strong weekend economy
 - d. To improve investment confidence and support private sector investment in Fremantle
 - e. To develop a shared vision with the business community
 - f. To build on Fremantle's points of difference and strengths in education, health, tourism and creative industries
- 2. To sustain and grow arts and culture and preserve and promote the importance of our social capital, built heritage and history
 - a. To provide a cultural, economic and physical environment that supports arts and culture
 - b. To attract and retain diverse quality arts organisations and artists
 - c. To develop and support curated quality arts events and cultural experiences
 - d. To incubate, support and develop a vibrant arts community
 - e. To promote Fremantle as a leading edge destination to attract vibrant festivals and street life
- 3. To create a physical and social environment where it is easy for people to lead safe, happy and healthy lives
 - a. To make Fremantle a welcoming, safe and caring place that celebrates and actively supports diversity
 - b. To create an environment where people feel welcome and safe
 - c. To improve community inclusiveness and participation
 - d. To partner with the community to build capacity for social inclusion, connectivity and capital
 - e. To improve community inclusiveness and participation
 - f. To facilitate a sense of community and meaningful social connection
 - g. To enhance the health and wellbeing of people who live, work and visit Fremantle
 - h. To support formal and informal sporting activities and sustainable clubs

Underpinning to the approach and plan is Council's goal to operate as an innovative, responsive, influential local government which leads the way in delivering services and projects through good governance, effective communication, responsible management and excellence in delivery.

The key initiatives also broadly align with the C40 Climate Leadership Group mayors' Statement of Principles.

FINANCIAL IMPLICATIONS

The majority of priority initiatives can be accommodated within the 20/21 operational budget, depending on scope. Other initiatives requiring funding will be considered against other priorities as the financial year advances, as part of the budget review process.

LEGAL IMPLICATIONS

Nil

CONSULTATION

The COVID-19 Community Recovery Plan has been prepared drawing on stakeholder and community engagement undertaken by the Recovery Working Groups.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Note the recommendations and potential response initiatives identified by the Economic, Community and Infrastructure Recovery Working Groups.**
- 2. Adopt the COVID-19 Community Recovery Plan provided in Attachment 1 to guide the direction of resources and pursuit of priority initiatives.**
- 3. Note the intention to pursue other initiatives where resources are available.**
- 4. Note the intention to further consider other initiatives requiring budget allocation against other priorities through regular budget reviews throughout the 2020/21 financial year.**

C2008-2 COMMUNITY RECOVERY BUDGET AMENDMENTS

Meeting date: 26 August 2020
Responsible officer: Manager Community Development
Decision making authority: Council
Agenda attachments: 1. Nil
Additional information: 1. Nil

SUMMARY

To adopt various budget amendments to the 2020/2021 budget account numbers as detailed below in accordance with the Community Recovery Working Group terms of reference and the Budget Management Policy.

This report recommends that Council approves the required budget amendments to the adopted budget for 2020/21 as outlined in the report.

BACKGROUND

On 29 April 2020, Council approved the establishment of three working groups and adopted the correlating terms of reference, to address Covid-19.

The internal working groups will focus on three main areas of recovery:

- Economic Development
- Community
- Infrastructure

The focus areas for community recovery included:

- Aboriginal and Torres Strait Islanders
- Family and domestic violence
- CALD community
- Isolated people in the community
- Mental health
- Homeless and welfare
- Seniors and people with disabilities
- Young people
- Sporting and recreation clubs
- Community groups

The working groups comprised of the Mayor, elected members, the CEO and Executive members of the City of Fremantle. The role of the working groups includes finding solutions through engagement with stakeholders to develop potential solutions to challenges arising within the changing environment and in a post Covid-19 recovery.

The working groups developed the Terms of Reference which include:

1. Purpose

The purpose of the Community Recovery Working Group is to:

- Provide a forum for provision of advice on the establishment of an approach that outlines options for the short, medium and long-term relief and recovery of Fremantle's community after the significant impacts resulting from Covid-19.
- Provide a mechanism for external engagement and collaboration with relevant stakeholders whom are able to add value to the development options to enrich a sustainable community recovery for consideration by Council.

2. Outcome

The group's advice and recommendations will guide:

- High-level allocation of budget into proposed initiatives in line with the City's financial capacity for consideration as part of the budget process.

Priority Actions

Stakeholder engagement workshops were held to address the community recovery focus areas as outlined in the terms of reference. They were categorised into the following three streams:

1. Sport and community groups
2. Community wellbeing
3. Vulnerable community

Workshop attendees varied from grass-roots community stakeholders to peak body advocates. As a result of these workshops which included online engagement, several essential actions were identified. These actions were converted into priority initiatives by members of the working group and outlined in the Community Recovery Plan.

Priority actions still requiring additional budget include:

	Priority Initiative	Budget Required
1.1	Expand volunteering pathways and adapt Neighbour to Neighbour to a post-COVID environment	\$2,000
1.2	Build the capacity of community clubs and organisations, facilitate workshops and assist in grant writing	\$7,500
1.3	Explore ways to reduce the digital divide for those at risk of isolation and unable to access online services	\$10,000
1.4	Provide support for community groups and organisations to deliver community events	\$20,000

In accordance with the Budget Management Policy, this report provides details to support the proposal that the relevant budgets for 2020/2021 be amended on a monthly basis to incorporate the additional funds required to action the priority initiatives outlined by the working groups in the Community Recovery plan.

Council must consider an additional purpose or grant acceptance or release of quarantined funds.

FINANCIAL IMPLICATIONS

A key outcome of the working groups is to develop options for consideration and guide the high-level allocation of budget against community development initiatives for the FY2020/2021 budget and subsequent budget reviews.

The financial implications are detailed in this report.

LEGAL IMPLICATIONS

Local Government Act 1995 (“the Act”):

Section 6.2 (1)

The Council is required to prepare and adopt, by Absolute Majority, an annual budget for its municipal fund by 31 August each year.

Section 6.8 (1) and (2)

The Council cannot incur expenditure from its municipal fund for a purpose for which no expenditure estimate is included in the annual budget (known as an ‘additional purpose’) except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
- (b) is authorised in advance by resolution by Absolute Majority; or
- (c) is authorised in advance by the mayor or president in an emergency.

Where expenditure has been incurred;

- (a) under S 6.8 (1) (a) it is required to be included in the annual budget for that financial year; and
- (b) under S 6.8 (1) (c), it is to be reported to the next ordinary meeting of the council

Local Government (Financial Management) Regulations 1996:

Regulation 33A

A formal review of the annual budget is to be presented and adopted by Council, by Absolute Majority, between 1 January and 31 March each year.

CONSULTATION

Community engagement is a key part of the City of Fremantle’s commitment to be a transparent and responsive organisation. The Community Recovery Working Group targeted key stakeholders to engage and consult across three workshops and accompanying online surveys.

OFFICER COMMENT

As noted in the working groups' terms of reference, the advice and recommendations guided the high-level allocation of budget for consideration, regarding the proposed initiatives in line with the City's financial capacity.

The initiatives identified respond to the short, medium- and long-term relief and recovery of Fremantle's community after the significant impacts resulting from Covid-19.

It is proposed that amendments be made to the following budgets (listed below) and that the amendments be adopted in the 2020/2021 Financial year budget and updated accordingly.

Budget Amendments proposed

The proposed budget amendments below are for expenditure for an additional purpose to be determined by Council as required by S6.8 (1) (b) of the Act.

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
1.1	Expand volunteering pathways and adapt Neighbour to Neighbour to a post-COVID environment					
	100474.6823	Operate Volunteer Exp (promoting volunteering through activities)	6,200		(2,000)	8,200
1.2	Build the capacity of community clubs and organisations, facilitate workshops and assist in grant writing					
	100462.6823	Supporting sporting	11,000		(7,500)	18,500
1.3	Explore ways to reduce the digital divide for those at risk of isolation and unable to access online services					
	100482.6868	Operate Fremantle (Library programming)	30,000		(10,000)	40,000
1.4	Provide support for community groups and organisations to deliver community events					
	100412.5961	Sponsorships Contributions and Donations Expenses	80,800		(20,000)	100,800
1.6	Community Recovery Working Group – Total budget amendments above (1.1 to 1.4)					
	300170.1606	Program – Infrastructure Recovery	465,000		39,500	425,500

VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute Majority Required

OFFICER'S RECOMMENDATION

Council approve the required budget amendments to the adopted budget for 2020/20201 as outlined below:

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
1.1	Expand volunteering pathways and adapt Neighbour to Neighbour to a post-COVID environment					
	100474.6823	Operate Volunteer Exp (promoting volunteering through activities)	6,200		(2,000)	8,200
1.2	Build the capacity of community clubs and organisations, facilitate workshops and assist in grant writing					
	100462.6823	Supporting sporting	11,000		(7,500)	18,500
1.3	Explore ways to reduce the digital divide for those at risk of isolation and unable to access online services					
	100482.6868	Operate Fremantle (Library programming)	30,000		(10,000)	40,000
1.4	Provide support for community groups and organisations to deliver community events					
	100412.5961	Sponsorships Contributions and Donations Expenses	80,800		(20,000)	100,800
1.6	Community Recovery Working Group – Total budget amendments above (1.1 to 1.4)					
	300170.1606	Program – Infrastructure Recovery	465,000		39,500	425,500

C2008-3 MONTHLY FINANCIAL REPORT - JULY 2020

Meeting date: 26 August 2020
Responsible officer: Manager Finance
Decision making authority: Council
Agenda attachments: Monthly Financial Report – 31 July 2020
Additional information: Nil

SUMMARY

The Monthly Financial Report for the period ending 31 July 2020 has been prepared and tabled in accordance with the Local Government (Financial Management) Regulations 1996.

This report provides an analysis of financial performance for July 2020 based on the following statements:

- Statement of Comprehensive Income by Nature & Type and by Program;
- Rate Setting Statement by Nature & Type and by Directorate; and
- Statement of Financial Position with Net Current Assets

BACKGROUND

The following table provides a high level summary of Council's year to date financial performance as at 31 July 2020.

Description	YTD Budget \$M	YTD Actual \$M	Variance \$M	Variance %	+/-
Opening Surplus	1.60	4.06	2.47	154.56%	
OPERATING					
Rate Revenue	46.85	46.87	0.02	0.05%	
Revenue	2.02	2.38	0.36	17.56%	
Expenses	(3.65)	(3.50)	0.15	4.01%	
Non-Cash Adj.	0.00	0.00	0.00		
	45.22	45.75	0.49	1.08%	
CAPITAL					
Revenue	0.00	0.00	0.00	-	
Expenses	0.09	0.09	0.00	-	
Financing	(0.40)	(0.40)	0.00	-	
Reserve Transfers	0.00	(0.06)	(0.06)	-	
	(0.31)	(0.37)	(0.06)	(19.35%)	
Closing Surplus	46.51	49.44	2.90	6.31%	

As detailed in the Statement of Comprehensive Income by Nature and Type operating income and expenses have mainly varied to the anticipated budget in the following categories:

Income	Variance	
Fees and Charges	326,586	
Rates (including Annual Levy)	23,126	
Other Revenue	15,425	
Other Operating Income Items	13,583	
Total Operating Income	378,720	
Expenses	Variance	
Employee Costs	185,610	
Materials and Contracts	(39,503)	
Other Operating Expense Items	206	
Total Operating Expenses	146,313	

Further explanation of material variances are included under officers comments.

FINANCIAL IMPLICATIONS

This report is provided to enable Council to assess how revenue and expenditure is tracking against the budget. It is also provided to identify any budget issues which Council should be informed of.

LEGAL IMPLICATIONS

Local Government (Financial Management) Regulation 34 requires a monthly financial activity statement along with explanation of any material variances to be prepared and presented to an ordinary meeting of council

CONSULTATION

Nil

OFFICER COMMENT

The overall performance for the City of Fremantle for the period ended 31 July 2020 resulted in an additional \$2,934,121 surplus being identified in the year to date position than anticipated, which is mainly as a result of :-

Reduction in anticipated year to date position

- Increased net transfer to/from reserve of \$59,317

Increase in anticipated year to date position

- Increased carried forward surplus from 2019/20 of \$2,466,950;
- Increased general rates income of \$23,125
- Increased operating revenue (excluding general rates) of \$355,595
- Underspending of operating expenditure to date of \$146,313

It should be noted that processing of 30 June 2020 is still occurring as part of finalising end of financial year which will change the end of year surplus for 2019-20 financial year.

Explanation of Material Variances

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and AASB 1031 Materiality, Council adopted the level to be used in statements of financial activity in 2019-2020 for reporting material variances as 10% or \$100,000, whichever is greater (Item SC2007-2 refers Council meeting on 8 July 2020).

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 following is an explanation of significant operating and capital variances as identified in the Rate Setting Statement by Nature and Type:

<i>Description</i>	<i>Variance Amount</i>	<i>Comment</i>
Fees and Charges	326,586	23%
Major Variances:		
100529 - Lease Evan Davies Building 13 South Terrace Fremantle	81,689	The budget of fees and charges has been prepared in recognition of the impacts of COVID-19. The actual performance will be closely monitored, and variance will be submitted for consideration of budget amendment at budget review.
100183 - Lease Union Store 41-47 High Street Fremantle	38,138	
100203 - Lease 38-40 Henry Street Fremantle University of Notre Dame	30,646	

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council receive the City of Fremantle Monthly Financial Report including the Statement of Comprehensive Income, Statement of Financial Activity, Statement of Financial Position and Statement of Net Current Assets for the period ended 31 July 2020.

C2008-4 STATEMENT OF INVESTMENTS – JULY 2020

Meeting date: 26 August 2020
Responsible officer: Manager Finance
Decision making authority: Council
Agenda attachments: 1. Investment Report – 31 July 2020
Additional information: Nil

SUMMARY

This report outlines the investment of surplus funds for the month ending 31 July 2020 and provides information on these investments for Council consideration.

This report recommends that Council receive the Investment Report for the month ended 31 July 2020.

The investment report provides a snapshot of the City’s investment portfolio and includes:

- **Portfolio details as at July 2020;**
- **Portfolio counterparty credit framework;**
- **Portfolio liquidity with term to maturity;**
- **Portfolio fossil fuel summary;**
- **Interest income earned for the month;**
- **Investing activities for the month;**

BACKGROUND

In accordance with the Investment Policy adopted by Council, the City of Fremantle (the City) invests its surplus funds, long term cash, current assets and other funds in authorised investments as outlined in the policy.

Due to timing differences between receiving revenue and the expenditure of funds, surplus funds may be held by the City for a period of time. To maximise returns and maintain a low level of credit risk, the City invests these funds in appropriately rated and liquid investments, until such time as the City requires the money for expenditure.

The City has committed to carbon neutrality, and will review and manage its investment portfolio to identify financial institutions which support fossil fuel companies (either directly or indirectly) and has limited these investments to the minimum whilst maintaining compliance with the investment policy.

FINANCIAL IMPLICATIONS

To date actual investment interest earned is \$39,207 against a year to date budget of \$39,207 which represents no variance.

Future interest earnings will be determined by the cash flows of the City's surplus cash and the movements in interest rates on term deposits. The Reserve Bank of Australia has decided to maintain the current policy settings, including the targets for the cash rate and the yield on 3-year Australian Government bonds of 25 basis points at its meeting on 4th August. The Australian economy is going through a very difficult period and is experiencing the biggest contraction since the 1930s. Reserve Bank is committed to do what it can to support jobs, incomes and businesses in Australia. Its actions are keeping funding costs low and assisting with the supply of credit to households and businesses. This accommodative approach will be maintained as long as it is required.

The City's investment portfolio is invested in highly secure investments with a low level of risk yielding a weighted average rate of return of 0.85% (refer report point 8), which compares favourably to the benchmark Bloomberg AusBond Bill Index reference rate of 0.73% as at the end of July 2020.

LEGAL IMPLICATIONS

The following legislation is relevant to this report:

- *Local Government (Financial Management) Regulations 1996* Regulation 19 – Management of Investments; and
- *Trustee Act 1962* (Part 3)

Authorised Deposit-taking Institutions are authorised under the *Banking Act 1959* and are subject to Prudential Standards oversight by the Australian Prudential Regulation Authority (APRA).

CONSULTATION

Nil

OFFICER COMMENT

A comprehensive Investment Report for the month ending 31 July 2020 can be viewed in Attachment 1 of this agenda item. A summary of the investment report is provided below.

1. Portfolio details as at 31 July 2020

At month end the City's investment portfolio totalled \$46.81m. The market value was \$46.87m; this value takes into account accrued interest.

The investment portfolio is made up:

Cash Investments(<= 3 months)	\$10.33m
Term Deposits (> 3 months)	\$36.48m
TOTAL	\$46.81m

Of which:

Unrestricted cash	\$16.17m
Restricted cash (Reserve Funds)	\$29.31m
Restricted cash (Trust Funds)	\$ 1.33m
TOTAL	\$46.81m

The current amount of \$16.17m held as unrestricted cash represents 22.70% of the total adopted budget for operating revenue (\$71.24m)

2. Portfolio counterparty credit framework (as at 31 July 2020)

The City's Investment policy determines the maximum amount to be invested in any one financial institution or bank based on the credit rating of the financial institution. The adopted counterparty credit framework is as below:

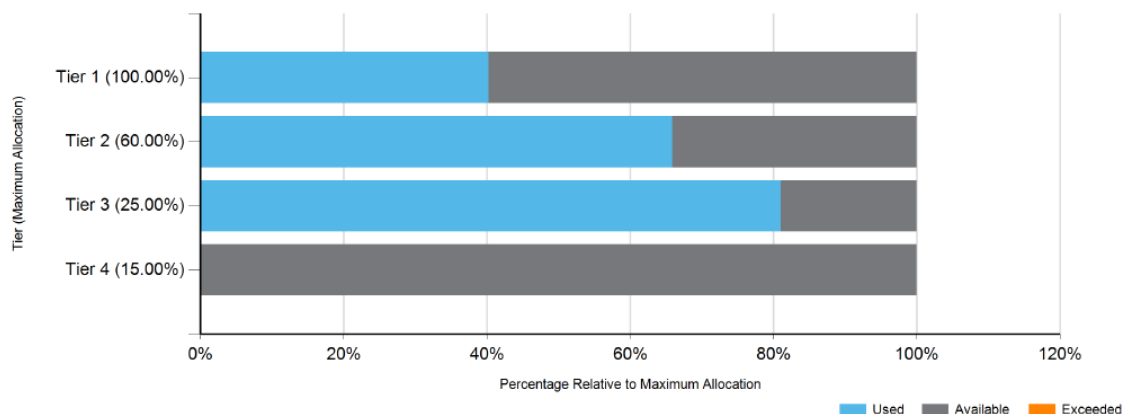
Counterparty credit framework

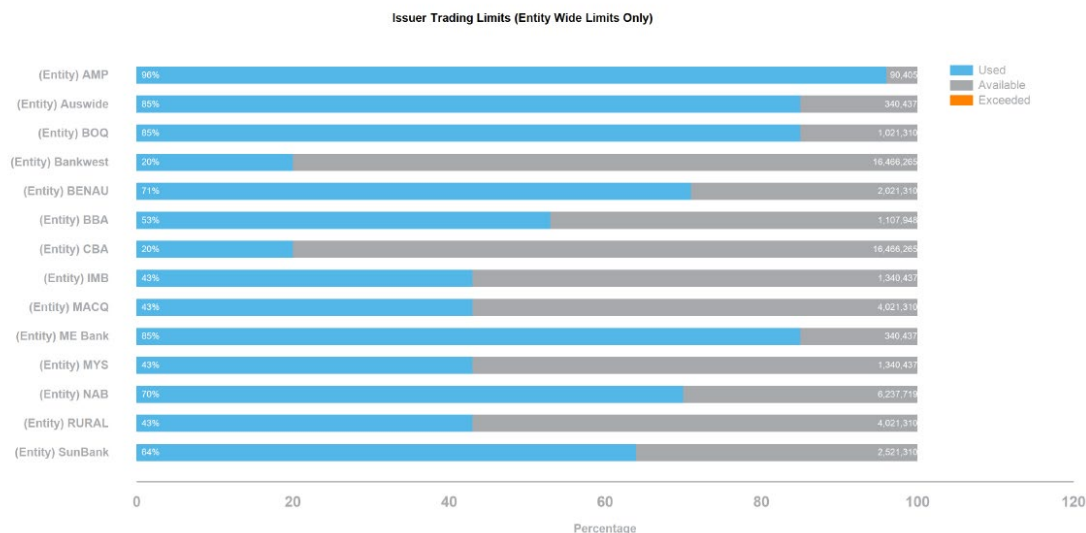
Investments are not to exceed the following percentages of average annual funds invested with any one financial institution or managed fund and consideration should be given to the relationship between credit rating and interest rate.

Credit quality	Maximum % of total investments
Tier 1 (excl. AAA government)	45%
Tier 2	15%
Tier 3	5%
Tier 4	(\$1m)

The following graphs provide details of the funds invested at the end of this month as per the City's investment portfolio relative to the threshold allowed by the investment policy as below:

Portfolio Credit Framework Amounts Relative to Maximum Allocations





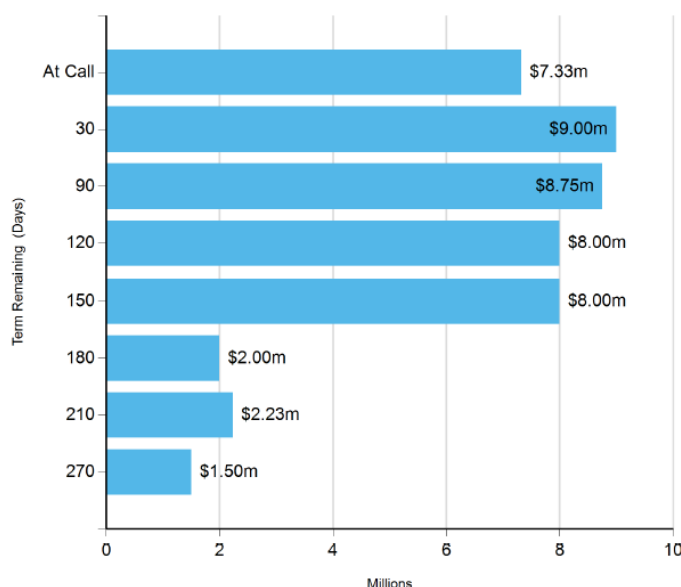
As reported in the above graph at the end of July 2020 all investments of the portfolio were compliant.

3. Portfolio Liquidity Indicator (as at 31 July 2020)

The below graph provides details on the maturity timing of the City's investment portfolio. Currently all investments will mature in one year or less.

Investments are to be made in a manner to ensure sufficient liquidity to meet all reasonably anticipated cash flow requirements, without incurring significant costs due to the unanticipated sale of an investment.

Face Value by Term Remaining

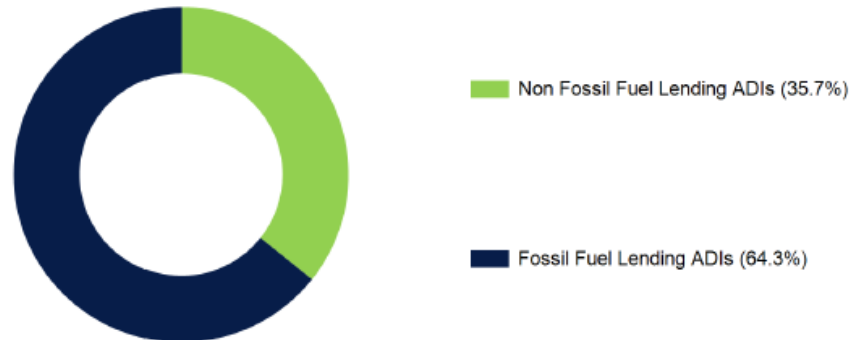


4. Portfolio Summary by Fossil Fuels Lending ADIs (As at 31 July 2020)

At the end of this month \$16.73m (35.7%) of the portfolio was invested in "Green Investments"; authorised deposit taking institutions that do not lend to industries engaged in the exploration for, or production of, fossil fuels (Non Fossil Fuel lending ADI's).

The current investing conditions and the institution limits in the City's investment policy are affecting the City's ability to invest in non-fossil fuel institutions. Presently a large number of banks and in particular the small non-fossil fuel lending banks are not issuing new term deposits given high liquidity. The others are at their maximum limit for investment.

**Fossil Fuel vs
Non Fossil Fuel
Lending ADI**



5. Interest Income for Matured Investments (For 1 July 2020 to 31 July 2020)

During month of June \$72,526 in interest was earned from matured investments.

6. Investing Activities (For 1 July 2020 to 31 July 2020)

During this month 6 term deposits were acquired with a total value of \$13m invested.

Full details of the institution invested in, interest rate, number of days and maturity date are provided in the attached report.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council receive the Investment Report for the month ending 31 July 2020.

C2008-5 SCHEDULE OF PAYMENTS JULY 2020

Meeting date: 26 August 2020
Responsible officer: Manager Finance
Decision making authority: Council
Agenda attachments: Schedule of payments and listing
Purchase Card Transactions
Attachments viewed electronically
Additional information: Nil

SUMMARY

The purpose of this report is to present to Council a list of accounts paid by the Chief Executive Officer under delegated authority for the month ending July 2020, as required by the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the City's municipal or trust fund. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid under delegation for the month of July 2020, is provided within Attachment 1 and 2.

FINANCIAL IMPLICATIONS

A total of \$7,372,217.45 in payments were made this month from the City's municipal and trust fund accounts.

LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing*
- (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub-regulation (1) or (2) is to be —*

- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) *recorded in the minutes of that meeting.*

CONSULTATION

Nil

OFFICER COMMENT

The following table summarises the payments for the month ending July 2020 by payment type, with full details of the accounts paid contained within Attachment 1.

Payment Type	Amount (\$)
Cheque / EFT / Direct Debit	\$5,516,700.29
Purchase card transactions	\$36,916.51
Salary / Wages / Superannuation	\$1,817,976.99
Other payments <i>(as outlined in Attachment 1)</i>	\$623.66
Total	\$7,372,217.45

Contained within Attachment 2 is a detailed listing of the purchase card transactions for the month ending July 2020.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Accept the list of payments made under delegated authority, totalling \$7,372,217.45 for the month ending July 2020, as contained within Attachment 1.**
- 2. Accept the detailed transaction listing of credit card expenditure, for the month ending July 2020, as contained within Attachment 2.**

13. Motions of which previous notice has been given

A member may raise at a meeting such business of the City as they consider appropriate, in the form of a motion of which notice has been given to the CEO.

FPOL2008-11 ELECTED MEMBER MOTION - NAMING OF THE LANEWAY THOROUGHFARE ADJOINING THE FREO SOCIAL CLUB 'RICHARD LANE' – MAYOR BRAD PETTITT

Meeting date:	12 August 2020
Responsible officer:	Chief Executive Officer
Decision making authority:	Council
Agenda attachments:	1. Map - proposed naming of laneway adjoining The Freo Social Club "Richard Lane"
Additional information:	Nil

ELECTED MEMBER SUMMARY

With the recent passing of much-loved local musician Richard Lane, I would like to take the opportunity to recognise his contribution to the Fremantle community as well as his contributed to music education and the performing arts in the city over many years, by including an appropriate and enduring memorial to him.

I propose investigating the possibility of naming the laneway adjacent to The Freo Social Club 'Richard Lane' (as shown in the attached map).

The location is particularly suitable as for several years, before its refurbishment as the Fremantle Social in 2018, Richard Lane leased much of the Fremantle Drill Hall for his music school, Penny Lane's Music School.

For many here in Fremantle, Richard's greatest accomplishment will always be Penny Lane's Music Workshop. It was there where all of his unique abilities and traits were brought to the fore. He was an instigator, conduit, leader, showman, educator, and sage, inspiring a new generation of musicians all the while subtly challenging them to constantly reach new heights. For this reason, the above location is feels especially relevant.

Penny Lane's was a fitting use for the venue as it has been a music venue for much of its life, housing the Fly By Night Club and various community arts venture stemming back into the early twentieth century.

On Richard's recent sudden passing, a general feeling was shared by the community that some kind memorial recognition was appropriate, and the thought arose that it might occur within the vicinity of the old Drill Hall.

The laneway bordering the north of the Drill Hall is currently without a gazetted name and I would like to propose it be named Richard Lane (Ln) or similar. This commemoration will also celebrate the history of popular music's contribution to the culture of Fremantle..

But it wasn't just through his beloved music school or even the music venues of Perth that Richard carved his inimitable presence. Thanks to his contributions to the iconic Perth-based power-pop ensemble, The Stems, Richard's talents were celebrated in both the national and international arenas.

Richard co-founded The Stems with Dom Mariani in 1983. The four-piece played its first gig at Perth's Old Civic Theatre supporting The Saints and The Triffids. The Stems released their seminal album – *At First Sight, Violets Are Blue* – in 1987. The Stems disbanded shortly thereafter.

In 1989 Richard founded The Chevelles before moving on to The Rosebuds. Over the subsequent years he has been an intricate part of local bands such as The On and Ons, The Painkillers, Big Boss Man, along with being a central figure in the 2003 reformation of The Stems, a reunion that in 2007 yielded a second album, *Heads Up*.

As considerable as Richard's on stage contributions were, his efforts behind the scenes were equally significant. In the 1990s he founded and ran a Perth-based record label – Idaho Records, oversaw a venue booking agency, worked for X-Press Magazine, and performed with a myriad of other musicians, all the while tending to his own career as a recording songwriter and musician.

(Thanks to Brett Leigh Dicks for his article *In Reflection – Richard Lane* in (<https://fremantleshoppingnews.com.au/2020/05/15/in-reflection-richard-lane/> May 15, 2020) from many of the words above were borrowed)

This Motion asks Council to support both, the petition initiated by Damon Hurst and Dickon Oxenburgh, which contains 162 signatures of support, received by council earlier in this meeting, and the attempt to name the (currently unnamed) laneway thoroughfare adjoining the northern boundary of 'The Freo Social Club' (the Fremantle Drill Hall) as 'Richard Lane' or similar.

This proposal comes with the full approval of Richard Lane's partner Cathy, and community support is demonstrated in the form of a petition in from the Friends of Richard Lane; Laneway Naming Proposal

OFFICER COMMENT

The laneway/thoroughfare does not currently have an approved name and the City can request that the Minister approve a private road name via Landgate.

Landgate have set rules for naming private roads/lanes such as being appropriate to the area, evidence of community support, agreement from the owner (the Housing Authority), no duplication of names within certain distances/areas and short names for short roadways for mapping reasons.

An initial naming query through Landgate's electronic system showed that the name failed a preliminary validation. However, the City will be able to submit a formal request including community support and any other supporting evidence that becomes available.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

MOTION

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council:

1. Recognise and commend Richard Lanes valuable and lasting contribution to the Fremantle community and convey heartfelt condolences to his friends and family on his recent passing.
2. Request that the City initiate the process to obtain the necessary approvals to enable the naming of the laneway thoroughfare (as shown in attachment) adjoining the northern boundary of the Freo Social Club (the Fremantle Drill Hall) 'Richard Lane' or similar.

AMENDMENT 1

Moved: Cr Doug Thompson

Seconded: Mayor, Brad Pettitt

To add an additional part to the recommendation, as part 2, to read as follows;

2. *Endorse the name 'Richard Lane' (or similar) be included in the City of Fremantle Reserved Road Names register, subject to the approval of the Geographic Names Committee.*

Amendment carried: 6/0

Mayor Brad Pettitt, Cr Hannah Fitzhardinge, Cr Jenny Archibald,
Cr Doug Thompson, Cr Adin Lang, Cr Sam Wainwright

COMMITTEE RECOMMENDATION ITEM FPOL2008-11

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council:

1. Recognise and commend Richard Lanes valuable and lasting contribution to the Fremantle community and convey heartfelt condolences to his friends and family on his recent passing.
2. *Endorse the name 'Richard Lane' (or similar) be included in the City of Fremantle Reserved Road Names register, subject to the approval of the Geographic Names Committee.*
3. Request that the City initiate the process to obtain the necessary approvals to enable the naming of the laneway thoroughfare (as shown in attachment) adjoining the northern boundary of the Freo Social Club (the Fremantle Drill Hall) 'Richard Lane' or similar.

Carried: 6/0

Mayor Brad Pettitt, Cr Hannah Fitzhardinge, Cr Jenny Archibald,
Cr Doug Thompson, Cr Adin Lang, Cr Sam Wainwright

14. Urgent business

In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.

15. Late items

In cases where information is received after the finalisation of an agenda, matters may be raised and decided by the meeting. A written report will be provided for late items.

16. Confidential business

Members of the public may be asked to leave the meeting while confidential business is addressed.

ARMC2008-6 CONFIDENTIAL REPORT – RISK REPORT AUGUST 2020

Meeting date: 11 August 2020
Responsible officer: Director City Business
Decision making authority: Council
Agenda attachments: 1. Nil
Additional information: 1. Corporate Risk Register

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting

COMMITTEE RECOMMENDATION ITEM ARMC2008-6 **(Amended officer's recommendation)**

Council:

- 1. Notes the emerging risk items in the risk update report for August 2020.**
- 2. *Request that elected members undertake a strategic risk identification workshop prior to the end of 2020 to inform City of Fremantle risk register.***

Carried: 5/0
Mayor Brad Pettitt, Cr Adin Lang, Cr Frank Mofflin,
Cr Hannah Fitzhardinge, Mr Phillip Draber

17. Closure