



MINUTES

Council Meeting

Tuesday, 18 August 2020 at 6.31pm

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, 135
CANNING HIGHWAY EAST FREMANTLE ON TUESDAY 18 AUGUST 2020**

1. OFFICIAL OPENING

The Presiding Member opened the meeting at 6.31pm

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 J Mordini	Manager Finance and Administration
Ms S Cocks	Principal Environmental Health Officer
Mr C Warn	Waste and Sustainability Officer
Ms L Collett	Communications & Marketing Officer
Ms J May	Minute Secretary

There were two 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.

-
- 4.2.1 Mayor O’Neill – 12.1.4 CSRFF Grants 2020 Application Assessment**
Lives opposite East Fremantle Oval, the subject of this grant application.
- 4.2.2 Mayor O’Neill – 12.4.1 EF Oval Ground Maintenance**
Lives opposite East Fremantle Oval.
- 4.3 Impartiality**
Nil.
- 5. PUBLIC QUESTION TIME**
- 5.1 Responses to previous questions from members of the public taken on notice**
Nil.
- 5.2 Public Question Time**
Nil.
- 6. PRESENTATIONS/DEPUTATIONS**
- 6.1 Presentations**
Nil.
- 6.2 Deputations**
Nil.
- 7. APPLICATIONS FOR LEAVE OF ABSENCE**
Nil.
- 8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
- 8.1 Meeting of Council (21 July 2020)**
- 8.1 OFFICER RECOMMENDATION**

Moved Cr A McPhail, seconded Cr Natale
That the minutes of the Ordinary meeting of Council held on Tuesday, 21 July 2020 be confirmed as a true and correct record of proceedings.
(CARRIED UNANIMOUSLY)
- 9. ANNOUNCEMENTS BY THE PRESIDING MEMBER**
- 9.1 Richmond Raceway Art Installation Opening**
A big Thank you to all staff, Councillors and in particular Cr Harrington (Chair of the Public Art Panel) for the opening of the art installations event held at Richmond Raceway on Saturday 1 August, 2020.
- 9.2 Open House Information Afternoon**
Thank you to the CEO and staff for the Resident Major Projects Information afternoon held on 12 August 2020. It was well received by those community members who attended.
-

9.3 Community Cabinet

On Sunday 26 July the Premier hosted a Community Cabinet Forum at the East Fremantle Oval that was attended by approximately 250 invited community members and sporting groups.

The following day, Council hosted a Community Cabinet Meeting in the Council Chambers. Myself and the CEO addressed the meeting and provided an overview of the Town, and its major projects. Ministers and the Premier commented on the welcoming staff, the quality building and the cohesiveness that appeared to exist within the Town.

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil.

11. REPORTS AND RECOMMENDATIONS OF COMMITTEES

11.1 Town Planning Committee Meeting (4 August 2020)

File ref	C/MTP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	18 August 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Town Planning Committee Minutes

Purpose

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

Executive Summary

The Committee, at its meeting on 4 August 2020, exercised its delegation in four statutory matters where at least four members voted in favour of the Reporting Officer's recommendations.

Consultation

Town Planning Committee.

Statutory Environment

Nil.

Policy Implications

Nil.

Strategic Implications

Nil.

Site Inspection

Not applicable.

Comment

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

11.1 COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION 010820

Moved Cr Collinson, seconded Cr Harrington

That the unconfirmed Minutes of the Town Planning Committee Meeting held on 4 August 2020 be received.

(CARRIED UNANIMOUSLY)

12. REPORTS

12.1 FINANCE

12.1.1 Statement of Financial Activity for Period Ended 31 July 2020

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	18 August 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Statement of Financial Activity 31 July 2020 2. Capital Works Report 31 July 2020 3. Financial Health Check 31 July 2020

Purpose

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity) for the month ended 31 July 2020. The Monthly Financial Report also includes a Capital Works Report and Financial Health Check summary.

Executive Summary

A Monthly Financial Report workbook has been prepared to provide an overview of key financial activity. Two Statements of Financial Activity are provided, one by program and the other by nature and type. Both of these Statements provide a projection of the closing surplus position as at 30 June 2021.

A Capital Works Report is presented detailing committed expenditure against budgets. This report is used to assess the clearance rate of capital projects.

A Monthly Financial Health Check has also been prepared which provides key financial information against benchmarks. This document is intended to provide a concise summary of the Town's financial performance.

Background

The Town of East Fremantle financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.

The monthly Financial Report is appended and includes the following:

- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature and Type
- Notes to the Statement of Financial Activity including:
 - Explanation of Material Variances
 - Net Current Funding Position
 - Cash and Investments
 - Receivables
 - Cashed Back Reserves
 - Capital Disposals

- Rating Information
- Grants and Contributions

The attached Monthly Financial Report is 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

Management team

Statutory Environment

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare its Statement of Financial Activity.

Expenditure from the municipal fund not included in the annual budget must be authorised in advance by an absolute majority decision of Council pursuant to section 6.8 of the *Local Government Act 1995*.

Fees and charges are imposed under section 6.16 of the *Local Government Act 1995*. If fees and charges are imposed after the annual budget has been adopted, local public notice must be provided before introducing the fees or charges pursuant to section 6.19 of the *Local Government Act 1995*.

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

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2020/21 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

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 2019/20 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.

Strategic Implications

The monthly financial report is the key financial reporting mechanism to Council, to provide oversight of the financial management of the local government. This ties into the Strategic Community Plan as follows:

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

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Inadequate oversight of the financial position of the Town may result in adverse financial trends	Rare (1)	Major (4)	Low (1-4)	FINANCIAL IMPACT \$50,000 - \$250,000	Manage by monthly review of financial statements and key financial information

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	4
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Site Inspection

Not applicable.

Comment

This report presents the Statement of Financial Activity for the period 31 July 2020. The following is a summary of headline numbers from the attached financial reports:

	Original Budget	YTD Budget	July Actuals
Opening Surplus	160,328	160,328	969,894
Operating Revenue	10,517,403	8,396,509	8,384,048
Operating Expenditure	(10,969,062)	(1,022,854)	(653,654)
Capital Expenditure	(1,026,681)	0	(23,438)
Capital Income	210,000	0	0
Financing Activities	(470,888)	0	0
Non-Cash Items	1,578,900	131,575	0
Closing Surplus	0	7,665,558	8,676,576
Unrestricted Cash			2,307,442
Restricted Cash			71,281

- Reserve funds have been transferred into the municipal fund to meet trading obligations pursuant to the disclosure in note 7 (c) of the 2020/21 Annual Budget. Funds will be recouped once rate receipts are sufficient;
- Depreciation has yet to be processed due to the finalisation of the 2019/20 accounts and asset register;
- A Capital Works Report is being auto generated within the Town's financial system, and emailed to Responsible Officer's on a weekly basis to monitor projects. This Report is provided as Attachment 2, and includes actual expenditure as at 31 July. Capital works have yet to substantially commence;
- Rates were levied in the month of July with rate notices issued in the first week of August.

Brought Forward Surplus from 30 June 2020

At the time of preparing this report, the final invoice for the Riverside Road project had yet to be received. This invoice will be processed as a June 30 account, and will result in a reduction in the actual Opening Fund Surplus of \$969,894.

There are also a number of projects on the capital works report that include open purchase orders which appear as committed expenditure against accounts with no budget. They include:

Account Number	Project	Order Value
E04604	Town Hall Building Works	\$6,510
E08601	Tricolore Building Works	\$2,878
E11687	Foreshore Erosion Control	\$72,784
E11633	Niergarup Track	\$13,398
E11713	Parks/Reserve Sign Replacement	\$3,487
E12784	Riverside Road	\$848,340
E12737	Tricolore Carpark	\$7,770

The brought forward estimate from 30 June 2020 was predicated on the full expenditure of all budgeted capital projects in 2019/20. The above purchase orders will therefore either be closed/invoiced as at 30 June, or carried forward into the 2020/21 financial year and funded from the available municipal surplus. A budget variation will be sought at the September Council Meeting for the carryover amounts.

Proposed Budget Variation

The adopted 2020/21 Budget includes an allocation of \$130,000 for irrigation and turf works of Preston Point Oval. A project plan was completed for this item, with a budget estimate provided

by an external consultant. The Budget also includes an allocation of \$100,000 as a transfer to the Preston Point Facilities Reserve, with a Reserve purpose of funding the implementation of the Master Plan. The refurbishment of Preston Point Oval is identified as a priority project within the document.

A Request for Quotation process is being finalised based on a technical specification and scope of works that includes the following:

- The removal of existing grass and thatch
- Removal of fixtures
- Contour and level the playing field as specified
- Installation of a new concrete cricket pitch
- Irrigation renewal/replacement
- Plant new stolon's
- Maintain the playing surface until handover

The Chief Executive Officer has delegation under DA15 Tenders/Quotations to accept a quotation where the consideration is less than \$150,000. It is anticipated that the most favourable quotation will be below this amount; however, there may be ancillary works that may need to be undertaken by the Town or another contractor. A budget variation of \$30,000 is therefore being sought, to ensure that the project can commence as per the tight project schedule with a commencement date of 1 September. The timely completion of works is required for the following reasons:

- The Town has advertised the project and there is a community expectation for the project to be completed this financial year
- Arrangements have been made to relocate organised sport for the duration of the project
- The grow-in and maintenance of the new turf is a 12-week cycle and is best undertaken from October to December

12.1.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 020820

Moved Cr Nardi, seconded Cr Watkins

That Council:

- 1. receives the Monthly Financial Report (Containing the Interim Statement of Financial Activity) for the month ended 31 July 2020, presented as attachment 1 to this report.**
- 2. notes the unrestricted municipal surplus of \$8,676,576 as at 31 July 2020.**
- 3. receives the Capital Works Report dated 31 July 2020, presented as attachment 2 to this report.**
- 4. receives the Monthly Financial Health Check, presented as attachment 3 to this report.**
- 5. pursuant to section 6.8 of the *Local Government Act 1995*, approve the following budget variation by absolute majority, which will result in a nil change in forecast net current assets as at 30 June 2021:**

Account No.	Description	Original Budget	Amended Budget	Change in Net Current Assets
E11695	Preston Point Oval Refurbishment	(\$130,000)	(\$160,000)	(\$30,000)
	Transfer from Preston Point Facilities Reserve	\$0	\$30,000	\$30,000
	Change in Net Current Assets			\$0

(CARRIED ABSOLUTE MAJORITY/UNANIMOUSLY)

12.1.2 Accounts for Payment – July 2020

File ref	F/FNS2
Prepared by	John Mondini, Manager, Finance & Administration
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	18 August 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – July 2020

Purpose

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, RECEIVES the list of payments made under delegated authority for the month ended 31 July 2020 and recorded in the minutes of the Council.

Executive Summary

Council has an Executive role in receiving the list of payments pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 July to 31 July 2020, 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.

The bulk of payments are processed by electronic funds transfer (EFT) with the exception of Water Corporation accounts which are paid by cheque and the occasional reimbursements and refunds.

Consultation

Nil.

Statutory Environment

Regulation 13: *Local Government (Financial Management) Regulations 1996 (as amended)* requires Local Governments to prepare a list of payments made under delegated authority to be prepared and presented to Council on a monthly basis.

Policy Implications

Policy 2.1.3 Purchasing. All supplier payments are approved under delegated authority pursuant to the authorisation limits outlined in Council's purchasing policy.

Financial Implications

Accounts for Payment are sourced from budget allocations.

All amounts quoted in this report are inclusive of GST.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not accept the list of payments	Rare (1)	Moderate (3)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Comment

Payments for the month of July 2020 include the following significant items:

Payee	Particulars	Amount
East Fremantle Football Club	Annual Contribution to Ground Maintenance 20/21	27,500.00
Glyde-In Community Group	1 st & 2 nd Quarter Annual Grant contributions	47,850.00
IT Vision	Software Licence Fees	51,114.80
SMRC	FOGO, MRF Gate Fees/General Waste Charges (June 2020)	45,856.55
Pothole Masters	Oakover Street Footpath Renewal	73,606.50
Phase 3 Landscape Construction	Marmion St Median & Drainage Works Wauhop Park carpark	25,615.49
Suez	Waste Collection June 2020	34,623.08
Focus Network	IT Equipment and Services	35,646.19
LGIS	Insurance Renewals	155,119.47

12.1.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 030820

Moved Cr Natale, seconded Cr A McPhail

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, **RECEIVES** the list of payments made under delegated authority for the month ended 31 July 2020 and recorded in the Minutes of the Council.

JULY 2020		
Voucher No	Account	Amount
5298-5301	Municipal (Cheques)	9,204.40
EFT29810 – EFT30000	Municipal (EFT)	\$941,931.48
Payroll	Municipal (EFT)	\$284,942.19
Direct Debits	Municipal (Direct Debit)	\$57,139.97
	Total Payments	\$ 1,293,218.04

(CARRIED UNANIMOUSLY)

12.1.3 Debt Recovery

Applicant	Not Applicable
File ref	F/RAT1
Prepared by	Jessica Melia, Rates Officer John Mordini, Finance and Administration
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date	18 August 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Infringement Debt Management Policy 2.1.10 2. Debt Recovery Policy 2.1.7 3. Schedule of Infringements for Write Off (Confidential Attachment) 4. Debt Recovery Summary Report

Purpose

This report contains two parts, a summary report on the debt recovery activities against rateable assessments in arrears and the request for Council to consider writing off bad debts to unpaid Parking Infringement Notices that have been outstanding for more than three (3) years.

Executive Summary

1. A Debt Recovery Status Report has been prepared to provide Council with an overview of the outstanding rates and service charges within debt recovery stage, to provide Council with an easy to understand report, covering debt recovery activities undertaken, in accordance with the *Local Government Act 1995* and Council Policy, during the 2019/2020 financial year.
2. A review has been performed of the outstanding parking infringements notices before 1 July 2017 to identify parking infringement notices that are unable or unlikely to be recovered by the Fines Enforcement Registry.

Pursuant to section 6.12 of the *Local Government Act 1995*, Council is requested to approve the write off of unpaid Infringement notices outstanding for more than three (3) years.

Background

1. Debt Recovery – Outstanding Rates and Service Charges.

The Debt Recovery Status Report provides an overview of how the Town carries out debt recovery in a fair and equitable manner, ensuring the processes of the recovery of outstanding rates and service charges, is subject to Part 6 of the *Local Government Act 1995* and within the guidelines outlined in Policy 2.1.7 Debt Recovery.

A Debt Recovery Report is prepared monthly to ensure the financial management of overdue rates has efficient systems and procedures in place, established for the proper collection of all money owing to the local government.

The Town has adopted a benchmark target of 5% for its outstanding rates ratio. The debt recovery report includes an outstanding debtors listing detailing the total amount of rates outstanding, and a breakdown of rates outstanding between one and two years, three and four years, and more than five years.

Corporate Services are required to maintain a monthly status report of recovery action against all rates in arrears of more than one year. The Town of East Fremantle will exercise its debt recovery powers, as outlined in Part 6 of the *Local Government Act 1995*, in order to reduce the overall debt burden on ratepayers. The Town exercises its debt recovery processes by the following guidelines:

- ensuring that debt collection procedures are carried out in a fair and equitable manner;
- making the processes used to recover outstanding debt clear, simple to administer and cost effective;
- transparency by making clear the obligations of its ratepayers to the processes used by Council in ensuring that they meet their financial obligations;
- flexibility by responding where necessary to changes in the local economy;
- ensuring the Town of East Fremantle is compliant with all regulatory obligations;
- debt collection procedures are carried out in a fair and equitable manner;
- debt collection procedures used to recover outstanding rates are clear, simple to administer;
- upholding recognition from the public and industry for the Town of East Fremantle practices that withstand probity.

Process of the Recovery of Rate and Service Charges

Where the Town has contacted the rates debtor by telephone, email and other means and a payment arrangement has not been entered into, the Town will adopt the following process to recover outstanding rates and service charges due to the Town:

- i. Where Rate and Service charges accounts remain outstanding after the prescribed due date, a Final Notice is issued requesting full payment within fourteen (14) days.
- ii. Where amounts remain outstanding after the expiry date shown on the Final Notice, a Final Demand letter will be issued, requesting payment within 14 days and advising the Town may commence debt recovery processes.
- iii. Where the amounts of rates outstanding is more than \$500 and no special payment arrangement is in place the Towns Rates Officer will refer the rates account to a debt collection service provider.
- iv. A second letter of demand is issued by the debt recovery agent advising the rates debtor to make payment within fourteen (14).
- v. Where rates remain outstanding and no special payment arrangement is in place, under the guidance of the Towns debt collection service provider, legal action may commence.

The Town may lodge a Minor Case Claim (where the debt is less than \$10,000) or a General Procedure Claim (where the debt is \$10,000 or more) with the Magistrates Court. Should the debtor not respond within the timeframes established by the Court, default judgment may be requested. Where a General Procedure Claim has been lodged and default judgement requested and granted, a Property Seizure and Sale Order (PSSO) may be lodged. The PSSO authorises the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt.

The Town engages a debt collection agency and/or legal representative to act on its behalf in taking debt recovery action. Legal costs and expenses incurred by the Town in recovering rates

debts will be charged against the rates account and in accordance with the section 6.43 of the *Local Government Act 1995*.

Where the rates debtor fails to make payment or respond to the recovery activities undertaken, the Town will continue to promote the option of a formal payment arrangement to pay the outstanding monies owed to the Town.

Payment arrangements are facilitated in accordance with section 6.49 of the *Local Government Act 1995*. When considering payment arrangements, the Town will consider all circumstances, applying the principles of fairness and integrity whilst complying with all statutory responsibilities.

A special payment arrangement must be negotiated to reflect a ratepayer's capacity to repay outstanding rates and contain the details of the agreed repayment schedule. In accordance with the 2020/21 Budget Resolution, any ratepayer experiencing financial hardship will not be charged an administration fee or penalty interest under a special payment arrangement.

The attached report (attachment 4) provides of an overview of the number of properties and total rates within debt recovery stage.

Consultation

Executive Manager of Corporate Services
Manager of Administration and Finance
Rates Officer
Credit Clear Credit Solutions
McLeod's Barristers & Solicitors

2. Writing off bad debts

This report recommends Council to write off bad debts in accordance with section 6.12 (1) of the *Local Government Act 1995*, attributable to unpaid Parking Infringement Notices that have been outstanding for more than three (3) years.

While all reasonable efforts are made to recover aged debts, there are some, which for practical purposes will have to be written off. Section 6.12 (1) of the *Act* allows for debts to be written off by Council, and the Infringement Debt Management Policy gives delegated authority to the Chief Executive Officer to write off any uncollectable bad debts and advise Council accordingly.

Process of the Recovery of Parking Infringement Notices

- (i) Ranger Services issue infringement notices for contraventions of various Local Laws (i.e. Parking Local Laws) as well as the *Dog Act 1976* and the *Litter Act 1979*. Final notices are issued after a period of 28 days from the date of issue of the infringement notice, providing 14 days for payment.
 - (ii) Parking Infringement Notices not paid are sent to the Fines Enforcement Registry for collection in accordance with the Infringement Debt Management Policy.
 - (iii) Unpaid fines are kept on the registry for 8 years, however, Council has the discretion to withdraw fines before the 8 year period. We consider that a period of three years is sufficient for these debts to be actively pursued for collection after which it is proposed that unpaid fines will be written off.
-

There are circumstances where FER is unable to collect the infringement and withdraws the notices. The most common being insufficient information on the vehicle ownership file. Other reasons include the individual is deceased, it is uneconomical to enforce, or the corporation/business is no longer operational. In all these circumstances, the Registry recommends that the relevant Local Governments write-off the penalties as unrecoverable.

Parking Infringement Debtors Ledger

An analysis of the Infringements Debtors (subsidiary) Ledger in SynergySoft has identified 583 Parking Infringement Notices that total \$75,835.29 as at 1 August 2020. Of this amount, 64 infringement notices, totalling, \$10,589.85 have been outstanding for more than three (3) years. This listing is provided as confidential attachment 3, and it is recommended that the amount be written off in accordance with the Infringement Debt Management Policy.

Consultation

Executive Manager Corporate Services
Senior Ranger
WA Fines Enforcement Register

Statutory Environment

Sections 6.12 (1 (Power to defer, grant discounts, waive or write off debts) and 5.42 (Delegation of some powers and duties to CEO) of the *Local Government Act 1995* apply.

Policy Implications

Council has recently adopted an Infringement Debt Management Policy that deals with debt management for infringement notices. The Policy was specifically developed to outline the process for collection of infringements, referral to the Fines Enforcement Registry and the process to write off debt for overdue infringements.

Financial Implications

Infringement debtors raised before 1 July 2017 to be assigned a status of inactive and de-registered with FER - \$10,589.85

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not approve the write-off of infringements	Rare (1)	Moderate (3)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

To improve financial internal controls, an itemised listing from the infringements module is produced monthly and reconciled to the parking debtors balance sheet account. A manual monthly balancing journal is prepared.

Pursuant to Council Policy, infringement debts over 3 years old are to be written-off, with a report to be provided to the Audit Committee or Council. There are 64 infringements totalling \$10,589.85. These infringements will be de-registered with the Fines Enforcement Registry.

A summary of rates debt recovery is also presented as Attachment 4. The outstanding rates ratio of 3.2% is favourable compared to the benchmark of 5%. This ratio excludes excess rates and deferred rates which are not due and payable. There are 29 property assessments totalling \$164k in rates arrears that are currently under debt recovery. This amount represents 51% of total rates outstanding as at 30 June 2020.

12.1.3 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 040820

Moved Cr M McPhail, seconded Cr A McPhail

That Council:

1. approve the write-off of all parking infringements pre-dating 1 July 2017 as per the schedule contained in Confidential Attachment 3, amounting to \$10,589.85, by absolute majority pursuant to Section 6.12 (1) of the *Local Government Act 1995* and Council's Infringement Debt Management Policy, which will impact the Statement of Comprehensive Income for the year ending 30 June 2020.
2. receive the rates debt recovery summary presented as Attachment 4.

(CARRIED ABSOLUTE MAJORITY/UNANIMOUSLY)

Mayor declared a proximity interest in the following item as he lives opposite East Fremantle Oval, the subject of the grant application, and left the meeting at 6.56pm. In the absence of the Presiding Member, the Deputy Mayor assumed the Chair.

12.1.4 CSRFF Annual and Forward Planning Grants 2020 Application Assessment

File ref	R/RSO9
Prepared by	Karen Dore, Coordinator Community Engagement
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	18 August 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Project Assessment Sheet 2. East Fremantle Oval Redevelopment Application (final draft)

Purpose

Council is required to endorse the one Community Sports and Recreation Facilities Fund (CSRFF) grant application received.

Executive Summary

CSRFF Annual and Forward Planning funding for the 2021/22 – 2023/24 Triennium, through the Department of Local Government, Sport and Cultural Industries (DLGSCI) is currently open. Part of the application procedure is for all submissions to be assessed by the Local Government Authority (LGA) and ranked in order of priority. The applications are then forwarded to DLGSCI for their consideration. The deadline for these applications to be received by DLGSCI is Friday 11 September 2020.

One application has been received.

Background

DLGSCI notified sporting clubs and local governments of the opening of this funding round, via email on 21 May 2020.

The Town of East Fremantle followed up this notification with local clubs on 16 June 2020 to further advise of the closing date for LGA submission.

Consultation

Department of Local Government, Sport and Cultural Industries
Executive Manager Corporate Services
Executive Manager Regulatory Services

Statutory Environment

Not applicable.

Policy Implications

Nil.

Financial Implications

The grant is seeking a \$2 million dollar contribution from Community Sports and Recreation Facilities Fund (CSRFF) program.

Council's potential financial commitment may be up to \$5 million dollars under the proposed funding model.

Proposed funding model:

Council funds	\$ 5,000,000
CSRFF	\$ 2,000,000
Lotterywest	\$ 2,166,250
Other	\$16,050,000
Total	\$25,216,250

Strategic Implications

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

Strategic Priority 1 – Social – A socially connected, inclusive and safe community

1.1 Facilitate appropriate local services for the health and wellbeing of the community

1.1.1 Facilitate or partner to ensure a range of quality services are provided at a local level

1.2 Inviting open spaces, meeting places and recreational facilities

1.2.1 Provision of adequate recreational, sporting and social facilities

Site Inspection

Nil.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not consider the application.	Unlikely (2)	Major (4)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	Accept Officer Recommendation

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Likelihood	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	6
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

The LGA is required to rank the priority of all applications received and also rate them against the following criteria:

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

CSRFF Annual & Forward Planning Grants Application – East Fremantle Oval Redevelopment

(refer to Assessment, Attachment 1)

- Ranking: 1 of 1
- Rating: A

12.1.4 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 050820

Moved Cr Nardi, seconded Cr Donovan

That Council:

- 1. endorses a Priority 1 ranking for the East Fremantle Oval Redevelopment application; and**
- 2. request the Chief Executive Officer to submit this outcome to the Department of Local Government, Sport and Cultural Industries.**

(CARRIED UNANIMOUSLY)

The Mayor returned to the meeting at 6.58pm and resumed the Chair. It was noted he did not speak or vote on the previous motion.

12.2 COMMUNITY

12.2.1 Climate Action Reference Group Expressions of Interest Review

File ref	H/CCAP
Prepared by	Connor Warn, Waste and Sustainability Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	18 August 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Summary of applicants for Climate Action Reference Group

Purpose

The purpose of this report is for Council to consider the Expressions of Interest submitted for the Climate Action Reference Group (CARG) and to endorse the membership for the CARG.

Executive Summary

The CARG will be a community led reference group whose purpose is to assist in identifying targets, corporate and community projects as well as actions that the Town can undertake with community and local businesses to build the community's capacity to identify and address (where practicable) climate-based issues. The CCAP will act as a reference point for Council on climate change related matters, develop strategies for the reduction of community-wide greenhouse gas emissions and investigate ways to prepare the community and Council to mitigate and adapt to the impacts of climate change.

Background

On 19 November 2019 at the Ordinary Council meeting, Council recognised the Climate Emergency and supported the call to action for all levels of government in the goal of minimising the impacts of climate change.

On 25 February 2020 at the Annual Electors' meeting, a resolution was passed to develop a CCAP. At the subsequent Council meeting, Council resolved to support the development of a CCAP. On the 16 June, Council accepted the Terms of References for the CARG and authorised the CEO to call for nominations to appoint up to 10 community/expert members. On the 18 June the Town released the Expressions of interest (EOI) for community members to make application to the CARG.

Consultation

The terms of reference for the CARG were presented to Council at the June Ordinary Council Meeting and once accepted were advertised with the EOI on the Town Website. The Town also advertised the EOI in the Fremantle Herald newspaper, the Town's monthly E – News, on the Town's Facebook page and Town of East Fremantle Instagram profile. The expression of Interest was open to the public for 23 days and resulted in 9 applicants.

Statutory Environment

Nil.

Policy Implications

Nil.

Strategic Implications

Town of East Fremantle Strategic Community Plan 2017-2027:

Strategic Priority 4: Natural Environment

4.3 Acknowledge the change in our climate and understand the impact of those changes

4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts.

Site Inspection

Not applicable.

Comment

Members of CARG will assist in identifying targets, actions and projects for the Town to investigate for both Council and Community. These actions will strive to mitigate environmental impacts and adapt the community of East Fremantle to the future effects of climate change in the Town.

The expressions of Interest process was open to the public for 23 days and resulted in 9 applicants. The application process attracted a wide variety of enthusiastic residents and community members from the wider Perth area. The Town received interest from individuals with varied levels of experience in the areas of science and the environment. The applicants have varying levels of engagement with the local community. The applicants include a robust cohort of individuals which are considered to include a variety of skills which will assist the Town in developing the CCAP. A summary of the applicants is attached.

The expressions of interest submitted for the Climate Action Reference Group are presented to Council for consideration. It is recommended based on the ability of applicants and their robust skill set that all nine applicants are nominated and appointed to the Climate Action Reference Group.

12.2.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 060820

Moved Cr Natale, seconded Cr Nardi

That Council:

- 1. accept and appoint the following nine applicants as members of the Climate Action Reference Group:**
 - **Christine Finlay**
 - **Duanne Ginger**
 - **Fraser Maywood**
 - **Leigh Nicholas**
 - **Maureen Flynn**
 - **Miles Dracup**
 - **Paul Van der Beeke**
 - **Rebecca James**
 - **Wendy Wisniewski**
- 2. instruct the CEO to advise the nine applicants of their appointment to the Climate Action Reference Group.**

(CARRIED UNANIMOUSLY)

12.3 GOVERNANCE

12.3.1 Fremantle Library Funding Agreement

File ref	H/CFL1
Prepared by	Janine May, EA to CEO
Supervised by	Gary Tuffin, CEO
Meeting Date	18 August 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Draft Service Agreement for Public Library Services

Purpose

To consider and authorise the execution of the City of Fremantle's draft Service Agreement for Public Library Services.

Executive Summary

The proposed Agreement has been amended to reflect changes recommended by the CEO and elected members and it is now recommended for execution.

Background

On 21 May 2019 it was resolved:

1. *That Council:*
 - (a) *make provision of \$150,000 in the 2019/20 Budget for library services*
 - (b) *authorise the Chief Executive Office to negotiate with the City of Fremantle regarding the preparation of a new 5 year Library Services Agreement based on the membership model (excluding parking permits)*
2. *A further report be provided to Council seeking endorsement of the final agreement prior to execution.*

The drafting of the Agreement was initially delayed awaiting inclusion of the Library Board of WA as a third party. Following a number of requests to progress this matter, the City of Fremantle agreed to proceed without the Library Board of WA. The draft Agreement was received in June 2020 and circulated to elected members for comment. The CEO met with City of Fremantle officers on 24 July 2020 to further discuss the agreement.

Following this meeting and in accordance with feedback from elected members, the CEO proposed the following amendments:

- Library Operating costs definition – additional wording
- Temporary closure – minor amendment (one –exclusion negligent act by City).
- Annexure A - Item 4 (requested 6 monthly reporting)
- Annexure B – provided further wording around annual contribution calculation

These amendments were accepted by City of Fremantle. They have proposed one further minor change to the reporting section to note that while they will provide advice on the forthcoming year's payment in March, they will also confirm once the budget has been adopted.

Consultation

Elected Members
City of Fremantle

Statutory Environment

Library Board of Western Australia Act 1951

Policy Implications

Nil.

Financial Implications

An allocation of \$150,000 has been made in the 2020/21 Budget

The agreement provides the following method for determining the annual contribution;

“The contribution shall be calculated using the contribution formula below, based on the budgeted operating costs at the start of the Financial Year. At the end of financial year an adjustment is to be made to account for the actual operating costs incurred. If the actual end of financial year operating costs are higher than budgeted, an additional contribution will be required from the Town, and if the operating costs are under budget, a credit will be provided against next year’s annual Contribution.

A 10% ceiling will apply to any annual contribution increases from the prior year. Any proposed claim above this would require the written agreement of the Town, which may or may not be accepted. In addition, any proposed substantial increase must be supported with relevant information so a determination can be made by the Town to accept or reject any increase above 10%.

Annual Contribution formula -

$$\frac{\text{Active Members* (Town of East Fremantle)} \times \text{Library Operating Costs (Budgeted)}}{\text{Active Members* (Total)}}$$

**The Active Members will be calculated as at 1 July each financial year.*

Active Member - means any Member that has used the library in the preceding 12 months.”

Strategic Implications

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

Strategic Priority 1: Social – A socially connected, inclusive and safe community

1.1 Facilitate appropriate local services for the health and wellbeing of the community

- 1.1.1 Facilitate or partner to ensure a range of quality services are provided at a local level
- 1.1.2 Strengthen the sense of place and belonging through inclusive community interaction and participation.

1.2 Inviting open spaces, meeting places and recreational facilities

- 1.2.1 Provision of adequate recreational, sporting and social facilities
- 1.2.2 Activate inviting open spaces that encourage social connection

Site Inspection

Not applicable.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Possible reduction in services	Possible (3)	Insignificant (1)	Low (1-4)	REPUTATIONAL Substantiated, low impact, low news item	Accept Officer Recommendation

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

The term of this Agreement is 5 years from the commencement date to 30 June 2025, which may by written agreement of the parties be extended for a further 5 year term.

It is considered this new library agreement clearly outlines the obligations of each party for the continued shared library services with the City of Fremantle, and it is therefore recommended authority be granted to execute the new (funding) agreement.

12.3.1 OFFICER RECOMMENDATION

That Council:

1. enter into a new 5 year Service (Funding) Agreement with the City of Fremantle for the provision of Public Library Services.
2. authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the Library Service Agreement, as presented.

Moved Cr Collinson, seconded Cr Donovan
The adoption of the Officer's recommendation.

Amendment

Moved Cr Natale seconded Cr A McPhail

That the ceiling contained within clause 1.1 of the proposed Agreement be reduced from 10% to 5%. (LOST 4:5)

The substantive motion was put.

12.3.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 070820

Moved Cr Collinson, seconded Cr Donovan

That Council:

- 1. enter into a new 5 year Service (Funding) Agreement with the City of Fremantle for the provision of Public Library Services.**
- 2. authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the Library Service Agreement, as presented.**

(CARRIED 7:2)

12.3.2 Review of the Disability Access and Inclusion Plan (DAIP) 2016-2020

File ref	H/CDP1
Prepared by	Principal Environmental Health Officer Shelley Cocks
Supervised by	Executive Manager Regulatory Services Andrew Malone
Meeting Date	18 August 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Disability Access and Inclusion Survey Results 2. Draft Disability Access and Inclusion Plan 2020-2025 3. Implementation Plan 2020-2025

Purpose

The purpose of this report is for Council to endorse the Draft Disability Access and Inclusion Plan (DAIP) 2020-2025 being advertised for public comment.

Executive Summary

The Disability Access and Inclusion Plan 2016-2020 was due for review in 2020 pursuant to the Disability Services Act 1993. The Town commenced the review process in April 2020 with the community consultation component of the process undertaken by means of a survey. The survey was advertised on the Town's website, in e-news and in the local community newspaper. The survey results are collated in Attachment 1. The results were collated and used to inform the updated Draft DAIP (Attachment 2).

In order to track the progress of the DAIP and proceed with recommendations, an Implementation Plan has also been produced and can be found at Attachment 3.

It is recommended that:

1. Council endorse the draft Disability Access and Inclusion Plan 2020-2025, attached to this report, for public comment for a period of 21 days.
2. should no public submissions be received, Council adopt the Disability Access and Inclusion Plan 2020-2025.
3. should public submissions be received, Council take those comments into account and modify the DAIP as appropriate when considering the Disability Access and Inclusion Plan 2020-2025 for final adoption.

Background

The Disability Services Act 1993 (amended 2004) requires local government authorities to review their DAIP at least every five years. Council's current DAIP expires in 2020. Local government authorities must undertake community consultation, in accordance with the regulations, whenever reviewing or amending a DAIP. The purpose of the review is to assess how well the strategies are overcoming barriers and achieving the outcomes of the DAIP. It will assist the Town to identify if activity undertaken through the plan has achieved the proposed DAIP objectives, and gives the Town the opportunity to update its strategies.

Consultation

Consultation with the Department of Communities prior to the review process revealed that DAIPs can run for a maximum of 5 years and this is the more common timeframe adopted by Councils. Given this advice, the Town has elected to align with other local government authorities and create the new DAIP to run from 2020 to 2025.

As the Town of East Fremantle's DAIP 2016-2020 is due for review, the Town of East Fremantle has undertaken the community consultation component of the review process. The community consultation was conducted by the Town by means of a survey. A link to the survey was placed on Council's website and advertised in the local community newspaper. Neighbourhood Link clients were surveyed by telephone during the COVID-19 lockdown. Key stakeholder Department of Communities were consulted and were extremely positive about the progress of the Town's achievements to date. A total of 36 completed responses were received. The results of the survey are included as an attachment to this report.

Additionally, the Town's correspondence since 2016 regarding complaints in regard to disability were taken into account. A total of one written complaint was received in relation to access at 155 Canning Highway in the Town Centre. A review of the Town's Acrod bays was completed by Council's Senior Ranger in February 2019 and recommendations arising from that report have been included in the Town's Implementation Plan. Finally, the Town's MARKYT Community Scorecard data was analysed to extract results from people who have disability or impairment and a summary of these results are found at Attachment 1.

Once the survey results, literature review and Community Perceptions Scorecard 2019 were analysed and compiled, revisions and editions were made to the existing DAIP. The reviewed DAIP is included as Attachment 2.

Consultation with the Department of Communities (formerly inclusive of Disability Services Commission) has revealed that the Department is pleased with the DAIP review process.

Statutory Environment

Disability Services Act 1993 (amended 2004)

Policy Implications

Nil

Financial Implications

The financial implications of implementing the plan are included in the Town's annual budget for each area – Regulatory Services, Community and Corporate Services, Operation Services and Office of the CEO.

Strategic Implications

Strategic Priority 1 Social "A socially connected, inclusive and safe community,"

- Facilitate appropriate local services for the health and wellbeing of the community
- Inviting open spaces, meeting places and recreational facilities
- Strong community connection within a safe and vibrant lifestyle

Strategic Priority 2 Built environment "Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces".

- Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected

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"

- *conserve, maintain and enhance the Town's open spaces*

- Enhance environmental values and sustainable natural resource use
- Acknowledge the change in our climate and understand the impact of those changes

Site Inspection

Not applicable

Comment

DAIP Plan 2016-2020

A few of the larger projects undertaken in relation to the DAIP between 2016-2020 are listed below:

The renovation of the Town Hall has led to more access to Council services such as:

- lift access to Council meetings, Committee meetings and community workshops.
- fully compliant accessible toilets on both floors.
- lower counter to encourage face to face dialogue and ability to comment on access to services.

Installation of a new car park at Tricolore Community Centre with ARCOD parking and solar lighting.

The Town worked with the Public Transport Authority WA to modify all bus shelters within the Town to ensure they were replaced/ upgraded with compliant accessible bus shelters.

Installation of a universally accessible public toilet with accompanying pathways, water fountains and a sheltered hand wash station in Glasson Park.

Major upgrade of Riverside Road including realignment, cycle ways, footpaths and new pram ramps and pedestrian crossings from East Street to Pier Street, including reconfiguration to access, parking and egress at the Dome car park.

Lobbying Main Roads WA for the upgrade of the Pedestrian crossing at the intersection of Canning Highway and Preston Point Road.

DAIP Plan 2020-2025

The Department of Communities has recommended that the Town's DAIP be refined to assist in the Plan being more user friendly and that the Town should concentrate on a few key DAIP issues in the next five years. While the Town has an ongoing positive history of access improvements over the last 5 years, consultation and the literature review has indicated a need for greater awareness of inclusion for people with all levels of disability. The Town is therefore including disability awareness training for staff, elected members and contractors into Councils DAIP Implementation Plan 2020-2025.

The Town as part of its Communications and Engagement Strategy is:

- Commissioning videos to update the community about major events and projects – these are all subtitled to enhance accessibility
- Publishing all Council publications in alternative formats upon request
- A functional review of the Town's website in July 2020 has revealed that it is not performing as it should to enable optimal accessibility for all users according to the [Web Content Accessibility Guidelines \(WCAG\)](#). Changes are being implemented which will

optimise the Town's web content including the ability to adjust colour contrast and font size, using descriptive text for links and alt text for images, and the use of a screen reader to ensure that menus, content items and links are easy to access and understand. It is expected that this work will be completed within the current financial year (2020/21). Our aim is to be certified by WCAG with a rating of AA or better.

A further gap in disability access and inclusion is within private property for access to shopping centres, and privately owned public buildings such as restaurants, cafes and gyms. The Town should investigate taking a lead role in improving disability access and inclusion on privately owned land and that has also been included in the Town 's Implementation Plan.

The Town's ACROD bays should be updated in accordance with the Senior Ranger's Report and this has been included in the Town's Implementation Plan.

The DAIP 2020-2025 will be advertised for public comment following endorsement of the Draft Plan and comments received can be taken into account to either amend the DAIP or inform the Implementation Plan.

12.3.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 080820

Moved Cr Collinson, seconded Cr Natale

That Council:

- 1. advertise the draft Disability Access and Inclusion Plan 2020-2025 for public comment for a period of 21 days.**
- 2. adopt the Disability Access and Inclusion Plan 2020-2025, should no public submissions be received.**

(CARRIED UNANIMOUSLY)

12.3.3 Communications and Engagement Strategy 2020-2024

File ref	A/COM1
Prepared by	Libby Collett, Communications and Marketing Officer
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	18 August 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Communications and Engagement Strategy 2020-20242. Project Plan – Communications and Engagement Strategy Implementation

Purpose

The purpose of this report is to seek Council's endorsement of the Town's Communications and Engagement Strategy.

Executive Summary

The strategy outlines a new approach to the way in which communications and engagement are conducted by the Town, reflecting a renewed emphasis on the importance of consulting our community and incorporating their needs and interests in policy development and implementation.

Background

This proposal brings together a holistic approach to communications and engagement in the Town of East Fremantle. Through crafting and sharing authentic narratives and visual messaging about "Our Story – Our Future," we will host a content and values rich, genuine two-way conversation with our community. This will inform policy and decision making development and implementation across all program areas. Improvements will occur through changes in resourcing, building organisational capacity, the development and refinement of tactics, tools, models and mechanisms and by monitoring our progress and measuring our impact, continually refine our approach over time.

Consultation

The Town commissioned a Communications Strategy which was prepared by Catalyse and presented in March 2020. A Discussion Paper on the implementation of the strategy was then presented to Councillors at the Concept Forum in August 2020.

Statutory Environment

Nil

Policy Implications

Not applicable.

Financial Implications

The financial impact of this strategy is relatively minor, because the majority of the items referenced in this document are serviced through the allocated staff time for the CMO and CCE, and with funding allocated already through major projects and though funding for professional development. Funding has been allocated in the amount of \$100,000 per financial year that will be focussed on delivering quality communications and engagement along the lines of the approach outlined in this discussion paper.

Strategic Implications

Town of East Fremantle Strategic Community Plan 2017-2027:

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.1.1 Strengthen governance, risk management and compliance

Measures:

- *Community perception of value of the Town's communication and consultation processes*
- *Community satisfied with Town's responsiveness*

5.1.2 Ensure an effective engagement process is undertaken with community and stakeholders

5.2 Proactively collaborate with the community and other stakeholders

Site Inspection

Not applicable

Comment

It is recommended that Council endorse the Communications and Engagement Strategy 2020-2024 as presented.

OFFICER RECOMMENDATION/COUNCIL RESOLUTION 090820

Moved Cr M McPhail, seconded Cr Harrington

That Council

- 1. endorse the Communications and Engagement Strategy 2020-2024.**
- 2. note the Implementation Project Plan for the Communications and Engagement Strategy.**

(CARRIED UNANIMOUSLY)

12.3.4 Sustainable Events Policy

File ref	H/CCAP
Prepared by	Connor Warn Waste and Sustainability Officer
Supervised by	Andrew Malone Executive Manager Regulatory Services
Meeting Date:	18 August 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Sustainable Event Policy

Purpose

The purpose of this report is to present council with the proposed *Sustainable Event Policy* for Council's consideration and adoption.

Executive Summary

Town staff have developed the Sustainable Event Policy to work in association with the Trading in Public Places Policy (recently advertised and adopted by Council), to assist the Town in limiting the amount of waste going to landfill. It is considered the Sustainable Event Policy will assist in guiding the operations of events throughout the Town.

Background

Since the rollout of the Food Organics, Garden Organics (FOGO) waste service, the Town has strived to reduce unnecessary waste at corporate and community events by incorporating the FOGO waste practice and using material that is either reusable or compostable. The Sustainable Events Policy has been drafted to provide the Town, community and third parties a guide to the Town's sustainable requirements when trading in the Town.

Consultation

Consultation was undertaken internally. The Policy was trialled at the 2019 George street Festival where vendors were required under their contract to use materials that were reusable with all other items required to be compostable.

The Town has since purchased a Meet Pat water station that will be used in coordination with the policy at Town events providing plastic free water.

The Town has also consulted with the City of Fremantle and WALGA and the SMRC.

Should Council agree to adopt this Policy, it will be advertised for 28 days to allow for community input.

Statutory Environment

WARR Act 2007

Policy Implications

This policy applies to:

- all events coordinated by the Town, or contractors who are employed by the Town to coordinate an event ('Town Events').
-

- all events produced by a third party but subject to formal approval of the Town including events held on land under the Town's care and control, and events supported by Town grants (Approved Events).
- all events that include any form of actions or business which apply to the Trading in Public Places Policy.

Financial Implications

Nil

Risk Implications

No significant risk identified.

Strategic Implications

Strategic Priority 1: Social

- 1.2 Inviting open spaces, meeting places and recreational facilities.
- 1.3 Strong community connection within a safe and vibrant lifestyle.

Strategic Priority 4: Natural Environment

- 4.1 Conserve, maintain and enhance the Town's open spaces.
 - 4.1.2 Plan for improved streetscapes parks and reserves
- 4.2 Enhance environmental values and sustainable natural resource use.
 - 4.2.1 Reduce waste through sustainable waste management practices.

Site Inspection

Nil

Comment

A policy on *Sustainable Event* is recommended for a number of reasons:

1. To provide guidance to the operations of the Town events.
2. To provide clarity to staff and applicants wishing to hold an event on Council Property.
3. To respond to community expectations regarding sustainability and environmental consciousness.
4. To improve our customer service by being able to give consistent advice to applicants.
5. To improve sustainability at events by ensuring that all packaging is either compostable or reusable.
6. Reduce unnecessary waste and avoid waste going to landfill.

It is recommended that Council accept the Sustainable Event Policy subject to being advertised for 28 days for community comment.

12.3.4 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 100820

Moved Cr Collinson, seconded Cr Harrington

That Council

1. **authorise the advertising of the draft Sustainable Event Policy for 28 days prior to formally considering the Policy**
2. **notes a further report will be provided at the completion of the public submission period.**

(CARRIED UNANIMOUSLY)

12.4 OPERATIONS

Mayor O'Neill declared a proximity interest in the following item as he lives opposite East Fremantle Oval and left the meeting at 7.48pm. In the absence of the Presiding Member, the Deputy Mayor assumed the Chair.

12.4.1 East Fremantle Oval Ground Maintenance

Applicant	N/A
File ref	R/RSC7
Prepared by	Gary Tuffin, Chief Executive Officer
Meeting Date	18 August 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Draft East Fremantle Oval Maintenance Agreement (tracked)

Purpose

To present Council with a proposed new three (3) year oval maintenance agreement between the Town of East Fremantle and the East Fremantle Football Club (EFFC).

Executive Summary

The Town agreed to the East Fremantle Football Club taking full responsibility for the ground maintenance of the East Fremantle Oval, in return for an annual contribution of \$25,000.

Background

Council first entered into an agreement with the EFFC back in 2019 that provided an annual contribution \$25,000 to the club in return for taking full responsibility for the oval and surrounds maintenance. Under the current agreement EFFC has been responsible the following works;

- Oval mowing - 2 times per week (seasonal)
- Surrounds mowing – once per fortnight (seasonal)
- Turf Renovation
 - Verti-Drain – twice per year
 - Verti-Cut – 2 directions – 1 application
 - Rolla Mow – 1 application
 - Re-Sweep Application
- Fertilising – 9 applications per year
- Irrigation – Maintenance and Operation (does not include bore maintenance or electrical system)
- Line Marking
- Weed Control – for broadleaf and crab grass – 3 time per year.

This work has been undertaken by a contractor (Turfmaster).

Consultation

Elected members

East Fremantle Football Club – CEO

Manager Operations

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

Under the proposed agreement the Town will be required to make a cash contribution of \$25,000, and not charge the 30% game day gate fee.

The EFFC is still responsible for the payment of property rates.

Strategic Implications

Nil.

Site Inspection

Not applicable.

Comment

The proposed arrangement has generally worked well, with the exception of some weed control issues.

A number of amendments have been made to the agreement, refer to the attached copy with tracked changes.

It is recommended that Council accept the proposed changes and enters into a new agreement for a further 12 months, with an option for a further two year extension (3 year agreement). Noting the agreement can be terminated by either party giving 2 months written notice

12.4.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 110820

Moved Cr Collinson, seconded Cr Nardi

That Council:

- 1. enters into a new maintenance agreement with the East Fremantle Football Club for the East Fremantle oval and surrounds for a further 12 month period, with an option for a further two year extension as per the *East Fremantle Oval Maintenance Agreement 2020*; and**
- 2. authorise the Mayor and the Chief Executive Officer to sign and affix the Town's Common Seal to the *East Fremantle Oval Maintenance Agreement 2020*.**

(CARRIED UNANIMOUSLY)

The Mayor returned to the meeting at 7.54pm and resumed the Chair. It was noted he did not speak or vote on the previous motion.

12.4.2 Waste Services Report

File ref	T/FOGO
Prepared by	Connor Warn Waste and Sustainability Officer
Supervised by	Andrew Malone Executive Manager Regulatory Services
Meeting Date:	18 August 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is for Council to receive the following information;

1. Update on the Southern Metropolitan Regional Council (SMRC) performance in relation to recovery rates and landfill rates for the FOGO (Food Organics Garden Organics) waste system.
2. Update on bin tagging results conducted in March 2020 by the SMRC.

Executive Summary

At the May Ordinary Council Meeting (OCM), Council resolved to request the CEO provide a further report in 3 months on what cost improvements have been made by SMRC, if none, what options exist for FOGO processing.

Background

During July to October 2019, the three bin FOGO collection service was rolled out to the SMRC's three participating councils of East Fremantle, Fremantle and Melville. In November 2019, the digesters at the RRRC were shut down.

Due to the space and operating cost constraints in the tipping building, the FOGO recovery was limited for operational treatment. The oversize FOGO material was initially being sent to landfill during operational trials for screening and recovery.

The interim FOGO processing operation uses an existing mobile trommel to extract organics less than 40mm which is sent to be composted at Purearth's facility.

Following the shutdown of the digesters and commencement of the interim processing system, the Town of East Fremantle's overall kerbside recovery rate was 55% in January 2020. However, this has since risen due improvements in the FOGO screening operation.

Consultation

The Town consulted with staff from the SMRC to obtain statistics and relevant material relating to the information in this report. Waste tonnages were provided by Councils waste contractor SUEZ.

Statutory Environment

WARR Act 2007

Waste Local Law 2017

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

4.1 Conserve, maintain and enhance the Town’s open spaces.

- 4.1.1 Partner with Stakeholders to actively protect, conserve and maintain the Swan River foreshore
- 4.1.2 Plan for improved streetscapes parks and reserves

4.2 Enhance environmental values and sustainable natural resource use

- 4.2.1 Reduce waste through sustainable waste management practices

4.3 Acknowledge the change in our climate and understand the impact of those changes.

- 4.3.1 Improve systems and infrastructure standards to assist with mitigating climate change impacts

Discussion

Overall kerbside recovery rates

Figure 1 displays the actual overall kerbside recovery rate for the three participating Councils. The fall in recovery rates in December is due to the interim FOGO processing and the SMRC has projected this result will improve as trials progress.

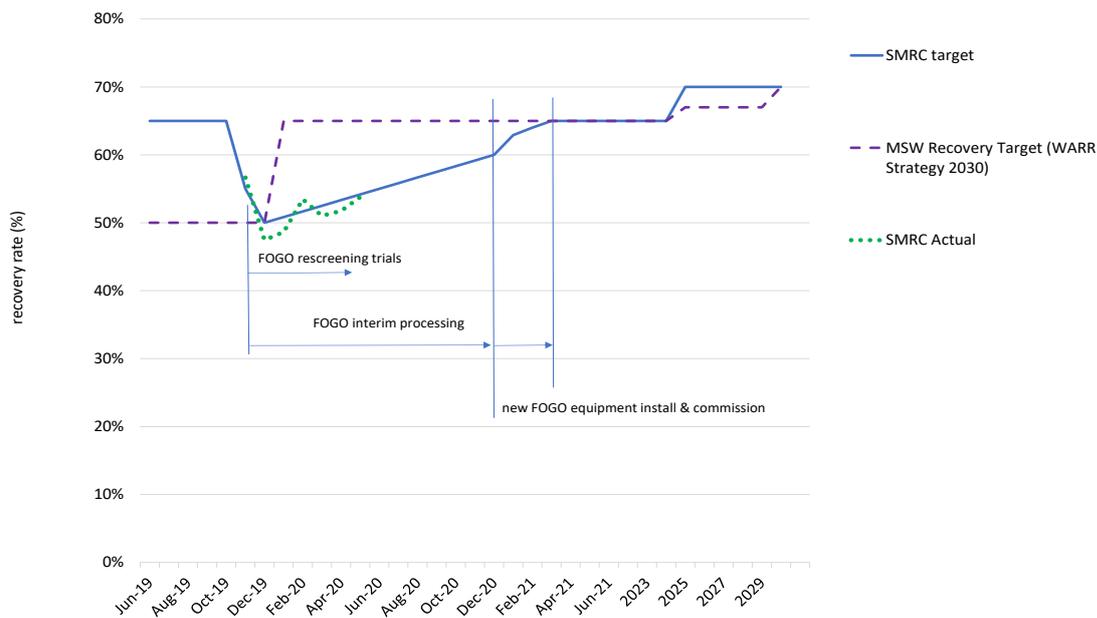


Figure 1 SMRC projected and actual kerbside recovery rates to June 2021 FOGO interim processing period (excludes data from non-FOGO properties)

Further improvements in recovery rates in line with State targets will be dependent on a permanent FOGO processing solution in 2021 and the finalisation of the Waste to Energy plant in 2023.

Table 1 below is the current recovery rates and associated landfill rates for the three (3) waste streams associated with the FOGO waste service. Figure 2 displays the total monthly tonnes of kerbside waste collected by SUEZ between the 19-20 financial year. Since the decommissioned of

the digesters, all waste from the red topped general waste bin has been sent to landfill as planned under end-of-life planning. The removal of organic waste from the general waste bin ensures only residual waste is sent to landfill. As mentioned previously the recovery rate for the FOGO service was low and this was due to the interim processing and has since risen to around 80% as anecdotally reported by the SMRC, moving the overall diversion towards 60%.

Table 1 Tonnes of Waste collected and Recovered for the Town of East Fremantle for the 2019-20 Period (SMRC & SUEZ)

Waste Tonnages 19-20	FOGO	WASTE	REC
Tonnes Landfilled	866	918	142
Actual Tonnes Recovered (SMRC)	669	0	816

Waste Tonnages 19-20	FOGO	WASTE	REC
Actual Recovery Rate	44%	0%	85%
Actual Landfill Rate	56%	100%	15%

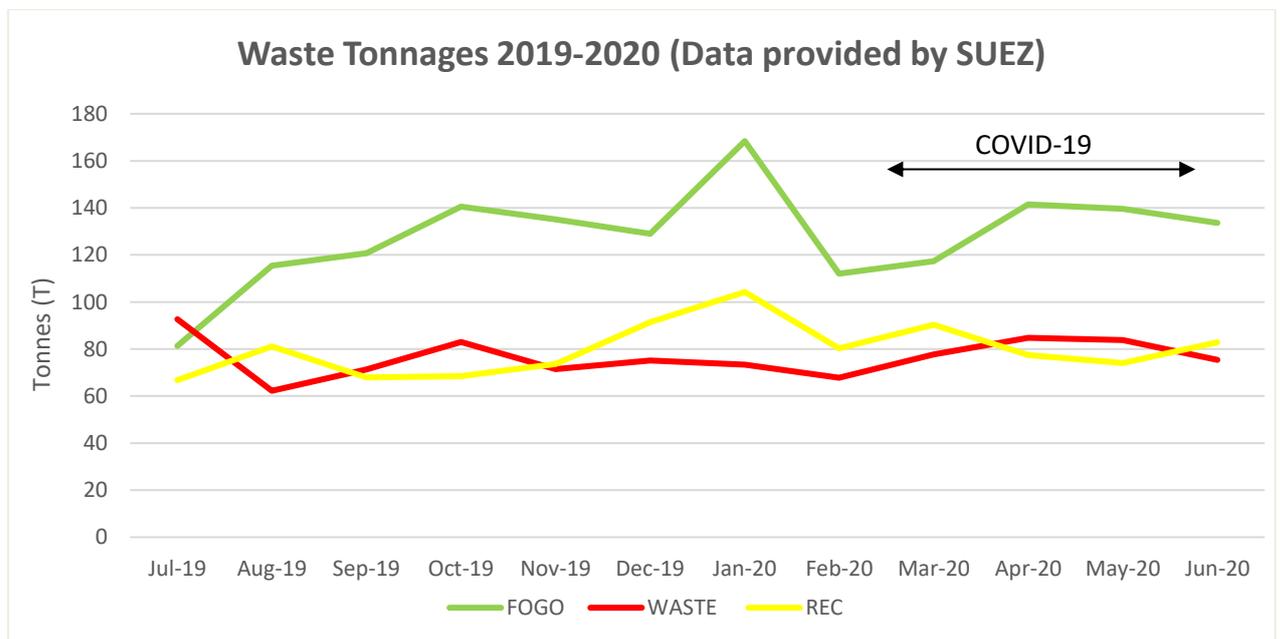


Figure 2 Total Tonnes of Waste Collected each month for FOGO, General Waste and Recycling

RRRC recovery rates by facility

Table 2 shows the actual recovery rates for both FOGO and Materials Recovery Facilities (MRF) at the Regional Resource Recovery Centre (RRRC). The MRF had a decrease in recovery in May with the rate of recovery dropping from 82.1% to 77.6% between April and May 2020. The SMRC advised this is likely due to the additional contamination coming from Cleanaway customers.

The SMRC highlighted that contamination levels in the FOGO waste stream may be impacting on the recovery rates with some incoming loads having high rates of contamination.

Table 2 RRRC recovery by facility

Facility	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20
FOGO	62.8%	42.3%	45.9%	56.2%	51.1%	53.8%	61.7%
MRF	84.5%	86.4%	85.4%	83.7%	83.4%	82.1%	77.6%

FOGO Compost

- Quality** - Testing to AS4454 standard has been completed on the first batches of compost and results have shown that the FOGO material derived is compliant with the AS4454 standard. Glass and rigid plastic results for March 2020 samples taken were 0.07% by weight which is well below the AS4454 limit of 0.5%. The FOGO test results for heavy metals is displayed below, the results are well below the Standard as Figure 3 shows

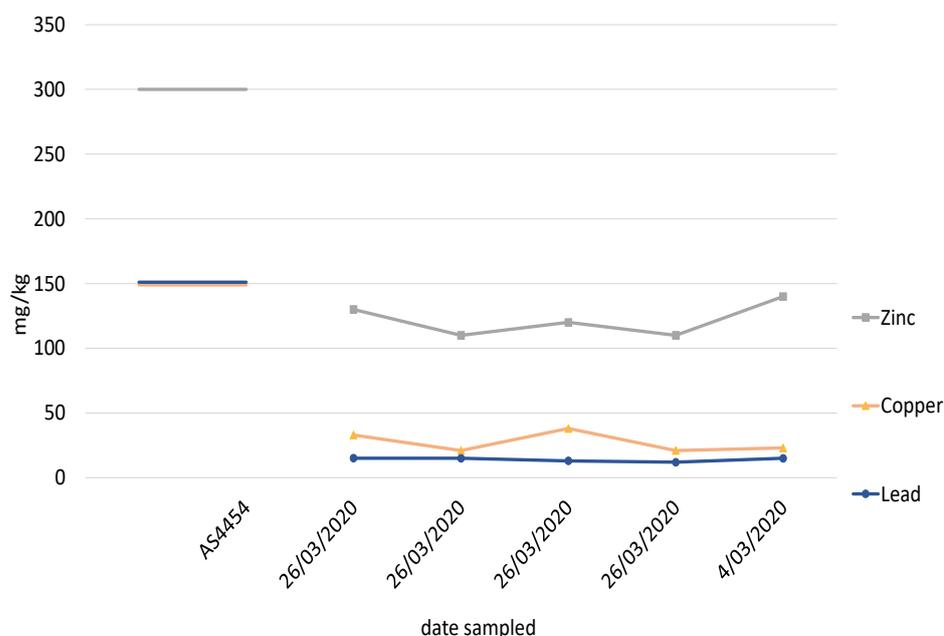


Figure 3 FOGO testing results March 2020 - heavy metals

- The AS4454 standard applies to Composts, Soil conditioners and mulches; the standard sets out the minimum requirements for the physical, chemical and biological properties of composts, soil conditioners, mulches and vermicast (worm castings). The Standard is used to ensure that compostable organic materials have minimal adverse impact on environmental and public health, and give users such as growers and consumers assurance of the quality of product.
- Quantity** - The SMRC can only estimate the quantity of waste recovered from the Town as material from all three councils is composted together in batches. However, since the start of the FOGO roll out its estimated that the total amount of East Fremantle derived compost exported from RRRC for 2019-20 period was 669 tonnes. For the purpose of carbon abatement using a 1: 1 factor subject to a new methodology being negotiated for FOGO

processing with the clean energy regulator, this is a work in process resulting in an estimated abatement of 669 tonnes of CO².

- **Value** – As the compost is yet to be on the market for sale this is yet to be determined, however, at current market rates through soil and landscaping supply yards to the general public it is likely to attract a price of around \$100.00 per cubic meter.

Community Behaviour

Since the initial rollout in 2019 the Town has continued to roll out the FOGO waste service to 96% of its residential properties as well as commercial properties and community groups where possible. Over the next two years with additional funding from the Better Bins plus funding agreement, the Town aims to roll out the service to the whole Town (residential, multiunit developments, commercials and community groups). Table 3 below displays the individual and split ratio for residential separation between the FOGO and the General Waste Bin.

East Fremantle and Melville are performing above the minimum target of two tonnes of FOGO to each one tonne of waste in the general waste bin. This demonstrates that the Town's current and past forms of engagement, education and communication has been effective in residents achieving a high level of separation between the two new waste bins.

Table 1 Separation rate for FOGO

Council	tonnes placed in FOGO bin	for each tonne in RED bin
East Fremantle	2.1	1
Fremantle	1.7	1
Melville	2.2	1
Overall	2.1	1
<i>Predicted by Melville trial</i>	<i>2.0</i>	<i>1</i>

Ongoing Behaviour change

In late February 2020, the SMRC began the first round of bin tagging to 1,000 properties in the Town of East Fremantle. Audits were undertaken by trained waste auditors from the SMRC, the first round of bin tagging was planned to conclude in April. Due to the COVID-19 pandemic the first round of waste audits was forced to conclude on 18 March and Round 2 postponed to the end of August. The SMRC has proposed the second round of bin tagging proposed for late August. Please note the data below is inconclusive due to the limited timeframe before the forced conclusion of the tagging and is supplied for information only.

Overall, it can be noted that residents have a clear understanding on the correct use of the FOGO bin with higher levels of contamination being found in the General Waste bin and Recycling Bin. The information from the waste audits has been used by the Town when redesigning the 2020-21 Waste Calendar, highlighting key forms of contamination in both the General waste and Recycle bin. Further audits will give the Town a clear subset of data for future targeted education and engagement through social media posts, E-news etc.

The main contaminants in the FOGO bin were:

- Soft plastic (6%)
- FOGO in plastic bags (4%)

The main contaminants in the Recycling bin were:

- Miscellaneous contaminants (50%)
- Soft Plastic (38%)
- Un-rinsed Containers (9%)
- Recycling in bags (8%)
- Textiles (5%)

The Main contaminants in the general Waste bin were:

- Recyclable materials (50%)
- Food (17%)

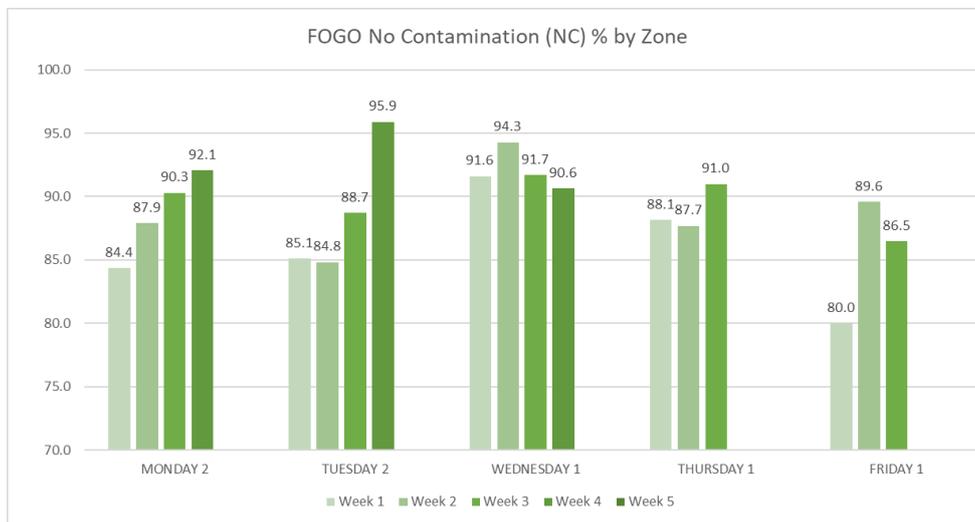


Figure 4 Percentage of FOGO waste bins with no contamination inclusive of 3-4 weeks' worth of data

FOGO	WEEK1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	AVERAGE %
No Contamination	85.85	88.86	92.88	92.88		88.91
No Bin	22.89	23.46	20.82	20.82		22.49
Vacant	1.11	0.23	0.20	0.20		0.44
Bin already collected	0.42	0.37	0.00	0.00		0.70
FOGO in Plastic Bags	5.61	3.71	1.92	1.92		4.37
Soft Plastic	7.14	7.15	3.60	3.60		5.78
Recycling	3.42	4.34	2.57	2.57		3.31
Misc Contamination	3.84	3.25	1.44	1.44		2.73
Overfull Bin	1.07	2.26	0.96	0.96		1.34
Presentation Rate	75.58	75.94	78.98	78.98		76.38
Fullness	44.30	53.72	45.54	45.54		47.22

Table 4 Forms of Contamination found in the FOGO during waste audits

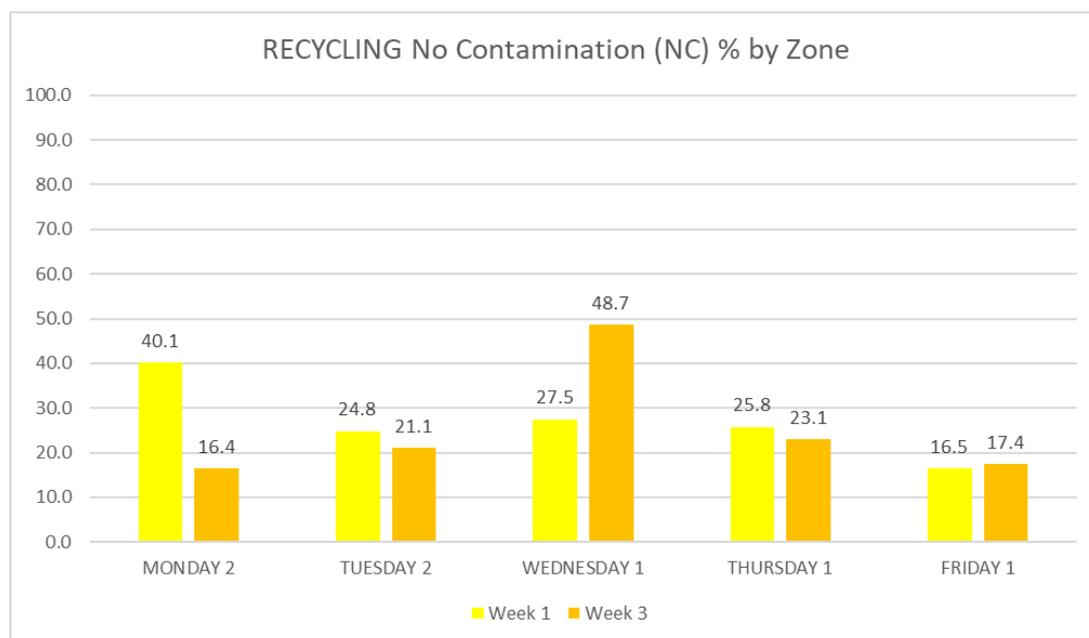


Figure 5 Percentage of Recycling bins with no contamination inclusive of 2 weeks of data (Inconclusive)

RECYCLING	WEEK 1	WEEK 3	WEEK 5	AVERAGE %
No Contamination	26.94	25.33		26.14
No Bin	12.58	13.82		13.20
Vacant	1.11	0.12		0.61
Bin already collected	0.00	0.72		0.36
Recycling in Bags	9.05	7.01		8.03
Soft Plastic	40.96	35.87		38.42
Food	2.10	3.67		2.88
Garden Waste	0.88	1.09		0.98
Textiles	6.31	3.14		4.72
Nappies	0.27	0.14		0.21
Electronic Waste	0.28	0.81		0.55
HHW	0.28	0.69		0.49
Aerosols	1.83	2.01		1.92
Unrinsed Containers	5.30	12.89		9.10
Misc Contamination	50.68	51.26		50.97
Overfull Bin	6.77	4.54		5.66
Presentation Rate	86.31	85.34		85.82
Fullness	79.81	83.85		81.83

Table 5 Forms of Contamination found in the Recycling bin during waste audits

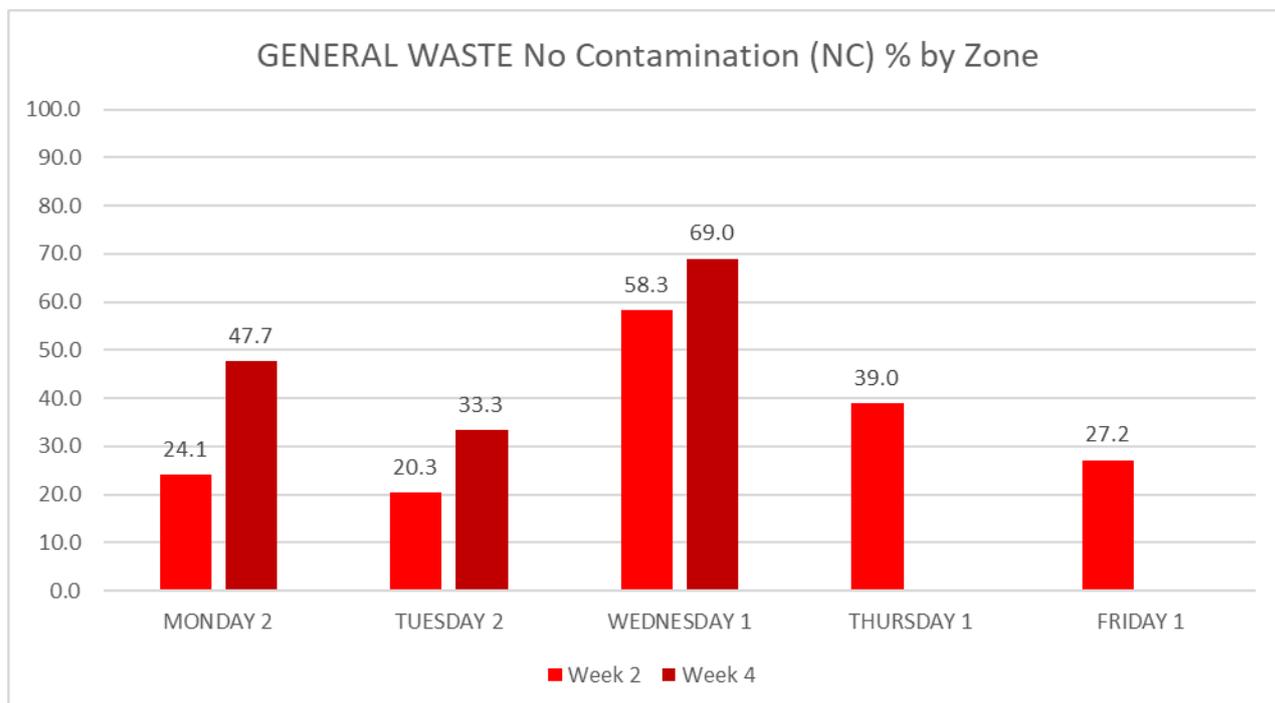


Figure 6 Percentage of General Waste bins with no form of contamination includes 1-2 weeks of data (Inconclusive)

GENERAL WASTE	WEEK 2	WEEK 4	AVERAGE %
No Contamination	33.77	49.99	39.86
No Bin	15.89	13.53	15.00
Vacant	0.23	0.20	0.22
Bin already collected	0.37	3.75	1.64
Recycling in Waste Bin	56.35	41.92	50.94
Food	21.09	12.06	17.70
Garden Organics	3.76	4.74	4.13
Electronic Waste	2.78	2.41	2.65
HHW	0.87	1.97	1.28
Misc Contamination	11.58	4.87	9.06
Overfull Bin	6.67	5.70	6.31
Presentation Rate	83.52	82.52	83.14
Fullness	80.46	74.66	78.28

Table 6 Forms of Contamination in the General Waste bin during waste audits

The information provided above is inconclusive due to the limited timeframe before the forced conclusion of the tagging and is supplied for information only. More bin tagging will occur when current work schedules permit, therefore providing more detailed data for Officer to assess.



12.4.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 120820

Moved Cr Collinson, seconded Cr Harrington

That Council receive the information included in the Waste Services report.

(CARRIED UNANIMOUSLY)

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

Nil.

16. NEW BUSINESS OF AN URGENT NATURE

Nil.

17. MATTERS BEHIND CLOSED DOORS

17. PROCEDURAL MOTION

Moved Cr A McPhail, seconded Cr Harrington

That Council move into a confidential session to discuss Items 17.1 & 17.2 under the terms of the *Local Government Act 1995 Section 5.23(2)*:

(a) a matter affecting an employee or employees;

(CARRIED UNANIMOUSLY)

Members of the gallery and all Council officers, with the exception of the Chief Executive Officer, left the meeting at 8.02pm.

17.1 CEO Performance Review

Elected members considered a Confidential Report regarding this matter.

17.1 RECOMMENDATION/COUNCIL RESOLUTION 130820

Moved Mayor O'Neill, seconded Cr Harrington

That Council resolve:

- (1) to advise the Chief Executive Officer that he had met or exceeded the Key Result Areas (KRAs) set by Council for the previous 12 months.
- (2) the CEO salary not be increased for 2020/21 given the potential financial implications of COVID-19 on the Town.
- (3) the CEO be offered a further five (5) year employment contract.
- (4) to mutually agree on new Key Performance indicators for 2020-21.

(CARRIED UNANIMOUSLY)

17.2 Staff Contract

Elected members considered a Confidential Report regarding this matter.

17.2 RECOMMENDATION/COUNCIL RESOLUTION 140820

Moved Mayor O'Neill, seconded Cr Harrington

That Council resolve:

- (a) to grant the Chief Executive Officer (Mr G Tuffin) a new 5 year employment contract, commencing 1 September 2020 and expiring on 1 September 2025, based on the current terms and conditions of employment.
- (b) that the Mayor be authorised to finalise and sign the necessary documentation for the contract of employment appointing Mr Gary Tuffin as Chief Executive Officer.

(CARRIED UNANIMOUSLY)

17. PROCEDURAL MOTION

Moved Cr Collinson, seconded Cr Natale

That the meeting be reopened to the public.

(CARRIED UNANIMOUSLY)

18. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.26pm.

I hereby certify that the Minutes of the ordinary meeting of the Council of the Town of East Fremantle, held on 18 August 2020, Minute Book reference 1. to 18. were confirmed at the meeting of the Council on

15 SEPTEMBER 2020



Presiding Member