

---

## TOWN OF EAST FREMANTLE

---



# MINUTES

## Special Council Meeting

**Tuesday, 30 June 2020 at 6.03pm**

### **Disclaimer**

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 I) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Town of East Fremantle expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

### **Copyright**

The Town wishes to advise that any plans or documents contained within the Minutes may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction.



---

## **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	1
4.	DISCLOSURES OF INTEREST	1
4.1	Financial	1
4.2	Proximity	1
4.3	Impartiality	1
5.	PUBLIC QUESTION TIME	2
6.	ANNOUNCEMENT BY PRESIDING MEMBER	2
7.	BUSINESS	3
7.1	Adoption of 2020/21 Budget	3
7.2	Corporate Business Plan – Annual Review	11
8.	CLOSURE	13



**MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY 30 JUNE 2020**

**1. OFFICIAL OPENING**

The Presiding Member opened the meeting at 6.03pm

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

**3. RECORD OF ATTENDANCE**

**3.1 Attendance**

The following members were in attendance:

Mayor J O'Neill	Presiding Member
Cr C Collinson	
Cr K Donovan	
Cr A McPhail	
Cr M McPhail	
Cr A Natale	
Cr D Nardi	
Cr J Harrington	
Cr A Watkins	

The following staff were in attendance:

Mr G Tuffin	Chief Executive Officer
Mr A Malone	Executive Manager Regulatory Services
Mr P Kocian	Executive Manager Corporate Services
Mr S Gallaughan	Operations Manager
Ms J May	Minute Secretary

There were no members of the public in attendance.

**3.2 Apologies**

Nil.

**3.3 Approved**

Nil.

**4. DISCLOSURES OF INTEREST**

**4.1 Financial**

Nil.

**4.2 Proximity**

Nil.

**4.3 Impartiality**

Nil.



---

**5. PUBLIC QUESTION TIME**

Nil.

**6. ANNOUNCEMENT BY PRESIDING MEMBER**

Mayor O'Neill read the following:

*"This has been a difficult process in setting the 2020/21 Budget.*

*We have not been in anything like this previously. This is uncharted territory. What we have attempted to do is to set a budget with optimism, tempered with an understanding of what a lot of our community are currently facing financially and will continue to face.*

*I take this opportunity to thank the Chief Executive Officer, Gary Tuffin and the Executive Manager Corporate Services, Peter Kocian, and all staff for what I see as a responsible and pro-active budget.*

*I would also like to acknowledge the caring, forward thinking and professional manner the CEO has demonstrated during this time. I thank him on behalf of Councillors, staff and our community."*



## 7. BUSINESS

### 7.1 Adoption of 2020/21 Budget

File ref	F/ABT1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tiffin, Chief Executive Officer
Meeting Date	30 June 2020
Voting requirements	Absolute Majority
Documents tabled	Nil.
Attachments	1. Statutory Budget for the Year Ended 30 June 2021

#### Purpose

To consider and adopt the Budget for the 2020/21 financial year together with supporting schedules, including the striking of general rates and minimum payments, adoption of fees and charges, and other consequential matters arising from the budget papers.

#### Executive Summary

Section 6.32 (1) of the *Local Government Act 1995* (*Act*) states that when adopting the annual budget a Local Government, in order to make up the budget deficiency, is to impose a general rate and minimum payment on rateable land. In adopting its annual budget, the Council must also consider its Strategic Community Plan and Corporate Business Plan under section 5.56 of the *Act*.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget.

The draft 2020/21 Budget as presented is considered to meet statutory requirements and is commended to Council for adoption.

#### Background

The draft 2020/21 Budget is compiled on the principles contained within the Strategic Community Plan and Corporate Business Plan.

The Town of East Fremantle Corporate Business Plan 2019-2023 was adopted at the June 2019 Council Meeting. The Corporate Business Plan converts the Strategic Community Plan into action through the adoption of the Annual Budget. The Corporate Business Plan contains a total of 80 specific activities, many of which are anticipated to be undertaken in 2020/21 financial year, and resourced in the annual budget.

The draft Budget is prepared based on presentations made to elected members at the budget workshops over the last few months. Its basis was the 15-year rolling Strategic Resource Plan that was adopted by Council at the May 2019 Council Meeting. The Town is now in year 2 of this Plan.

Council also endorsed the differential general rates and minimum payments at the Ordinary Meeting of 16 June 2020.

#### Consultation

Elected member workshops.



---

Ratepayer submissions were invited on the proposed differential general rates and minimum payments. Four submissions were received and considered at the June Ordinary Meeting.

### **Statutory Environment**

Section 6.2 of the *Local Government Act 1995* requires, that no later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt by ABSOLUTE MAJORITY, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2020/21 Budget as presented is considered to meet statutory requirements.

Section 5.63 (1) of the *Local Government Act 1995* specifically excludes the need to declare a financial interest where matters; have an interest in common to a significant number of ratepayers/electors; relate to the imposition of any rate, charge or fee; relate to a fee, reimbursement of an expense or an allowance payable to elected members.

### **Policy Implications**

There are no Council Policies relevant to this matter.

### **Financial Implications**

The draft 2020/21 Budget is a balanced budget. The annual budget is effectively the 2nd year of the 15-year Strategic Resource Plan, which was developed and informed by all existing strategic planning documents such as the Long Term Financial Plan, Asset Management Plans, Workforce Plan, Business Improvement Plan, ICT Plan, and various land use planning documents.

### **Strategic Implications**

#### ***Strategic Priority 5: Leadership and Governance***

- 5.1 Strengthen organisational accountability and transparency
- 5.3 Strive for excellence in leadership and governance

### **Site Inspection**

Not applicable

### **Comment**

#### **Estimated Surplus Brought Forward 1 July 2020**

The draft 2020/21 Budget is framed on an estimated surplus brought forward from the 2019/20 financial year of circa \$160k. The surplus is a conservative estimate and is premised on the full expenditure of the 2019/20 capital works budget (including \$1.75m on the Riverside Road project) by the 30 June. In the event that these works are not fully invoiced, they will be recognized as committed expenditure in the accounts, and remaining budgets will be revoted in the 2020/21 financial year, funded from the additional surplus funds brought forward.

#### **Underlying Budget Principles**

Council provided budget guidance in response to the COVID-19 health pandemic at its meeting of 21 April 2020.



The following budget measures/principles were considered when framing the 20/21 Budget:

- Rate revenue is a substantial source of discretionary revenue for the Town paying for approximately 80% of all expenditure requirements;
- The overall objective of a rating model is to provide for the net funding requirements of the Town's services, activities, financing costs and the current and future capital requirements of the Town;
- Council resolved to freeze the total rate yield, deriving circa \$8m in net rate revenue including concessions and interim rates;
- WALGA is expecting the Local Government Cost Index to rise by 1.8% in 2020/21 on account of higher costs associated with energy and street lighting, wages and construction (this forecast however was published in February 2020 and may be impacted by COVID-19);
- Council resolved to freeze employee costs and fees and allowances for elected members;
- The draft budget is a rolling budget linked to the Strategic Community Plan, Corporate Business Plan and Strategic Resource Plan;
- The draft budget provides for the same level of service despite caps on revenue;
- There is a commitment to deliver on budgeted programs and asset management requirements;
- Council resolved to freeze fees and charges;
- Commitment to cost restraint wherever possible (budget operating expenditure of \$10.969m in 2020/21 compared to a forecast of \$10.981m in 2019/20);
- Commitment to achieving operational efficiencies such as attainment of value for money for service contracts.

Councils are being required to demonstrate operational efficiencies when setting the level of rates. A fundamental objective for the Town should be to improve its operating surplus ratio (by increasing revenue relative to expenditure) to release more funds for investment in asset renewals and new capital. This is generally achieved by a combination of operational efficiencies, cost restraint and revenue diversification.

#### Draft 2020/21 Budget Details

The draft 2020/21 Budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The key features of the draft 2020/21 Budget includes:

- Net rate revenue of \$7,997,275. This is comprised of \$8.1m in rates raised plus an estimated \$30k to be raised in interim rates, less rate concessions of \$42k. Interim rates are generated by an increase in gross property valuations, because of either property improvements, or additional rateable properties being developed.
- Fees and charges have generally been frozen (with the exception of some statutory fees) and are itemised in the Schedule of Fees and Charges included in the supplementary information of the draft Budget. The draft Budget provides for total fees and charges revenue of \$1.187m. The majority of fees and charges revenue is derived from commercial waste services, lease income, parking fees and building fees.
- Commercial refuse and recycling charges to remain at \$500 per annum with additional services charges at \$250 per MGB. Some commercial properties are also receiving the 3 bin FOGO service which is also levied at \$500 per annum (as these properties also receive 2 collections per week). The budgeted cost of providing waste services in 2020/21 is circa \$1.63m. The cost of the waste service is made up of a combination of directly attributable costs such as waste collection costs (\$400k) and waste disposal costs (\$900k), plus indirect costs such as corporate overheads.



- A capital works program totalling circa \$1.026m for investment in infrastructure, land and buildings, plant and equipment, and furniture and equipment is planned. Projects are itemised in the Capital Expenditure Program included in the Supplementary Information to the draft budget.
- Total operating and non-operating grant funding of circa \$1.27m. The majority of grant revenue is funding received for the Commonwealth Home Support Program (\$602k) and Regional Road Group Funding (\$180k – 20% carryover) for the Riverside Road Project. The Town did receive an advance payment of its 2020/21 Financial Assistance Grants, which was recognised as revenue in the 2019/20 financial year.
- Council has established various reserve accounts to which monies are set aside at the discretion of the Council to fund future service delivery requirements. These reserve accounts are itemised in note 7 of the draft 2020/21 Budget.
- Whilst not explicitly included in the draft Budget, as it is a balance sheet item only, the Town does administer the collection of the Emergency Services Levy on behalf of the Government of Western Australia. The Town has been advised of the new rates as follows, being no change to the 2019/20 financial year:

ESL Category	ESL Rate (Per \$GRV)	Minimum and Maximum ESL Charges By Property Use			
		Residential, Farming and Vacant Land		Commercial, Industrial and Miscellaneous	
		Minimum	Maximum	Minimum	Maximum
1	0.014839	\$84	\$441	\$84	\$251,000
2	0.011129	\$84	\$330	\$84	\$188,000
3	0.007419	\$84	\$219	\$84	\$125,000
4	0.005194	\$84	\$154	\$84	\$87,000
5	Fixed Charge \$84	\$84	\$84	\$84	\$84
Mining Tenements	Fixed Charge \$84	\$84	\$84	\$84	\$84

**7.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 150620**

Moved Cr Donovan, seconded Cr M McPhail

**PART A – MUNICIPAL FUND BUDGET FOR 2020/21**

That Council pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, ADOPTS the Municipal Fund Budget as contained as attachment 1 of this agenda, for the Town of East Fremantle for the 2020/21 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page 2 showing a net result for 2020/21 of (\$271,659)
- Statement of Comprehensive Income by Program on page 4 showing a net result for 2020/21 of (\$271,659)
- Statement of Cash Flows on page 6 showing cash and cash equivalents at the end of the year of \$2,444,211
- Rate Setting Statement on page 7 showing an amount to be raised from rates of \$7,997,275



- e) Notes to and Forming Part of the Budget
- f) Transfers to/from Reserve Accounts as detailed in Note 7
- g) Budget program schedules and other Supplementary Information

## PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS AND CONCESSIONS

That Council:

1. for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted as Part A above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* IMPOSES the following differential general rates and minimum payments on Gross Rental Values:

### 1.1 General Rates

GRV Residential	7.4225 cents in the dollar
GRV Commercial	11.0543 cents in the dollar

### 1.2 Minimum Payments

GRV Residential	\$1,106
GRV Commercial	\$1,654

2. pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, Council OFFERS the following due dates for the payment of rates in full by two and four instalments:

Two Instalments:

Full Payment and instalment due date	7 September 2020
2 <sup>nd</sup> quarterly instalment date	11 January 2021

Four Instalments:

Full Payment and instalment due date	7 September 2020
2 <sup>nd</sup> quarterly instalment date	9 November 2020
3 <sup>rd</sup> quarterly instalment date	11 January 2021
4 <sup>th</sup> quarterly instalment date	11 March 2021

3. pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council IMPOSES an instalment administration charge where the owner has elected to pay rates and service charges through an instalment option of \$16.50 for each instalment after the initial instalment is paid (excluding eligible pensioners).
4. pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council IMPOSES an interest rate of 0% where the owner has elected to pay rates and service charges through an instalment option (excluding eligible pensioners).
5. pursuant to section 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council IMPOSES an interest rate of 8% for rates and service charges and costs of proceedings to



recover such charges that remains unpaid after becoming due and payable (excluding eligible pensioners).

6. in accordance with the provisions of section 6.49 of the *Local Government Act 1995*, AUTHORISES the Chief Executive Officer to enter into special payment arrangements with ratepayers for the payment of general rates, emergency services levy, refuse charges and private swimming pool inspection fees during the 2020/21 financial year.
7. Pursuant to section 6.45 and 6.49 of the *Local Government Act 1995*, where a person is able to demonstrate financial hardship as defined under Council Policy, a special payment arrangement will be provided, and Council resolves to WAIVE the administration charge and all penalty interest.
8. Pursuant to section 6.12 (1) (b) of the *Local Government Act 1995* and regulation 26 (1) of the *Local Government (Financial Management) Regulations 1996*, Council GRANT a rate concession of 25% to rateable sporting organisation for the 2020/21 financial year, in accordance with Council's Rate Concession Policy.

#### PART C – EMERGENCY SERVICES LEVY

That Council:

1. in accordance with the provisions of sections 36B and 36L of the *Fire and Emergency Services Authority of Western Australia Act 1998*, IMPOSES the 2020/21 Emergency Services Levy Rates and Minimum and Maximum Payments on land as follows:

ESL Category	ESL Rate (Per \$GRV)	Minimum and Maximum ESL Charges			
		By Property Use			
		Residential, Farming and Vacant Land		Commercial, Industrial and Miscellaneous	
1	0.014839	Minimum	Maximum	Minimum	Maximum
1	0.014839	\$84	\$441	\$84	\$251,000
2	0.011129	\$84	\$330	\$84	\$188,000
3	0.007419	\$84	\$219	\$84	\$125,000
4	0.005194	\$84	\$154	\$84	\$87,000
5	Fixed Charge \$84	\$84	\$84	\$84	\$84
Mining Tenements	Fixed Charge \$84	\$84	\$84	\$84	\$84

2. in accordance with the provisions of section 36S of the *Fire and Emergency Services Authority of Western Australia 1998*, IMPOSES interest on all current and arrears amounts of emergency services levy at the rate of 8% per annum which remain unpaid after the due date (excluding eligible pensioners).

#### PART D – RESERVE FUNDS

That Council:

1. pursuant to section 6.11 of the *Local Government Act 1995*, that Council establish the Reserves as detailed in note 7 of the draft 2020/21 Budget, with \$967,228 budgeted to be transferred to Reserves and \$591,500 budgeted to be transferred from Reserves.
2. resolve to transfer 100% of interest earnings from the investment of Reserves into the Strategic Asset Management Reserve.



#### PART E – GENERAL FEES AND CHARGES FOR 2020/21

That Council pursuant to section 6.16 of the *Local Government Act 1995*, Council ADOPTS the Schedule of Fees and Charges as included in the Supplementary Information of the draft 2020/21 Budget as contained as attachment 1 of this agenda and the minutes.

#### PART F – OTHER STATUTORY FEES AND CHARGES FOR 2020/21

That Council:

1. pursuant to section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960* and regulation 53 of the Building Regulations 2012 , Council IMPOSES a private swimming pool four yearly inspection fee of \$57.60 inclusive of GST for each property where a private swimming pool is located, charged at \$14.40 per annum.
2. pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council IMPOSES the following charges for the removal and deposit of waste and additional receptacle services:

Description	Fee
3 Bin FOGO Service – Residential Properties	Incorporated into Residential General Rate
Refuse and Recycling Service – 2 MGBs – Commercial Properties	\$500.00 per annum
3 Bin FOGO Service for eligible Commercial Properties	\$500.00 per annum
120L/240L General Waste Bin/FOGO Bin – Additional Service	\$250.00 per annum
240L/360L Recycling Bin (Yellow Lid) – Additional Service	\$250.00 per annum
Bulk Bin Services	Cost + 15%

3. pursuant to section 6.12 (1)(b) of the *Local Government Act 1995*, waive the following fees and charges for the period 1 July 2020 – 31 December 2020 in response to the COVID-19 Health Pandemic:
  - Outdoor Eating Permit Annual Fee
  - Food Business Annual Assessment Fee
  - Public Buildings Annual Assessment Fee
  - Application Fee for Change of Use
  - Home Occupation Annual Fee

#### PART G – MATERIAL VARIANCE REPORTING FOR 2020/21

That Council in accordance with regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2020/21 for reporting material variances shall be:

- a) 10% of the amended budget; or
- b) \$10,000 of the amended budget.

whichever is greater. In addition, that the material variance limit be applied to total revenue and expenditure for each Nature and Type classification and capital income and expenditure in the Statement of Financial Activity.



#### PART H – FINANCIAL ASSISTANCE GRANTS TO LOCAL GOVERNMENT

That Council:

1. acknowledges the importance of Federal funding through the Financial Assistance Grants Program for the continued delivery of services and infrastructure;
2. acknowledges the receipt of circa \$111k in Financial Assistance Grants in 2020/21, excluding the advance payment;
3. will ensure that the federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications, including annual reports.

#### PART I – OVERDRAFT FACILITY

That Council note that the draft 2020/21 Budget includes provision for an overdraft facility (Note 6 (d) – page 22), and authorise the Chief Executive Officer and Mayor to affix the Common Seal to the Mortgage Agreement.

(CARRIED BY ABSOLUTE MAJORITY/UNANIMOUSLY)

#### COUNCIL RESOLUTION 160620

Moved Cr Harrington, seconded Cr M McPhail

That a vote of thanks be extended to all staff who contributed to the preparation of the 2020/21 Budget for their excellent efforts.

(CARRIED UNANIMOUSLY)



## 7.2 Corporate Business Plan – Annual Review

<b>Applicant</b>	Town of East Fremantle
<b>File ref</b>	A/RSCP
<b>Prepared by</b>	Karen Dore, Coordinator Community Engagement
<b>Supervised by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Date of Meeting</b>	30 June 2020
<b>Voting requirements</b>	Absolute Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Town of East Fremantle Corporate Business Plan 2019-2023 – Service Delivery Review 2020</li><li>2. Town of East Fremantle Corporate Business Plan 2020-2024 (draft)</li></ol>

### Purpose

This report presents an annual review against the Town of East Fremantle Corporate Business Plan 2019-2023. Council is requested to receive the service delivery review and adopt the modified Corporate Business Plan 2020-2024 to meet statutory requirements.

### Executive Summary

A local government's Corporate Business Plan outlines the organisation's key initiatives and activities to achieve delivery of their Strategic Community Plan. A service delivery review outlines the organisation's achievements against these objectives and informs any modifications that are required to the Corporate Business Plan.

### Background

The Corporate Business Plan is a part of the Integrated Planning and Reporting Framework, it is an internal business-planning tool that translates Council priorities into operations within the parameters of available resources. It represents the activation of the Town of East Fremantle Strategic Community Plan 2017-2027 and follows the key themes.

The Corporate Business Plan outlines what the Town of East Fremantle will do over the four-year timeline to achieve community aspirations. For each key area of focus, the initiatives and activities are supported by a summary of resource requirements, and recognition of supporting strategies and plans.

An annual review is undertaken to ensure that the Plan retains a high level of relevancy to current community goals and aspirations, along with recognising the changes occurring in the local and broader environment.

Council adopted the current Corporate Business Plan 2019-2023 at its Ordinary Meeting of 18 June 2019.

### Statutory Environment

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of the district. The requirements are clarified in Regulation 19DA of the *Local Government (Administration) Regulations 1996*, which requires the preparation and adoption of a Strategic Community Plan and a Corporate Business Plan.



### ***Local Government Act 1995***

Section 5.56(1) & (2) – requires that each local government is ‘to plan for the future of the district’, by developing plans in accordance with the regulations.

### ***Local Government (Administration) Regulations 1996***

Section 19DA – Corporate business plans, requirements (Act s.5.56)

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to –*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications. \*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

### **Policy Implications**

The Department of Local Government has developed an Integrated Planning and Reporting Advisory Standard.

### **Financial Implications**

There are no direct financial implications associated with this report. However, the Corporate Business Plan is the direct driver of the Annual Budget, and informs resource allocations.

### **Strategic Implications**

#### ***Strategic Priority 5: Leadership and Governance***

- 5.1 Strengthen organisational accountability and transparency
- 5.3 Strive for excellence in leadership and governance

### **Site Inspection**

Not applicable.

### **Comment**

The Town’s Corporate Business Plan 2020 – 2024, together with the Strategic Community Plan 2017 – 2027, is East Fremantle’s Plan for the Future. It has been prepared to achieve compliance with the *Local Government (Administration) Regulations 1996* and in line with the Department of Local



Government, Sport and Cultural Industries Framework and Guidelines for Integrated Planning and Reporting.

The last annual review of the Town's Corporate Business Plan (18 June 2019) was considered as a closing report against the Strategic Community Plan. Following an internal review of service levels for the past twelve months (refer Attachment 1) it is deemed that the basis of the Corporate Business Plan is still relevant and only minor modifications are necessary. Those modifications include:

- Completed initiatives;
  - 4.1.2.2 – installation of Town entry statements
- References to minimise duplicated reporting / information;
  - 1.1.1.2 (refer to 5.1.3.2)
  - 1.3.1.2 (refer to 1.1.1.1)
  - 3.3.2.4 (refer to 3.3.1.1)
  - 3.3.3.1 (refer to 1.1.2.3)
  - 3.3.3.2 (refer to 5.2.1.2)
- Modification of level of service delivery
  - Community funding, events and activity levels (due to budget restrictions following COVID19)
  - Facilitation of business networking and collaboration (due to low percentage of interest from business community)

The Corporate Business Plan 2020-2024 has been modified accordingly (refer Attachment 2).

**7.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 170620**

**Moved Cr Nardi, seconded Cr Collinson**

**That Council:**

- 1) receive the annual service delivery review against the Town of East Fremantle Corporate Business Plan 2019-2023; and
- 2) endorse the Town of East Fremantle Corporate Business Plan 2020-2024.

(CARRIED ABSOLUTE MAJORITY/UNANIMOUSLY)

**8. CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 6.20pm.

*I hereby certify that the Minutes of the special meeting of the Council of the Town of East Fremantle, held on 30 June 2020, Minute Book reference 1. to 8. were confirmed at the meeting of the Council on*

21 JULY 2020

*Presiding Member*