



# MINUTES

## Council Meeting

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Tuesday, 21 November 2017 at 6.32pm

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## CONTENTS

1.	OFFICIAL OPENING	1
2.	ACKNOWLEDGEMENT OF COUNTRY	1
3.	RECORD OF ATTENDANCE	1
3.1	Attendance	1
3.2	Apologies	1
3.3	Approved Leave of Absence	1
4.	DISCLOSURES OF INTEREST	1
4.1	Financial	1
4.2	Proximity	1
4.3	Impartiality	1
5.	PUBLIC QUESTION TIME	2
5.1	Responses to previous questions from members of the public taken on notice	2
5.2	Public Question Time	2
6.	PRESENTATIONS/DEPUTATIONS	3
6.1	Presentations	3
6.2	Deputations	3
7.	APPLICATIONS FOR LEAVE OF ABSENCE	3
7.1	Cr Natale	3
8.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
8.1	Ordinary Meeting of Council (17 October 2017)	3
8.2	Special Meeting of Council (24 October 2017)	3
9.	ANNOUNCEMENTS BY THE PRESIDING MEMBER	3
10.	UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS	3
12.	REPORTS	4
12.3	GOVERNANCE REPORTS	4
12.3.3	Lions of East Fremantle Riverside Markets	4
11.	REPORTS AND RECOMMENDATIONS OF COMMITTEES	8
11.1	Town Planning & Building Committee Meeting (7 November 2017)	8
12.	REPORTS (CONTINUED)	10
12.1	PLANNING REPORTS	10
12.1.1	Council Place, No. 4 (Lot 1) – Additions to Grouped Dwelling – Single Carport, Front Fence and Crossover	10
12.1.2	Draft Local Planning Policy No. 3.1.7 – Percent for Public Art	12

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12.1.3	Ban on the Mass Release of Balloons on Town of East Fremantle Controlled Public Open Spaces	13
12.2	FINANCE REPORTS	16
12.2.1	Monthly Financial Activity Statement 31 October 2017	16
12.2.2	Accounts for Payment – October 2017	20
12.2.3	Waste Collection Services – Tender Acceptance	22
12.3	GOVERNANCE REPORTS (CONTINUED)	26
12.3.1	Small Business Friendly Local Government	26
12.3.2	Fremantle Chamber of Commerce	28
12.3.4	Committee Appointments	32
13.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	34
14.	NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING	34
15.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	34
15.1	Cr Watkins – 87 Petra Street	34
16.	NEW BUSINESS OF AN URGENT NATURE	34
17.	MATTERS BEHIND CLOSED DOORS	34
18.	CLOSURE	<b>Error! Bookmark not defined.</b>

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD AT THE EAST FREMANTLE YACHT CLUB (RIVER ROOM), PETRA STREET EAST FREMANTLE ON TUESDAY, 21 NOVEMBER 2017.**

**1. OFFICIAL OPENING**

The Presiding Member opened the meeting at 6.32pm.

**2. ACKNOWLEDGEMENT OF COUNTRY**

*"On behalf of the Council I would like to acknowledge the Nyoongar people as the traditional custodians of the land on which this meeting is taking place."*

**3. RECORD OF ATTENDANCE**

**3.1 Attendance**

The following members were in attendance:

Mayor J O'Neill	Presiding Member
Cr C Collinson	
Cr J Harrington	
Cr D Nardi	
Cr T Natale	
Cr T Watkins	

The following staff were in attendance:

Mr G Tuffin	Chief Executive Officer
Mr D Taylor	Executive Manager Corporate & Community Service
Mr A Malone	Executive Manager Regulatory Services
Mr S Gallagher	Operations Manager
Ms K Dore	Economic and Community Development Officer
Ms J May	Minute Secretary

There were 7 members of the public in attendance.

**3.2 Apologies**

Cr A McPhail  
Cr M McPhail  
Cr A White

**3.3 Approved Leave of Absence**

Nil

**4. DISCLOSURES OF INTEREST**

**4.1 Financial**

Nil.

**4.2 Proximity**

Nil.

**4.3 Impartiality**

Nil.

**5. PUBLIC QUESTION TIME**

**5.1 Responses to previous questions from members of the public taken on notice**

N/A

**5.2 Public Question Time**

**5.2.1 C Ziegler 155 Petra Street**

- 1. In respect to recent footpath tender, why didn't J & M Asphalt fulfil that contract and what was Merger Contracting doing on site constructing a substandard footpath in their place? Surely that's a breach of contract for at no point was J & M Asphalt on site to supervise if it had subcontracted to Merger.*
- 2. Given that Petra Street footpath is predominantly concrete, I would suggest Council it not adhering to the rule of continuity or consistency and ask that Petra Street asphalt between Fraser and View Terrace be removed and replaced with a concrete footpath?*
- 3. Disputing the validity of the April 2017 perception survey and requesting Council forget the results of the survey before making further decisions of footpath material until such time as a more comprehensive survey is conducted.*

**COUNCIL RESOLUTION**

**Moved Cr Watkins, seconded Cr Natale**

**That the public questions from Ms Ziegler be taken on notice.**

**(CARRIED UNANIMOUSLY)**

**5.2.2 P Abourizk 153 Petra Street**

*Given the minimal communication and inadequate notice to residents, lack of materiality consistency and confusion regarding adopted footpath guidelines, what is Council intending to do to provide transparency and clear guidelines, going forward?*

**COUNCIL RESOLUTION**

**Moved Cr Nardi, seconded Cr Natale**

**That the public question from Ms Abourizk be taken on notice.**

**(CARRIED UNANIMOUSLY)**

**5.2.3 T Leysley 19 Alexandra Road**

*Would the East Fremantle Council consider supporting the establishment of a Women's Shed as part of the redevelopment of the East Fremantle Oval area to support the health and wellbeing of women and encourage inclusion?*

**COUNCIL RESOLUTION**

**Moved Cr Harrington, seconded Cr Nardi**

**That the public question from Ms Leysley be taken on notice.**

**(CARRIED UNANIMOUSLY)**

**6. PRESENTATIONS/DEPUTATIONS**

**6.1 Presentations**

Nil.

**6.2 Deputations**

Mr Alan Springett (East Fremantle Lions Club) provided a brief overview of the Lions Club organisation and the current Riverside Market proposal lodged by the East Fremantle Lions Club.

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

**7.1 Cr Natale**

Request for Leave of Absence from 11 to 19 December 2017.

**7.1 COUNCIL RESOLUTION 011117**

Moved Cr Collinson, seconded Cr Watkins

That Leave of Absence be granted to Cr Natale for the period 11 to 19 December 2017.

CARRIED UNANIMOUSLY

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**8.1 Ordinary Meeting of Council (17 October 2017)**

**8.1 COUNCIL RESOLUTION 021117**

Moved Cr Watkins, seconded Cr Harrington

That the minutes of the Ordinary meeting of Council held on Tuesday, 17 October 2017, with the deletion of Cr L Nicholson in the Record of Attendance, be confirmed as a true and correct record of proceedings

CARRIED UNANIMOUSLY

**8.2 Special Meeting of Council (24 October 2017)**

**8.2 COUNCIL RESOLUTION 031117**

Moved Cr Nardi, seconded Cr Collinson

That the minutes of the Special meeting of Council held on Monday, 24 October 2017 be confirmed as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

**9. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Nil.

**10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**

Nil.

**PROCEDURAL MOTION**

**Moved Cr Nardi, seconded Cr Harrington**

**That the order of business be changed to allow East Fremantle Lions Club representatives to be present during consideration on the Riverside Markets proposal.**

CARRIED UNANIMOUSLY

**12. REPORTS**

**12.3 GOVERNANCE REPORTS**

**12.3.3 Lions of East Fremantle Riverside Markets**

<b>File ref</b>	H/REV1
<b>Prepared by</b>	Karen Dore, Economic & Community Development Officer
<b>Supervised by</b>	David Taylor, Executive Manager Corporate & Community Services
<b>Meeting Date</b>	21 November 2017
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Documents from Lions Club Riverside Markets Application

**Purpose**

Council is requested to give consideration to supporting the proposed Lions of East Fremantle Riverside Markets event.

**Executive Summary**

It is recommended that Council support the Lions' proposal to facilitate monthly riverside markets. A local market, with a distinct point of difference, has the potential to become a community hub and an attraction for visitors.

As the planning process has progressed it has become apparent that in the first instance, in order to get the project off the ground, there may be a requirement for some financial and administrative support from Council.

To date a number of staff hours have been committed to ensuring that;

- the venue is suitable and available;
- there is sufficient parking within walking distance, and availability of mobility impaired parking;
- local businesses and community groups have been given the opportunity to be involved; and
- the event is financially sustainable.

It is envisaged that further assistance will be required to ensure that;

- a unique point of difference is established (due to the sheer number of markets, and similar events, currently undertaken around the metro / outer metro area); and
- there is a far reaching promotional plan in place.



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### Background

The Lions of East Fremantle approached Town Administration staff earlier this year with the idea of holding a monthly market (third Sunday of each month, September to June) in the Town. Advice was given and subsequently the group submitted a Risk Management Plan, a draft Stallholder Application Form and a Site Plan, with the proposed venue being Norm McKenzie Park.

Further to this submission the information provided was collated into a "Notification of Public Event" form, which was returned to the Lions for further information and has since been updated, as attached.

The Lions originally proposed that their first market be held in November 2017, however, it has been decided to work towards December 2017 in order to have everything properly prepared and a sufficient lead time for promotion, including sharing flyers from their stall at the upcoming *East Fremantle Festival*.

The group have been proceeding with their organisation of the first event, including ascertaining that the funds raised through stallholder fees and donations would be divided equally amongst the Lions groups involved in the Market. Each group would then make its own donations. It is proposed that the Lions of East Fremantle will look to supporting the local primary school.

### Consultation

Chief Executive Officer  
Executive Manager Corporate and Community Services  
Operations Manager  
Principal Environmental Health Officer  
Project Coordinator  
Alan Springett, Lions of East Fremantle representative  
Colin Armstrong, Fremantle Rowing Club representative  
Lloyd Owens, Fremantle Scout Group representative

### Statutory Environment

Nil.

### Policy Implications

The Town of East Fremantle has a *Council Policy on Significant Events* which was adopted 10 December 1996 and amended on 15 December 1998.

Whilst the notification process undertaken meets the requirements of the process outlined in the document, this event would not be considered significant due to its size.

### Financial Implications

Should Council elect to support the request there would be financial implications with regard to support of the establishment of this ongoing community event. For example;

- waiving of venue hire fees - \$240 per event (in-kind)
- waiving of application fees for the event organiser - \$181 per annum (in-kind)
- supply of mobility impaired friendly, unisex portable toilet - \$170 per event, (cash cost)  
*Noting that the Lions' are to undertake the pick-up and drop-off*
- initial assistance with printing costs - \$321 once off (cash cost)

If all items were supported the total cash cost to Council would be \$1,511. This amount could be decreased through, for example, the supply of the toilet being for just the first three markets (total cash cost would then be \$831).

Council's in-kind contribution, as detailed above, would be \$1,680.

It is noted that this type of event would fit under the Community Assistance Grant program criteria. However, in this instance, the group has not been advised to apply due to the timing of the closing and granting of funds to successful applicants in the current round.

It is estimated that the Lions of East Fremantle, along with their cohorts, will be investing ≈\$7,000 per market (50 hours @ \$20 per hour) in volunteer labour.

### Strategic Implications

*Town of East Fremantle Strategic Community Plan 2017-2027*

Strategic priority 1: *"A socially connected, inclusive and safe community"*

- Strengthen the sense of place and belonging through inclusive community interaction and participation
- Activate inviting open spaces that encourage social interaction
- Facilitate opportunities for people to develop community connections and foster local pride

Strategic priority 2: *"Sustainable, locally focussed and easy to do business with"*

- Facilitate opportunities for business and community groups

Community development was raised in the *Community Scorecard April 2017*, with reference to *"festivals, events and cultural activities"*. The Industry Standard is a score of 61, with the Town of East Fremantle scoring slightly above this with 62. However, with the Industry High sitting at 83 there is definitely room for the Town to build upon this.

It would also be envisaged that this kind of activity will align with the proposed *Town of East Fremantle Community Development Strategy / Plan*.

### Site Inspection

The original location selected by the Lions of East Fremantle was John Tonkin Park, however due to the impending works to be undertaken this was deemed unsuitable. Locke Park was suggested as an alternative, but this did not fit their 'riverside' vision.

The Lions' then proposed to host up to fifty-three (53) stalls on the Norm McKenzie Park site. Following a site inspection by the Economic & Community Development Officer the site plan was adjusted to cater for up to thirty-five (35) stalls in the first instance, with the view to modification in the future.

### Comment

A unique local market could become the heart and soul of our community, through being a space and place where people easily interact. Planned and executed well this event could become a monthly pop-up community hub, alive with social and economic activity. It is the perfect way to 'activate' an area.

With reference to the aforementioned staff hours that have been committed to this project;

- a number of venues were considered before Norm McKenzie Park was agreed upon;

- additional information was requested to ensure that sufficient parking within walking distance was available;
- a 'value add' suggestion ("I've been to the Lions Market" proof-of-donation ticket which gives a discount at local participating venues) was made in order to include local businesses in the project; and
- the Lions' were encouraged to consider and prepare a budget in order to show that the event could be financially sustainable.

It is recommended that the Town provide some initial financial and administrative support to the Lions Club of East Fremantle. This will assist with ensuring the sustainability of this volunteer led event.

**12.3.3 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 041117**

**Moved Cr Collinson, seconded Cr Nardi**

**That Council:**

- 1. support the Lions Club of East Fremantle Riverside Markets**
- 2. authorise expenditure of up to \$1,511 for the Lions Club of East Fremantle Riverside Markets**
- 3. amend its annual Budget accordingly during the mid-year budget review to support the Lions Club of East Fremantle Riverside Markets**
- 4. waive the venue hire and application fees for the Lions Club of East Fremantle, in respect to the Riverside Markets.**

**(CARRIED UNANIMOUSLY)**

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**11. REPORTS AND RECOMMENDATIONS OF COMMITTEES**

**11.1 Town Planning & Building Committee Meeting (7 November 2017)**

<b>File ref</b>	C/MTP1
<b>Prepared by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting Date:</b>	21 November 2017
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Town Planning & Building Committee Minutes

**Purpose**

To submit the minutes and delegated decisions of the Town Planning & Building Committee for receipt by Council.

**Executive Summary**

The Committee, at its meeting on 7 November 2017, exercised its delegation in five statutory matters with an application for additions to 4 Council Place being the subject of a separate report contained within this agenda (refer 12.1.1).

The draft Local Planning Policy No 3.1.7 (incorrectly numbered in TP Minutes) Percent for Public Art is also considered under 12.1.2 of this agenda.

There is no further action other than to receive the minutes, including delegated decisions, of that meeting.

**Consultation**

Town Planning & Building Committee.

**Statutory Environment**

Nil.

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Nil.

**Site Inspection**

Not applicable.

**Comment**

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

**11.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 051117**

**Moved Cr Collinson, seconded Cr Nardi**

**That the unconfirmed Minutes of the Town Planning & Building Committee Meeting held on 7 November 2017 be received.**

**(CARRIED UNANIMOUSLY)**

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**12. REPORTS (CONTINUED)**

**12.1 PLANNING REPORTS**

**12.1.1 Council Place, No. 4 (Lot 1) – Additions to Grouped Dwelling – Single Carport, Front Fence and Crossover**

<b>Landowner</b>	A Field
<b>Applicant</b>	Archi-ology
<b>File Ref</b>	P/COU4; P094/2017
<b>Prepared by</b>	Christine Catchpole, Planning Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting date</b>	21 November 2017
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

**Purpose**

For Council to consider the Town Planning Committee (TPC) recommendation (Resolution TP021117) to approve the installation of a single carport, front fence and crossover at 4 Council Place as outlined in the Report contained within the TPC minutes (Agenda Item 11.1 Attachment 1).

**Executive Summary**

The Town Planning Committee at its meeting on 7 November 2017 recommended adopting the officer's recommendation to approve works at 4 Council Place East Fremantle.

(Refer to Town Planning Committee minutes (pp 5-12) to view the full report and Resolution.)

This matter has been referred to Council as the Town Planning Committee did not have sufficient members present to obtain the minimum of 4 votes to carry the resolution under delegated authority.

**COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION 061117**

Moved Cr Collinson, seconded Cr Nardi

That Council exercise its discretion in granting approval for the following:

- (a) variation to clauses 6.3.2 and 6.3.4 of the Residential Design Codes of WA to allow car parking within the front setback and for it not to be concealed from the street; and
- (b) variation to Element 8: Vehicle Parking of the Town Centre Redevelopment Guidelines to allow car parking adjacent to and within sight of the public domain,

for a single carport and front fence at No. 4 (Lot 1) Council Place, East Fremantle, as indicated on the plans date stamped received 7 September 2017 subject to the following conditions:

1. The total width of the crossover (including the existing crossover to the lot) is not to exceed 5 metres including splays.
2. No installation of a garage door, only open style battens or grille gates are permitted and must match the infill panel materials used for the front fence. The battens or grilles for the gate are to be no less than 60% visually permeable for the entire area and length of the fence.
3. The infill panels of the front fence to be no less than 60% visually permeable for the entire length and area of the fence in the front setback area.
4. The carport is not to be enclosed at any point in the future.
5. The submission of a detailed landscaping plan, indicating retention of the Jacaranda tree, to the satisfaction of the Chief Executive Officer prior to the lodgement of a Building Permit application.
6. Landscaping to be installed and maintained as indicated on the approved landscaping plan.
7. Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
8. The works are to be constructed in conformity with the drawings and written information in relation to use accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.
9. With regard to the plans submitted with respect to the building permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.
10. The proposed use is not to be commenced until all conditions attached to this planning approval have been finalised to the satisfaction of the Chief Executive Officer in consultation with relevant officers.
11. This planning approval to remain valid for a period of 24 months from date of this approval.

**Footnote:**

*The following are not conditions but notes of advice to the applicant/owner:*

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a building permit is to conform with the approved plans unless otherwise approved by Council.*

(CARRIED 5:1)

**12.1.2 Draft Local Planning Policy No. 3.1.7 – Percent for Public Art**

<b>Applicant</b>	N/A
<b>File ref</b>	C/POL1
<b>Prepared by</b>	Christine Catchpole, Planner Officer
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting date</b>	21 November 2017
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	1. Draft Local Planning Policy 3.1.7 - Percent for Public Art

**Purpose**

For Council to consider the Town Planning Committee (TPC) recommendation (Resolution TP081117) to endorse the Draft LPP No 3.1.7 – Percent for Public Art for public advertising as outlined in the Report contained within the TPC minutes (Agenda Item 11.1 Attachment 1).

**Executive Summary**

The Town Planning Committee at its meeting on 7 November 2017 recommended adopting the officer's recommendation to endorse this draft policy for the purpose of advertising.

(Refer to Town Planning & Building Committee minutes (pp 58-61) to view the full report and Resolution.)

This matter has been referred to Council as the Town Planning Committee does not have delegated authority to determine matters of a strategic nature.

**12.1.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 071117**

**Moved Cr Collinson, seconded Cr Nardi**

**That Council endorse the Draft Local Planning Policy: Percent for Public Art attached to this report, for the purposes of advertising for public comment pursuant with clause 2.4 of the Town of East Fremantle, Local Planning Scheme No3.**

**(CARRIED UNANIMOUSLY)**



### 12.1.3 Ban on the Mass Release of Balloons on Town of East Fremantle Controlled Public Open Spaces

<b>File ref</b>	H/HRW5
<b>Prepared by</b>	Shelley Cocks, Principal Environmental Health Officer
<b>Supervised by</b>	Andrew Malone, Executive Manager Regulatory Services
<b>Meeting Date</b>	21 November 2017
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### **Purpose**

This report considers a proposal to ban the mass release of balloons from Town controlled open space within the Town of East Fremantle by the introduction of amendments to a condition which forms part of an approval for the hiring of parks and reserves within the Town. The amendments will increase the scope of the existing condition to prevent the planned release of balloons, and increase the applicable area of the existing condition from “parks and reserves” to “Town controlled public open space.”

#### **Executive Summary**

Council has considered the issue of the impacts surrounding the mass release of balloons and the often fatal consequences to sea life. This report proposed the Town develop a position to ban the mass release of balloons from Town controlled public open space.

Further, Council may be aware that the *Litter Act 1979* defines items as litter when they are deposited on land or waters. While the action of releasing balloons is not an offence, the consequence of them landing is. This is a very difficult offence to enforce and no other legislation addresses this issue. Accordingly, Council may wish to advocate for an amendment to the *Litter Act* to define the release of helium balloons in public areas as an offence.

#### **Background**

The Town of Cottesloe has voted to amend their *Local Government Property Local Law* banning the mass release of helium balloons. The Local Law is currently before the parliamentary standing committee awaiting final approval.

No other LGA's in WA have formal policies restricting the release of balloons however the Town of Victoria Park has adopted a Council position to:

1. *not organise the release of balloons at public events organised by the Town,*
2. *not endorse the organised release of balloons at outdoor events held on reserves within the Town,*
3. *include information regarding Council's position on balloon releases in reserve booking documentation.*

The City of Fremantle does not have a Council position but has developed a Sustainable Events Checklist which includes the following minimum requirements in respect to waste prevention during events which have been approved on Council land:

*“Balloons are not to be given away or released during events.”*

*“Petrochemical plastics, plastic bags and Styrofoam are also banned at events in Fremantle.”*

WALGA has recommended that WA local governments adopt a formal Council position regarding helium balloon releases.

Given the environmental consequences of mass release of helium balloons, it is deemed appropriate for the Town to adopt a formal position which addresses the issue.

#### **Consultation**

WALGA (Helium Balloon Litter Background Paper June 2015)

Sunshine Coast Council (Local Law No. 3 Community Health and Environmental Management 2011)

City of Fremantle (Sustainable Events Checklist)

Town of Cottesloe (Local Government Property Amendment Local Law 2017)

#### **Statutory Environment**

N/A

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

##### *Strategic Priority 4: Natural Environment*

*“Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity.”*

##### *4.2 Enhance environmental values and sustainable natural resource use.*

###### *4.2.1 Reduce waste through sustainable waste management practices*

#### **Site Inspection**

N/A

#### **Comment**

In support and promotion of the below recommendation Council will ensure that it:

1. does not undertake the organised release of helium balloon at public events held by the Town;
2. prohibits the organised release of helium balloons at events held on Town controlled public open space;
3. promotes that the Town does not support helium balloon releases in reserve booking information and as a condition of use;
4. promotes greater awareness in the community of the impact of balloons and other litter in the environment; and
5. advocates through the Municipal Waste Advisory Committee for an amendment to the Litter Act 1979 to define the release of balloons in public areas to constitute an offence.

**12.1.3 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 081117**

Moved Cr Harrington, seconded Cr Collinson

That Council:

1. amend the standard condition forming part of the approval for the hiring of parks and reserves within the Town to read:

*“In the interests of reducing litter into the environment, Council bans the planned release of balloons within the Town on all Town owned public open space including parks, reserves and the East Fremantle foreshore.*

*If balloons are used in conjunction with the hire of parks and reserves they are to be tied securely and removed on conclusion of the hire period.”*

2. advocate through the Municipal Waste Advisory Committee for an amendment to the Litter Act 1979 to define the release of balloons in public areas to constitute an offence.

(CARRIED UNANIMOUSLY)

## 12.2 FINANCE REPORTS

### 12.2.1 Monthly Financial Activity Statement 31 October 2017

<b>Applicant</b>	Not Applicable
<b>File ref</b>	F/FNS2
<b>Prepared by</b>	Terry Paparone, Manager Administration and Finance
<b>Supervised by</b>	David Taylor, Executive Manager Corp. and Comm. Services
<b>Date of Meeting</b>	21 November 2017
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Monthly Financial Activity Statement

#### **Purpose**

For Council to receive the Monthly Financial Activity Statement.

#### **Executive Summary**

To provide timely financial information to Elected Members including regular review of the current forecast. This statement compares actual performance against budget estimates, and summarises operating and capital results in accordance with statutory requirements.

Staff recommend that Council receives the Financial Activity Statement for the period ending 31 October 2017.

#### **Background**

The report comprises the monthly financial results with commentary focusing on comparisons to the year to date budget position.

The monthly Financial Activity Statement for the period ending 31 October 2017 is appended and includes the following:

- Financial Activity Statement
- Notes to the Financial Activity Statement including schedules of investments, rating information and debts written off.
- Capital expenditure Report

The attached Financial Activity Statements are prepared in accordance with the amended Local Government (Financial Management) Regulations 1996; together with supporting material to provide Council with easy to understand financial information covering activities undertaken during the financial year.

#### **Consultation**

Nil.

#### **Statutory Environment**

*Local Government Act 1995 (As amended)*

*Local Government (Financial Management) Regulations 1996 (As amended)*

#### **Policy Implications**

Significant accounting policies are adopted by Council on an annual basis. These policies are used in the preparation of the statutory reports submitted to Council.

### Financial Implications

The October 2017 Financial Activity Statement shows variances in income and expenditure when compared with year to date draft budget estimates.

There are no proposed changes to the current budget forecast.

All amounts quoted in this report are exclusive of GST.

### Strategic Implications

The matter being put to Council is not likely to have a direct impact on the strategies of Council.

*4.9 A financially sustainable Town – Provide financial management services to enable the Town to sustainably provide services to the community.*

### Site Inspection

Not applicable

### Comment

The following is a summary of information on the attached financial reports:

#### Revised Budget Forecast

The current budget forecast for the 30 June 2018 indicates a breakeven of \$0 which is not represented by any change to date.

#### Operating YTD Actuals (compared to the YTD Budget)

The October 2017 Financial Activity Statement shows variances in income and expenditure when compared with year to date current budget estimates.

Operating Revenue 101%; is \$54,000 more than the YTD budget. (Favourable)

Operating Expenditure 85%; is \$556,000 less than the YTD budget. (Favourable)

After non-cash adjustments, the total operating cash forecast is \$705,000 more than the YTD budget (Favourable).

Operating Revenue is 1% Favourable to the year to date budget.

The significant areas of favourable variations for operating revenue include:

- General Purpose Funding  
There are favourable year to date budget timing variances for; Interim Rates \$49,000 which will be monitored.  
  
There are favourable year to date budget timing variances for; Rates Administration Fees \$40,000 and Rates Instalment Interest Charges \$29,000 which will be offset during the year.
- Recreation & Culture  
The Swan Yacht Club Rental has a favourable year to date budget timing variance amounting to \$43,000 which will be offset in November.

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The significant areas of unfavourable variations for operating revenue include:

- **Recreation & Culture**  
The Riverside Road Mooring Pens has an unfavourable year to date budget timing variance amounting to \$45,000 which is attributable to nine mooring pens being vacant as at the date of this report. Ongoing advertising regarding the availability of mooring pens will continue.
- **Transport**  
The Launching Ramp Parking Fees has an unfavourable year to date budget timing variance amounting to \$24,000 which is mainly due to seasonal factors.

Operating Expenditure is 15% Favourable to the year to date budget.

The significant areas of favourable variations for operating expenditure include:

- **Governance**  
Communications, Advocacy and Public Relations has a favourable year to date budget timing variance amounting to \$37,000 as the projects are in their early stages.  
Employee Costs has a favourable year to date budget timing variance amounting to \$55,000 which will be offset during the year.
- **Education & Welfare**  
HACC Salaries has a favourable year to date budget timing variance amounting to \$41,000 which will be monitored.
- **Community Amenities**  
There are favourable year to date budget timing variances for; Domestic Refuse Collection \$45,000, Domestic and Commercial Recycling \$30,000 and SMRC Waste Composting Facility \$46,000 which is mainly due to invoices received/paid in the following month.
- **Recreation & Culture**  
East Fremantle Oval has a favourable year to date budget timing variance amounting to \$30,000. A separate report on the above will be submitted by Council's Executive Manager Corporate and Community Services to this month's Council meeting.  
The City of Fremantle Library has a favourable year to date budget timing variance amounting to \$100,000 due to the invoice having not been received as at the date of this report.
- **Transport**  
There are favourable year to date budget timing variances for; Road and Street Maintenance \$20,000 and Kerbing Maintenance \$34,000 which will be offset during the year.

The significant areas of unfavourable variations for operating expenditure include:

- **Transport**  
Verge Maintenance has an unfavourable year to date budget timing variance amounting to \$40,000 which is mainly due to greater emphasis having placed on this project as at this time of the year.

All capital activities have been set forward in the budget so that they can be easily monitored in terms of progress.

The majority of Infrastructure projects will commence in November.

Other details can be found in the attached notes to the financial activity statement.

Capital Programs YTD Progress Summaries

Annual Timeline 33% of year elapsed

Land & Buildings 20% expended

Infrastructure Assets 8% expended

Plant & Equipment 54% expended

Furniture & Equipment 0% expended

Capital expenditure is \$3,768,000 less than the YTD budget (Favourable) which represents 85% of the capital programs to be completed.

All amounts quoted in this report are exclusive of GST.

**12.2.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 0911117**

**Moved Cr Watkins, seconded Cr Nardi**

**That Council receives the Financial Activity Statement for the period ending 31 October 2017.**

**(CARRIED UNANIMOUSLY)**

### 12.2.2 Accounts for Payment – October 2017

<b>File ref</b>	F/FNS2
<b>Prepared by</b>	Terry Paparone, Manager Administration and Finance
<b>Supervised by</b>	David Taylor, Executive Manager Corp. and Comm. Services
<b>Meeting Date</b>	21 November 2017
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Monthly List of Payments – October 2017

#### **Purpose**

For Council to receive the monthly list of accounts paid.

#### **Executive Summary**

To endorse the list of payments made under delegated authority for the month of October 2017.

It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 October to 31 October 2017, as per the summary table.

#### **Background**

The Chief Executive Officer has delegated authority to make payments from the Municipal and Trust Accounts in accordance with budget allocations.

The Town provides payments to suppliers by electronic funds transfer, cheque or credit card. Attached is an itemised list of all payments made under delegated authority during the said period.

#### **Consultation**

Nil.

#### **Statutory Environment**

Regulation 13: *Local Government (Financial Management) Regulations 1996 (as amended)*

#### **Policy Implications**

Policy F8.1 Ordering of Goods and Services.

#### **Financial Implications**

Accounts for Payment are sourced from budget allocations.

All amounts quoted in this report are inclusive of GST.

#### **Strategic Implications**

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

##### ***STRATEGIC PRIORITY 5: Leadership and Governance***

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

#### **Site Inspection**

Not applicable.



**Comment**

The attached itemised list of payments is prepared in accordance with Regulation 13 of the amended *Local Government (Financial Management) Regulations 1996*.

**12.2.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 101117**

Moved Cr Natale, seconded Cr Watkins

That the list of accounts paid for the period 1 October to 31 October 2017 be received, as per the following summary table:

OCTOBER 2017		
Voucher No	Account	Amount
5112 – 5117	Municipal (Cheques)	\$7,146.50
EFT24776 – EFT24917	Electronic Transfer Funds	\$584,867.71
Payroll	Electronic Transfer Funds	\$222,216.15
Superannuation	Electronic Transfer Funds	\$37,403.44
Credit Card	Corporate Credit Card	\$152.59
	Total Payments	\$851,786.39

(CARRIED UNANIMOUSLY)

### 12.2.3 Waste Collection Services – Tender Acceptance

<b>Applicant:</b>	Town of East Fremantle
<b>File ref:</b>	RFT05-17/18
<b>Prepared by:</b>	Stephen Gallagher, Operations Manager (OM)
<b>Supervised by:</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date:</b>	21 November 2017
<b>Voting requirements:</b>	Absolute Majority
<b>Documents table:</b>	Nil
<b>Attachments:</b>	1. Confidential - Evaluation Sheet (RFT05 17-18) 2. Confidential - Tender's Current LGA Commitments 3. Confidential -Tenderer's Communications Equipment Proposal

#### **Purpose**

To advise Council on the evaluation of the Request for Tender submissions received for the Waste Collection Services and to endorse the most suitable contractor.

#### **Executive Summary**

This Tender has been undertaken as part of the Community Amenities Waste Program that was approved by Council in this financial year's budget.

The Tender was advertised in the West Australian newspaper on 30 September 2017 with four (4) submissions received.

A detailed assessment was done on all of the Tenders in accordance with Sections 1.6 Evaluation Process and 1.7 Selection Criteria of the tender document.

Interviews were held to clarify details of the submissions and better assess the applicants. Accordingly the following is recommended:

That Council:

1. award the contract for the provision of Waste Collection Services to Suez commencing on the 4 December 2017 at a year 1 tendered price of \$311,742 (excl GST) for a term of five (5) years with an option to extend the contract term by a further one (1) year.
2. authorise the Mayor and Chief Executive Officer to sign and affix the Town's Common Seal to the contract for Waste Collection Services with Suez.

#### **Background**

The Town of East Fremantle has had its current contract with Cleanaway for the collection of waste services since 2012. In accordance with the contract document that contract was extended in 2015 for a further two (2) years to the 1 of September 2017.

In the last two years the Town, through its involvement with the SMRC has teamed with its two neighboring councils being City of Melville, and the City of Fremantle to investigate the option of a 3-bin food organics green organics waste system (FOGO). There is currently a jointly funded trial being held in the City of Melville and if successful it is envisaged to roll out across the three (3) councils by mid 2019.

During these talks a proposal was put forward to amalgamate the three councils' collection services for better value for money. As the City of Fremantle had a small in house fleet that serviced their

own mobile garbage bins, the discussions were more focused on the City of Melville's larger fleet extending their services to include the Town of East Fremantle.

The timing of these talks fell very close to the expiry date of the current contract with Cleanaway so an additional three (3) month extension was sought and agreed to with no adjustments to rates. It was hopeful that an agreement could be finalised with the City of Melville during that time.

Unfortunately with the FOGO trial commencing in mid-October 2017, the City of Melville ultimately were unable to commit. With that late decision made, the Tender was publicly advertised on the 30 of September 2017.

Tenders closed at 4:00pm Friday 20 October and four (4) submissions were received from:

- Suez
- Solo Resources Recovery
- Instant Waste Management
- Cleanaway

### Consultation

Principal Environmental Health Officer (PEHO)

Chief Executive Officer (CEO).

Executive Manage Corporate & Community Services (EMCCS)

Operations Supervisor (OS)

A meeting was held on 7 November 2017 between the OM, CEO, EMCCS & PEHO to review the tender assessment.

### Statutory Environment

*Local Government Act 1995 s3.57 – Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

*Local Government (Functions & General) Regulation 1996 (Reg 11)* requires that tenders be publicly invited for such contracts where the estimated cost of providing the total service exceeds \$150,000.

### Policy Implications

*Town of East Fremantle - Purchasing Policy*

### Financial Implications

The provision for Waste Collection Services is included in the Community Amenities portion of the Council's operating budget.

The proposed contract represents a decrease of \$72,486.34 per annum.

### Strategic Implications

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

#### **4.2 Enhance environmental values and sustainable natural resource use**

##### *4.2.1 Reduce waste through sustainable waste management practices*

### Site Inspection

The tenderers have undertaken a site visit of the Town.

### Comment

The tenders submitted must fulfill the requirements of the Tender Criteria, namely the Compliance and Selection Criteria:

Qualitative Criteria	Weighting
<b>Service Delivery Plan</b>	
Relevant Experience <ul style="list-style-type: none"> <li>In delivering services of the nature of this tender</li> <li>Demonstrated successful completion works of a similar nature for the Town of East Fremantle or other Local Government Authorities</li> </ul>	35%
Capacity to Deliver the Services <ul style="list-style-type: none"> <li>Professional Skills</li> <li>Key personnel</li> <li>Support facilities</li> <li>Plant, equipment and materials; and</li> <li>Any contingency measures or back up of resources including personnel (where applicable)</li> </ul>	25%
Service Delivery Plans <ul style="list-style-type: none"> <li>Methodology for providing the services and</li> <li>Timetable for delivering the services</li> </ul>	20%
Reports from Referees <ul style="list-style-type: none"> <li>Provide written references</li> </ul>	5%
Tenderer Resources <ul style="list-style-type: none"> <li>Plant, equipment and materials: and</li> <li>Any contingency measures or back up of resources including personnel (where applicable).</li> </ul>	15%
<b>Total</b>	100%

The tenderers have demonstrated satisfactory experience and were assessed against the requirements of the Tender Criteria, namely the Compliance and Selection Criteria. The details of this assessment are provided under confidential cover.

The contract has made provision for the Town's involvement in the FOGO trial currently being undertaken in the City of Melville. This included the likelihood of the Town switching over to the FOGO system some time in 2019. It was noted that all forthcoming information from the trial would be shared to better prepare everyone for the change should it occur. Additionally should a change in rates not be agreed upon for the FOGO process if it went ahead then the Town reserved the right to cancel the current contract and go to Public Tender again for the new FOGO waste collection service requirements.

A 5% tolerance was agreed for performance KPI's including missed bins, bin positioning, and lid closures.

Service improvements introduced in the new contract include:

- “Communication Equipment” in the collection vehicles. This includes live GPS tracking which highlights collection numbers and issues on a live website that is accessible to the Town. The system will include cameras that are able to take still shots to support reports of contamination, bins presented incorrectly or bins not presented at all. These types of inclusions will greatly assist customer service officers in educating residents or collection truck drivers of issues that require attention. (Suez have advised that the Town will be their first client in WA to have this type of equipment fitted to the trucks that will service East Fremantle).
- Bins are to be left on the verge in the upright position after they have been emptied.
- Bin lids are to be in the closed position after they have been emptied and place back on the verge.

Based on the evaluation results it is recommended that the Tender be awarded to Suez for the provision of Waste Collection Services for an initial five (5) year period with an option to extend a further one (1) year.

#### **12.2.3 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 111117**

**Moved Cr Nardi, seconded Cr Collinson**

**That Council**

- 1. award the contract for the provision of Waste Collection Services to Suez commencing on the 4 December 2017 at a year 1 tendered price of \$311,742 (excl GST) for a term of five (5) years with an option to extend the contract term by a further one (1) year.**
- 2. authorise the Mayor and Chief Executive Officer to sign and affix the Town’s Common Seal to the contract for Waste Collection Services with Suez.**

**(CARRIED BY AN ABSOLUTE MAJORITY)**

## 12.3 GOVERNANCE REPORTS (CONTINUED)

### 12.3.1 Small Business Friendly Local Government

<b>File ref</b>	A/LOB1
<b>Prepared by</b>	Karen Dore, Economic and Community Development Officer
<b>Supervised by</b>	David Taylor, Executive Manager Corporate and Community Services
<b>Meeting Date</b>	21 November 2017
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Small Business Friendly Local Government Brochure 2. Small Business Friendly Local Government Charter (draft)

#### **Purpose**

For Council to consider authorising the signing of the Small Business Development Corporation Small Business Friendly Local Governments Charter.

#### **Executive Summary**

It is recommended that Council authorise the signing of the Small Business Friendly Local Government Charter, in order to show their support of local businesses.

#### **Background**

The Small Business Development Corporation (SBDC) developed the Small Business Friendly Local Governments (SBFLG) initiative to recognise WA local government authorities that are committed to actively supporting small businesses in their local area.

LGAs are encouraged to sign the SBFLG Charter to show they have committed to work with, and support, small business by:

- offering enhanced customer service;
- reducing red tape;
- making on-time payments;
- having a process in place to handle disputes; and
- introducing other activities to improve the operating environment for small businesses in their area.

Currently participating LGAs are:

Armadale	Dandaragan	Nannup
Brookton	Gosnells	Narrogin
Canning	Joondalup	Port Hedland
Chittering	Kalgoorlie-Boulder	Stirling
Claremont	Karratha	Victoria Park

#### **Consultation**

Chief Executive Officer  
Executive Manager Corporate and Community Services  
Elected Members  
Small Business Development Corporation

### Statutory Environment

Nil.

### Policy Implications

The Town does not currently have any policy dealing with Small Business.

### Financial Implications

There are no known financial implications associated in the signing of the Small Business Friendly Local Governments Charter, as mentioned above taking part in the initiative means the Town has committed through the Charter to work with, and support, small businesses by adopting three 'standard' activities and at least three 'flexible' activities.

It is intended that the Town will commit to the following flexible activities;

- Launch a free online directory to list local businesses.
- Launch a campaign to encourage people to shop local and support small business.
- Facilitate small business forums and events.

### Strategic Implications

#### ***Town of East Fremantle Strategic Community Plan 2017-2027***

Strategic priority 2: Economic "Sustainable, locally focussed and easy to do business with"

- Actively support new business activity and existing local business
  - Facilitate opportunities for business and community groups

Economic development was raised in the *Community Scorecard April 2017*, with reference to "what the Town is doing to attract and retain businesses, grow tourism and create more job opportunities". The Industry Standard is a score of 43, with the Town of East Fremantle scoring above this with 47. However, with the Industry High sitting at 58 there is definitely room for the Town to build upon its solid base.

It would also be envisaged that this kind of activity will align with the proposed Town of East Fremantle Economic Development Strategy.

### Site Inspection

Not applicable.

### Comment

The signing of the Small Business Friendly Local Government Charter will signal support of an established small business focussed initiative, providing local businesses with the assurance that the Town of East Fremantle is committed to assisting them and highlighting how it intends to do this. It will also give a positive reason to liaise with all local businesses in order to promote the Charter and its contents.

#### **12.3.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 121117**

**Moved Cr Natale, seconded Cr Nardi**

**That Council authorise the Chief Executive Officer to sign the Small Business Development Corporation Small Business Friendly Local Government Charter.**

**(CARRIED UNANIMOUSLY)**

### 12.3.2 Fremantle Chamber of Commerce

<b>File ref</b>	A/LOB1
<b>Prepared by</b>	Karen Dore, Economic and Community Development Officer
<b>Supervised by</b>	David Taylor, Executive Manager Corporate and Community Services
<b>Meeting Date</b>	21 November 2017
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### **Purpose**

Council is requested to give consideration to becoming a business member of the Fremantle Chamber of Commerce.

#### **Executive Summary**

It is recommended that Council authorise the signing of the Town of East Fremantle's application for membership of the Fremantle Chamber of Commerce (FCC), in order to show support of local businesses.

Business Membership is \$450pa and Corporate Membership is \$2,900pa.

Business Membership Benefits, applicable to the Town of East Fremantle LGA:

- Opportunity to attend a range of functions and networking events
- Opportunity to attend a range of Business Development Workshops & Training Sessions (with discounted rates available)
- Voting rights at AGM / Special Meetings
- Opportunity to elect to the Board

Additional Benefits of Corporate Membership, relevant to Town of East Fremantle LGA (the event tickets are valued at nearly \$1,000, the FCC has confirmed that these can be utilised at the discretion of the member, it would be proposed that they are used to reward local businesses);

- Four complimentary luncheon tickets (*value ≈ \$320*)
- Two complimentary State of the State Luncheon tickets (*value ≈ \$220*)
- Two complimentary Fremantle Leader's Luncheon tickets (*value ≈ \$220*)
- Two complimentary Chamber Christmas Sundowner tickets (*value ≈ \$180*)
- Visual logo acknowledgement on the Chamber website home page (*promotional value*)
- Verbal and visual acknowledgement at major Chamber events (*promotional value*)

The City of Fremantle are Corporate Members and don't currently provide any additional support. Historically a percentage of the differential rating (business income) would be granted to the FCC annually. This altered approximately five (5) years ago.

#### **Background**

The Town of East Fremantle does not currently have a business group within its boundaries. It is proposed that rather than creating a new locally based small scale organisation, it would be a more beneficial use of resources to partner with an existing large scale organisation operating within the greater Fremantle region.



This being said, it would still be the administration's intention to facilitate a local Working Group to represent local businesses. This Group would be utilised as a first point of contact for consultation and also as the basis for local networking.

The FCC has been the peak business body in the Fremantle region since 1873. Their focus is to advocate for the business community, be a conduit for information and a promoter of Fremantle's position in the regional landscape. They currently have a membership of over two hundred and fifty-six.

The Town of East Fremantle have one hundred and thirteen (113) businesses on the current business list, which doesn't include home businesses. Seven (7) of these are currently members of the FCC.

1. A Little Ray of Sunshine (Business Support Services)
2. Breadbox (Advertising, Marketing & Communications)
3. Commonwealth Bank (Banking & Finance)
4. Outsourced Business Solutions (Business Support Services)
5. Sweetwater (Hospitality)
6. The Left Bank (Hospitality)
7. Tradewinds (Hospitality)

The FCC host their events at member businesses. In the past twelve (12) months three (3) events have been held in East Fremantle (at Tradewinds, Sweetwater and The Left Bank), with an upcoming event planned at the Left Bank (Bendigo Bank hosting an Export Brunch). It is understood that hospitality members tend to 'earn back' their membership through the provision of services.

### **Consultation**

Chief Executive Officer  
Executive Manager Corporate and Community Services  
Elected Members  
Fremantle Chamber of Commerce

### **Statutory Environment**

Nil.

### **Policy Implications**

Nil.

### **Financial Implications**

Business Membership is \$450pa and Corporate Membership is \$2,900pa. As these are charged on a pro-rata basis should the Town opt to join in January it would be \$285 for a Business Membership (the proposed entry level). This amount would be included within the Budget Review process.

Further consideration of the level of membership will be included during the 2018-2019 Annual Budget process.

### **Strategic Implications**

*Town of East Fremantle Strategic Community Plan 2017-2027*

Strategic priority 2: Economic "Sustainable, locally focussed and easy to do business with"

- Actively support new business activity and existing local business

- Facilitate opportunities for business and community groups
- Facilitate opportunities / forums where local business people can meet and share ideas

*Economic and Community Development Officer, Position Description*

Primary objectives of the position

- Establish networks and foster productive relationships with relevant community / commerce / trade / industry / government organisations

*Business Breakfast Feedback*

Hosted as part of the Strategic Community Plan review, May 2017

- 'go to' person at Council (ECDO) to liaise / facilitate / assist with red tape issues and interactions with other stakeholders

Economic development was raised in the *Community Scorecard April 2017*, with reference to "what the Town is doing to attract and retain businesses, grow tourism and create more job opportunities". The Industry Standard is a score of 43, with the Town of East Fremantle scoring above this with 47. However, with the Industry High sitting at 58 there is definitely room for the Town to build upon its solid base.

It would also be envisaged that this kind of activity will align with the proposed Town of East Fremantle Economic Development Strategy (which will be prepared following the endorsement of the proposed local Community Development Strategy).

**Site Inspection**

Not applicable.

**Comment**

Membership would offer the Town cost effective access to training and networking opportunities. With the Town of East Fremantle as a member, where appropriate, the Economic & Community Development Officer could attend sessions and feed information back to local businesses. Apart from sharing relevant information there would be the hope that the local businesses would see the benefits of membership and be encouraged to join in their own right.

In addition to the Business Benefits for the Town of East Fremantle (as outlined above), local businesses could also benefit from;

- Advocacy
- Export and international trade expertise
- Legal, HR and IR advice
- Marketing, promotion and sponsorship opportunities

There is also room for expansion on local business support with this membership as a base, ie, business assistance grants and collaborative promotions.

**12.3.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 131117**

**Moved Cr Nardi, seconded Cr Watkins**

**That Council authorise the expenditure and for the Chief Executive Officer to sign the membership application form for the Town to become a business member of the Fremantle Chamber of Commerce.**

**(CARRIED UNANIMOUSLY)**

#### 12.3.4 Committee Appointments

<b>File ref</b>	C/TPL1 & B/CDAC
<b>Prepared by</b>	Janine May, EA to CEO
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Meeting Date</b>	21 November 2017
<b>Voting requirements</b>	Absolute Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

#### **Purpose**

For Council to:

1. appoint a Chairperson to the Community Design Advisory Committee (CDAC)
2. endorse the appointment of the Mayor to the Town Planning Committee, following his request for membership to that Committee.

#### **Executive Summary**

##### Community Design Advisory Committee

As per the Policy conditions, the Chairperson of this Committee is to be an elected member and appointed by Council. It is therefore recommended that nominations be sought and an appointment made to this position.

##### Town Planning Committee

The Mayor has advised that he would like to be appointed to the Town Planning Committee.

In accordance with s5.10(4) of the *Local Government Act 1995*, where the Mayor informs Council of his wish to be a member of a committee, the Council is to appoint the Mayor to be a member of that Committee.

#### **Background**

Appointments to Council Committees require an absolute majority.

##### Community Design Advisory Committee

At the Special Council Meeting on 24 October 2017, Council resolved to defer the selection of a Chairperson of the CDAC to the November Council Meeting.

##### Town Planning Committee

At the Special Council Meeting on 24 October 2017, Crs Collinson, M McPhail, White, Nardi, Harrington and Natale were appointed to the Town Planning Committee.

On 7 November 2017 Cr Collinson was appointed Presiding Member of this Committee.

#### **Consultation**

Nil.

#### **Statutory Environment**

Local Government Act s5.10(4), s5.11 & s7.1.

**Policy Implications**

Policy 3.1.6 Community Design Advisory Committee.

**Financial Implications**

N/A

**Strategic Implications**

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

*STRATEGIC PRIORITY AREA 5: Leadership and Governance*

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

*Objective: Strengthen organisational accountability and transparency*

*Strategies: 5.1.1 Strengthen governance, risk management and compliance;  
5.1.3 Improve the efficiency and effectiveness of services.*

**Site Inspection**

Not applicable.

**Comment**

It is necessary to appoint a Chairperson to the CDAC prior to their next meeting scheduled for 27 November 2017.

**12.3.4 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 141117**

**Moved Cr Natale, seconded Cr Nardi**

**That Council resolve to appoint:**

- 1. Cr Collinson as Chairperson of the Community Design Advisory Committee**
- 2. Mayor O'Neill to the Town Planning Committee.**

**(CARRIED BY AN ABSOLUTE MAJORITY)**

**13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**14. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING**

Nil.

**15. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**15.1 Cr Watkins – 87 Petra Street**

*What is the status of the derelict house next door to 85 Petra Street? What is the Town's position/policy on such buildings and what moves has the Town made to rectify the situation?*

**Response**

An application for demolition for No 87 Petra Street was received November 2014 (P162/14). The Town at that time did not wish to have a long term vacant site, therefore did not wish to approve demolition of the building without a development proposal detailing a proposed structure and it was suggested the owner submit a full development application for the property. The place has remained unoccupied for some time, and allowed to fall into disrepair. In the past the property owner has addressed Council's concerns when raised with regard to the appearance of the property.

The owner is currently undertaking an extensive redevelopment proposal for the property (October 2017), however to date a development application has not been submitted to Council. The owner is currently working to satisfy the Western Power requirements on site and potential impacts this may have to the proposed development. Once resolved the owner has indicated a development application will be submitted.

Council does not have a specific Policy relating to vacant buildings, however under the Local Government Act, Health Act and Building Act there are various Orders Council can issue in relation to cleaning a building up and making it safe. Orders have been issued in the past for unkept buildings, to tidy up blocks or to maintain a building/ site. In this instance Council has not issued any Order, merely liaised with the property owner to secure the building with builders fencing and to clean the site, which both were done.

**16. NEW BUSINESS OF AN URGENT NATURE**

Nil.

**17. MATTERS BEHIND CLOSED DOORS**

Nil.

**18. CLOSURE**

There being no further business, the Presiding member declared the meeting closed at 7.52pm.

*I hereby certify that the Minutes of the meeting of the Council of the Town of East Fremantle, held on **21 November 2017**, Minute Book reference **1. to 18.** were confirmed at the meeting of the Council on*

*12 DECEMBER 2017*

  
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**Presiding Member**