



Meeting attachments

Ordinary Meeting of Council

Wednesday, 25 August 2021, 6.00pm

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**FPOL2108-10 ORGANISATIONAL COUNCIL POLICY REVIEW – STRATEGIC
PLANNING, GOVERNANCE AND PEOPLE AND CULTURE**

ATTACHMENT 1- Amended Policies

This attachment contains the following policies that have been recommended for adoption with minor amendments, shown in red and green text.

Largely current, requiring minor amendments only:

1. Annual General Meeting of Electors / Special Meeting of Electors Policy
2. Appointment of Acting Chief Executive Officer Policy
3. Electoral Activities and Signage Policy
4. Execution of Documents Policy
5. Flying of Flags Policy
6. Internal Groups Policy
7. Nuclear Free Fremantle Policy
8. Precincts Policy
9. Strategic Planning Framework Policy

Requiring minor updates and future review:

1. Heritage Places Reserve Policy
2. Outdoor Eating Policy (Tables and Chairs) (Interim Policy)
3. Policy and Procedures for the Dedication, Upgrade or Closure of Rights of Way

Council Policy



Annual General Meeting of Electors / Special Meeting of Electors

Policy **statement** scope

This policy is intended to outline Council's preferences in relation to the location and format in which Annual General Meeting of Electors / Special Meeting of Electors will be held.

Legislative Requirements

This policy is to be read in conjunction with Part 5, Division 2, Subdivision 4 of the *Local Government Act 1995* and Part 3 of the *Local Government (Administration) Regulations ~~1995~~ 1996*. These statutory requirements cover the City's responsibilities when holding a General Meeting of Electors or a Special Meeting of Electors:

- Section 5.27 of the Act requires the City to hold a general meeting once every financial year. The Act specifies that this meeting is to be held no more than 56 days after the acceptance of the annual report for the previous year.
- Section 5.28 of the Act requires the City to hold a special meeting of electors after a request from 100 or more electors or 5% of the number of electors (whichever is the lesser) or 1/3 of the council members. The request is to specify the matters to be discussed **and is to be in the prescribed form. The request is to be sent to the Mayor. The M**meeting is to be held no more than 35 days after the request is received. ~~and at least 14 days' notice date, place and purpose must be given.~~
- **Section 5.29 of the Act requires the CEO to convene an electors' meeting by giving at least 14 days' local public notice and each council member at least 14 days' notice of the date, time, place and purpose of the meeting.**
- Section 5.30 of the Act specifies that the Mayor or Deputy Mayor may preside at electors' meetings. If both the Mayor and Deputy Mayor are unavailable then the electors present may choose one of the councillors present to preside or if no councillor able to, then the electors at the meeting choose one of themselves to preside.
- Section 5.32 of the Act specifies that the minutes of an electors' meeting must be available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.
- Section 5.33 of the Act specifies that decisions made at an electors' meeting are to be considered at the next ordinary council meeting or if that is not practicable, at the

next ordinary council meeting or at a special meeting. The reasons for a decision in response to one made at an electors' meeting, must be recorded in the Council minutes.

- Regulation 15 of the regulations specifies that the first matter to be discussed at a general electors' meeting is the annual report for the previous financial year, and then any other general business.
- Regulation 17 of the regulations specifies that each elector present at an Electors Meeting is entitled to one vote on each matter, but does not have to vote. Decisions made at Electors Meetings are made by a simple majority, and voting must be conducted so that no vote is secret.
- Regulation ~~15~~ 18 of the regulations specifies that other than the first order of business as set out in regulation 15 and the voting requirements as set out in regulation 17, the procedure to be followed at an Electors Meeting is to be determined by the person presiding at the meeting.

Policy **scope** statement

While it is acknowledged that the Presiding Person, of an Annual General Meeting of Electors or a Special Meeting of Electors, is to determine the procedure to be followed at the meeting, this policy is intended to clarify Councils preferences in regard to when, where and how electors meetings will be held.

1. Meeting venue

- a. The Annual General Meeting of Electors will be held in the Town Hall, or if this is unavailable or unsuitable, in an appropriate alternative venue.
- b. Where the matters to be discussed at a Special Meeting of Electors relate to a specific Ward of the City, the meeting will be held in the most practical venue, closest to that part of Fremantle.
- c. Where the matters to be discussed are significant to community members in more than one Ward of Fremantle the meeting venue will be as for an Annual General Meeting of Electors.

2. Notice and timing of the meeting

- a. The date for the Annual General Meeting of Electors will be set at the time of acceptance of the annual report for the previous year. ~~The intent is to hold the Annual General Meeting of Electors in November where possible.~~
- b. The date for the Annual General Meeting of Electors will not be held in the last

two weeks of December or the first two weeks of January.

- c. Local Public Notice of the Annual General Meeting of Electors will be given 28 days' prior to the meeting, when practicable, which is double the statutory requirement.
- d. Local Public Notice will be given ~~by displaying a notice on the library and on administration building notice boards, by putting a notice~~ in accordance with the *Local Government Act 1995* ~~on the City's website and regularly advertising and on social media and by advising~~ and precinct groups will be notified of the upcoming meeting.

3. Format of meeting

- a. Electors meetings are not meetings of Council and are held in a less formal manner. The only official attendee is the presiding person.
- b. Councillors will be invited to attend Electors meeting (in addition to all electors of the City) in their capacity as electors.
- c. Appropriate Senior Officers will attend Electors Meetings to provide additional information as required, through the presiding member.
- d. Electors meetings will be open to all members of the public. However, only electors may move or second motions and vote ~~or speak~~ at meetings.
- e. All attendees will be asked to sign ~~the~~ an attendance register at the entry to the ~~Chambers~~ meeting, provide their name and address and confirm whether they are electors ~~for~~ of the district. The City of Fremantle will accept this declaration at face value and will not require further evidence.
- f. The proceedings will be recorded for the purpose of production of the minutes and speakers are requested to use the microphones each time they speak. The minutes will only record a summary of the meeting and not a verbatim account.
- g. No other audio or visual recording is to be undertaken without the permission of the presiding person.
- h. The preferred order of proceedings, where acceptable to the presiding person, will be:
 - ❖ declaration of opening,
 - ❖ ~~nyoongar acknowledgement~~ welcome statement,
 - ❖ presentation of the Annual Report and Audited Financial Statements,

- ❖ public question time (no proposed motions), and
- ❖ acceptance of motions.

4. Role of person presiding

The person presiding at the meeting (usually the Mayor or Deputy Mayor) is entitled to move, second, speak to or vote on motions.

5. Role of Elected Members

Elected Members have no prescribed role at Electors Meetings (other than when presiding) and may move or second motions and vote or speak at meetings, in their capacity as electors. Elected Members have no obligation to vote, or to declare interests at electors meetings.

~~6. Consideration of Motions moved at Electors Meetings~~

~~Motions moved at Electors Meetings will be considered by Council at a Special Meeting of Council. These motions moved at the Electors Meeting will be considered expansively during this meeting. The details of the Special Meeting of Council will be determined at the Ordinary Meeting of Council following the Electors Meeting.~~

Definitions and abbreviations

~~An **Elect**~~or - as defined in the *Local Government Act 1995*: - An elector is a person who is eligible to vote in an election of the City of Fremantle. For the purpose of meetings of electors, the definition of an elector is to include ratepayers.

Council Policy



Appointment of Acting Chief Executive Officer

Policy scope

To outline the requirements for appointing an appropriate officer to act in the position of Chief Executive Officer during periods of leave or absence of the Chief Executive Officer.

Policy statement

When it is considered necessary by the Chief Executive Officer, as a result of leave or absence, to appoint an officer to the role of Acting Chief Executive Officer, the role is to be offered to an officer employed in the position of Director.

Appointment to the role of Acting Chief Executive Officer must be made in writing by the Chief Executive Officer. Appointment must be for a period that does not exceed six weeks.

Appointments for a period exceeding six weeks will require a Council resolution.

The Chief Executive Officer will advise elected members of an Acting Chief Executive Officer.

Definitions and abbreviations

Nil

Council Policy



Electoral Activities and Signage Policy

Policy ~~statement~~ scope

This policy establishes the City of Fremantle's position in relation to the activities and signage that may occur during the weeks leading up to a Federal, State or Local Government election.

It will be acceptable to hold small informal activities and erect election signage, in most instances, without the obligation to meet compliance requirements ordinarily imposed by the City, provided such signage and activities are safely conducted.

Policy statement

The City allows flexibility in relation to election signage and activities. Provided the guidelines outlined in this policy are met, election signage and small public activities do not need approval from Council.

1. Guidelines:

- 1.1 During the period of election activity, commencing 8 weeks prior to the election and ending 48 hours following the close of the polls formal approval will not be required for signs in public places which are:
 - a. not illuminated in any way;
 - b. no higher than 1 metre above natural ground level or exceed an area of 1m² on any side;
 - c. freestanding and, therefore, not attached to any structure, post or tree.
 - d. containing clear and legible writing or symbols.
 - e. in the case of mobile advertising vehicle or trailers, comply with the parking regulations and/or signs applicable to that parking area and must not pose a safety risk.
 - f. not placed on a carriageway, dividing strip, traffic island, or roundabout, within fifty (50) metres of a signalised intersection or pedestrian activated crossing.
 - g. not placed within six (6) metres of an intersection or junction, or in any other location that may pose a safety hazard or obstruction to pedestrians or road users.

- h. not erected within 100 meters of a guard controlled children's crossing.
 - i. not attached to any street name, traffic direction or parking sign or to the associated pole.
 - j. not placed so as to cover any City signs or markings.
 - k. not placed so as to restrict the sight distance of other signs and traffic control devices.
 - l. not to resemble or be mistaken by road users as a traffic control device.
- 1.2 During the period of election activity, commencing 8 weeks prior to the election and ending 48 hours following the close of the polls formal approval will not be required for signs on private property which are:
- a. displaying non-commercial messages and clearly be displayed for election purposes only.
 - b. not erected on heritage listed properties in a way that may cause any damage to any structure.
 - c. in the case of mobile advertising vehicle or trailers, compliant with the parking regulations and/or signs applicable to that parking area and must not pose a safety risk.
 - d. not more than one towable mobile advertising trailer per car park
 - e. not placed within six (6) metres of an intersection or junction, or in any other location that may pose a safety hazard or obstruction to pedestrians or road users.
 - f. not erected on private property, unless they are safely and securely erected on property that is not considered to be of heritage importance and with the approval of the property owner.
 - g. not placed so as to restrict the sight distance of other signs and traffic control devices.
 - h. not to resemble or be mistaken by road users as a traffic control device.
- 1.3 During the period of election activity, commencing 8 weeks prior to the election and ending 48 hours following the close of the polls formal approval will not be required for activities in public places which are:
- a. considered to be small activities.
 - b. inclusive and welcoming.

- c. providing information that is clear and accurate.
 - d. not causing a safety hazard or obstruction to pedestrians or road users.
 - e. not held within 100 meters of a guard controlled children's crossing during school crossing times.
2. The person or party responsible for the sign or activity must ensure that public safety is not compromised while signs are being installed or removed or activities are being undertaken and there is no disruption to traffic or pedestrian movement during the process.
 3. The person or party responsible for the sign or activity and any persons acting on their behalf, accept full responsibility for any personal injury, damage or loss in any way arising out of or a consequence.
 4. Signs not removed within 7 days of the close of polls may be removed and destroyed.
 5. Removal of non-compliant signs, by or on behalf of the City, may result in any resultant costs or expenses being recovered from the person or party responsible. These costs may include both the removal and/or destruction of offending signs.
 6. Signs and activities that do not fit within the guidelines of this policy are subject to the usual approval and compliance organisational requirements.

Definitions and abbreviations

Election means periodic and general elections and includes referenda and other public votes.

Land means all land under the care, control or management of the City but excludes a road where part of the road is a nature strip or footpath.

~~**Municipal Building** means any building that is owned or held under a management order or control of the City, and includes any recreation centre, library and alike.~~

Road means the definition under the provisions of the *Land Administration Act 1997* and *Main Roads Act 1930*.

Election Signs means a notice on public display which encourages a person to vote for a particular political candidate or gives information or instructions in a written or symbolic form for a candidate or party in the election, and that complies with the requirements of section 187 of the *Electoral Act 1907* —~~“Authorisation of Election Campaign Material”~~ in regard to the authorisation of electoral signage.

Small Activity means less than 5 organisers/representatives involved in the organisation and/or running of an informal activity/event.”

Council Policy



Execution of Documents

Policy scope

This policy provides guidance on the appropriate method of execution for the City's documents and ensures that the City's common seal is applied and documents executed in accordance with the provisions of the Local Government Act 1995 (the Act).

According to the Act, s9.49A, a document is duly executed by a local government if the common seal is affixed to it or it is signed by an officer authorised to do so.

Under section 9.49A(3) of the Act, the common seal is to be affixed to a document in the presence of the Mayor and the CEO, each of whom is to sign the document to attest that the common seal was so affixed.

Policy statement

This policy applies to all City of Fremantle officers who have been authorised through the provisions of this policy to execute documents on behalf of Council.

Executing documents through the use of the common seal or by signing a document does not constitute the decision to undertake a particular course of action. A Council resolution or a decision under delegated authority is required prior to executing documents pertaining to those decisions.

In the case of:

1. Legislation;
2. The formal requirements of a Commonwealth or State department, authority or agency (as described in a policy or procedure, etc); or
3. A Council decision;

expressly specifying a particular way in which a document is to be executed, that course of action is to take precedence over this policy.

Should ambiguity arise over what category might apply to a document i.e. two categories may have relevance to a document, then the higher category is to take precedence unless the decision has been made under delegated authority in which case it is a Category 2 document and can be executed by the officer exercising the delegated authority.

Category 1(A) Documents	
<p>Category 1A documents require a specific resolution of Council to sell, lease or enter into an agreement etc. as well as an authority to affix the seal.</p> <p>These documents will be executed by having the common seal affixed under the authorisation of Council with the affixing of the seal in the presence of and being attested to by the Mayor and CEO or pursuant to s9.49A(3)(b) of the Act, the Mayor and a senior employee authorised by the CEO to do so.</p>	
No#	Description
1	<p>Deeds, including but not limited to:-</p> <ul style="list-style-type: none"> • Deeds of Agreement; • Deeds of Release; and • Memorandum of Understanding, <p>in respect to sale, purchase or other commercial dealing relating to City assets including equitable interests.</p>
2	Local Planning Schemes and Amendments.
3	<p>Lease documents. This category includes, but is not limited to:-</p> <ul style="list-style-type: none"> • Extension of Lease under original lease and new term not previously provided; • Variation of Lease; • Assignment of Lease; and • Surrender of Lease. <p>except for any of the above that are granted under delegated authority.</p>
4	Licence documents
5	Local Laws
6	Documents prepared for registration at Landgate that are mortgage documents and transfer of land forms where the value of the land exceeds the amount determined by the City of Fremantle for the purpose of section 5.43 (d) of the Act.
Category 1(B) Documents	
<p>Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a "class of documents" authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal.</p> <p>Please note that the document may not require a Council resolution (being a Category 1(B) document) however the decision to undertake a particular course of action may still require Council approval</p>	
No#	Description
1	Agreements relating to grant funding, when the funder requires that the agreement be signed under seal.
2	Debenture documents for loans which Council has resolved to raise.
3	Extension of Lease under original lease clause or provision.
4	Sub Lease of a portion of the premises by the Lessee.
5	Minor Variation of Lease provided it does not alter the substantive terms of the Lease approved by Council (for example, changes a process within the lease).
6	General Legal and Service Agreements not already listed in this policy.
7	Indemnity given by the City to a third party.

Category 2 Documents	
<p>Category 2 documents do not require the seal to be affixed. Under section 9.49(A)(4) Council hereby authorises those officers listed in the table below to sign documents on behalf of the City of Fremantle.</p>	
Description	Authority to Execute
Documents required in the management of land as a landowner.	Chief Executive Officer The responsible Director
Documents required to enact a decision of Council (i.e. contractual documents resulting from a tender process, transfer of lands forms, notification on title as required by a condition of approval, memorandum of understanding, adoption of a new Structure Plan etc.)	Chief Executive Officer The responsible Director
Documents that enact a decision made under delegated authority or as a condition of approval given under delegated authority.	Chief Executive Officer The responsible Director The Officer exercising the delegated authority
Category 3 Documents	
<p>Category 3 documents are those documents that are created in the normal course of business and are consistent with City policies and procedures. Category 3 documents are to be executed by a Director or Manager, or a City officer where the authority and accountability has been extended through a policy or procedure. These documents include but are not limited to the following</p>	
No#	Description
1	Agreements in the normal course of business for the purchase of goods or services identified within the service unit's budget (other than for tenders awarded by Council) and conforming to the requirements of the City's Purchasing Policy and other relevant policies.
2	Debenture documents for loans which Council has resolved to raise.
3	General correspondence required to discharge the duties of your position.
4	Contracts for grant funding conducted in accordance with the City's policies and procedures.
5	Regular hire arrangements.

Definitions and abbreviations

Nil.

Council Policy



Flying of Flags

Policy scope

This policy has been created, as flags are recognised as the symbol of a nation, state or organisation and it is important for the City of Fremantle to be aware of, and observe the appropriate principles and flag flying protocols.

This policy is to provide operational guidelines and identify the protocols used for flying flags under the City of Fremantle's care and control.

Policy statement

1. Principles

~~The purpose of this policy is two fold:~~

- ~~a. To identify the protocols used for flying flags under the City of Fremantle's care and control; and~~
- ~~b. To provide operational guidelines for flying flags under the City of Fremantle's care and control.~~

The City of Fremantle will fly flags within Kings Square and will ensure that the flags displayed are acknowledged with due diligence, dignity and attention to position.

1. When to display a flag

Flags may be flown if;

- a. They are a recognised national flag (pursuant to the Commonwealth *Flags Act* 1953, including subsequent proclamations);
- b. They are;
 - the Western Australian State Flag.
 - the Aboriginal Flag.
 - the City of Fremantle corporate flag.
- c. They are approved by Chief Executive Officer, in consultation with the Mayor.

2. Hierarchy

The hierarchy for flying flags on City of Fremantle property is as follows: (the following is dependent upon the number of flag poles erected in any one location)

Poles	Flags and the order they are to be flown in
1st	Australian National Flag
2nd	Aboriginal Flag
3rd	City of Fremantle logo Flag or other temporary flags on approved occasions.
The flag pole on top of the Fremantle Town Hall is considered independent for the purposes of this policy.	
Where declared by the commonwealth or state government, a special flag or flags may be flown when the City of Fremantle receives advice on such "special declarations" by the government.	

3. Rules for flying flags

- a. The Australian National Flag must only be flown at night if illuminated.
- b. Order of preference to be: Australian National Flag, Aboriginal flag, state and territory flags, other Australian flags ensigns and pennants.
- c. When flying the Australian National Flag and any other flags in a line of flagpoles the Australian National Flag should be flown on the far left of a person facing the flags.
- d. When flying the Australian National Flag with other flags in a line of flagpoles, the order of the flags should follow the rules of precedence e.g. the Australian National Flag should be flown on the far left of a person facing the flags, or in the centre where there are three (3) flag poles and the centre pole is higher. Note: no other flag should be flown above a national flag.
- e. In a semi-circle of flags, the Australian National Flag should be in the centre.
- f. The flag should never be allowed to fall or lie on the ground.
- g. The flag should never be used to cover a statue, monument or plaque for an unveiling ceremony, to cover a table or seat or to mask boxes.
- h. The flag should not be flown when in a damaged, faded or dilapidated condition.
- i. The flag should not normally be flown in a position inferior to that of any other flag or ensign.
- j. The flag should not be smaller than that of any other flag or ensign.

- k. The flag should be raised briskly and lowered ceremoniously.
- l. The flag should be flown aloft and free, as close as possible to the top of the flag mast, with the rope tightly secured.
- m. The flag should be raised no earlier than first light and should be lowered no later than dusk.
- n. Two flags should not be flown from the same flagpole.
- o. The flag should not be flown upside down, not even as a signal of distress.
- p. ~~Flag protocols state that flags must not be flown if they are damaged, faded or dilapidated.~~
- q. Flags will not be flown in hazardous conditions.

4. Rules for flying flags at HALF MAST

- a. Flags are flown in the half-mast position as a sign of mourning.
- b. When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.
- c. To bring the flag to the half-mast position, the flag must first be raised to the top of the mast (the "peak"), then immediately lowered slowly to the half-mast position. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.
- d. When lowering the flag from a half-mast position, it should first be briefly raised to the peak, and then be lowered ceremoniously.
- e. Under no circumstances should a flag be flown at half-mast at night, even if illuminated.

5. Special dates when flags are to be flown (including at half-mast)

Appendix 1 contains a list of approved, special days of commemoration for the flying of flags including when flags should be flown at half-mast.

Other approved occasions are when the Protocol Unit of the Department of Premier and Cabinet provide a notice to the City of Fremantle for when flags are required to be flown at half-mast. Such notices will be received for example, in the event of a death of a member of the royal family or death of the Governor-General.

Appendix 1		
Pre - APPROVED DAYS FOR FLYING FLAGS		
OCCASION	DATE	ADDITIONAL INFORMATION
Anniversary of Australian Federation Day	1 January	
Australia Day	26 January	
Commonwealth Day	Second Monday in March	
Harmony Day	21 March	
Anzac Day	25 April	Flags are flown at half-mast until noon then at the peak until the usual time for closure of business.
National Reconciliation Week	27 May to 3 June	Torres Strait Islander flag and the Aboriginal flag are to be flown.
NAIDOC Week	Nominated week in July	Torres Strait Islander flag and the Aboriginal flag are to be flown.
Anniversary of the bombing of Hiroshima	6 August	International Campaign to Abolish Nuclear Weapons Flag to be flown.
Australian National Flag Day	3 September	
Merchant Navy Day	3 September	Allied Merchant Seaman's flag to be flown.
Citizenship Day	17 September	
Queen's Birthday	Last Monday of the September	
United Nations Day	24 October	
Western Australian LGBT Pridefest	Usually October/November (date may change from year to year)	Rainbow flag may also be flown for other significant events throughout the year with CEO approval.
Remembrance Day	11 November	Flags are flown at half-mast from 10:30am to 11:02am.
Funerals (Applicable to Elected Members/former Elected Members of the district and current employees of the City of Fremantle)	Other - various	At the request and discretion of the Mayor and Chief Executive Officer.
Note: Approved requests for flags to be flown on a weekend day may be raised on the preceding Friday and lowered on the following Monday.		

Council Policy



Internal groups

Policy scope

This policy provides guidance for the categorisation and organisation of groups that are controlled by the City of Fremantle.

Policy statement

1. Before the formation of an internal group the following framework must be considered to establish the category of the group and the necessary organisational requirements.

Internal Group Framework						
This framework does not include internal advisory committees or external groups not controlled by the City.						
Category	Purpose	Outcomes	Duration	Participation Membership	Participant selection	Facilitation
Working group	Work collaboratively with council to develop a council strategy / plan or to develop a specific project.	Determined by the group once the purpose is defined.	Disbands on adoption of the strategy / plan or project plan. May convert to a reference group once the planning is complete.	Elected members, community members and/or groups, external professionals in a relevant field, or from a relevant organisation, City officers.	Council	Chaired by an member appointed by the group.
Reference group	Provide feedback to, and receive updates and progress from council on a project or council plan/strategy that is in progress.	No specific outcome – Information sharing forum related to a specific project or plan/strategy.	Disbands once the plan or project is complete. If plan or strategy may act as a working group to develop or renew plan.	Elected members, community members and/or groups, external professionals in a relevant field, or from a relevant organisation, City officers.	CEO /	Facilitated by an appropriate City officer selected by CEO/director.
Liaison group	Engage in general dialogue with the council on subjects that are relevant to the group or general business of the Council.	No specific outcome – information sharing forum.	Ongoing.	Elected members, community members and/or groups, City officers.	CEO	Facilitated by an appropriate City officer selected by CEO/director.

2. The formation of a Working Group will require a resolution of council and must be established in accordance with the model terms of reference as shown below.
3. Working groups will be required to be conscious of budgetary limitations in the development of plans and/or strategies for recommendation to council.
4. A reference or liaison group must be formed with the approval of the Chief Executive Officer and in accordance with administration policy.

5. Working Group - Model terms of reference

[Insert name] Working Group - Terms of Reference

Working groups work collaboratively with council to develop a council strategy or plan, or to develop a specific project.

1. Purpose

- 1.1 The purpose of the [insert name] Working Group is to:
- a.

2. Outcome

- 2.1 [Insert the outcomes as determined by council]

3. ~~Formation of group~~ Membership

- 3.1 Working groups are to be established by council resolution.
- 3.2 Members are to be appointed by council.
- 3.3 Council will determine the frequency and style of reporting required by the group at formation of the group. If council does not determine the conditions for reporting it will be determined by the Chief Executive Officer.
[insert requirements here]

4. Role of the group

- 4.1 Receive advice and information from officers and other professionals to assist development of the content of the strategy/plan, or project.
- 4.2 Provide input to council through officers, on the content of the strategy/plan or project.

5. ~~Chairperson~~ Presiding Member

- 5.1 The Chairperson will be appointed by Council or the Chief Executive Officer or as determined at formation. [insert appointing body here]
2. The chairperson facilitates the meeting.

6. Administration

- 6.1 City officers
- provide an agenda to the members before each meeting,
 - keep concise notes and registers them in the City's record keeping system,
 - send the notes to the working group members, executive staff and elected members.

7. Decision making

- 7.1 The working group has no decision making authority.
- 7.2 A quorum of at least 50% of the group is required to submit recommendations to council.

8. Frequency of meetings

- 8.1 A minimum of four meetings a year must be held.

9. Term of membership

- 9.1 Council will determine the term of the working group at the formation of the group. This working group has a term of [insert term here].
- 9.2 The Chief Executive Officer can extend or amend the term of the working group, for reasonable periods, to enable or assist the group to achieve its purpose.
- 9.3 The working group will disband upon completion of the project planning or adoption of the strategy/plan.

Definitions and abbreviations

Nil



Policy

Nuclear free Fremantle

Reference number:	SG20
Type:	Strategic
Legislation:	Various federal and state government legislation provide control on issues relating to nuclear facilities including the movement of nuclear material
Procedure:	NA
Delegation:	NA
Other related document:	NA

Objective

To formalise the position of the City of Fremantle's on nuclear issues.

Policy

1. The whole municipality of Fremantle is a nuclear free zone.
2. ~~No nuclear power stations may be built within the municipality.~~ Council does not support the construction of nuclear power stations within the municipality
3. ~~No uranium, nuclear waste or other material connected with the nuclear power industry may be stored or transported in or through the municipality.~~ Council would object to uranium, nuclear waste or other material connected with the nuclear power industry being stored or transported in or through the municipality
4. Council is not opposed to the responsible use of radio-isotopes in hospitals within the municipality, as it believes the benefits to the users outweigh the risks to the community at large.
5. Council supports the attempts by the Shire of Chapman Valley to have its anti-nuclear policy incorporated into its town planning scheme.
6. ~~Council incorporates its nuclear free statement into Town Planning Scheme No. 3 or~~

1. Geographical area Precinct Groups

Precinct groups recognised by the City of Fremantle are listed below.

Two or more Precinct groups may combine to form larger groups, with the agreement of all relevant groups, either temporarily (perhaps to address a specific issue) or permanently (perhaps to better meet community needs).

- Arts Centre Precinct
- Inner City Precinct
- Hilton Precinct
- O'Connor Precinct
- South City Precinct
- White Gum Valley Precinct
- Beaconsfield Precinct
- Gibson Park Precinct
- North Fremantle Precinct
- Samson Precinct
- South Fremantle Precinct

2. ~~Activation and Deactivation~~ Inactive Groups

- ~~1. A precinct will become automatically deactivated when there are no publicly open meetings held in a 12 month period.~~
 1. A precinct is deemed active where its group has met within the previous 12 months, nominated a precinct convener and operates in accordance with this policy.
 2. ~~A deactivated~~ An inactive precinct can be re-activated by application in writing to the City of Fremantle and the conduct of a meeting within 6 months of that communication to establish a convener. ~~Funding will be provided as though the precinct were active, for a 6-month period, to allow for an inaugural meeting to be held and the establishment of a convener for the group. If no convener is established within the 6 month period the Precinct will revert to its deactivated state.~~
 3. ~~Administration access to Freospace (see definitions) can also be made available for a 6 month period to support the re-activation of a precinct group.~~

3. Membership Participation

Precincts must provide for open, cost- and commitment-free ~~membership~~ attendance where any interested community member is welcome to participate

4. Administration

Each precinct group can decide:

- How to appoint their convener
- The length of term and how many terms a convener can be appointed for
- Who ~~will be~~ the precinct contact person ~~will be~~ and ~~action~~ how correspondence received ~~will be actioned~~
- What the meeting schedule will be
- If and how meetings will be recorded, for example, meeting notes or minutes
- How best to share information with regular ~~attendees and promote meetings precinct members, for example by email, social media or through 'Freospace' (see definitions)~~

5. Venues and attendance

1. Precinct meetings are to be held in a public venue, such as a community centre, school, café or local club and attendance must be open to all.
2. Some venues may charge a hire fee which is a legitimate precinct expense.
3. Precincts can request to use City owned venues at low or no cost.
4. Attendance records must be kept for all precinct meetings. These are required by the City for insurance purposes to confirm who was present in the event of an injury or incident. Attendance records must be sent to the community engagement team following each meeting.

6. Financial support

1. The City may support precinct **groups** to a maximum value of \$850 per financial year ~~in the following way~~ by either meeting the costs of or reimbursing costs incurred for:
 - Venue hire
 - Printing costs and distribution, ~~for meeting fliers~~ to promote a **special** precinct meeting of community activity.
 - Meeting refreshments (the City will not pay for alcohol)
 - **Office supplies related to meeting organisation and administration.**
2. To be considered eligible for financial support, precinct groups must operate in compliance with the terms of this policy.
3. Any funding for activities other than normal precinct meetings requested must be made, in writing, through the community engagement team.
4. ~~Precinct budget information can be made available to precincts on request.~~

7. Reimbursements

1. Cash reimbursements for precinct expenses can be made by and will be paid to the Precinct Convenor.
2. All cash reimbursement expenses must be supported by a tax invoice receipt and be made within 3 months of the expenditure.
- ~~4. Cash reimbursement is available to cover expenses up to \$50 when:-
 - payments are made by cash or EFTPOS and a tax invoice has been provided
 - a receipt and contact details of the person making the claim has been provided within 3 months of the expenditure.~~
- ~~2. Application for reimbursement over \$50 must be made, in writing within 3 months of expenditure, accompanied by a copy of the invoice through the community engagement team.~~

8. Promotional Support

1. Precincts are required to give reasonable prior public notice of any meetings to be held.
2. The City will promote the precincts and their meetings, through the use of its web site, social media channels and noticeboards, where possible. The City will not publish any communication from a precinct if the content is considered inappropriate by the Chief Executive Officer.
3. The City may assist with printing flyers and notices for distribution to promote special meetings or one-off events.
4. Requests for precinct advertisements and notices to be published on the City's social media channels or assistance with flyers can be made through the community engagement team.
5. Each precinct will be provided with their own site on Freospace, where they can present news and opinion on the blog, update the events calendar, upload meeting minutes and agendas and seek community views via online surveys and quick-polls.
6. A Precinct's Freospace site is to be maintained by volunteers from that precinct, who will be offered training by the City to use and moderate their site.

9. Elections

1. The *Local Government Act 1995* does not allow the use of council resources to assist any individual candidate in their election activities. The City is also responsible for being objective, non-political and unbiased therefore the City does not support local, state or federal electioneering and City funds must not be used for electioneering in local government elections.

2. The City acknowledges the role of the precincts in encouraging community interest in council elections, such as organising events to allow community members to meet candidates and hear what they have to say. However, Precincts must not use City funds to support any individual candidate or group of candidates in an election.
3. Precincts who wish to promote council elections must:
 - include all candidates in any publications distributed containing information about the election.
 - invite all candidates to participate in events or functions organised by the precinct, in relation to the election, in order to ensure each candidate is given an equal opportunity to participate.
4. The City encourages precincts to hold joint precinct events spanning multiple electoral wards.
5. Financial support may be withdrawn from precincts that do not comply with the requirements of this policy.

~~10. Customer Requests~~

~~The City has a customer service centre to manage all enquiries received by the City in the ordinary course of business. Precincts and their members can also direct their enquiries to this centre in the normal way.~~

11. Community Engagement Team

The City of Fremantle will keep active precincts informed of community engagement processes undertaken by the City and matters that relate to the administration of the precincts.

12. Precinct Meetings

1. The City will facilitate networking meetings between the City and precincts where requested. The purpose of these face-to-face meetings is to provide an opportunity for sharing of information and networking. All precinct members are welcome to attend.
2. The City will facilitate an annual informal meeting between precinct convenors and elected members. The purpose of this meeting is to provide an opportunity for convenors to meet with elected members and ask any questions they may have in regard to the management of meeting processes.

~~13. Community engagement team~~

~~For further information, complaints, compliments and questions, please contact:~~

~~The Community Engagement Team can be contacted:
T (08) 9432 9999
E communityengagement@fremantle.wa.gov.au~~

Definitions and abbreviations

Community member - any person interested in a community issue relevant to the City of Fremantle, residential status is irrelevant.

Convener - the person acting as chairperson for Precinct Meetings.

Note: The Convener does not have to be the official contact person for the Precinct.

Another member can be nominated to act as contact person and to action correspondence on behalf of the Precinct.

~~Freospace~~

- ~~1. Freospace is an online collaborative environment for precincts, designed to assist groups share information, discuss community issues and make it convenient for people to get involved in their local precinct.~~
- ~~2. The City of Fremantle has conditions of use to cover all aspects of community interaction and moderation on the Freospace site. All users of the site, including moderators and administrators, are asked to comply with these conditions of use to ensure the site is inclusive and appropriate.~~

MySay Freo Precincts page - A dedicated page on the City's community engagement portal, My Say Freo, which makes precinct information available to the public, including contact details, meeting dates and agendas and minutes."

Council Policy



Strategic Planning Framework

Policy statement

Council adopted the following Strategic Planning Framework as a policy to guide the review of existing documentation and future strategic planning activities:

Document	Frequency / Operation Period	Purpose
<p><i>Strategic Community Plan (Local Government (Administration) Regulations 1996)</i></p>	<p><i>Minimum of 10 years (Reg. 19c 2).</i></p> <p><i>Reviewed min. every 4 years (Reg. 19c 4)</i></p>	<p><i>Sets out the vision, aspirations and objectives for the community (Reg. 19c 3) and identifies 7 strategic focus areas, namely:</i></p> <ul style="list-style-type: none"> • <i>Economic development,</i> • <i>Places for people,</i> • <i>Health and happiness,</i> • <i>Environmental Sustainability</i> • <i>Environmental Responsibility ,</i> • <i>Character culture and heritage,</i> • <i>Transport and Connectivity</i> • <i>Capacity Capability</i>
<p><i>Key Strategies based on strategic focus areas in the Strategic Community Plan:</i></p> <ul style="list-style-type: none"> • <i>Economic development</i> • <i>Places for people</i> • <i>Health and happiness</i> • <i>Environmental Sustainability</i> • <i>Environmental Responsibility</i> • <i>Character culture and heritage</i> • <i>Transport and Connectivity</i> • <i>Capacity Capability</i> 	<p><i>Support delivery of the Strategic Community Plan, therefore operate with similar (10 yr) timeframe outlook.</i></p> <p><i>Reviewed when SCP modified, at completion of designated lifespan or as required.</i></p>	<p><i>Set out the strategies the Council wishes to pursue in each strategic focus area – the strategies do not include actions. Clarify content of the 7 strategic focus areas as follows:</i></p> <ul style="list-style-type: none"> • <i>Economic development (Economic Development Strategy)</i> • <i>Places for people (Local Planning and Place Strategy)</i> • <i>Health and happiness (Community Development Strategy)</i> • <i>Environmental Sustainability (Environmental Sustainability Strategy)</i> • <i>Character culture and heritage (Cultural Strategy)</i> • <i>Transport and Connectivity (Integrated Transport Strategy)</i> • <i>Capacity Capability</i>

		(Organisational Strategy)
<p>Action Plans - on any subject, potentially grouping activities across strategy areas. The following provides a non-definitive list of examples:</p> <ul style="list-style-type: none"> • Long term Financial plan • Workforce plan • Housing plan • Tourism plan • Waste plan • Asset Management plan • Advocacy plan • Health plan • Reconciliation plan • Many others 	<p>Support delivery of fixed-core Key ('informing') strategies. Generally shorter timeframes (approximately 4-5 years). Reviewed when fixed-core Key Strategies reviewed or as required.</p>	<p>Sets out the actions (where appropriate) the Council may wish to pursue in each (or supporting multiple) strategic focus areas – all the possible actions will be listed as either</p> <ol style="list-style-type: none"> 1. One-off actions-Policy 2. 'Business as usual' actions and policies-Project 3. Ongoing Activity 4. Advocacy positions <p>Each action should have an estimate of resources necessary to undertake that action, but actions will not be costed in detail or allocated a date for implementation. Generalised priorities / sequencing may be nominated.</p>
<p>Corporate business plan</p>	<p>Minimum of 4 years (Reg. 19da 2). Reviewed every year (Reg. 19da 4)</p>	<p>Collates the actions proposed in the specific plans and prioritises these into when they will be undertaken based on resources available. Used as a basis for annual budget, and informs and is informed by 10 year rolling budget.</p>

Definitions and abbreviations

Chief Executive Officer – The Chief Executive Officer of the City of Fremantle
Act – The Local Government Act 1995”

Reg. – Regulation from Local Government (Administration) Regulations 1996

~~City Planning Scheme No. 4.~~ Local Planning Scheme No. 4 includes provisions that preclude Council from approving 'nuclear activity' on zoned land within the municipality.

7. Council opposes the development of a nuclear waste facility in Western Australia, in particular it opposes any attempt to ship nuclear waste or products related to the construction of such a facility through Fremantle.

8. Visits by nuclear powered and/or armed ships

The conduct of visiting nuclear powered and/or armed ships is controlled through a commonwealth government document called 'Visits by Nuclear Powered Warships to Australia Ports'. These guidelines stipulate that each visit is individually planned by a committee comprising various federal and state government agencies such as policy, health department, navy, defence, state emergency service and the Fremantle Port Authority and an emergency drill is practiced before each and every visit. Each vessel is given a specific location. In Fremantle none area allowed in the inner harbour. Four mooring points are allocated in Gage Roads. Two monitoring zones (600 metres and 2.2km) are recognised and there is continuous fixed and mobile radiation monitoring during a vessels stay. The presence of nuclear arms on a vessel may or may not be revealed. This is controlled by the Department of Defence in Canberra. Fremantle Port Authority advised they would not expect to be informed.

9. Transport of nuclear materials

The transportation of nuclear materials is controlled Australia wide via the Code of Practice for the Safe Transport of Radioactive Substances 1990, administered in WA through the Department of Health.

~~10. Development control~~

~~Development of industries or facilities utilising nuclear energy is currently controlled through the provisions of City of Fremantle Town Planning Scheme No.3.~~

~~Provisions 21 and 33 of councils current Town Planning Scheme No.3 (gazetted December 1987) prohibit council giving approval to the use and storage of uranium, nuclear waste or other radioactive materials connected with the nuclear power industry, and nuclear power station.~~

~~Clause 33:~~

~~"The Council shall not grant planning consent to the establishment of a noxious or hazardous use."~~

~~Clause 21:~~

~~"hazardous use" means a use including an industry which by reason of the processes involved, the method of manufacture, the nature of the materials used or produced or the activities carried on creates a hazard to the health or welfare, and~~

~~includes the use and storage of uranium, nuclear waste or other radioactive materials connected with the nuclear power industry, and nuclear power station."~~

Clause 34:

~~"Notwithstanding Clause 33, the Council may grant consent to the relocation of a noxious and/or hazardous use to a new location subject to a condition requiring the discontinuance of the use at the site vacated without the payment of compensation, and shall, prior to granting consent, follow the advertising procedures of Clause 83."~~

~~11. Environmental Health~~

~~Council's environmental health staff are available to advise the community on the issue.~~

Council Policy



Precincts Policy

Policy scope

As an open and consultative local government, the City of Fremantle supports precinct groups, to encourage any community member to participate and take an active role in providing input into the operations of the local government.

Precinct groups are run by community members to offer opportunities for information sharing. Their meetings are open forums where any community member can attend and engage on a range of community issues. The meetings are an avenue for informing the local government of community opinion and maintaining two-way communication between community members and the City of Fremantle.

Policy statement

The City of Fremantle will make assistance available to any of the 11 precinct groups, **which cover the geographical area of Fremantle as laid out in the map below**, where they operate in compliance with this policy. ~~which cover the geographical area of Fremantle as laid out in the map below~~



Properties will be designated as “saleable” or “non-saleable” at the time of a purchase, but Council may change this designation as circumstances change.

4. In order to build the value of the fund for freehold purchases, Council will limit the annual expenditure on capital conservation works to, ordinarily, 50% of the annual allocation as defined by clause 2 of the policy section, unless Council resolves, after consideration of the advice of the ~~Heritage Advisory Committee~~ **Heritage Coordinator**, that allocation of more than 50% will be justified by conservation needs at the time.
5. The seed fund as accrued in accordance with clauses 3 and 4 of the policy section below, will be retained for freehold purchases of heritage properties unless in special circumstances and after consideration of the advice of the ~~Heritage Advisory Committee~~ **Heritage Coordinator**, Council resolves to use a proportion of the seed fund for conservation works.
6. The indexed original value of the fund will not be expended on capital purchases more frequently than once every three years, unless otherwise resolved by Council.
7. The Heritage Places Reserve Fund's Original Value defined in clause 2 of the policy section, shall be maintained at all times in accordance with the policy.
8. As a minimum, the net profits from the sale of a property purchased from the Reserve Fund shall be allocated back to the fund.
9. All fund transactions and the current value of the fund shall be reported to Council on an annual basis as part of the budget process.

Terms

1. Council shall establish and maintain a “Heritage Places Reserve Fund” to meet the objectives of this Policy.
2. Council shall make an annual allocation to the fund equivalent to 1.25% of rate revenue estimated for the annual budget*.
3. Council shall maintain the fund at a level adequate to achieve the objective of this policy by setting and maintaining an “Original Value” for the fund of \$524,000 consisting of these components:
 - (a) Seed fund of net proceeds of the sale in 2001 of the Dux Building (\$329,000);
and
 - (b) an amount approximating the 2002/2003 annual allocation under this Policy formula (\$195,000).
4. The original value shall be indexed annually by the inflation figure used in that year's Council budget with the fund's original value being adjusted to become the new original value.

5. The original value comes into effect as at 1 July 2002.
6. The fund's original value shall be maintained by replacement of funds expended on the purchase of property in accordance with the key principles and clause 7 below.
7. Operational procedures applicable to item 6 above:

When the fund is used for freehold purchases, Council shall replenish the amount required to return the fund to its indexed original value within a period not exceeding three years by:

- (a) an annual allocation from municipal funds over a period of not more than three years with each repayment being not less than $\frac{1}{4}$ of the amount required to return the fund to its original value, and/or
- (b) by sale of a Council owned property and allocation of net proceeds upon finalisation of the sale back to the fund to at least the indexed Original Value.
- (c) at its discretion Council may decide to raise a loan to purchase saleable or non saleable heritage properties either in conjunction with the fund or separately.

***Note:**

This allocation satisfies council's historic obligations from agreements with the federal government and other similar obligations to establish a Heritage Reserve Fund for the purchase and conservation of heritage properties and replaces the original sources of Fund of 10% of net income from Treasureways and Port Cinema and 100% of net income of Union Stores Building.

National Competition Policy Implications

Principle CN3 of the Clause 7 Competition Policy Statement specifies that:
"Local Government should determine its own priorities and policies for the implementation of the competitive neutrality principles subject to principles."

Policy Implementation Steps

The Preservation of Historic Buildings Reserve Policy and the Heritage Properties Management Plan shall be merged and replaced by the Heritage Places Reserve Policy which defines the use of the Fund.

Places to which the policy and the Fund apply are those included on the Municipal Heritage Inventory for Fremantle, the State and National Registers and/or listed by the National Trust, and such places as council determines from the time to be of heritage significance.

Reporting Arrangements on Decision-Making under this Policy

The Fund will be used to:

1. Purchase the heritage properties within the municipality of Fremantle, which:
 - (a) are in a distinct need of conservation;
 - (b) Council can conserve according to the Burra Charter principles;

- (c) enable Council to demonstrate the Burra Charter model of conservation for others to follow; or
 - (d) in Council's estimation would not otherwise be conserved (restored) in accordance with Burra Charter principles.
- 2. Conserve heritage places already owned by or vested in the Council.
- 3. Augment external funds allocated to the City for purpose of heritage conservation.
- 4. Provide assistance to other owners of heritage places within the municipality where Council is satisfied that this is a proper, cost effective and lawful use of the funds.
- 5. To administer conservation fund appeals.



OUTDOOR EATING ALFRESCO DINING (TABLES AND CHAIRS) POLICY

PURPOSE

The purpose of this Policy is to provide support to the Local Law in interpretation and enforcement of Outdoor Eating and placement of tables and chairs on footpaths and public places. It is generally intended that the Council would support and encourage the practice of outdoor eating on tables and chairs in public places provided that public access is maintained and the licensees ensure that areas used are kept in a safe and clean condition.

CITY PLAN

This policy to support the establishment of outdoor eating areas conforms with the visions of the City Plan by supporting Fremantle as a beautiful and accessible place. The ability to sit outdoors and enjoy the ambiance of the city, the activities and people are important in maintaining the village atmosphere of Fremantle.

POLICY

1. Approval and requirements

An outdoor eating area will be approved only where the proposal is part of an application to establish an eating house within an adjacent building, or is proposed as an extension of an existing eating house already operating within an adjacent building.

- 1.1. An application should be accompanied by plans, drawn to scale, indicating the number and location of proposed tables and chairs and their relationship to the building in which the eating house is located.
- 1.2. In granting approval, the Council may impose conditions requiring that the dining facilities be of a movable nature and/or, that the facility may only operate at certain specified times.
- 1.3. Any outdoor eating area should not obstruct pedestrian movement. A minimum clear footpath width of 1.8m to 2.1m should be provided dependent on the pedestrian traffic volume within the area. Determination shall be made by Council on the individual merit of the location. Pedestrians should be able to make normal use of the footpath without being obliged to step into the road at any point, or make other unwarranted detours.
- 1.4. An outdoor eating area should not obstruct sight lines for either vehicles or pedestrians, both at road junctions and vehicle access crossovers.
- 1.5. The establishment of an outdoor eating area should not normally require extension of the existing footpath, unless this can be done without unduly affecting the prevailing form of the street or prejudicing its proper use as a traffic route and, without involving

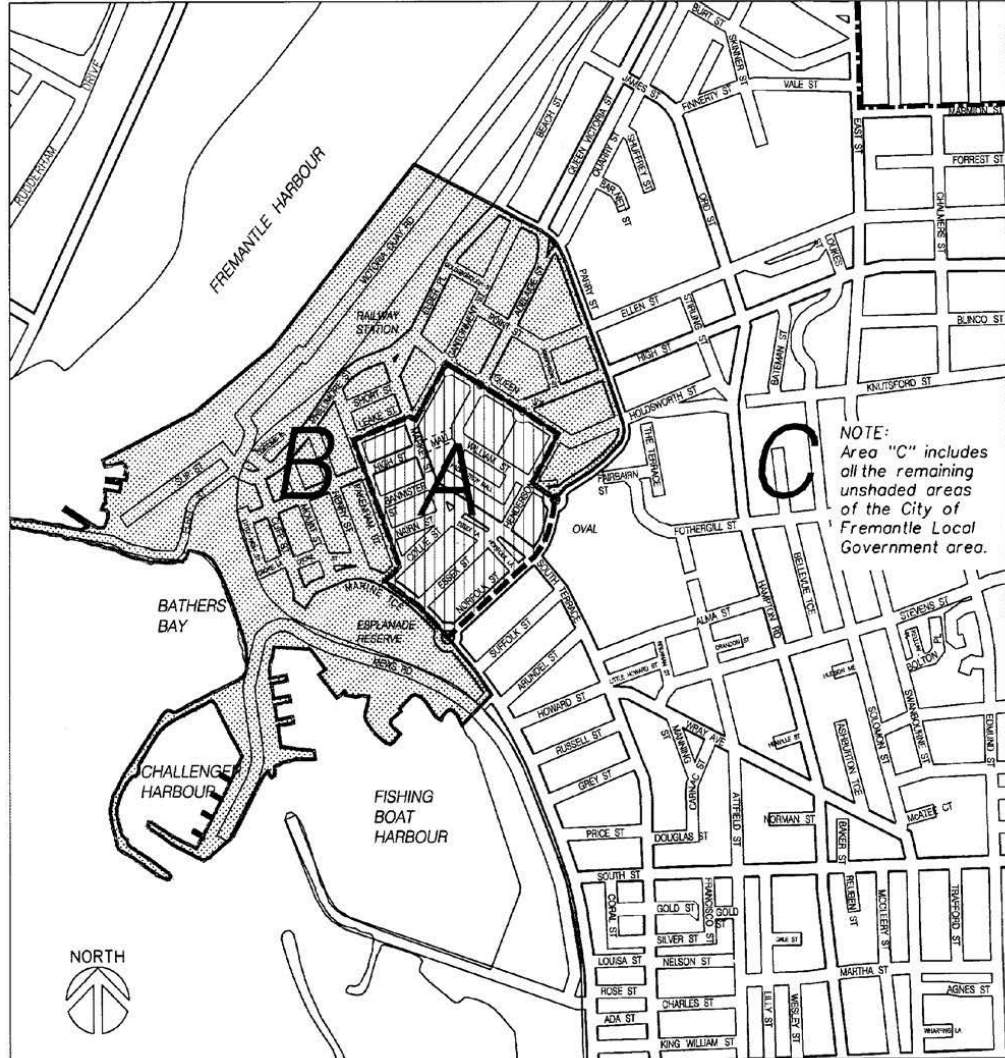
the loss of kerbside parking or loading zones, except in the case of those footpaths shown on the accompanying map, where a widening of the footpath may be permitted. Such widening would be at the full cost of the applicant and should use materials to the Council's satisfaction.

- 1.6. Outdoor eating areas should not be located in such a way that access from the footpath to kerbside parking is obstructed.
 - 1.7. The establishment and use of Outdoor eating areas should not conflict with or inconvenience other retail and commercial activities, or obstruct the views of, or access to, adjacent properties. Where the Council believes that such problems may arise, it may consult with the owners and/or occupiers of the affected premises before reaching a decision on the application.
 - 1.8. The general principles contained in this policy would also apply to proposals to establish outdoor dining areas other than on roadside footpaths; for example in pedestrian malls, on reserves or in other public places.
 - 1.9. Sidewalk tables and chairs will not generally be permitted to be fixed in any manner to the footpath or to any other structure. In particular cases; for example, if specifically requested by the applicant, or where positive benefits to the public and the Council can be seen, then fixing may be considered but only subject to detailed conditions on the method of fixing and, the costs of any subsequent removal and restoration being borne by the license holder.
2. Conditions relating to outdoor areas
- 2.0. In submitting an application to establish an outdoor eating area, applicants will be requested to indicate whether it is intended to serve alcohol to patrons at the tables applied for.
 - 2.1. If Council is prepared to support an outdoor eating proposal in principle, the following conditions may be applied (including a new proposal incorporating the sale of alcohol, or modification of an existing license to incorporate alcohol):
 - (a) The public shall be free to use the tables and chairs at all times, whether paying customers or not, in accordance with Council's ~~Outdoor Eating Local Law~~ **Al fresco Dining Local Law**.
 - (b) The tables and chairs shall not be fixed to the public footpath paving material unless otherwise approved by Council.
 - (c) The tables and chairs shall be removed from the public footpath area outside normal trading hours.
 - (d) In the event that the conditions of the cleaning agreement with Council are not fully met or the cost of cleaning fall in arrears, the approval for the Outdoor Eating License shall be revoked.

- (e) Council shall be indemnified against any damage which may arise, with the indemnity being Public Liability Insurance cover of \$5 million minimum.
- (f) Council shall be advised directly by the Insurance Company of the Policy and any changes to that Policy, a copy of which is required to be kept at Council.
- (g) The applicant shall ensure that rubbish shall be regularly removed from the premises (the subject of the Trading in Public Places License) in order to ensure high public amenity.
- (h) The service of alcohol shall not commence unless the relevant approval has been obtained from the Liquor Licensing Division of the Office of Racing and Gaming.
- (i) The Council will provide footpath identification of the approved area of the outdoor eating facility.
- (j) Use of plastic or resin chairs within the area designated A on Map 1 is to be not permitted.
- (k) Tables and chairs placed in a public place that enables unlimited public use shall not be considered as part of the premises in calculating the required number of public toilets under the Health Act.

Interim Policy

MAP 1 TRADING AREAS



Areas

- (k) The service of alcohol shall not commence until the applicant has been issued with Section 39 and Section 40 Certificates from Council.
- (l) The hours of sale of alcohol shall not exceed the licensed hours of the establishment; the subject of the Trading License.
- (m) The applicant be advised that alcohol can only be consumed from the chairs and tables where patrons are served a bona fide meal by the establishment; the subject of the relevant Trading License.
- (n) The applicant shall ensure that signs are placed on the tables to ensure that the patrons are aware of the requirement to have a substantial meal if alcohol is served.
- (o) The applicant be advised that failure to comply at any time with the conditions of the Trading License may, upon Council resolution, result in the revocation of the License.
- (p) Not less than one (1) month prior to the expiry of a Trading License which includes provision for the sale of alcohol, the Council will review the operation to determine whether renewal for a further twelve (12) month period should be approved. As part of this review, the Council will consider the need to amend any existing Trading License conditions or to add further conditions deemed necessary to ensure its satisfactory operation.
- (q) Notwithstanding (e), failure to comply at any time with the conditions of a Trading License may, upon Council resolution, result in the revocation of that License.
- (r) The Council may attach to the Trading License any other conditions considered necessary to ensure that the service of alcohol to the patrons of Outdoor eating areas takes place in a satisfactory manner.

3. Fees and Administration

- 3.0 Fees and charges relating to placement of tables and chairs on public land will be set by the Council each year.
- 3.1 Tables and chairs on private land that is accessible to the public is described in the Local Law as a Public Place will not be subject to the payment of fees other than an application fee.
- 3.2 The Council will after approving a license for an outdoor eating area place plaques on the footpath designating the area. Licensees should ensure that tables and chairs are not placed outside the designated area otherwise the Council may revoke the license.

- 3.3 Council will undertake enforcement of the licenced area in the following manor
- a) Where by routine inspection a breach of the licence is observed the licensee will be given verbal advice that a breach has occurred and be requested to comply to the condition.
 - b) Where a licensee has breached a condition of the license for a second time the licensee will be given a written notice of the breach and advised that a further breach will result in legal action being taken.
 - c) Where a third breach for the same issue has occurred legal action is to be commenced in accordance with the enforcement provisions of the local law.

Adopted: 15/6/98 (Interim Policy)

Interim Policy



Policy

Heritage places reserve

Reference Number:	SG30
Type:	Strategic
Legislation:	<i>Local Government Act 1995 S6.11(1)(5)</i>
Procedure:	NA
Delegation:	NA
Other related document:	NA

Objective

Recognising the importance of the many aspects of Fremantle's heritage in linking its past, present and future, and the central place of its heritage in the city's social and economic understanding and development, this policy establishes a Heritage Places Reserve Fund ("the Fund") to conserve Fremantle's built heritage by conserving (restoring), purchasing and selling heritage places on a continuing basis.

Policy

Key Principles

The following principles apply to application of this policy:

1. In making a decision on expenditure from the fund, Council will take into consideration advice from the ~~Heritage Advisory Committee~~. ~~Heritage Coordinator~~
2. Expenditure from the fund will be for the purposes described in this policy, and shall not be used for routine maintenance and repairs of council owned heritage assets. Note: in justifiable cases heritage properties owned by Council shall have separate budget allocations (reserve funds) for ongoing maintenance (eg. Town Hall, the Markets).
3. The properties purchased with the fund will fall into two categories:
 - (a) "non-saleable" heritage property of high community value (eg Victoria Pavilion, Town Hall and the Round House) which are likely to be retained in Council's ownership;
 - (b) "saleable" heritage properties, which can be restored and sold on commercial basis.



D.A.15 POLICY AND PROCEDURES FOR THE DEDICATION, UPGRADE OR CLOSURE OF RIGHTS OF WAY

PRIVATE AND PUBLIC RIGHTS OF WAY (ROW) INCLUDING PUBLIC ACCESS WAYS (PAW)

1.0 INTRODUCTION

1.1 Background

Private ROWs are separate parcels of land typically created in subdivisions around the turn of the previous century. Prior to the installation of reticulated sewerage systems, private ROWs were typically used to facilitate sanitary collections from the rear of properties.

An inventory of ROWs (private and public) and public access ways PAWs for Fremantle was prepared in 2001. The inventory (City of Fremantle Right of Way Study January 2001) identified 123 ROWs and PAWs within the City. Approximately 93 ROWs are privately owned and created under section 167 of the Transfer of Land Act 1893 (TLA).

1.2 Issues

Responsibility for maintenance and upgrading

Many ROWs provide access (pedestrian and vehicle) to properties throughout Fremantle. The Fremantle ROW Study, completed in 2001, identified the majority of private ROWs as being little more than “informal dirt tracks”. It is therefore not surprising that from time to time ROWs present severe maintenance problems.

Maintenance responsibility for private ROWs is a complex issue. Given that private ROWs are private property it is not strictly the responsibility of the Council to maintain the ROW. Furthermore, any recourse for maintenance to the original owner (of the ROW) is often impossible as the titleholder in, most cases, is long deceased or their forebears untraceable.

Given these difficulties there is an expectation among some citizens that private ROWs should be dedicated in the Council for the purposes of maintenance and upgrading (ie akin to public roads). Whilst the Council is clearly in the best position to maintain ROWs, the use of public funds for the upgrading of private ROWs to contemporary trafficable standards maybe unfair given that the beneficiaries will essentially be the adjoining owners of the ROW only. Accordingly, there is a need for policy to define the circumstances where dedication of a ROW could be supported and effective mechanisms for distribution of costs.

ROWs vested in the Council are typically developed to a trafficable standard and do not present the same issues as private ROWs.

Use of ROWs for access

Some developers are now seeking to utilise ROWs for vehicular access to new in-fill development or to augment existing access to sites. Several issues have typically arisen including:

- a) what amenity impacts are likely to arise from allowing vehicle access?
- b) is the ROW physically capable of being used for access?

- c) should the whole or part of the ROW be upgraded and to what standard? and
- b) should the ROW be dedicated in the Council in order to ensure ongoing maintenance and provision of services?

Closure of ROWs and Public Access Ways

From time to time the Council is requested to consider closure of a ROW or PAW. Once again, this gives rise to a number issues including:

- a) under what circumstances would the Council be likely to support or not support closure of a ROW or PAW? and
- b) process for assessing a proposal for closure.

1.3 Scope and purpose

This policy does not purport to actually identify ROWs suitable for upgrading or closure. Instead, the City of Fremantle Rights of Way Study January 2001 should be referred for this purpose. Given the complexity of issues associated with ROWs in Fremantle, including range of community opinion, it is beyond the resources of the Council to categorically identify ROWs that should remain open and those that shall be closed.

This policy will enable each case (dedication, upgrading & closure) to be determined on its merits by:

- a) outlining the circumstances in which the Council will approve the use of private ROWs as primary access to new development or to be upgraded to the status of minor streets on a case by case basis,
- b) outlining the process for dedication of private ROWs, and
- c) defining a procedure that enables private ROWs to be dedicated and upgraded in order that they may be utilised for vehicle access.

Equally, in some circumstances, justifiable grounds may exist for the closure of private ROWs or roads. There is a requirement to define a standard approach to closure of ROWs and private roads.

1.4 Objectives

The objectives of this policy are:

- a) to outline the approach of the Council to the use of private ROWs for the principle means of access for development,
- b) clearly define a fair and transparent process for the dedication and upgrading of private ROWs and roads including funding options,
- c) to enable the upgrading and use of private ROWs without unreasonable impost upon Council funds, and
- d) to define a clear process for the closure of private ROWs and Roads.

1.5 Definitions:

Dedicate, dedication: the act of setting Crown land aside for a specified purpose, under the Land Administration Act 1997 (LAA) or other legislation - for example, dedicating land for use as a road, railway or port.

Private right of way: a narrow strip of land generally in a private subdivision and legally available only to owners of blocks in the subdivision. The Land Administration Act 1997 defines a private ROW as a private road:

Private road means alley, court, lane, road, road, thoroughfare or yard on alienated land, or a right of way created under section 167A(1) of the TLA, which -

- a) is not dedicated, whether under a written law or at common law, to use as such by the public, but
- b) is shown on a plan or diagram deposited or in an instrument lodged with the Registrar, and which -
 - (i) forms a common access to land, or premises, separately occupied,
 - (ii) once formed or was part of a common access to land, or premises, separately occupied, but no longer does so,
 - (iii) is accessible from an alley, court, lane, road, road, thoroughfare, yard or public place that is dedicated, whether under a written law or at common law, to use as such by the public, or
 - (iv) once was, but is no longer, accessible from an alley, court, lane, road, road, thoroughfare, yard or public place that was dedicated, whether under a written law or at common law, to use as such by the public,

EXPLANATORY NOTES:

Is the Council responsible for private ROWs? Short answer: No.

The majority of private ROWs remain in the ownership of the original subdivider. Therefore the land is to all intents and purposes private property and not the responsibility of the Council. Nevertheless, in most cases private ROWs the original owner of the ROW is deceased or the original land subdividing company defunct. Therefore, the Council probably has a moral obligation to coordinate or facilitate the upgrading of the ROW where appropriate in liaison with adjoining owners and other affected parties.

Application of policy

Given that a private ROW is defined as a "private road" in the LAA, this policy applies, by definition, to private roads as defined above. This policy does not apply to public ROWs or public access ways (PAWs). Public ROWs and PAW are the responsibility of the Council in term of maintenance and upgrading.

Role of the Council

Whilst the Council may initiate a proposal for dedication and upgrading approval rests ultimately with the Minister for Lands via the Department of Planning, Lands and Heritage (DPLH) In addition, the Land Administration Act requires all proposals for dedication to be supported by the Western Australian Planning Commission (WAPC).

2.0 POLICY FOR RIGHTS OF WAY AND PUBLIC ACCESS WAYS

2.1 New Development

2.1.1 The Council shall not support the use of a private ROW or road as providing sole access to development unless:

- a) the ROW is dedicated as an under width public road as per the requirements and process outlined below,
- b) the ROW, in its entirety is constructed, sealed and drained to a trafficable standard to the satisfaction of the Council
- c) all costs associated with the upgrading are met by the proponent (s) as per the funding options and requirements outlined below, and
- ~~d) the proposal is supported by a minimum of 50% of all adjoining owners.~~

2.2 Existing Development

2.2.1 The Council may support part dedication and construction of a private ROW or road subject to the following:

- a) the part construction of the ROW would not prejudice the amenity of the locality particularly by way of dust generation, storm water runoff, noise generation or any other amenity impact,
- b) construction of the ROW would not prejudice the future acquisition and upgrading of the balance of the ROW,
- c) the ROW is part dedicated as a underwidth public road as per the requirements and process outlined below,
- d) the portion of ROW is designed and constructed as per the requirements outlined below,
- e) all costs of the upgrading are as per the requirements outlined below, and
- f) the proposal is supported by a minimum of 50% of all adjoining owners.

2.3 Dedication of a Private Right of Way or Road

2.3.1 The Council shall not support dedication of a private ROW of road unless:

- a) the ROW is upgraded as per the requirements outlined in Part 3 below, and
- b) the proposal is supported by a minimum of 50% of all adjoining owners.

2.4 Closure of a Rights of Way (Public and Private) and Public Accessways

2.4.1 The Council shall not support the closure of a ROW or private road unless:

- a) all adjoining owners or strata bodies agree to the closure action*,
- b) it is clearly demonstrated that all adjoining lots have satisfactory pedestrian and vehicle access from other means,
- c) such action would not result in the loss of opportunity (current or future) to enhance streetscape or contribute to enhanced traffic management or pedestrian movement in the area,
- d) the ROW or road is of no significance in terms of the historic form or pattern of development in the locality,
- e) all adjoining owners agree to pay the purchase price and all associated costs of the closure, and
- f) in the case of ROWs, less than 50 % of adjoining lots have the potential for the development of additional dwellings that would benefit from access from the ROW.

2.4.2 In addition to the matters outlined in 2.3.1 a) – f), the Council shall not support the closure of a crown / local government ROW / PAW where:

- a) the ROW / PAW is located within 400 metres of shops (neighbourhood & local), parks, schools, bus stops and community facilities,
- b) the ROW / PAW forms part of a designated cycle link, and or
- c) the ROW / PAW is located within 800 metres of a town centre, railway station, arterial bus route or secondary school.

<p>3.0 ADMINISTRATIVE PROCEDURES FOR DEDICATION AND UPGRADING OF A PRIVATE RIGHT OF WAY (ROW) FOR THE PURPOSES OF AN UNDERWIDTH PUBLIC ROAD</p>
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3.1 Legal mechanisms for dedication

3.1.1 Landgate (formerly known as the Department of Land Administration (DOLA)) and the Department of Planning, Lands and Heritage (formerly known as the Department of Planning and Infrastructure) recommend that the preferred legal mechanism for the dedication of private ROWs and roads is section 56 of the LAA.

3.1.2 Clause 56 provides 3 circumstances in which the Council may request dedication of a private ROW or a private road:

- a) 56(1)(a): dedication as roads, land reserved or acquired for use as a road,
- b) 56(1)(b): dedication of private roads as public roads, at the request of the owner or adjacent ratepayers where the private road has been constructed and maintained to the satisfaction of the Council. And upgrading is supported by a number of adjoining landowners whose aggregate rateable land value is greater than one half of the total rateable value of property adjoining the ROW, and
- c) 56(1)(c): dedication of private roads that the public has used for an uninterrupted period of not less than 10 years.

With respect to b) above, there are a number of private roads that could be considered to fall within this category. Once-again, reference should be made to the Fremantle Right of Way Study (2001) for identification of these roads (roads).

And some private roads would be subject to point c) above

In all cases approval for dedication is at the discretion of the Minister for Lands.

Explanatory note:

Why dedicate a private ROW or road?

Any ROW that is intended to provide access to a lot or lots should be dedicated as an under width road. Essentially "dedication" refers to the formal process of setting aside of land for a public purpose. ROWs should be formally set aside as minor or under width roads in order that they can be managed and maintained by the Council and importantly provide for the coordinated provision of services and infrastructure. Furthermore, Department of Planning, Lands and Heritage policy generally does not permit the creation of residential lots unless they have dedicated road frontage. In other words, it would not be possible to subdivide and maximise the potential of land abutting the ROW unless the ROW itself becomes dedicated as an underwidth road.

The process of dedication is prescribed in law and has an important bearing on the process of upgrading ROWs.

What other mechanisms are available for dedication?

Where none of the prerequisites associated with clause 56 can be satisfied, the LAA also provides for dedication under clause 52 and part 9 of the act. It should be noted that clause 52 and part 9 of the LAA entitle the owner of the land comprising the private ROW or road to compensation.

In addition, there are Common law dedications in relation to roads created before the promulgation of the Local Government Act 1960. In considering whether or not there is a dedication at common law, regard must be had for two things:

there must be an intention to dedicate the road by the person who created the road, and there must be acceptance of that dedication by the public.

Common law dedications are referred to the courts for determination. This is a relatively complex area of law that is outside the scope of this policy. Where a right of common law dedication is thought to exist, this matter should be discussed initially with officers at the Department of Planning, Lands and Heritage.

3.2 Initiation

3.2.1 Clause 56(1)(a) of the LAA

In the case of applications made with respect to clause 56(1)(a), where the ROW is reserved or vested in the local authority, the process of dedication and upgrading shall be initiated by written request lodged by an adjoining owner, other interested party or the local authority. The written request shall include the following details

- a) Signed and dated copy of Council resolution to request the dedication
- b) Copy of the certificate of title
- c) Details of consultation process together with the number of objections and support plus comments including local government comments on the submissions
- d) Copies of correspondence to public utility service providers and other agencies confirming their agreement to the proposed dedication.
- e) Plan of survey, sketch plan or document to describe the dimensions of the road
- f) Written confirmation that the local government has complied with section 56(2) of the LAA.

3.2.2 Clause 56(1)(b) of the LAA

In the case of applications made with respect to clause 56(1)(b), the process of dedication and upgrading of a ROW shall be initiated by a written request lodged by an adjoining owner or other interested party (proponent). The written request shall include the following details:

- a) a copy of the certificate of title of the subject land,
- b) consent of the owner of ROW or forebear or evidence that every reasonable attempt has been made to identify heirs or successors in title,
- c) reasons for seeking upgrade of ROW,
- d) evidence that a minimum of 50% of adjoining owners support the initiation of dedication and upgrading, and
- e) written evidence that the dedication and upgrading is supported by a number of adjoining landowners whose aggregate rateable land value is greater than one half of the total rateable value of property adjoining the ROW.

Where application is made pursuant to Clause 56(1)(b) by the owner of the subject ROW, points b) and e) above do not apply.

3.2.3 Clause 56 (1)(c) of the LAA

The process for upgrading a private ROW shall be initiated via a written request lodged with the Council from an adjoining owner (s) or other party (proponent). The written submission shall include the following details:

- a) a copy of the certificate of title of the subject land,
- b) consent of the owner of ROW or forebear or evidence that every reasonable attempt has been made to contact same,
- c) reasons for seeking upgrade of ROW,
- d) evidence that a minimum of 50% of adjoining owners support the initiation of dedication and upgrading, and
- e) a statutory declaration from a minimum of two members of the Public formally declaring that they have had uninterrupted access over the subject land for a minimum of ten years.

3.3 Initial assessment

3.3.1 Upon receipt of a written request to upgrade or dedicate a private ROW, the Council shall undertake an assessment of the proposal. The assessment shall include consideration of the following:

- a) Land tenure: The intent of this part of the assessment is to substantiate that the land is a bona fide ROW created pursuant to clause 167A (1) of the TLA or a private road as defined under the LAA.
- b) Planning: Primary reference will be made to the Fremantle Right of Way Study 2001. Consideration will also be given to the following issues:
 - i) the potential to enhance traffic management on busy roads by providing alternative access and parking,
 - ii) more efficient and amenable forms of development in infill areas (where residential density is being increased through small-scale subdivision), by providing an alternative access option to the space-wasting "battleaxe" block, and
 - iii) protecting streetscape in heritage areas where garages and carports might otherwise need to be constructed in front of character homes should the dedication and upgrading of the ROW not proceed.
- c) Engineering: Physical assessment of the upgrading of the ROW including some preliminary assessment of costs. The report shall detail the following:
 - i) suitability of ROW for upgrading ie width, length gradient etc
 - ii) costs of upgrading based upon upgrading (construction materials), provision of lighting, manoeuvre space and drainage facilities.
- d) Internal Referral: The proposal should be referred to the following departments within the Council for comment: Parking Services and Integrated Patrols, Strategic Planning and Heritage, Economic Development and Marketing and Waste Management.

3.2.3 The assessment will be referred to the Council or the relevant committee for consent to advertise. The Council may refuse the proposal for dedication or grant consent for the proposal to be formally advertised.

3.3 Advertising

- 3.3.1 A proposal for the dedication and upgrading of a ROW shall be formally advertised as per the "Formal" advertising requirements outlined in the Council Local Planning Policy 1.3 (public Notification of Planning Proposals) with the exception that the minimum advertising period shall be 21 days.
- 3.3.2 In addition to the formal advertising procedures, a workshop shall be organised and facilitated by the Council for all adjoining owners of the ROW. At the workshop staff, among other things, shall have the following information available for dissemination:
- a) approximate costs of upgrading including funding options,
 - b) explanation of the process of dedication and what it means,
 - c) an outline of the possible development scenarios that may arise from the dedication and upgrading of the ROW,
 - d) and time frame for completions of works.
- 3.3.3 During the advertising process the proposal shall be referred to the following external agencies for comment: Western Australian Planning Commission via the Department of Planning, Lands and Heritage together with servicing agencies such as, the Water Corporation, Western Power, Telstra, Alinta Gas and the Department of Fire & Emergency Services (DFES).

3.4 Assessment

- 3.4.1 Where the requirements 3.3 are fulfilled, the Council shall assess the proposal for dedication and in doing so have regard to the following:
- a) all the submissions received,
 - b) the various technical matters outlined in (3.2.1(c)), and
 - c) any other relevant matter
- 3.4.2 The assessment will be referred to the Council or the relevant committee for consent to advertise. The Council may refuse or grant consent for the proposed dedication.

Explanation:

The intent of the "Assessment" section is to scope any issues that may have arisen from the advertising process. Comments from the Department of Planning, Lands and Heritage will be particularly important, as dedication will not proceed unless the department will consent to the creation of an under with road.

3.5 Submission of detailed plan of upgrading

- 3.5.1 Where the Council has granted preliminary approval pursuant to clause 3.4 above, the proponent shall submit a plan of upgrading the entire ROW to the satisfaction of the Council. Essentially the Council expects that the ROW will be upgraded to the status of an underwidth street. The plan shall include, but is not limited to, the following detail:
- a) design of pavement including width and thickness, paving materials and kerbing, stormwater drainage management including position and capacity of soak wells, lighting installation,
 - b) traffic management devices where appropriate, and
 - c) preliminary details of service location (power, water deep sewerage) and connection.

3.5.2 Subject to suitable cost recovery arrangements, the proponent may engage the Council to undertake the preparation of the ROW upgrading plan.

3.5.3 Irrespective of whether the ROW is constructed or dedicated in whole or part, the requirements of 3.5.1 shall apply.

3.6 Funding options

Special area rate

3.6.1 Where a ROW is deemed to require upgrading, the Council may choose to apply a special area rate to all properties adjoining the ROW in order to raise sufficient monies to fund the upgrading (which may include loan repayments) of the ROW in accordance with the approved plan subject to:

- i) a minimum of 75% of all adjoining land owners are in agreement to the application of the special area rate, and
- ii) the special area rate shall not apply for a period greater than 10 years.

Developer funding option

3.6.2 Where the requirements of 3.6.1 cannot be fulfilled, the Council may consent to the proponent (s) funding the entire or part upgrade of the ROW in accordance with the approved plan.

Determination of costs

3.6.3 Costs associated with the dedication and upgrade of the ROW shall include, but are not limited to, the following:

- a) all construction costs including installation of lighting,
- b) all costs associated with administering loans where funding is based upon a special area rate,
- c) costs associated with any additional services that may be required, for example water supply sewerage, electricity and gas, and
- d) administration costs associated with referral to the Hon Minister for Lands.

3.7 Dedication as a under width public road

3.7.1 Prior to resolving to pursue dedication the Council shall:

- a) seek a commitment from 75% of adjoining owners that they support application of a special area rate for the upgrading of the ROW, and
- b) in the case of developer funded upgrading, receipt of a bond from the proponent (s) representing the total sum of upgrading whole or part of the ROW to satisfaction of the Council.

3.7.2 Where the requirements of 3.7.1 cannot be fulfilled, the Council shall withdraw all further action for the dedication of the ROW or road.

3.8 Referral to the Minister for Lands

3.8.1 Where a funding commitment is received for the upgrading of the ROW or road, the Council will formally request dedication of the land as an under width road.

3.8.2 In referring the request to the Minister for Lands the following information shall be provided as per Regulation 8 of the Land Administration Regulations:

- a) written confirmation that the local government has resolved to make the request, including details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require,
- b) if an application has been made to the local government under section 56 (1) (b) (ii) of the Act, a copy of the application and details of the rateable value of all the rateable land relevant to the application,
- c) if the request is made in respect of a private road referred to in section 56 (1) (c) of the Act written confirmation that the public has had uninterrupted use of the private road for a period of not less than 10 years,
- d) a description of the section or sections of the public who have had that use and a description of how the private road is constructed,
- e) copies of any submissions relating to the request that the local government has received, and the local government comments on those submissions,
- f) any other information the local government considers relevant to the Minister's consideration of the request, and
- g) written confirmation that the local government has complied with section 56 (2) of the Act.

3.8.3 In the event that the Minister does not approve dedication, in the case of 3.7.1 (b), the bond monies shall be returned immediately to the proponent.

3.9 Construction

3.9.1 As soon as practicable upon dedication of the private ROW or road, the land shall be constructed in accordance with the approved plan or within a time frame satisfactory to the Council.

Other Rights of Way:

It is likely that some areas of land in the form of a ROW or road are in-fact not private roads as per the LAA definition above. Examples may include lots that are otherwise in the shape of a lane way but not described on title as a ROW or road. In these instances and where the Council would still wish to pursue dedication, officers at the Landgate have advised to use clause 52 or part 9 of the LAA. Clause 52 and Part 9 require the Council to negotiate compensation with the land owner of the affected land.

It is recommended in these instances that the procedure outlined above for ROW or private road be followed with compensation factored into the costs of dedication and upgrading.

4.0 ADMINISTRATIVE PROCEDURES FOR THE CLOSURE OF A RIGHT OF WAY OR PUBLIC ACCESS WAY (PAW)

The Land Administration Act provides for the closure of ROWs and PAWs. In terms of closure process, the act distinguishes between ROWs and PAWs held in public ownership (eg Local Government or State Government agency) and those in the ownership of private individuals or companies. The proposed closure of a PAW is guided by; *Section 58 of the LAA* and in accordance with the WAPC “Procedure for the Closure of Pedestrian Access Ways Planning Guidelines (October 2009)” and “Reducing Crime and Anti-Social Behavior in Pedestrian Access Ways Planning Guidelines (October 2009)”.

4.1 CLOSURE OF ROWS AND PAWS

4.1.1 Initiation of closure

4.1.1.1 Closure of a ROW or PAW shall be initiated by a written request lodged by an adjoining owner or other interested party (the proponent). The written request shall include the following details:

- a) a copy of the certificate of title of the subject land,
- b) acknowledgement that all costs* associated with the closure shall be borne by adjoining owners,
- c) consent of the owner of ROW or forebear or evidence that every reasonable attempt has been made to contact same,
- d) agreement from 100% of all adjoining owners,
- e) a sketch plan of the closure including any applicable easements and proposed allocation of the ROW/PAW,
- f) reasons for seeking closure of the ROW, and
- g) in principle agreement from all adjoining owners that the land comprising the ROW/PAW will be amalgamated into adjoining properties.

** The bulk of these costs are associated with amalgamating the resulting vacant land into the abutting properties, and include any fees imposed by the Department of Planning, Lands and Heritage (DPLH) as well as the costs of purchasing the land, relocating fences and adjusting landscaping. In supporting the closure application, the City does not accept responsibility for any of these costs. However, it should be noted that owners will not be held to their in principle agreement, as the costs are likely to be unknown at the time of application and may prove higher than expected.*

Role of the Council

Whilst the Council may initiate a proposal for closure, approval rests ultimately with the Minister for Lands via the Department of Planning, Lands and Heritage. In addition, the Land Administration Act requires all proposals for closure to be supported by the Western Australian Planning Commission.

4.1.2 Initial assessment of applications for closure

4.1.2.1 Upon receipt of a written request to close a private ROW or PAW, the Council shall undertake an assessment of the proposal. The assessment shall include consideration of the following:

- a) Land tenure: The intent of this part of the assessment is to substantiate that the land is a bona fide ROW created pursuant to clause 167A (1) of the TLA or a private road as defined under the LAA.

- b) Planning: Primary reference will be made to the Fremantle Right of Way Study conducted by SJB Planners in 2001. In addition the proposal will be assessed in accordance with the requirements detailed in clause 4.1 i - iv above.
- c) Engineering: This section deals with the physical or engineering assessment of the proposed closure, for example the likely impact of the closure upon services and infrastructure in the locality.
- d) Internal Referral: The proposal should be referred to the following departments within the Council for comment:
 - i) Parking Services and Integrated Patrols,
 - ii) Strategic Planning and Heritage, Economic Development and Marketing,
 - iii) Waste Management,
 - iv) Infrastructure Engineering.
- e) Preliminary assessment of costs, including purchase of land comprising of the ROW / PAW.

4.1.2.2 Where the ROW / PAW is owned by the Council or a state government agency, the Council shall also have regard to the following:

- a) impact of the proposal upon pedestrian and cycle connectivity, with particular regard to access to bus / train stops, schools, shopping facilities, parks and community facilities, and
- b) consideration of the alternatives to closure including: temporary closure, improvements to safety (lighting {particularly solar powered}, design of development to encourage passive surveillance and barriers).

4.1.2.3 The assessment will be referred to the Council or the relevant committee for consent to advertise. The Council may refuse the proposal for closure and not proceed to advertising.

4.1.3 Advertising

4.1.3.1 Refer section 3.3. for procedure. In addition the Council shall notify Precincts and any other relevant interested organizations that may have an interest in the closure action.

4.1.4 Adjoining owner support

4.1.4.1 Assessment of the proposal shall not proceed further unless all adjoining owners are supportive of the proposed closure and are signatory an application for closure of the ROW/PAW.

At the completion of the advertising period, it is the responsibility of the proponent to demonstrate to the Council that the proposed closure has the support of 100% of adjoining owners.

4.1.5 Assessment

4.1.5.1 Where the requirements 4.1.3 are 4.1.4 fulfilled, the Council shall assess the proposal for closure and in doing so have regard to the following:

- a) all the submissions received,
- b) any relevant technical /engineering factors
- c) any other relevant matter.

4.1.5.2 Upon completing the assessment, the Council may approve or refuse support for the proposed closure.

4.1.6 Approval of the Western Australian Planning Commission

4.1.6.1 Where the Council resolves to support the closure of the PAW / ROW, the Council at the expense of adjoining owners shall organise the preparation of a survey plan showing the allocation of the closed PAW / ROW.

4.1.6.2 The plan shall be prepared by a licensed surveyor and approved by the Western Australian Planning Commission.

4.1.7 Referral to the Minister for Lands via the Department of Planning, Lands and Heritage

4.1.7.1 Where the Council supports closure of the ROW or PAW, the Council shall formally refer the request for closure to the DPLH for the conditional approval of the Minister for Lands.

4.1.7.2 The request shall include submission of the following information:

- a) copy of background assessment report to the Council,
- b) signed copy of the Council resolution to close road,
- c) copies of all submissions received (including servicing agencies) and brief outline of process of consultation,
- d) copies of correspondence to owner (where owner is deceased evidence of attempts to locate, electoral roll searches, land title records etc),
- e) sketch plan showing allocation of ROW/PAW to adjoining owners and identification of applicable easements,
- f) documentation of antisocial behaviour and evidence of consideration of alternative prevention measures to closure,
- g) copy of the approval by the WAPC, and
- h) any other relevant material.

Where the Minister grants approval to the closure it will be conditional upon:

- *agreement by adjoining owners to pay the purchase price and all costs and fees associated with the closure,*
- *approval by the WAPC of the survey plan of amalgamation,*
- *all easements required to be detailed and agreed, and*
- *all land the subject of the proposed closure being amalgamated into adjoining land.*

In assessing the proposal the DPLH will also determine the costs associated with the closure this includes purchase price of the ROW/PAW and all other fees and charges associated with same.

4.1.8 Coordination of closure action by the Council

4.1.8.1 Where the Minister for Lands proposes to conditionally support closure of a private ROW or PAW, the Council shall within 14 days convey in writing the Minister's decision to all adjoining owners.

4.1.8.2 The Council shall not proceed further with the closure action unless all adjoining owners agree in principle to the terms and conditions (including payment of fees) of the closure as outlined by the Minister within six months of the Minister's conditional approval.

4.1.8.3 The road will only be closed once all relevant documents have been lodged and registered with the Registrar of Titles.

The following checklists are an extract of the Crown Administration & Registration Practice Manual July 2013 and printed here to provide a guideline to the processes required.

Roads

Chapter 5

TABLE A

Local Government Checklist to close a Private Road (where land owned by Person other than the Crown/State of Western Australia)

ITEM	DOCUMENTS TO BE PROVIDED	ATTACHED
1	Report and minutes of Council meeting recommending road closure	
2	Signed copy of Council minutes of decision to close road	
3	Copies of correspondence to owner of road to be closed Copies of responses, Submissions and Objections, if any. If owner is dead or unavailable, evidence to show searches undertaken by Council to locate owner of road or person with power to agree to close road (for example if natural person – electoral roll searches, Land Title Records. If Company – Australian Securities Commission Register)	
4	Copies of correspondence to owners of adjoining land Copies of responses, submissions and objections, if any	
5	Copies of correspondence to public utility service providers and other agencies confirming their agreement to the proposed closure <ul style="list-style-type: none"> • Water Corporation • Western Power • Alinta Gas • Telstra • Department of Industry and Resources • Dampier to Bumbury Natural Gas Pipeline (DPNGP) • Land Access Minister • DoL (Statutory Planning) 	
6	Sketch plan showing proposed allocation/sale of land in road to adjoining owners (to identify easements under either section 167 of the Planning and Development Act 2005 for drainage works, water, electricity or gas, if required or, under section 144 of the LAA)	
7	Copies of correspondence from adjoining owners on the proposed allocation of land in proposed closed road	

TABLE B
Local Government Checklist to Close a Crown PAW or ROW

ITEM	DOCUMENTS TO BE PROVIDED	ATTACHED
1	<p>Summary/Information Report prepared for public advertising containing information set out in DoL's Crown Land Administration and Registration Practice Manual at Paragraph 5.8.2:</p> <p>Copy of Information Report prepared for public advertising that outlines the effect of the closure on walkability to facilities, alternative access paths, if the PAW does not or does form part of a necessary continuous access system;</p> <p>Consideration of alternatives to closure;</p> <p>Documentation of the anti-social behaviour and crime being experienced and Council's policy to combat it;</p> <p>Department of Planning other relevant Government agencies' comments;</p> <p>Details of consultation process together with the number of objections and support plus comments;</p> <p>Copies of correspondence to owners of adjoining land as well as with those adjoining owners interested in the land sharing arrangement</p>	
2	Signed copy of Council resolution to close Way	
3	Sketch plan showing proposed land allocation to adjoining owners or proposed use of land following closure (to identify easements under either section 167 of the Planning and Development Act 2005 for drainage works, water, electricity or gas, if required or, under section 144 of the LAA)	
4	<p>Copies of correspondence to public utility service providers and other agencies confirming their agreement to the proposed closure</p> <ul style="list-style-type: none"> • Water Corporation • Western Power • Alinta Gas • Telstra • Department of Industry and Resources • Dampier to Bunbury Natural Gas Pipeline (DPNGP) Land Access Minister • DoL (Statutory Planning) 	
5	Copies of correspondence from adjoining owners on the proposed allocation of land in proposed closed PAW or ROW	

Roads

Chapter 5

TABLE C
Local Government Checklist to close a Road (Dedicated Public Road)

ITEM	DOCUMENTS TO BE PROVIDED	ATTACHED
1	Report/Background information to Councillors before Council Meeting to close road	
2	Signed copy of Council Resolution to close road	
3	Copy of advertisement to close road	
4	Copies of any submissions and objections to advertisement	
5	Signed copy of Council motion and comments on submissions and objections	
6	Copies of correspondence to public utility service providers and other agencies confirming their agreement to the proposed closure <ul style="list-style-type: none"> • Water Corporation • Western Power • Alinta Gas • Telstra • Department of Industry and Resources • Dampier to Bunbury Natural Gas Pipeline (DPNGP) Land Access Minister • DoL (Statutory Planning) 	
7	Sketch plan showing proposed allocation/sale of land in road to adjoining owners (to identify easements under either section 167 of the Planning and Development Act 2005 for drainage works, water, electricity or gas, if required or, under section 144 of the LAA)	

TABLE D

DoL Checklist to Dedicate a Road where the land is Reserved or Acquired for use by the Public as a Road under the Care, Control and Management of Local Government

ITEM	DOCUMENTS TO BE PROVIDED	ATTACHED
1	Signed and dated copy of Council resolution to request dedication of road	
2	Details of consultation process together with the number of objections and support plus comments including Local Government's comments on these submissions	
3	Indemnity in favour of the Minister for Lands against any claims for compensation and costs	
4	Copies of correspondence to public utility service providers and other agencies confirming their agreement to the proposed dedication. <ul style="list-style-type: none"> • Water Corporation • Western Power • Alinta Gas • Telstra • Department of Industry and Resources • Dampier to Bunbury Natural Gas Pipeline (DPNGP) Land Access Minister • DoL (Statutory Planning) 	
5	Plan of survey, sketch plan or document to describe the dimensions of the road	
6	Written confirmation that the Local Government has complied with section 56(2) of the LAA	

Roads

Chapter 5

TABLE E

DoL Checklist to Dedicate a Road where the Land comprises a Private Road constructed and maintained to the satisfaction of the Local Government and where the owner of Road, or abutting Owners, request Dedication.

ITEM	DOCUMENTS TO BE PROVIDED	ATTACHED
1	Signed and dated copy of Council resolution to request dedication of road	
2	Copy of the application and where abutting landowners requested dedication, details of the rateable value of all the rateable land relevant to the application	
3	Search information on ownership of the road and abutting land	
4	Details of consultation process together with the number of objections and support plus comments including Local Government's comments on these submissions	
5	Copies of correspondence to public utility service providers and other agencies confirming their agreement to the proposed dedication <ul style="list-style-type: none"> • Department of Industry and Resources • Dampier to Bumbury Natural Gas Pipeline (DPNGP) Land Access Minister • DoL (Statutory Planning) 	
6	Plan of survey, sketch plan or document to describe the dimensions of the road	
7	Written confirmation that the Local Government has complied with section 56(2) of the LAA	

TABLE F

DoL Checklist to Dedicate a Road where the Land comprises a Private Road constructed and maintained to the satisfaction of Local Government, or which the Public has had uninterrupted use for a period of not less than 10 years

ITEM	DOCUMENTS TO BE PROVIDED	ATTACHED
1	Signed and dated copy of Council resolution to request dedication of road	
2	Written confirmation that the public has had uninterrupted use of the private road for a period of not less than 10 years	
3	A description of the section or sections of the public who have had that use	
4	A description of how the private road is constructed	
5	Search Information on land ownership	
6	Details of consultation process together with the number of objections and support plus comments including Local Government's comments on these submissions	
7	Copies of correspondence to public utility service providers and other agencies confirming their agreement to the proposed dedication <ul style="list-style-type: none"> • Department of Industry and Resources • Dampier to Bunbury Natural Gas Pipeline (DPNGP) Land Access Minister • DoL (Statutory Planning) 	
8	Plan of survey, sketch plan or document to describe the dimensions of the road	
9	Written confirmation that the Local Government has complied with section 56(2) of the LAA	

TABLE G1
Redevelopment Options for PAWs



TABLE G2
Redevelopment Options for PAWs



TABLE H

EXAMPLE OF INFORMATION REPORT – REQUEST FOR PAW CLOSURE

PAW Location (Refer Attached Plan)

Between Smith Street and Jones Road, Placeville.

LOCAL CONNECTIVITY

Additional walking distance from one end of PAW to the other once closed:

375 metres using other PAWs

450 metres using the street system

Will divert pedestrian cycle traffic predominantly to PAWs rather than street system

Quality of Alternative Routes/Shortest alternative access also through PAWs with poor surveillance, especially along Walters Park boundary.

No footpath on west side of Brown Boulevard.

Brown Boulevard route involves steep uphill section heading north.

IMPACT OF CLOSURE ON ALTERNATIVE ROUTES

Closure will increase use of two PAWs in Smith Street to access Walters Park

ACCESS TO FACILITIES

Walters Park (local park) within 400m of PAW

No. of houses within 400m walkable access if PAW open: 142

No. of houses within 400m walkable access if PAW closed: 83

%reduction in access: 41%

RELATIONSHIP TO STRATEGIC CYCLE/PEDESTRIAN NETWORK

Strategic cycle network on Brown Boulevard

PAW shown in Pedestrian Network Plan within Local Planning Strategy as a local route as it serves a local park.

SOCIAL DIFFICULTIES

Statement attached from landowners regarding anti-social behaviour in PAW.

FPOL2108-12 ANNUAL EVENT SPONSORSHIP

Council Policy



FPOL2108-12 – Annual Event Sponsorship

Attachment 1 - Grants and Sponsorship Policy

Policy scope

The Grants and Sponsorship Policy supports initiatives and projects that build the social, environmental, cultural and economic life of the City of Fremantle. This policy outlines the framework to manage one-off grant, sponsorship and in-kind funding requests that will further the actions and the achievement of the City's strategic objectives.

This policy is not applicable to third party funded grants or sponsorships auspiced by the City of Fremantle or direct sponsorship, except where noted.

Policy statement

The City recognises the pivotal role community groups, organisations, business and individuals play in the delivery of vibrant and diverse communities.

This policy outlines how funding support programs will be made available and the guidelines for responsible and strategic distribution of resources through a considered, consistent, equitable and transparent decision-making process; recognising the current and future needs of the City of Fremantle, its community and visitors.

The City of Fremantle reserves the right to refuse proposals or applications at its own discretion and is not obligated to provide any funding should a proposal or application be received.

The availability of financial support remains subject to Council's annual budgetary process and may vary annually dependent upon Council priorities and strategic requirements.

The outcome of all successful funding applications including direct sponsorship will be made publicly accessible through the City's website. Information to be updated on a quarterly basis.

1. Guiding Principles

The following principles are applied in the consideration of financial and value in-kind support outlined in this policy:

- A. Transparency:** implementation of clear and effective processes which reflect good governance principles and demonstrate accountability for the expenditure of public funds.
- B. Strategic alignment:** ensuring contribution towards the achievement of the City's Strategic Community Plan.

- C. Collaboration:** developing mutually beneficial partnerships and relationships to ensure long term benefits for the City.
- D. Equity:** ensuring fairness in the distribution of resources in a manner which is socially inclusive and accessible.
- E. Sustainability:** promoting self-sufficiency and intergenerational equity through capacity building to meet the City's long-term aspirations and future needs.

2. Acknowledgement of Council

The City of Fremantle requires recognition from all applicants supported under this policy, including:

- Appropriate recognition as a sponsor such as the City of Fremantle logo and/or Fremantle destination brand on any associated marketing or communications material.
- Recognition in any official speeches.
- Free tickets (where applicable) to the event for distribution to members of the Fremantle community or for promotional activities including competitions.
- Signage incorporating the City of Fremantle logo and/or Fremantle destination brand (as appropriate) at events or activations and the logo in a prominent position in printed and digital event material.
- Opportunities for the City of Fremantle and/or the Fremantle destination brand to be incorporated into any marketing.
- The opportunity to utilise events to build relationships between the City and stakeholders.
- Other benefits and conditions as agreed upon and outlined in the applicable funding agreement.

3. General Omissions

The City of Fremantle will not fund applications including, but not limited to, from:

- Political parties or lobby groups
- Activities that create an environmental hazard
- Activities or events outside the geographical boundaries of the local government authority
- Activities that may defame or vilify any groups or individuals
- Activities that would involve the City in controversial issues or expose the City to adverse criticism
- Proposals from current City of Fremantle staff

- Activities, groups or organisations that have an open funding agreement with the City of Fremantle in the same financial year as application
- Lobbying of Elected Members

4. Funding Management Process

Assessment

Applications are assessed against the specific funding program criteria and subject to the relevant administration processes, outlined in internal administration policies and procedures.

Approvals will be made in accordance with the City's Delegated Authority Register and records evidencing assessment against evaluation criteria must be retained.

Council Process

Requests for funding that fall outside of this Policy or where there is insufficient budget allocation are to be submitted to Council for assessment and approval consideration.

Council are notified of all funding decisions pertaining to the programs outlined in this Policy through half yearly reports submitted to the Audit and Risk Management Committee.

Funding Agreements

Where required applicants are to enter into a funding agreement prior to the release of cash funding, and before the project, activity or event commences. At the completion of the project, activity or event applicants are required to report and acquit as per the funding agreement.

Council Policy



5. Funding Programs

Sponsorships				
Program	Description	Open for Applications	Levels of Support	Strategic Alignment
1. Economic Development	Supporting initiatives, programs, and activations that deliver and economic and visitation benefit to Fremantle.	Ongoing	<ul style="list-style-type: none"> Monetary Value in-kind Reduction fees and charges 	<ul style="list-style-type: none"> City of Fremantle Strategic Community Plan 2015-2025 Economic Development Strategy Destination Marketing Strategic Plan Relevant Policies
2. Community Events	Sponsorship program supports activities, initiatives and events that deliver a community benefit to Fremantle.	Ongoing	<ul style="list-style-type: none"> Monetary Value in-kind Reduction fees and charges 	<ul style="list-style-type: none"> City of Fremantle Strategic Community Plan 2015-2025 Relevant Policies
Grants				
Program	Description	Open for Applications	Levels of Support	Specific Eligibility Criteria
3. Community	Support for programs and activities that address a specific need or provide a benefit to the Fremantle community.	Two rounds per year	<ul style="list-style-type: none"> Monetary Value in-kind 	<ul style="list-style-type: none"> Organisations with incorporation status Applicants with an eligible auspice Not for profit organisations
4. Arts	Strengthen the vibrant Fremantle arts sector through activation and support	Two rounds per year	<ul style="list-style-type: none"> Monetary Value in-kind 	<ul style="list-style-type: none"> Organisations with incorporation status Individuals with an ABN Applicants with an eligible auspice

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5. Venue Support	Provide assistance to eligible groups via the discount of Fremantle venue and reserve hire fees.	Ongoing	<ul style="list-style-type: none"> Value in-kind 	<ul style="list-style-type: none"> Not for profit organisations Community groups Educational bodies Charitable event organisers
6. Neighbourhood Quick Response	Support for projects to further strengthen Fremantle neighbourhoods and build community resilience.	Ongoing	<ul style="list-style-type: none"> Monetary Value in-kind 	<ul style="list-style-type: none"> Unincorporated 'grass-roots' community groups, City Precinct Groups Individuals with evidence of neighbourhood support for the project
Individual Assistance				
Program	Description	Open for Applications	Levels of Support	Specific Eligibility Criteria
7. Sporting Assistance	Supporting the local sporting clubs and individuals	Ongoing	<ul style="list-style-type: none"> Monetary 	<ul style="list-style-type: none"> City of Fremantle resident Club located in City boundaries Incorporated and unincorporated sporting clubs
8. International relationships - Student Exchange Program	Offer local young people assistance toward expenses related to their participation in an official student exchange program.	Ongoing	<ul style="list-style-type: none"> Monetary 	<ul style="list-style-type: none"> Full time student Aged between 16 and 21 City of Fremantle resident
9. Positive Ageing	Assistance for older residents to maintain their	Ongoing	<ul style="list-style-type: none"> Monetary 	<ul style="list-style-type: none"> City of Fremantle resident Aged 60 and over

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Page 5 of 8

Assistance Fund	independence and to remain in their home for longer.			<ul style="list-style-type: none"> • Pensioner or health care concession card
Donations and Rebates				
Program	Description	Open for Applications	Levels of Support	Specific Eligibility Criteria
10. Donations	Assist local groups and individuals in Fremantle. May also be used to provide disaster relief donations.	Ongoing	<ul style="list-style-type: none"> • Monetary 	<ul style="list-style-type: none"> • Not for profit organisations • Community groups • Educational bodies • Charitable event organisers • Declared disaster events
11. Waste Minimisation	Rebate for residents to purchase minor infrastructure (i.e. worm farm) and cloth nappies, reducing waste sent to landfill	Ongoing	<ul style="list-style-type: none"> • Monetary 	<ul style="list-style-type: none"> • City of Fremantle resident • 1 rebate per household

Council Policy



6. Definitions and abbreviations

	<p>An acquittal is a written report submitted after the funded project is complete. It details how the grant recipient administered the funds and met the project outcomes in the funding agreement.</p>
Acquittal	<p>An acquittal report includes promotional material, including media reports, evidences of project activities and outcomes, attendance/stakeholder satisfaction metrics and a detailed financial report that includes project income and expenditure.</p>
	<p>An auspice is an incorporated organisation who receives, administers and acquits the City's funding on behalf of the applicant. The auspice is required to:</p>
Auspice	<ul style="list-style-type: none"> - enter into a funding agreement with the City of Fremantle - accept grant funds and pay the auspiced grant applicant - monitor an acquit the use of funds at the completion of the project.
Council	<p>Council of the City of Fremantle</p>
Grant	<p>Cash or value-in kind support provided to applicants through a specific funding program. To be utilised for a specified project or purpose as outlined in the funding agreements between the City and the recipient</p>
Incorporated Association	<p>An association that has been incorporated in accordance with the <i>Associations Incorporations Act 1991</i>.</p>
Not-for-profit organisation	<p>A not-for-profit organisation is an organisation that does not directly operate for the profit or gain of its owners, members, or shareholders, either directly or indirectly.</p>
Project	<p>A service, event, activity, program or other operational function for which an organisation or individual may seek assistance.</p>
Rebate	<p>A partial refund for residents of up to 50% of an approved waste minimisation product, capped at the maximum funding amount.</p>
Sponsorship	<p>Defined as cash and/or in-kind support that is provided by the City to an external party with an expectation that the City and/or its community receive a benefit from the sponsorship, directly or indirectly (i.e. a return on investment).</p>
Unincorporated Community Group	<p>A group of people who act together for a shared interest of purpose. Where such a group is successful for funding, an individual representing the group will be required to personally sign the funding agreement or have an auspice willing to enter into the contract on behalf of the group.</p>
Value In-kind	<p>An arrangement whereby the City forgoes revenue (either in full, or a percentage) on any service, facility or activity by Council that would normally charge a fee. This may include environmental health approvals, event permits, waste collection venue hire etc.</p>

Responsibility and review information	
Responsible officer:	Manager/Director/CEO
Document adoption/approval details	Approval/adoption date Proof of adoption/approval - meeting name or document no#
Document amendment details	Amendment approval/adoption date Proof of adoption/approval - meeting name or document no#

**FPOL2108-13 MEMORANDUM OF UNDERSTANDING FOR FREMANTLE
LIBRARY CONNECT**

ATTACHMENT 1 – Memorandum of Understanding

**Memorandum of Understanding Between
St Patricks Community Support Centre
and City of Fremantle**

Library Connect - Freo



ABN: 74 680 272 485
Fremantle Oval, 70 Parry Street
Fremantle WA 6160
PO Box 807, Fremantle WA 6959
T 08 9432 9999 F 08 9430 4634
TTY 08 9432 9777
E info@fremantle.wa.gov.au
www.fremantle.wa.gov.au

1. BACKGROUND

Public libraries are welcoming, inclusive spaces and open to the broadest cross-section of the community, providing a safe space, facilities/ access to technology, and open for extended hours in many cases. Often, individuals who may benefit from supports available from agencies like St Patrick's Community Support Centre (which offers a range of services including emergency relief, housing, meals, social activities, and health) are more likely to present to a public library. This includes older people, in particular older women, who are the fastest growing demographic to experience homelessness, families, and those newly finding themselves jobless or underemployed – particularly significant in the context of COVID-19, and its impacts on the Australian economy and people. [Australian Human Rights Commission]

Increasingly, individuals who are homeless, at risk of homelessness or experiencing other disadvantage are choosing to access libraries as a safe welcoming space for amenities, refuge and for leisure. Additionally, the COVID -19 pandemic has seen and will continue to see an increase number of vulnerable people in our community and research has shown that the first contact for this cohort is likely to be their Local Government. The Library Connect program has successfully used the Fremantle Library as an intervention setting for identifying and supporting people experiencing hardship for the first time, those at risk of homelessness and those with other complex needs. By bringing the skill set of the community support staff to the Library setting, we have successfully extended access to support services for a wider cohort of people that would only use traditional services located in centres such as St Patrick's.

Library Connect-Freo is an award winning, innovative program and is the first such program in Western Australia (the second in Australia) and is an example of a truly collaborative project between the not-for-profit and local government sectors. It is also a project that has incorporated community co-design and independent action evaluation principles into its design, making it an excellent example of a place-based service that is reflective of its community's needs.

Libraries and community support centres such as St Patrick's share similar values when it comes to social inclusion, social justice and wellbeing of the community. Both St Patricks Community Support Centre and the City of Fremantle through their Strategic community plan have a focus around ending homelessness and creating conditions for people to lead safe, happy and healthy lives. The continued provision of access to a community support worker through the Fremantle Library will make a key contribution to these goals.

2. PURPOSE OF THE MEMORANDUM OF UNDERSTANDING (MOU)



The purpose of this MOU is to outline the understanding between the key relevant organisations to define the roles and responsibilities and the co-funding arrangement for each organisation in relation to continuing to build on the success of the Library Connect project.

This MOU is a statement of the organisation's intentions at the date that this MOU is signed and is not intended that the MOU give rise to any legal relationship, rights, duties or consequences to be subject of litigation.

It provides the framework by which the organisations will work together to meet the needs of stakeholders supported through Library Connect.

3. CITY OF FREMANTLE

COF	City of Fremantle
Address	70 Parry Street Fremantle WA 6160
Contact Person	Jay Ellis
Contact Email	Jaye@fremantle.wa.gov.au
Contact Phone number	(08) 9432 9812

4. ST PATRICK'S COMMUNITY SUPPORT CENTRE

St Patrick's	St Patricks Community Support Centre Limited
Address	12 Queen Victoria Street Fremantle WA 6160
Contact Person	Traci Cascioli
Contact Email	tcascioli@stpats.com.au
Contact Phone Number	(08) 6372 4800

5. PROGRAM DETAILS

Through the success of the Library Connect project, St Patrick's will continue to partner with the City of Fremantle to embed a Community Support Worker into the library with the following key objectives

- To provide direct engagement with people experiencing disadvantage or vulnerability linking into support services, where possible
- Support City of Fremantle library staff when working with vulnerable library users.
- Enhance and support City of Fremantle library and frontline staff to fill gaps in experience, training and approaches to increase skills and comfort levels when working with vulnerable people.
- Work with City of Fremantle to identify and implement service improvements for vulnerable library users.
- Continue to measure the success of this approach for the sustainable continuation of this model at Fremantle Library and for continued expansion into other libraries.

Library Connect is a creative and effective solution to providing additional support to community that attracts a new and hard to reach group. It utilises the existing facilities at the Fremantle Library and the existing networks of St Patrick's; by bringing these together, the partners have created an opportunity for intervention that prevents chronic homelessness for vulnerable people.

6. TERM OF MOU

This MOU will commence from 30 September 2021 and will remain in effect for three years. The agreement may be terminated if St Patrick's is unable to provide the required funding (or either party is unable to otherwise secure such funding) above the City's contribution, or until such time that either party requests a termination.

7. PRIMARY AGREEMENT

City of Fremantle will provide an annual contribution of %50 of the salary for the portion of hours (27) that the social worker is onsite in the Fremantle Library. This is the equivalent of \$41 000. The City will also provide support for the program around the on-location supervision of service delivery staff and provision of access to facilities required to operate the service. The City applied for a State Library of Western Australia's Priority Allocation grant (\$13, 500) to cover the next 12 months of the evaluation. The grant application was successful.

The community worker will be onsite in the Fremantle Library for 27 hours per week.

St Patricks retains the overall financial management, along with intellectual property rights (materials, branding and other aspects arising from the program.)

St Patrick's may enter into a separate agreement to grant license to City of Fremantle for use of intellectual property arising from this program within the municipality or for other items not otherwise covered by this MOU.

8. RESPONSIBILITIES OF ST PATRICK'S

St Patrick's will provide operations management and financial management for the program including

- Employment, training and management of the 1 x 24.5 hour per week Community Support Worker
- Management of funding and budgets, reporting and evaluation
- Management of program deliverables
- Chairing of steering committee and liaison with key stakeholders

St Patrick's will ensure that service delivery staff comply with the relevant policies and procedures related to City of Fremantle operations whilst working on City of Fremantle premises, specifically Occupational Health and Safety.

St Patrick's warrants that it has adequate indemnity insurances including public liability and workers compensation; and will indemnify and maintain City of Fremantle's indemnification for any liability arising from or related to the provision of service and in the course of staff related duties to this MOU arising from the negligence of St Patrick's

9. RESPONSIBILITIES OF CITY OF FREMANTLE

City of Fremantle will provide St Patrick's with support for the program, through:

- Provision of office space and amenities for program staff within the current Fremantle Library and in the new Library at Walyalup Civic Centre.
- Induction, orientation and supervisory support for the community support worker whilst working on the premises.
- Provision of meeting rooms within the Library for education sessions and stakeholder meetings.
- Administration support including convening and minutes of meetings between the City and St Patrick's.
- Marketing and media support around the awareness raising of the program.
- Participation in the codesign and action research.
- Provision of data and information relevant to the program reporting and research requirements, in a timely manner.
- Access to relevant opportunities available to City of Fremantle staff, where relevant.

City of Fremantle will promptly inform St Patrick's of any incidents or adverse finding, actions or omissions concerning the Community Support worker.

City of Fremantle will work professionally and collaboratively with St Patrick's staff and in line with the City's Code of Conduct.

City of Fremantle will ensure that the program staff are made aware of the relevant policies and procedures related to the program operations, including but not limited to Occupational Health and Safety whilst working on City of Fremantle premises.

City of Fremantle warrants that it has adequate insurances including public liability and will indemnify and maintain St Patrick's indemnification for any liability arising from or related to the provision of the services and in the course of staff duties related to this MOU arising from the negligence of City of Fremantle.

10. MUTUAL RESPONSIBILITIES

A strong collaborative relationship between the organisations is fundamental in ensuring the success and sustainability of the program. Mutual responsibilities include:

- Participation in stakeholder and steering group meetings.
- Clear communications on matters arising relating to supervision and management of the social worker
- Input around strategy and planning
- Input into policies and procedures, risk assessment and risk mitigation strategies
- Work to agreed program policies and procedures
- The organisations agree to share relevant information to provide an effective service to clients in conformity with privacy and confidentiality requirements of both organisations.

11. DECISION MAKING

The parties will form a joint Steering Group with the following framework, objectives and guidelines:

- The parties will each appoint an equal number of voting members of the Steering group, to a maximum of 2 each.
- The Steering Group will monitor the progress of the program.
- The Steering Group will be briefed on a regular basis, including sharing data and progress towards outcomes, to allow its members to provide maximum value to the program.
- Steering Group members will be responsible for reporting on project outcomes to the leadership in their organisations.
- The Steering Group will meet every two months or more frequently as the group deems appropriate.
- The Steering Group will make recommendation on the program on a consensus basis.
- The support worker will be invited to present to the group in order to provide progress reports, and feedback on issues, opportunities and the like (or for other purposes agreed by the Group)

12. DISPUTES AND MEDIATION

Disputes may arise at any time within the operations of this MOU, where an organisation's needs are not being met. Disputes should be resolved at an operational level before seeking assistance from senior management.

If a dispute cannot be resolved, senior staff from the organisations will jointly review the dispute.

Should the dispute not be resolved after review by senior staff, the matter will be referred to the CEO's of the representative parties for final resolution.

13. TERMINATION

This MOU may be terminated within the terms of the MOU by

- Mutual agreement between City of Fremantle and St Patrick's.
- Termination of the Library connect program itself.
- Cessation of funding by or available to either organisation.

14. CONFIDENTIALITY

- Each party will hold all confidential information of other party in strict confidence and not disclose or allow to be disclosed any of it to any person except for the purposes contemplated by this MOU or otherwise permitted or directed by the other party.
- Not cause or allow the other party's confidential information to be photocopied or reproduced or recorded in any manner except for the purposes directed by this MOU or with prior written consent of the other party.

15. REVIEW DATE

This MOU is to be reviewed every year from the date of commencement or any other time at the request of either party to the MOU.

Signed on behalf of St Patricks Community Support Centre Limited

.....
Signature

Name and Position

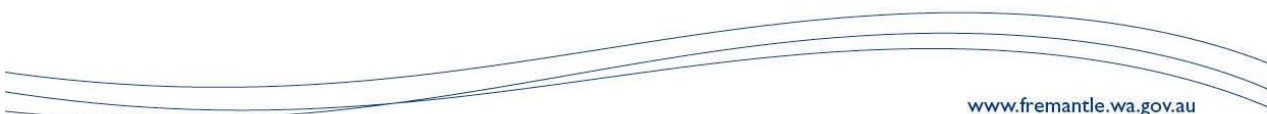
Date

Signed on behalf of City of Fremantle

.....
Signature

Name and Position

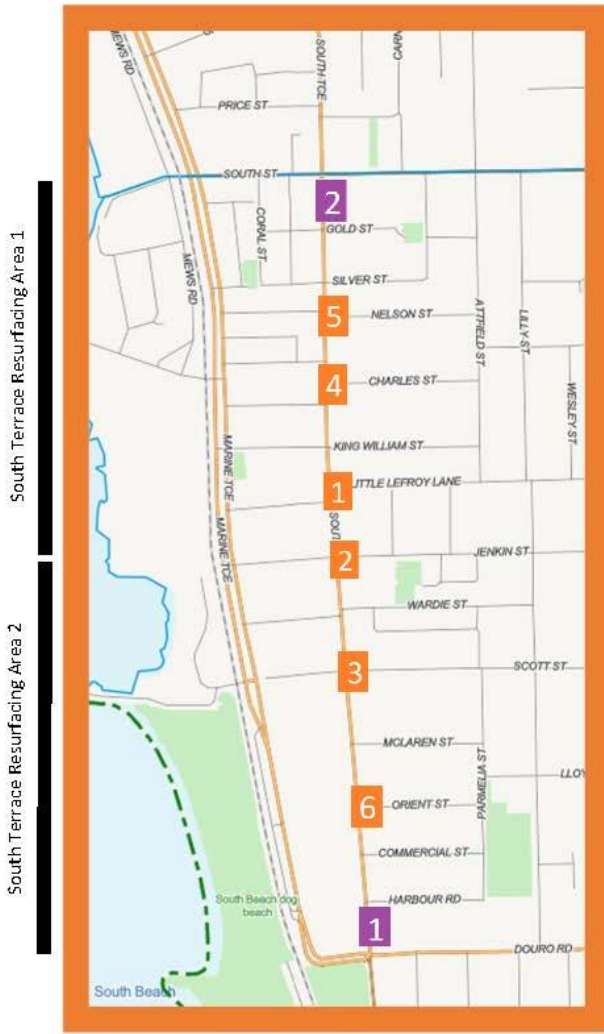
Date:



FPOL2108-17 ELECTED MEMBER MOTION – SPEED BUMPS ON SOUTH TERRACE



ATTACHMENT 1 - Notice of Motion South Terrace – Proposed Works

**South Terrace
Proposed Works**



South Terrace Resurfacing Area 1

South Terrace Resurfacing Area 2

-  = Permanent Streetscape Upgrade (Nodes)
-  = Improved Threshold/Gateway Treatments

Node 1 – Completed
Little Lefroy Ln & Sydney St



Resurfacing Area 1 – Complete
Between South St & Jenkin St

Node 2
Jenkin St
Drainage works – Complete
Streetscape works – Budget adopted for 21/22



Resurfacing Area 2
Jenkin St to Douro Rd - Budget adopted for 21/22

- Node 3**
Scott St
- Node 4**
Charles St
- Node 5**
Nelson St
- Node 6**
Orient St

All works subject to budget adoption

ARMC2108-1 WALYALUP CIVIC CENTRE – PROJECT UPDATE REPORT

ATTACHMENT 1 – Risk Register Summary (July)

ITEM	RISK / OPPORTUNITY EVENT	RISK / ISSUE	DATE RAISED	INITIAL RISK				MITIGATION STRATEGY	OWNER	RESPONSIBLE	TARGET DATE	STATUS	RESIDUAL RISK				FURTHER NOTES / OUTCOMES <i>(red text - updated from previous register)</i>	EVIDENCE
				Consequence (1,2,3,4,5)	Likelihood (1,2,3,4,5)	Assessment	Initial Risk Rating (E,J,H,M,L)						Control Measures (1,2,3,4,5)	Percentage Reduction	Assessment	Residual Risk Rating (E,J,H,M,L)		
MAY / JUNE 2021 - LIQUIDATION EVENT (LE) - Summary Level Only																		
BUILDING / PHYSICAL																		
	Building (Unmanned) Security and protection	Site unmanaged - building and materials left unsecured	24-May-21	4	4	16	E	Increased security on site. Also added additional CCTV and requested daily site presence.	CoF	PD, PT	25-May-21	closed	1	80%	3.2	L	Normal site management / security arrangements implemented, includes motion detection and temp security cameras.	Ongoing site security precautions in place - process & procedures documented as part of the site management plan.
	Work Stoppage	Works abruptly stopped / Contractors left site - uncertainty on ownership materials and equipment.	24-May-21	3	4	12	E	CoF actively engaged Lawyers and liaised with EY. CoF assessed progress documentation / materials paid for, outstanding / in transit and on site. City to take possession of site.	CoF	PD, PT	asap	closed	1	80%	2.4	L	CoF formally taken possession of site 21 May 21, new contractor CDI Group taken possession of site as of 19 July 21.	Works progressing.
	Site Impacts / adjacent works	Site overlaps and interfaces with MG group - Newman Court / William St and High Street works - ongoing.	24-May-21	2	3	6	M	CoF liaised with MG and agreed work site boundaries and interim management arrangements.	CoF	PD, PT	25-May-21	closed	1	80%	1.2	L	Site boundaries defined and overlaps / control measures agreed / actively monitored by Project Team.	Updated Site Management Plan / project meeting minutes.
	Contractors - work continuity	Key personnel and contractors left mid-works, project progress, detail and knowledge unavailable.	24-May-21	4	4	16	E	CoF actively engaged with the Pindan project team, all relevant documents collated from site - including contractor deeds / T&C's, warranties and progress claims.	CoF	PD, PT	28-May-21	closed	1	80%	3.2	L	Key personnel secured / retained by CoF.	Project team on site - leading works.
	Contractors - work continuity	Contractors move to other works - CoF unable to re-engage or face delays or cost increases / amended T&C's.	24-May-21	4	4	16	E	CoF immediately employed the main Pindan project team, the team actively engaged with contractors and maintained dialogue. Followup correspondence from the City and a meeting provided to provide assurance and CoF commitment to complete works. Contractor Novation deeds passed to CoF and novation formally effected (15 June 21).	CoF	PD, PT	15-Jun-21	closed	1	80%	3.2	L	All deeds / T&C's, warranties log of claims secured.	All contractors re-engaged and active where remaining works.
	Building open to weather damage	Building open with key elevations not complete - facade not installed.	25-May-21	4	5	20	E	Officers seek Council approval to engage project subcontractors as sole suppliers via novation deeds and individual agreements and tender for a Managing Contractor to progress the works asap. NOTE: Some early works commenced (as PUBLIC WORKS) to address immediate building risk.	CoF	PD, PT	31-Aug-21	ongoing	2	60%	8	H	Weather dependent Works DELAYS INCURRED. Openings significantly reduced through facade / roof works - remaining fabrications underway - progressing as main priority works via project team and CDI Group. Rain penetration being managed.	All remaining facades under fabrication - new glass sourced, secured and arriving on site by 13.8.21.
HEALTH & SAFETY																		
	OSH Management - daily	No immediate or interim site arrangements in place	24-May-21	4	4	16	E	Site unoccupied - interim management arrangements and security implemented until project team established and onsite with updated / agreed plan.	CoF	PD, OSH TL, PT	1-Nov-21	ongoing	1	80%	3.2	L	Project OSH Management Plan in place - The CoF plan has subsequently been reviewed and updated by CDI Group. Project OSH has also been independently reviewed. Normal daily processes / procedures being followed.	Project OSH Management Plan.
	Health & Safety Management Plan	No formal / adopted H&S Management in place	24-May-21	4	4	16	E	CoF and project Team reviewed the Pindan OSH management plan and updated / integrated with CoF requirements. Consultant site plan review conducted. Works site inspection (routine) taken place - no issues or concerns raised. Documents reviewed by CoF OSH Team Leader.	CoF	PD, OSH TL, PT	16-Jun-21	closed	1	80%	3.2	L	see above.	Project OSH Management Plan.
FINANCIAL																		
	Insurance	Works Insurance covered as part of the Pindan contracted work. Cover ceased at liquidation. Building uninsured.	24-May-21	5	4	20	E	Agreement reached with EY (via LGIS) that the existing insurance provisions shall remain in place until 30 June 21. CoF liaising with LGIS and brokers "Chase" to establish appropriate new cover for the remainder of works in progress. FY 21/22.	CoF	PD, PT	30-Jun-21	closed	1	80%	4	M	Project Works Cover / Building and 3rd party cover, works compensation in place.	Policies in place - CDI policies (copies) provided.
	Project Bank Account (PBA)	Administrators (EY) frozen the PBA - CoF / Contractors access to funds and payments, retention monies and April payment pending.	24-May-21	4	3	12	E	CoF liaising with EY and CBA re lifting the suspension of the PBA. All contractors paid to date - March. Retention monies held in the PBA. April claim certified but not processed through the PBA for payment - only \$200 allocated to Pindan in the April claim. CoF to consider direct payment to contractors for April.	CoF	PD, PT	31-Aug-21	open	2	60%	4.8	M	PBA suspension lifted by EY. However, CBA will not provide CoF access. CoF liaising with lawyers, CBA and EY in respect to PBA access or retention recovery process (via EY). All payments to contractors now being paid by CoF direct.	Unable to access PBA.

ITEM	RISK / OPPORTUNITY EVENT	RISK / ISSUE	DATE RAISED	INITIAL RISK			MITIGATION STRATEGY	OWNER	RESPONSIBLE	TARGET DATE	STATUS	RESIDUAL RISK				FURTHER NOTES / OUTCOMES <i>(red text = updated from previous register)</i>	EVIDENCE	
				Consequence (1,2,3,4,5)	Likelihood (1,2,3,4,5)	Assessment (E,F,M,L)						Control Effectiveness (1,2,3,4,5)	Percentage Reduction	Assessment	Residual Risk Rating (E,F,M,L)			
	Project Budgets / Contingencies	CoF budget remains against the contracted works (@ circa \$3.6m) remaining contingency available (@ circa \$500k). Unsure of actual cost to complete.	24-May-21	4	4	16	E	Project team reviewing works and costs to complete. Full cost review exercise underway. All cost implications to be held against the insurance bonds.	CoF	PD, PT	1-Nov-21	open	2	80%	6.4	H	Cost to complete actively monitored through project team QS and project Managers - Admin team dedicated to tracking costs and commitments (i.e. weekly review). Current estimated construction outturn cost is \$46,287,258 (ex GST). NB. Bonds cashed @ \$3.6m.	TechOne - NewWBS in place with WO's for specific post liquidation events. All costs/commitments and contractor payments tracked and certified.
	Bonds	Bond security, access and ability to draw- Bonds are in place for - performance @ 5% contract value, facade bonds @ \$1.8m for material supply. Other for significant materials / works (Lifts)?	24-May-21	4	3	12	E	CoF immediately moved to cash in all relevant insurance bonds to protect against works performance and materials.	CoF	PD, PT	28-May-21	closed	1	80%	2.4	L	All bonds secured by the CoF 28-May-21	payment remittance received for all performance and Material (facade) bonds.
	Increased Contractor costs	The hold in work activity and delays resulting from the LE may lead to contractors or suppliers applying additional charges (eg, storage or mobile-iro).	24-May-21	3	4	12	E	Active liaison with contractors ongoing. Novation deeds have secured - the majority of costs under existing P Indan T&C's, (batch one contractors). Batch two are unsecured agreements - see below.	CoF	PD, PT	1-Nov-21	ongoing	1	80%	2.4	L	The project team have secured all contractors to complete the contracted works (on original P Indan costs), continuity and price security.	TechOne - NewWBS in place with WO's for specific post liquidation events. All costs/commitments and contractor payments tracked and certified.
	Increased Contractor costs	The LE with P Indan may break the existing contract / T&C's with batch two subcontractors / suppliers - the CoF may face delays or revised costs from contractors with new terms.	24-May-21	3	3	9	H	Active liaison with contractors ongoing. Batch two areas are low risk - mainly supply and rates for agreed works.	CoF	PD, PT	1-Nov-21	ongoing	1	80%	1.8	L	As above - all Batch 2 contractors are secured. Note - the only anomaly in respect to this is the new facade fabrication contractor - this includes new costs but these are offset against the facade bond.	TechOne - NewWBS in place with WO's for specific post liquidation events. All costs/commitments and contractor payments tracked and certified.
	Prolongation Costs	The LE will prolong the works on site, this will lengthen consultant engagement and extend fees on a pro-rata basis.	24-May-21	3	4	12	E	The CoF have engaged with the relevant consultants re prolongation costs. These are agreed to be applied on a pro-rata basis but will reflect activity / work level fluctuations.	CoF	PD, PT	1-Nov-21	ongoing	1	80%	2.4	L	Costs will be dependant on duration of remaining works. Costs will be held against the insurance bonds.	TechOne - NewWBS in place with WO's for specific post liquidation events. All costs/commitments and contractor payments tracked and certified.
	Tenancy delays	Disruption and delays may impact availability of tenancy space and or may jeopardise executing / attracting new tenants.	24-May-21	3	3	9	H	CoF are actively liaising with the prospective tenants. These areas of the building will be prioritised for clearing and access to minimise potential tenancy delay.	CoF	PD, PT	1-Nov-21	ongoing	2	80%	3.6	L	It is not anticipated there will be notable delays that will significantly impact the tenancies. Fit out works are still required in these areas.	No additional project costs or provisions (relating to LE) included.
RE SOURCING								CoF										
	CoF Staff availability	CoF staff and internal workforce planning had not anticipated active delivery involvement in the project beyond August 21.	24-May-21	2	3	6	M	Infrastructure Managers have reviewed workload and updated their respective workforce planning (and FY work programming).	CoF	PD, PT	1-Nov-21	ongoing	1	80%	1.2	L	Managers have reviewed and updated their resource / capacity for work programs. Situation monitored through regular monthly project reviews.	Business Planning and project review reports.
	Project Team / Knowledge and Experience	Loss of the site project team (P Indan) will create a significant void in project knowledge and contractor relationship management / continuity. Significant risks, costs and delays inevitable.	24-May-21	4	5	20	E	CoF to immediate move to engage the key P Indan site project team. Risks remains in terms of staff retention - construction market running very hot - numerous approaches for staff occurring.	CoF	PD, PT	1-Nov-21	ongoing	2	80%	8	H	Project manager / Senior Contract Administrator, Site Manager and Finishing Supervisor employed. Both the Site Manager and Finishing Supervisor have since left and been replaced.	Team remains on site.
	Consultant Support (Lead Architect and Specialists)	Consultants have not forecast active delivery involvement beyond July 21 - resourcing and availability could be a challenge.	24-May-21	2	3	6	M	CoF liaised with all consultants on availability / resourcing going forward.	CoF	PD, PT	8-Jun-21	closed	1	80%	1.2	L	resource availability confirmed.	Consultants active and engaged.
REPUTATIONAL / COMMUNICATIONS																		
	Community concern and or negative publicity over LE - especially potential cost blow-outs and delays.	The hold in works could extend or become more damaging, the could increase costs and management risk.	24-May-21	3	4	12	E	CoF comm's team to provide status updates. Timing and link to key events important.	CoF	PD, PT	1-Nov-21	ongoing	2	80%	4.8	M	Transparency provided through reports to ELT and FM updates - updated provided to the Audit and Risk Committee. Comm's plan and updates to continue - as appropriate.	Updates and Reports.
	CoF staffing - Morale	The delay (and any poor publicity) may have a negative impact on staff morale and change readiness.	24-May-21	2	3	6	M	Staff updates provided, Change champion tour arranged to highlight the advance stage of the internal works.	CoF	PD, PT	1-Nov-21	ongoing	2	80%	2.4	L	Regular staff briefings ongoing / events timeline shared / phased preparations underway.	COF updates / staff feedback positive.
TIMING / PROGRAM																		

ITEM	RISK / OPPORTUNITY EVENT	RISK / ISSUE	DATE RAISED	INITIAL RISK				MITIGATION STRATEGY	OWNER	RESPONSIBLE	TARGET DATE	STATUS	RESIDUAL RISK				FURTHER NOTES / OUTCOMES <i>(red text = updated from previous register)</i>	EVIDENCE
				Consequence (1,2,3,4,5)	Likelihood (1,2,3,4,5)	Assessment	Initial Risk Rating (E,H,M,L)						Control Effectiveness (1,2,3,4,5)	Percentage Reduction	Assessment	Residual Risk Rating (E,H,M,L)		
	Agreed PC (contractually) was 12 March 2021. The revised program PC from Pindan (not accepted) was reset at 12 July 21 immediately prior to the LE.	The LE will create a delay in work program. This may become more significantly prolonged if certain actions and safeguards are not enacted quickly.	24-May-21	4	4	16	K	Risk mitigations and actions for the project team are focussed on minimising time delays. The engagement of the project team and the early Council approval for sole source supplier arrangements have significantly reduced this risk as it has allowed some works to progress, also the necessary works for weather protection are greatly assisting progress. New Managing Contractor onboard and driving quality and completion.	CoF	PD, PT.	1-Nov-21	ongoing	1	80%	3.2	L	Current PC estimate at mid/end of October. Weather has caused delays on critical path. Phased staff move and IT calibration to follow - estimate 2-4 weeks prep for service opening.	Project Program.
LEGACY / FUTURE ISSUES																		
	Handover - Liabilities and warranties may be jeopardised as a result of the LE.	Contractors provide warranties for materials and services, this is a significant exercise as part of the handover process. There is a risk of loss of cover / warranty provision.	24-May-21	4	4	16	K	Warranties and insurances are mainly covered off through the provisions of the novation deeds. Contract arrangements (without novation deeds) - agreed to be included as part of the remaining works and payments.	CoF	PD, PT.	1-Nov-21	ongoing	1	80%	3.2	L	Contract arrangements (without novation deeds) inc. all guarantees and warranties are established and agreed as included as part of the remaining works and payments. Operation & Maintenance (OM) Manuals are being developed, reviewed and prepared through Facilities Management, the Project Manager and Commissioning agent. An allocation is to be retained (target \$500k) and held in anticipation of any potential main building / issues / works / defects - via Pindan or self delivered, that are not covered by subcontractor works. Forecast against years 1-6.	Deeds and warranties. Operation & Maintenance (OM) Manuals.
	Snagging process and commissioning / system balancing and BMS.	At PC the building will undergo an intensive snagging audit, there may be issues with allocation and coordinating returns and rectification. Similarly with commissioning if there are faults or performance issues.	24-May-21	3	3	9	H	Consultants have already been informed to prepare for the PC / snagging process - contractors identified where critical for PC. CDI Group have provided a dedicated process / system for snagging and fault rectifications - feeding future maintenance planning.	CoF	PD, PT.	1-Nov-21	ongoing	1	80%	1.8	L	All the main commissioning contractors are novated and re-engaged. Plant initiation and commissioning has now commenced.	Commissioning and status reports.
	Defects Liability Period, longer term defects.	Once the building reaches PC there is a 12 defects period and no main contractor to assess, coordinate / facilitate returns and rectification.	24-May-21	3	3	9	H	The contract for the MC includes provision to supervise DLP. The CDI Group have agreed a 12 month (DLP) maintenance support service as part of the contract.	CoF	PD, PT.	1-Nov-22	ongoing	1	80%	1.8	L	An budget allocation is to be retained and held in anticipation of any potential main building works - via Pindan, that are not covered by subcontractor works for DLP. CDI Group have confirm their support services as part of the agreed contract.	Contract Agreement.

ARMC2108-2 PURCHASING POLICY EXEMPTIONS JUNE 2021

ATTACHMENT 1 - Purchasing Policy Exemption Details June 2021

Approved Exemptions - June 2021						
No.	Supplier	Reason for Exemption	Length of Contract	Value	Date Approved	Approving Authority
Specialist Consultant						
1	Progressive Creative Solutions Pty Ltd T/A Focus Networks	As a result of a recent audit by the OAG, it was identified that new IT policies were required. This consultant has proven experience in writing policies specifically related to meeting the requirements of the OAG and has been engaged to assist in this project. Not undertaking this project presents a high risk for the City. The supplier has proven experience in the area and will be able to deliver the work required in a timely manner. Looking for other suitable suppliers to undertake this work may cause significant delays.	One-Off	\$ 20,000.00	11-Jun-21	Director City Business
Artist Exemptions						
1	Mwaba Mubanga/Alexx - \$2,450 Colleen Sutherland - \$6,000 Jules Weston/Hickey Hardware - \$4,000 Teori Shannon - \$3,000 Daley Rangi - \$3,000	All artists listed are performing & presenting work as part of Fremantle Festivals, 10 Nights in Port, Heritage Festival and Hidden Treasures. Each artist will perform over or in the lead up to the festival. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	One-Off	\$ 18,450.00	14-Jun-21	Director Community Development
2	As We Are - \$7,150 Katrina Barber, Ric Spencer, Kate Leslie, David Guhl, Gregg Barr, Kobi Morrison, Bronwyn Edwards & Marlon Edwards Boss Arts Creative - \$9,995 Kunlungah Kreate, Clontarf Dancers, Onyx, Conway, Sebastian Critti-Schnaars, the Boss Arts Crew, Shaun Nannup & Joel Davis	All artists listed are performing & presenting work as part of Fremantle Festivals, 10 Nights in Port. Each artist will perform over or in the lead up to the festival. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	One-Off	\$ 17,145.00	14-Jun-21	Director Community Development

ARMC2108-5 INFORMATION REPORT – AUGUST 2021

REPORT ON ELECTED MEMBER TRAINING FROM 1 JULY 2020 UNTIL 30 JUNE 2021

ATTACHMENT 1 - Report on Elected Member Training 2020-2021



Report on Elected Member Training 2020 - 2021	
<p>In accordance with Section 5.127 of the <i>Local Government Act 1995</i> the Chief Executive Officer of a local government must place a report on training, completed by elected Member, on the City's website each financial year.</p> <p>The report must be placed on the website within 1 month after the end of the financial year to which the report relates.</p> <p>The report below captures all Professional Development completed by elected members for 2020-2021.</p>	

Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Jenny Archibald	Fremantle Crime Forum	30/09/2020	Miquela Riley Liberal for Fremantle	Sail and Anchor upstairs
Cr Jenny Archibald	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Jenny Archibald	Breakfast event with Hon John Carey MLA	20/05/2021	WALGA	State Reception Centre, Fraser's Kings Park
Cr Hannah Fitzhardinge	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Hannah Fitzhardinge	Breakfast event with Hon John Carey MLA	20/05/2021	WALGA	State Reception Centre, Fraser's Kings Park
Cr Geoff Graham	Council Member Essentials – Conflicts of Interest	10/07/2020	WALGA	eLearning
Cr Geoff Graham	Council Member Essentials – Meeting Procedures	12/07/2020	WALGA	eLearning
Cr Geoff Graham	Council Member Essentials – Understanding Local Government	14/07/2020	WALGA	eLearning



Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Geoff Graham	Council Member Essentials – Serving on Council	31/07/2020	WALGA	eLearning
Cr Geoff Graham	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Geoff Graham	Council Member Essentials – Understanding Financial Reports and Budgets	10/11/2020	WALGA	eLearning
Cr Su Groome	Council Member Essentials – Meeting Procedures	08/08/2020	WALGA	eLearning
Cr Su Groome	Council Member Essentials – Serving on Council	09/08/2020	WALGA	eLearning
Cr Su Groome	Council Member Essentials - Understanding Local Government	16/08/2020	WALGA	eLearning
Cr Su Groome	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Su Groome	Council Member Essentials – Understanding Financial Reports and Budgets	17/10/2020	WALGA	eLearning
Cr Bryn Jones	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Bryn Jones	Council Member Essentials – Serving on Council	15/10/2020	WALGA	eLearning
Cr Bryn Jones	Council Member Essentials – Understanding Local Government	15/10/2020	WALGA	eLearning



Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Bryn Jones	Council Member Essentials – Meeting Procedures	15/10/2020	WALGA	eLearning
Cr Bryn Jones	Council Member Essentials – Understanding Financial Reports and Budgets	16/10/2020	WALGA	eLearning
Cr Adin Lang	Forum for Audit Committee Chairs	18/02/2021	Office of the Auditor General	Online
Cr Frank Mofflin	Council Member Essentials – Serving on Council	10/09/2020	WALGA	eLearning
Cr Frank Mofflin	Council Member Essentials – Meeting Procedures	10/09/2020	WALGA	eLearning
Cr Frank Mofflin	Council Member Essentials – Understanding Financial Reports and Budgets	10/09/2020	WALGA	eLearning
Cr Frank Mofflin	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Frank Mofflin	Tourism Bound Event	18/11/2020	Tourism Western Australia	Perth Convention and Exhibition Centre
Cr Rachel Pemberton	Council Member Essentials – Conflicts of Interest	08/09/2020	WALGA	eLearning
Cr Rachel Pemberton	Council Member Essentials – Meeting Procedures	26/09/2020	WALGA	eLearning
Cr Rachel Pemberton	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan



Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Rachel Pemberton	Council Member Essentials – Understanding Local Government	08/10/2020	WALGA	eLearning
Cr Rachel Pemberton	Council Member Essentials – Understanding Financial Reports and Budgets	11/10/2020	WALGA	eLearning
Cr Rachel Pemberton	Council Member Essentials – Serving on Council	17/10/2020	WALGA	eLearning
Cr Rachel Pemberton	Breakfast event with Hon John Carey MLA	20/05/2021	WALGA	State Reception Centre, Fraser's Kings Park
Deputy Mayor Andrew Sullivan	Fremantle Crime Forum	30/09/2020	Miquela Riley Liberal for Fremantle	Sail and Anchor upstairs
Deputy Mayor Andrew Sullivan	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Deputy Mayor Andrew Sullivan	Swan River Crossings Alignment Forum	25/11/2020	Main Roads WA	Esplanade Hotel, Fremantle
Deputy Mayor Andrew Sullivan	Breakfast event with Hon John Carey MLA	20/05/2021	WALGA	State Reception Centre, Fraser's Kings Park
Cr Doug Thompson	Council Member Essentials – Serving on Council	08/09/2020	WALGA	eLearning
Cr Doug Thompson	Council Member Essentials – Understanding Financial Reports and Budgets	23/09/2020	WALGA	eLearning
Cr Doug Thompson	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan



Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Doug Thompson	Breakfast event with Hon John Carey MLA	20/05/2021	WALGA	State Reception Centre, Fraser's Kings Park
Cr Marija Vujcic	Fremantle Crime Forum	30/09/2020	Miquela Riley Liberal for Fremantle	Sail and Anchor upstairs
Cr Marija Vujcic	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Marija Vujcic	Council Member Essentials – Meeting Procedures	04/12/2020	WALGA	eLearning
Cr Marija Vujcic	Council Member Essentials – Understanding Local Government	19/04/2021	WALGA	eLearning
Cr Marija Vujcic	Council Member Essentials – Conflicts of Interest	19/04/2021	WALGA	eLearning
Cr Marija Vujcic	Council Member Essentials – Serving on Council	2/05/2021	WALGA	eLearning
Cr Marija Vujcic	Council Member Essentials – Understanding Financial Reports and Budgets	24/06/2021	WALGA	eLearning
Cr Sam Wainwright	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan

STATUS REPORT OF COUNCIL MOTIONS – 1 MARCH 2021 TO 30 JUNE 2021

ATTACHMENT 1 - Status Report of Council motions – 1 March 2021 to 30 June 2021

Motions incomplete and ongoing in the reporting period

1 March 2021 to 30 June 2021

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

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date
Manager Infrastructure Engineering	OCM	Petition	Submitted 13 November 2019 (FPOL) The Acting Chief Executive Officer, Paul Garbett presented a petition that was submitted to Administration from Doug Fishwick of Tuart Place. The petition is signed by "" requesting the following: "For Fremantle Council to create designated disable parking spaces for paraplegics and anyone else who may need them outside 24 High Street Tuart Place."	A draft design and cost estimate for an ACROD bay outside 24 High Street (Tuart Place) was completed and has been added to a provisional programme of similar works. The petitioner has been informed that the provision of the ACROD bay is subject to project approval and budget adoption. Due to numerous requests for ACROD bays within Fremantle, officers are currently awaiting findings from an update of the Strategic Parking Plan and Access & Inclusion Plan prior to formally responding to the specific requirements of the petition and finalising the budget request. Officers acknowledge that the petitioner has not been formally responded to through Council and will endeavour to address that with an update in the September cycle of meetings.	Ongoing	30/09/2021
Manager Economic Development and Marketing	OCM	FPOL1911-5	NEW LEASE AND SUB LEASE AT 123 BEACH STREET, FREMANTLE	Head Lease with Department of Planning Lands and Heritage. Sub lease will be signed once Head Lease is executed.	Ongoing	30/08/2021
Manager Facilities and Environmental Management	OCM	C1912-4	GREEN WASTE AND BULK WASTE VERGE COLLECTION TENDER REPORT	The first 12 months of FOGO ended late November 20 following which officers were requested to undertake a review of the verge collection and establish options. Officers have consulted with other Local Authorities and have undertaken public consultation. A presentation of findings is planned for a September Informal Elected Members Meeting.	Ongoing	30/09/2021
Manager Field Services	OCM	C2005 - 4	ADOPTION OF CITY OF FREMANTLE CAT MANAGEMENT LOCAL LAW 2020 Additional Action: Request a report, considering relevant compliance matters and outlining any recommended policy provisions, be brought back to council after six months of the Cat Management Local Law 2020's commencement.	Due to COVID-19 there has been no budget provision for the enforcement of the Cat Local Law. The budget for the programmed natural areas trapping for foxes, rabbits and cats has also been reduced. The first programmed trapping is scheduled for April 2021, from here the City will gain a basic understanding of the cat issues within the 12 protected reserves and be in a position to request a suitable budget for the enforcement of the Cat Local Law. To date the community safety team has received one request for cat trapping at Cantonment Hill, this was carried out by the team on the 11 February 2021 with no cats captured. A report will be brought to Council after the initial cat trapping in April 2021 when the results of the trapping are known. Advised by Parks that the scheduled trapping for April has been pushed back to May/June due to bad weather. Unable to complete report until the first round of trapping has been completed and the results are known.	Ongoing	28/07/2021
Director City Business	OCM	C2006-9	FREMANTLE MARKET'S ESSENTIAL WORKS AND LEASE EXTENSION PROPOSAL	Scope and design works have been completed and agreed by all parties. Currently out for tender.	Ongoing	30/09/2021
Manager Customer Experience and Learning	OCM	C2006-10	FREMANTLE VISITOR CENTRE OPERATING MODEL 2020	Exploring options in the hospitality 'commercial lease' space within the WCC as a medium term location for the Visitor Centre	Ongoing	31/12/2021
Manager Strategic Planning	OCM	Petition	Submitted 23 September 2020 (OCM) Cr Doug Thompson presented a petition with 157 signatures requesting that the whole of the Rule Street Park be designated as a "dog off lead" area, in addition to the pathway along the top of the park that is already designated as a "dog off lead" area	Response to petition pending outcome of vesting review (park currently vested with state government, not City). Risk assessment for acceptance of vesting complete as per policy. Department of Planning Lands & Heritage engagement undertaken. Management issues under review. Council report drafted.	Ongoing	30/08/2021
Manager City Design and Projects	SPT	SPT2011-1	KINGS SQUARE INTERPRETATIVE ARTWORK	Artists engaged to develop the concept and work up a detailed cost estimate, to enable the City to seek external funding contributions.	Ongoing	1/01/2022
Manager Communications and Events	OCM	FPOL2011-11	ADOPTION OF COMMUNITY STREET ACTIVATION POLICY	Street Activation Policy adopted at November OCM <ul style="list-style-type: none"> • Online kit developed and training of volunteers underway. • Program has been promoted in FreOH magazine, Freo Weekly and The Herald in the last week. Promoting street party planning to start now for events in warmer months. • 2 x street parties have been held since the policy was adopted • 1 x street party is scheduled for September 	Ongoing	25/11/2021
Manager Asset Management	OCM	C2012-1	FREMANTLE GOLF COURSE CLUBHOUSE AND COMMUNITY CENTRE	Officers are progressing through the detailed design process.	Ongoing	30/07/2021
Manager Economic Development and Marketing	OCM	C2012-13	SALE OF 7-15 QUARRY STREET, FREMANTLE	Expression of Interest applications considered by Finance Policy Operations and Legislation Committee 10/02/2021. Offer is under consideration	Ongoing	31/07/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date
Manager Economic Development and Marketing	FPOL	FPOL2101-1	70 PARRY STREET – EXPRESSION OF INTEREST PROCESS	Expression of Interest completed. Awaiting decision on future building use.	Ongoing	31/07/2021
Manager Economic Development and Marketing	FPOL	FPOL2101-4	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – RETAIL SPACE	Draft lease has been completed and is now being reviewed by the proposed lessee. Lessee is developing their fit out design for detailed costing. Lease signing imminent.	Ongoing	31/07/2021
Director City Business	OCM	FPOL2101-3	PROPOSED CITY OF FREMANTLE PARKING LOCAL LAW 2021	Local public notice published in the Fremantle Herald on Saturday, 20 February 2021. Public submission period closes 18 April 2021. Notification to Minister Templeman 22 February 2021. As a result of the feedback received during the public consultation period, officers have sought further legal advice on additional minor amendment and are in the process of finalising this. A report was brought to the July Council meeting for consideration and approved. Now awaiting approval from joint standing committee.	Ongoing	30/09/2021
Manager City Design and Projects	OCM	C2101-1	STAN REILLY SITE – WAPOL REDEVELOPMENT	Letter sent to Minister for Lands 2/2/21. Discussions have commenced with Department of Planning Lands and Heritage regarding details / conditions of relinquishment.	Ongoing	30/09/2021
Manager Economic Development and Marketing	FPOL	FPOL2103-4	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – RETAIL SPACE	Draft lease has been completed and is now being reviewed by the proposed lessee. Lessee is developing their fit out design for detailed costing. Lease signing imminent.	Ongoing	31/07/2021
Manager Economic Development and Marketing	OCM	FPOL2102-2	NEW LEASE – BAKPAK FREO PTY LTD – 18 PHILLIMORE STREET, FREMANTLE	Lease under development and subject to Bakpak Freo obtaining planning and building approvals.	Ongoing	31/08/2021
Manager Economic Development and Marketing	OCM	FPOL2103-5	KINGS SQUARE PLACE DEVELOPMENT WORKING GROUP	Second meeting complete, third meeting in August.	Ongoing	31/08/2021
Director City Business	OCM	FPOL2103-10	NOTICE OF MOTION BY CR HANNAH FITZHARDING – INVESTIGATION INTO POSSIBLE INTRODUCTION OF FREMANTLE CARD FOR FREMANTLE RATEPAYERS	Officer's will commence an investigation in early April 2021 as per the Council decision.	Ongoing	Unknown
Manager Strategic Planning	OCM	SPT2103-3	CAT BUS REVIEW 2020/21 AND FINDINGS	Letter to Public Transport Authority (PTA) sent 11/4/21. Letters to adjoining local authorities sent 13/4/21. Meeting with City of Cockburn scheduled 5/21. Update provided to South Fremantle Precinct Group 13/4/21. Patron survey (visual) conducted 4/21. Discussions with PTA regarding cctv utilisation data ongoing. Various stakeholder meetings undertaken. Intercept survey completed 30/06/2021.	Ongoing	30/11/2021
Manager Infrastructure Engineering	OCM	SPT2103-6	NOTICE OF MOTION – REVIEW OF TAXI RANK/LOADING ZONE - FREMANTLE MARKETS – SOUTH TERRACE, FREMANTLE – CR ADIN LANG	Initial investigation of taxi rank/loading zone/bus stop relocation options planned for late April/May 2021. Officers have met with Public Transport Authority and are planning to report back to the Finance, Policy, Operations and Legislation Committee in August.	Ongoing	31/08/2021
Manager Community Development	FPOL	FPOL2104-1	20 LIVES 20 HOMES PROGRAM	April 2021, Council endorsed financial support towards the evaluation of the 20 Lives 20 Homes project for the third and final year.	Ongoing	31/08/2021
Manager Economic Development and Marketing	FPOL	FPOL2104-14	7-9 QUARRY STREET SALES PROCESS UPDATE	Expression of Interest applications considered by the Finance, Policy, Operations and Legislation Committee 10/02/2021. Offer is under consideration.	Ongoing	31/08/2021
Manager Parks and Landscapes	OCM	FPOL2104-3	INCREASING CANOPY COVER AND BIODIVERSITY IN THE CITY OF FREMANTLE	Officers have included the budget line items to the annual operational budget for consideration. A program of works is being developed for the other actions.	Ongoing	21/12/2022
Manager Strategic Planning	OCM	FPOL2104-9	THE HEART OF BEACONSFIELD MASTERPLAN – OUTCOMES OF ADVERTISING AND FINAL ADOPTION	My Say page updated, submitters notified, Working Group advised. Plan published on web page. Progression of negotiation over Recreation Facility pending outcomes of Community, Sport & Recreation Plan.	Ongoing	31/12/2021
Manager Communications and Events	OCM	FPOL2104-11	ROUND HOUSE CONSERVATION MANAGEMENT PLAN	Round House and Arthur Head continue to form part of the City's advocacy priorities agenda.	In Progress	Ongoing
Manager Community Development	FPOL	FPOL2105-2	BLACK SWAN HEALTH FREO STREET DOCTOR FUNDING	July 2021, City officers explored WA State Government election commitment for additional funding towards the Freo Street Doctor. Election commitment of \$3.65M funding over four years distributed between Perth and Fremantle Street Doctor, estimated in the vicinity of \$400K per annum over the four year period, going towards increase service hours.	Ongoing	30/09/2021
Director Infrastructure	OCM	SC2106-1	WALYALUP CIVIC CENTRE – CONTRACTOR ENGAGEMENT AND PROJECT DELIVERY	Officers have effected the novation of the listed contractors and re-engaged them to progress the remaining works. Tenders have now been returned for a Managing Contractor and a report is included in the July Finance, Policy, Operations and Legislation Committee meeting proposing the appointment of the preferred contractor. Subject to approval, contract commencement is anticipated to be week commencing 19 July 21.	Ongoing	31/10/2021
Director City Business	FPOL	FPOL2106-4	ADOPTION OF THE CITY OF FREMANTLE PARKING LOCAL LAW 2021	A report was brought to the July 2021 Council meeting for consideration and approved. Now awaiting approval from joint standing committee.	Ongoing	30/09/2021
Manager Economic Development and Marketing	FPOL	FPOL2106-10	OFFER TO LEASE – CARRIAGE COFFEE SHOP	Leasing process is underway	Ongoing	31/07/2021
Manager Field Services	OCM	Petition	Cr Doug Thompson presented a petition, including 88 signatures, from dog owners requesting an area for small dogs to be off lead at all times in North Fremantle.	Report being prepared for September Finance, Policy, Operations and Legislation Committee.	Ongoing	30/09/2021
Manager City Design and Projects	OCM	FPOL2106-1	SWAN RIVER CROSSING ALIGNMENT	Advice has been given to Project Director, Swan River Crossing Alliance. Letter is being finalised to Minister for Planning.	Ongoing	31/07/2021

Development application motions completed in the reporting period

1 March 2021 to 30 June 2021

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.

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken or actions that have been undertaken.</i>	Status	Completion date
Manager Development Approvals	PC	PC2103-2	KEEL PLACE, NO. 4 (LOT 51), NORTH FREMANTLE - THREE STOREY SINGLE HOUSE AND ANCILLARY DWELLING (TG DA0166/20)	Determination Letter Issued	Complete	9/03/2021
Manager Development Approvals	PC	PC2103-3	CADD STREET NO.7B (LOT 250), BEACONSFIELD - TWO STOREY SINGLE HOUSE (JL DA0468/20)	Applicant Advised of Deferral	Complete	9/03/2021
Manager Development Approvals	SPT	PC2103-4	ESSEX STREET NO. 19 (LOT 8) FREMANTLE - CHANGE OF USE FROM OFFICE TO EDUCATION ESTABLISHMENT, SIGNAGE AND INTERNAL FIT OUT (JCL DA0525/20)	Determination Letter Issued	Complete	23/03/2021
Manager Development Approvals	OCM	PC2103-1	SOUTH STREET, NO. 2/388 (LOT 152) O'CONNOR - ADDITIONS (AQUAPONICS NURSERY) TO EXISTING RESTAURANT/TAVERN (TG DA0409/20)	Determination Letter Issued	Complete	31/03/2021
Manager Development Approvals	OCM	PC2103-3	CADD STREET NO.7B (LOT 250), BEACONSFIELD - TWO STOREY SINGLE HOUSE (TG DA0468/20)	Determination Letter Issued	Complete	31/03/2021
Manager Development Approvals	OCM	PC2103-5	SOUTH TERRACE, NO. 41 (LOT 2090) FREMANTLE – PARTIAL CHANGE OF USE TO HOTEL AND ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (TG DA0410/20)	Determination Letter Issued	Complete	31/03/2021
Manager Development Approvals	PC	PC2104-1	HIGH STREET, NO.162 (LOT 464), FREMANTLE – FOUR STOREY EDUCATIONAL ESTABLISHMENT BUILDING – (CS DA0370/20)	Applicant advised of deferral	Complete	14/04/2021
Manager Development Approvals	PC	PC2104-2	HAMPTON ROAD, NO. 45 (LOT 1), FREMANTLE – TWO STOREY GROUPED DWELLING – (NB DA0002/21)	Determination letter issued	Complete	13/04/2021
Manager Development Approvals	PC	PC2104-3	ETHELWYN STREET, NO.16 (LOT 81), HILTON – TWO STOREY SINGLE HOUSE – (CS DA0435/20)	Determination letter issued	Complete	13/04/2021
Manager Development Approvals	PC	PC2104-4	WATKINS STREET, NO.56 (LOT 38), WHITE GUM VALLEY - TWO STOREY SINGLE HOUSE - (JCL DA0512/20)	Determination letter issued	Complete	13/04/2021
Manager Development Approvals	PC	PC2104-6	MONTGOMERY STREET, NO. 5 (LOT 10), BEACONSFIELD - LANDSCAPING VARIATION TO PREVIOUS PLANNING APPROVAL (DA0406/19 - FOUR, TWO STOREY GROUPED DWELLINGS) – (NB VA0003/21)	Determination letter issued	Complete	14/04/2021
Manager Development Approvals	PC	PC2104-5	REES STREET, NO. 4/10 (LOT 4), O'CONNOR - CHANGE OF USE FROM INDUSTRY – GENERAL TO HEALTH STUDIO – (JCL DA0431/20)	Determination letter issued	Complete	14/04/2021
Manager Development Approvals	OCM	PC2104-7	PAGET STREET, NO. 91 (LOT 1179), HILTON – DEMOLITION OF SINGLE HOUSE, RETAINING AND SITE WORKS (TG DA0046/21)	Determination letter issued	Complete	5/05/2021
Manager Development Approvals	PC	PC2105-1	COMMERCIAL STREET NO.6 (LOT 27), SOUTH FREMANTLE - PARTIAL RECONSTRUCTION OF EXISTING SINGLE HOUSE AND SINGLE STOREY ADDITIONS AND ALTERATIONS – (JL DA0316/20)	Determination letter issued	Complete	11/05/2021
Manager Development Approvals	PC	PC2105-3	STRANG STREET, NO. 37 (LOT 93), BEACONSFIELD – TWO STOREY SINGLE HOUSE (TG DA0054/21)	Determination letter issued	Complete	11/05/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Development Approvals	OCM	SPT2105-1	SOUTH TERRACE, NO. 65 (LOT 12), FREMANTLE – SIX STOREY HOTEL, OFFICE AND SHOP (SDAU REFERRAL) – (NB/JK DA0111/21)	Extension of time request supported	Complete	20/05/2021
Manager Development Approvals	OCM	PC2105-2	MCLAREN STREET, NO. 15 (LOT 25), SOUTH FREMANTLE DEMOLITION OF EXISTING SINGLE HOUSE AND CONSTRUCTION OF A SINGLE STOREY SINGLE HOUSE WITH AN ANCILLARY DWELLING – (NB DA0508/20)	Applicant advised of deferral	Complete	4/06/2021
Manager Development Approvals	PC	PC2106-2	TYDEMAN ROAD, NO. 26 (LOT 24) NORTH FREMANTLE – PARTIAL CHANGE OF USE TO LUNCH BAR (TG DA0157/21)	Determination letter issued.	Complete	8/06/2021
Manager Development Approvals	PC	PC2106-3	ELLEN STREET, NO. 11 (LOT 3), FREMANTLE – RETROSPECTIVE APPROVAL FOR THREE SEA CONTAINERS AND CARPORT ALTERATIONS TO EXISTING INDUSTRY SERVICE (BAKERY) – DA0240/20	Determination letter issued.	Complete	8/06/2021
Manager Development Approvals	PC	PC2106-4	DALY STREET, NO. 3 (LOT 108), SOUTH FREMANTLE – DEMOLITION OF EXISTING SINGLE HOUSE AND OUTBUILDINGS (NB DA0089/21)	Determination letter issued.	Complete	8/06/2021
Manager Development Approvals	PC	PC2106-5	FIELD STREET, NO. 12 AND 14 AND LEWINGTON STREET, NO. 17 AND 19 (LOTS 6, 7, 51 AND 52) BEACONSFIELD – DEMOLITION OF FOUR SINGLE HOUSES (TG DA0530/20, DA0531/20, DA0532/20 AND DA0533/20)	Determination letter issued and application advised of referral (DA0533/20)	Complete	8/06/2021
Manager Development Approvals	OCM	PC2106-1	HIGH STREET, NO. 162 (LOT 464), FREMANTLE – FOUR STOREY EDUCATIONAL ESTABLISHMENT BUILDING – (CS DA0370/20)	Determination letter issued.	Complete	1/07/2021
Manager Development Approvals	OCM	PC2106-5	FIELD STREET, NO. 12 AND 14 AND LEWINGTON STREET, NO. 17 AND 19 (LOTS 6, 7, 51 AND 52) BEACONSFIELD – DEMOLITION OF FOUR SINGLE HOUSES (TG DA0530/20, DA0531/20, DA0532/20 AND DA0533/20)	Determination letter issued.	Complete	1/07/2021

Motions other than Development Applications (DA's) completed in the reporting period

1 March 2021 to 30 June 2021

The motions included in this section are all other decisions made by Council except DA's that have been completed.

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken or actions that have been undertaken.</i>	Status	Completion date
Manager City Design and Projects	OCM	FPOL2002-4	KINGS SQUARE – WHADJUK NOONGAR NAMING	Re-Naming project is now complete, with Minister for Lands approving the new name, 'Walyalup Koort' meaning Heart of Fremantle.	Complete	23/06/2021
Manager City Design and Projects	OCM	SPT2008-3	FREMANTLE OVAL UPDATE REPORT	Principles Diagram is amended. Oval Masterplan is completed. State Government has agreed to build a new public road on southern boundary.	Complete	28/04/2021
Manager Strategic Planning	SPT	SPT2009-2	SCHEME REVIEW: REVIEW OF LAND USE DEFINITIONS: PROPOSED SCHEME AMENDMENT	Documents processed and referred to Environmental Protection Authority (EPA) & Western Australian Planning Commission for approval to advertise 2/10/2020. Advertising occurred 11/12/20 - 9/2/21. Report to Council on outcomes of advertising submitted to Strategic Planning & Transport Committee 17/03/21	Complete	17/03/2021
Manager Strategic Planning	OCM	SPT2009-4	CENTRAL AREA TRANSIT (CAT) REVIEW – APPROACH & OBJECTIVES	Engagement with potential funding partners commenced 29/9/2020. Report to Council submitted to Strategic Planning & Transport Committee 17/03/21	Complete	17/03/2021
Manager Economic Development and Marketing	OCM	FPOL2010-10	TENDER – WALYALUP CIVIC CENTRE HOSPITALITY SPACE	Tender process finished. Continuing to seek opportunities to fill the space as part of an ongoing process.	Complete	21/04/2021
Manager Infrastructure Engineering	FPOL	FPOL2011-1	FREMANTLE AND SOUTH FREMANTLE SPEED ZONE PROPOSAL	Speed zone signage drawings completed by City and approved by Main Roads Western Australia (MRWA). Currently awaiting update from MRWA regarding programme for implementation. City officers currently working on communications plan for project. See: https://www.fremantle.wa.gov.au/fremantle-and-south-fremantle-40kmh-precinct MRWA have commenced work at the start of June 2021, expected completion end of June 2021.	Complete	30/06/2021
Manager Strategic Planning	SPT	SPT2011-2	HEART OF BEACONSFIELD MASTERPLAN – REVISED DRAFT FOR APPROVAL TO ADVERTISE	Website updated. Engagement occurred 19/1/21 - 21/2/21. Report to Council on outcomes of advertising submitted to Planning Committee 7/4/21	Complete	7/04/2021
Manager Strategic Planning	OCM	FPOL2011-9	STRATEGIC DOCUMENTS AUDIT AND STRATEGIC COMMUNITY PLAN REVIEW	Strategic Community Plan Review brief definition commenced. Requests for Proposals sought to 8/2/21. Report to Council on proposed engagement methodology and budget requirements submitted to Finance, Policy, Operations & Legislation Committee 10/03/2021	Complete	24/03/2021
Manager Strategic Planning	OCM	SPT2011-3	WEST END HERITAGE AREA – DRAFT LOCAL PLANNING POLICY 3.21 & POTENTIAL PLANNING SCHEME AMENDMENT – OUTCOMES OF PUBLIC CONSULTATION	Submitters notified, final policy published (11/12/20). Scheme Amendment document processed and referred to Environmental Protection Authority. Consultation occurred 14/4-26/5/21 and referred back to the Strategic Planning & Transport Committee 21/7/21	Complete	21/07/2021
Director Infrastructure	OCM	C2012-6	WASTE TO ENERGY (RESIDUAL WASTE)	Agreements have been agreed and signed with Kwinana Waste To Energy (WTE) Project Co PTY LTD.	Complete	14/04/2021
Manager Infrastructure Engineering	FPOL	Petition	Submitted 20 January 2021 (FPOL) Cr Andrew Sullivan presented a petition containing 244 signatures, requesting the following: <i>The South Fremantle community calls on the City of Fremantle, Main Roads WA, and WA State Government to install safer pedestrian crossing signals at the intersection of Scott Street and Marine Terrace. This intersection is the only formal crossing into South Beach, with vehicle traffic turning in and out of the public car park, as well as the Fremantle Sailing Club. We propose that the traffic lights incorporate a clearly designated walking phase, and subsequent right turn for exiting vehicle traffic.</i>	Response provided at Finance Policy Operations and Legislation Committee on 12 May 2021. See FPOL2105-5.	Complete	12/05/2021
Manager Parks and Landscapes	FPOL	Petition	Submitted 20 January 2021 (FPOL) Cr Adin Lang presented a petition containing approximately 1300 signatures, requesting the following: <i>Increase funding for more trees, shade and wildlife in Fremantle by turning our city into an Urban Forest!</i>	Officers submitted a report to the Finance, Policy, Operations and Legislation Committee in April 2021.	Complete	28/04/2021
Manager Infrastructure Engineering	OCM	FPOL2101-8	FREMANTLE PARK CARPARK	Council has deferred this item – Officers will review options again in line with the recommendations of the Community Sport and recreation Plan and following confirmation of acceptance of an updated parking strategy.	Complete	29/01/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Governance	OCM	FPOL2101-13	SUBMISSION TO THE SALARIES AND ALLOWANCES TRIBUNAL – DEPUTY MAYORAL ALLOWANCE INCREASE	Submission is dependent on future factors as outlined in the report. The results of the State election have been delayed and any actions are reliant on the outcome of that election. Letter sent to the Salaries and Allowances Tribunal on 10 May 2021 requesting consideration of amendment to allow increased remuneration of the Deputy Mayor while 'acting' in the position of Mayor for an extended period of time.	Complete	10/05/2021
Manager Parks and Landscapes	OCM	FPOL2101-14	ELECTED MEMBER MOTION – INCREASING CANOPY COVER AND BIODIVERSITY IN THE CITY OF FREMANTLE – COUNCILLOR ADIN LANG	Officers submitted a report to the Finance, Policy, Operations and Legislation Committee in April 2021.	Complete	28/04/2021
Manager Economic Development and Marketing	FPOL	FPOL2102-5	CONFIDENTIAL REPORT – REVIEW OF TENDERS RECEIVED FOR THE PROPOSED SALE OF 7-15 QUARRY STREET, FREMANTLE	Officers continuing to negotiate with highest bidder received as part of the Expression of Interest process.	Complete	21/04/2021
Manager Asset Management	FPOL	FPOL2103-3	ACCEPTANCE OF TENDER – FCC0565/20 ARTHUR HEAD REHABILITATION WORKS	Contract awarded.	Complete	15/03/2021
Manager Field Services	OCM	Petition	A Petition including 80 signatures from dog owners relating to the dog management trial at Stevens Reserve was presented to Council.	Report submitted for Finance, Policy, Operations and Legislation Committee on 14/04/21. Gates reinstalled on 16 April 2021.	Complete	16/04/2021
Director City Business	OCM	C2102-5	NOTICE OF MOTION – ENCRoACHMENT AT MCCABE PARK, NORTH FREMANTLE – CR DOUG THOMPSON	Officers have advised the affected property owners of the Council Decision. No further action is required by the City.	Complete	12/04/2021
Manager Arts and Culture	OCM	FPOL2103-6	ARTIST STUDIO PROGRAM POLICY	Adopted policy published on the City's website.	Complete	27/04/2021
Manager Finance	OCM	FPOL2103-7	BUDGET REVIEW 2020-2021	Budget amendments updated in the City's accounting system (Technology One)	Complete	25/03/2021
Manager Strategic Planning	OCM	FPOL2103-9	STRATEGIC COMMUNITY PLAN REVIEW 2022: PROPOSED ENGAGEMENT METHODOLOGY	Tendering consultants notified 31/3/21. Budget request updated. Appointment of additional staff member pending budget confirmation 1/7/21	Complete	31/03/2021
Manager Strategic Planning	OCM	FPOL2103-8	CLIMATE CHANGE ENGAGEMENT	Submitters notified. Website updated. Youth Network presentation programmed (10/5/21)	Complete	31/03/2021
Manager Strategic Planning	OCM	FPOL2103-11	NOTICE OF MOTION BY CR RACHEL PEMBERTON – COMMUNICATION OF DIVERSE AND AFFORDABLE HOUSING OBJECTIVES AND CONCERNS TO THE MINISTER FOR HOUSING AND STATE HOUSING AUTHORITY	Letters for Minister for Housing & Director General of Department of Communities sent approx. 12/4/21.	Complete	12/04/2021
Manager Strategic Planning	OCM	SPT2103-2	MEDIUM DENSITY CODE - SUBMISSION	Submissions made to Department of Planning, Chairman of Western Australian Planning Commission & Western Australian Local Government Association 1/4/21. Meeting with Chairman scheduled for 8/5/21	Complete	1/04/2021
Manager Strategic Planning	OCM	SPT2103-4	REVIEW OF LOCAL PLANNING POLICY 1.3 – PUBLIC NOTIFICATION OF PLANNING PROPOSALS –REVISED POLICY	Updated policy published 1/4/21	Complete	1/04/2021
Manager Strategic Planning	OCM	SPT2103-5	PROPOSED SCHEME AMENDMENT NO. 82 - LAND USE AMENDMENT - OUTCOMES OF ADVERTISING AND FINAL ADOPTION – (SCA0001/20)	Documents executed and referred to Western Australian Planning Commission 14/4/21	Complete	14/04/2021
Manager Governance	OCM	C2103-4	APPOINTING A COUNCILLOR TO PERFORM THE FUNCTIONS OF THE MAYOR	Cr Frank Mofflin appointed and available to undertake functions if the Deputy Mayor is unavailable.	Complete	25/03/2021
Manager Infrastructure Engineering	FPOL	FPOL2104-4	METROPOLITAN REGIONAL ROAD GROUP-ROAD REHABILITATION GRANT APPLICATION 2022/23	2022/23 Metropolitan Regional Road Group Grant application lodged to Main Roads Western Australia.	Complete	23/04/2021
Manager Field Services	OCM	FPOL2104-5	PETITION FOR REINSTATEMENT OF THREE GATES AT STEVENS RESERVE	Gates reinstalled on the 16 April 2021.	Complete	16/04/2021
Manager Parks and Landscapes	OCM	FPOL2104-7	BOOYEEMBARA PARK LANDSCAPE PLAN	Officers have commenced detailed design of the stage 1 works with the intention of completing the works in time for the opening of the Golf Clubhouse and Community facility.	Complete	30/07/2021
Manager Governance	OCM	FPOL2104-8	ADOPTION OF MODEL CODE OF CONDUCT FOR COUNCIL AND MODEL STANDARDS FOR EMPLOYING CHIEF EXECUTIVE OFFICERS	Model code of conduct for council and Model standards for employing chief executive officers have been added to the City's website as adopted.	Complete	11/05/2021
Manager Governance	OCM	FPOL2104-9	REQUEST MAYORAL VACANCY REMAIN UNFILLED 2021	Letter sent to the Electoral Commissioner - 05/05/2021. Electoral Commissioner responded on 06/05/2021 to agree to allow the vacancy to remain.	Complete	5/05/2021
Manager City Design and Projects	OCM	FPOL2104-6	FREMANTLE OVAL MASTERPLAN	Masterplan adopted. Project partners now using this document for advocacy purposes.	Complete	28/04/2021
Manager Finance	OCM	FPOL2104-10	BUDGET AMENDMENTS - MARCH 2021	Budgets amended after adoption by Council	Complete	30/04/2021
Director City Business	OCM	FPOL2104-12	ADVERTISING OF THE PROPOSED DIFFERENTIAL RATE FOR THE 2021/22 FINANCIAL YEAR	The City's differential rates were advertised in the West Australian on 1 May and the Herald on 8 May.	Complete	8/05/2021
People and Culture Director	OCM	FPOL2104-13	ELECTED MEMBER MOTION – REFLECTING ON THE DIVERSITY OF OUR COMMUNITY THROUGH OUR COUNCILLORS AND EMPLOYEES – COUNCILLOR FRANK MOFFLIN	Councillor Mofflin stated that he will return the item to the next appropriate Finance Policy Operations and Legislation Committee meeting when he has undertaken further consultation.	Complete	28/04/2021
Manager Finance	OCM	ARM C2104-2	ADOPTION OF THE DEBTOR MANAGEMENT POLICY	Debtor policy published on the City's website and introduced to Revenue / Rates Teams prior to implementation from FYR 21/22	Complete	1/05/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Finance	OCM	ARM C2104-1	ANNUAL FINANCIAL STATEMENTS 30 JUNE 2020	Statements Published on-line and ready for Electors Meeting in June 2021	Complete	30/04/2021
People and Culture Director	OCM	C204-4	CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS	In progress – a report to next council meeting for selection of panel member.	Complete	4/06/2021
People and Culture Director	OCM	C2104-6	RESIGNATION OF THE CHIEF EXECUTIVE OFFICER	In progress – appointment of acting CEO report to next council	Complete	4/06/2021
Chief Executive Officer	OCM	C2104-5	NOMINATION OF AN INTERIM CHIEF EXECUTIVE OFFICER	Nomination accepted – report to council for appointment to follow.	Complete	26/05/2021
Manager Infrastructure Engineering	FPOL	FPOL2105-6	HIGH STREET UPGRADE – RENAMING OF NEW LOCAL ROADS	Revised report included into the Finance, Policy, Operations and Legislation Committee held in the North Fremantle Community Hall on Wednesday, 9 June 2021. See Minutes, referencing the Committee Decision Item (FPOL2106-2)	Complete	9/06/2021
Manager Infrastructure Engineering	FPOL	FPOL2105-5	RESPONSE TO PETITION - MARINE TERRACE & SCOTT STREET PEDESTRIAN IMPROVEMENTS	Main Roads Western Australia (MRWA) has committed to deliver the required improvements and update City officers when complete.	Complete	12/05/2021
Manager Asset Management	FPOL	FPOL2105-1	ACCEPTANCE OF TENDER – FCC575/21 FREMANTLE LEISURE CENTRE POOL ROOF REPLACEMENT	Preferred tenderer has withdrawn their offer.	Complete	31/05/2021
Manager Facilities and Environmental Management	FPOL	FPOL2105-4	ACCEPTANCE OF TENDER EXEMPT PURCHASE – WFC075/21 – SUPPLY OF CONTESTABLE ELECTRICITY	Contract awarded.	Complete	10/06/2021
Manager Community Development	OCM	FPOL2105-7	GRANTS AND SPONSORSHIP POLICY	Council endorsed the Policy 26 May 2021 and repeal the following policies - Community Development Funding Policy (SG22) - Event Sponsorship Policy (SG59) - Donations Policy (SG54) and - Sister Cities Funding Policy (OP 44) Adopted policy published on the City's website.	Complete	1/07/2021
Manager Finance	OCM	FPOL2105-8	BUDGET AMENDMENTS - APRIL 2021	Budget updated in the Technology One system	Complete	28/05/2021
Manager Governance	OCM	FPOL2105-9	ADOPTION OF THE ANNUAL REPORT AND SETTING THE DATE FOR THE ANNUAL GENERAL MEETING OF ELECTORS	Report adopted, date set and advertised meeting to be held on 21 June 2021.	Complete	12/06/2021
Manager Governance	OCM	FPOL2105-10	ADOPTION OF THE COUNCIL AND COMMITTEE MEETING SCHEDULE FOR THE PERIOD OF JULY 2021 TO JUNE 2022	Schedule adopted and added to the website. Internal and Elected Member calendars updated.	Complete	2/06/2021
Manager Governance	OCM	FPOL2105-11	DELEGATED AUTHORITY REGISTER REVIEW 2021	Delegated Authority Register updated and forwarded to Chief Executive Officer for sub delegation review.	Complete	9/06/2021
Manager Strategic Planning	OCM	SPT2105-2	SCHEME REVIEW: AMENDMENT 84 – NORMALISATION OF COMPLETED STRUCTURE PLAN AREAS - INITIATION	Documents executed and referred to Environmental Protection Authority 10/6/21. Referred to Western Australian Planning Commission 20/7/21. Policy document updated 4/7/21	Complete	4/07/2021
Manager Strategic Planning	OCM	SPT2105-3	AMENDMENT 85 TO LPS 4 – CORRECTION OF LOCAL & NEIGHBOURHOOD CENTRE NOMENCLATURE	Documents executed and referred to Environmental Protection Authority 2/6/21. No comments received. Documents referred to Western Australian Planning Commission 02/07/2021	Complete	2/07/2021
Manager Strategic Planning	OCM	SPT2105-4	REVIEW OF WHITE GUM VALLEY LOCAL PLANNING POLICIES	Notice of revocation published 10/6/21. Policies removed from webpage.	Complete	10/06/2021
Manager City Design and Projects	OCM	C2105-1	KINGS SQUARE – "WHAT'S IN A NAME?" PROJECT FINDINGS	Action Complete. Approval granted from Minister of Lands 22 June 2021	Complete	22/06/2021
People and Culture Director	OCM	C2105-5	CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION PANEL – RECOMMENDATION OF INDEPENDENT PANEL MEMBER	Rob McDonald appointed as Independent panel member	Complete	4/06/2021
Chief Executive Officer	OCM	C2105-6	APPOINTMENT OF ACTING CEO	Acting Chief Executive Officer appointment processed and activated.	Complete	4/06/2021
Manager Economic Development and Marketing	FPOL	FPOL2106-3	KINGS SQUARE PLACE DEVELOPMENT WORKING GROUP AMMENDMENT TO TERMS OF REFERENCE	Terms of reference have been updated	Complete	10/06/2021
Manager Infrastructure Engineering	FPOL	FPOL2106-2	HIGH STREET UPGRADE – RENAMING OF NEW LOCAL ROADS	Road names proposed will be submitted to the Geographic Names Committee and consultation with the South West Aboriginal Land and Sea Council is underway.	Complete	30/06/2021
Manager Finance	OCM	C2106-1	ADOPTION OF THE ANNUAL BUDGET 2021/2022	Budget uploaded into TechOne system	Complete	18/07/2021
Manager Finance	OCM	FPOL2106-6	BUDGET AMENDMENTS - MAY 2021	Budget updated in TechOne system	Complete	25/06/2021
Manager Communications and Events	OCM	FPOL2106-7	COMMERCIAL EVENTS POLICY REVIEW	Policy uploaded to the website, as adopted.	Complete	21/07/2021
Manager Asset Management	OCM	FPOL2106-9	FREMANTLE MARKETS REFURBISHMENT WORKS TENDER	No action required.	Complete	23/06/2021
Manager Governance	OCM	FPOL2106-5	ADOPTION OF COMPLAINT OF THE COUNCIL CODE OF CONDUCT, DIVISION 3, COMPLAINT HANDLING POLICY	Policy has been published on the City's website, as adopted. A new City of Fremantle web site page has been created to provided information and links to the relevant legislation.	Complete	5/07/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken or actions that have been undertaken.</i>	Status	Completion date
Manager Strategic Planning	OCM	FPOL2106-8	SUSTAINABLE EVENTS POLICY REVIEW	Policy maintained. Improved implementation processes being pursued (ongoing). No further action required.	Complete	24/06/2021
Manager Finance	OCM	ARM C2106-3	OVERDUE DEBTORS REPORT AS AT 31 MAY 2021	Adopted by Council 23/06/2021	Complete	24/06/2021
Manager Governance	OCM	ARM C2106-6	INFORMATION REPORT – JUNE 2021	Report included on the Councillor portal to enable elected members to re-visit if required and has been added to the recommended reading list in the new councillor induction manual currently under review.	Complete	1/07/2021

Motions where no action was required in the reporting period

1 March 2021 to 30 June 2021

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

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Development Approvals	PC	PC2103-6	INFORMATION REPORT – MARCH 2021 SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only – no action required	Complete	2/03/2021
Manager Economic Development and Marketing	FPOL	FPOL2103-1	CORPORATE BUSINESS PLAN - QUARTERLY REPORT – OCTOBER TO DECEMBER 2020	For information only – no action required	Complete	11/03/2021
Manager Community Development	FPOL	FPOL2103-2	FPOL COMMITTEE INFORMATION REPORT - MARCH 2021 IMPLEMENTATION OF CHILD SAFETY OFFICERS IN LOCAL GOVERNMENT – CONSULTATION SUBMISSION	For information only – no action required	Complete	11/03/2021
Manager Finance	OCM	C2102-3	SCHEDULE OF PAYMENTS JANUARY 2021	For information only – no action required	Complete	25/03/2021
Manager Finance	OCM	C2103-1	MONTHLY FINANCIAL REPORT - FEBRUARY 2021	For information only – no action required	Complete	25/03/2021
Manager Finance	OCM	C2103-2	STATEMENT OF INVESTMENTS – FEBRUARY 2021	For information only – no action required	Complete	25/03/2021
Manager Finance	OCM	C2103-3	SCHEDULE OF PAYMENTS FEBRUARY 2021	For information only – no action required	Complete	25/03/2021
Manager Development Approvals	PC	PC2104-8	INFORMATION REPORT – APRIL 2021 SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only – no action required	Complete	8/04/2021
Manager Economic Development and Marketing	FPOL	FPOL2104-2	CORPORATE BUSINESS PLAN - QUARTERLY REPORT – JANUARY TO MARCH 2021	For information only – no action required	Complete	15/04/2021
Manager Finance	OCM	ARMC2104-3	PURCHASING POLICY EXEMPTIONS FEBRUARY 2021 TO MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Finance	OCM	ARMC2104-4	OVERDUE DEBTORS REPORT AS AT 31 MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Finance	OCM	ARMC2104-5	TENDERS AWARDED UNDER DELEGATION FEBRUARY 2021 TO MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Governance	OCM	ARMC2104-6	INFORMATION REPORT – APRIL 2021 STATUS REPORT OF COUNCIL MOTIONS – 1 JANUARY 2021 TO 28 FEBRUARY 2021 STATUS REPORT OF AUDIT ACTIONS TO 31 MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Finance	OCM	C2104-1	MONTHLY FINANCIAL REPORT - MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Finance	OCM	C2104-2	STATEMENT OF INVESTMENTS – MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Finance	OCM	C2104-3	SCHEDULE OF PAYMENTS MARCH 2021	For information only – no action required	Complete	29/04/2021
Director City Business	OCM	ARMC2104-7	RISK REPORT – APRIL 2021	For information only – no action required	Complete	29/04/2021
Manager Development Approvals	PC	PC2105-4	INFORMATION REPORT – MAY 2021 1. SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY 2. UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only – no action required	Complete	6/05/2021
Manager Customer Experience and Learning	FPOL	FPOL2105-3	FPOL2105-3 INFORMATION REPORT - FREMANTLE LIBRARY BI-ANNUAL REPORT 2020-2021	For information only – no action required	Complete	12/05/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Finance	OCM	C2105-2	MONTHLY FINANCIAL REPORT - APRIL 2021	For information only – no action required	Complete	26/05/2021
Manager Finance	OCM	C2105-3	SCHEDULE OF PAYMENTS APRIL 2021	For information only – no action required	Complete	26/05/2021
Manager Finance	OCM	C2105-4	STATEMENT OF INVESTMENTS – APRIL 2021	For information only – no action required	Complete	26/05/2021
Manager Development Approvals	PC	PC2106-6	INFORMATION REPORT – JUNE 2021 1. SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY 2. UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only – no action required	Complete	3/06/2021
Manager Finance	OCM	ARMC2106-1	CITY OF FREMANTLE VALUATION OUTCOMES JUNE 2020	For information only – no action required	Complete	24/06/2021
Manager Finance	OCM	ARMC2106-2	PURCHASING POLICY EXEMPTIONS FEBRUARY 2021 TO MAY 2021	For information only – no action required	Complete	24/06/2021
Manager Finance	OCM	ARMC2106-4	TENDERS AWARDED UNDER DELEGATION February 2021 TO MAY 2021	For information only – no action required	Complete	24/06/2021
Director Infrastructure	OCM	ARMC2106-5	INFORMATION REPORT - NEXT STEPS TO COMPLETE WALYALUP CIVIC CENTRE	For information only – no action required	Complete	24/06/2021
Manager Finance	OCM	C2106-2	MONTHLY FINANCIAL REPORT - MAY 2021	For information only – no action required	Complete	24/06/2021
Manager Finance	OCM	C2106-3	STATEMENT OF INVESTMENTS – MAY 2021	For information only – no action required	Complete	24/06/2021
Manager Finance	OCM	C2106- 4	SCHEDULE OF PAYMENTS MAY 2021	For information only – no action required	Complete	24/06/2021
Director City Business	OCM	ARMC2106-6	RISK REPORT – JUNE 2021	For information only – no action required	Complete	24/06/2021

ATTACHMENT 1 - Audit actions progress report to 30 June 2021

Systems and Procedures Review - Internal Control
(Commenced December 2019)

Audit area	Responsible officer	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Liaising with legal advisers	Manager Governance	Introduce a policy or procedure providing guidance to employees in regard to when to contact legal advisers and which legal service provider to contact, according to the type of matter.	Agreed, the Governance Team are considering the development of a procedure in regard to when to contact legal advisers and which legal service provider to contact, according to the type of matter. The City currently has a register that captures legal advice received to avoid duplication and extra costs.	The development of a procedure on seeking legal advice has commenced. An administration Policy ("CEO Procedure") has been developed and will be presented to ELT for final consideration/adoption. Administration Policy "Seeking Legal Advice" was adopted on 31 March 2021.	Administration Policy "Seeking Legal Advice" was adopted on 31 March 2021.	31/1/2021	31/3/2021	Complete	31/3/2021
Records management training	Manager Information Technology	Conduct internal records management audits to monitor the effectiveness of record management training.	Audits for internal records management will be put in place once the new system has gone live, results will be published to managers for analysis and improvement developments. Records will be kept	Training is agile and ongoing. Compulsory training is provided to new staff, refresher courses provided to existing staff with training materials being targeted to the role being performed. M-Files training is being added to the City's Learning Management System so that this can be better tracked and reported on.	No further update.	30/6/2021		Complete	
Inductions and On-Boarding	Director People and Culture	Review the new online induction programme annually to ensure it remains contemporary and effective. Introduce a requirement for forms to be signed following site specific inductions acknowledging that the employee has received and understood the information provided.	Accepted	The new HRIS is in testing phase and is yet to be finalised – expecting this to be early in 2021. These functions are all part of that system. The online induction parts of the process are signed off when completed via an e form saved in the employee e file. There has been delays in the HRIS implementation due to contractor issues so more likely to be later in 2021. P&C Induction eForm now includes employee acknowledgement.	P&C Induction eForm now includes employee acknowledgement.	31/3/2021	30/6/2021	Complete	31/5/2021
Review of council and administration Policies	Manager Governance	Introduce a periodic City-wide policy review to: - minimise the risk of policies becoming outdated; - ensure consistency of formatting between policies; and - promote culture where employees bring all proposed policy amendments to the attention of council.	The Governance Team, are planning a city-wide review of policy to be undertaken within the next 12 – 18 months.	The policy review has commenced, and is currently in the first stage. Initial meetings with managers have been completed and the manager responsibility for each of the policies has been re-allocated where required. The governance team have grouped the policies into business unit, and the next stage is to review each group of policies, one business unit at a time.	Policy review has recommenced. First group of policies ready for council review in September.	1/10/2021		Ongoing	
Recording the use of delegations	Manager Governance	Conduct an internal review to ensure the use of delegations is being correctly recorded. Include the following in all delegations: - instructions of the required recording process (as per the Act and associated regulations); - the location for recording the use of the delegation.	Agreed, training for delegated officers is being considered for development and following its implementation, an internal review on how different areas are capturing the use of delegation will be undertaken. 12/07/2021 - Training still under development.	A training package for delegated officers is currently being developed. On hold due to staffing availability issues. 13/05/21 – training is being developed pending roll out following adoption of the RoDA review anticipated at May OCM.	13/05/21 – training is being developed pending roll out following adoption of the RoDA review anticipated at May OCM.	31/1/2021	01/11/2021	Ongoing	
Checking employee qualifications	Director People and Culture	Monitor the new system, once in place, to ensure that electronic reminders for licence expiry dates are properly implemented.	This is a feature of the new HRIS system. This will be monitored once in place.	The new HRIS is in testing phase and is yet to be finalised – expecting this to be early in 2021. There has been delays in the HRIS implementation due to contractor issues so more likely to be later in 2021.	There has been delays in the HRIS implementation due to contractor issues so more likely to be later in 2021.	31/3/2021	30/06/2021 31/07/2021	Ongoing	
Risk assessments	Procurement Team Leader	Implement processes to reinforce awareness of risk management procedures with relevant employees. Ensure all teams are managing risk in a manner which is consistent with the risk management policy and risk management framework.	We will work with Management Team to identify employees who require knowledge of Risk Policy and Procedure. We will implement workshops to improve awareness and understanding of the Framework and Policy	A risk management group has commenced meeting to determine the best way of implementing the risk assessment process in the City. Remains ongoing at present.	Remains ongoing at present.	30/6/2021		Ongoing	
Risk management training	Procurement Team Leader	Review the risk assessment training programme to ensure all employees are aware of risk management processes. Include risk management training as part of the induction process where appropriate.	Will review and advise Management Team on best way to implement this.	Remains ongoing. This item is still being considered by the Risk Management Group. Remains ongoing at present.	Remains ongoing at present.	30/6/2021		Ongoing	

Systems and Procedures Review - Risk Management
(Commenced September 2020)

Audit area	Responsible officer	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Inductions and on-boarding	Manager People and Culture	Ensure managers sign off on tailor made inductions for their team members.	P&C to develop an eForm checklist. Estimated completion – 31/12/2020	This action has been delayed. New Recruitment Officer commenced 6 Jan 2021. Estimated completion - March 2021 P&C Induction eForm has now been updated to include local induction Manager sign-off	P&C Induction eForm has now been updated to include local induction Manager sign-off	31/12/2020	31/3/2021	Complete	31/5/2021
Occupational safety and health framework	Manager People and Culture	Review the Occupational Health and Safety Management Direction. (We understand from the City's employees that the City intends to replace the Management Direction with a new policy once the Work Health and Safety Act 2020 (WHA) comes into effect)	Agreed. Estimated completion – 31/12/2020	A new WHS policy is in place.	A new WHS policy is in place.	31/12/2020	31/7/2021	Complete	31/5/2021
Project reviews and physical inspections	Manager Asset Management	Consider formalising the inspection process to ensure all projects are regularly visited. This could mean defining the frequency of inspections in the Project Management Plan at the commencement of each project.	The City will review the Project Management Framework and include guidance on project inspection frequency. Estimated completion - 30/6/2021	Inspection frequency included in Project Management templates	Inspection frequency included in Project Management templates	30/6/2021		Complete	31/5/2021
Role descriptions	Manager People and Culture	Specify risk management requirements in manager/supervisor role descriptions, and others where warranted.	Agreed where applicable. Estimated completion – 31/12/2020	This action has been delayed. All position descriptions being reviewed as vacancies arise. Standard wording for manager/supervisor role descriptions has been agreed. Estimated completion - March 2021. Recent turnover of P&C admin staff expected to delay completion to April 2021 All new PD's include specific risk management and OHS requirements. Specific project now underway to update 300+ existing PD's. Anticipated this will take a further 2-3 months (by September 2021)	All new PD's include specific risk management and OHS requirements. Specific project now underway to update 300+ existing PD's. Anticipated this will take a further 2-3 months (by September 2021)	31/12/2020	30/04/2021 30/09/2021	Ongoing	
Identifying and minimising misconduct, fraud and theft	Procurement Team Leader	Civic Legal understands the City intends to introduce 'mini audits' to address specific or localised topics. Ensure misconduct, fraud and theft are addressed in these 'mini audits'. Provide training sessions on misconduct, fraud and theft to relevant employees on an annual basis. These sessions could include the relevant sections of the Code of Conduct, the Grievance Policy and making a report to the CCC or Public Information Commissioner. Review the Use of Corporate and Purchasing Cards Procedure. If not done already, finalise and adopt the Transaction Card Policy and Procedure. Ensure the adoption date (and review dates) is recorded on the document.	Transaction Card Policy and Procedure with ELT for adoption / discussion. Fraud and misconduct is covered in a number of policies and procedures organisation wide. Further reminders and training is required in this area. Estimated completion – 31/12/2020	Transaction Card Procedure and Policy adopted by ELT in November 20. Fraud and Misconduct Training under review – estimated completion 30 June 2021 Training slides issued to Director City Business and Manager Finance for review and comment early March 2021. No feedback or guidance received despite multiple requests. Remains ongoing at present.	Remains ongoing at present.	31/12/2020	30/6/2021	Ongoing	
Contract management	Procurement Team Leader	Consider adopting a Contract Management Plan template document to assist employees who are managing contracts. This should include formalising the contract inspection process to ensure contractual terms are being performed, and KPI review meetings. Consider offering specific training to relevant employees undertaking contract performance/assessment reviews.	A Contract Management Plan template is under development to be available alongside the recently adopted Contract Procedures. Estimated completion - 31/12/2020	Contract Management Plan under review – draft issued in November 20 with review taking place early Jan 21. Contract Procedures adopted August 20 and available on CoF. Training with relevant users under way since mid-December 20. Estimated completion June 21 Remains ongoing at present.	Remains ongoing at present.	31/12/2020	30/6/2021	Ongoing	
Information technology (IT) security protocols	Manager Information Technology	Introduce a checklist or compliance calendar to assist the IT Team (and future team members) in ensuring all IT security protocols are undertaken at the correct times. Ensure the Information Security Risk Management Plan is reviewed annually.	The City's IT team will review the introduction of a compliance calendar. The Information Security Risk Management Plan is currently being reviewed and updated. Completion scheduled for November 2020. Estimated completion – 30/11/2020	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	30/11/2020	31/03/2021 31/05/2021 30/09/2021	Ongoing	

Audit area	Responsible officer	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Risk reporting	Procurement Team Leader	Ensure managers receive risk management training (including risk reporting) as a part of their regular training regime. Conduct basic risk reporting training for relevant officers. Maintain employee awareness of the risk reporting process through regular reminders at team meetings.	Training with Managers and ELT took place in August 2020 to further clarify and understand the risk process and responsibilities. City aims to roll out basic training across all levels in early 2021.	Training for remaining employees under review by Risk Management Group Remains ongoing Remains ongoing at present.	Remains ongoing at present.	30/6/2021		Ongoing	
IT security policy and standards	Manager Information Technology	Develop an IT Security Policy (and accompanying procedural documents) to capture relevant IT security practices.	The City's IT team are currently working to develop an IT Security policy as part of a project to review all Cybersecurity and Disaster Recovery documentation. To be completed within the 2021 FY. Estimated completion – 30/6/2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	30/6/2021	30/9/2021	Ongoing	
IT Disaster Recovery Plan	Manager Information Technology	Ensure the IT Disaster Recovery Plan is reviewed annually. Consider cross referencing the IT Disaster Recovery Plan and the Business Continuity Plan.	The City's IT team are currently reviewing the IT DRP as part of a project to review all Cybersecurity and Disaster Recovery documentation. To be completed within the 2021 FY. Estimated completion – 30/6/2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	30/6/2021	30/9/2021	Ongoing	
Communicating IT changes to employees	Manager Information Technology	Ensure there is a formal procedure in place to guide employees on the method of considering and safely introducing new software.	The City's IT Team will review its existing change procedure for selecting and implementing new software.	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	30/9/2021		Ongoing	
Councillor risk management training	Procurement Team Leader	Include training for 'understanding risk' in a Councillor Training Policy	Risk management is being assessed in a broader context for the City and councillor training will be implemented as part of that process	An initial Risk Management workshop occurred in June for Elected Members. A second workshop is being planned. Ongoing consideration of training will also be reviewed.	An initial Risk Management workshop occurred in June for Elected Members. A second workshop is being planned. Ongoing consideration of training will also be reviewed.	31/3/2021		Ongoing	
Communicating risk to stakeholders	Procurement Team Leader	Complete and implement a Risk Management Policy that encompasses communicating risk to stakeholders for all events and functions.	Events Teams working on this.	Remains ongoing at present.	Remains ongoing at present.	30/6/2021		Ongoing	
Business Continuity Plan	Director City Business	Set a calendar reminder to trigger an annual review of the Business Continuity Plan, the Business Incident Management Plan and the Business Impact Analysis. Ensure all personnel mentioned in the documents are up to date during the annual review. Identify in the Business Continuity Plan who is responsible for the document. Ensure the City completes formal handovers of key documents during team restructures. Include the adoption/approval and review dates in the Disaster Recovery Plan (Appendix to the Record Keeping Plan).	The BCP will be included in the Risk function of the organisation. The City is currently reviewing low risk will be managed and structured in the organisation. The current plan is to implement a new Risk approach within the organisation structure in January 2021. Estimated completion – 31/1/2021	Development of risk framework is currently underway, with most recent progress being the delivery of consultation of proposed approach with elected members. This was carried out Monday 20 July. Executive is continuing to develop framework based on feedback from elected members	Development of risk framework is currently underway, with most recent progress being the delivery of consultation of proposed approach with elected members. This was carried out Monday 20 July. Executive is continuing to develop framework based on feedback from elected members.	31/1/2021	31/12/2021	Ongoing	
COVID-19 management	Manager Strategic Planning	Continue regular monitoring of introduced COVID-19 protocols until community safety can be confirmed (e.g. global inoculation of vaccine).	City requirements for City-organised meetings communicated by responsible officer. Public Health Emergency Operation Centre (PHEOC) Bulletins monitored & circulated to: • Hill Health Officers, • Executive Leadership, • Management Team, • Events Coordinator, • Disure Centre Manager, • Facilities Manager, • Senior People & Culture Project Officer (Workforce Services)	Safe WA registration protocol and infrastructure rolled out 2/1/20. Venue restrictions & management maintained as per Guidelines. Covid Event Plans requested where required. Internal etiquette reminders periodically circulated. Vaccination program commenced in Australian February 2021 (stage 1 of 3). Phase 2a scheduled to commence 17/5/21 4% WA population fully vaccinated.	Phase 2a scheduled to commence 17/5/21 3% WA population fully vaccinated.	Unknown		Ongoing	

Regulation of Consumer Food Safety by Local Government Entities
(Commenced June 2020)

Audit type	Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Regulation of Consumer Food Safety by Local Government Entities	Consumer Food Safety	Manager Field Services	NA	Local government entities should: - work with the Department of Health in the development and implementation of new electronic food safety inspection and recordkeeping systems.	Local government entities in our sample generally accepted the recommendations and confirmed that, where relevant, they will improve inspection and enforcement practices, recordkeeping and compliance reporting for regulating food businesses.	8/07/21 – clarifications to the requirements of the system have delayed the estimated completion date to June 2022.	8/07/21 – clarifications to the requirements of the system have delayed the estimated completion date to June 2022.	31/12/2021	30/06/2022	Ongoing	

Financial Management Review
(Commenced May 2020)

Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Financial Systems and Procedures (Internal Audit Function)	Manager Governance	Medium	<ul style="list-style-type: none"> 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. 	<p>The City's current audit program includes:</p> <ul style="list-style-type: none"> 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. 	<p>On-going review</p> <p>Given increased auditing requirements of the OAG –and the newly focused attention on risk management, additional internal auditing activity is considered unnecessary at this stage.</p> <p>The City will continue to explore internal audit opportunities as resources allow.</p>	<p>Given increased auditing requirements of the OAG –and the newly focused attention on risk management, additional internal auditing activity is considered unnecessary at this stage.</p> <p>The City will continue to explore internal audit opportunities as resources allow.</p>	31/03/2021		Complete	13/05/2021
Procurement (contract management)	Procurement Team Leader	Medium	<ul style="list-style-type: none"> 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. 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. 	<p>Draft contract management policies, procedures, forms and checklists have been submitted to Management for approval before implementation.</p> <p>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.</p>	<p>Procedures and Forms endorsed in August 2020 and distributed internally. Training to commence November 2020.</p> <p>Contract Procedures adopted August 20 and available on CoFi.</p> <p>Training with relevant users under way since mid-December 20. Estimated completion June 21</p> <p>Remains ongoing at present.</p>	Remains ongoing at present.	30/06/2021		Ongoing	
Accounts Payable/Procurement (Purchase Orders)	Procurement Team Leader	Medium	<ul style="list-style-type: none"> 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 the date of accepting their quote clearly stating that the supplier is required to state the purchase order number on their invoices. 	<p>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:</p> <ul style="list-style-type: none"> 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. 	<p>A training programme has been discussed whilst further evidence of the number of transgressions and incidents has been acquired. A report has been submitted to ELT to inform them of the size of the issue. The 8 identified have been spoken to about the process.</p> <p>Reporting and training has continued. The number of purchase orders created after receiving the invoice has reduced by 30%. Further work still required.</p>	Reporting and training has continued. The number of purchase orders created after receiving the invoice has reduced by 30%. Further work still required.	31/12/2021		Ongoing	
Revenue (Cash Receipting and Handling)	Manager Finance	Low	<ul style="list-style-type: none"> The City review the existing procedure documents for the administration and each out centre and establish a more detailed and comprehensive cash receipting and handling processes incorporating: Supervisor sign off of the daily reconciliation. Investigation and approval of cash variances. Supervisor signoff and approval process for cash refunds and POS adjustments Threat of theft - staff safety instructions 	<p>Management agree with the recommendation and have taken steps to implement a standard cash handling process across all business units. This would be an improvement to current practice and would ensure consistency across the organisation.</p>	<p>Actions are ongoing.</p> <p>Cash handling procedures in draft format. Initial meetings have occurred to recognise resourcing requirements necessary in order to meet recommended standard of practice. Workshops scheduled to occur in April 2021 and be fully operational in July 2021</p> <p>Remains ongoing at present.</p>	Remains ongoing at present.	30/06/2021	31/10/2021	Ongoing	

Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Bonds and Trusts Accounts (Bond Account Reconciliation)	Manager Finance	Low	The City ensure that bond account reconciliations are undertaken consistently on a monthly basis and that the City investigate why it has not yet transferred the additional \$35,824 of unrefunded bonds which have been outstanding for over 10 years to the Municipal account.	The City performs monthly reconciliations of all bond and trust fund accounts. During 2019-20 a considerable amount of bonds that were held for over 10 years were identified as eligible for transfer to the City's Municipal account. This was actioned on 3 March 2020 with all bonds up greater than 10 years as at 31 January 2020 being transferred to Municipal account. It is intended that all bonds from 1 February to 30 June 2020 will be actioned this financial year with a further transfer to be processed to the Municipal account in the amount of \$35,824. Further during next financial year finance will investigate and liaise with business units to work on a process to ensure bonds are returned in a timely manner and ensure that bonds held are current.	<p>Actions are ongoing.</p> <p>Complete - Unrefunded bonds in the amount of \$35,824 which have been outstanding for over 10 years were transferred to the Municipal Fund as at 30 June 2020.</p> <p>Ongoing - Finance will investigate and liaise with business units to work on a process to ensure bonds are returned in a timely manner and ensure that bonds held are current.</p> <p>EFT project being undertaken to enable all refunds to be processed via EFT. Staged project that will reduce processing time and result in timely payments</p>	EFT project being undertaken to enable all refunds to be processed via EFT. Staged project that will reduce processing time and result in timely payments	30/06/2021	31/03/2022	Ongoing	
Asset management (Asset Capital Thresholds)	Manager Finance	Low	The asset capitalised threshold guidelines be updated to reflect new asset capitalisation threshold levels.	Since the change asset capitalisation has been in accordance with the revised Financial Management Regulations. The asset capitalised threshold guidelines will be updated to reflect this change in legislation and internal process.	<p>On-going review</p> <p>Complete - Asset capitalisation threshold of greater than \$5,000 was undertaken in 2019-20 financial year in accordance with revised Financial Management Regulations.</p> <p>Ongoing – Asset capitalisation threshold guidelines to be updated to reflect this change in legislation and internal process.</p> <p>Policy in draft in final stages of review.</p>	Policy in draft in final stages of review.	31/03/2021	30/06/2021 30/11/2021	Ongoing	

Interim Audit - Finance
(Year ending 30 June 2020)

Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Discounts raised without approval	Revenue Team Leader	Minor	Management should implement a process and control to monitor the application of discounts applied to fees and charges.	In response to these findings, an internal E-Form will be created to capture the request and approval (subject to relevant criteria) of discounts and subsequent recording of delegation exercised. Criteria and limits to be determined and approved by the relevant business unit Manager through the review process for the annual fees and charges prior to adoption by Council. Approved criteria to be recorded in the City's record management system and where possible, included in Technology One at the point of calculation or alternatively through a fees calculator template.	eForm drafted and in testing phase. Fees and Charges currently under review in preparation for Budget 2021-22 and matrices being developed by responsible team for inclusion in work procedures. To be adopted with annual budget in June 2021.	Complete	31/12/2020	30/06/2021	Complete	30/06/2021
Supplier master files	Procurement Team Leader	Significant	Management should ensure changes made to the vendor Masterfile are appropriately reviewed and approved by an independent officer, including retaining evidence of this process. System access privileges to the master file should be reviewed to ensure that only appropriate, approved staff have access. The City should also perform periodical reviews to remove/deactivate duplicated supplier records.	The City has a procedure in place since November 2017 in relation to changing supplier bank account details to ensure proper controls and segregation of duties. In addition, the Procurement Team Leader runs and checks a report of all supplier bank account changes that have been made in the system before approving each payment run. Based on these audit findings a refresher of the procedure will be undertaken with the Procurement Officers. The refresher will include revisiting the documentation required and completing checks section of the form for audit trail purposes. A further action will be 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. The City will undertake a review of officers having access to change supplier master files details and update security settings as required. A review of duplicate supplier records was undertaken in July 2019 where it was noted that some suppliers have more than one record due to different address or payment methods. To ensure this remains current this task will be added to the end of financial year procedure and checklist to be completed on an annual basis.	Audit of change of bank accounts in place. Procurement Team Leader reviews changes made before releasing payment run. Procedure updated. Review of Officers having ability to amend Supplier Master File, completed. With regard some suppliers having more than one record due to different address or payment methods. This task has been added to the end of financial year procedure and checklist to be reviewed and completed on an annual basis. Remains ongoing at present.	Remains ongoing at present.	31/3/2021	Ongoing		
Asset stocktake procedures	Manager Finance	Moderate	Management should ensure that periodic stocktakes are carried out to confirm the existence of assets and adequate policies and procedures are in place.	A complete physical stocktake of all furniture, art, plant and equipment assets across the organisation (both financial assets and minor assets) is planned to be undertaken in conjunction with the asset revaluation in the 2020-21 financial year. Currently there are some asset physical checks undertaken within business units such as at the Arts Centre on the City's Art Collection and at the Works Depot for various items of plant and equipment. It is acknowledged these are sporadic and that an organisational documented procedure does not exist. The City will develop new process and procedure to put more rigour and consistency across organisation on the control of financial assets and minor assets.	Ongoing Asset audit for Art Collection, Plant and Equipment and Furniture and Equipment is currently in progress. Draft report received in relation to Art Collection under review for completeness.	Draft report received in relation to Art Collection under review for completeness.	30/06/2021	30/09/2021	Ongoing	
Fixed asset reconciliation	Manager Finance	Moderate	Management should perform a monthly reconciliation between the fixed assets register and the general ledger and ensure it is prepared and independently reviewed in a timely manner.	Currently a formal monthly reconciliation between the fixed asset register and the general ledger is in existence at the City. Processing of monthly capitalisation of assets for the new financial year hadn't commenced at the time of the interim audit therefore no reconciliations were required. The processing for the new year was held off until finalisation of year ending 30 June 2019 to ensure the transactions posted in the new year are based on the final audited asset register balances. This practice will be reviewed to determine possible end of year and start of new year improvements.	Ongoing Complete - Monthly reconciliations between asset register and the general ledger are performed. Ongoing – Process for audit trail as evidence of independent review.	No further update.	30/09/2020	30/06/2021	Ongoing	

Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Purchase card acquittals	Procurement Team Leader	Moderate	Management should review their purchasing card policy to ensure that it reflects the current processes.	The purchasing card policy has been reviewed and a supporting procedure has been developed to reflect the current processes. These are awaiting Executive approval. Once adopted a session will be held with all users to inform them of their obligations and reporting requirements.	Transaction Card Procedure and Policy adopted by ELT in November 20. Training with users of cards pencilled in for February 21 Training changed to May 21 Remains ongoing at present.	Remains ongoing at present.	31/03/2021		Ongoing	
Cancellation of purchase cards	Procurement Team Leader	Moderate	Management should review their policy regarding the cancellation of cards due to lost cards and terminated employees. There should be regular communication between payroll and finance to ensure purchases cards are retrieved and cancelled on or before termination.	The current purchase card policy requires the cancellation of cards in a timely manner when an employee terminates employment with the City. The purchasing card policy has been reviewed and a supporting procedure has been developed to strengthen the process of card cancellation due to lost cards and terminated employees. These are awaiting Executive approval. Once adopted a session will be held with all users to inform them of their obligations and reporting requirements.	Transaction Card Procedure and Policy adopted by ELT in November 20. Training with users of cards pencilled in for February 21 Training changed to May 21 Remains ongoing at present.	Remains ongoing at present.	31/03/2021		Ongoing	
Daily banking summary	Revenue Team Leader	Minor	The City should ensure that the daily banking summary sheets are reviewed and evidence of this should be retained.	Management have taken steps to implement a standard cash handling process across all business units. This would be an improvement to current practice and would ensure consistency across the organisation. Once endorsed by Executive training of the revised process will be conducted with relevant officers.	Cash handling procedures in draft format. Initial meetings have occurred to recognise resourcing requirements necessary in order to meet recommended standard of practice. Workshops scheduled to occur in April 2021 and be fully operational in July 2021 Updated estimated completion - 30/06/2021 Remains ongoing at present.	Remains ongoing at present.	31/12/2020	30/06/2021 31/10/2021	Ongoing	

Annual Financial Statements
(Year ending 30 June 2020)

Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Purchase card transactions	Procurement Team Leader	Moderate	Management should review the purchase card monitoring process to ensure purchases above \$1,000 are appropriately approved prior to purchase in accordance with the City's policy.	A new Transaction Card Administration Policy and Procedure were adopted in December 2020. The revised policy and procedure were issued to all card holders in January 2021 with card holders providing email confirmation of having read and agreeing to comply with the Policy and Procedure. The requirement for purchases of \$1,000 and above remained in the new policy and procedure and users were reminded of the requirement to gain approval. A workshop for card users is scheduled to take place by April 2021 to run through the policy and procedure and answer any questions. New card holders will be issued with copies of the policy and procedure and talked through the requirements on an as needed basis.	Remains ongoing at present.	Remains ongoing at present.	30/04/2021		Ongoing	
Asset impairment and review of useful life	Manager Finance	Moderate	The City should implement an asset impairment and review of useful lives policy and ensure yearly reviews are conducted and supported by appropriate documentation.	An asset impairment and review of useful lives policy will be implemented to document the current process undertaken and to ensure audit trail evidence of the review is maintained as supporting documentation. Currently the City conducts inspections and audits of its assets throughout the year. Any assets that are found to be missing or damaged are reported to the Asset Management Team and if significant financially Finance are informed. This would identify any impairment of assets. The useful life of each individual asset is provided to the City by Independent Valuers with the revaluation. These are reviewed by Management before applying. A desktop review of each assets useful life compared to the depreciation rate ranges is conducted on an annual basis.	Review of remaining useful life for each asset undertaken. EOY processing underway	Review of remaining useful life for each asset undertaken. EOY processing underway	30/06/2021	31/10/2021	Ongoing	
Procedures for identifying leases	Finance Team Leader	Moderate	The City should develop and implement appropriate procedures to identify leases under AASB 16.	The City has developed and implemented a procedure to manage the accounting treatment for AASB 16 Leases. This document was provided to the auditors during the final audit. Subsequently management became aware that AASB 16 also applied to some leased properties of the City which had not been accounted for as per the new Accounting Standard. The City rectified the treatment of the leased properties; these were disclosed correctly in the Annual Financial Statements year ended 30 June 2020. The City will continue to refine the Lease Procedure to ensure full compliance with AASB 16 Leases.	Remains ongoing at present.	Remains ongoing at present.	30/06/2021	30/09/2021	Ongoing	
Capital works in progress	Manager Finance	Moderate	The City should develop a policy to ensure capital works projects are regularly reviewed and capitalised as and when they are completed.	As asset capitalisation policy will be implemented to document the current process undertaken and to ensure audit trail evidence of review and approval is maintained as supporting documentation. Currently assets are capitalised throughout the financial year by reviewing expenditure in each capital project on a monthly basis. Once a project is fully completed the details of the proposed asset(s) to be taken up is reviewed and approved by the Finance Manager before processing. Assets are commissioned based on the date of the last invoice received for goods or service. Due to the nature of works undertaken at the City, such as on-going building and infrastructure construction works, a large proportion of assets are taken up with a commission date of 30 June.	Remains ongoing at present.	Remains ongoing at present.	30/06/2021	30/09/2021	Ongoing	
Review of creditor reconciliation	Procurement Team Leader	Minor	We recommend that management ensure monthly reconciliations are appropriately reviewed in a timely manner.	Creditor reconciliations are prepared by officers and reviewed by the Team Leader on a monthly basis. The current process will be improved to incorporate an audit trail to provide evidence of the independent review.	Remains ongoing at present.	Remains ongoing at present.	31/03/2021		Ongoing	

C2108-1 MONTHLY FINANCIAL REPORT - JULY 2021

ATTACHMENT 1 - Monthly Financial Report – July 2021



CITY OF FREMANTLE



**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2021**

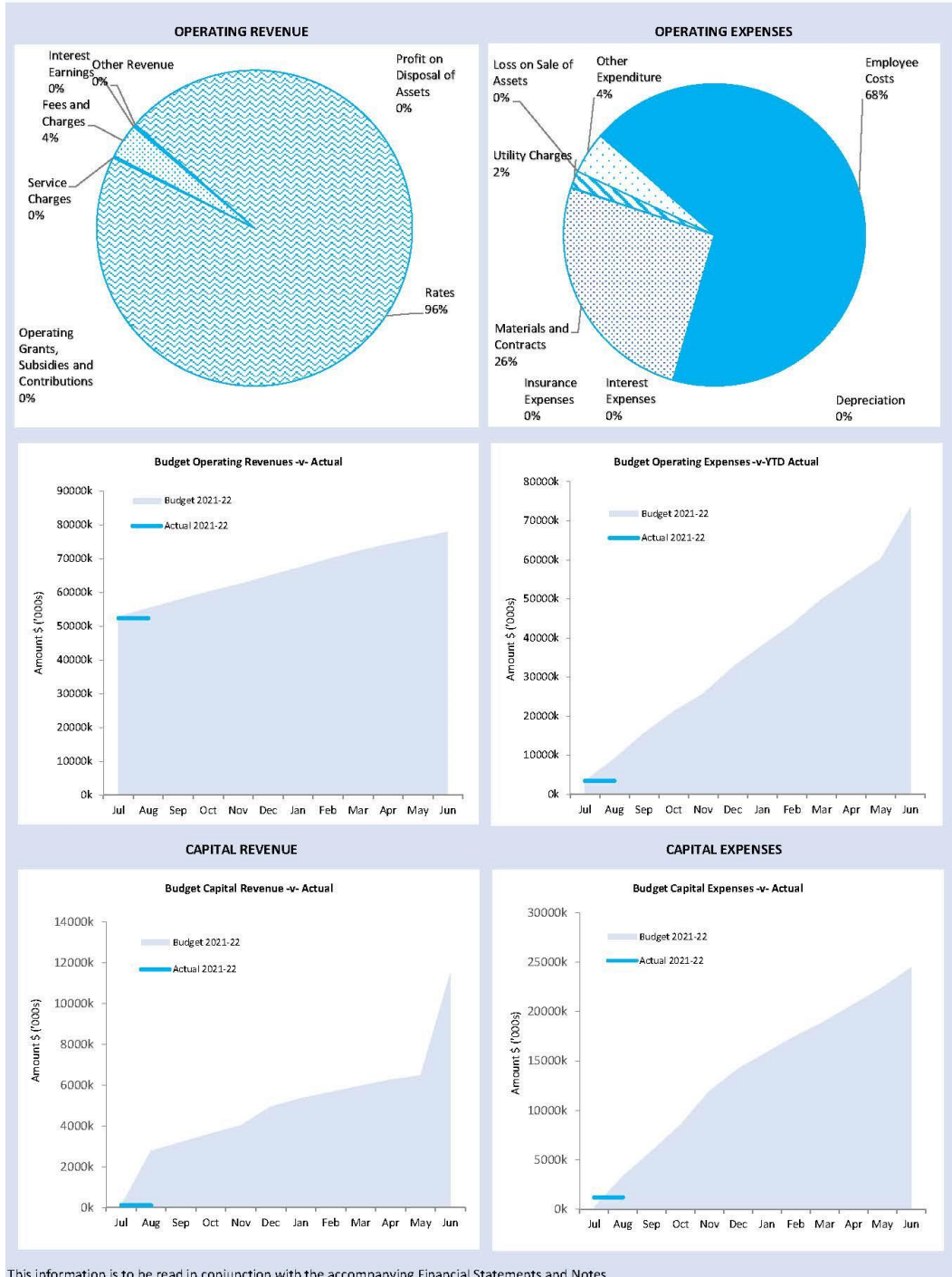
**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021

SUMMARY GRAPHS



MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021

STATEMENT OF COMPREHENSIVE INCOME
BY NATURE AND TYPE

Ref Not	2021/22 Amended Budget	2021/22 YTD Budget (a)	2021/22 YTD Actual (b)	Variance (b) - (a)	Variance % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Revenue						
Rates (including Annual Levy)	50,502,513	50,301,922	50,301,922	-	-	
Service Charges	7,192	8,000	8,804	804	10.05%	
Operating Grants, Subsidies & Contributions	3,154,538	417,814	105,519	(312,295)	(74.74%)	▼
Fees and Charges	22,147,131	1,845,992	1,853,736	7,744	0.42%	
Interest Earnings	633,000	20,425	20,425	-	-	
Reimbursement Income	908,390	73,499	81,961	8,462	11.51%	
Other Revenue	413,310	30,037	49,289	19,252	64.09%	
	77,766,074	52,697,689	52,421,657	(276,033)	(0.52%)	
Expenses						
Employee Costs	(39,649,332)	(2,490,756)	(2,252,718)	238,038	9.56%	
Employee costs - Agency Labour	(345,525)	(33,100)	(81,061)	(47,961)	(144.90%)	
Materials and Contracts	(27,454,048)	(689,279)	(877,848)	(188,570)	(27.36%)	▼
Depreciation on Non Current Assets	(9,710,367)	(5,332)	(2,822)	2,510	47.08%	
Interest Expenses	(721,041)	(477)	(138)	339	71.03%	
Utility Charges (gas, electricity, water)	(1,920,700)	(68,427)	(62,067)	6,360	9.29%	
Insurance Expenses	(950,261)	(59)	-	59	100.00%	
Other Expenditure	(2,361,780)	(84,663)	(153,176)	(68,513)	(80.92%)	
	(83,113,054)	(3,372,092)	(3,429,830)	(57,738)	(1.71%)	
Operating Surplus / (Deficit)	(5,346,980)	49,325,597	48,991,827	(333,770)	(0.68%)	
Non-Operating Grants, Subsidies & Contributions	11,509,475	83,350	114,893	31,543	37.84%	
Profit on Asset Disposals	727,000	-	-	-	-	
	12,236,475	83,350	114,893	31,543	37.84%	
Net Result	6,889,495	49,408,947	49,106,720	(302,227)	(0.61%)	
Other Comprehensive Income	-	-	-	-	-	
Total Comprehensive Income	6,889,495	49,408,947	49,106,720	(302,227)	(0.61%)	

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021

STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAMME

Ref Not	2021/22 Amended Budget	2021/22 YTD Budget (a)	2021/22 YTD Actual (b)	Variance (b) - (a)	Variance % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Revenue						
Governance	145,800	2,560	4,123	1,563	61.06%	
General Purpose Funding	51,711,055	50,151,757	50,151,046	(711)	-	
Law Order Public Safety	2,404,694	331,758	331,646	(112)	(0.03%)	
Health	552,140	22,650	22,654	4	0.02%	
Education and Welfare	1,019,557	81,100	119,662	38,562	47.55%	
Community Amenities	2,562,585	320,002	314,310	(5,692)	(1.78%)	
Recreation and Culture	8,321,728	771,606	503,103	(268,503)	(34.80%)	▼
Transport	9,398,660	736,375	732,994	(3,381)	(0.46%)	
Economic Services	521,105	105,584	57,671	(47,913)	(45.38%)	
Other Property and Services	1,128,750	174,297	184,447	10,150	5.82%	
	77,766,074	52,697,689	52,421,657	(276,032)	(0.52%)	
Expenses						
Governance	(6,618,183)	(594,922)	(589,441)	5,481	0.92%	
General Purpose Funding	(852,066)	(40,242)	(33,358)	6,884	17.11%	
Law Order Public Safety	(4,788,075)	(184,142)	(174,454)	9,688	5.26%	
Health	(860,160)	(40,651)	(38,414)	2,237	5.50%	
Education and Welfare	(3,037,465)	(177,553)	(170,774)	6,779	3.82%	
Housing	(521,759)	(32,085)	(24,539)	7,546	23.52%	
Community Amenities	(13,708,704)	(276,023)	(458,461)	(182,437)	(66.09%)	▼
Recreation and Culture	(27,154,363)	(1,141,802)	(1,077,828)	63,974	5.60%	
Transport	(16,072,659)	(579,926)	(594,545)	(14,619)	(2.52%)	
Economic Services	(2,895,957)	(68,706)	(79,665)	(10,959)	(15.95%)	
Other Property and Services	(5,882,622)	(235,563)	(188,213)	47,350	20.10%	
	(82,392,014)	(3,371,615)	(3,429,692)	(58,076)	(1.72%)	
Financial Costs						
Governance	(526,695)	(224)	-	224	100.00%	
Recreation and Culture	(63,512)	(123)	(138)	(15)	(12.35%)	
Transport	(129,266)	(130)	-	130	100.00%	
Economic Services	(1,568)	-	-	-	-	
	(721,041)	(477)	(138)	339	71.03%	
Non-Operating Grants / Contributions for the development of assets						
Education and Welfare	-	-	(1,389)	(1,389)	-	
Recreation and Culture	8,016,532	83,350	83,350	-	-	
Transport	1,792,943	-	32,932	32,932	-	
Economic Services	1,700,000	-	-	-	-	
	11,509,475	83,350	114,893	31,543	37.84%	
Profit/(Loss) on disposal of assets						
Other Property and Services	727,000	-	-	-	-	
	727,000	-	-	-	-	
Fair Value Adjustments to Non-Financial Assets at Fair Value through Profit/Loss						
	-	-	-	-	-	
Net Result	6,889,495	49,408,947	49,106,720	(302,227)	(0.61%)	
Other Comprehensive Income						
	-	-	-	-	-	
Total Comprehensive Income	6,889,495	49,408,947	49,106,720	(302,227)	(0.61%)	

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021**

STATEMENT OF FINANCIAL POSITION

	Ref Note	31-Jul-2021 (a)	30-Jun-2021 (b)	Movement (c) = (a) - (b)
		\$	\$	\$
Current Assets				
Cash and Cash Equivalents		11,599,657	12,632,853	(1,033,196)
Other Financial Assets		25,500,033	27,500,033	(2,000,000)
Trade and Other Receivables		58,433,391	2,753,806	55,679,584
Inventories		119,527	133,134	(13,607)
Other Current Assets		30,786	27,943	2,843
Land held for sale		4,243,000	4,243,000	-
		99,926,393	47,290,769	52,635,624
Non-Current Assets				
Other Receivables		794,100	816,627	(22,527)
Investments		4,528,576	4,528,576	-
Capital Work in Progress		23,011,244	23,659,516	(648,272)
Property, Plant and Equipment		235,766,626	236,239,152	(472,526)
Right of Use Asset		1,753,785	1,756,606	(2,822)
Investment Property		22,658,363	22,658,363	-
Infrastructure		155,316,202	152,995,416	2,320,786
		443,828,896	442,654,257	1,174,639
Total Assets		543,755,289	489,945,026	53,810,263
Current Liabilities				
Trade and Other Payables		(16,435,224)	(11,393,973)	(5,041,251)
Long Term Borrowings		(2,478,704)	(2,817,043)	338,339
Lease Liability		(375,263)	(378,038)	2,775
Provisions		(6,144,659)	(6,144,659)	-
		(25,433,849)	(20,733,712)	(4,700,137)
Non-Current Liabilities				
Long Term Borrowings		(22,721,365)	(22,721,365)	-
Lease Liability		(1,404,903)	(1,404,903)	-
Trade and Other Payables - Non - current		(55,422)	(55,422)	-
Provisions		(924,100)	(924,100)	-
		(25,105,791)	(25,105,791)	-
Total Liabilities		(50,539,640)	(45,839,503)	(4,700,137)
Net Assets		493,215,649	444,105,523	49,110,126
Equity				
Retained Surplus		(164,866,335)	(156,089,339)	(8,776,996)
Reserves - Cash/Investment Backed		(12,769,820)	(12,717,291)	(52,529)
Reserves - Asset Revaluation		(266,472,774)	(266,472,774)	-
Net Result (YTD Current Year)		(49,106,720)	(8,826,119)	(40,280,601)
Total Equity		(493,215,649)	(444,105,523)	(49,110,126)

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021

RATE SETTING STATEMENT
BY NATURE AND TYPE

Ref Not	2021/22 Amended Budget	2021/22 YTD Budget (a)	2021/22 YTD Actual (b)	Variance Amount (b) - (a)	Variance % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Net current assets at start of financial year -	4,363,337	4,363,337	13,501,923	9,138,585	209.44%	▲
Revenue from operating activities (excluding rates)						
Rates - Specified Area	177,133	177,133	177,133	-	-	
Service Charges (Underground Power)	7,192	8,000	8,804	804	10.05%	
Operating Grants, Subsidies and Contribution	3,154,538	417,814	105,519	(312,295)	(74.74%)	▼
Fees and Charges	22,147,131	1,845,992	1,853,736	7,744	0.42%	
Interest Earnings	633,000	20,425	20,425	-	-	
Profit on Sale of Assets	727,000	-	-	-	-	
Reimbursement Income	908,390	73,499	81,961	8,462	11.51%	
Other Revenue	413,310	30,037	49,289	19,252	64.09%	
	28,167,694	2,572,900	2,296,868	(276,033)	(10.73%)	▼
Expenditure from operating activities						
Employee Costs	(39,649,332)	(2,490,756)	(2,252,718)	238,038	9.56%	
Employee costs - Agency Labour	(345,525)	(33,100)	(81,061)	(47,961)	(144.90%)	
Materials and Contracts	(27,454,048)	(689,279)	(877,848)	(188,570)	(27.36%)	▼
Depreciation on Non Current Assets	(9,710,367)	(5,332)	(2,822)	2,510	47.08%	
Interest Expenses	(721,041)	(477)	(138)	339	71.03%	
Utility Charges (gas, electricity, water)	(1,920,700)	(68,427)	(62,067)	6,360	9.29%	
Insurance Expenses	(950,261)	(59)	-	59	100.00%	
Other Expenditure	(2,361,780)	(84,663)	(153,176)	(68,513)	(80.92%)	
	(83,113,054)	(3,372,092)	(3,429,830)	(57,738)	(1.71%)	
Operating activities excluded from budget						
(Profit)/Loss on Asset Disposals	(727,000)	-	-	-	-	
Depreciation on Assets	9,710,367	5,332	2,822	(2,510)	(47.08%)	
Non Current Rates Debtors Movement	-	-	22,527	22,527	-	
Amount attributable to operating activities	(41,598,655)	3,569,477	12,394,309	8,824,831	247.23%	▲
Investing Activities						
Capital Revenue						
Capital Grants and Subsidies/ Contributions for the development of Assets	11,509,475	83,350	114,893	31,543	37.84%	
Proceeds from Disposal of Assets	4,970,000	-	-	-	-	
	16,479,475	83,350	114,893	31,543	37.84%	
Capital Expense						
Purchase Community Land and Buildings	(12,639,023)	(150,000)	(1,135,446)	(985,446)	(656.96%)	▼
Purchase Infrastructure - Roads	(2,750,200)	-	-	-	-	
Purchase Infrastructure - Drainage	(103,000)	-	-	-	-	
Purchase Infrastructure - Paths	(140,000)	-	-	-	-	
Purchase Infrastructure - Parks	(3,324,201)	(58,000)	(61,135)	(3,135)	(5.41%)	
Purchase Infrastructure - Other	(4,400,684)	-	-	-	-	
Purchase Plant and Equipment	(728,000)	-	-	-	-	
Purchase Furniture and Fittings	(368,770)	(4,700)	-	4,700	100.00%	
	(24,453,878)	(212,700)	(1,196,581)	(983,881)	(462.57%)	▼
Amount attributable to investing activities	(7,974,403)	(129,350)	(1,081,688)	(952,338)	(736.25%)	▼
Financing Activities						
Repayment of Debentures	(2,114,380)	(338,339)	(338,339)	-	-	
Repayment of Operating Lease	(378,040)	(257,484)	(2,775)	254,709	-	
	(2,492,420)	(595,823)	(341,114)	254,709	42.75%	▲
Reserve Transfers						
Transfer to Reserves (Restricted) - Capital	(4,970,000)	-	-	-	-	
Transfer to Reserves (Restricted) - Operating	(66,531)	-	(68,143)	(68,143)	-	
Transfer from Reserves (Restricted) - Capital	6,543,363	14,700	5,081	(9,619)	(65.44%)	
Transfer from Reserves (Restricted) - Operati	233,266	-	10,534	10,534	-	
Transfer to/from reserves	1,740,098	14,700	(52,529)	(67,229)	(457.34%)	
Amount attributable to financing activities	(752,322)	(581,123)	(393,643)	187,480	32.26%	▲
Budgeted deficiency before general rates	(50,325,380)	2,859,004	10,918,978	8,059,973	281.92%	▲
General rates estimated to be raised	(50,325,380)	(50,124,789)	(50,124,789)	-	-	
Closing Funding Surplus (Deficit)	-	52,983,793	61,043,767	8,059,973	15.21%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021

RATE SETTING STATEMENT
BY DIRECTORATE

Ref Not	2021/22 Amended Budget	2021/22 YTD Budget (a)	2021/22 YTD Actual (b)	Variance Amount (b) - (a)	Variance % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Net current assets at start of financial year -	4,363,337	4,363,337	13,501,923	9,138,585	209.44%	▲
Revenue from operating activities (excluding rates)						
City Business Directorate	17,038,014	1,524,788	1,483,555	(41,233)	(2.70%)	
Community Development Directorate	8,048,454	613,391	394,795	(218,597)	(35.64%)	▼
Strategic Planning and Projects Directorate	811,700	106,372	87,359	(19,013)	(17.87%)	
Infrastructure and Projects Directorate	2,269,526	328,349	331,159	2,810	0.86%	
	28,167,694	2,572,900	2,296,868	(276,032)	(10.73%)	▼
Expenditure from operating activities						
Office of the Mayor and Councillors	(786,610)	(49,352)	(49,238)	114	0.23%	
Office of the Chief Executive	(1,185,821)	(39,592)	(104,855)	(65,263)	(164.84%)	
City Business Directorate	(28,187,438)	(833,099)	(806,412)	26,687	3.20%	
Community Development Directorate	(18,110,131)	(1,149,713)	(1,123,387)	26,326	2.29%	
Strategic Planning and Projects Directorate	(3,470,233)	(182,903)	(156,070)	26,833	14.67%	
Infrastructure and Projects Directorate	(29,968,390)	(1,044,728)	(1,122,900)	(78,171)	(7.48%)	
People and Culture Directorate	(1,404,431)	(72,705)	(66,968)	5,737	7.89%	
	(83,113,054)	(3,372,092)	(3,429,830)	(57,738)	(1.71%)	
Operating activities excluded from budget						
Profit/(Loss) on Asset Disposals	(727,000)	-	-	-	-	
Depreciation on Assets	9,710,367	5,332	2,822	(2,510)	(47.08%)	
Non Current Rates Debtors Movement	-	-	22,527	22,527	-	
Amount attributable to operating activities	(41,598,655)	3,569,477	12,394,309	8,824,832	247.23%	▲
Investing Activities						
Capital Revenue						
Capital Grants and Subsidies/						
Contributions for the development of Asset	11,509,475	83,350	114,893	31,543	37.84%	
Proceeds from Disposal of Assets	4,970,000	-	-	-	-	
	16,479,475	83,350	114,893	31,543	37.84%	
Capital Expense						
Purchase Community Land and Buildings	(12,639,023)	(150,000)	(1,135,446)	(985,446)	(656.96%)	▼
Purchase Infrastructure - Roads	(2,750,200)	-	-	-	-	
Purchase Infrastructure - Drainage	(103,000)	-	-	-	-	
Purchase Infrastructure - Paths	(140,000)	-	-	-	-	
Purchase Infrastructure - Parks	(3,324,201)	(58,000)	(61,135)	(3,135)	(5.41%)	
Purchase Infrastructure - Other	(4,400,684)	-	-	-	-	
Purchase Plant and Equipment	(728,000)	-	-	-	-	
Purchase Furniture and Fittings	(368,770)	(4,700)	-	4,700	100.00%	
	(24,453,878)	(212,700)	(1,196,581)	(983,881)	(462.57%)	▼
Amount attributable to investing activities	(7,974,403)	(129,350)	(1,081,688)	(952,338)	(736.25%)	▼
Financing Activities						
Repayment of Debentures	(2,114,380)	(338,339)	(338,339)	-	-	
Repayment of Operating Lease	(378,040)	(257,484)	(2,775)	254,709	-	
	(2,492,420)	(595,823)	(341,114)	254,709	42.75%	▲
Reserve Transfers						
Transfer to Reserves (Restricted) - Capital	(4,970,000)	-	-	-	-	
Transfer to Reserves (Restricted) - Operating	(66,531)	-	(68,143)	(68,143)	-	
Transfer from Reserves (Restricted) - Capital	6,543,363	14,700	5,081	(9,619)	(65.44%)	
Transfer from Reserves (Restricted) - Operati	233,266	-	10,534	10,534	-	
Transfer to/from reserves	1,740,098	14,700	(52,529)	(67,229)	(457.34%)	
Amount attributable to financing activities	(752,322)	(581,123)	(393,643)	187,480	32.26%	▲
Budgeted deficiency before general rates	(50,325,380)	2,859,004	10,918,978	8,059,974	281.92%	▲
General rates estimated to be raised	(50,325,380)	(50,124,789)	(50,124,789)	-	-	
Closing Funding Surplus (Deficit)	-	52,983,793	61,043,767	8,059,973	15.21%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021**

**CASH AND INVESTMENTS
NOTE 1**

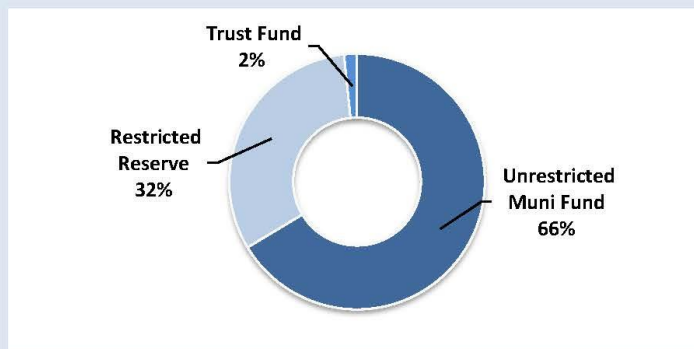
Cash and Investments	Unrestricted Muni Fund	Restricted Reserve	YTD Actual without Trust	Trust Fund	YTD Actual
	\$	\$	\$	\$	\$
Cash on Hand					
Petty Cash and Floats	32,965	-	32,965	-	32,965
	32,965	-	32,965	-	32,965
At Call Deposits					
Municipal Fund	782,724	-	782,724	-	782,724
Receipts in Progress	(282,747)	-	(282,747)	-	(282,747)
	499,977	-	499,977	-	499,977
Investments					
<i>Cash Investments (≤ 3 months)</i>					
Professional Funds Account	7,036,626	-	7,036,626	-	7,036,626
Trust Fund	-	-	-	619,244	619,244
MACQ Oncall Account	4,030,089	-	4,030,089	-	4,030,089
	11,066,715	-	11,066,715	619,244	11,685,959
<i>Term Deposits (> 3 months)</i>					
Municipal Investment	13,440,289	-	13,440,289	-	13,440,289
Reserve Fund Investment	-	12,059,744	12,059,744	-	12,059,744
	13,440,289	12,059,744	25,500,033	-	25,500,033
Investments Total	24,507,004	12,059,744	36,566,748	619,244	37,185,992
Total	25,039,946	12,059,744	37,099,689	619,244	37,718,933

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash

\$37.72 M

Unrestricted

\$25.04 M

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021**

**ADJUSTED NET CURRENT ASSETS
NOTE 2**

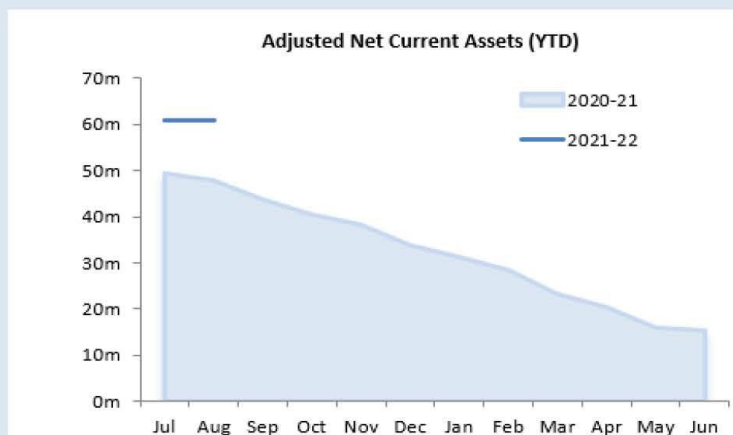
	Ref Note	31-Jul-2021 (a) \$	30-Jun-2021 (b) \$	Movement (c) = (a) - (b) \$
Current Assets				
Cash Unrestricted		25,039,946	28,125,671	(3,085,725)
Cash Restricted		12,059,744	12,007,215	52,529
Rates Outstanding		57,345,819	1,470,308	55,875,511
Sundry debtors		1,035,689	951,207	84,482
GST Receivable		51,883	332,292	(280,409)
Land held for sale		4,243,000	4,243,000	-
Accrued income		30,786	27,943	2,843
Inventories		119,527	133,134	(13,607)
		99,926,393	47,290,769	52,635,624
Less: Current Liabilities				
Trade and other payables		(16,435,224)	(11,393,973)	(5,041,251)
Long term borrowings		(2,478,704)	(2,817,043)	338,339
Lease liability - Current		(375,263)	(378,038)	2,775
Provisions		(6,144,659)	(6,144,659)	-
		(25,433,849)	(20,733,712)	(4,700,137)
Unadjusted Net Current Assets		74,492,544	26,557,057	47,935,487
Adjustments and exclusions permitted by FM Reg 32				
Add: Loan Repayments (Current)		2,478,704	2,817,043	(338,339)
Add: Lease Repayments (Current)		375,263	378,038	(2,775)
Less: Cash - Reserves - Restricted		(12,059,744)	(12,007,215)	(52,529)
Less: Land held for sale		(4,243,000)	(4,243,000)	-
Adjusted Net Current Assets		61,043,767	13,501,923	47,541,844

SIGNIFICANT ACCOUNTING POLICIES

Please see Information attachment on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



**This Year YTD
Surplus(Deficit)
\$61.04 M**

**Last Year YTD
Surplus(Deficit)
\$49.45 M**

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021

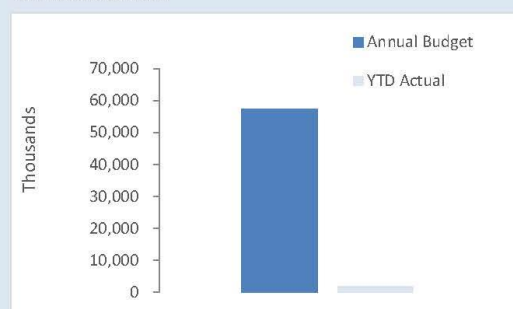
CAPITAL ACQUISITIONS SUMMARY
NOTE 3(a)

Capital Acquisitions	Amended		YTD Actual	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
210 Buildings	12,639,023	150,000	1,135,446	(985,446)
310 Infrastructure - Roads	2,750,200	-	-	-
330 Infrastructure - Drainage	103,000	-	-	-
340 Infrastructure - Paths	140,000	-	-	-
380 Infrastructure - Parks	3,324,201	58,000	61,135	(3,135)
390 Infrastructure - Other	4,400,684	-	-	-
440 Furniture and Fittings	368,770	4,700	-	4,700
450 Plant and Equipment	728,000	-	-	-
Capital Expenditure Totals	24,453,878	212,700	1,196,581	(983,881)
Capital Acquisitions Funded By:				
Capital grants and contributions	11,509,475	83,350	114,893	31,543
Contribution - operations	6,401,040	114,650	1,076,607	961,957
	17,910,515	198,000	1,191,500	(993,500)
Cash Backed Reserves				
Fremantle Markets Conservation Reserve	51,215	-	-	-
Investment Fund Reserve	4,821,378	13,000	5,081	(7,919)
Leisure Centre Upgrade Reserve	36,560	-	-	-
Parking Dividend Equalisation Reserve	1,574,700	1,700	-	(1,700)
Renewable Energy Investment Reserve	59,510	-	-	-
	6,543,363	14,700	5,081	9,619
Capital Funding Total	24,453,878	212,700	1,196,581	983,881

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION

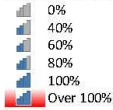


Acquisitions	Annual Budget	YTD Actual	% Spent
	\$24.45 M	\$1.2 M	5%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$11.51 M	\$.11 M	1%

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021

CAPITAL ACQUISITIONS - PROJECTS
NOTE 3(b)

Capital Expenditure - Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red

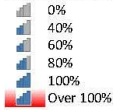
* Please see table at the end of this note for further detail

% of Completion	Activity Number	Amended Annual Budget \$	Amended YTD Budget \$	YTD Actual \$	YTD Variance Under/(Over) \$	Over Budget \$
City Business Directorate						
IT Operations Team						
0%	P-10498 Install-Network infrastructure	20,000	-	-	-	-
0%	WIP P-11077 Install-Kings Square Network infrastructure Queensga	34,638	3,000	-	3,000	-
0%	WIP P-10897 Purchase-Wi-Fi network infrastructure	32,032	-	-	-	-
0%	P-11636 Relocation-Vocus communications	21,400	-	-	-	-
Economic Development Team						
0%	P-11829 Design and construct-Kings Square Commercial tenancy	399,194	-	-	-	-
Commercial Parking Team						
0%	P-12041 Program - Ticket machines	466,000	-	-	-	-
Environmental Health Team						
0%	P-11720 Software - Mobile Compliance	23,700	1,700	-	1,700	-
0%	P-12039 Purchase - Noise level meter	15,000	-	-	-	-
Parking Compliance Team						
0%	P-12036 Purchase - Parking licence plate recognition cameras	180,000	-	-	-	-
0%	P-12038 Purchase - Hand held licence plate recognition equip	40,000	-	-	-	-
Information and Technology Management						
0%	P-11909 Software - Firewall security	50,000	-	-	-	-
Community Development Directorate						
Arts and Culture Management						
0%	WIP P-11687 Install Public Art Kings Square	55,200	-	-	-	-
Fremantle Arts Centre Team						
0%	P-10545 Program-Artworks Victor Felstead	7,000	-	-	-	-
Leisure Centre Team						
0%	P-12034 Purchase - Leisure Centre - iPads	20,000	-	-	-	-
Strategic Planning and Projects Directorate						
City Design and Projects Management						
0%	WIP P-11878 - Design and construct - Walyalup Koort – Public Artw	144,624	-	-	-	-
Infrastructure and Projects Directorate						
Asset Management Team						
0%	WIP P-11843 Design and construct- Markets Building Services	51,215	-	-	-	-
0%	WIP P-11670 Design and construct-Leisure Centre Pool Roof	936,560	-	-	-	-
1%	WIP P-10260 Program - Arthur Head - Wall stabilisation	500,000	-	4,980	(4,980)	-
0%	Program - Infrastructure Recovery	267,126	-	-	-	-
0%	P-11981 Design and Construct – Men’s Shed - Wall	100,000	-	-	-	-
0%	P-11982 Design and construct - Arts Centre - Sewer	70,000	-	-	-	-
0%	P-12045 Design and construct - Leisure Centre - Shade sail	150,000	-	-	-	-
Facilities Management (Buildings)						
0%	P-12033 Software - Utility data management system	12,000	-	-	-	-
Buildings Project Management Team						
0%	WIP P-10297 Construct-Walyalup Civic Centre and Library (KS)	3,000,000	-	682	(682)	-
>100%	WIP P-11814 Building development - Consultants Council Administr	-	-	45,579	(45,579)	(45,579)
1%	WIP P-11682 Fit-out - Council Admin Offices (KS)	387,722	10,000	2,959	7,041	-
0%	WIP P- 10898 Relocation – AV Equipment & Installation (KS)	250,000	-	-	-	-
0%	P-11965 Purchase - Leisure Centre - Disinfectant System	50,000	-	-	-	-
30%	P-11968 Purchase - Leisure Centre - Pool blankets	80,000	25,000	24,320	680	-
>100%	WIP P-10297 Construct-Walyalup Civic Centre & Library (KS)- Extr	-	-	943,721	(943,721)	(943,721)
Building Capital Works Team						
0%	P-11842 Design and construct-Westgate Mall courtyard	36,780	-	-	-	-
0%	WIP P- 11943 - Construct - Town Hall- Fire upgrade	50,000	-	-	-	-
0%	P-11985 Design and construct - APACE - Fence	20,000	-	-	-	-
0%	P-11986 Design and construct - Port Beach - Toilets	50,000	-	-	-	-
0%	P-11987 Design and construct - Fremantle Education Centre	200,000	-	-	-	-
0%	P-11988 Design and construct - Gil Fraser Grandstand - Stair	50,000	-	-	-	-
0%	P-11989 Design and construct - Ken Allen - Clubhouse	120,000	10,000	-	10,000	-
0%	P-11990 Design and construct - Ken Allen - Pavers	60,000	5,000	-	5,000	-
0%	P-11992 Design and construct - South Beach - Changerooms and	150,000	-	-	-	-
0%	P-11993 Design and construct - Union Stores - Window	30,000	-	-	-	-
0%	P-11998 Drainage - Nicholas St	2,200,000	-	-	-	-
0%	P-11995 Restore - Heritage walls	30,000	-	-	-	-
0%	P-12050 Purchase - South Beach - Temporary toilets	120,000	-	-	-	-
Infrastructure Engineering Management						
0%	WIP P-11910 - Design and construct - Bike Projects	20,000	-	-	-	-
0%	P-11966 Design and Construct - Montreal St - Traffic Calming	10,000	-	-	-	-
Construction and Maintenance Teams						
0%	P-10865 Construct-Fremantle Park carpark	450,000	-	-	-	-
0%	WIP P-11328 Purchase-Plant and Equipment	25,000	-	-	-	-
0%	WIP P-11952 - Design and construct – Hampton Road – Drainage	68,000	-	-	-	-
0%	P-11914 Road safety - Hampton Rd - Bike lane - Stage 2	30,000	-	-	-	-
0%	P-11915 Road safety - South Tce - Node 2	268,000	-	-	-	-
0%	P-11984 Road safety - John Curtin - Pedestrian Crossing	45,200	-	-	-	-
0%	P-11997 Design and Construct - Footpath - Maxwell Street	40,000	-	-	-	-
0%	P-11998 Design and Construct - Drainage - Nicholas St	35,000	-	-	-	-
0%	P-11999 Install - Lefroy Tip - Fence	19,000	-	-	-	-
0%	P-12001 Resurface - MRRG - Hampton Rd (NB)	190,000	-	-	-	-
0%	P-12002 Resurface - MRRG - Hampton Rd (SB)	210,000	-	-	-	-
0%	P-12003 Resurface - MRRG - McCombe Ave (NB&SM)	360,000	-	-	-	-
0%	P-12004 Resurface - MRRG - Ord St (NB)	200,000	-	-	-	-
0%	P-12005 Resurface - MRRG - South Tce 1 (NB&SB)	305,000	-	-	-	-
0%	P-12006 Resurface - MRRG - South Tce 2 (NB&SB)	210,000	-	-	-	-

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021

CAPITAL ACQUISITIONS - PROJECTS
NOTE 3(b)

Capital Expenditure - Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red

* Please see table at the end of this note for further detail

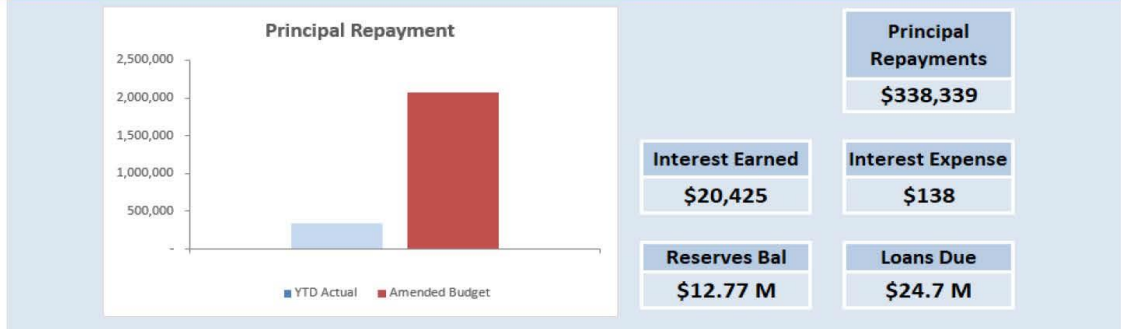
% of Completion	Activity Number	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance Under/(Over)	Over Budget
0%	P-12007 Resurface - R2R - Booth Ct	300232	-	10,000	-	-
0%	P-12008 Resurface - R2R - Cumber Way	300233	-	40,000	-	-
0%	P-12009 Resurface - R2R - Marshall Way	300234	-	55,000	-	-
0%	P-12010 Resurface - R2R - O'Hara St	300235	-	25,000	-	-
0%	P-12011 Resurface - R2R - Proctor St	300236	-	15,000	-	-
0%	P-12012 Resurface - R2R - Prowse St	300237	-	25,000	-	-
0%	P-12013 Resurface - R2R - Sowden Dr	300238	-	35,000	-	-
0%	P-12014 Resurface - R2R - Watkins St	300239	-	155,000	-	-
0%	P-12029 Road safety - McCombe Ave - Bike lane	300240	-	65,000	-	-
0%	P-12016 Road safety - Ord St - Bike lane	300241	-	60,000	-	-
0%	P-12017 Relocate - Electric vehicle chargers	300242	-	15,000	-	-
0%	P-12018 Install - South Beach - Solar lighting	300243	-	25,000	-	-
0%	P-12019 Design and construct - Hilton - Underground power	300244	-	395,000	-	-
0%	P-12020 Design and construct - Samson - Bollards	300245	-	12,445	-	-
0%	P-12022 Purchase - Speed display signs	300246	-	15,000	-	-
0%	P-12047 Road safety - Wiluna and Hope - Intersection	300261	-	262,000	-	-
0%	P-12048 Design and construct - Paddy Troy Mall - Lighting	300262	-	25,000	-	-
0%	P-12049 Footpath - Duffield Ave	300263	-	80,000	-	-
0%	P-12057 Contribution - Westgate Mall courtyard	300264	-	160,000	-	-
0%	P-12059 Road safety - Marine Tce - Intersection	300266	-	30,000	-	-
0%	P-12054 Design and construct - Port Beach - Carpark	300268	-	50,000	-	-
0%	P-12053 Road safety - Leighton Beach - Traffic calming	300270	-	10,000	-	-
Parks and Landscapes Management						
0%	P-10412 Design and construct - Booyembara Park Masterplan	300197	-	404,075	-	-
0%	P-11819 Design and construct - Dick Lawrence - Playspace	300198	-	180,000	-	-
Parks and Landscapes Team						
17%	WIP P-11680 Design and construct-Kings Square Playspace	300051	58,000	342,000	59,695	(1,695)
0%	WIP P-10295 Design and construct-Kings Square Public Realm Newma	300085	-	500,000	1,440	(1,440)
0%	WIP P-11823 Design and construct-Port Beach coastal adaptation	300110	-	2,993,415	-	-
0%	P-10077 Program-Parks-Infrastructure	300147	-	230,000	-	-
3%	WIP P-11882 Design and construct - Fremantle Golf Course	300157	100,000	3,618,042	113,133	(13,133)
0%	P-11912 Design and construct - Coral Park Irrigation Upgrade	300208	-	80,000	-	-
0%	P-12000 Program - Doepel St - Trees	300225	-	30,000	-	-
0%	P-12023 Design and construct - Alfred Park - Irrigation	300247	-	40,000	-	-
0%	P-12024 Design and construct - Bathers South Beach - Structu	300248	-	150,000	-	-
0%	P-12026 Design and construct - Florence Park - Playspace	300250	-	10,000	-	-
0%	P-12027 Design and construct - Griffiths Park - Upgrade	300251	-	347,000	-	-
0%	P-12058 Design and construct - Booyembara Park - Bike trail	300265	-	760,000	-	-
0%	P-12064 Design and construct - Fremantle Driving Range	300267	-	120,000	-	-
Waste Collection Team						
0%	P-12032 Purchase - FOGO bins - Multi unit dwellings	300253	-	40,000	-	-
Facilities and Environmental Management						
0%	P-11873 Program - Solar panels	300152	-	59,510	-	-
0%	P-11887 - Design and construct - 14 Parry St - Waste	300158	-	20,000	-	-
>100%	WIP P-11941 Design and construct - Depot - Hazardous Waste	300165	-	-	71	(71) (71)
Grand Total		24,453,878	212,700	1,196,581	(983,881)	(989,372)

PROJECTS OF OVERSPENDING	VARIANCE OVER 21/22 BUDGET	COMMENT (Tolerance level is 5% or \$10,000, whichever is lower)
P-11814 Building development - Consultants Council Administr	(45,579)	Ongoing project over budget due budget for these projects contained within
P-10297 Construct-Walyalup Civic Centre & Library (KS)- Extr	(943,721)	Activity 3000000 - Project 10297 Construct-Walyalup Civic Centre and Library
P-11941 Design and construct - Depot - Hazardous Waste	(71)	Ongoing project over budget within the tolerance level

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021

BORROWINGS
NOTE 4

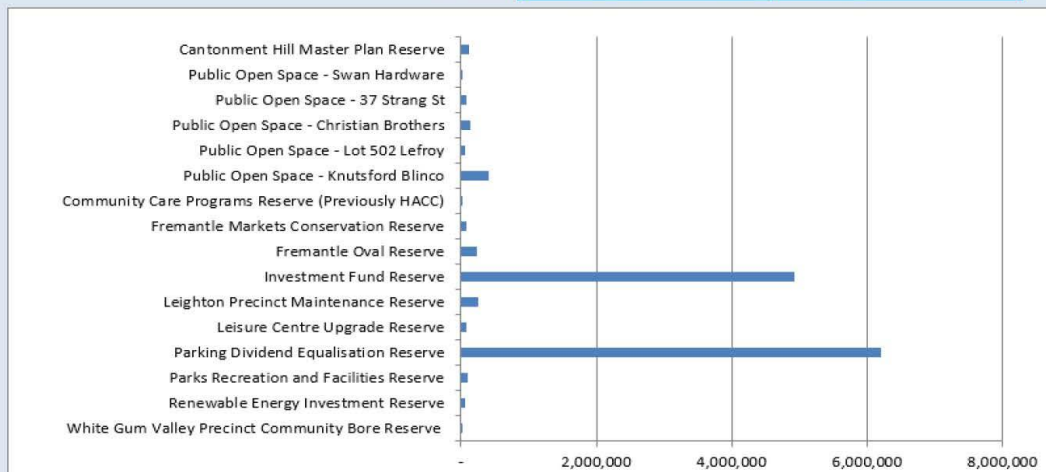
Particulars	Interest Rate	Expiry date of Loan	Principal 1-Jul-2021	Principal Repayment		Principal Balance		Interest Repayment	
				YTD Actual	Amended Budget	31-Jul-2021	30-Jun-21	YTD Actual	YTD Budget
	%		\$	\$	\$	\$	\$	\$	\$
Recreation and culture									
298 Leighton Beach Kiosk & Changerooms	3.44	1/07/2025	665,227	36,508	147,927	628,719	517,300	-	-
301 Leighton Beach Kiosk	3.15	1/07/2026	205,662	9,044	36,607	196,618	169,055	-	-
303 Fremantle Boys School	2.86	28/06/2027	443,673	-	68,779	443,673	374,894	-	-
308 Arthur Head - Wall stabilisation	1.62	1/04/2031	500,000	-	46,442	500,000	453,558	-	-
Transport									
232 Streets Ahead Programme (2)	6.56	1/07/2021	22,339	22,339	22,339	-	-	-	-
236 Streets Ahead Programme (3)	6.56	1/07/2022	86,474	16,729	68,604	69,746	17,870	-	-
277 Road Asset Program	5.56	1/07/2021	32,325	32,325	32,325	-	-	-	-
278 Footpath Asset Program	5.56	1/07/2021	15,857	15,857	15,857	-	-	-	-
280 Road Rehabilitation & Improvement program	3.93	1/07/2022	88,477	17,351	70,435	71,126	18,042	-	-
281 Footpath Replacement Program	3.93	1/07/2022	51,547	10,109	41,035	41,438	10,512	-	-
284 Road Asset Program	4.01	1/07/2023	169,745	18,117	73,564	151,628	96,181	-	-
289 Road Asset Program	3.99	1/07/2024	652,098	47,229	191,761	604,869	460,337	-	-
290 Footpath Asset Program	3.99	1/07/2024	131,531	9,526	38,678	122,005	92,853	-	-
291 Drainage Asset Program	3.99	1/07/2024	111,153	8,050	32,687	103,103	78,466	-	-
295 Road Asset Program	3.44	1/07/2025	421,030	23,106	93,624	397,923	327,406	-	-
296 Footpath Asset Program	3.44	1/07/2025	120,709	6,625	26,843	114,084	93,866	-	-
297 Drainage Asset Program	3.44	1/07/2025	140,343	7,702	31,208	132,641	109,135	-	-
300 Road Asset Program	3.15	1/07/2026	477,430	20,996	84,981	456,434	392,449	-	-
294B Acquisition 73 Hampton Road	4.03	1/07/2024	124,288	8,996	36,532	115,292	87,756	-	-
305 Heavy Vehicles	2.86	28/06/2027	316,909	-	49,128	316,909	267,781	-	-
Economic services									
279 Fremantle Markets Upgrade	5.56	1/07/2021	16,163	16,163	16,163	-	-	-	-
283 Fremantle Markets Upgrade	3.93	1/07/2022	58,985	11,567	46,956	47,418	12,029	-	-
307 Civic & Library Building	1.96	28/06/2040	19,174,355	-	841,905	19,174,355	18,332,450	-	-
Community Amenities									
SMRC	-	-	1,512,088	-	-	1,512,088	1,512,088	-	-
Total			25,538,408	338,339	2,114,380	25,200,069	23,424,029		



MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31ST JULY 2021

RESERVE FUND BALANCES AND MOVEMENTS
NOTE 5(a)

Reserve Fund	Opening Balance 01-Jul-2021	Transfer To Muni Fund		Transfers From Muni Fund		Closing Balance 31-Jul-2021
		For Operating	For Capital	From Operating	From Capital	
	\$	\$	\$	\$	\$	\$
Cantonment Hill Master Plan Reserve	117,868	-	-	-	-	117,868
Public Open Space - Swan Hardware	26,899	-	-	-	-	26,899
Public Open Space - 37 Strang St	85,673	-	-	-	-	85,673
Public Open Space - Christian Brothers	131,830	-	-	-	-	131,830
Public Open Space - Lot 502 Lefroy	61,600	-	-	-	-	61,600
Public Open Space - Knutsford Blinco	404,075	-	-	-	-	404,075
Community Care Programs Reserve (Previously HACCC)	6,386	-	-	-	-	6,386
Fremantle Markets Conservation Reserve	78,032	-	-	-	-	78,032
Fremantle Oval Reserve	238,375	(9,813)	-	-	-	228,563
Investment Fund Reserve	4,921,372	-	(5,081)	-	-	4,916,291
Leighton Precinct Maintenance Reserve	193,502	(721)	-	59,339	-	252,120
Leisure Centre Upgrade Reserve	70,159	-	-	-	-	70,159
Parking Dividend Equalisation Reserve	6,208,565	-	-	-	-	6,208,565
Parks Recreation and Facilities Reserve	97,771	-	-	-	-	97,771
Renewable Energy Investment Reserve	59,510	-	-	-	-	59,510
White Gum Valley Precinct Community Bore Reserve	15,675	-	-	8,804	-	24,479
Total	12,717,291	(10,534)	(5,081)	68,143	-	12,769,820



RESERVE FUND BALANCES AND MOVEMENTS DETAIL
NOTE 5(b)

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31ST JULY 2021

Cash Backed Reserves	Adopted Budget	Amended Budget	YTD Actual
	\$	\$	\$
Cantonment Hill Master Plan Reserve			
<u>Reserve Purpose:</u> <i>To fund capital works at Cantonment Hill in accordance with the Cantonment Hill Master Plan.</i>			
<u>Source of Income:</u> <i>Transfer from the Investment Reserve as approved by Council. Transfer from Municipal Fund amounts determined by Council through the annual budget and budget review</i>			
Opening Balance	117,868	117,868	117,868
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	-	-	-
Closing Balance	117,868	117,868	117,868
Public Open Spaces Reserves			
<u>Reserve Purpose:</u> <i>To fund specific city works</i>			
<u>Source of Income:</u> <i>Transferred from Trust Fund (no longer required to be held in Trust)</i>			
Opening Balance - Swan Hardware	26,899	26,899	26,899
Opening Balance - 37 Strang St	85,673	85,673	85,673
Opening Balance - Christian Brothers	131,830	131,830	131,830
Opening Balance - Lot 502 Lefroy	61,600	61,600	61,600
Opening Balance - Knutsford Blinco	404,075	404,075	404,075
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer to Reserves (Capital) - 37 Strang St	-	-	-
Transfer to Reserves (Capital) - Christian Brothers	-	-	-
Transfer to Reserves (Capital) - Lot 502 Lefroy	-	-	-
Transfer to Reserves (Capital) - Knutsford Blinco	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	-	-	-
Closing Balance	710,076	710,076	710,076
Community Care Programs Reserve (Previous HACC Asset Replacement Reserve)			
<u>Reserve Purpose:</u> <i>To fund Community Care Programs.</i>			
<u>Source of Income:</u> <i>Transfer from final balance held in old HACC Asset Replacement Reserve at end of 17/18 financial year.</i>			
Opening Balance	6,386	6,386	6,386
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	-	-	-
Closing Balance	6,386	6,386	6,386

RESERVE FUND BALANCES AND MOVEMENTS DETAIL
NOTE 5(b)

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31ST JULY 2021

Cash Backed Reserves	Adopted Budget \$	Amended Budget \$	YTD Actual \$
Fremantle Markets Conservation Reserve			
<u>Reserve Purpose:</u> <i>To fund conservation works to the Fremantle Markets</i>			
<u>Source of Income:</u> <i>Contribution by lessee on signing of new lease in June 2008. Increase of rent derived from the premises for the first ten years of the lease commencing in June 2008 as a minimum to assist in obtaining external funding for implementing the Conservation Plan.</i>			
Opening Balance	78,032	78,032	78,032
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Capital)	(51,215)	(51,215)	-
300121 - P-11843 Design and construct - Markets Building Services	(51,215)	(51,215)	-
Closing Balance	26,817	26,817	78,032
Fremantle Oval Reserve			
<u>Reserve Purpose:</u> <i>To fund capital and business planning costs associated with the redevelopment of the Fremantle Oval precinct</i>			
<u>Source of Income:</u> <i>Transfer from Former Stan Reilly Property Site Redevelopment Reserve as approved by Council. Transfer from Municipal Fund amounts determined by Council through the annual budget, budget review and budget amendments</i>			
Opening Balance	238,375	238,375	238,375
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	(158,375)	(158,375)	(9,813)
200132 - P-10300 Plan-Fremantle Oval Precinct	(158,375)	(158,375)	(9,813)
Transfer from Reserves (Capital)	-	-	-
Closing Balance	80,000	80,000	228,563
Investment Fund Reserve			
<u>Reserve Purpose:</u> <i>To realise and make investments in income producing assets. A specified list of investment properties forms part of the investments. Funds will not be withdrawn from the reserve to subsidise operating or recurrent expenditure, nor shall funds be withdrawn for the purpose of providing community facilities that do not provide a commercial rate of return, unless specifically decided otherwise by the Council.</i>			
<u>Source of Income:</u> <i>Net proceeds of sale of nominated freehold properties, unless otherwise resolved by Council. Net proceeds from sale of miscellaneous parcels of land, unless otherwise resolved by Council. Transfer from municipal fund of principal repayment equivalent for Loan 189 (Queensgate) that was paid out in January 2006 using funds from the Investment Reserve. Net proceeds from the winding up of the City of Fremantle Trust Fund as per the City of Fremantle and Town of East Fremantle Trust Funds (Amendment and Expiry) Bill 2013.</i>			

RESERVE FUND BALANCES AND MOVEMENTS DETAIL
NOTE 5(b)

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31ST JULY 2021

Cash Backed Reserves	Adopted Budget	Amended Budget	YTD Actual
	\$	\$	\$
Opening Balance	4,921,372	4,921,372	4,921,372
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	4,970,000	4,970,000	-
300047 - P-10458 Disposal - 7 Quarry St	2,720,000	2,720,000	-
300053 - P-11052 Disposal - 9 Quarry St	2,250,000	2,250,000	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	(4,821,378)	(4,821,378)	(5,081)
300000 - P-10297 Construct - Council Admin Offices (Kings Square)	(3,000,000)	(3,000,000)	(682)
300073 - P-11077 Install - Network Infrastructure (Kings Square)	(34,638)	(34,638)	-
300085 - P-10295 Design and construct - Public Realm Newman Court (KS)	(500,000)	(500,000)	(1,440)
300088 - P-11687 Install - Public Art (Kings Square)	(55,200)	(55,200)	-
300100 - P-11682 Building development - Fit out - Civic Building (KS)	(387,722)	(387,722)	(2,959)
300101 - P- 10898 Relocation - AV Equipment & Installation (KS)	(250,000)	(250,000)	-
300112 - P-11829 Design and construct - Commercial tenancy (KS)	(399,194)	(399,194)	-
300166 - P- 11943 - Construct - Town Hall - Fire upgrade	(50,000)	(50,000)	-
300162 - P-11878 Design and construct - Kings Square - Windows to	(144,624)	(144,624)	-
Closing Balance	5,069,994	5,069,994	4,916,291

Leighton Precinct Maintenance Reserve

Reserve Purpose:

To hold any specified area rate income raised during the financial year that were unspent at 30 June in relation to Leighton Precinct maintenance. To fund the above normal costs associated with maintaining the higher standard of the landscaping of the Leighton residential area.

Source of Income:

Revenue raised from a specified area rate that was unspent at the end of the financial year.

Opening Balance	193,502	193,502	193,502
Transfer to Reserves (Operating)	59,339	59,339	59,339
100913 - Maintain Landscape - Leighton Precinct SAR	59,339	59,339	59,339
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	(67,699)	(67,699)	(721)
100913 - Maintain Landscape - Leighton Precinct SAR	(67,699)	(67,699)	(721)
Transfer from Reserves (Capital)	-	-	-
Closing Balance	185,142	185,142	252,120

Leisure Centre Upgrade Reserve

Reserve Purpose:

To provide funds for major upgrading and refurbishment works at the Fremantle Leisure Centre.

Source of Income:

Transfer from the Investment Reserve as approved by Council. Transfer from Municipal Fund amounts determined by Council through the annual budget and budget review.

Opening Balance	70,159	70,159	70,159
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	(36,560)	(36,560)	-
300123 - P-11670 Design and construct - Leisure Centre Pool Roof	(36,560)	(36,560)	-
Closing Balance	33,599	33,599	70,159

RESERVE FUND BALANCES AND MOVEMENTS DETAIL
NOTE 5(b)

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31ST JULY 2021

Cash Backed Reserves	Adopted Budget \$	Amended Budget \$	YTD Actual \$
Parking Dividend Equalisation Reserve			
Reserve Purpose:			
<i>To provide a smoothing out of revenue contributions to municipal operations from commercial parking activities. That is to be achieved as follows (a) by transferring net profits in excess of budget to the reserve and (b) if required, when there is a material (i.e. plus 1%) net loss, transferring funds from the reserve to municipal fund to compensate the loss. Fund commercial parking capital equipment and facilities or parking infringement capital equipment and facilities to the extent the funds available in the reserve exceed 2.5% of budgeted gross parking revenue.</i>			
Source of Income:			
<i>Transfer from the Municipal Fund (a) net profit on commercial parking operations exceeding a set figure in the budget. Note: Net profit is calculated including depreciation and allocated support service costs but excludes capital. and/or (b) Transfer from the Municipal Fund amounts determined by Council through the annual budget or budget review in relation to parking operations. Transfer from Municipal Fund amounts determined by Council through the annual budget or budget review in relation to parking infringement operations. Net proceeds from sale of parking facilities as determined by Council through the annual budget or budget review.</i>			
Opening Balance	6,208,565	6,208,565	6,208,565
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	(1,574,700)	(1,574,700)	-
300103 - P-11720 Software - Licencing Pinforce	(23,700)	(23,700)	-
300115 - P-10865 Construct - Fremantle Park carpark	(450,000)	(450,000)	-
300158 - P-11887 -Design and construct- 14 Parry Street - Waste	(20,000)	(20,000)	-
300244 - P-12019 Design and Construct - Hilton - Underground Power	(395,000)	(395,000)	-
300256 - P-12036 Purchase - Parking licence plate recognition cameras	(180,000)	(180,000)	-
300257 - P-12038 Purchase - Hand held licence plate recognition equipment	(40,000)	(40,000)	-
300259 - P-12041 Program - Ticket machines	(466,000)	(466,000)	-
Closing Balance	4,633,865	4,633,865	6,208,565
Parks Recreation and Facilities Reserve			
Reserve Purpose:			
<i>To fund improvements within the South Fremantle Tip Site Reserve. To Finance improvements within the Kings Square Reserve. To Finance tourism projects within the City. To finance facilities for sporting clubs on a self supporting loan basis in accordance with Council guidelines for such advances to clubs. To Finance improvements within the Port and Leighton Beach Reserve. To finance capital works and improvements at Fremantle Oval. To Finance improvements or major refurbishments to other parks and recreation facilities within the municipality.</i>			
Source of Income:			
<i>Municipal Fund contribution as approved by Council in the annual budget.</i>			
Opening Balance	97,771	97,771	97,771
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	-	-	-
Closing Balance	97,771	97,771	97,771

RESERVE FUND BALANCES AND MOVEMENTS DETAIL
NOTE 5(b)

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31ST JULY 2021

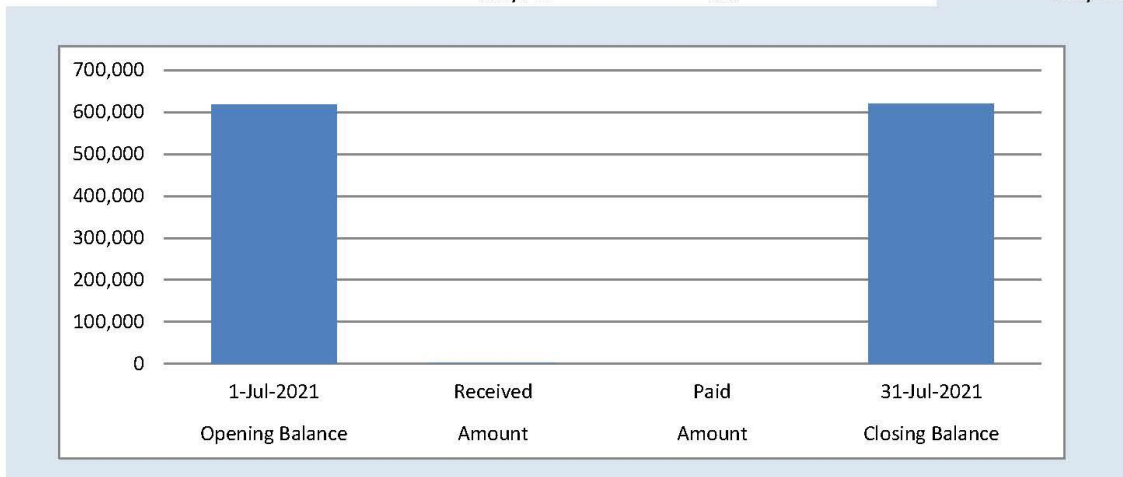
Cash Backed Reserves	Adopted Budget \$	Amended Budget \$	YTD Actual \$
Renewable Energy Investment Reserve			
Reserve Purpose:			
<i>To purchase sufficient carbon offsets to maintain the City's carbon neutral status. Remaining funds will then be used to invest in projects that promote positive renewable energy outcomes. If no renewable energy projects can be identified, the fund will accumulate that year's contribution.</i>			
Source of Income:			
<i>Transfer from Municipal Fund amounts determined by Council through the annual budget and budget review.</i>			
Opening Balance	59,510	59,510	59,510
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	(59,510)	(59,510)	-
300152 - P-11873 Program-Solar Panels City	(59,510)	(59,510)	-
Closing Balance	-	-	59,510
White Gum Valley Precinct Community Bore Reserve			
Reserve Purpose:			
<i>To fund the associated costs required to maintain the community bore within the WGV development.</i>			
Source of Income:			
<i>Revenue raised from a service charge that was unspent at the end of the financial year.</i>			
Opening Balance	15,675	15,675	15,675
Transfer to Reserves (Operating)	11,919	7,192	8,804
100738 - Service charge - Use of community bore	11,919	7,192	8,804
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	(11,919)	(7,192)	-
100738 - Service charge - Use of community bore	(11,919)	(7,192)	-
Transfer from Reserves (Capital)	-	-	-
Closing Balance	15,675	15,675	24,479
Summary			
Opening Balance	12,717,291	12,717,291	12,717,291
Transfer to Reserves (Operating)	71,258	66,531	68,143
Transfer to Reserves (Capital)	4,970,000	4,970,000	-
Transfer from Reserves (Operating)	(237,993)	(233,266)	(10,534)
Transfer from Reserves (Capital)	(6,543,363)	(6,543,363)	(5,081)
Closing Balance	10,977,193	10,977,193	12,769,820

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

NOTE 6
TRUST FUND

Funds held at balance date over which the City has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-2021	Amount Received	Amount Paid	Closing Balance 31-Jul-2021
	\$	\$	\$	\$
Cash In Lieu of Parking	469,360	-	-	469,360
Bequests				
Gweneth Ewens	26,552	-	-	26,552
John Francis Boyd	2,700	-	-	2,700
Victor Felstead	11,305	-	-	11,305
Unclaimed Funds - Debtors	3,741	-	-	3,741
Unclaimed Funds - Stale Cheques	41,830	300	-	42,130
Miscellaneous	7,310	-	-	7,310
Trust Interest	56,146	-	-	56,146
	618,944	300	-	619,244



BUDGET AMENDMENTS TO ADOPTED BUDGET 2021/22
AS AT 31-JUL-2021

BUDGET AMENDMENTS

NOTE 7

Service Unit	IP Activity Project	IP Activity Project Description	20/21 Adopted Budget		YTD Budget Amendments		20/21 Amended Budget	
			Revenue	Expenditure	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	Revenue	Expenditure
Operating - Base								
6400 Facilities and Environment								
100380		Collect and disposal - general waste (2 Bin)	46,500	(190,598)	-	(270,000)	46,500	(460,598)
100382		Maintain waste collection bins	-	(31,696)	-	(30,000)	-	(61,696)
100761		Collection & Disposal - Domestic - General waste (2nd bin)	-	(270,000)	-	270,000	-	-
100762		Domestic - Purchase new bins	20,350	(75,700)	-	30,000	20,350	(45,700)
		Facilities and Environment	66,850	(567,994)	-	-	66,850	(567,994)
Total: Operating - Base			66,850	(567,994)	-	-	66,850	(567,994)
2130 Capital - Renewal								
6500 Parks and Landscapes								
300208		P-11912 Design and construct - Coral Park Irrigation Upgrade	-	(40,000)	-	(40,000)	-	(80,000)
300249		P-12025 Design and Construct - Coral Park - Cabinet	-	(15,000)	-	15,000	-	-
300251		P-12027 Design and construct - Griffiths Park - Upgrade	100,000	(100,000)	147,000	(247,000)	247,000	(947,000)
300252		P-12030 Design and construct - Coral Park - Irrigation	-	(25,000)	-	25,000	-	-
300272		P-12027 Design and Construct - Griffith Park - Cabinet	15,000	(15,000)	(15,000)	15,000	-	-
300273		P-12027 Design and Construct - Griffith Park - Swale	132,000	(132,000)	(132,000)	132,000	-	-
300274		P-12027 Design and Construct - Griffith Park- Irrigation	-	(100,000)	-	100,000	-	-
		Parks and Landscapes	247,000	(427,000)	-	-	247,000	(427,000)
Total:Capital - Renewal			247,000	(427,000)	-	-	247,000	(427,000)
Change of Surplus from 2020/21 FY								
Total:			313,850	(994,994)	-	-	313,850	(994,994)

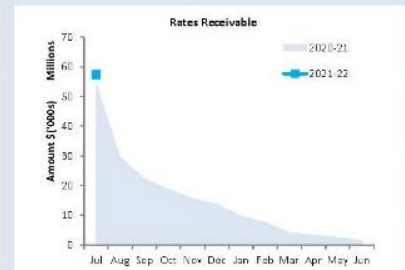
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES
NOTE 8
RECEIVABLES

Rates Receivable	30 June 2021	31 Jul 21
	\$	\$
Opening Arrears Previous Years	972,403	1,470,308
<i>Levied this year</i>		
Rates	48,407,177	50,301,922
ESI	8,487,796	7,523,004
Other	87,358	91,004
<i>Less: Collections to date</i>	<i>(56,086,425)</i>	<i>(2,040,415)</i>
Equals Current Outstanding	1,470,308	57,345,819
Net Rates Collectable	1,470,308	57,345,819
% Collected	97.46%	3.44%

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

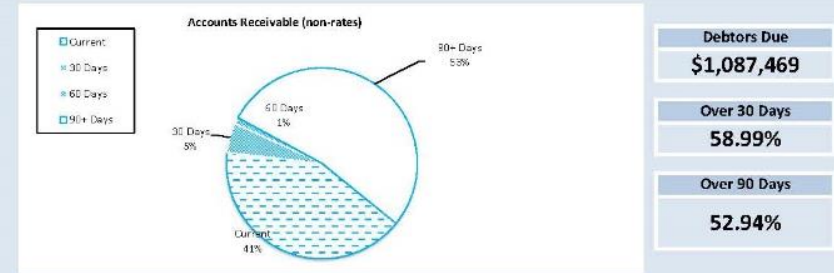


Collected	Rates Due
3.44%	\$57,345,819

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Percentage	41%	5%	1%	53%	
Receivables - General	3,194	9,298	2,413	49,714	64,619
CFO Marketing & Economic Development	4,400	0	0	0	4,400
Community Development	85,240	-4,855	90	0	80,475
Commercial Properties	104,547	18,786	(94)	239,377	362,616
Commercial Waste	52,806	8,550	6,565	8,281	76,202
Corporate Services	0	8,780	0	12,225	21,005
Fremantle Arts Centre	15	0	211	5,155	5,379
Fremantle Leisure Centre	0	1,155	488	897	2,540
Hall/Reserve Hire	(424)	0	0	16	(408)
Insurance Workers Compensation	0	0	0	78	78
Miscellaneous Debtor	(6,178)	(8,727)	0	(27)	(14,932)
Parking	0	0	0	3,996	3,996
Samson Recreation Centre	0	4,589	267	0	4,856
Technical Services	146,760	0	176	186,790	333,726
	392,358	47,686	10,116	506,498	956,658
Less: Provision for Doubtful Debt	79,051				79,051
					1,035,689
Balance per Trial Balance					
Sundry debtors	1,035,689				1,035,689
GST receivable	51,780				51,780
Loans receivable - clubs/institutions	0				0
Total Receivables General Outstanding					1,087,469
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

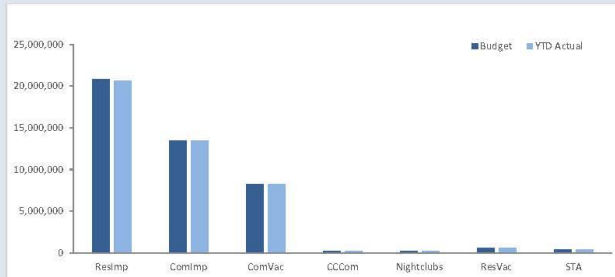
OPERATING ACTIVITIES
NOTE 9
RATE REVENUE

General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of	Rateable	Rate	Interim	Back	Total	Rate	Interim	Back	Total
RATE TYPE	\$	Properties	Value	Revenue	Rate	Rate	Revenue	Revenue	Rates	Rates	Revenue
Differential General Rate											
Residential Improved	0.085176	9,664	242,016,524	20,613,951	200,000		20,813,951	20,613,951	3,898		20,617,849
Commercial & Industrial General	0.090500	1,434	149,043,537	13,488,435			13,488,435	13,488,435	0		13,488,435
City Centre Commercial	0.098586	366	83,102,055	8,192,698			8,192,698	8,192,697	0		8,192,697
Nightclubs	0.116791	3	1,848,815	215,814			215,814	215,814	0		215,814
Residential Short Term Accommodation	0.095117	116	2,687,010	255,580			255,580	255,580	(4,489)		251,091
Vacant Residential Land	0.130726	147	4,341,400	567,533			567,533	567,533	0		567,533
Vacant Commercial & Industrial	0.163792	46	2,244,300	367,598			367,598	367,598	0		367,598
Minimum \$											
Residential Improved	1397	4,173	59,620,133	5,829,681			5,829,681	5,829,681			5,829,681
Commercial & Industrial General	1397	331	3,581,948	462,407			462,407	462,407			462,407
City Centre Commercial	1397	58	546,914	81,026			81,026	81,026			81,026
Nightclubs	1397	0	0	0			0	0			0
Residential Short Term Accommodation	1397	46	582,764	64,262			64,262	64,262			64,262
Vacant Residential Land	1353	144	1,171,495	194,832			194,832	194,832			194,832
Vacant Commercial & Industrial	1397	10	53,940	13,970			13,970	13,970			13,970
Sub-Totals		16,538	550,840,835	50,347,787	200,000	0	50,347,787	50,347,786	(\$91)	0	50,347,195
Discount							0	0			0
Concession							(222,407)	(222,406)			(222,406)
Amount from General Rates							50,325,380	50,325,380			50,124,789
Ex-Gratia Rates							0	0			-
Total General Rates							50,325,380	50,325,380			50,124,789
Specified Area Rates											
CBD Security Levy							0	117,794			117,794
Leighton Maintenance							0	59,339			59,339
Total Specified Area Rates							0	177,133	0	0	177,133
Totals							50,325,380	50,325,380			50,301,922

SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION

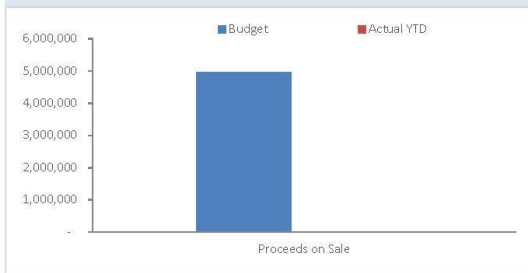


MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021

DISPOSAL OF ASSETS
NOTE 10

Asset Description	Amended Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Property, Plant and Equipment	\$	\$	\$	\$	\$	\$	\$	\$
Land - Freehold Land								
Project 10458 - Disposal of 7 Quarry St, Fremantle	2,650,000	2,720,000	70,000	-	-	-	-	-
Project 11052 - 9 to 15 Quarry St, Fremantle	1,593,000	2,250,000	657,000	-	-	-	-	-
	4,243,000	4,970,000	727,000	-	-	-	-	-

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$4,970,000	\$0	0%

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2021**

INFORMATION

PREPARATION AND REVIEW

This report is a representation of the City's financial performance at reporting date (31 July 2021) and is subject to change due to ongoing end of year processing associated with FY20/21.

Prepared by: A/Manager Finance
Reviewed by: A/Director City Business

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2021**

STATUTORY REPORTING PROGRAMS

City operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH EDUCATION AND WELFARE	To provide an operational framework To provide services to disadvantaged persons, the elderly, children and youth.	Inspection of food outlets and their control, provision of Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.
HOUSING	To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing.
COMMUNITY AMENITIES	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
TRANSPORT ECONOMIC SERVICES	To provide safe, effective and To help promote the City and its economic wellbeing.	Construction and maintenance of roads, streets, footpaths, Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.
OTHER PROPERTY AND SERVICES	To monitor and control City overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2021**

REVENUE

RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

**INFORMATION
NET CURRENT ASSETS**

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (*Short-term Benefits*)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

C2108-2 SCHEDULE OF PAYMENTS JULY 2021

ATTACHMENT 1

Schedule of payments and listing - *viewed electronically*

ATTACHMENT 2

Purchase card transactions - *viewed electronically*

C2108-3 STATEMENT OF INVESTMENTS – JULY 2021

ATTACHMENT 1 - Statement of Investments – July 2021



Concise Investment Report

Cash and Simple Interest

All Books for Selected Entity

Period Ended 31 July 2021



Contents

1. Portfolio As At 31 July 2021
2. Portfolio Credit Framework As At 31 July 2021
3. Portfolio Credit Framework Limits As At 31 July 2021
4. Counterparty Credit Framework As At 31 July 2021
5. Issuer Trading Limits As At 31 July 2021
6. Portfolio by Term to Maturity As At 31 July 2021
7. Portfolio Summary by Fossil Fuel Lending ADIs As At 31 July 2021
8. Performance Statistics For Period Ending 31 July 2021
9. Interest and Distribution Income For 1 July 2021 to 31 July 2021
10. Transactions For Period 1 July 2021 to 31 July 2021



Concise Investment Report Pack 50
City of Fremantle
1 July 2021 to 31 July 2021

1. Portfolio As At 31 July 2021

Latest Deal Code	Latest Deal Settlement Date	Issuer	WAL / Interim Maturity Date	Term (Days)	Coupon Rate/Latest Yield	Coupon Frequency	Issuer Rating Short Term	Issuer Rating Long Term	% Total Face Value	Original Face Value Notional	Accrued Interest Notional	Market Value Notional
City of Fremantle - Municipal												
At Call Deposit												
LC94818	30 Jun 2020	AMP Bank Ltd	1 Aug 2021	1,493	0.55	Nil	S&P ST A2	S&P BBB	0.00%	32.68	0.00	32.68
LC110864	30 Jul 2021	National Australia Bank Ltd	1 Aug 2021	1,250	0.60	Nil	S&P ST A1+	S&P AA-	18.92%	7,036,626.14	0.00	7,036,626.14
LC110865	30 Jul 2021	Macquarie Bank	1 Aug 2021	346	0.45	Nil	Moodys ST P-1*	Moodys A2	10.84%	4,030,088.74	0.00	4,030,088.74
At Call Deposit Subtotal									29.76%	11,066,747.56	0.00	11,066,747.56
Term Deposit												
LC109337	21 Jun 2021	National Australia Bank Ltd	21 Sep 2021	92	0.27	Maturity	S&P ST A1+	S&P AA-	8.07%	3,000,000.00	887.67	3,000,887.67
LC109365	22 Jun 2021	Commonwealth Bank of Australia Ltd	28 Sep 2021	98	0.34	Maturity	S&P ST A1+	S&P AA-	10.76%	4,000,000.00	1,453.16	4,001,453.16
LC105411	13 Apr 2021	Suncorp Bank	11 Oct 2021	181	0.30	Maturity	S&P ST A1	S&P A+	8.07%	3,000,000.00	2,687.67	3,002,687.67
LC105858	23 Apr 2021	Suncorp Bank	19 Nov 2021	210	0.32	Maturity	S&P ST A1	S&P A+	10.76%	4,000,000.00	3,471.80	4,003,471.80
LC103282	3 Mar 2021	Bank of Queensland Ltd	29 Nov 2021	271	0.40	Maturity	Moodys ST P-2	Moodys A3	8.07%	3,000,000.00	4,931.52	3,004,931.52
LC103547	9 Mar 2021	Bendigo & Adelaide Bank Ltd	3 Dec 2021	269	0.35	Maturity	Moodys ST P-2	Moodys A3	10.76%	4,000,000.00	5,523.28	4,005,523.28
LC100565	18 Jan 2021	AMP Bank Ltd	17 Dec 2021	333	0.75	Maturity	S&P ST A2	S&P BBB	1.34%	500,000.00	1,993.15	501,993.15
LC101636	29 Jan 2021	AMP Bank Ltd	28 Jan 2022	364	0.75	Maturity	S&P ST A2	S&P BBB	2.69%	1,000,000.00	3,760.27	1,003,760.27
LC104830	19 Mar 2021	Beyond Bank Australia Ltd	19 Mar 2022	365	0.60	Maturity	S&P ST A2	S&P BBB	8.07%	3,000,000.00	6,608.22	3,006,608.22
Term Deposit Subtotal									68.57%	25,500,000.00	31,316.74	25,531,316.74
City of Fremantle - Municipal Subtotal									98.33%	36,566,747.56	31,316.74	36,598,064.30
City of Fremantle - Trust												
At Call Deposit												
LC110866	30 Jul 2021	National Australia Bank Ltd	1 Aug 2021	943	0.00	Nil	S&P ST A1+*	S&P AA-	1.67%	619,244.00	0.00	619,244.00
At Call Deposit Subtotal									1.67%	619,244.00	0.00	619,244.00
City of Fremantle - Trust Subtotal									1.67%	619,244.00	0.00	619,244.00
Report Total									100.00%	37,185,991.56	31,316.74	37,217,308.30
Notes:												
1. Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.												
2. The values shown as subtotals and total of the coupon rate column are weighted average running yields												
3. An asterisk in the Issuer Rating Short Term column indicates that the security's rating differs from the issuer's short term rating. Refer to Laminar for further information.												

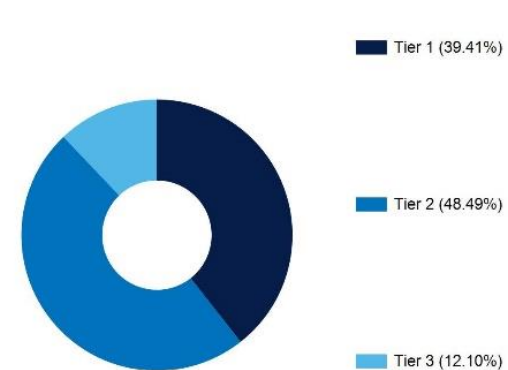


2. Portfolio Credit Framework As At 31 July 2021

Credit Quality	Issue/Security Rating Group	Face Value	% Total Value
Tier 1			
	AA+ to AA-	7,000,000.00	18.82%
	A1+	7,655,870.14	20.59%
	Tier 1	14,655,870.14	39.41%
Tier 2			
	A+ to A-	14,000,000.00	37.65%
	A1	4,030,088.74	10.84%
	A2	32.68	0.00%
	Tier 2	18,030,121.42	48.49%
Tier 3			
	BBB+ to BBB-	4,500,000.00	12.10%
	Tier 3	4,500,000.00	12.10%
	Portfolio Total	37,185,991.56	100.00%

Limits			
Credit Rating Group	Maximum Allocation Face Value	Maximum Allocation %	
Tier 1	AAA to AA- to A1+	37,185,991.56	100%
Tier 2	A1 to A-	22,311,594.94	60%
Tier 3	BBB+ to BBB-	13,015,097.05	35%
Tier 4	Unrated (Authorised)	5,577,898.73	15%

Face Value by Portfolio Credit Framework



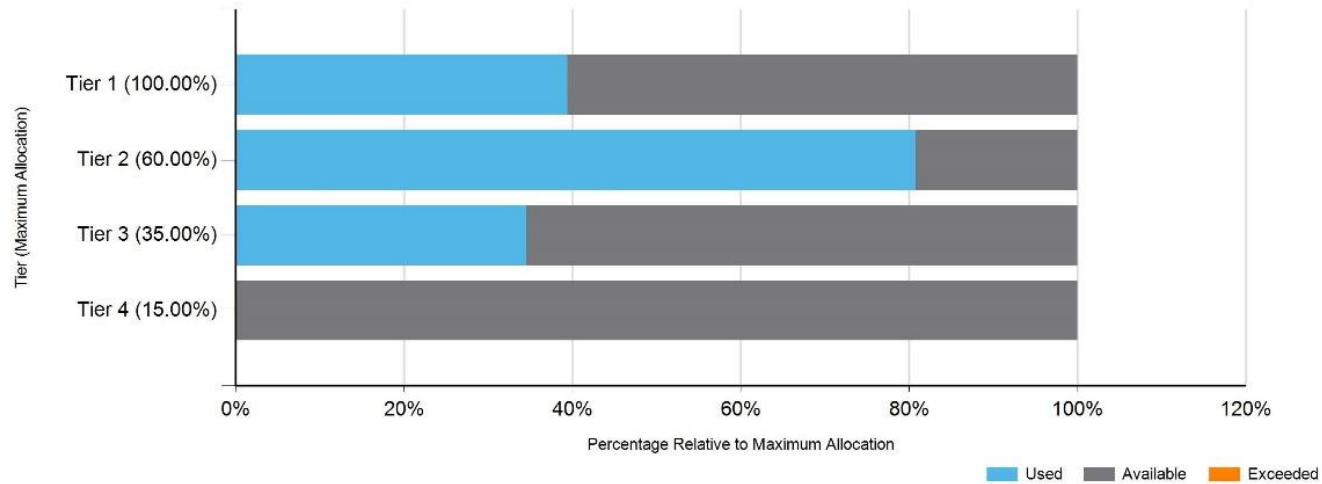


3. Portfolio Credit Framework Limits As At 31 July 2021

Tier	Allocation	Allocation %	Maximum Allocation %	% Used of Maximum Allocation	% Available of Maximum Allocation	% Exceeded of Maximum Allocation
Tier 1	14,655,870.14	39.41%	100.00%	39.41%	60.59%	0.00%
Tier 2	18,030,121.42	48.48%	60.00%	80.82%	19.18%	0.00%
Tier 3	4,500,000.00	12.10%	35.00%	34.57%	65.43%	0.00%
Tier 4	0.00	0.00%	15.00%	0.00%	100.00%	0.00%
	37,185,991.56					

Values used in the above calculations exclude interest for term deposits and other simple interest securities.

Portfolio Credit Framework Amounts Relative to Maximum Allocations

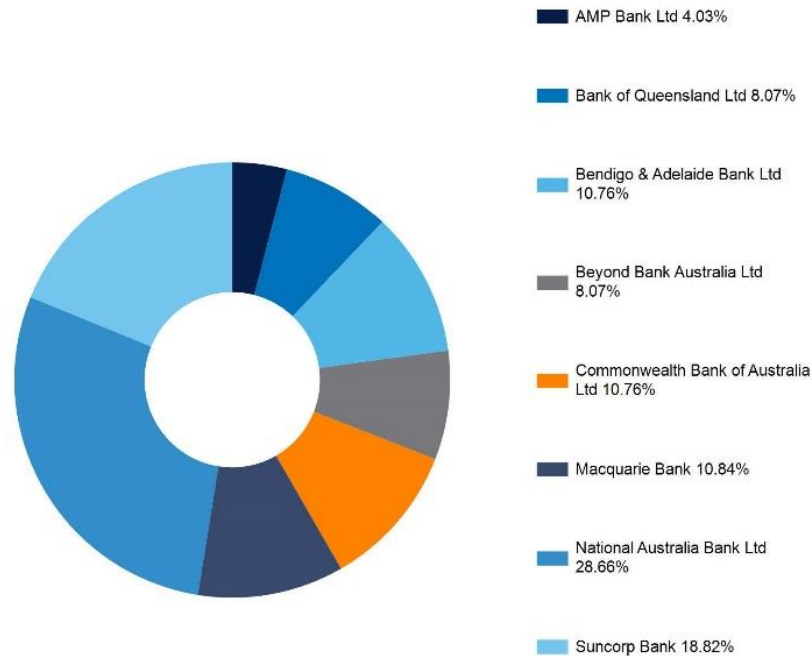


4. Counterparty Credit Framework As At 31 July 2021

Issuer	Rating Group	Face Value	% Total Value
AMP Bank Ltd	A2, BBB+ to BBB-	1,500,032.68	4.03%
Bank of Queensland Ltd	A+ to A-	3,000,000.00	8.07%
Bendigo & Adelaide Bank Ltd	A+ to A-	4,000,000.00	10.76%
Beyond Bank Australia Ltd	BBB+ to BBB-	3,000,000.00	8.07%
Commonwealth Bank of Australia Ltd	AA+ to AA-	4,000,000.00	10.76%
Macquarie Bank	A1	4,030,088.74	10.84%
National Australia Bank Ltd	A1+, AA+ to AA-	10,655,870.14	28.66%
Suncorp Bank	A+ to A-	7,000,000.00	18.82%
Portfolio Total		37,185,991.56	100.00%

Notes
1. An issuer may have multiple rating groups if they are associated with, as an example, holdings in both an At Call Deposits (short term rating) and a term deposit (long term rating) security.

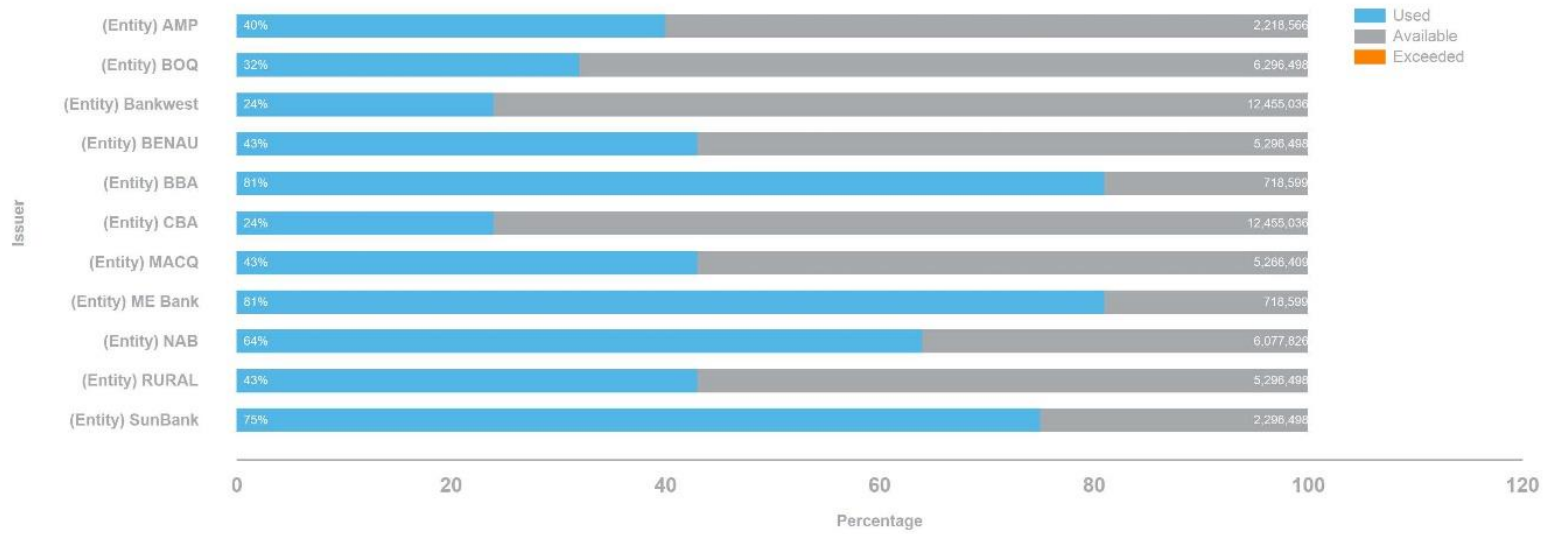
Face Value by Issuer



5. Issuer Trading Limits As At 31 July 2021

Issuer	Issuer Parent	Already Traded (with Issuer Group) Face Value	Limit For Book or Trading Entity	Tier (Long Term Rating)	Trading Limit	Trading Limit Type	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AMP Bank Ltd		1,500,032.68	Entity	Tier 3	10.00	% of 37,185,991.56	40	60	2,218,566	0	0
Bank of Queensland Ltd		3,000,000.00	Entity	Tier 2	25.00	% of 37,185,991.56	32	68	6,296,498	0	0
BankWest Ltd	Commonwealth Bank of Australia Ltd	4,000,000.00	Entity	Tier 1	45.00	% of 36,566,747.56	24	76	12,455,036	0	0
Bendigo & Adelaide Bank Ltd		4,000,000.00	Entity	Tier 2	25.00	% of 37,185,991.56	43	57	5,296,498	0	0
Beyond Bank Australia Ltd		3,000,000.00	Entity	Tier 3	10.00	% of 37,185,991.56	81	19	718,599	0	0
Commonwealth Bank of Australia Ltd		4,000,000.00	Entity	Tier 1	45.00	% of 36,566,747.56	24	76	12,455,036	0	0
Macquarie Bank		4,030,088.74	Entity	Tier 2	25.00	% of 37,185,991.56	43	57	5,266,409	0	0
Members Equity Bank Ltd	Bank of Queensland Ltd	3,000,000.00	Entity	Tier 2	10.00	% of 37,185,991.56	81	19	718,599	0	0
National Australia Bank Ltd		10,655,870.14	Entity	Tier 1	45.00	% of 37,185,991.56	64	36	6,077,826	0	0
Rural Bank Ltd	Bendigo & Adelaide Bank Ltd	4,000,000.00	Entity	Tier 2	25.00	% of 37,185,991.56	43	57	5,296,498	0	0
Suncorp Bank		7,000,000.00	Entity	Tier 2	25.00	% of 37,185,991.56	75	25	2,296,498	0	0
		48,185,991.56							59,096,063		0
	(Excluding Parent Group Duplicates)	37,185,991.56									

Issuer Trading Limits (Entity Wide Limits Only)



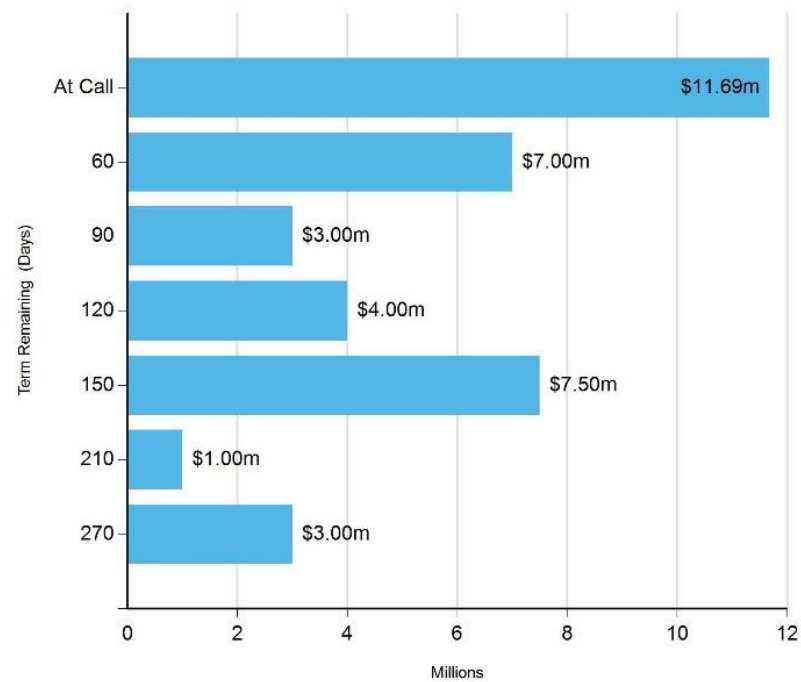


6. Portfolio by Term to Maturity As At 31 July 2021

Term Remaining (Days)	Face Value	% Total Value
At Call	11,685,991.56	31.43%
60	7,000,000.00	18.82%
90	3,000,000.00	8.07%
120	4,000,000.00	10.78%
150	7,500,000.00	20.17%
210	1,000,000.00	2.69%
270	3,000,000.00	8.07%
Portfolio Total	37,185,991.56	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Face Value by Term Remaining





7. Portfolio Summary by Fossil Fuel Lending ADIs As At 31 July 2021

Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period
Non Fossil Fuel Lending ADIs		
Bendigo & Adelaide Bank Ltd	10.8%	4,000,000.00
Beyond Bank Australia Ltd	8.1%	3,000,000.00
Members Equity Bank Ltd	0.0%	0.00
Suncorp Bank	18.8%	7,000,000.00
	37.6%	14,000,000.00
Fossil Fuel Lending ADIs		
AMP Bank Ltd	4.0%	1,500,032.68
Bank of Queensland Ltd	8.1%	3,000,000.00
Commonwealth Bank of Australia Ltd	10.8%	4,000,000.00
Macquarie Bank	10.8%	4,030,088.74
National Australia Bank Ltd	28.7%	10,855,870.14
	62.3%	23,185,991.56
Total Portfolio		37,185,991.56

All amounts shown in the table and charts are Current Face Values. The above percentages are relative to the portfolio total and may be affected by rounding.
A fossil fuel lending ADI appearing in the non-fossil fuel related table will indicate that the portfolio contains a "green bond" issued by that ADI.
Note: Reference for financial institutions not supporting the unlocking of carbon is (<http://www.marketforces.org.au/>).

Fossil Fuel vs Non Fossil Fuel Lending ADI



Non Fossil Fuel Lending ADIs



Fossil Fuel Lending ADIs



8. Performance Statistics For Period Ending 31 July 2021

Trading Book		1 Month	3 Month	12 Month	Since Inception
City of Fremantle - Municipal					
	Portfolio Return (1)	0.02%	0.08%	0.50%	1.55%
	Performance Index (2)	0.00%	0.01%	0.05%	1.04%
	Excess Performance (3)	0.02%	0.07%	0.45%	0.51%
City of Fremantle - Trust					
	Portfolio Return (1)	0.00%	0.00%	0.00%	0.49%
	Performance Index (2)	0.00%	0.01%	0.05%	0.79%
	Excess Performance (3)	0.00%	-0.01%	-0.05%	-0.30%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
City of Fremantle - Municipal	0.32
City of Fremantle - Trust	0.00
All Trading Books	0.31
Fossil Fuel Support - Simple Interest Only	0.39
Non Fossil Fuel Support - Simple Interest Only	0.38
Fossil Fuel Support - All Securities	0.27
Non Fossil Fuel Support - All Securities	0.38



9. Interest and Distribution Income For 1 July 2021 to 31 July 2021

Security ISIN	Security	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	ME Bank 0.5 08 Jul 2021 21DDAY TD	IEI141870	8 Jul 2021	2,000,000.00	5,753.42	Security Coupon Interest	City of Fremantle - Municipal
					5,753.42		



10. Transactions For Period 1 July 2021 to 31 July 2021

No fixed interest deals transacted during entered period.



Concise Investment Report Pack 50
City of Fremantle
1 July 2021 to 31 July 2021

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Report Code: TEPACK050EXT-00.19
Report Description: Concise Investment Report Pack 50
Parameters:
Trading Entity: City of Fremantle
Settlement Date Base:
History Start Date: 1 Jan 2000
Prior Period End Date: 30 Jun 2021
Exclude Term Deposit Interest:
Do Not Eliminate Issuer Parent-Child Effect In Trading Limit Calculations
Show Issuer Parent Column In Trading Limit Table
Use Face Value Notional In Trading Limit Calculations