



# Minutes

## Ordinary Meeting of Council

Wednesday 26 March 2025 6:00 pm



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## Official opening, welcome and acknowledgement

The Presiding Member declared the meeting open at 6:01pm and welcomed members of the public to the meeting.

The Presiding Member informed members of the public that the meeting was being recorded and streamed live on the internet. They further advised that while all care is taken to maintain privacy, visitors in the public gallery and members of the public submitting a question, may be captured in the recording.

## Attendance, apologies and leave of absence

### Attendance

Ms Hannah Fitzhardinge	Mayor/Presiding Member
Cr Jenny Archibald	Deputy Mayor/Central Ward
Cr Geoff Graham	Central Ward
Cr Adin Lang	Coastal Ward
Cr Fedele Camarda	East Ward
Cr Ben Lawver	East Ward
Cr Frank Mofflin	East Ward
Cr Doug Thompson	North Ward
Cr Ingrid van Dorssen	North Ward
Mr Glen Dougall	Chief Executive Officer
Mr Matt Hammond	Director City Business
Mr Pete Stone	Director Creative Arts and Community
Mr Graham Tattersall	Director Infrastructure
Mr Russell Kingdom	Director Planning, Place and Urban Development
Ms Melody Foster	Manager Governance
Mr David Settelmaier	Manager Strategic Communications and Stakeholder Relations
Ms Gabrielle Woulfe	Meeting Support Officer

*There were approximately 8 members of the public and no members of the press in attendance.*

### Apologies

Cr Andrew Sullivan	Coastal Ward
Cr Jemima Williamson-Wong	Coastal Ward

### Leave of absence

Nil.



## Applications for leave of absence

### **COUNCIL DECISION**

**Moved: Cr Doug Thompson**

**Seconded: Cr Frank Mofflin**

**Mayor Hannah Fitzhardinge and Cr Ingrid van Dorssen's request for leave of absence from 25 April 2025 until 18 May 2025 (inclusive) is approved.**

**Carried: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Nil**

## Disclosures of interest by members

Mayor Hannah Fitzhardinge declared a financial interest in item number C2503-8 as she received a travel related gift from the Perth South West Metropolitan Alliance. Mayor Fitzhardinge stated that she would not remain in the meeting for the discussion of the item.

Cr Ben Lawver declared an impartiality interest in item number C2503-8 as he is a member of the Perth South West Metropolitan Alliance environmental subgroup. Cr Lawver stated that he was confident that he could maintain impartiality during consideration of this item and would remain in the meeting.

Cr Adin Lang declared an impartiality interest in item number C2503-8 as he is the chairperson of the Perth South West Metropolitan Alliance NRM Group. Cr Lang stated that he was confident that he could maintain impartiality during consideration of this item and would remain in the meeting.

## Responses to previous public questions taken on notice

Nil.

## Public question time

**The following member of the public spoke in relation to item C2503-9:**  
Dr Rachel Horncastle



## **Petitions**

Nil.

## **Deputations**

Nil.

## **Presentations**

Nil.

## **Confirmation of minutes**

### **COUNCIL DECISION**

**Moved: Cr Geoff Graham**

**Seconded: Cr Doug Thompson**

**Council confirm the minutes of the Ordinary Meeting of Council dated 12 March 2025.**

**Carried: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Nil**

## **Elected member communication**

Nil.

## **Reports and recommendations from officers**

## **Planning reports**

Nil.



## Strategic and general reports

### **C2503-9 FOSSIL FUEL ADVERTISING AND SPONSORSHIPS POLICY**

<b>Meeting date:</b>	26 March 2025
<b>Responsible officer:</b>	Manager Governance
<b>Voting requirements:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Draft Fossil Fuels Advertising and Sponsorships Council Policy - Engagement Report</li><li>2. DRAFT Council Policy - Fossil Fuel Advertising and Sponsorships</li></ol>

#### **SUMMARY**

**In response to an Elected Member Notice of Motion endorsed by Council at the Finance, Policy, Operations and Legislation Committee on 12 October 2022, officers drafted a Fossil Fuel Advertising and Sponsorships Policy for consideration.**

**At the Ordinary Council Meeting on 26 June 2024, Council endorsed the draft Council Policy for the purpose of public advertising. Upon the completion of public advertising, officers assessed the community feedback to the proposed Council Policy (provided in attachment 1) and minor amendments to the proposed policy to provide further clarity on the intent of the policy.**

**This report recommends that Council adopt the proposed City of Fremantle Fossil Fuel Advertising and Sponsorships Policy, as provided in Attachment 2.**

#### **BACKGROUND**

At the Finance, Policy, Operations and Legislation Committee meeting held on 12 October 2022, a Notice of Motion was raised by Cr Adin Lang requesting that the City of Fremantle investigate ways to restrict fossil fuel advertising on council owned or managed land and should not accept sponsorships from companies whose main business is the extraction or sale of coal, oil and gas.

In consideration of the Notice of Motion, Committee resolved:



**Council requests the Chief Executive Officer to investigate and report back to council with options for:**

- 1. Controlling or restricting advertising of fossil fuels on any City of Fremantle owned or managed property. In doing so Council consider any implications this may have for sporting and community organisations who currently use Council managed property or sporting venues.**
- 2. Restricting the acceptance of sponsorships from companies or organisations whose main business is the extraction or sale of coal, oil, or gas.**

At the Ordinary Council Meeting held on 26 June 2024, Council endorsed a draft Fossil Fuel Advertising and Sponsorships Council Policy for the purpose of public advertising.

### **FINANCIAL IMPLICATIONS**

If the Council Policy is adopted as proposed, the City will not accept any form of sponsorship funding from companies involved in the production or supply of fossil fuels.

### **LEGAL IMPLICATIONS**

If the Council Policy is adopted as proposed, the City will include any relevant provisions from this policy in any new or renewed leases, licenses or hire agreements, in accordance with this policy.

### **STRATEGIC IMPLICATIONS**

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

#### **Resilient City – A focus on planning for a stronger and more resilient future**

- The matters contained in this report align to the intent of this theme's outcome.

### **CONSULTATION**

The City of Fremantle opened public engagement on the Draft Fossil Fuels Advertising and Sponsorship Policy on 25 July 2024, and collected submissions until close-of-business on 23 September 2024.



The City of Fremantle conducted a series of in-person, local media, and digital community engagement activities to collect submissions and feedback for this draft council policy.

**The public was asked to:**

- Review the draft Fossil Fuel Advertising & Sponsorship Policy, Key Documents and Frequently Asked Questions.
- Contribute feedback by completing the survey below.
- Provide a written submission or request a 1:1 meeting with a City Officer.

**City officers aimed to:**

- Keep the public informed, listen to and acknowledge their concerns and provide feedback on how public input influenced the decision.
- Work with the public to ensure that their concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

The public engagement program **reached 522 people** through face-to-face conversations and online visits to the City’s MySay portal. City officers collected submissions in two ways:

- **94% of submissions** were collected via formal submissions to the City’s MySay platform, or hard copies of the MySay survey submitted to City staff.
- **6% of submissions** were collected via an interactive map on the City Plan MySay page.
- This resulted in **more than 1,315 individual pieces of information\*** collected through the engagement program.

**What we heard**

**Respondents were asked “Do you support the adoption of the Fossil Fuel Advertising and Sponsorships Policy?”**

- 48% of respondents **do not support** the draft policy.
- 45% of respondents **support** the draft policy.
- 7% of respondents **“somewhat” support** the draft policy.

Respondents were also asked to explain their selection via an open text survey question. Their answers have been summarised into supportive, somewhat supportive and not supportive, along with the high-level themes that were repeatedly voiced.

Respondents who are **supportive of the draft** policy highlighted the following:



- Support for policies that reduce fossil fuel dependency and promote decarbonisation efforts.
- Opposition to fossil fuel advertising and sponsorship in general because of their influence on communities
- The health risks associated with fossil fuels
- Opportunity for local government to display climate leadership
- Growing recognition of global warming as an existential crisis

Respondents who are **somewhat** supportive of the draft policy highlighted the following:

- Cynicism towards policy effectiveness – namely section 1.3 which allows existing fossil fuel sponsorships to continue.
- Desire for broader restrictions, including other harmful industries.
- Scepticism on this policy being a council priority.

Respondents who are **not supportive** of the draft policy highlighted the following:

- Disagreement of council's role and responsibilities – council is seen as overreaching.
- Fossil fuels are still essential for providing affordable energy.
- The policy will impact funding to local sporting clubs.
- Scepticism on the efficacy of the proposed climate policies, viewing them as ineffective or misguided.
- Loss of sponsorship could lead to detrimental effects on community programs and initiatives.

**Respondents were asked "Are you in favour of the policy allowing existing sponsorship agreements with fossil fuel-related companies to continue until their expiration?"**

- 60% of respondents are **in favour** of existing sponsorship agreements to continue until they expire.
- 40% of respondents are **not in favour** of this clause in the draft policy.

Respondents were also asked to explain their selection via an open text survey question. Their answers have been summarised into "yes—in favour" and "no—not in favour", along with the high-level themes that were repeatedly voiced.

Respondents who selected "**yes--in favour**" highlighted the following:



- Financial impact to sporting clubs and community groups who might rely on this funding.
- Opposition to council's role in sponsorship decisions.
- Scepticism about the effectiveness of banning fossil fuel sponsorships while many residents still rely on fossil fuels.

Respondents who selected "**no--not in favour**" highlighted the following:

- The critical need for immediate action to reduce carbon emissions.
- Opposition to fossil fuel sponsorship overall.
- Mixed feelings about the balance between sponsorship benefits and the ethical implications of accepting funds from fossil fuel companies.
- The challenges and implications of amending or terminating existing sponsorship agreements.

An engagement report with full details of the public comment period for this draft policy, is provided in **Attachment 1**.

## **OFFICER COMMENT**

In response to an Elected Member Notice of Motion, the proposed City of Fremantle Fossil Fuel Advertising and Sponsorships Policy provided in **Attachment 2**, for Council consideration.

Part 1 of this Council Policy applies to all users of any property owned or managed by the City, who may advertise or promote companies involved in the production or supply of fossil fuels, unless otherwise specified in this policy; and Part 2 of the policy applies to any sponsorships offered to the City from companies involved in the production or supply of fossil fuels.

In drafting the proposed Council Policy, consideration was made to sponsorship agreements held by users of Council owned or managed property. Clause 1.3 allows for advertising on a temporary basis, such as during an event where the users' sponsorship agreement requires advertising to occur. This clause outlines time restrictions for temporary advertising and is intended to enable users of property owned or managed by the City, to meet their sponsorship obligations.

The Council Policy does not prevent individuals, organisations or clubs, from accepting sponsorship from companies involved in the production or supply of fossil fuels, it only affects how subsequent advertising of such companies is managed on Council owned or managed property.

In addition to this, if the proposed policy is adopted by Council, the City will not accept any form of sponsorship funding from companies involved in the production or supply of fossil fuels.



## VOTING AND OTHER REQUIREMENTS

Simple Majority Required

## OFFICER'S RECOMMENDATION

**Moved: Cr Adin Lang**

**Seconded: Cr Jenny Archibald**

**Council:**

- 1. Receive the community engagement report, provided in Attachment 1.**
- 2. Adopt the draft Fossil Fuel Advertising and Sponsorships Council Policy, as provided in Attachment 2.**

In accordance with clause 9.7 of the [Meeting Procedures Policy](#), Cr Adin Lang moved the following amendment, as provided in the additional documents:

## AMENDMENT

**Moved: Cr Adin Lang**

**Seconded: Cr Ben Lawver**

Amend part 1.3 b of the draft policy to read as follows:

- b. the advertisement is of a temporary nature and not displayed more than **48** **12** hours prior to an event or **48** **12** hours after the events conclusion.

**Amendment Lost: 2/7**

**For:**

**Cr Adin Lang and Cr Ben Lawver**

**Against:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald,  
Cr Geoff Graham, Cr Fedele Camarda, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**



In accordance with clause 9.4 of the [Meeting Procedures Policy](#), Mayor Hannah Fitzhardinge allowed the officer's recommendation to be voted on in two parts:

**COUNCIL DECISION ITEM C2503-9**  
**(Officer's recommendation - Part 1)**

**Moved: Cr Adin Lang**

**Seconded: Cr Jenny Archibald**

**Council:**

- 1. Receive the community engagement report, provided in Attachment 1.**

**Carried: 8/1**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Adin Lang,  
Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Cr Geoff Graham**

**COUNCIL DECISION ITEM C2503-9**  
**(Officer's recommendation - Part 2)**

**Moved: Cr Adin Lang**

**Seconded: Cr Jenny Archibald**

**Council:**

- 2. Adopt the draft Fossil Fuel Advertising and Sponsorships Council Policy, as provided in Attachment 2.**

**Carried: 7/2**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald,  
Cr Adin Lang, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Cr Geoff Graham and Cr Fedele Camarda**



**COUNCIL DECISION ITEM C2503-9**

**Council:**

- 1. Receive the community engagement report, provided in Attachment 1.**
- 2. Adopt the draft Fossil Fuel Advertising and Sponsorships Council Policy, as provided in Attachment 2.**



## **C2503-10 APPOINTMENT OF NORTH FREMANTLE PLAN WORKING GROUP**

<b>Meeting date:</b>	26 March 2025
<b>Responsible officer:</b>	Director Planning, Place and Urban Development
<b>Voting requirements:</b>	Simple Majority Required
<b>Attachments:</b>	1. Draft Terms of Reference - North Fremantle Plan Working Group

### **SUMMARY**

**This report has been prepared in response to informal discussions within Council around the potential benefits of establishing a North Fremantle Plan Working Group, consisting of elected members and senior staff, to focus on strategic planning matters.**

**This report recommends that Council supports establishing the North Fremantle Plan Working Group; agrees to the initial priorities and Terms of Reference for setting up the working group; and nominates and endorses elected member representation.**

### **BACKGROUND**

As part of the strategic planning work being carried out by the City, it has been identified that a high-level plan for North Fremantle would be beneficial to assist with the alignment of projects and broad advocacy regarding future decisions.

### **FINANCIAL IMPLICATIONS**

There are no Financial Implications to this report. The working group has no authority to directly spend funds or amend existing budgets without seeking Council approval.

### **LEGAL IMPLICATIONS**

Nil.

### **STRATEGIC IMPLICATIONS**

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

**Liveable City - Liveable and socially connected neighbourhoods**



- The matters contained in this report align to the intent of this theme's outcome.

**Liveable City - Sustainably designed and optimised urban and natural environments**

- The matters contained in this report align to the intent of this theme's outcome.

**Liveable City - A unique built heritage and history that is preserved, protected and shared**

- The matters contained in this report align to the intent of this theme's outcome.

**CONSULTATION**

There has been no community consultation in the development of this report. However, there is likely to be significant community engagement on key planning matters, once the project is fully scoped by the working group.

**OFFICER COMMENT**

The scope of this strategic planning work is currently being developed. It is anticipated that the working group will assist with finalising the scope, prior to engagement with the community and stakeholders.

In broad terms, the study is anticipated to be completed by the end of 2025.

The City has an existing Council policy for the naming and function of Working Groups, Reference Groups and Liaison Groups (Council Policy - Internal Groups):



Internal Group Framework					
This framework does <i>not</i> include internal advisory committees or external groups not controlled by the City.					
Category	Purpose	Outcomes	Duration	Membership	Facilitation
<b>Working group</b>	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.	Chaired by a member appointed by the group.
<b>Reference group</b>	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.	Facilitated by an appropriate City officer selected by CEO/Director.
<b>Liaison group</b>	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.	Facilitated by an appropriate City officer selected by CEO/Director.

The proposed new working group fits within the existing classification of a Working Group. It is noted that the scope of the new group will be focussed, with clear deliverables and timeframes, as outlined in the terms of reference and adopted by Council.

Although the core membership of the group is anticipated to be elected members and senior staff, the Chief Executive Officer may invite external members to a Working Group, to bring specific expertise or community representation to the discussion. It is envisaged that this would be initiated by the Working Group and recommended to the CEO for the consideration.

**VOTING AND OTHER REQUIREMENTS**

Simple Majority Required



**COUNCIL DECISION ITEM C2503-10**  
**(Officer's recommendation)**

**Moved: Cr Ingrid van Dorssen**

**Seconded: Cr Doug Thompson**

**Council:**

- 1. Supports the establishment of the North Fremantle Plan Working Group consisting of elected members and senior staff, to advance strategic planning issues, based on the overall approach and purpose set out in this report.**
- 2. Approve the Terms of Reference for the North Fremantle Plan Working Group, provided in Attachment 1.**
- 3. Note the Chief Executive Officer may invite external members to the Working Group, to bring specific community representation to the discussion, should the Working Group consider that this may be advantageous.**
- 4. Endorses the following elected members to be representatives on the North Fremantle Plan Working Group:**
  - a. Mayor Hannah Fitzhardinge (ex-officio)**
  - b. *Cr Andrew Sullivan***
  - c. *Cr Doug Thompson***
  - d. *Cr Ingrid van Dorssen***
  - e. *Cr Ben Lawver***

**Carried: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Nil**



## **C2503-11 WORKING GROUP INFORMATION REPORT**

### **1. WALYALUP RECONCILIATION ACTION PLAN 2024-27 WORKING GROUP**

<b>WG meeting date:</b>	27 February 2025
<b>WG Chair:</b>	Brendan Moore, Senior Aboriginal Engagement Officer
<b>Responsible officer:</b>	Manager Community Development
<b>Attachments:</b>	1. Walyalup Reconciliation Action Plan Progress Report July - December 2024.pdf

#### **WRAP Meeting Overview**

##### **Opening and Acknowledgements**

The meeting opened with Welcome to Country by a WRAP Working Group Elder. A minute of silence was observed for those who have passed away.

##### **Previous Meeting Overview**

The Chair provided an overview of the previous meeting, noting the launch of the new RAP in the latter half of last year and the progress already being made on deliverables.

##### **Mayor's Update**

The Mayor acknowledged Clive Morrison as the recipient of the Sealin Garlett Award.

The Mayor shared that Reconciliation Australia have said they see the City and the WRAP Working Group as leading the way. She briefly spoke on the work she and Cr Jemima Williamson-Wong have begun with the Office of the Future Generations Commissioner of Wales on intergenerational planning, noting that Indigenous planning already incorporates a multi-generational perspective. The Mayor also spoke on a meeting with interim Whadjuk Aboriginal Corporation CEO Lisa Dobrin regarding establishing clear pathways for business between the Whadjuk Aboriginal Corporation and WRAP, which can be explored further when a longer-term CEO is appointed.

##### **Reconciliation Action Plan Implementation**

The Manager Community Development spoke on RAP implementation for the first quarter (September-December 2024), which included 56 deliverables with all areas of the City participating. Current Aboriginal employment stands at 1.6% against a 4% target. Future reports will include quarter-to-quarter comparisons and procurement statistics involving Aboriginal artists and contractors.

##### **Actions:**

- Procurement statistics to be presented at the next meeting



- Finalised WRAP progress report to be circulated to WRAP members
- Quarter-to-quarter comparisons to be included in future updates and progress reports

### **Focus First Nation Films**

The Director Creative Arts & Community reported on the successful FOCUS First Nation Films. The event featured two films shown each night from filmmakers across Australia, with most directors of featured films attending. Approximately 600 people attended film screenings, with the Sunday music concert that weekend drawing a record 1,750 attendees. The programming of Indigenous content on January 26th was particularly significant and will be considered for next year.

### **Welcome to Walyalup Mural**

A new mural at Fremantle Visitor Centre was launched on 22 January, created by Jasmine Little, the winner of a statewide competition for Noongar artists. Discussion noted that "wanjoo" used in the mural is not a local Noongar word but borrowed from Yamatji language.

### **Towards 2029 Working Group**

The Towards 2029 Working Group is focusing on marking the 200-year anniversary of European arrival. Interested WRAP members were invited to join the Towards 2029 Working Group.

### **Noongar Road Names**

A local Stockland development is seeking Noongar names for roads. A list of approved names was discussed. Pronunciation guidance for Manjaree was shared by a Working Group member.

Action: the list of Noongar names accepted by Stockland to be circulated to the WRAP Working Group members.

### **Other Business**

Photographs of a 1940 land survey map showing Fremantle and East Fremantle areas with some Noongar place names marked were presented to the group by a Working Group member.

### **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required



**COUNCIL DECISION ITEM C2503-11**  
**(Officer's recommendation)**

**Moved: Mayor Hannah Fitzhardinge**

**Seconded: Cr Frank Mofflin**

**Council receive the following working group updates for March 2025:**

**1. WALYALUP RECONCILIATION ACTION PLAN 2024-27 WORKING GROUP**

**Carried: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorsen**

**Against:**

**Nil**



## Items approved en bloc

### ITEMS APPROVED "EN BLOC"

The following items were adopted unopposed and without discussion "en bloc" as recommended.

### COUNCIL DECISION

Moved: Cr Doug Thompson

Seconded: Cr Geoff Graham

The following items be adopted en bloc as recommended:

C2503-12	STATEMENT OF INVESTMENTS - FEBRUARY 2025
C2503-13	SCHEDULE OF PAYMENTS - 28 FEBRUARY 2025
C2503-14	MONTHLY FINANCIAL REPORT - FEBRUARY 2025
C2503-15	CEO PERFORMANCE REVIEW COMMITTEE REPORT - MARCH 2025
ARMC2503-1	APPOINTMENT OF SECOND INDEPENDENT AUDIT COMMITTEE MEMBER
ARMC2503-2	APPOINTMENT OF REGULATION 17 INDEPENDENT AUDITOR
ARMC2503-3	ADOPTION OF THE 2024 COMPLIANCE AUDIT RETURN
ARMC2503-4	AUDIT ACTIONS UPDATE - FEBRUARY 2025
ARMC2503-5	EMERGING ISSUES REPORT - DECEMBER 2024 TO FEBRUARY 2025
ARMC2503-6	PURCHASING POLICY EXEMPTIONS NOVEMBER 2024 TO FEBRUARY 2025
ARMC2503-7	TENDERS AWARDED UNDER DELEGATION NOVEMBER 2024 TO FEBRUARY 2025
ARMC2503-8	OVERDUE DEBTORS REPORT AS AT 28 FEBRUARY 2025

Carried: 9/0

For:

Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorsen

Against:

Nil



## Statutory reports

### C2503-12 STATEMENT OF INVESTMENTS - FEBRUARY 2025

**Meeting date:** 26 March 2025  
**Responsible officer:** Manager Financial Services  
**Voting requirements:** Simple Majority Required  
**Attachments:** 1. Investment Report - February 2025

#### SUMMARY

**This report recommends that Council receive the Investment Report for the month ending 28 February 2025, as provided in Attachment 1.**

**The investment reports provide a snapshot of the City's investment portfolio and include information in relation to:**

- **Portfolio details;**
- **Portfolio credit framework;**
- **Portfolio liquidity;**
- **Portfolio fossil fuel summary;**
- **Interest income; and**
- **Investing activities.**

#### BACKGROUND

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

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

The City's investment policy seeks to limit investments in financial institutions which support, either directly or indirectly, fossil fuel companies, while balancing compliance with the Investment Policy, and achieving a suitable return on those investments.



## **FINANCIAL IMPLICATIONS**

Investment interest earned year to date is \$1,970,676 against a full year budget of \$2,349,359. Interest earnings year to date are over the YTD budget by \$26,576. The budget for investment income will be reviewed at mid-year budget review. The strong investment performance is due to the attractive interest rates in the current market.

As anticipated the Reserve Bank of Australia (RBA) cut the cash rate at its February 2025 meeting. The official cash rate stands at 4.10%, following a reduction from 4.35% in February—the first rate cut since 2020.

Recent data indicates a decline in core inflation, with the Trimmed mean inflation (TMI) falling to 3.2% annually in November 2024, down from 3.5%. This movement brings inflation closer to the RBA's target range of 2-3%, increasing the likelihood of a rate cut in the near future. Market expectations suggest a series of rate cuts throughout 2025 with a 12% probability of a rate change at the upcoming RBA Board meeting in April. However, the Australian dollar's depreciation to near five-year lows, trading around 61 US cents, poses an inflationary risk by increasing import prices. This currency weakness could impact the RBA's monetary policy decisions, potentially affecting the timing and extent of any rate cuts.

The City's investment portfolio is invested in highly secure investments with a low level of risk yielding a weighted average rate of return of 4.92% for the month of February 2025. The City's actual portfolio return in the last 12 months is 4.20%, comparing on par with the benchmark Bloomberg AusBond Bill Index reference rate of 4.48% (refer to Attachment 2 point 8).

## **LEGAL IMPLICATIONS**

The following legislation is relevant to this report:

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

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

## **STRATEGIC IMPLICATIONS**

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:



**Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**

- Enable the City to maintain legislative compliance and accountability for organisational decision making.
- Improve organisational performance and capability.
- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

**CONSULTATION**

Nil.

**OFFICER COMMENT**

The City's Investment Portfolio Manager has provided a comprehensive Investment Report for the month ending 28 February 2025 which can be viewed in Attachment 1. A summary of the investment report is provided below.

**1. Portfolio Details**

As at 28 February 2025, the City's investment portfolio totalled \$61,277,804. The market value of this investment was \$62,185,512 at that time, which takes into account accrued interest.

The investment portfolio is made up of:

Cash Investments (<= 3 months)	\$9.67m
Term Deposits (> 3 months)	\$51.61m
TOTAL	\$61.28m

Of which:

Unrestricted cash	\$44.44m
Restricted cash (Reserve Funds)	\$16.84m
TOTAL	\$61.28m

The current amount of \$44.44m held as unrestricted cash represents 44.79% of the total adopted budget for operating revenue (\$99.22m).

**2. Portfolio Credit Framework**



The City’s Investment policy determines the maximum amount to be invested in any one Tier, or any one financial institution within a Tier, based on the credit rating of the financial institution. Council adopted amendments to this policy at its Ordinary Council Meeting held on 25 November 2020, and the current adopted Counterparty Credit Framework is noted below.

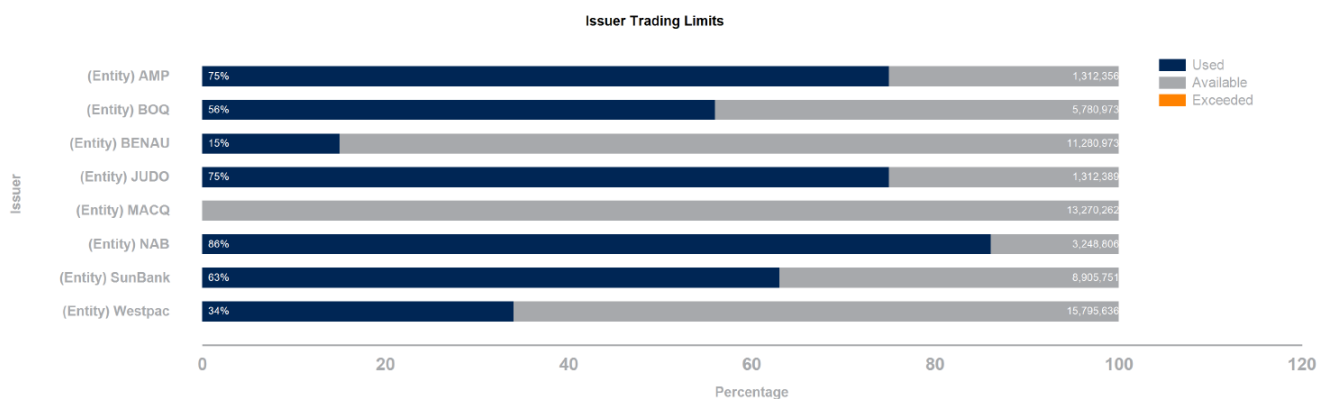
Tier	Allocation	Allocation %	Maximum Allocation %	% Used of Maximum Allocation	% Available of Maximum Allocation	% Exceeded of Maximum Allocation
Tier 1	43,767,060.14	71.42%	100.00%	71.42%	28.58%	0.00%
Tier 2	9,510,743.51	15.52%	60.00%	25.87%	74.13%	0.00%
Tier 3	8,000,000.00	13.06%	35.00%	37.31%	62.69%	0.00%
Tier 4	0.00	0.00%	15.00%	0.00%	100.00%	0.00%
61,277,803.65						
Values used in the above calculations exclude interest for term deposits and other simple interest securities.						

**Portfolio Credit Framework limits**

The Portfolio Credit Framework limits prescribe the limit of investments that may be made within any Tier of financial institutions. The maximum allocation to be invested in each Tier, and the City’s actual investment allocation in those Tiers as at 28 February 2025, is outlined below. It shows that the distribution of the City’s investments across the four Tiers is compliant with the City’s investment policy.

Within each Tier, the Counterparty Credit Framework limits prescribe the limit of investments that may be made with any one financial institution. The maximum percentage of investments to be held with any one financial institution, within a given Tier, are outlined below.

The City’s funds invested as at 28 February 2025, relative to the Counterparty Credit Framework limits were as follows:





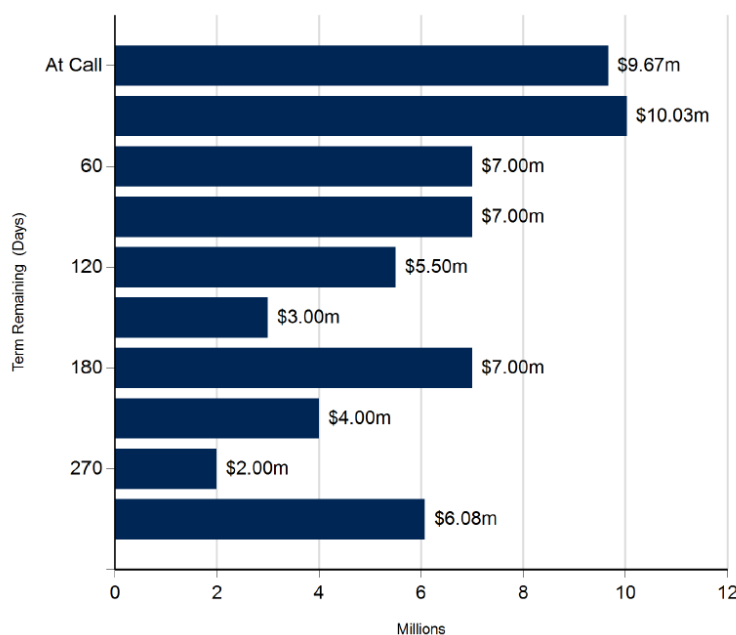
As shown in the above graph, the portfolio was compliant with the issuer trading limit.

### 3. Portfolio Liquidity Indicator

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

The below graph provides details on the maturity timing of the City’s investment portfolio as at 28 February 2025. Currently, all investments will mature in less than one year.

Face Value by Term Remaining



### 4. Portfolio Summary by Fossil Fuels Lending Authorised Deposit-Taking Institutions (ADIs)

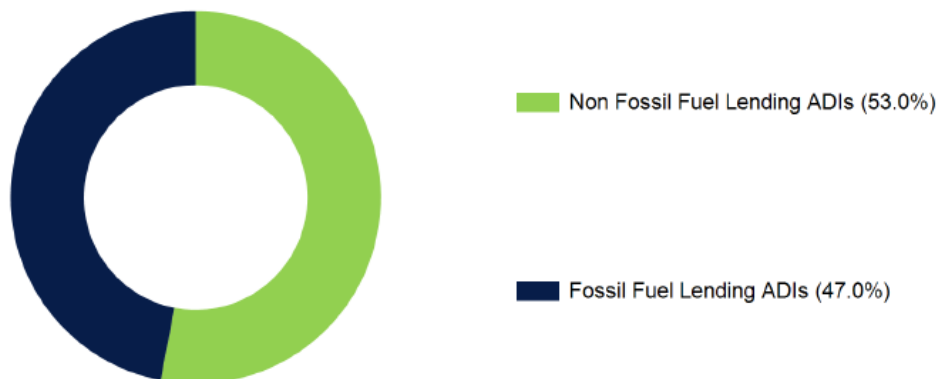
To support the City’s ability to undertake greater fossil fuel divestment, a review of the Investment Policy was presented and adopted by Council on 25 November 2020 which incorporated a minor change to the investment framework to increase the percentages allocated to Tier 3 and Tier 4 categories, allowing greater flexibility.

Since December 2020, investments have been made in accordance with the revised policy to increase the percentage invested in “Green Investments”; being ADIs that do not lend to industries engaged in the exploration for, or production of, fossil fuels (Non-Fossil Fuel Lending ADIs).



As at 28 February 2025, \$32.5m (53.0%) of the City’s portfolio was invested in “Green Investments”.

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



Refer to Attachment 2 (Note 7) for details on which financial institutions these investments are held in.

### *Risk Assessment*

In line with an ongoing risk assessment of the Global and Australian banking sectors, the City continues to implement the following investment strategies:

1. Diversify investment portfolio across different banks - continue to prioritise higher rated banks (Tier 1 & 2) when it comes to investment activity. If a non-fossil fuel lender is providing competitive rates that will generate a suitable return, and fall within a tier 1 or 2 category, these lenders will be prioritised.
2. Implement risk management strategies to protect the investment portfolio against downside risks - The City will prioritise low risk investment activity across higher tier banks in order to limit the City’s exposure to the risk being faced across the sector.
3. Regular review and rebalance of investment portfolio to ensure alignment with the investment goals, risk tolerance and market conditions.

### **Interest Income for Matured Investments**

Per Attachment 2 (Note 9), interest income earned during February 2025 from matured investments was \$198,866.



## **Investing Activities**

In February 2025, there were two new term deposits totalling \$6.07m. Full details of the institutions invested in, interest rates, number of days and maturity date for investments held as at 28 February 2025 are provided in Attachment 1 (Note 10).

## **VOTING AND OTHER REQUIREMENTS**

Simple Majority Required

### **COUNCIL DECISION ITEM C2503-12** **(Officer's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

**Council receive the Investments Report for the month ending 28 February 2025, as provided in Attachment 1.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Nil**



## C2503-13 SCHEDULE OF PAYMENTS - 28 FEBRUARY 2025

<b>Meeting date:</b>	26 March 2025
<b>Responsible officer:</b>	Manager Financial Services
<b>Voting requirements:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Schedule of Payments and Listings - February 2025</li><li>2. Purchase Card Transactions - February 2025</li><li>3. Summary of Payments and Listings - February 2025</li></ol>

### SUMMARY

**The purpose of this report is to present to Council a list of accounts paid by the Chief Executive Officer under delegated authority for the month ending 28 February 2025 as required by the *Local Government (Financial Management) Regulations 1996*.**

**This report recommends that Council accept the list of payments made under delegated authority and accept the detailed transaction listing of purchase card expenditure.**

### BACKGROUND

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the City's municipal or trust fund. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid under delegation for the month of 28 February 2025, is provided within Attachments 1 and 2.

### FINANCIAL IMPLICATIONS

A total of \$7,906,873.89 in payments were made in February 2025, from the City's municipal and trust fund accounts.

### LEGAL IMPLICATIONS

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

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
  - (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*



- (a) the payee’s name; and
  - (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing
- (a) for each account which requires council authorisation in that month —
    - (i) the payee’s name;
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**STRATEGIC IMPLICATIONS**

This item is in keeping with the City of Fremantle’s Strategic Community Plan 2024 – 2034:

**Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

**CONSULTATION**

Nil.

**OFFICER COMMENT**

The following table summarises the payments for the month ending 28 February 2025, by payment type:

<b>Payment Type</b>	<b>Amount (\$)</b>
<i>Cheque / EFT / Direct Debit/International Payments</i>	\$ 5,052,444.36
<i>Purchase card transactions</i>	\$ 62,426.25
<i>Salary / Wages / Superannuation</i>	\$ 2,792,003.28
<b>Total</b>	<b>\$ 7,906,873.89</b>



Attachment 1 provides a detailed listing of the payments by Cheque, EFT and Direct Debit, while Attachment 2 provides a detailed listing of Purchase Card transactions for the month ending 28 February 2025.

## **VOTING AND OTHER REQUIREMENTS**

Simple Majority Required

### **COUNCIL DECISION ITEM C2503-13** **(Officer's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

#### **Council:**

- 1. Accept the list of payments made under delegated authority, totalling \$5,052,444.36 for the months ending 28 February 2025 including the Cheque /EFT/ Direct Debits/ International Payments as contained within Attachment 1.**
- 2. Accept the detailed transaction listing of Purchase Card expenditure, totalling \$62,426.25 for the month ending 28 February 2025, as contained within Attachment 2.**
- 3. Accept the Salary / Wages / Superannuation payments made under delegated authority, totalling \$2,792,003.28 for the month ending 28 February 2025, as contained within Attachment 3.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorsen**

**Against:**

**Nil**



**C2503-14 MONTHLY FINANCIAL REPORT - FEBRUARY 2025**

**Meeting date:** 26 March 2025  
**Responsible officer:** Manager Financial Services  
**Voting requirements:** Simple Majority Required  
**Attachments:** 1. Monthly Financial Report - February 2025

**SUMMARY**

The monthly financial report for the periods ending 28 February 2025 has been prepared and tabled in accordance with the *Local Government (Financial Management) Regulations 1996*.

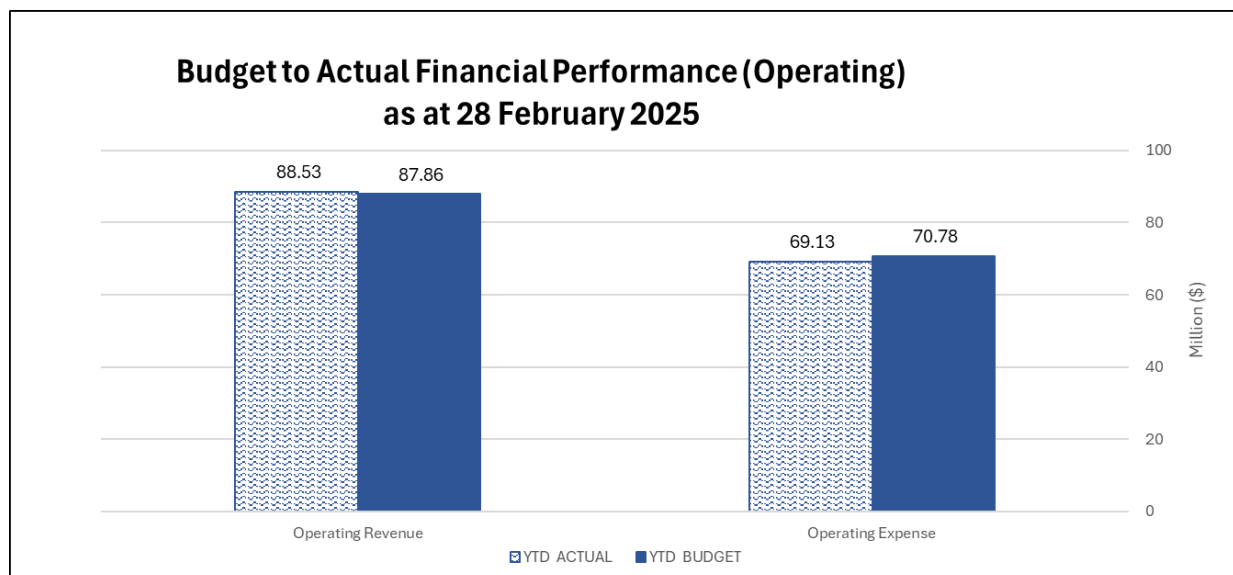
This report provides an analysis of financial performance up to 28 February 2025 based on the following statements:

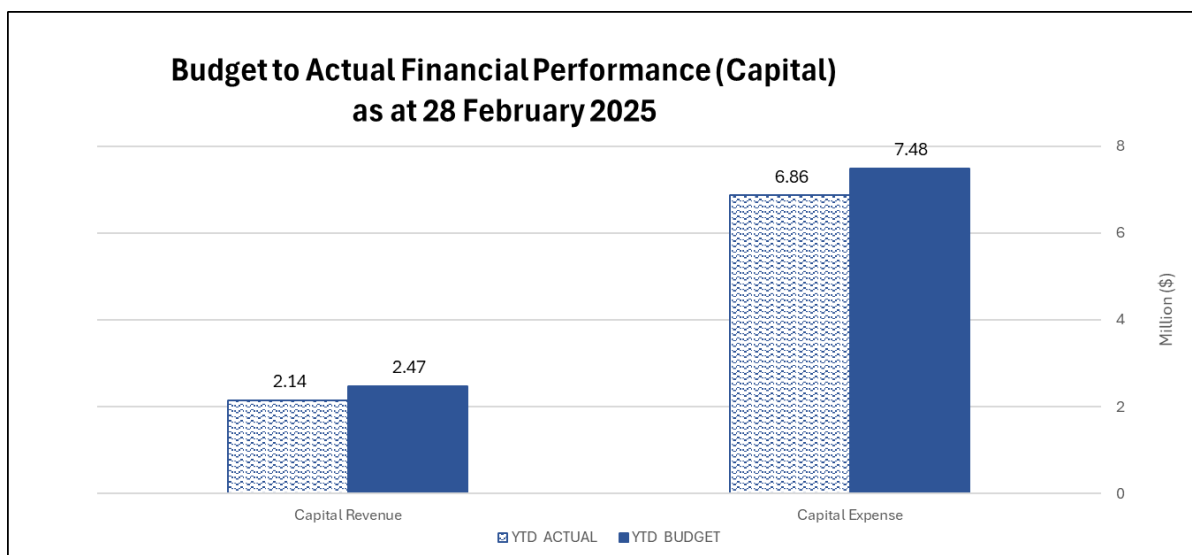
- Statement of Comprehensive Income by Nature;
- Statement of Financial Activity by Nature and by Directorate; and
- Statement of Financial Position with Net Current Assets.

This financial report for the period ending 28 February 2025 is prepared considering accrued interest on borrowings (loans) and prepaid insurance premiums.

**BACKGROUND**

The following charts and table provide a high-level summary of the Council’s year to date financial performance as at 28 February 2025.





**STATEMENT OF FINANCIAL ACTIVITY – BY NATURE FOR THE PERIOD TO 28 FEBRUARY 2025**

The table to follow provides a summary of the year-to-date Statement of Financial Activity by Nature, to 28 February 2025. The detailed Statement can be found in the attached Monthly Financial Report.

Description	YTD Budget	YTD Actual	Variance	Variance
	\$M	\$M	\$M	%
<b>Opening Surplus</b>	11.57	11.57	0.00	0.00%
<b>Operating</b>				
<b>General Rate Revenue</b>	63.19	63.17	(0.02)	(0.02%)
<b>Revenue (Exc. Rates)</b>	24.67	25.36	0.69	2.80%
<b>Expenses</b>	(70.78)	(69.13)	1.65	2.33%
<b>Non-Cash Adj.</b>	14.97	14.49	(0.48)	
	<b>32.05</b>	<b>33.89</b>	<b>1.84</b>	<b>5.74%</b>
<b>Investing</b>				
<b>Capital Revenue</b>	2.47	2.14	(0.33)	(13.62%)
<b>Capital Expenses</b>	(7.48)	(6.86)	0.62	8.36%
	<b>(5.01)</b>	<b>(4.72)</b>	<b>0.29</b>	<b>5.77%</b>
<b>Financing</b>				
<b>Repayment Loans &amp; Leases</b>	(1.43)	(1.44)	(0.01)	(0.97%)
<b>Reserve Transfers</b>	0.24	0.15	(0.09)	36.73%
	<b>(1.19)</b>	<b>(1.29)</b>	<b>(0.10)</b>	<b>(8.59%)</b>



<b>Closing Funding Surplus/(Deficit)</b>	<b>37.42</b>	<b>39.45</b>	<b>2.03</b>	<b>5.42%</b>
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**STATEMENT OF COMPREHENSIVE INCOME – BY NATURE FOR THE PERIOD TO 28 FEBRUARY 2025**

As detailed in the Statement of Comprehensive Income by Nature, operating income and expenses have varied to the Adopted Budget as follows:

Description	YTD Adopted Budget \$	YTD Actual \$	Variance \$	Variance %
<b>Operating Income</b>				
<b>Rates (including Annual Levy)</b>	63,186,761	63,174,276	(12,485)	(0.02%)
<b>Service Charges</b>	8,804	15,006	6,202	70.44%
<b>Grants, Subsidies &amp; Contributions</b>	2,195,707	2,206,077	10,370	0.47%
<b>Fees and Charges</b>	18,567,010	18,955,351	388,341	2.09%
<b>Interest Earnings</b>	2,469,200	2,515,645	46,445	1.88%
<b>Reimbursement Income</b>	889,569	971,480	81,911	9.21%
<b>Other Income</b>	540,478	672,668	132,190	24.46%
<b>Total</b>	<b>87,857,529</b>	<b>88,510,503</b>	<b>652,974</b>	<b>0.74%</b>
<b>Operating Expenses</b>				
<b>Employee Costs</b>	(31,145,611)	(30,070,074)	1,075,537	3.45%
<b>Employee costs - Agency Labour</b>	(1,449,583)	(1,408,573)	41,010	2.83%
<b>Materials and Contracts</b>	(20,111,229)	(20,261,981)	(150,752)	(0.75%)
<b>Depreciation - Non-Current Assets</b>	(14,897,483)	(14,445,848)	451,635	3.03%
<b>Interest Expenses</b>	(264,629)	(269,202)	(4,573)	(1.73%)
<b>Utility Charges</b>	(1,291,496)	(1,183,861)	107,635	8.33%
<b>Insurance Expenses</b>	(760,519)	(709,951)	50,568	6.65%
<b>Other Expenditure</b>	(828,367)	(751,919)	76,448	9.23%
<b>Total</b>	<b>(70,748,917)</b>	<b>(69,101,409)</b>	<b>1,647,508</b>	<b>2.33%</b>

Further explanation of material variances can be found within the Officer’s Comment section of this report.

**FINANCIAL IMPLICATIONS**

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



## **LEGAL IMPLICATIONS**

Local Government (Financial Management) Regulation 34 requires a monthly financial activity statement and an explanation of any material variances to be prepared and presented to an Ordinary Council meeting.

## **STRATEGIC IMPLICATIONS**

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

### **Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

## **CONSULTATION**

Nil.

## **OFFICER COMMENT**

### **Summary of financial performance**

As at the end of February 2025, the City demonstrated strong financial performance with a closing funding position of \$39.45m.

In summary, as at the end of January 2025, the current closing position exceeds the YTD amended budget by \$2.03m. This is mainly due to favourable variances against the year-to-date budget across the following areas:

- Increased revenue from Fees and Charges of \$0.39m;
- Increased revenue from Other revenue of \$0.13m;
- Operating expenditure underspend of \$1.08m from Employee Cost;
- Operating expenditure underspend of \$0.11m from Utilities;
- Capital expenditure underspend of \$0.63m;

The adopted budgeted opening position has been amended to the audited amount.

These favourable variances are offset by:



- Decreased revenue from Capital Grants, Subsidies and Contributions of \$0.33m;
- Increased expenditure from Materials and Contracts \$0.15m;




**Explanation of Material Variances & YTD Performance**

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality, Council adopted the level to be used in Statements of Financial Activity by Nature in the 2024-25 financial year for reporting material variances as 10% together with the minimum value of \$100,000 (Refer Item C2407-10 from Council meeting on 10 July 2024). The material variance thresholds are adopted annually by Council and indicate whether actual expenditure or revenue varies materially from the year-to-date budget. The following is an explanation of significant operating and capital variances to budget as identified in the Statements of Financial Activity by Nature.

Building on the favourable opening net position for the year, the following items explain the City’s major variances in operating performance for this financial year, as highlighted in the year-to-date Financial Activity Statement as at 28 February 2025:

<b>Description</b>	<b>Variance Amount (\$)</b>	<b>Comment</b>
<b>Other Revenue</b>	<b>132,190</b>	 <b>24.46%</b>
<b>Major Variances:</b>		
Containers for Change	31,094	Increase in handling fees received per container and promotional offer from WA Return Recycle Renew (WARRRL).
Lead Infrastructure directorate	19,596	Coding adjustment required to reimbursement income.
Manage destination marketing plan implementation	16,227	Funmantle partnership fee – Jan 2025, offset by increase in expenses.
Contribution - Blessing of the Fleet	15,000	Coding adjustment required to grants, subsidies and contributions.
<b>Capital Grants, Subsidies and Contributions</b>	<b>(340,402)</b>	 <b>(14.36%)</b>
<b>Major Variances:</b>		
MRRG Program - South St	164,010	Timing variance: Budget phasing to be adjusted.
City Centre - Walyalup Koort KBN Public Artwork	(279,684)	Timing variance: Budget phasing to be adjusted.
Black Spot - Stevens & Amherst St Roundabout Construction	(385,000)	Timing variance: Budget phasing to be adjusted.



<b>Description</b>	<b>Variance Amount (\$)</b>	<b>Comment</b>
<b>Payment for Investment Properties</b>	<b>126,143</b>	 <b>42.81%</b>
<b>Major Variances:</b>		
Fremantle Arts Centre - Arts Centre Creative Hub	45,225	Architectural consultancy is progressing, claim to be finalized.
Moores Building - Electrical	39,999	Delays in scheduling building access with tenancy. Coordination ongoing.
Design and construct – 38-40 Henry Street Facade	15,502	Delivery of construction works scheduled 25/26. Stakeholder liaison and engagement ongoing.

### **Accounting methods**

The City manages its finances in line with the requirements of the *Local Government Act 1995*, associated regulations and Australian accounting standards.

The City carries out accounting on both an accrual basis and a cash basis.

Accrual accounting requires accounting transactions to be recognised and recorded when they occur, regardless of whether payment/receipt has been made at that time, in accordance with the Australian Accounting standards.

The City accounts for Rates, Service Charges, Interest income on term deposits, Insurance expenses and Interest expenses on borrowings (loans) & leases on an accrual basis.

The remainder of income and expenditure items are recognised and recorded at the period they are encountered.

### **VOTING AND OTHER REQUIREMENTS**

Simple Majority Required



**COUNCIL DECISION ITEM C2503-14**  
**(Officer's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

**Council receive the Monthly Financial Reports, as provided in Attachment 1, including the Statement of Comprehensive Income, Statement of Financial Activity, Statement of Financial Position and Statement of Net Current Assets, for the period ending 28 February 2025.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorsen**

**Against:**

**Nil**



## Committee reports

### **C2503-15 CEO PERFORMANCE REVIEW COMMITTEE REPORT - MARCH 2025**

<b>Meeting date:</b>	26 March 2025
<b>Responsible officer:</b>	Manager People and Culture
<b>Voting requirements:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. CEOPRC Minutes - 12 March 2025</li><li>2. CONFIDENTIAL - CEO Performance Criteria 2024-25 - February 2025 Report</li><li>3. CONFIDENTIAL - Price Consulting Proposal - CEO Performance Review</li></ol>

#### **SUMMARY**

**This report makes recommendation to Council from the Chief Executive Officer (CEO) Performance Review Committee in relation to the progress of performance monitoring undertaken by the committee.**

**This report recommends that Council:**

#### **Council:**

- 1. Receive the minutes of the Chief Executive Office Performance Review Committee meeting held 12 March 2025, as provided in Attachment 1.**
- 2. Receive the Chief Executive Officer interim progress report, for the period ending March 2024, as provided in Confidential Attachment 2.**
- 3. Appoint Ms Natalie Lincoln from Price Consulting to support the CEO performance review process for the next two years being 2025 and 2026.**
- 4. Note the CEO performance review process as outlined in this report will be undertaken by the consultant.**

#### **BACKGROUND**

The purpose of the CEO Performance Review Committee (the Committee) is to coordinate and undertake the performance review of the CEO on behalf of Council, and report findings and recommendations to Council for consideration in accordance with the Local Government Act 1995.



This committee does not have any decision-making authority and therefore may only make recommendations to Council for consideration. The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its functions, such as:

- a. Appointment of an independent facilitator to assist the committee to undertake the CEO performance review.
- b. Development and review of Key Performance Indicators (KPI's) to be achieved by the CEO.
- c. Annual review of the CEO's performance in accordance with the CEO's KPI's.
- d. Quarterly informal reviews of the CEO's performance in accordance with the CEO's KPI's.
- e. Review of the CEO's remuneration package.

The CEO KPI's were adopted by Council in August 2024. As part of the interim performance reviews undertaken by the Committee, the CEO is required to prepare a brief report outlining progress against these KPIs for discussion with the CEO Performance Review Committee.

### **FINANCIAL IMPLICATIONS**

Nil.

### **LEGAL IMPLICATIONS**

The CEO's performance review process is undertaken in accordance with the Local Government Act 1995 and the City of Fremantle CEO Recruitment, Performance and Termination Standards, as adopted by Council on 15 December 2021.

### **STRATEGIC IMPLICATIONS**

Nil.

### **CONSULTATION**

Nil.



## **OFFICER COMMENT**

As outlined in the Minutes of the Committee meeting held 25 March 2024 (Attachment 1), Committee received the CEO's interim progress report for the period ending March 2024 and recommended that Council receive this report.

In addition to reviewing the CEO's progress report, the Committee had a general discussion around the following matters;

- Progress towards service reviews being completed by year end
- The Performance Review Process for the end of year
- Selection of a consultant to assist with the Performance Review Process
- Contract Renewal

The Committee has made a recommendation in relation to the appointment of a consultant to assist with the process for the next two years. Price Consulting's quotation and proposal has been provided in Confidential Attachment 3.

The following performance review process was discussed by the Committee, and the timeline for each activity will be finalised once the consultant is appointed.

- CEO self-report sent to consultant;
- Draft feedback questionnaires for Councillors and Staff developed and sent to Committee and CEO for approval;
- Feedback questionnaires issued/feedback period;
- Draft Assessment Report sent to CEO for initial review regarding procedural fairness;
- Consultant sends Draft Performance Review Report and a working draft of the new CEO Performance Criteria to members of the CEO Performance Review Committee;
- Consultant sends Draft Performance Review Report and a working draft of the new CEO Performance Criteria to members of the CEO Performance Review Committee;
- Consultant presents high-level outcomes to the Committee and facilitates a discussion that identifies:
  - Key achievements to thank/congratulate the CEO for Priority focus areas for the next period
  - Any changes required to the Performance Criteria for the next period;
- Consultant meets with CEO to advise the outcomes of the meeting with Committee;



- Consultant facilitates the formal feedback meeting with CEO and Committee;
- Consultant finalises the Performance Review Report and sends to the CEO and Mayor; and
- Consultant develops a Summary Report to Council and sends to CEO for inclusion on the Agenda for the 23 October Ordinary Council Meeting.

## **VOTING AND OTHER REQUIREMENTS**

Simple Majority Required

### **COUNCIL DECISION ITEM C2503-15** **(Officer's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

#### **Council:**

- 1. Receive the minutes of the Chief Executive Office Performance Review Committee meeting held 12 March 2025, as provided in Attachment 1.**
- 2. Receive the Chief Executive Officer interim progress report, for the period ending March 2024, as provided in Confidential Attachment 2.**
- 3. Appoint Ms Natalie Lincoln from Price Consulting to support the CEO performance review process for the next two years being 2025 and 2026.**
- 4. Note the CEO performance review process as outlined in this report will be undertaken by the consultant.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Nil**



## **ARMC2503-1 APPOINTMENT OF SECOND INDEPENDENT AUDIT COMMITTEE MEMBER**

<b>Meeting date:</b>	17 March 2025
<b>Responsible officer:</b>	Manager Governance
<b>Voting requirements:</b>	Absolute Majority Required
<b>Attachments:</b>	1. CONFIDENTIAL - Independent Members Expression of Interest

### **SUMMARY**

**The purpose of this report is to consider the appointment of a second independent member to the Audit and Risk Management Committee.**

**This report recommends that Council appoint Mr Brad Pearce as the second independent member of the Audit and Risk Management Committee, until the Local Government Ordinary Election in October 2025.**

### **BACKGROUND**

In accordance with the Audit and Risk Management Committee (ARMC) Terms of Reference, the appointment of an independent member to the Audit and Risk Management Committee is made following a public notice period calling for applicants through an expressions of interest process.

Following the Local Government Elections in 2023, Council appointed Ms Hayley Manser as the independent member of the Audit and Risk Management Committee, leaving one independent member position vacant. The term of this appointment was made until the Ordinary Local Government Elections in October 2025.

The appointment of a second independent member will ensure that the committee has the appropriate number of independent members required to satisfy new legislative requirements as part of the Local Government Reforms.

The *Local Government Amendment Bill 2024* (the Bill) proposed various changes to the *Local Government Act 1995* (the Act). Under the proposed amendments in the Bill, the Audit Committee of Council will require an independent presiding member. To support this, a local government can choose to appoint an independent deputy presiding member to chair the meeting if the independent presiding member is unable to do so. If a local government chooses not to



nominate a deputy presiding member, the council will need to appoint an independent proxy to chair the meeting should the need arise.

A report will be brought to the ARMC detailing any additional changes that are required to undertake in relation to the ARMC, prior to commencement of further legislative changes.

### **FINANCIAL IMPLICATIONS**

In accordance with the Council decision made 10 April 2024 (C2404-6), independent members are paid an allowance of \$432 on a per meeting basis, as determined by the Salaries and Allowances Tribunal in accordance with section 5.100 of the *Local Government Act 1995*.

### **LEGAL IMPLICATIONS**

Part 7, Division 1A, section 7.1A of the *Local Government Act 1995* requires that all local governments establish an audit committee.

Part 5, Division 2, Subdivision 2, Section 5.8 of the *Local Government Act 1995*, outlines the requirements for the establishment of committees.

Section 5.10 of the *Local Government Act 1995* outlines the requirements for the appointment of committee members.

An independent committee member is a committee member who is not a Council Member or an employee of the Local Government i.e. 'other person' as defined in s.5.9(1) of the Act.

Council adopted a Terms of Reference to include a second independent member. In line with the Local Government Reforms, audit committees will need to have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings. The terms of reference will be updated once the reforms commence.

### **STRATEGIC IMPLICATIONS**

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

**Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**



- Enable the City to maintain legislative compliance and accountability for organisational decision making.

## **CONSULTATION**

A public notice was placed in the Fremantle Herald on the 14 February 2025 until 7 March 2025. The notice was also placed on the City's website and noticeboard folder, located at the Walyalup Civic Centre for the duration of the notice period, from 14 February 2025 until 7 March 2025.

Candidates have been notified that their applications will be considered, and a decision will be made at the Ordinary Meeting of Council on Wednesday, 26 March 2025 in relation to the appointment of another independent member to the Audit and Risk Management Committee.

## **OFFICER COMMENT**

The City received two applications for the independent member on the Audit and Risk Management Committee during the advertising period, as outlined in Confidential Attachment 1.

The Chief Executive Officer, Director City Business and Manager Governance reviewed the applications in accordance with the Terms of Reference and concluded that the Mr Brad Pearce's qualifications and experience aligns to the requirements of the position and was subsequently selected as the preferred applicant.

It is recommended that Mr Pearce be appointed as the second independent member of the Audit and Risk Management Committee for the term ending at the Local Government Ordinary Election in 2025. This appointment term is recommended to align with the term of the current appointed independent member. This will enable officers to streamline the EOI process, to be undertaken every two years.

It is noted that Mr Pearce will not be required to reapply for this position and will be given an opportunity to request his appointment be reconsidered for a further two-year term of appointment, for Council consideration following the Local Government Elections in October.

## **VOTING AND OTHER REQUIREMENTS**

Absolute Majority Required



**COUNCIL DECISION ITEM ARMC2503-1**  
**(Committee's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

**Council appoint Mr Brad Pearce as the second independent member of the Audit and Risk Management Committee, until the Local Government Ordinary Election in October 2025.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Nil**



## **ARMC2503-2 APPOINTMENT OF REGULATION 17 INDEPENDENT AUDITOR**

<b>Meeting date:</b>	17 March 2025
<b>Responsible officer:</b>	Manager Governance
<b>Voting requirements:</b>	Absolute Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. CONFIDENTIAL - 2025 Regulation 17 Review Quotes</li><li>2. CONFIDENTIAL - Regulation 17 Independent Auditor Assessment</li></ol>

### **SUMMARY**

**In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer (CEO) is required to review the appropriateness and effectiveness of a local government's systems and procedures, once every three years in relation to:**

- a. Risk management;**
- b. Internal control; and**
- c. Legislative compliance.**

**It is recommended that the Council should appoint an independent auditor to conduct the 2025 Regulation 17 audit review on behalf of the CEO. The independent auditor will provide the City of Fremantle with a report on any findings, including any actions in response to the findings.**

### **BACKGROUND**

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the CEO is required to review the appropriateness and effectiveness of a local government's systems and procedures once every three years in relation to:

- a. Risk management;
- b. Internal control; and
- c. Legislative compliance.

The City is required to engage an independent auditor to conduct the Regulation 17 audit review on behalf of the CEO. The consultant will provide an in-depth report outlining the findings and recommendations. In previous reviews the City has engaged Civic Legal in 2019 to 2022 and Quantum Assurance in 2023.

Under Regulation 17 (3) of the *Local Government (Audit) Regulations 1996*, the CEO is required to report the results and findings to the Audit and Risk



Management Committee (ARMC). The committee is required to review the audit and make recommendations to Council on any action required in response to the findings.

In October 2024 the City requested quotes from a number of providers to conduct the Regulation 17 review. An item was presented to the ARMC on 2 December 2024, at this meeting the Chief Executive Officer advised the ARMC that the item was to be withdrawn from the agenda, as the preferred provider withdrew their submission prior to the meeting. It was noted that officers will undertake a new EOI process in early 2025, and a report will be brought back to the Audit and Risk Management Committee meeting in March 2025.

### **FINANCIAL IMPLICATIONS**

The expenditure associated with the Regulation 17 review is included in the 2024/2025 budget.

### **LEGAL IMPLICATIONS**

In accordance with the *Local Government (Audit) Regulations 1996* Regulation 17:

1. *The Chief Executive Officer is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:*
  - a. *Risk management;*
  - b. *Internal control; and*
  - c. *Legislative compliance.*
2. *The review may relate to any or all of the matters referred to in sub regulation 1(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
3. *The Chief Executive Officer is to report to the audit committee the results of that review.*

### **STRATEGIC IMPLICATIONS**

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

**Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**



- Enable the City to maintain legislative compliance and accountability for organisational decision making.
- Improve organisational performance and capability.

## **CONSULTATION**

The City recommends engaging an independent auditor to conduct the Regulation 17 systems and procedures review on behalf of the CEO, as required by the *Local Government (Audit) Regulation 1996*.

In February 2025, the City requested a quote from six different providers, including:

1. Civic Legal
2. Australian Audit
3. Stantons
4. Quantum Assurance
5. Moore-Australia
6. Paxon Group

Regulation 17 requires the CEO to review the appropriateness and effectiveness of systems and procedures relating to internal control, risk management and legislative compliance once every 3 financial years. The City intends to undertake all three matters during the one review. The successful independent auditor is to provide the City with a report outlining any findings and actions in response to the findings.

This review would occur between April 2025 to May 2025, with findings presented to the Audit and Risk Management Committee in June, and subsequently Council.

Quotes were requested to be received by 28 February 2025. The City received a total of six quotes, which are provided in Confidential Attachment 1. To protect the City's relationship with each organisation that provided a quote, they will be referred to as Independent Auditors A, B, C, D, E, and F.

The name of the appointed auditor will be included within the minutes of the Audit and Risk Management Committee as a committee recommendation, for Council consideration.

## **OFFICER COMMENT**

It is important that the independent auditor undertakes a thorough review of the City's systems and procedures in relation to risk management, internal control



and legislative compliance, to enable a better understanding of how the City can better achieve 'best practise' principals across the organisation.

To provide a recommendation to the Audit and Risk Management Committee and Council, the city assessed each quote received against criteria including experience, value proposition, and cost. The assessment is provided in Confidential Attachment 2.

Based on the quotes provided and assessment completed in line with the City's Purchasing Policy, Auditor E is recommended to be appointed as the independent auditor for the 2025 Regulation 17 audit review on behalf of the CEO.

Any matters identified during this audit that require attention, will be reviewed by officers and appropriate action will be taken to improve the City's systems and procedures in relation to risk management, internal control and legislative compliance. In addition, all actions will be recorded in the City's Audit Actions Register and will be monitored and reported back to the ARMC on a regular basis.

The final report from the independent auditor will be provided to the Audit and Risk Management Committee and Council in June 2025.

## **VOTING AND OTHER REQUIREMENTS**

Absolute Majority Required

### **COUNCIL DECISION ITEM ARMC2503-2** **(Committee's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

**Council approves to appoint Paxon Group as an independent auditor to complete the 2025 Regulation 17 audit review in the appropriateness and effectiveness of the City of Fremantle's systems and procedures, in relation to, risk management, internal controls and legislative compliance.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorsen**

**Against:**

**Nil**

**51/85**



## **ARMC2503-3 ADOPTION OF THE 2024 COMPLIANCE AUDIT RETURN**

<b>Meeting date:</b>	17 March 2025
<b>Responsible officer:</b>	Manager Governance
<b>Voting requirements:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. City of Fremantle Compliance Audit Return 2024</li><li>2. Compliance Audit Return 2024 - Audit Notes</li></ol>

### **SUMMARY**

**The 2024 Compliance Audit Return (CAR) has been completed by the City of Fremantle and is presented to Council for adoption in accordance with regulation 14 of the *Local Government (Audit) Regulations 1996*.**

**This report recommends that Council adopt the 2024 Compliance Audit Return as shown in Attachment 1, and note that the Mayor and the Chief Executive Officer will certify the return before it is submitted to the Department of Local Government, Sport, and Cultural Industries by 31 March 2025.**

### **BACKGROUND**

In accordance with regulation 14 of the *Local Government (Audit) Regulations 1996*, each local government authority is required to carry out a compliance audit for the period 1 January to 31 December of each year and submit it to the Department of Local Government, Sport, and Cultural Industries (the Department) by 31 March.

The 2024 CAR contains 94 questions focusing on the local government's compliance with the requirements of the *Local Government Act 1995* (the Act) and associated regulations, in relation to the following matters:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services
- Optional Questions



Under regulation 14 (3A) of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Management Committee is required to review the CAR and make recommendations to Council on any action required in response to the audit findings. The Council are required to adopt the CAR prior to it being submitted to the Minister for Local Government before the deadline of 31 March 2024.

## **FINANCIAL IMPLICATIONS**

Nil.

## **LEGAL IMPLICATIONS**

In accordance with section 7.13(1)(i) of the *Local Government Act 1995* and regulations 13, 14 and 15 of the *Local Government (Audit) Regulations 1996*, local governments are required to carry out an audit of compliance for the period 1 January to 31 December each year.

Following preparation of the return a local government is to:

- a. Review the audit report at its audit committee,
- b. Present the audit report to council,
- c. Adopt the audit report, and
- d. Record the audit report in the minutes of that meeting.

The return is to be signed by the Mayor and Chief Executive Officer before it is submitted, with a copy of the relevant section of the minutes of the meeting at which it is adopted, to the Department of Local Government, Sport and Cultural Industries by the 31 March following the period to which the return relates.

## **STRATEGIC IMPLICATIONS**

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

### **Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**

- Enable the City to maintain legislative compliance and accountability for organisational decision making.

## **CONSULTATION**

Nil.



**OFFICER COMMENT**

As the City intends to engage an independent auditor to assist in the completion of the Regulation 17 audit in 2025 which has a cross over in focus area, the City opted to conduct the 2024 Compliance Audit Return (CAR) internally, after having an independent auditor assist in previous years. This choice was made with the knowledge that the City achieved a 98% compliance rating in the previous years audit, and continues to follow the implemented procedures which enabled the high rating.

The results of the Regulation 17 audit, conducted by an independent auditor, are expected to be presented to Council in June 2025. Although unlikely as the City conducted a thorough internal audit, if any discrepancies are identified between the two audit outcomes, officers will address the findings in the June report.

Internal meetings were held with relevant officers to review each of the 94 questions contained within the CAR and examined supporting documents to verify responses. Of the 94 questions contained within the 2024 CAR, 1 non-compliance was identified, as shown in the following table:

Reference	Question	Explanatory Notes
<b>Tenders for Providing Goods and Services – Question 7</b> <i>Local Government (Functions and General) Regulation 1996</i>	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	The current register does not meet all requirements. This is currently under review with a plan to amend the register to record all inclusions as required by Regulation 17.  Regulations complied with: 17(1), 17(1A), 17(2)(a), 17(C)(i), 17(2)(f), 17(3)  Regulations not complied with: 17(2)(C)(ii) and (iii), 17(2)(d), and 17(2)(e).

**1 noted matter:**

In response to question 3 of the Optional Questions, a note was added due to two gifts that were disclosed, 1 day outside of the 10-day disclosure timeframe. This



was reported to the Department of Local Government, Sport and Communities and the Crime and Corruption Commission as required by legislation; however, it was determined that no breach or corruption had occurred as the due date/s fell on an excluded day (Saturday/Sunday/Public Holiday). Whilst this is not reported as a non-compliance in the CAR, it has been noted for transparency.

### **1 non-compliance:**

The current tender register does not meet all the requirements of Regulation 17 of the *Local Government (Functions and General) Regulation 1996*.

- The City's register currently complies with regulations 17(1), 17(1A), 17(2)(a), 17(C)(i), 17(2)(f), and 17(3).
- The City's register does not comply with regulations 17(2)(C)(ii) and (iii), 17(2)(d), and 17(2)(e).
- It is noted that regulation 17(2)(b) was deleted 18 September 2015.

This process for updating the tender register is currently under review with a plan to amend the register to record all inclusions as required by Regulation 17 by 30 March 2025. The City intends to include a link to the register on its *Publicly available registers* website page, in addition to the *Tenders and quotations* website page to improve access.

Officer's note that this question was not identified as a non-compliance in the previous CAR audit. Information required by the Regulations are included on the Tenderlink Portal which is available via the City's website, however officers considered this when reviewing the 2024 CAR and concluded that although Tenderlink meets the requirements, this information is only accessible with a login for approved tender applicants with an ABN and not widely available to the general community.

### **Audit outcome:**

The City has achieved a 99% compliance rating for the period covered by the 2024 CAR. This compares with the 98% compliance rating in the 2023 CAR, and 90% in 2022. The 2024 questions did not alter from the previous year, and no non-compliances were repeated.

The City uses the CAR each year as an opportunity to review and identify processes improvement opportunities, that may assist the City to avoid potential non-compliance in the future. In addition to this, officers are exploring options to



implement an ongoing internal audit process that will monitor and track compliance throughout the year and assist with continuous improvement.

## **VOTING AND OTHER REQUIREMENTS**

Simple Majority Required

### **COUNCIL DECISION ITEM ARMC2503-3** **(Committee's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

#### **Council:**

- 1. Adopt the 2024 Compliance Audit Return, for the period 1 January 2024 to 31 December 2024, as shown in Attachment 1.**
- 2. Note that the Mayor and the Chief Executive Officer will certify the 2024 Compliance Audit Return before it is submitted to the Department of Local Government, Sport, and Cultural Industries by 31 March 2025.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Nil**



## **ARMC2503-4 AUDIT ACTIONS UPDATE - FEBRUARY 2025**

**Meeting date:** 17 March 2025  
**Responsible officer:** Manager Financial Services  
**Voting requirements:** Simple Majority Required  
**Attachments:** 1. CONFIDENTIAL - March 2025 Audit Action Register

### **SUMMARY**

**This report provides an update on the status of actions arising from annual audits carried out in line with statutory requirements.**

**The report requests the Audit and Risk Management Committee receive and note the current list of audit actions and status associated with each.**

### **BACKGROUND**

Currently the City of Fremantle participates in or undertakes the following audits as required under the *Local Government Act 1995*:

- Audit of annual financial statements
- Audit of General computer controls and information systems
- Audit of Financial management (Regulation 5)
- Audit of general systems, procedures and controls (Regulation 17)

The Financial Audit and General Computer Controls Audit are carried out by the Office of the Auditor General (OAG) and assess both financial and information technology related compliance and controls.

The Regulation 5 and Regulation 17 audits are carried out by external auditors engaged by the City.

Each audit results in a series of recommendations being made by the auditor, which the City reviews, tracks and actions accordingly. Recommendations are rated based on risk and severity and the city prioritises any remediation required on that basis.

The audit register, as provided in confidential attachment 1, provides information regarding the status of each action and progress associated with each.



## **FINANCIAL IMPLICATIONS**

Nil.

## **LEGAL IMPLICATIONS**

The City considers and actions audit recommendations in line with its requirements under the *Local Government Act 1995*.

## **STRATEGIC IMPLICATIONS**

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

### **Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**

- Enable the City to maintain legislative compliance and accountability for organisational decision making.
- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

## **CONSULTATION**

Audit recommendations are implemented and actioned in consultation with auditors to ensure accurate interpretation and understanding of audit recommendations.

## **OFFICER COMMENT**

The audit action register has been developed as part of the continuous improvement of the City's management and reporting of audit activities and findings.

The audit action register provides a summary report of all the current open audit findings, recommendations, and progress comments from the various audit activities.

Noting that full audit reports are presented to the Audit and Risk Management Committee upon completion of each audit, the register provides an ongoing summary update on status and includes the following information:

- The core finding identified by the relevant audit.



- The associated risk rating as identified by the auditor.
- The auditor's core recommended actions.
- The officer responsible for implementing the action.
- Indications of which audits resulted in the core finding, whether it be the OAG financial or IT audits, Regulation 5 or 17.
- Comments on progress made, and current status of action being taken by the City.
- Estimated completion date and actual completion date for the items that have been resolved.

Since the ARMC in December 2024, there were 12 outstanding items on the audit register.

Of the Twelve outstanding items:

- Eleven relate to the OAG GCC (IT) Audit, with nine of those findings being assessed as moderate and two other being assessed as minor.
- One relates to the Reg 17 audit and is assessed as moderate.

All twelve findings are on track to be addressed with the majority to be closed out prior to the end of the 2024/2025 financial year.

## **VOTING AND OTHER REQUIREMENTS**

Simple Majority Required

### **COUNCIL DECISION ITEM ARMC2503-4** **(Committee's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

**Council receive and note the updated Audit Actions Register as provided in confidential attachment 1.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Nil**



## **ARMC2503-5 EMERGING ISSUES REPORT - DECEMBER 2024 TO FEBRUARY 2025**

**Meeting date:** 17 March 2025  
**Responsible officer:** Manager Governance  
**Voting requirements:** Simple Majority Required  
**Attachments:** 1. CONFIDENTIAL - Emerging Issues Summary Report February 25

### **SUMMARY**

**This report highlights the relevant issues which are either current or emerging and may significantly affect the operation, financial, legal, or reputational operation of the City.**

**These matters are raised to inform the committee of any significant issues identified by officers and allow for any further feedback or questions on the actions currently being taken or under consideration to address and resolve them.**

### **BACKGROUND**

Part of the role of the Audit and Risk Management Committee is to be aware of any significant financial, political, and corporate issues being identified by the organisation and to understand, review or advise on the possible actions to address these.

### **FINANCIAL IMPLICATIONS**

Some of the issues and potential mitigation actions outlined in this report may include financial implications for the City. Order of magnitude estimates of financial implications based on information available at the time of the report is included in the issues table attached.

### **LEGAL IMPLICATIONS**

The City actively seeks legal advice and support where issues and risks identified have potential legal implications.

### **STRATEGIC IMPLICATIONS**

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:



**Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**

- Enable the City to maintain legislative compliance and accountability for organisational decision making.
- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

**CONSULTATION**

Nil.

**OFFICER COMMENT**

The table provided in confidential attachment 1 identifies the current or emerging issues which are considered significant by the organisation. Some are in action, and some are under review by the organisation and will continue to be updated to the Audit and Risk Management Committee over time.

In conjunction with the organisation's newly developed Risk Management Framework, the City's issues log will provide a consistent and effective means of tracking, managing, and resolving significant issues.

It should be noted that as the City progresses through the transitional period to the new Risk Management Framework, there are a number of issues covered on both the issues log and the current Corporate Risk Register.

The City's emerging issues log is populated and maintained by officers. This document is maintained live in the City's corporate document management system and is reviewed and discussed by the Executive Leadership Team as a standing agenda item monthly.

**VOTING AND OTHER REQUIREMENTS**

Simple Majority Required



**COUNCIL DECISION ITEM ARMC2503-5**  
**(Committee's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

**Council receive the Emerging Issues report for December 2024 to February 2025 as detailed in confidential attachment 1.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorsen**

**Against:**

**Nil**



## **ARMC2503-6 PURCHASING POLICY EXEMPTIONS NOVEMBER 2024 TO FEBRUARY 2025**

**Meeting date:** 17 March 2025  
**Responsible officer:** Manager Financial Services  
**Voting requirements:** Simple Majority Required  
**Attachments:** 1. Purchasing Policy Exemptions November 2024 - February 2025

### **SUMMARY**

**The purpose of this report is to inform Council of purchases made by the City that were exempted from the requirements of the Purchasing Policy, during the period November 2024 to February 2025.**

**This report recommends that Council receive the Purchasing Policy Exemptions report for November 2024 to February 2025.**

### **BACKGROUND**

At the Ordinary Meeting of Council of 25 November 2020, Council adopted an updated Purchasing Policy. The Purchasing Policy outlines the requirements and decision-making process for each Policy threshold. The Policy also contains a list of tender exemptions (exempt under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*) and other Policy exemptions.

Under this policy all exemptions applied by the City are to be reported to the Audit and Risk Management Committee.

### **FINANCIAL IMPLICATIONS**

Nil.

### **LEGAL IMPLICATIONS**

Nil.

### **STRATEGIC IMPLICATIONS**

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:



**Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

**CONSULTATION**

Nil.

**OFFICER COMMENT**

**November 2024**

The total value of spending exempt from the City of Fremantle Purchasing Policy was **\$58,432.50** for the month of November 2024.

The value of exemptions by category is:

Exemption Category	Value
Purchasing Policy Exemption	\$58,432.50
Request for Artist	Nil
Sole Source of Supply	Nil
<b>Total</b>	<b>\$58,432.50</b>

Details regarding individual exemptions can be found in Attachment 1.

**December 2024**

The total value of spending exempt from the City of Fremantle Purchasing Policy was **\$53,600.00** for the month of December 2024.

The value of exemptions by category is:

Exemption Category	Value
Purchasing Policy Exemption	50,000.00
Request for Artist	3,600.00
Sole Source	Nil
<b>Total</b>	<b>\$53,600.00</b>

Details regarding individual exemptions can be found in Attachment 1.



**January 2025**

The total value of spending exempt from the City of Fremantle Purchasing Policy was **\$39,432.00** for the month of January 2025.

The value of exemptions by category is:

Exemption Category	Value
Purchasing Policy Exemption	\$39,432.00
Request for Artist	Nil
Sole Source	Nil
<b>Total</b>	<b>\$39,432.00</b>

Details regarding individual exemptions can be found in Attachment 1.

**February 2025**

The total value of spending exempt from the City of Fremantle Purchasing Policy was **\$75,798.28** for the month of February 2025.

The value of exemptions by category is:

Exemption Category	Value
Purchasing Policy Exemption	\$50,629.28
Request for Artist	Nil
Sole Source	\$25,169.00
<b>Total</b>	<b>\$75,798.28</b>

Details regarding individual exemptions can be found in Attachment 1.

**VOTING AND OTHER REQUIREMENTS**

Simple Majority Required



**COUNCIL DECISION ITEM ARMC2503-6**  
**(Committee's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

**Council receive the information report on Purchasing Policy Exemptions for November 2024 to February 2025.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorsen**

**Against:**

**Nil**



## **ARMC2503-7 TENDERS AWARDED UNDER DELEGATION NOVEMBER 2024 TO FEBRUARY 2025**

**Meeting date:** 17 March 2025  
**Responsible officer:** Manager Financial Services  
**Voting requirements:** Simple Majority Required  
**Attachments:** Nil

### **SUMMARY**

**The purpose of this report is to summarise tenders awarded under delegation by various delegated Officers and Committees during the period November 2024 to February 2025.**

**This report recommends that Council receive the report on tenders awarded under delegation between November 2024 to February 2025.**

### **BACKGROUND**

Tenders awarded by the City are awarded under the following delegations, approved at Council on 26 June 2024 (C2406-15):

<b>Delegated Authority</b>	<b>Amount of Delegation</b>
Ordinary Meeting of Council	\$1,000,000+ (if within budget)
CEO	Up to \$1,000,000
Directors	Up to \$500,000

Items identified under 'Officer Comment' of this report detail tenders awarded under delegation.

### **FINANCIAL IMPLICATIONS**

All tenders were awarded in line with the adopted 2024-25 budget.

### **LEGAL IMPLICATIONS**

All tenders awarded met the requirements of Regulations 11A – 24AJ of the *Local Government (Functions and General) Regulations 1996* and S3.57 of the *Local Government Act 1995*.



Under delegation 2.11 Expressions of interest and tenders, of the City’s Register of Delegated Authority 2023-24, the Chief Executive Officer is required to report the use of this delegation to the Audit and Risk Management Committee.

**STRATEGIC IMPLICATIONS**

This is in keeping with the City of Fremantle’s Strategic Community Plan 2024 – 2034:

**Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

**CONSULTATION**

Nil.

**OFFICER COMMENT**

Below is a list of tenders awarded under delegation between November 2024 to February 2025.

**November 2024**

Tender Description	Awarded By	Contractor(s)	Contract Term	Contract Value
Nil				

**December 2024**

Tender Description	Awarded By	Contractor(s)	Contract Term	Contract Value
FCC660/24 - Security Services for FAC	Ordinary Meeting of Council	Silverback Enterprises Pty Ltd (Paramount Security)	Up to 6 Years	\$2,043,390.00 ex GST

**January 2025**

Tender Description	Awarded By	Contractor(s)	Contract Term	Contract Value
WFCC125/24 - Amherst St – Stevens St, Fremantle	Directors	WCP Civil Pty Ltd	3 Months	\$335,797.78 ex GST



Roundabout Construction				
FCC668/24 - Supply of One Bitumen Patching Truck	Directors	Major Motors Isuzu Pty Ltd	One Off Purchase	\$270,990.00 ex GST

**February 2025**

Tender Description	Awarded By	Contractor(s)	Contract Term	Contract Value
FCC672/24 - Supply and Delivery of One 4x2 Jetting and Vacuum Excavator Truck	Directors	STG Global Pty Ltd	One Off Purchase	\$381,396.00 ex GST

**VOTING AND OTHER REQUIREMENTS**

Simple Majority Required

**COUNCIL DECISION ITEM ARMC2503-7**  
**(Committee's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

**Council receive the information report on Tenders Awarded under Delegation for November 2024 to February 2025.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham, Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin, Cr Doug Thompson and Cr Ingrid van Dorsen**

**Against:**

**Nil**



## **ARMC2503-8 OVERDUE DEBTORS REPORT AS AT 28 FEBRUARY 2025**

<b>Meeting date:</b>	17 March 2025
<b>Responsible officer:</b>	Manager Financial Services
<b>Voting requirements:</b>	Simple Majority Required
<b>Attachments:</b>	1. CONFIDENTIAL - Summary of Outstanding Debtors as at 28 February 2025

### **SUMMARY**

**This Overdue Debtors Report, with confidential attachment, is provided to the Audit and Risk Management Committee to report details of overdue debts, as at 28 February 2025, and identify those where the amount owing is over 90 days with a total debt exceeding \$10,000.**

**This report recommends that Council receive the Overdue Debtors Report and acknowledge the overdue debts exceeding 90 days that have a combined value greater than \$10,000 as at 28 February 2025.**

### **BACKGROUND**

This report provides the Audit and Risk Management Committee the following information in relation to overdue debtors:

- The amount of total debt outstanding for the period aged from current to over 90 days overdue with a comparison to the same period for the previous year.
- All records of the uses of delegated authority, to waive or write off debts valued at \$1,000 or above.
- A confidential report containing the individual debtor information in relation to the outstanding debts exceeding 90 days with a combined value of debt, by debtor, exceeding \$10,000.
- The Debtor Day Ratio, being the average number of days taken for the City to receive payment from its customers for invoices issued to them.

### **FINANCIAL IMPLICATIONS**

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

As at the year ending 30 June 2024, an amount of \$160,937 is held as an allowance for impairment of sundry receivables. There was a total of \$87,996 of waivers or debts written off for the 2023/24 financial year.



## **LEGAL IMPLICATIONS**

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

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

- The Chief Executive Officer has delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$50,000 per account where, in the opinion of the Chief Executive Officer, all other reasonable avenues of recovery have been exhausted.
- Directors and Managers have various sub-delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$20,000 per account where, in the opinion of the Director or Manager, all other reasonable avenues of recovery have been exhausted.

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

Any amount more than \$50,000 is to be written off by Council resolution. A Council resolution authorising the write-off of any bad debt does not prevent Council from reinstating the debt if the future circumstances change and the debt becomes collectable.

## **STRATEGIC IMPLICATIONS**

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

### **Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'**

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

## **CONSULTATION**

Nil.

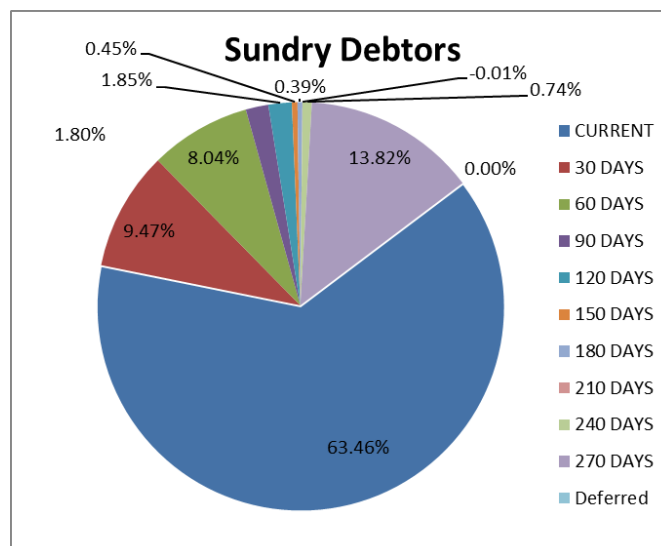


**OFFICER COMMENT**

The total of debts outstanding as at 28 February 2025 was \$739,705. A breakdown of aged debt for the current period compared to prior year is tabled below.

Period Ending February 2025	Current	30 Days	60 Days	90+ Days	Total
Nov 24 - Feb 25	63%	9%	8%	19%	100%
	469,387	70,061	59,450	140,807	739,705
Nov 24 - Feb 25 Excl. Commercial Properties	70%	11%	13%	7%	100%
	295,380	45,531	53,365	29,607	423,884
Nov 23 - Feb 24	560,984	103,893	80,479	402,983	1,148,340

The graph below shows the aged debt balances as at 28 February 2025:



Compared to the report of overdue debtors as at 30 November 2024, which was presented to Audit and Risk Management Committee meeting on 2 December 2024, the total value of outstanding debts has increased from \$680,439 to \$739,705.

Total outstanding debt over 90 days has decreased from \$170,022 at the end of the previous reporting date to \$140,807.

The number of overdue debtors over 90 days, and above the total debt reporting threshold of \$10,000 has reduced to three.

Of the three reported, one debtor has had no change and the remaining two have had the debts reduced.



These three debtors have a total debt owing of \$108,435 of which \$86,798 is over 90 days. The confidential attachment contains details of the debtors comprising this balance.

### **Key Performance Indicators**

When determining status or risk associated with outstanding debtors, officers typically consider and assess the following metrics:

- Total amount of outstanding debt
- Age of outstanding debt (and value of that debt)
- Frequency of payment of outstanding debt
- Outstanding debt per individual debtor
- Outstanding debt per type of debtor

Officers consider all of these metrics alongside each other as well as the debtor day ratio to assist in providing an overarching assessment of general performance of outstanding debtors. The debtor day ratio measures how quickly cash is being collected from debtors regardless of the level of total outstanding amount of debt or the type of debt, allowing for a consistent metric that will identify periods where debtors are taking longer to pay down outstanding debt.

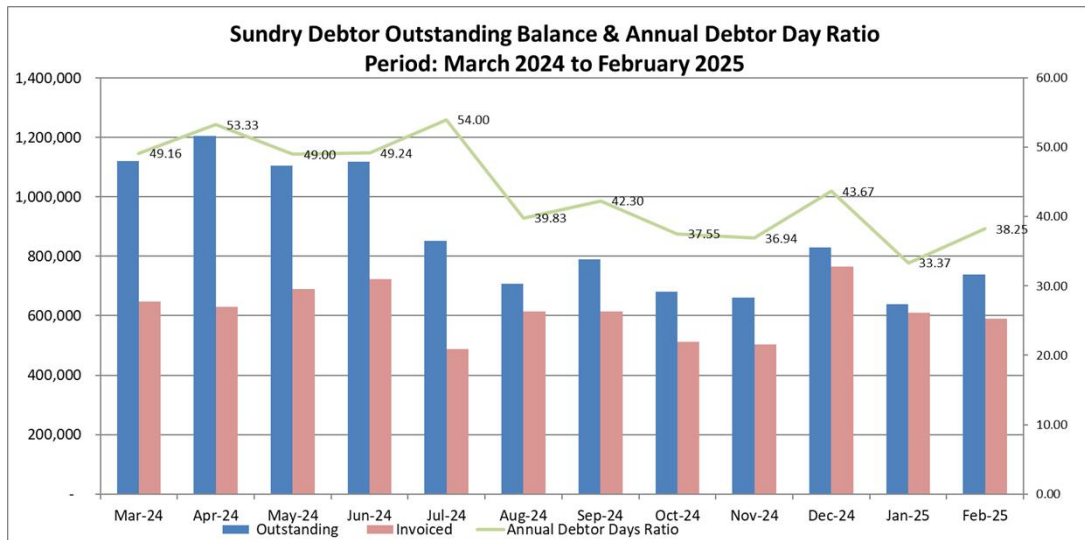
A number of metrics have been provided to follow that provide an initial snapshot of performance and or status of outstanding debtors to follow.

#### Debtor Day Ratio

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

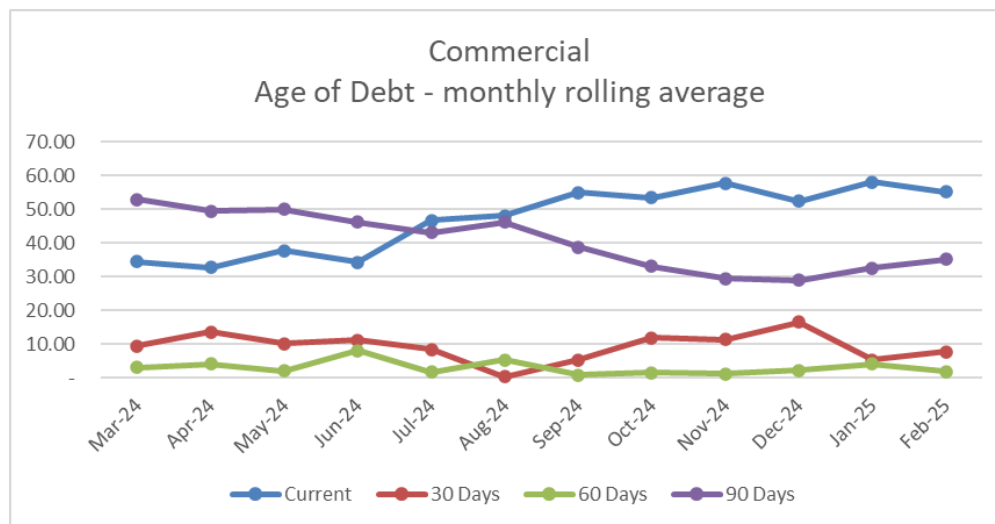
The calculation of the ratio considers the total amount outstanding at the end of the period divided by the total amount invoiced to that period for the financial year. This is then multiplied by the total number of days from 1 July to the end of the period. See calculation in the graph to follow.

The chart to follow indicates the debtor days over the last 12 months. Debtor days have steadily decreased over the past 12 months, with a ratio of 38.25 being reported for February 2025.



Age of Debt

The rolling 12-month Average for debt in each age category is shown in the graphs to follow for Commercial and Other (non-commercial) debt. These graphs show the 12-month average as at each point in time, to provide a view of the trend of the City’s aged debt portfolio.

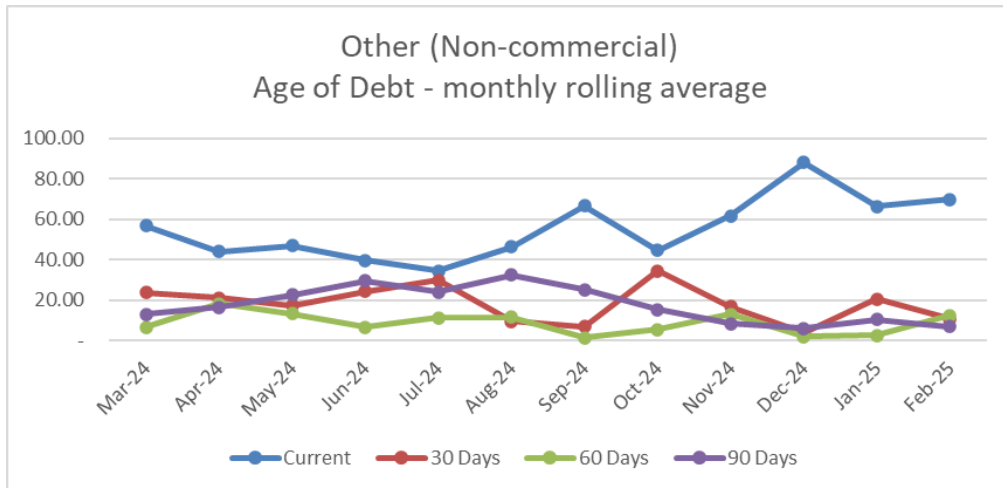


As per the monthly rolling average chart for commercial, the portion of debt that is current was 24% as at February 2025. The portion of debt that is over 90 days has remained steady since the last reporting period. The portion of debt in the 30-59 days and 60-89 days remained at the lower end.

For other (non-commercial) debt, current debt remains the category with the highest amount outstanding. All other categories remain much lower than the

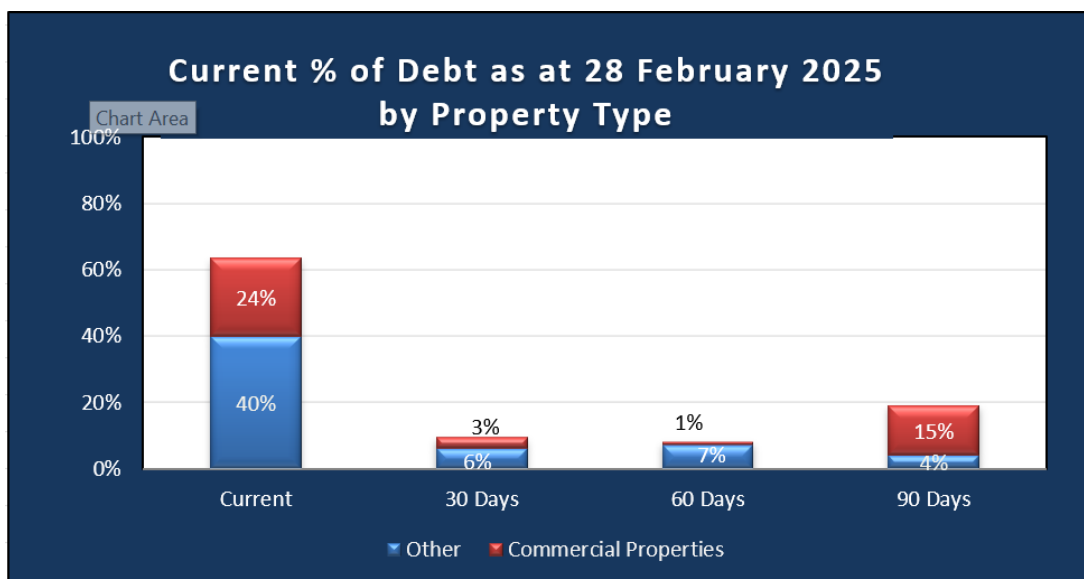


current trend line. This indicates a high proportion of debts being collected in a timely manner.



The Current Value of Debt by Age category is shown in the graph to follow, split between Commercial Properties and Other (non-Commercial) Property Types. Of the total debt, Non-Commercial Properties account for 40% of Current debt, and account for 4% of the debt owing 90 days or more.

City officers continue to liaise with all commercial tenants to provide assistance, including payment arrangements where appropriate.





**Delegation 2.3 - Defer payment, grant a concession, waive fees and write off of Debts**

During the reported period there were no waivers or write offs greater than \$1,000.

**VOTING AND OTHER REQUIREMENTS**

Simple Majority Required

**COUNCIL DECISION ITEM ARMC2503-8**  
**(Committee's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Geoff Graham**

**Council receive the Overdue Debtors Report as at 28 February 2025, and the confidential attachment listing overdue debts exceeding 90 days with the combined value, by debtor, exceeding \$10,000 as at 28 February 2025.**

**Carried en bloc: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorsen**

**Against:**

**Nil**



## **Motions of which previous notice has been given**

### **C2503-16 NOTICE OF MOTION - PIAZZA AND MALLS DISTRICT - CR ADIN LANG**

<b>Meeting date:</b>	26 March 2025
<b>Responsible officer:</b>	Chief Executive Officer
<b>Voting requirements:</b>	Simple Majority Required
<b>Attachments:</b>	Nil

#### **ELECTED MEMBER SUMMARY**

The intent of this Motion is to support community and volunteer efforts to activate and return business to the PM District (Piazza and Malls District):

- Fremantle Malls
- Fremantle Piazza
- Paddy Troy Mall

In recent times the PM District has seen many long-term vacancies and as a result, the area can be subject to antisocial behaviour.

The community has planned a volunteer cleanup of the PM District which includes general cleaning, painting and the installation of plants and seating.

To support this volunteer effort, the City of Fremantle could offer free alfresco dining rates on City land and investigate ways to assist alfresco on non-City land (with the individual strata buildings).

#### **OFFICER COMMENT**

Officer's will review the Notice of Motion and bring a report back to Council with options for consideration.

#### **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required



## **ELECTED MEMBERS MOTION**

Requests the Chief Executive Officer to bring a report back to Council considering the following:

1. City of Fremantle to implement free alfresco dining within the following areas of the Piazza and Malls District for a period of 24 months:
  - Fremantle Malls
  - Fremantle Piazza
  - Paddy Troy Mall
2. City of Fremantle to investigate options to facilitate alfresco within the strata owned properties in this precinct, noting that this does not include those properties facing Market Street, South Terrace or High Street within the Piazza and Malls District.

**In accordance with clause 9.7 of the [Meeting Procedures Policy](#), Cr Adin Lang moved the following alternative motion, as provided in the additional documents:**

### **COUNCIL DECISION ITEM C2503-16 (Alternative Elected Member's Motion)**

**Moved: Cr Adin Lang**

**Seconded: Cr Ben Lawver**

**Requests the Chief Executive Officer investigate options and bring a report back to Council for further consideration on the following:**

1. **Initiatives to encourage activation within the following areas of the Piazza and Malls, such as waiving fees for alfresco dining, for a period of 24 months:**
  - **Fremantle Malls**
  - **Fremantle Piazza**
  - **Paddy Troy Mall**
2. **Options to facilitate *alfresco activation* within the strata owned properties in this precinct, noting that this does not include those properties facing Market Street, South Terrace or High Street within the Piazza and Malls District.**

**Carried: 9/0**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorsen**

**City of Fremantle  
Ordinary Meeting of Council - Minutes  
26 March 2025**



**Against:**  
**Nil**

**Reasons for alternative motion:**

This alternative clarifies what the motion is trying to achieve.



## Strategic and general reports

Mayor Hannah Fitzhardinge declared a financial interest in the following item, earlier in the meeting. Mayor Fitzhardinge left the meeting at 7:08pm prior to the consideration of the item and did not return.

At 7:08pm Deputy Mayor Jenny Archibald assumed the chair.

Chief Executive Officer, Glen Dougall declared a financial interest in the following item and abstained from providing advice.

### **C2503-8 MEMORANDUM OF UNDERSTANDING - PERTH SOUTH WEST METROPOLITAN ALLIANCE**

<b>Meeting date:</b>	26 March 2025
<b>Responsible officer:</b>	Manager Governance
<b>Voting requirements:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. PSWMA Governance Charter and Memorandum of Understanding</li><li>2. Letter to the City of Fremantle - PSWMA Governance Charter and MOU</li></ol>

#### **SUMMARY**

The purpose of this report is to consider the renewal of the Governance Charter and Memorandum of Understanding (MoU) between the City of Fremantle and the Perth South West Metropolitan Alliance (PSWMA) for a further term of six years to 2031.

The PSWMA operates under a MoU with the City and the other five local governments within the region. This MoU is periodically reviewed and requires Council endorsement for it to continue in its regional capacity with and for the City and other members.

This report recommends that Council:

1. Endorses the Perth South West Metropolitan Alliance Governance Charter and Memorandum of Understanding (MoU) 2025/26 to 2030/31 provided in Attachment 1; and
2. Authorises the Mayor and CEO to sign the Memorandum of Understanding with the Perth South West Metropolitan Alliance on behalf of the Council.

#### **BACKGROUND**



Since 1983 the PSWMA (formerly the South West Group) has provided a platform for collaboration among the six member local governments supporting the advancement of regional priorities and a coordinated approach to economic, environmental, and social challenges.

The member Council's are currently;

- Town of East Fremantle
- City of Fremantle
- City of Melville
- City of Cockburn
- City of Kwinana
- City of Rockingham

The PSWMA operates under an MoU for a determined period of years which require endorsement from each member Council.

## **FINANCIAL IMPLICATIONS**

Each member Council contributes a membership fee based on a base amount then a component based on population. Members also contribute to various joint projects such as Natural Resource Management (NRM) activities.

in accordance with the terms of the MoU, annual membership fee for participation in the Alliance is as follows:

- a) \$25,000 minimum fee; and
- b) 22.95 cents per head of population; and
- c) 22.95 cents per \$1,000 of operating revenue (from the most recent audited financial year statements); and
- d) Funding for work plan projects.

In 2024/25, the City of Fremantle contributed the following fees and contributions to the PSWMA;

Membership:	\$66,991	
Projects:	\$ 0	(2024/25 Project contributions were offset by reserve – normally \$19,585)
NRM Contribution:	<u>\$20,900</u>	
TOTAL:	<u>\$86,900</u>	

## **LEGAL IMPLICATIONS**

Membership of the PSWMA is provided in accordance with an agreed MoU between the the organisation and members. The Governance Charter and MoU is provided



in **Attachment 1**. The intention is to adopt these for the next six years (2025 to 2031) which allows each member council to chair the PSWMA during its term.

## **STRATEGIC IMPLICATIONS**

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

### **Resilient City**

- Strong partnerships with relevant State Government agencies and service providers.

## **CONSULTATION**

Nil.

## **OFFICER COMMENT**

The PSWMA has provided support and advocacy for regional projects such Future of Fremantle, Regional Transport initiatives, Westport, the Western Trade Coast, Housing, Economic initiatives and Environment issues. Regional collaboration and advocacy is essential to assist in achieving the outcomes of these initiatives and addressing associated challenges.

By endorsing the attached Governance Charter and MoU, the City of Fremantle will continue to:

- participate in regional advocacy and strategic planning;
- ensure its interests are represented in key regional projects; and
- work collaboratively with other councils to enhance economic, environmental, and social outcomes.

The attached MoU remains largely consistent with the previous version, with the following amendments:

- renaming references from South West Group to Perth South West Metropolitan Alliance;
- extending the agreement term from five to six years, ensuring each Council has an opportunity to chair the Alliance during the period;
- adjusting post-council reimbursements to a flat 5% of income to account for inflation; and
- removing provisions covering conflicts of interest and disclosures, as these matters are already governed under the *Local Government Act 1995*.



Given the economic and population growth expected in the Perth South West corridor, continued participation in the PSWMA will ensure the City remains at the forefront of regional planning, investment, and advocacy efforts.

The attached Charter and MoU ensures the Alliance is well-structured and capable to continue to advocate on behalf of the region while enhancing governance efficiency.

## **VOTING AND OTHER REQUIREMENTS**

Simple Majority Required

## **OFFICER'S RECOMMENDATION**

**Moved: Cr Doug Thompson**

**Seconded: Cr Frank Mofflin**

**Council:**

- 1. Endorses the Perth South West Metropolitan Alliance Governance Charter and Memorandum of Understanding (MoU) 2025/26 to 2030/31 provided in Attachment 1; and**
- 2. Authorises the Mayor and Chief Executive Officer to sign the Memorandum of Understanding with the Perth South West Metropolitan Alliance on behalf of the Council.**

**In accordance with clause 9.7 of the [Meeting Procedures Policy](#), Cr Ben Lawver moved the following alternative motion, accepted by the presiding member:**

## **ALTERNATIVE MOTION**

**Moved: Cr Ben Lawver**

**Seconded: Cr Geoff Graham**

Council defer the item to the next appropriate Ordinary Meeting of Council to allow a discussion at an Informal Elected Members Meeting on the MOU and governance charter.

**Lost: 4/4**

**For:**

**Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang and Cr Ben Lawver**

**Against:**

**Cr Fedele Camarda, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**



**Deputy Mayor Jenny Archibald used her casting vote AGAINST the motion resulting in it being LOST.**

**Reason for (lost) deferral:**

To clarify the process for PSWMA taking an advocacy position on an issue/item when one or more member councils have expressed a differing view or has an existing position established through Council resolutions; and resolve any inconsistencies between the MOU, Governance Charter, and Code of Conduct(s).

**COUNCIL DECISION ITEM C2503-8**  
**(Officer's recommendation)**

**Moved: Cr Doug Thompson**

**Seconded: Cr Frank Mofflin**

**Council:**

- 1. Endorses the Perth South West Metropolitan Alliance Governance Charter and Memorandum of Understanding (MoU) 2025/26 to 2030/31 provided in Attachment 1; and**
- 2. Authorises the Mayor and Chief Executive Officer to sign the Memorandum of Understanding with the Perth South West Metropolitan Alliance on behalf of the Council.**

**Carried: 8/1**

**For:**

**Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,  
Cr Adin Lang, Cr Fedele Camarda, Cr Frank Mofflin,  
Cr Doug Thompson and Cr Ingrid van Dorssen**

**Against:**

**Cr Ben Lawver**



## **Urgent business**

Nil.

## **Late items**

Nil.

## **Confidential business**

Nil.

## **Closure**

**The Presiding Member declared the meeting closed at 7:43pm.**